



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, January 23, 2023, at 12:00 noon  
Library Headquarters, Wausau Community Room.**

Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/654336773> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 654-336-773.**

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

**AGENDA**

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting [library-administration@mcpl.us](mailto:library-administration@mcpl.us))*
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Valley Library Service
- 7. (10 minutes) Election of Library Board Officers – For Discussion and Possible Action**
  - President
  - Vice President
- 8. (10 minutes) Action on Marathon County Public Library's Membership in Wisconsin Valley Library System (WVLS) – For Discussion and Possible Action**
- 9. (15 minutes) Library Service Highlight: Community Outreach Officer – For Discussion and Informational Purposes Only.**
- 10. MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
  - A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion with outside counsel relative to cause of action related to library operations and funding.
- 11. MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
  - A. Announcements and/or Action Regarding Closed Session Discussions

- 12. Announcements
- 13. Request for Future Agenda Items
- 14. Next Meeting Dates
  - Monday 02/20/2023
  - Monday 03/20/2023
  - Monday 04/17/2023
  - Monday 05/15/2023 – Rothschild Branch
- 15. Adjournment

Signed:   
Library Director or Designee

\*All times are approximate and subject to change

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

EMAILED TO: Wausau Daily Herald, City Pages, and  
EMAILED TO: Other Media Groups  
EMIALED BY: H. Wilde  
EMAILED DATE: January 17, 2023  
EMAILED TIME: 9:30 a.m.

NOTICE POSTED AT COURTHOUSE

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 19, 2022.

Present: Sharon Hunter, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle VanKrey, Leah Giordano

Absent: Jeff Campo

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Jamie Matczak, Rachel Metzler, Katie Zimmerman, Brenda Walenton, Susie Hafemeister and seven additional visitors in person; two remote visitors

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

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VANKREY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 21, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY REID RAYOME TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 28, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR NOVEMBER, 2022. MOTION CARRIED.**

Public Comments – Members of the public shared comments.

President – None

Other Board Members – None

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

- The director asked Corporate Counsel to share advice on a sample RFP to be used while drafting an RFP for a library strategic plan.
- The Health Department contacted the director about distributing COVID tests at the library. Staff will create a plan for safely distributing the free tests to community members requesting them at the library, whether it is at the main desk, drive thru or curbside.
- The library's website had a potential security breach and staff is working on a solution. The host company, GoDaddy, has been unable to find the cause of the problem.

Currently the website is down and patrons are rerouted to a link so they can access the catalog.

- The new Workday software was expected to go live December 19, 2022, but library staff have not yet received log-ins. The County should be providing this information soon.

Board Committees – None

Friends of the Library – The Friends met on November 28<sup>th</sup> and approved the funding of the 2023 programming budget.

MCPL Foundation – The Foundation met on December 7<sup>th</sup> at the library and toured the facility including the third floor.

Wisconsin Valley Library Service –None

WVLS Expectations Final Summary – Marla Sepnafski, Director of WVLS and Jamie Matczak, WVLS Continuing Education Consultant presented the WVLS fourth quarter report, highlighting four areas from the expectation list:

- **MCPL's participation in sub-committees** - MCPL is represented on the 10 person committee, Northern Wisconsin ILS Consortium Evaluation (NICE) which is determining the value and feasibility of merging the data of Northern Waters and WVLS Integrated Library Systems. The goal is to increase ILS administrative support and improve service to patrons.
- **Increased professional development and education**- WVLS planned the MCPL staff day, created training videos, provided scholarships and sponsored workshops.
- **Bi-annual review of ILS** – The V-CAT/ILS Evaluation and Review Committee has narrowed the selection to three products for demonstration. All staff members that use Sierra were given the opportunity to attend the demonstrations for Carl, Koha by Bywater and Innovation's Sierra. The demonstrations were taped for future viewing.
- **Cost/Benefit Analysis of WVLS to MCPL** – Referring to Appendix E of the WVLS report, an overview of the minimal quantifiable use of services was shared. This included a description of the fees paid to WVLS by MCPL (\$96,309 in 2022) and the quantifiable services provided by WVLS to MCPL (\$349,434 in 2022). Services included planning and support for MCPL's staff development day, scholarships, support for the Summer Learning Program and collection support.

Revisit System Expectations - The Board of Trustees discussed the motion to move to South Central that was tabled in December 2022. Addressing this motion will be added to the January 2023 agenda.

Collection Development Policy Update – The Board of Trustees discussed adding a paragraph from LaCrosse Library's policy to MCPL's existing policy.

**A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY ANDREA SHERIDAN TO APPROVE THE COLLECTION POLICY AS IS.**

**AN AMMENDMENT WAS PROPOSED BY SHARON HUNTER AND SECONDED BY MICHELLE VANKREY TO ADD THE FOLLOWING WORDING TO THE POLICY:**

- **PARENTS AND/OR GUARDIANS OF CHILDREN UNDER THE AGE OF 18 HAVE PRIMARY RESPONSIBILITY OVER DETERMINING THE APPROPRIATENESS OF ANY GIVEN MATERIAL. NOT ALL MATERIALS WITHIN THE LIBRARY CAN BE CONSIDERED AGE-APPROPRIATE FOR ALL USERS. THE LIBRARY WILL NOT BE RESPONSIBLE FOR DETERMINING THE APPROPRIATENESS OF ANY MATERIAL A CHILD WITH THEIR OWN LIBRARY CARD CHOOSES TO VIEW OR CHECK OUT, AND DOES NOT ADAPT SELECTION BASED ON POTENTIAL ACCESS TO ALL MATERIALS.**

**AMMENDMENT APPROVED.**

**A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY KARI SWEENEY TO ACCEPT THE ORIGINAL MOTION WITH THE AMMENDMENT. MOTION CARRIED.**

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VANKREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

- A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.
- B. Roll call vote:
- |                  |             |
|------------------|-------------|
| Michelle VanKrey | yes         |
| Andrea Sheridan  | yes         |
| Reid Rayome      | yes         |
| Gary Gisselman   | yes         |
| Kari Sweeney     | yes         |
| Sharon Hunter    | yes         |
| Jeff Campo       | not present |

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO RETURN TO OPEN SESSION. MOTION CARRIED.**

Announcement - President Sharon Hunter thanked Director Leah Giordano for guidance through the year.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO APPROVE THE PERSONNEL EVALUATION AS PRESENTED. MOTION CARRIED**

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

- A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.
- B. Roll call vote:
- |                  |             |
|------------------|-------------|
| Michelle VanKrey | yes         |
| Andrea Sheridan  | yes         |
| Reid Rayome      | yes         |
| Gary Gisselman   | yes         |
| Kari Sweeney     | yes         |
| Sharon Hunter    | yes         |
| Jeff Campo       | not present |

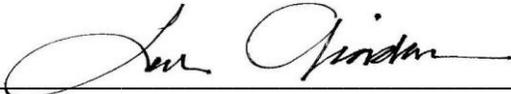
**A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY ANDREA SHERIDAN TO RETURN TO OPEN SESSION. MOTION CARRIED.**

Announcement from Closed Session – This Board has agreed to retain outside legal counsel for the purposes discussed in closed session.

Announcements Michelle VanKrey shared that she has enjoyed her time on the Library Board of Trustees. Sharon Hunter shared that she will stay on as a trustee until a replacement is appointed.

Request for Future Agenda Items – Nominations for President will be shared at the next meeting.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO ADJOURN THE MEETING AT 1:29 P.M. MOTION CARRIED.**

  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 23, 2023.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday November 21, 2022.

Present: Sharon Hunter, Jeff Campo, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and three additional guests, remote visitors: Marla Sepnafski, Jamie Matczak, Dan Richter and five additional remote visitors

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

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 17, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY GISSELMAN TO APPROVE THE BILLS & SERVICES REPORT FOR OCTOBER, 2022. MOTION CARRIED.**

Public Comments - None

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VAN KREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

- A. Pursuant to §§ 19.85(1)(e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: procurement process for book sorter.
  
- B. Roll call vote to go convene in closed session:

Michelle Van Krey	yes
Andrea Sheridan	yes
Jeff Campo	yes
Reid Rayome	yes
Gary Gisselman	yes
Kari Sweeney	yes
Sharon Hunter	yes

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY ANDREA SHERIDAN TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO APPROVE THE PURCHASE OF THE SORTER FOR \$109,404.50 FROM ENVISIONWARE, USING CIP FUNDS. MOTION CARRIED.**

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VAN KREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

- A. Pursuant to §§ 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.
- B. Roll call vote to convene in closed session:
- |                   |     |
|-------------------|-----|
| Michelle Van Krey | yes |
| Andrea Sheridan   | yes |
| Jeff Campo        | yes |
| Reid Rayome       | yes |
| Gary Gisselman    | yes |
| Kari Sweeney      | yes |
| Sharon Hunter     | yes |

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VAN KREY TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO DIRECT CORPORATION COUNSEL TO SOLICIT QUOTES FOR OUTSIDE COUNSEL REGARDING THE TOPICS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.**

President – The Personnel Committee will meet with the director for an annual performance review and share the plan with the full Board.

Other Board Members – None

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

- The Community Outreach Specialist hired by the Wausau Police Department has begun office hours in the library twice a week to help community members find the resources they need.
- The MoU Task Force is currently waiting for the County to review the MoUs.

Board Committees – (See Library Director's Report for the Task Force update)

Friends of the Library – The last monthly sale held by the Friends had a profit of about \$400. The quarterly sale earlier in November was highly profitable with proceeds of \$4466. The next meeting of the Friends is Monday, November 28<sup>th</sup>. At this meeting the 2023 Programming Budget request will be presented.

MCPL Foundation – The next meeting of the Foundation will be in December at the library. Foundation Board members will tour the library to see the new furnishings and the third floor.

Wisconsin Valley Library Service – The WVLS Board met on November 19<sup>th</sup> and discussed the evaluation of ILS systems currently in progress. February 7, 2023 is Library Legislation Day and members of the WVLS Board will attend. MCPL Board members are also welcome to attend. Arrowhead and Lakeshores Public Library Systems joined to form the Prairie Lakes Library System.

2023 MCPL Holiday Closures – The County is adding two additional holidays in 2023, Presidents Day and Good Friday. The library is open on these days and will therefore have an additional two floating holidays. These changes do not affect the calendar presented to the Board.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VAN KREY TO APPROVE THE SCHEDULE AS PRESENTED. MOTION CARRIED.**

System Expectations Review – WVLS has provided a packet with information on how expectations of the MCPL Board of Trustees are being met. The Board will vote next month on whether to stay with WVLS as a system or follow the Task Force’s 2021 recommendation to leave WVLS.

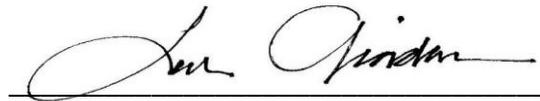
Library Trustee Essentials: Chapters 20 & 21 – Discussion led by Andrea Sheridan

- Essential #20 – The Library Board and Building Accessibility – The Board has the responsibility to ensure that all library facilities and policies are in compliance with all laws including the American Disability Act (ADA). Laws require that the library has equal employment opportunities for individuals with disabilities and that the library does not discriminate against individuals when providing services. An ADA Accessibility Plan should be created that evaluates potential problems, specifies modifications needed, sets a timeline for problems to be addressed and regulates updates on a regular basis. Areas inside and outside of the library building should be evaluated while making the plan.
- Essential #21- The Library Board and Accessible Services – The library must create a space that all community members feel welcome and are able to access services provided by the library. This may require accommodations for those experiencing mobility issues, language barriers, limited literacy, homelessness or other issues.

Announcements - None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY GISSELMAN TO ADJOURN THE MEETING AT 1:15. MOTION CARRIED.**

A handwritten signature in cursive script, appearing to read "Len Jordan", written in black ink. The signature is positioned above a horizontal line.

Library Director or Designee

Special Meeting of the Marathon County Public Library Board of Trustees, Monday November 28, 2022.

Present: Sharon Hunter, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Absent: Jeff Campo (Excused)

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and 36 additional guests, remote visitors: Anne Hamland, Marla Sepnafski, Jamie Matczak and fourteen additional remote visitors

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

Public Comments - Members of the public shared comments.

Legal Definitions and Statute Explanations Pertaining to Library Books - presented by Corporation Counsel Mike Puerner

- Corporation Counsel explained the following laws and policies and how they may relate to the Library board of Trustees discussion of agenda items.
  - Wisconsin State Statutes 43.58(1) and 43.58(4)
  - MCPL Collection Development policy and Selection Standards
  - Wisconsin State Statutes 948.10, 948.11 and 948.12
  - 18 USC 2251 and 2252
  - Marathon County Code 9.42

Book Challenge Appeal for *Making a Baby* by Rachel Greener - Board discussion on the materials presented in the board packet about the book challenge appeal. Trustee Rayome provided Trustees with an additional letter from Marathon county medical professionals confirming their belief that the books “contain accurate medical information” and “have scientific and educational value for children”.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY TO ADOPT THE RECOMMENDATION OF THE REVIEW COMMITTEE, IN THIS INSTANCE, RELEVANT TO THE BOOK *MAKING A BABY* BY RACHEL GREENER. MOTION CARRIED.**

Book Challenge Appeal for *You be You! The Kids Guide to Gender, Sexuality and Family* by Jonathan Branfman – Board discussion on the materials presented in the board packet about the book challenge appeal.

**A MOTION WAS MADE BY MICHELLE VAN KREY SECONDED BY ANDREA SHERIDAN TO ACCEPT THE APPEAL COMMITTEES DECISION TO HAVE *YOU BE YOU! THE KIDS GUIDE TO GENDER,***

**SEXUALITY AND FAMILY BY JONATHAN BRANFMAN REMAIN IN THE COLLECTION, IN THE CHILDREN'S SECTION. MOTION CARRIED.**

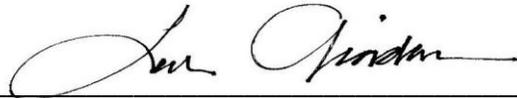
Review of Collection Development Policy - Board discussed the value of reviewing the policy on collection development that was last reviewed in 2013. Discussion included different methods to review the policy.

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY MICHELLE VAN KREY TO PUT THIS ON THE DECEMBER AGENDA WITH PROS AND CONS OF DIFFERENT TYPES OF WAYS TO ORGANIZE LOOKING AT THE COLLECTION DEVELOPMENT POLICY. MOTION CARRIED.**

Announcements - None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 1:00 P.M. MOTION CARRIED.**

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

Library Director or Designee

1/10/2023  
8:17 am

Marathon County Library  
Bills for Approval  
Period 12

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	CHARTER COMMUNICATIONS PA	656.83
	<b>INTERNET SERVICE</b>	<b>656.83</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	104.85
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>104.85</b>
101 000000000066592250	TELEPHONE	
	FRONTIER	508.11
	CHARTER COMMUNICATIONS	86.23
	<b>TELEPHONE</b>	<b>594.34</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	MERRILL CITY TREASURER	10.99
	COLBY COMMUNITY LIBRARY	17.00
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>27.99</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	2,211.59
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>2,211.59</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	535.54
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>535.54</b>
101 000000000066593130	PRINTING/DUPLICATION	
	MARCO	1,005.67
	<b>PRINTING/DUPLICATION</b>	<b>1,005.67</b>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	20,187.02
	GREY HOUSE PUBLISHING INC	543.50
	OVERDRIVE INC	843.72
	AMAZON CAPITAL SERVICES	17,611.93
	<b>BOOKS LIBRARY</b>	<b>39,186.17</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	3,234.90
	BLACKSTONE AUDIOBOOKS	497.22
	FINDAWAY WORLD	3,567.41
	AMAZON CAPITAL SERVICES	1,094.09
	MIDWEST TAPE LLC	910.25
	<b>AUDIO-VISUAL MATERIALS</b>	<b>9,303.87</b>

1/10/2023  
8:18 am

Marathon County Library  
Bills for Approval  
Period 12

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	CDW GOVERNMENT INC	46.26
	AMAZON CAPITAL SERVICES	347.27
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>393.53</b>
101 000000000066595320	BUILDING/OFFICES RENT	
	EDGAR, VILLAGE	1,227.97
	MOSINEE WATER/SEWER	45.72
	WI PUBLIC SERVICE CO	600.82
	VILLAGE OF MARATHON CITY	740.30
	<b>BUILDING/OFFICES RENT</b>	<b>2,614.81</b>
	<b>LIBRARY 665 TOTAL:</b>	<b>56,635.19</b>

1/10/2023  
8:18 am

Marathon County Library  
Bills for Approval  
Period 12

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	166.26
AMAZON CAPITAL SERVICES	462.89
<b>BOOKS LIBRARY</b>	<b>629.15</b>
LIBRARY GIFTS 667 TOTAL:	629.15
Report Total:	<u>57,264.34</u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	471,020.00	16,987.20		385,993.20	385,993.20	85,026.80	82.0
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	30,264.80		761,386.48	761,386.48	59,126.52	92.8
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	22,809.56		547,734.73	547,734.73	144,729.27	79.1
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	5,121.98		121,728.66	121,728.66	32,004.34	79.2
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	4,282.53		101,881.11	101,881.11	16,835.89	85.8
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	38,086.76		443,681.99	443,681.99	65,947.01	87.1
Act 1541 DENTAL INSURANCE	10,558.00	891.93		10,189.72	10,189.72	368.28	96.5
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1544 HLTH INS-CONVERSION, RET				30,700.20	30,700.20	30,700.20-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	903.00		21,846.00	21,846.00	9,276.00	70.2
Act 1550 LIFE INSURANCE	1,023.00	43.41		393.79	393.79	629.21	38.5
Act 1560 WORKERS COMPENSATION PAY	1,231.00	60.26		873.19	873.19	357.81	70.9
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	72.04		1,702.23	1,702.23	304.77	84.8
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	119,523.47		2,428,111.30	2,428,111.30	416,360.70	85.4
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,300.00					1,300.00	
Act 2141 INTERNET SERVICE	25,500.00	656.83		13,772.96	13,772.96	11,727.04	54.0
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	104.85		812.35	812.35	187.65	81.2
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	594.34		8,024.81	8,024.81	475.19	94.4
Act 2433 MAINTENANCE CONTRACTS	11,000.00			6,639.00	6,639.00	4,361.00	60.4
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00			4,153.80	4,153.80	4,846.20	46.2
Act 2954 RFID EQUIP MAINT FEES	36,000.00					36,000.00	
Act 2955 V-CAT FEES LIBR	76,500.00			77,582.48	77,582.48	1,082.48-	****
Act 2957 COUNTY E-MAIL SERVICE	8,500.00			4,092.48	4,092.48	4,407.52	48.2
Act 2958 COUNTY NETWORK SUPPORT	4,000.00			1,670.00	1,670.00	2,330.00	41.8
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00			1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	27.99		5,594.82	5,594.82	3,405.18	62.2
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00			612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,211.59		27,424.77	27,424.77	5,424.77-	****
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	535.54		5,570.70	5,570.70	2,429.30	69.6
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			1,770.49	1,770.49	1,879.51	48.5
Act 3125 PAPER COPIER	2,000.00			1,580.00	1,580.00	420.00	79.0
Act 3126 PAPER - RECEIPTS	800.00					800.00	

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3127 RFID TAGS-LIBR	10,500.00			3,459.00	3,459.00	7,041.00	32.9
Act 3130 PRINTING/DUPLICATION	8,000.00	1,005.67		10,817.79	10,817.79	2,817.79	****
Act 3161 BOOKS LIBRARY	279,272.00	39,186.17		274,759.97	274,759.97	4,512.03	98.4
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	9,303.87		63,603.41	63,603.41	6,758.59	90.4
Act 3190 OFFICE SUPPLIES				3.16	3.16	3.16	-
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			17,417.14	17,417.14	582.86	96.8
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00			25,839.88	25,839.88	802.88	****
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			4,754.50	4,754.50	754.50	****
Act 3260 ADVERTISING	9,832.00			6,757.00	6,757.00	3,075.00	68.7
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	112.00		1,370.22	1,370.22	1,629.78	45.7
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00			416.67	416.67	16.67	****
Act 3390 MEETING EXPENSES	8,335.00			8,637.59	8,637.59	302.59	****
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	393.53		25,938.02	25,938.02	2,061.98	92.6
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00			36,532.00	36,532.00	4,032.00	****
Act 5320 BUILDING/OFFICES RENT	55,000.00	2,614.81		51,864.11	51,864.11	3,135.89	94.3
APR 711B LIBRARY LVL 1-OPERATING	795,688.00	56,747.19		699,562.07	699,562.07	96,125.93	87.9
Or2 665 LIBRARY	3,640,160.00	176,270.66		3,127,673.37	3,127,673.37	512,486.63	85.9

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00		23,153.00	23,153.00		****
Act 3240 MEMBERSHIP DUES		19,000.00		18,726.44	18,726.44	273.56	98.6
-----							
APR 711B LIBRARY LVL 1-OPERATING		42,153.00		41,879.44	41,879.44	273.56	99.4
-----							
Or2 666 WVLS CONTRACTUAL SERVICE-LI		42,153.00		41,879.44	41,879.44	273.56	99.4
-----							
Agy 0870 LIBRARY	3,682,313.00	176,270.66		3,169,552.81	3,169,552.81	512,760.19	86.1
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Sub 101 GENERAL FUND	3,682,313.00	176,270.66		3,169,552.81	3,169,552.81	512,760.19	86.1

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 12 ending December 31, 2022

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	129,277.00	629.15		36,595.90	36,595.90	92,681.10	28.3
-----							
Or2 667 LIBRARY GIFTS	129,277.00	629.15		36,595.90	36,595.90	92,681.10	28.3
-----							
Agy 0870 LIBRARY	129,277.00	629.15		36,595.90	36,595.90	92,681.10	28.3
-----							
Sub 252 LIBRARY GIFTS	129,277.00	629.15		36,595.90	36,595.90	92,681.10	28.3
-----							
Report Final Totals	3,811,590.00	176,899.81		3,206,148.71	3,206,148.71	605,441.29	84.1
=====							

GL787

LIB 22 MAINT OBL VS BUDGET SM2

Report Format 511

Period 12 ending December 31, 2022

Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00					420.00	
Act 2210 WATER/SEWER	40,000.00			38,511.24	38,511.24	1,488.76	96.3
Act 2220 ELECTRIC	37,000.00	3,003.46		36,419.48	36,419.48	580.52	98.4
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,706.37		17,489.65	17,489.65	7,489.65	****
Act 2460 BUILDING SERVICE EQUIP R	3,000.00					3,000.00	
Act 2470 BUILDING REPAIRS	1,000.00			5,068.04	5,068.04	4,068.04	****
Act 2930 FIRE PROTECTION	300.00			356.03	356.03	56.03	****
Act 2970 REFUSE COLLECTION	7,300.00	236.68		5,525.45	5,525.45	1,774.55	75.7
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	25.12		2,542.25	2,542.25	57.75	97.8
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00					7,000.00	
Act 3460 CLOTHING/UNIFORM	500.00					500.00	
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	102.30		324.36	324.36	175.64	64.9
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	5,073.93		106,236.50	106,236.50	3,483.50	96.8
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	5,073.93		106,236.50	106,236.50	3,483.50	96.8
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	5,073.93		106,236.50	106,236.50	3,483.50	96.8
Sub 101 GENERAL FUND	109,720.00	5,073.93		106,236.50	106,236.50	3,483.50	96.8
Report Final Totals	109,720.00	5,073.93		106,236.50	106,236.50	3,483.50	96.8

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of December 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	1,349	1,565	16.01%	11,810	17,185	45.51%
EDGAR	1,146	1,231	7.42%	15,655	18,901	20.73%
HATLEY	1,402	1,553	10.77%	17,597	20,979	19.22%
MARATHON	2,156	2,023	-6.17%	25,610	32,222	25.82%
MOSINEE	2,158	2,167	0.42%	25,452	29,340	15.28%
ROTHSCHILD	6,573	6,193	-5.78%	78,941	93,890	18.94%
SPENCER	905	1,032	14.03%	9,425	13,941	47.92%
STRATFORD	1,589	1,744	9.75%	18,659	22,621	21.23%
WAUSAU	22,007	25,660	16.60%	237,818	345,133	45.12%
WAUSAU DRIVE UP	1,997	1,698	-14.97%	14,846	22,393	50.84%
HOMEBOUND	758	664	-12.40%	11,197	10,524	-6.01%
ILL	142	144	1.41%	1,899	2,082	9.64%
OVERDRIVE	12,584	13,626	8.28%	158,137	167,682	6.04%
<b>GRAND TOTAL</b>	<b>54,766</b>	<b>59,300</b>	<b>8.28%</b>	<b>627,046</b>	<b>796,893</b>	<b>27.09%</b>

\*\*MCPL reopened their doors on Tuesday, June 1, 2021

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

December 2022

	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	92	0	0	0	0	598	0	690	17,185	4.02%
EDGAR	0	0	0	0	0	64	0	64	18,901	0.34%
HATLEY	0	0	0	0	0	0	0	0	20,979	0.00%
MARATHON	0	0	100	0	0	24	0	124	32,222	0.38%
MOSINEE	0	0	0	85	0	26	0	111	29,340	0.38%
ROTHSCHILD	16	0	20	91	0	1	0	128	93,890	0.14%
SPENCER	910	0	0	0	0	13	25	948	13,941	6.80%
STRATFORD	0	0	0	0	0	1	0	1	22,621	0.00%
WAUSAU	226	0	2,702	964	0	233	158	4,283	345,133	1.24%
WAUSAU DRIVE UP	7	0	173	2	0	1	0	183	22,393	0.82%
MISC*									180,288	
TOTAL MCPL	1,251	0	2,995	1,142	0	961	183	6,532	796,893	0.82%
% of CIRC by COUNTY	0.16%	0.00%	0.38%	0.14%	0.00%	0.12%	0.02%			

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of December 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	65,032	58,085	-10.68%
RESIDENT CHILD	8,200	8,187	-0.16%
HOMEBOUND	166	111	-33.13%
STAFF	62	66	6.45%
TEMPORARY	465	449	-3.44%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,925</b>	<b>66,898</b>	<b>-9.51%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,918	2,776	-4.87%
CHILD	209	229	9.57%
TEMPORARY	24	26	8.33%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,151</b>	<b>3,031</b>	<b>-3.81%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	402	404	0.50%
<b>GRAND TOTAL</b>	<b>77,478</b>	<b>70,333</b>	<b>-9.22%</b>

# Marathon County Public Library

## Director Report

### January 2023

## Highlights

### Patron Account Purge

We recently completed a purge of outdated patron accounts in our records - those that had not been used for ten years AND owed no more than \$5 to MCPL were deleted from our database. These records had not been purged for numerous years, so the number of accounts removed this time (approximately 9,000) is higher than it would be in a typical annual purge. We are glad for the opportunity to bring MCPL's patron database maintenance in line with best practices. This will support patron privacy, help provide accurate information to the Department of Public Instruction, and allow us to better demonstrate to the community the value the library provides to each of our active patrons.

### Aquarium Celebrates 10 Years

Children and families were invited to the Marathon County Public Library's Wausau Headquarters last month to celebrate the 10th anniversary of the Phyllis Donner Aquarium, located in the library's children's department! MCPL held two story time anniversary events, with each seeing 50 or more attendees.



The anniversary events began with library staff reading ocean stories like *I'm the Biggest Thing in the Ocean* by Kevin Sherry and *Hey!: A Colorful Mystery* by Kate Read. Kids also enjoyed mimicking the actions of swimming, sleeping, riding a bike and brushing their teeth along to the silly song "The Goldfish" by the Laurie Berkner Band.

After story time, families were invited to partake in a variety of hands-on activities. Aquarium expert and tank maintenance professional Darren Letner had chocolate chip starfishes and pencil urchins for kids to touch and hold in a small pool. Some kids were hesitant, but ultimately worked up the courage to hold or touch the creatures! Letner also educated kids and families on the creatures and answered any questions

families had about the aquarium.

A sensory table, where kids could find plastic ocean creatures in water beads and play with kinetic sand, was also set up for the event. The sensory activities were very popular and gave parents great ideas for activities to do at home! Kids could also make a colorful jellyfish with crepe paper and daubers, or personalize their own aquarium with fun stickers.

The 650-gallon Phyllis Donner Aquarium was built in 2012 by Las Vegas-based Acrylic Tank Manufacturing for Tanked, its Animal Planet reality series at that time. It was unveiled to the public in December of that year and houses approximately 50 different kinds of fish, starfish, crabs, urchins, coral and an eel.

## New Website

As a result of the recent security breach experienced through GoDaddy's hosting site, MCPL has moved to have our site hosted through WVLS. This will benefit the library in several ways, most notably of which will remove the need to pay for hosting and have more responsive technical support through our local consortium as opposed to an outside company.



You may also notice a new look to our website! The site has been redesigned to have a cleaner interface and be easier for patrons to navigate. Starting January 3, we also began using the Aspen “New Materials Request” module or “Suggest a Purchase” option. This new function allows patrons to request items not currently available straight from the catalog.

## Incidents on the Rise

Similar to last year, the library has been experiencing several challenges related to patron behavior as the weather has grown colder. This year in particular we have noticed an increase in medical emergencies which seem to be stemming from inebriation. Contact has been made with the City of Wausau Police Department, who have been very responsive. After discussions, the intent of the Wausau Police Department is to have an officer walk through the library on a daily basis in the afternoon when a good number of the incidents have occurred. County Administrator Leonhard also made mention of the new Community Partners Campus which may offer alternative space for unhoused populations not wishing to use the library as intended.

## Library Services

December was a busy month for Library Services. We started out the month with a well-attended event on Landlord/Tenant Rights and Responsibilities led by Jeff Kersten from the Division of Trade and Consumer Protection. Our Grab & Go kits were also popular; 404 snow globe kits were passed out to kids

and families and 85 felt pin kits were distributed to adults at our Wausau location alone. Our Aquarium Anniversary event was a big hit with families, garnering over 100 attendees across two days. We were thrilled with the foot traffic in the library this month, and we also spent time doing outreach in the community. Our Youth Services team led STEAM outreach efforts at schools, dropped off posters for our upcoming teen programs at nonprofits and schools, and welcomed groups to the library for tours. We even collaborated with Children's Wisconsin to offer a Spanish Play and Learn for children and families. December also ushered in a fresh start for our library website. Patrons will notice that our website is currently under construction. We will be working hard throughout the coming months to transition our old website to this new platform. Enjoy the new look!

## Branches

Grab and Go craft kits continue to be popular at all locations. In December, we handed out numerous snow globe craft kits for kids and flower felt pin craft kits for adults. Creative book displays were featured at all locations including ones like "Warm Up with a Winter Romance," "Get Crafty," "I Just Want to Bake Cookies and Watch Movies All Day," and "Not a Creature was Stirring." Story time was also held at many branches. In January, some of our locations will transition from a bi-monthly story time to a weekly story time.

The Hatley and Spencer branches hosted Jeffrey Kersten, agency liaison with Wisconsin's Bureau of Consumer Protection, who discussed the details of common scams, the warning signs of a scam, and what to do if you or someone you know falls victim to a scam or fraud. Additional programs with Jeff will be held in Marathon, Athens, and Stratford in January.

Stratford staff switched over their outdoor Frankenstein scarecrow into a Grinch scarecrow. Before they did so, they asked our patrons to guess who it would become next. These library scarecrows have become popular with the patrons, providing a lot of conversation and humor for all ages – the kids have even been seen hugging Frank and the Grinch and taking selfies with them!

Heather, our Hatley Branch Coordinator, was selected to be part of the PBS Learning Cohort for 2023. This cohort is an exciting opportunity for Wisconsin library staff that blends professional development training, hands-on learning, peer-to-peer connection, and program implementation into one dynamic series!

Julie and Erska, both Branch Assistants in Rothschild, attended the WVLS Youth Services workshop hosted in Wausau on 12/2. They brought back many exciting ideas for future program planning. Annual performance appraisals were completed for all branch staff members.

## Library Services Statistics & Activities

### News

- Jailin created a "Feline Fiction" display on the second floor and a "Disability Visibility" display in the Young Adult section
- MCPL's Programming Committee (incl. staff from Wausau and Branches) met on Dec. 5
- Ben and Dan met with Sarah Severson from County Administration on Dec. 6 to discuss MCPL's event listings on the new county website
- Ben met with the Wisconsin Central Time e-newsletter board on Dec. 7
- Elizabeth hosted after-school STEAM classes at G.D. Jones school on Dec. 6, 13, and 20, and a total of 13 students participated

- Chad met with the Central Wisconsin Book Festival committee on Dec. 12
- Allycia S. completed her orientation week and started her regular schedule in early December
- Kate, with help from WVLS, completed set up and testing for the New Materials Request module in Aspen and finalized a start date of January 3, 2023
- Katelyn attended Workday training on December 1
- Katelyn, Taylor, and Julie attended the Team Leads meeting on December 14
- Katelyn delivered annual performance appraisals throughout December
- Katelyn held rounding with individual staff throughout December
- Katelyn attended the Library Board meeting on December 19
- Notary: 20 appointments
- Proctoring: 0
- Tech Time: 3 appointments
- Homebound Services:
  - Interactions with Homebound patrons: 64
  - Items sent out: 400
  - Volunteer deliveries completed: 24
  - New (or recently returned) HB patrons: 6
  - Active HB accts at the start of the month: 82
  - Reading Slips, letters, or notes received: 29
- Weeding
  - Wausau: Juvenile fiction, nonfiction, biographies, and DVDS; Adult fiction
  - Rothschild: Juvenile nonfiction, board books, and Young Adult fiction

## Events and Programs

### Youth Events

- Story Times:
  - Dec. 1: Story Time – 16
  - Dec. 6: Story Time – 5
  - Dec. 7: Play & Learn Story Time –25
- Dec. 13: Story Time – 15
- Dec. 14: Play & Learn Story Time – 16
- Dec. 15: Story Time– 3
- Dec. 15: Spanish Play & Learn Story Time—12
- Dec. 20: Story Time – 10
- Dec. 21: Play & Learn Story Time—10
- Dec. 22: Story Time—9
- Dec. 27: Story Time—14
- Dec. 28: Play & Learn Story Time—26
- Dec. 29: Story Time—28

### Other Programs:

- Dec. 1-30: Grab and Go Snow Globe — 404
- Dec. 1-30: Readers are Writers—13
- Dec. 6: MOMs Group Story Time—22
- Dec. 6: G2M After School STEAM—5

- Dec. 8: Aquarium Anniversary—45
- Dec. 10: Aquarium Anniversary—57
- Dec. 13: Pokemon Club—36
- Dec. 13: G2M After School STEAM—3
- Dec. 16: Faith Christian Academy Group Visit—31
- Dec. 20: G2M After School STEAM—5
- Dec. 28: Children’s Matinee “Abominable” – 13
- Dec. 29: Children’s Matinee “Frozen II” – 7
- **Number of December Youth Services programs – 25**
- **Total attendance for December Youth Services programs – 830**

#### Adults/All Ages Events

- All Month: Adult Grab and Go Felt Pin – 85 kits distributed @ MCPL Wausau
- Dec. 1: Landlord/Tenant Rights & Responsibilities w/Jeff Kersten (DATCP) – 42 in person
- Dec. 1: History Chats: Early Wausau in 1 Picture – 9 live virtual viewers
- Dec. 8: History Chats: The Railroad Era – 8 live virtual viewers
- Dec. 15: History Chats: New Wausau, New Century – 15 live virtual viewers
- Dec. 22: History Chats: Mid-Century Wausau – 14 live virtual viewers
- Dec. 29: History Chats: Wausau of Late – 9 live virtual viewers
- **Number of December programs and activities – 7**
- **Total attendance/participation for December programs – 182**

## Media Summary

#### Social Media Statistics

- Facebook (MCPL): 4,768 likes/follows (+17)
- Twitter: 1,239 followers (-3)
- Pinterest: 971 followers (+0)
- Goodreads: 324 friends (+0); 1,424 reviews (+3)
- Instagram: 1,038 followers (+5)
- YouTube: 531 subscribers (+9)
- Hot Happenings in the River District (email newsletter)
- December 7- Aquarium Anniversary Touch Pool & Activities
- December 14- Friends of MCPL Members-Only Sale
- December 21- Family Film Matinee: Abominable

#### WAOW Channel 9

- December 13- Affordable gifts this holiday season (Dan Richter, Library Marketing Specialist)  
[https://www.waow.com/news/top-stories/affordable-gifts-this-holiday-season/article\\_795d67d4-7b41-11ed-b9a2-b37c40cad04.html](https://www.waow.com/news/top-stories/affordable-gifts-this-holiday-season/article_795d67d4-7b41-11ed-b9a2-b37c40cad04.html)

#### WSAW Channel 7

- December 29- MCPL hosts free event to create charcuterie boards  
<https://www.wsaw.com/2022/12/29/mcpl-hosts-free-event-create-charcuterie-boards>

#### City Pages

- December 1- Big Guide- All Locations: Grab & Go Craft for Adults-Felt Flower Pin; Wausau:

Landlord and Tenant Rights; Athens: Book-of-the-Month Club-“The Matchmakers of Minnow Bay,” Book Club-“Educated;” Edgar: Book Club-“The Christmas Box,” Common Scams and Frauds Targeting Seniors; Hatley: Grab & Go Craft for Adults-Winter Ornament, Book Club-“The Deal of a Lifetime,” Common Scams and Frauds Targeting Seniors; Marathon City: Book Club-“Are You There, God? It’s Me, Margaret;” Mosinee: Common Scams and Frauds; Rothschild: Newberry Medal Book Club-“Bud, Not Buddy,” Identity Theft-Protect and Prevent; Spencer: As the Page Turns Book Club-“The Return,” Common Scams and Frauds

- December 8- Metro Briefs- Library partners with outreach specialist to help homeless  
Big Guide- All Locations: Grab & Go Craft for Adults-Felt Flower Pin, Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Family Story Time, Play & Learn, Aquarium Anniversary Touch Pool and Activities, Pokémon Club; Athens: Book-of-the-Month Club-“The Matchmakers of Minnow Bay,” Book Club-“Educated,” Snow Slime!, Family Story Time; Edgar: Book Club-“The Christmas Box;” Hatley: Grab & Go Craft for Adults-Winter Ornament, Book Club-“The Deal of a Lifetime;” Marathon City: Book Club-“Are You There, God? It’s Me, Margaret,” Family Story Time; Rothschild: Newberry Medal Book Club-“Bud, Not Buddy,” Family Story Time; Spencer: As the Page Turns Book Club-“The Return,” Common Scams and Frauds, Family Story Time; Stratford: Family Story Time
- December 15- Big Guide- All Locations: Grab & Go Craft for Adults-Felt Flower Pin, Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Friends of MCPL Members-Only Book Sale, Family Story Time, Play & Learn, Upcycled Paper Houses, Family Film Matinee-Abominable, Family Film Matinee-Frozen II; Athens: Book-of-the-Month Club-“The Matchmakers of Minnow Bay;” Hatley: Winter-Themed Escape Rooms, Grab & Go Craft for Kids-Shivers the Penguin Simple Circuit; Marathon City: Family Story Time; Rothschild: Family Story Time; Spencer: As the Page Turns Book Club-“The Return,” Family Story Time
- December 22- Big Guide- All Locations: Grab & Go Crafts for Adults-Felt Flower Pin, Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Family Story Time, Play & Learn, Upcycled Paper Houses, Family Film Matinee-“Abominable,” Family Film Matinee-“Frozen II;” Athens: Book-of-the-Month Club-“The Matchmakers of Minnow Bay;” Hatley: Winter-Themed Escape Rooms, Grab & Go Craft for Kids-Shivers the Penguin Simple Circuit
- December 29- Top Stories of 2022- Red wave/county budget battle/library controversies, Homelessness/unhoused problems downtown, solutions;  
Big Guide- All Locations: Grab & Go Craft for Adults-Felt Flower Pin, Tween Writing Group, Grab & Go Craft for Kids-Snow Globe, Grab & Go Craft for Kids-Shattering Boomerang; Wausau: Family Story Time, Grab & Go Craft for Kids-Upcycled Paper Houses, Family Film Matinee-Frozen II, Bouncing Babies Story Time, Play & Learn, Tales for Tots, Pokémon Club; Athens: Book-of-the-Month Club-“The Matchmakers of Minnow Bay,” Book Club-“Cloud Cuckoo Land,” Family Story Time; Edgar: Book Club-“When You Reach Me,” Family Story Time; Hatley: Book Club-“One of Us is Lying,” Winter-Themed Escape Room, Grab & Go Craft for Kids-Shivers the Penguin Simple Circuit, Family Story Time; Marathon City: Book Club-“Before We Were Yours,” Family Story Time; Mosinee: Book Club-“The Last Story of Mina Lee,” Family Story Time; Rothschild: Book Club-“The Rose Code,” Newberry Medal Book Club-“The One and Only Ivan,” Family Story Time, LEGO Block Party, Snowflake Yarn Art; Spencer: As the Page Turns Book Club-“Lilac Girls;” Stratford: Book Club-“The Quiet Season,” Family Story Time

#### Mosinee Times

- December 15- MCPL December Youth Events/Activities, Part 2= Dec. 18-31- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Grab & Go Craft for Kids-Upcycled

Paper Houses; Hatley: Winter-Themed Escape Rooms

- December 29- Marathon County Public Library Sets Story Time Dates for January- Wausau: Bouncing Babies Story Time, Family Story Time, Tales for Tots, Play & Learn; Mosinee: Family Story Time

## Record Review

- December 7- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Play & Learn, Aquarium Anniversary Touch Pool & Activities; Athens: Family Story Time, Book-of-the-Month Club-“The Matchmakers of Minnow Bay,” Book Club-“Educated,” Snow Slime!; Edgar: Family Story Time, Book Club-“The Christmas Box;” Marathon City: Family Story Time, Book Club-“Are You There, God? It’s Me, Margaret;” Stratford: Family Story Time; Community Calendar- All Locations: Grab & Go Craft for Adults-Felt Flower Pin
- December 14- Youth Events – MCPL- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Community Calendar- Grab & Go Craft for Adults-Felt Flower Pin
- December 22- Library board seats blocked (Marathon County Board of Supervisors Vice-Chairman Craig McEwan, Marathon County Supervisor Tony Sherfinski, Marathon County Supervisor and Library Board Trustee Michelle Van Krey, Marathon County Supervisor Ann Lemmer, Marathon County Supervisor David Baker, Marathon County Supervisor Chris Dickinson, Marathon County Supervisor Jacob Langenhahn); Youth Events – MCPL- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe
- December 28- Youth Events – MCPL- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; MCPL Book Clubs- Athens: Book Club-“Cloud Cuckoo Land;” Edgar: Book Club-“When You Reach Me;” Marathon City: Book Club-“Before We Were Yours;” Stratford: Book Club-“The Quiet Season;” MCPL Story Times- Athens: Family Story Time; Edgar: Family Story Time; Marathon City: Family Story Time; Stratford: Family Story Time; Community Calendar: All Locations: Grab & Go Craft for Kids-Shattering Boomerang; Athens: Book Club-“Cloud Cuckoo Land,” Family Story Time; Edgar: Book Club-“When You Reach Me,” Family Story Time; Marathon City: Book Club-“Before We Were Yours,” Family Story Time; Stratford: Book Club-“The Quiet Season,” Family Story Time

## Wausau Pilot & Review

- December 9- Friends of library to host members-only sale  
<https://wausapilotandreview.com/2022/12/09/friends-of-library-to-host-members-only-sale-3>
- December 13- Marathon County Public Library events: December- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Grab & Go Craft for Kids-Upcycled Paper Houses, Family Film Matinee-Abominable, Family Film Matinee-Frozen II; Hatley: Winter-Themed Escape Rooms, Grab & Go Craft for Kids-Shivers the Penguin Simple Circuit  
<https://wausapilotandreview.com/2022/12/13/marathon-county-public-library-programs-december>
- December 14- Marathon County Board retaliates against library trustees president, member (Marathon County Board of Supervisors Vice Chair Craig McEwan, Corporation Counsel Michael Puerner, Marathon County Supervisor Tony Sherfinski, Marathon County Supervisor Michelle Van Krey, Marathon County Supervisor John Robinson, Marathon County Board of Supervisors Chair Kurt Gibbs, Marathon County Supervisor Ann Lemmer, Marathon County Administrator Lance Leonhard)

<https://wausapilotandreview.com/2022/12/14/marathon-county-board-retaliates-against-library-trustees-president-member>

- December 16- Business-of-the-Week: Marathon County Public Library (Dan Richter, Library Marketing Specialist)  
<https://wausapilotandreview.com/2022/12/16/business-of-the-week-marathon-county-public-library>
- December 27- Marathon County Public Library kids' programs- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Shattering Boomerang; Wausau: Pokémon Club; Rothschild: LEGO Block Party, Snowflake Yarn Art  
<https://wausapilotandreview.com/2022/12/27/marathon-county-public-library-kids-programs>  
Marathon County Public Library story time: January 2023- Wausau: Bouncing Babies Story Time, Family Story Time, Tales for Tots, Play & Learn; Athens: Family Story Time; Edgar: Family Story Time; Hatley: Family Story Time; Marathon City: Family Story Time; Mosinee: Family Story Time; Rothschild: Family Story Time; Stratford: Family Story Time  
<https://wausapilotandreview.com/2022/12/27/marathon-county-public-library-story-time-january-2023>
- Marathon County Public Library book clubs: January 2023- Edgar: Book Club-"When You Reach Me;" Athens: Book Club-"Cloud Cuckoo Land;" Hatley: Book Club-"One of Us is Lying;" Marathon City: Book Club-"Before We Were Yours;" Mosinee: Book Club-"The Last Story of Mina Lee;" Rothschild: Book Club-"The Rose Code," Newberry Medal Book Club-"The One and Only Ivan;" Spencer: As the Page Turns Book Club-"Lilac Girls," Stratford: Book Club-"Quiet Season"  
<https://wausapilotandreview.com/2022/12/27/marathon-county-public-library-book-clubs-january-2023>
- December 29- Marathon County Public Library programs- All Locations: Grab & Go Craft for Adults-Thimble Bouquet Pendant; Wausau: Young Foodies-MyPlate Charcuterie Boards; Mosinee: Make a Journal!, Crafts & Games Social Hour  
<https://wausapilotandreview.com/2022/12/29/marathon-county-public-library-programs-20>

#### The Wausau Sentinel

- December 15- Members' book sale set for Saturday  
<https://www.wausausentinel.com/p/members-book-sale-set-saturday>

#### Wausau Times/Buyers Guide

- December 7- Out & About- All Locations: Grab & Go Craft for Adults-Felt Flower Pin; Athens: Book-of-the-Month Club-"The Matchmakers of Minnow Bay," Book Club-"Educated;" Marathon City: Book Club-"Are You There, God? It's Me, Margaret;" Rothschild: Newberry Medal Book Club-"Bud, Not Buddy;" Spencer: As the Page Turns Book Club-"The Return"
- December 21- Out & About- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Snow Globe; Wausau: Family Story Time, Play & Learn, Family Film Matinee-"Abominable," Family Film Matinee-"Frozen II;" Hatley: Winter-Themed Escape Room
- December 28- MCPL Book Clubs: January 2023- Athens: Book Club-"Cloud Cuckoo Land;" Edgar: Book Club-"When You Reach Me;" Hatley: Book Club-"One of Us is Lying;" Marathon City: Book Club-"Before We Were Yours;" Mosinee: Book Club-"The Last Story of Mina Lee;" Rothschild: Book Club-"The Rose Code," Newberry Medal Book Club-"The One and Only Ivan;" Spencer: As the Page Turns Book Club-"Lilac Girls;" Stratford: Book Club-"The Quiet Season"  
Youth Events, January 1-14, 2023- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Shattering Boomerang; Wausau: Pokémon Club; Rothschild: LEGO Block Party, Snowflake Yarn

Art

Materials

Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of (01/03/2023)	% Spent
Juvenile Audiobooks	\$8,994.27	\$617.26	\$9,611.53	\$800.96	\$0.00	\$9,611.53	100%
Juvenile CDs	\$500.70	\$0.00	\$500.70	\$41.73	\$0.00	\$500.70	100%
Juvenile DVDs	\$7,750.30	\$2,570.51	\$10,320.81	\$860.07	\$0.00	\$10,320.81	100%
Juvenile Video Games	\$2,260.16	\$0.00	\$2,260.16	\$188.35	\$0.00	\$2,260.16	100%
Young Adult Audio Books	\$1,741.78	\$0.00	\$1,741.78	\$145.15	\$0.00	\$1,741.78	100%
Juvenile ebooks	\$2,487.20	\$0.00	\$2,487.20	\$207.27	\$0.00	\$2,487.20	100%
<b>Youth AV Subtotal</b>	<b>\$23,734.41</b>	<b>\$3,187.77</b>	<b>\$26,922.18</b>	<b>\$2,243.52</b>	<b>\$0.00</b>	<b>\$26,922.18</b>	<b>100%</b>
Juvenile Fiction	\$25,893.13	\$1,043.66	\$26,936.79	\$2,244.73	-\$12.80	\$26,949.59	100%
Juvenile NonFiction	\$27,944.61	\$2,339.34	\$30,283.95	\$2,523.66	\$0.00	\$30,283.95	100%
Juvenile Picture Books	\$30,189.69	\$568.20	\$30,757.89	\$2,563.16	\$0.00	\$30,757.89	100%
Juvenile Spanish	\$1,585.85	\$227.04	\$1,812.89	\$151.07	\$0.00	\$1,812.89	100%
Juvenile Standing Order Print	\$6,149.78	\$0.00	\$5,194.78	\$432.90	\$0.00	\$5,194.78	100%
Young Adult Fiction	\$12,039.34	\$0.00	\$12,039.34	\$1,003.28	\$0.00	\$12,039.34	100%
Young Adult Graphic Novels	\$3,710.02	\$126.91	\$3,836.93	\$319.74	\$0.00	\$3,836.93	100%
Young Adult NonFiction	\$2,990.37	\$25.70	\$3,016.07	\$251.34	\$0.00	\$3,016.07	100%
<b>Youth Print Subtotal</b>	<b>\$110,502.79</b>	<b>\$4,330.85</b>	<b>\$113,878.64</b>	<b>\$9,489.89</b>	<b>-\$12.80</b>	<b>\$113,891.44</b>	<b>100%</b>
<b>Youth Services TOTAL</b>	<b>\$134,237.20</b>	<b>\$7,518.62</b>	<b>\$140,800.82</b>	<b>\$11,733.40</b>	<b>-\$12.80</b>	<b>\$140,813.62</b>	<b>100%</b>

\*Negative balance of \$12.80 is due to these funds being transferred to adult materials account

Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	NEW FREE BALANCE	Spent as of Jan. 3, 2023	% Spent
Adult Audiobooks	\$12,110.00	\$687.43	\$12,797.43	\$1,100.91	-\$112.75	-\$2.75	\$12,222.75	100.93%
Adult Music CD	\$6,515.00	\$23.76	\$6,538.76	\$592.27	-\$16.99	-\$1.99	\$6,531.99	100.26%
Adult DVD	\$21,850.00	\$312.90	\$22,162.90	\$1,986.36	-\$248.95	\$1.05	\$22,098.95	101.14%
Adult Video Games	\$1,715.00	\$0.00	\$1,715.00	\$155.91	-\$66.02	-\$1.02	\$1,781.02	103.85%
<b>Adult AV Subtotal</b>	<b>\$42,190.00</b>	<b>\$1,024.09</b>	<b>\$43,214.09</b>	<b>\$3,835.45</b>	<b>-\$444.71</b>	<b>-\$4.71</b>	<b>\$42,194.71</b>	<b>100.01%</b>

<b>Adult Paperbacks</b>	\$2,630.00	\$67.22	\$2,697.22	\$239.09	\$956.71	\$1.71	\$1,673.29	63.62%
<b>Adult Paperbacks S.O.</b>	\$2,415.00	\$0.00	\$2,415.00	N/A	\$0.00	\$0.00	\$2,415.00	100.00%
<b>Adult Fiction</b>	\$48,450.00	\$1,577.78	\$50,027.78	\$4,404.55	-\$558.90	-\$8.90	\$49,008.90	101.15%
<b>Adult LT Fiction</b>	\$7,405.00	\$485.38	\$7,890.38	\$673.18	-\$205.42	-\$0.42	\$7,610.42	102.77%
<b>*** Adult LT S.O.</b>	\$5,648.00	\$0.00	\$5,648.00	\$513.45	\$1,079.48	\$159.48	\$4,568.52	80.89%
<b>Adult Non-fiction</b>	\$68,440.00	\$4,516.10	\$72,956.10	\$6,221.82	\$1,442.88	-\$2.88	\$69,882.88	102.11%
<b>Adult Non-fiction S.O.</b>	\$1,390.00	\$61.18	\$1,451.18	N/A	\$761.72	\$1.72	\$628.28	45.20%
<b>Adult Biographies</b>	\$11,280.00	\$144.69	\$11,424.69	\$1,025.45	\$221.86	\$1.86	\$11,058.14	98.03%
<b>Adult Spanish</b>	\$755.00	\$29.55	\$784.55	\$68.64	-\$6.94	-\$1.94	\$761.94	100.92%
<b>Adult Hmong</b>	\$720.00	\$0.00	\$720.00	\$65.45	\$30.90	\$0.90	\$689.10	95.71%
<b>Overdrive - ebooks</b>	\$10,510.00	\$0.00	\$10,510.00	\$955.45	\$1,021.48	\$8.14	\$11,531.48	109.72%
<b>Adult Print Subtotal</b>	<b>\$159,643.00</b>	<b>\$6,881.90</b>	<b>\$166,524.90</b>	<b>\$14,513.00</b>	<b>-\$184.95</b>	<b>\$159.67</b>	<b>\$159,483.33</b>	<b>99.90%</b>
<b>Adult Services TOTAL</b>	<b>\$201,833.00</b>	<b>\$7,905.99</b>	<b>\$209,738.99</b>	<b>\$18,348.45</b>	<b>-\$629.66</b>	<b>\$154.96</b>	<b>\$201,678.04</b>	<b>99.92%</b>

Note: B&T website was down the last two weeks of August and no orders could be submitted.

\*Column D numbers are different numbers than December's reports. December's report reflected the money that still hadn't been spent out (some 2021 invoices had not been paid at that point). This month's report Column D represents the amount of money we asked to be rolled over before any 2022 invoices were paid but after all 2021 invoices were paid.

\*\*Columns G, H, and I will not accurately reflect the free balance until the 2021 money has been rolled over. It appears we have spent more 2022 money than we have because it is accounting for the 2021 money that has been paid out in invoices in 2022.

\*\*\*Large print standing order appropriation has been reduced to cover the freight surcharge now charged by Baker & Taylor (effective 1/15/22).

\*\*\*\*Freight cost was pulled from material budget at the beginning of the year as an estimate cost then \$765 was returned to the material budget at the end of the year. Money was also moved from Juvenile DVD and Juvenile Non-Fiction to purchase juvenile ebooks which is included all in the same ebook budget line as adult.

\*\*\*\*\*Positive balance is from titles that came in cheaper on the invoice than the encumbrance. This amount could still go up or down as we continue to pay 2022 invoices.

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 104

- Circulation total for Wausau First Floor: 25,660
- Ashley H received 144 incoming Interlibrary loan items
- Ashley H and Jailin P checked out 664 items for our Homebound patrons.
- December Passports News:
  - 24 Adult Passport Books
  - 19 Minor Passport Books
  - 6 Card and Book

The MCPL Passport team accepted a total of 49 passport applications accepted at \$35.00 each and 76 photos were taken at \$10.00 each for a total of \$2,475.00 recorded. We also assisted with 22 renewal applications.

- Erin Q took on the responsibilities of mail sorting and periodicals processing
- Erin Q and Maggie B had WVLS Orientation with Katie Z
- Jeff P is preparing for our facility's annual passport recertification
- Kitty R virtually attended the 12/9/22 V-CAT Cooperative Circulation Meeting
- Staff offered input on ILS Demonstrations for Koha, CARL, and Sierra
- Seven patrons were banned from the library over the course of the month for different lengths of time due to policy violations. Staff have noticed a significant increase in the number of behavior-related issues (including those that do not necessarily lead to banning) since November (which was already a significant increase over October as well).

## Support Services Team

- Dawn L has taken over the majority of the vendor communication in addition to the majority of the invoice processing. As training continues, other distributed tasks will follow.
- Stephanie M continued to work with Dawn L on the finer points of our processing and payment workflow.
- The team has helped to cover various duties due to staff absences.
- Chris L and James B attended portions of the ILS demonstrations.
- Further cost/benefit analysis of materials processing procedures and public service point coverage optimization is underway.
- Portions of Baker & Taylor's services were still unavailable at different times over the course of the month, disrupting the acquisitions and processing workflow.
- Our collections management staff shifted purchasing to other vendors due to Baker & Taylor's disruption, but since those other vendors were not able to provide pre-processing, the team (particularly Janice A) devoted additional time to taking care of that once the items arrived.
- The faded label replacement project has continued.
- Circulation total for Wausau Drive-Through Window: 1,698

## Page Team

- Thanksgiving seasonal items (as well as Halloween stragglers) were all sent back in to Wausau from the branches and the team took care of the organization and storage of those items for their off-season.
- We completed multiple weeding lists throughout the month. Katie Z from WVLS provided to the collection development librarians a list of items that have not checked out in 10 years. After Tara H and Kate S curated that list further, the page team took those and weeded items from the collection.
- The page team assisted Support Services throughout the month with re-labeling the adult non-fiction 700's.

- Ollie C sent out additional items related to various December holidays to branches.
- Ollie C helped out on the main desk for circulation team as needed.
- We completed the Missing & Missing in Inventory report for October 2022 and found one item.
- Ollie C participated in interviews for the Page team.
- During the month of December, the page team shelved approximately 27,650 items.

## Information Technology

- Updated Group Policies for our printers. Now when staff log into a computer the closest printer will automatically be chosen as the default.
- David H continues to input assets into our new help desk software. He is now able to create parent / child relationships with our assets. This shows what assets are linked to each other and who those assets are assigned to. He is also able to input assets from purchase orders and invoices, allowing warranty information, purchase dates, and cost information to be automatically populated.
- Thanks to WVLS we now have Wi-Fi Hotspots that utilize cellular services that patrons will be able to check out. All devices have been tagged by Support Services and added to Sierra's Inventory and will be put in circulation shortly.
- New computers deployed at the Information desk.
- The new Cisco switch that will be handling the fiber optic communications with our Hatley branch has arrived. Once configured we will switch Hatley over to the county's fiber network.
- We will also be installing an additional NAS (Network Attached Storage) device offsite to act as a backup to the server backups here in Wausau. This will give us an additional level of protection for our data in the event of a catastrophic event at our headquarters.
- Several projects remain ongoing:
  - Map the MCPL network and Servers
  - Continued inventory and logging of technology devices.
  - Continued organization of the IT work area and server areas.
  - Creating technology tutorials for staff.
  - Computer monitor Inventory and pairing with computer inventory.
  - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
    - Athens:
    - *Edgar: Installed*
    - Hatley: Pending install
    - Marathon City:
    - *Mosinee: Installed*
    - Rothschild: Need written permission to install
    - Spencer:
    - *Stratford: Installed*
- Several additional projects are on the horizon:
  - Plan a deployment date for Windows 11
  - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
  - Create a technology replacement schedule for all MCPL devices.
  - Create a technology budget.

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- Felt Flower Pin: Adults and teens took and enjoyed 16 kits this month.
- Snow Globe: Children took and enjoyed 18 kits this month.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for December was *The Matchmakers of Minnow Bay* by Kelly Harms. There were 2 adult participants.
- Book Club: This month the Athens Book Club read *Educated* by Tara Westover. Nikki led an in-depth discussion on December 13 with 1 patron who attended.
- Upcoming Programs: The Athens Book Club will be reading *Cloud Cuckoo Land* by Anthony Doerr for January. Book Club meets on Tuesday, January 10 at 2:00pm in the Board Room of the Athens Village Hall. Story Time will resume in Athens on a weekly basis starting Monday, January 23 from 10:30am-11:00am.

#### Circulation Statistics

- Athens had a total of 1 curbside appointment in the month of December.
- In December, Athens circulated a total of 1,565 items. This is a 16.01% increase from December of 2021. In 2022 year-to-date, Athens has circulated 17,185 items. This is a 45.51% increase from 2021.

#### Library News

- This month's adult displays included "Warm Up with a Winter Romance" featuring a variety of Christmas romance novels, and "Get Crafty" showcasing nonfiction books of different crafts and hobbies.
- In the children's section, we are displaying books about snow.
- We had a passive program, "Winter Word Search", where kids could complete a word search for a small pin from the MCPL provided prizes. There were 5 participants.
- Children were invited to color ornaments, gingerbread cookies, and stockings to help decorate the circulation desk for the season. There were 40 participants.

#### Facilities

- Athens was closed on Wednesday, December 14 due to inclement weather.
- Athens phone and internet was out December 29 and December 30.
- Shahara covered in Athens while Nikki helped out at Mosinee and Rothschild.

### Edgar Monthly Report

#### Events and Programs

- Grab n Go crafts, 12 adult Felt Flower Pins, and 22 Children's Snow globes.
- Book club discussed the book "The Christmas Box" and met independently with no library facilitator, estimated 3 people.
- Story time was held on the 6<sup>th</sup> with 8 kids and 3 adults
- Scams and Frauds Targeting Seniors event had 0 people

- There were 0 curbside pickups for the month.

### Circulation Statistics

- The circulation statistics for the month of December were 1,231 items checked out. This is a 7.42% decrease for the same month last year. A total of 18,901 items have been checked out so far this year. This is a 20.73% increase from 2021.

### Library News

- Hannah filled in at Rothschild on the 3<sup>rd</sup>
- Jailin filled in at Edgar on the 8<sup>th</sup>
- Lisa filled in at Edgar on the 15<sup>th</sup> and 30<sup>th</sup>
- Clean romance display was put up

### Facilities Updates

- No updates at this time

## Hatley Monthly Report

### Events and Programs

- Book Club – “Deal of a Lifetime” by Fredrick Backman had 9 adults in-person
- Grab N Go programs
  - Winter Ornament – We gave out 14 kits in total.
  - “Shivers” the Penguin – We gave out 13 kits in total.
  - Snow Globe – We gave out 40 kits in total.
  - Felt Flower Pin – We gave out 20 kits in total.
- Story Time is held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month
  - December 6<sup>th</sup> had 1 adult and 2 children show up and we read/sang about Hibernation
  - December 20<sup>th</sup> had 1 adult and 1 child show up and I let them choose books from our Holiday collection.
- Internet Safety Program on December 2<sup>nd</sup> had 4 adults participate.
- We had Winter Themed Escape Rooms during Winter Break (December 27<sup>th</sup> through 31<sup>st</sup>) This program is always a hit for us and we are Thanked for offering such a unique program during school breaks. We had a total 25 adults, 14 children, and 2 young adults.

### Upcoming Programs

- Book Club on January 10<sup>th</sup> will be “One of Us Is Lying”
- Grab N Go Crafts – Thimble Bouquet Pendant and Shattering Boom-a-Rang
- Popsicle Stick Winter Animals on January 24<sup>th</sup> 11a-2p.
- Story Times are back to being EVERY Tuesday morning at 10:30a

### Circulation Statistics

- Hatley circulated 1,553 for the month of December. This is a 10.77% increase. Year to date is 20,979 items. This is a 19.22% increase from last year.

### Library News

- Katie E helped pick up a shift during Winter Break
- Heather was selected to be part of the PBS Learning Cohort for 2023!
- We continue to send in items to be labeled and cleaned

- Robin helped cover shifts in RO.

#### Facilities Updates

- None to Report

## Marathon City Monthly Report

### Events and Programs

- **Book Club:** Megan and 8 patrons had a lively discussion of the book ***Are You There God: It's Me, Margaret*** by Judy Blume. 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, January 9<sup>th</sup> with a discussion of the book ***Before We Were Yours*** by Lisa Wingate.
- During the month of December, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **60** of the children's **Picture Snow Globe** kits. The teen/adult kits were **Felt Pins**. We distributed **20** of those.
- **Story Time:** We began offering regular indoor story time beginning October 6, **being held every other Thursday at 10:30 am**. We have had a slow start, but are hoping families will discover our fun-filled story time again. A total of 1 adult and 4 children attended the 2 story times we offered in December-one of the events was cancelled due to bad weather and no schools. We hope to grow the attendance into the New Year when we go to a more consistent, weekly event.
- The **4K from St. Mary's School** made its third monthly visit of the new school year. Lisa read some hibernation stories and the students got a chance to check out a book by themselves. We had to reschedule the visit after bad weather canceled school. One of the groups was able to come the week before Christmas break, but the other was canceled due to another weather school closing. Two teachers and 10 students visited.
- In the month of January, All branches will again be offering monthly **Grab & Go** activities for children, teens and adults. Supplies for the **Shattering Boomerangs** and **Thimble Bouquet Pendants** may be picked up at any of the nine libraries during the month of January. Beginning January 5, we will offer our **regular story times weekly on Thursdays at 10:30**. In the past, prior to Covid, we always had a strong group of families that consistently attended. We are hoping to grow our attendance as the year progresses and our families discover the value and joy that our story time brings to the preschoolers of Marathon City. On Monday, January 9, we will hold a **Common Scams & Frauds** event from 4:00 – 5:00 pm here at the Marathon City Branch. Jeffrey Kersten, agency liaison with Wisconsin's Bureau of Consumer Protection, will discuss the warning signs of a scam and what to do if you or someone you know falls victim to a scam or fraud. More information for this and all programs is available on the MCPL website.

### Circulation Statistics

- Marathon circulated 2,023 items during the month of December which is a 6.17% decrease from this time last year. So far in 2022, Marathon has circulated **32,222** items. This is a 25.82% **increase** over last year.

### Library News

- Looking forward to the MLK day event and hybrid coordinators' meeting in January.

### Facilities Updates

- Nothing to report at this time.

## Mosinee Monthly Report

### Events and Programs

- This month's Grab and Go craft kits included 50 snow globe kits for children and felt pin kits for adults handed out throughout the month.
- Passive Programs: This month we had 4 one of a kind snowflakes made by patrons.
- Upcoming Programs: In January we will start a monthly Yarn and Games Social Club, which will feature crochet and knitting supplies along with plenty of puzzles and games for patrons to socialize over. We will also have a full week where patrons can make homemade journals, complete with a binding machine generously supplied by WVLS. Book Club and Family Storytime will also restart for the year.

### Circulation Statistics

- Mosinee circulated 2,167 items in December 2022. This is a 0.42% increase. Mosinee has circulated 29,340 items in 2022. This is a 15.28% increase.

### Library News

- Displays: In the children's section we featured books on winter, stocked up our "read the book then see the movie" display, and featured a biography display as well, reminding readers that there are millions of voices in the world and they can find a new one in a book. The adult section featured a travel display, as well as short stories in honor of "Short Fiction Day" on December 21<sup>st</sup>. Behind the circulation desk we asked patrons what the best thing about books are (answer: no pop up ads!). We also featured a large display of bright books by the computers for patrons who wanted to brighten day even though it's now gray outside!
- Curbside services continued throughout the month with 3 requests.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- We started hosting artwork from the Mosinee School District again and currently have a display of artwork from 3<sup>rd</sup> grade, all artwork centered around the artist Piet Mondrian, which features primary colors, bold black lines, and shapes. We love how the artwork brightens our children's area in the library, and how families come and stop by to see their child's work featured!
- Special thanks to Nikki for coverage this month!

### Facilities Updates

- We are still waiting on A&A Lock Services to redo our entrance locks.
- We are still investigating adding a handrail to our handicap ramp outside the Second Street entrance, which has been requested by several patrons in our community to help allow access to all into the building.
- We are still waiting to hear on the possibility of getting new windows.

## Rothschild Monthly Report

### Events and Programs

- We handed out 40 grab-and-go snow globe craft kits for kids and 20 grab-and-go felt flower pin craft kits for adults.

- Currently, story time is scheduled for every other Tuesday. In December, we had 18 participants. Ersa also visited the 4K classrooms at St. Therese School to introduce 25 students to the library and to share a few stories.
- Book Club takes off the month of December due to the holidays. The club will meet again in January to discuss *The Rose Code* by Kate Quinn. In January, our Newbery Book Club will hold their last meeting and discuss *The One and Only Ivan* by Katherine Applegate.
- In December, we had book displays featuring books featuring snowy weather, all of the December holidays, and ideas for making your own holiday gifts.

### Circulation Statistics

- In December, Rothschild circulated 6,193 items. This is 5.78% decrease from last year. In 2022, Rothschild circulated 93,890 items. This is 18.94% increase from last year.
- We had 0 curbside pickups.

### Library News

- Many MCPL staff members have filled in and covered shifts in Rothschild this month. We greatly appreciate all of the help! Rothschild staff covered a shift in Hatley.
- Julie and Ersa attended the WVLS Youth Services workshop hosted in Wausau on 12/2.
- We weeded our board book collection.
- Laura completed annual reviews for all branch coordinators and for the Rothschild branch assistants.

### Facilities Updates

- Village staff replaced various lightbulbs.

## Spencer Monthly Report

### Events and Programs

- “Cribbage At The Library” was held on December 13<sup>th</sup> with 4 adults enjoying a few rounds of Cribbage.
- “The Return” by Nicholas Sparks was this month’s book club discussion book. The book was very well liked by all 11 who attended.
- Storytime was held on December 7<sup>th</sup> with two attending.
- Grab N Go was offered in December for adults. A Felt Pin was the featured craft this month with all 20 crafts handed out.
- Grab N Go for children was also offered in December. The “Snow Globe” craft was a huge hit with all 17 crafts being handed out within days.
- On December 8<sup>th</sup>, Jeffrey Kersten agency liaison with the Wisconsin’s Bureau of Consumer Protection talked about scams and what to do if you are a victim. Only 5 adults took part in this program.
- Spencer had two curbside pickups in December.
- Material that is in need of a new spine was sent to Wausau.

### Circulation Statistics

- Spencer has circulated 1,032 items in the month of December. This is an increase of 14.03%. Spencer has circulated 13,941 items in 2022. This is an increase of 47.92%

## Library News

- Audrey delivered Lue's annual review, and Laura W. delivered Audrey's.
- On December 1<sup>st</sup>, Audrey attended a training for the new Workday system.
- Due to an ice storm the Spencer Library was closed on December 14<sup>th</sup> and opened at 12:30pm on the 15<sup>th</sup> instead of 10:00am.
- The Workday went live on Tuesday, December 20<sup>th</sup>.
- Adult and Young Adult books were taken from the 14 day status to the 21 day status.
- Audrey wrote an article for the December edition of the Village Voice with library news.

## Facilities Updates

- The Village of Spencer did a great job having the sidewalks cleared, sanded and parking lots cleaned out during the snow/ice storms in December.

## Stratford Monthly Report

### Events and Programs

- Twelve children and seven adults enjoyed books, a song, a flannel board story, a sno-wonder sensory table, and a craft all about snow at our Family Story Time on Dec. 21.
- Five people attended our Book Club meeting Dec. 21 to discuss their favorite books of the year.
- Seven children from St. Joe's Pre-K visited the library for a story time and book check-out Dec. 7.
- St. Joe's 1/2/3<sup>rd</sup> graders came over to the library for book check-outs on Dec. 5 and 19. A total of 14 students and 2 adults visited.
- St. Joe's 4th and 5th grade classes stopped by the library and checked out books on Dec. 2 and 9. A total of two adults and 12 children attended.
- St. Joe's 6-8th grade classes visited the library and checked out books on Dec. 2. Thirteen young adults and one adult were present.
- Fifty-three patrons dropped by the Stratford Branch in December to pick up the *Snow Globe* craft kit for kids offered through MCPL.
- Twenty patrons enjoyed the *Grab & Go: Felt Flower* craft kit offered for adults and teens through MCPL in December.
- Twenty-four children and pre-teens participated in a self-directed Grinch game and art project.

### Circulation Statistics

- We circulated 1,744 items in December. This is a 9.75% increase from last year. So far in 2022, we circulated 22,621 items. This is a 21.23 % increase from 2021.
- We had one curbside pick-up in December.

## Library News

- We created two book/movie displays for adults: An [I Just Want to Bake Cookies and Watch Movies All Day](#) display featured movies and holiday baking books and an [It's the Most Wonderful Time of the Year](#) display highlighted holiday books.
- We also set out our seasonal material collections for children to enjoy.
- MJ attended the Dec. 1 Workday Training in Wausau.
- MJ and Darla both had their Performance Appraisals delivered to them.
- MJ worked in Rothschild on Dec. 14.

- We sent in books to Support Services for relabeling.

#### Facilities Updates

- The Village replaced lights inside our library.
- Power was down out in Stratford and at the library for two hours on Dec. 28.

*Thank you to Alexander, Katelyn, Dan, Taylor, Chad, David, WVLS, Team Leads and Library Coordinators for this month's contributions!*

GL787 LIB 22 CIP TRANS REV&EXP - SM2 Report Format 511

Period 12 ending December 31, 2022 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 848 MISCELLANEOUS REVENUE							
Act 8410 DONATIONS FROM PRIVATE O				22,085.00-	22,085.00-	22,085.00	
Cat 980 CAPITAL OUTLAY							
Act 8444 LIBR-CUSTOMER SRV AREA	716,096.00	985.00		101,402.93	101,402.93	614,693.07	14.2
APR 777A LIBRARY CIP PROJECT	716,096.00	985.00		79,317.93	79,317.93	636,778.07	11.1
APR 779A LIBR CAPITAL IMPROVEMENTS							
Cat 849 OTHER FINANCING SOURCES							
Act 9900 TRANSFERS FROM FUND BALA	716,096.00-					716,096.00-	
Or2 934 CIP PROJECTS		985.00		79,317.93	79,317.93	79,317.93-	
Sub 604 LIBRARY CIP PROJECTS		985.00		79,317.93	79,317.93	79,317.93-	
Report Final Totals		985.00		79,317.93	79,317.93	79,317.93-	

# Director's Report

WVLS BOARD OF TRUSTEES MEETING

November 19, 2022

## WVLS "RISES TO THE CHALLENGE" AT WLA CONFERENCE ...



### ...We Showed Up!

Themed "Rising to the Challenge," this year's 2022 WLA (Wisconsin Library Association) Conference was held November 1-4 in Lake Geneva. Whether to reconnect with colleagues and vendors, meet new acquaintances or learn from others, this year's conference gathered a remarkable group of colleagues from across the state. Colleagues who attended from the WVLS area include: WVLS Board members

**Tom (and Judy) Bobrofsky, Sonja Ackerman and Kari Sweeney** as well as **Marla Sepnafski, Kris Adams Wendt, Jamie Matczak and Brenda Walenton** from the WVLS staff.

WVLS Member Library colleagues who attended include: **Laurie Renel-Faledas** (Crandon Public Library); **Heather Bain, Tara Hornbeak and Sarah Moscatello** (Marathon County Public Library); **Laurie Ollhoff** (T.B. Scott Library, Merrill); **Janay Ziebell and Kathy Wagner** (Neillsville Public Library); **Denise Chojnacki** (Rhineland District Library); **Tammie Blomberg** (Rib Lake Public Library); **April Hansen** (E.U. Demmer Library, Three Lakes); **Carsyn Soderstrom** (Thorp Public Library); **Heidi O'Hare** (Tomahawk Public Library); **Melissa Highfill** (Westboro Public Library)

### ...We Offered WLA Conference Scholarships!



Four WVLS member librarians received scholarships to attend the 2022 WLA Conference in Lake Geneva: **Sarah Moscatello**, Marathon County Public Library Mosinee Branch; **Heather Bain**, Marathon County Public Library Hatley Branch; **Melissa Highfill**, Westboro Public Library; and **Carsyn Soderstrom**, Thorp Public Library. Video highlights from the recipients [can be found here](#). Conference reports from the scholarship recipients will be available in the February 2023 Board of Trustees packet.

### ...We Presented!

WVLS and member colleagues shared experiences and stories on ways they and their organizations were rising to challenges encountered during the last several years and advised WLA Conference attendees on the following topics:

- ***“Yes, You Can: Library Legislative Day Tips and Tricks”*** with **Kris Adams Wendt**, along with Dr. Steven Conway and Kathy Pletcher, NFLS and Brown County Library Trustee
- ***“Dressing for Maximum Performance”*** with **Jamie Matczak**, along with Elizabeth Timmins, Muehl Public Library Director; Karol Kennedy, Bridges Library System Director; and Abby Armour, Mukwonago Community Library Director
- ***“You are a Manager Now, Wait, What?”*** with **Denise Chojnacki**, Rhinelander District Library Children’s Librarian and Ann Cooksey, Appleton Public Library Children’s Librarian
- ***“Exploring Connections for Wisconsin Libraries”*** with **Laurie Ollhoff**, T.B. Scott Library Director (Merrill) with Monica Treptow, School Library Education Consult at WI Department of Public Instruction; Raquel Rand, Library Media Coordinator Green Bay Area; and Amanda Struckmeyer, Library Media Specialist, Middleton Cross Plains Area School District.

### ...We Supported!

**Room Monitors.** Jamie Matczak and Tom Bobrofsky served as room monitors for one or more conference sessions.

**Basket for the WLA Foundation Silent Auction.** WVLS and other public library systems each created a gift basket for the WLA Foundation’s Silent Auction, an event held annually at the conference to raise money for scholarships. The WVLS basket had a movie night theme: “Cozy up with a blanket, make some hot cocoa, eat some popcorn, and watch a movie. The basket included a 5-flavor variety pack of Funky Chunky popcorn, 1 large bag of Valley Pop popcorn, 11-flavor variety of Land O Lakes cocoa classics, 6 boxes of assorted candies (Dots, Mike and Ikes, etc.), plush throw blanket, 2 packs of microwave popcorn, and a \$30 Netflix gift card.

**Sponsorship.** NWLS and WVLS each contributed \$250 to the Wisconsin Library Association fall conference to sponsor the Author and Presenter Fair. Our donations were acknowledged in the WLA Conference booklet.

**Training Videos.** Jamie Matczak created two training videos for volunteers for the WLA Conference in Lake Geneva. One video covered responsibilities for session [room monitors](#), and the other covered responsibilities for [silent auction](#) volunteers. Both videos can be edited for future conferences.

## Correspondence

### WVLS Board Appointments

Five WVLS trustees have terms set to expire at the end of the year: **Christy Janczewski** (Forest County), **Diane Peterson** (Lincoln County), **Jim Backus** and **Kari Sweeney** (Marathon County), and **Paul Knuth** (Oneida County). Notifications were sent to the clerks in those counties in October, and we anticipate hearing back from them following their county board meeting in December.

**Christy Janczewski** (Forest County) and **Mandy Wright** (Marathon County) have announced their plans to resign from the WVLS Board, so those counties will be making new appointments. A replacement to fill the unexpired term for Tyson Cain (Marathon County) who resigned in 2021 remains unfilled.

## Public Information Request

On September 23, WVLS received a public information request from Eileen Hilton, Manager of Proposals at SirsiDynix, to send her electronic copies of all proposals and pricing information from ILS vendors the V-Cat ILS Evaluation and Review Committee received, as well as the V-Cat ILS Evaluation and Review Committee's internal scoring for vendor proposals.

On June 3, the V-Cat ILS Evaluation and Review Committee emailed six vendors a Request for Information with a response deadline of July 5. Beginning on July 9, the V-Cat ILS Evaluation and Review Committee met on several occasions in closed session to review and evaluate the RFIs received. When the review and evaluation of RFIs was completed, the committee determined that more information from four of the vendors would be welcome. SirsiDynix was not one of the vendors selected.

A WVLS email response was sent to SirsiDynix on October 11. It shared the WVLS website link to [V-Cat ILS Evaluation & Review Committee](#) information, as well as RFI responses not marked as confidential by the vendors. To honor confidentiality statements on most vendors' RFI documents and pricing, as well as closed session discussions regarding RFI responses and evaluation of vendors, all information received from vendors and the committee's internal scoring documents were not shared.

There has been no further communication between WVLS and SirsiDynix.

## Words of Appreciation

**Website Support.** *"I wanted to reach out and personally thank you for the work you did to set up a voter information page for our library website. This will be of great help to our staff and community. Thanks for all of the work you do to make Wisconsin libraries stronger."* - from **Joleen Sterk**, Menomonie Public Library Director to **Anne Hamland**

**ARSL Conference Scholarship.** *"Again, I would like to thank WVLS again for sponsoring such a wonderful scholarship. The ARSL (Association for Rural and Small Libraries) Conference is a tremendous opportunity for library staff and small and rural libraries to connect, learn, and share ideas. I would highly recommend this conference to anyone eligible!"* – from **Laura Wood**, Marathon County Public Library Branch Services Lead / Rothschild Branch Coordinator to **Jamie Matczak**

**V-Cat Support.** *"I would like to thank you for taking the time to instruct me on cataloging questions, etc. You were very helpful and many of my questions and concerns were addressed, [and gave] me new avenues to use for the end result. Thanks for always being there to answer questions."* – **Judy Bobrofsky**, library volunteer at the Loyal Public Library and Granton Community Library, to **Rachel Metzler**

*"I really want you to know that I am very pleased with the services Katie and Rachel are offering to member libraries. I really love that they are sending us reports of things we need to fix. For example, we just got a 'stuck in transit' list. I would never think to run this report, so an email that says 'action needed' ... that lays out exactly what is needed to fix the items and communicate with other libraries is very helpful. The instructions are clear and easy to understand, and both are very receptive to answering*

*questions if I get stuck. While there are many ways Rachel and Katie are assisting us, I wanted to share this one example with you. I don't have time or understand which reports need to be run, so I am grateful this is something that the system can do for small libraries.*

*Also, it truly has been a pleasure to work with them on the V-Cat ILS Evaluation and Review Committee. Katie has all of her documents organized and helps keep it all straight. Rachel has such valuable insight into all of the cataloging and behind the scenes stuff.”* –**Kay Heiting**, Granton Community Library Director to **Rachel Metzler** and **Katie Zimmermann**

## PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

### T.B. Scott Library Hires New Director

The T.B. Scott Library Board of Trustees has selected **Laurie Ollhoff** to be the new director of the library. She replaces **Jessica Zellers** who resigned from the position earlier in the year. Laurie has worked at the library since June 2017 and had served as the library’s Assistant Director prior to her promotion.

### MCPL Receives WiLS’ Ideas to Action Fund Grant

The Marathon County Public Library has been awarded a WiLS 2022 Ideas to Action Fund grant to digitize oral histories and transcripts. The [WiLS Ideas to Action Fund](#) provides grants of up to \$5,000 so member organizations can bring their projects to life. The Fund encourages partnerships and collaborations among WiLS members and with community partners, supports innovative and exploratory work, and seeds the development of processes, methods, or resources that can be used by other WiLS members. WiLS received 33 proposals in this round of funding, and MCPL’s application was one of 8 applications awarded. Anne Hamland is providing support to MCPL Adult Services Librarian **Julie Kinney** on this project.

### WVLS Movie Licensing Project

**Brenda Walenton** and Anne Hamland have negotiated a group discount for libraries interested in an annual movie license from SWANK Movie Licensing USA in 2023. Following are the 16 libraries that have signed on for the discount: Abbotsford, Antigo, Colby, Crandon, Greenwood, Loyal, MCPL (Main), Merrill, Minocqua, Rhinelander, Rib Lake, Stetsonville, Tomahawk, Three Lakes, Westboro and Withee. While a single film showing license is available for libraries wanting to show one approved movie without purchasing a license, the addition of outdoor movie showings is a significant addition to the annual movie license purchased through SWANK Movie Licensing USA.

### Arrowhead and Lakeshores Public Library Systems Merge!

In October, Walworth County became the third and final county to approve the merger of Arrowhead Library System (ALS) and Lakeshores Library System (LLS). The newly merged entity, **Prairie Lakes Library System (PLLS)**, will take effect on January 1, 2023, and will serve the counties of Racine, Rock, and Walworth.

Following Walworth County’s vote and ahead of the October 15 deadline, the necessary annual

system plan was filed with the Wisconsin Department of Public Instruction declaring the formation of PLLS and the dissolutions of ALS and LLS. A few of the next steps include appointing representatives to the PLLS board of trustees and developing policy recommendations for the new board to adopt.

*“This merger process has been years in the making, really, but the last 10 months have been an intense stretch of research, planning, and collaboration,”* said **Steve Platteter**, Director of Arrowhead Library System.

**Steve Ohs**, Administrator of Lakeshores Library System added, *“It’s tremendously rewarding to see the partnerships we’ve forged become solidified, the research the exploration committee completed used to inform our communities, and the strategic goals of this merger be embraced so enthusiastically not only by every library in both systems but also by all three counties.”*

The merger’s primary benefit is reduced overhead and administration costs, which will result in more dollars for services. The ALS/LLS Joint Merger Exploration Committee’s Final Recommendation Report, PLLS’s System Plan, and other public documents relating to the proposed merge are available at <https://drive.google.com/drive/folders/1Kgm2-75arnZG2xBdV-LXVx28-JNL094m?usp=sharing> (edited from a ALS/LLS news release; October 24, 2022)

*WVLS would like to congratulate the library, county and system leadership at the Arrowhead and Lakeshores public library systems, and for the tremendous patience, perseverance, and cooperative spirit it took to give the new Prairie Lakes Library System the green light! Well done!*

## MARKETING PROJECTS

### LEAN WI Website Services

Anne Hamland is updating websites for libraries in the LEAN WI website service with content for winter library closures, holiday programs and services. She is assisting the Hudson Area Public Library, Northern Waters Library Service and the Colfax Public Library with website redesign projects, and design projects for the Rhinelander District Library and Ellsworth Public Library are now completed. WVLS welcomes the Shell Lake Public Library to the LEAN WI website services with a [brand new website!](#)

## GRANT and SCHOLARSHIP PROJECTS

### WVLS Offers Scholarships to Attend 2023 WEMTA Conference

WVLS scholarships are available to public and K-12 school library staff to attend the 2023 WEMTA (Wisconsin Educational Media and Technology Association) Conference in Rothschild, WI on February 5-7, 2023. Valued at \$1,000, the WVLS 2023 WEMTA Conference Scholarship will cover a one-year WEMTA membership, conference registration, two nights conference lodging, mileage reimbursement, and meals at per diem rates when a conference meal is not provided. Information about the 2023 WEMTA Conference may be found [here](#). The deadline to submit a scholarship application is **December 9**. More

information about the scholarship and link to download a scholarship application are shared on the WVLS website at [wvls.org/scholarships-and-grants/](http://wvls.org/scholarships-and-grants/).

## 2022 LSTA Improved Discovery Solutions Grants

**LSTA [Cooperative Cataloging Project](#)** : Work continues on this grant. A NWLS/WVLS Cooperative Cataloging Memorandum of Understanding, shared as **Exhibit 18** in the WVLS Board meeting packet, will be discussed later on the agenda.

**LSTA [Joint ILS Consortium Exploration Project](#)**: The grant for the WVLS/NWLS ILS Consortium Exploration has been awarded. A name for the project has been selected, Northern Wisconsin ILS Consortium Exploration (NICE). With the announcement of the grant award, a NICE Team was formed. Members include:

- Alexander Johnson, MCPL Library Support Services Manager
- Gina Rae, NWLS Database and Support Specialist
- Jackee Johnson, NWLS ILS Administrator
- Katie Zimmermann, WVLS ILS Administrator
- Molly Lank-Jones, Hayward Public Library Director
- Peggy O’Connell, Minocqua Public Library Director
- Rachel Metzler, WVLS Database and Support Specialist
- Sue Heskin, Superior Public Library Director
- Tammie Blomberg, Rib Lake Public Library Director
- Teresa Schmidt, Mercer Library Director

More information about the Joint ILS Consortium Exploration Project and activities of the NICE Team are shared in the WVLS Board meeting packet as **Exhibits 14, 19** and **20**.

## LEGISLATIVE UPDATE

### Relationship Building Exercise

Now is the time to write congratulatory notes to new and re-elected officials. **Exhibit 13a** provides contact information for legislators in the WVLS area organized by county and by library.

### FY 2023-2025 Biennial Budget

An updated document from the Wisconsin Library Association’s Library Development & Legislation (D&L) Committee regarding WLA-endorsed state library aid funding requests submitted by the Department of Public Instruction for the 2023-2025 Biennial Budget process is shared with this report as **Exhibit 13b**.

## Save the Date for Library Legislative Day in 2023

The Wisconsin Library Association's 2023 Library Legislative Day will be held on Tuesday, February 7, 2023. A morning briefing will be held at the Madison Public Library followed by afternoon visits with legislators at the Capital. The invitation to participate at 2023 LLD is shared as **Exhibit 13c**.

## V-CAT AND ILS ADMINISTRATION PROJECT

### Status on Key Projects

**Aspen Discovery.** The [V-Cat Catalog URL catalog.wvls.org](http://catalog.wvls.org) (formerly the Classic V-Cat Catalog) is now associated with the WVLS Aspen IP address.

Archives from the Central Wisconsin Digitization project are now searchable in the WVLS Aspen site. Adjustments will be made based on feedback from T. B. Scott and MCPL who have added most of the content to the CWDP archive. Once adjustments are complete the archives will be added to individual library sites upon request.

The implementation of the Aspen Mobile App, an app which offers features to improve the customer experience, is on hold until next spring to allow time and attention for ILS product demonstrations and the NWLS/WVLS ILS Evaluation and Review.

**Voice and Text Telephone Notices.** A change to the Shoutbomb code in May 2022 would have created some difficulties for folks who attempted to change their phone or text message notice settings. Our setup is configured differently than many other libraries because of concerns regarding the Telephone Consumer Protection Act. As a temporary solution, WVLS worked with Shoutbomb to revert to the old code.

**Collection Development.** A group of library colleagues interested in collection development gathered on September 28 to review the results of the V-Cat Collection Development Practices Survey, and to share resources for selecting new materials and weeding materials. Notes and slides were shared with all V-Cat staff participating in collection development.

The group identified and prioritized a number of possible projects for collection development collaborations and will meet again in late February or early March 2023 to begin work on them.

**ILS Administration Team Training.** Over the last few months members of the WVLS ILS Team attended several training opportunities. WVLS ILS Administrator Katie Zimmermann attended a Technical Services Training and a User Administration Consultation hosted by Sierra. WVLS Database and ILS Support Specialist Rachel Metzler attended a WILIUG (Wisconsin and Illinois Innovative User Group) one-day, virtual conference which included a session on Create Lists, an update from Innovative, and an open session to discuss Sierra experiences. She also attended *Library Journal's* Inclusive Cataloging Intensive Workshop.

## Council and Committee Meeting Highlights

**V-Cat Council.** During its meeting on November 11, the V-Cat Council

- received the weighted vote calculations for 2023
- approved an updated “On Order and Pre-publication Records” recommendation
- received updates on the NWLS/WVLS Joint ILS Consortium Exploration Project, as well as the Cooperative Cataloging Project which includes WVLS and six other Wisconsin library systems
- was briefed on the Aspen recommendations for reader’s advisory tools

**V-Cat Bibliographic and Interface Committee.** During its meeting on October 18, the committee discussed Aspen-related format quirks, considered a process for Diacritical updates to Bib records, and reviewed the new trend of including ISNi (International Standard Name Identifier) numbers in the author field. The committee will meet again in February 2023.

**V-Cat Cooperative Circulation Committee.** During its meeting on October 15, the committee reviewed a standardized library card application draft and discussed revisions. It outlined recommended standards for conversion of juvenile patrons. These standards, as well as standards for new library cards, will be presented to the V-Cat Council at a future meeting. Also, the committee discussed the results of the juvenile and YA high demand survey and will revisit the standardized checkout periods for juvenile high demand items at the next meeting.

**V-Cat ILS Evaluation and Review Committee.** Meetings were held on September 22 and October 14. Three vendors have been invited to demonstrate their products to the committee and other staff members. All demonstrations will be fully remote and recorded. Dates are noted below, with each demonstration taking place over the course of a day and a half:

- November 16-17: Koha, supported by ByWater Solutions
- November 29-30: CARL, from the Library Corporation
- December 14-15: Sierra, from Innovative

Staff from all WVLS libraries are invited to attend, as is staff from NWLS libraries. The committee developed a standard format for vendors to follow when conducting their presentations to simplify comparison between the products and to ensure that staff with time limitations could attend just the portions of the demonstrations that most apply to their work. Demonstration information is available on a password protected page on the WVLS website.

The committee also designed an initial procedure for evaluating the products. Staff who attend the demonstrations will fill out a survey in order to offer feedback on the specific modules of each demonstration they attended. The results will be aggregated for the committee's review.

The committee developed an evaluation framework and timeline:

1. Demonstrations; November – December
2. Demonstration Attendee Survey I; November – December

3. Committee Members Review Survey I Results; November - January
4. Committee Meeting to Develop Survey II; December 8
5. Committee Meeting to Discuss Demonstrations and Survey I Results; January – February
6. Committee Members Complete Post Results Survey II to Rate and Rank Products; January – February
7. Committee Members Review Post Results Survey II; February - March
8. Committee Meeting to Discuss Survey II Results and Select Vendors for Site Visits; March
9. Committee Site Visits; April
10. Possible additional metrics

## PUBLIC LIBRARY CONSULTANT SERVICES

### State Meetings

**WISCAT / Interlibrary Loan.** Rachel Metzler attended a meeting of the ILL System Coordinators on September 27. During this meeting, system staff shared updates on ILL trends in their libraries. It was shared that all systems are experiencing lower circulation in interlibrary loan and a lot of staff turnover. **The WISCAT team shared that there will be no \$200 licensing fee for WISCAT participating libraries in 2023.**

**Wisconsin Public Library Consortium.** In October, Rachel Metzler attended her first meeting as a new member of the WPLC Collection Development Committee. At this meeting the committee was updated on current projects and encouraged to brainstorm projects for 2023. Additionally, the committee spent some time on the patron survey that went out to patrons via the Libby and Overdrive apps.

The WPLC Board met on October 24. During this meeting, Rachel Metzler, was selected to be the Digital Steering Committee Board liaison. All other board exec committee members were also selected. The board spent some time discussing what will happen to the budget once Lakeshore and Arrowhead combine systems. While there will be no changes for the 2023 budget, the budget committee will review this matter as it prepares the 2024 budget. Additionally, the board decided to continue to have WiLS be the fiscal sponsor for WPLC for 2023.

### Inclusive Services Consulting Report

**Sherry Machones**, NWLS and WVLS Inclusive Services Consultant, shared an *Inclusive Services Update* with each system's member libraries in October and November. The October *Update* highlighted 2022 WLA Annual Conference sessions planned on inclusive topics sessions and on the W.J. Niederkorn Library's newly launched accessibility app for patrons. Several links to continuing education were shared as well as links to stories about misconceptions about deafness, libraries helping water crises, and successful multilingual storytimes. The November *Update* featured resources and dialogue about Native American Heritage Month, the Wisconsin Historical Society's traveling kits and the new WVLS *Digital*

*Byte on the Justice Gap*. Continuing education opportunities including several in-depth classes were also shared.

### Building and Space Services

Anne Hamland met virtually with Granton Community Library Director Kay Heiting to assess the flow of the library's youth space with a goal of refreshing the space with no cost ideas working with existing furniture and shelving. Hamland created a draft floor plan of the current space arrangement and a second floor plan with space adjustments after brainstorming with Kay. An advocacy plan for the project that includes the vision and goals for the library's space is the next step in the process.

Anne is working with Antigo Public Library Director **Ada Demlow** and her team to assess the Antigo youth, teen and audiovisual spaces and general flow of the library, and has created a building project web page for the D.R. Moon Memorial Library (Stanley) here: <https://stanleylibrary.org/building-project/>.

## CONTINUING EDUCATION & TRAINING OPPORTUNITIES

### NEW! Joint Collaboration in Support of Professional Learning

In a collaborative partnership brought forth through needs addressed during the Public Library System Redesign (PLSR) process, the DPI Library Services Team and the Wisconsin Public Library Systems have announced a *new* Wisconsin Libraries Professional Learning Calendar.

Hosted by DPI using the Team Up platform and curated by the Public Library Systems, the calendar gathers learning events from Wisconsin library systems, associations, DPI Library Services, and other groups all in one place. Public library staff and trustees are now able to find relevant professional learning without searching multiple calendars and websites. Most events are Wisconsin-based, however major national library conferences are also included.

Search for specific events or browse by categories like Interest Areas, event host, whether the event fulfills a technology requirement for certification, and more. Locate recording links for previous sessions and the applicable number of CE Contact Hours for each event. Share individual events using a unique URL, through email or social media, or add to your own calendar. No account is needed to use the calendar. A [User Guide](#) is also available for quick reference.

Find the Wisconsin Libraries Professional Learning Calendar on the DPI website at <https://dpi.wi.gov/libraries/professional-learning>, or [WVLS Continuing Education webpage](#), or by bookmarking the [Team Up link](#).

(edited from *Wisconsin Libraries for Everyone*; September 22, 2022)

### MCPL Staff In-Service Day

Jamie Matczak hosted a staff in-service for MCPL staff on Friday, September 16. MCPL locations were closed to the public, and over 40 MCPL employees participated. The event consisted of a morning presentation on safety and security, followed by role playing and meditation in the afternoon by WVLS

Trustee **Mandy Wright**. The events of the day were well received. MCPL Circulation Services Lead/Library Specialist **Kitty Roesler** said the day was fun and worthwhile.

*"WVLS did a great job coordinating a full day workshop with **Dr. Steve Albrecht**, who shared extensive information with us. I thought the role-playing exercises were very helpful with problem solving challenging situations,"* she said.

## Upcoming Webinars and Workshops

The following workshops/webinars for 2022-23 are scheduled and/or in the planning stages.

- The **"Annual WVLS Youth Services Workshop"** will be held at the Marathon County Public Library on December 2. Visit the [WVLS website](#) for more information about this half-day workshop and to register.
- **"The Reluctant Library Advocate"** [Fall Webinar Series](#) coordinated through the 4-system collaboration of WVLS, IFLS Library System, Southwest Wisconsin Library System, and Northern Waters Library Service focuses on library advocacy is underway. The third session in the series will be held on Wednesday, December 7, 10:00 a.m.
- **Wild Wisconsin Winter Web Conference:** Fourteen sessions are planned for the 11<sup>th</sup> Annual Conference on January 25-26, 2023. Conference tracks include Management, Marketing, Sustainability and Reference/Reader's Advisory. Registration will open in early December.

## Training Opportunities

### NEW in 2023! Public Library Trustees to Have Access to Statewide Training!

Starting in 2023, Wisconsin public library trustees will have access to statewide training from [United for Libraries](#): Association of Library Trustees, Advocates, Friends and Foundations. As a division of the American Library Association, United for Libraries is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. Content will include short videos, online courses, tip sheets and more. Watch for more information in 2023!

### WVLS Partners with Wisconsin State Law Library to Produce 5-Part *Digital Bytes* Series

WVLS and the Wisconsin State Law Library (WSLL) have produced three training videos in a 5-part Digital Byte series since the collaboration began earlier this year. Topics include:

- ["Navigating the Legal Reference Interview."](#) In this first video of the series produced in August, WSLL's Web Services Librarian **Carol Hassler** addresses how to handle legal reference questions.
- ["Discovering Legal Resources."](#) Hassler shares quick tips on legal research in the second video of the series.
- ["Access to Justice."](#) The third video in the series features WSLL's **Elizabeth Manriquez** discussing the Justice Gap, who it impacts, and how libraries can assist.

*Digital Bytes*, short training sessions produced by WVLS staff and colleagues from other libraries, are available on the WVLS website at <https://wvls.org/digital-bytes/>.

## WLA Conference 2023 – “Don’t Stop Believing”

Jamie Matczak will serve as the Chair for the 2023 Wisconsin Library Association Conference that will be held at the Madison Marriott West in Middleton on Tuesday, October 24 - Friday, October 27, 2023. The theme is “Don’t Stop Believing.” She has selected most of the conference committee volunteers and the first planning meeting will be in January.

## INFO TO GO

**New Report on Broadband Disparities in Wisconsin** – a [report](#) shared through the Broadband Access, Equity, and Deployment (BEAD) grant program in Wisconsin reveals that only 68.1% of non-metro populations in the state have access to what the FCC defines as adequate internet speeds. This disparity plays out on the ground as libraries work to meet the demand for hotspots and in-library wifi use. And in the long term, this is an equity question. As libraries work with their communities and partners to provide equitable access to technology and other resources, understanding the existing baseline disparities is critical. (edited from *WiLS Community Chronicle*; October 2022)

## UPCOMING EVENTS / MEETINGS

- November 1 – 4 - **WLA (Wisconsin Library Association) Conference; Lake Geneva**
- November 9 – **“The Reluctant Library Advocate – Session 1” – a WVLS/IFLS/NWLS/SWLS webinar**
- November 10 – **WVLS V-Cat Council meeting**
- November 11 – Council for Library and Network Development (COLAND) meeting
- November 14 – WPLC (Wisconsin Public Library Consortium) Technology Steering Committee meeting
- November 15 – Meeting with DPI and other systems regarding delivery
- November 15 – DPI-hosted meeting with System Directors
- November 15 – **NICE (Northern Wisconsin ILS Consortium Exploration) meeting**
- November 15 – **“The Reluctant Library Advocate – Session 2 (repeat of Session 1)” – a WVLS/IFLS/NWLS/SWLS webinar**
- November 16 – **Koha ILS Demonstration Day 1**
- November 16 – DPI-hosted meeting of System Continuing Education Consultants
- November 17 - **WVLS/IFLS/NWLS Website Office Hours**
- November 17 – **Koha ILS Demonstration Day 2**
- November 18 – DPI-hosted meeting of System Interlibrary Loan Coordinators
- November 19 – **WVLS Board of Trustees meeting**
- November 21 – Marathon County Public Library Board of Trustees meeting
- November 21 – New Director Orientation with Antigo Public Library Director
- **November 24 – WVLS Office closed**
- **November 25 – WVLS Office closed**

- November 29 – **Carl ILS Demonstration Day 1**
- November 30 – **Carl ILS Demonstration Day 2**
- December 2 – **WVLS Annual Youth Services workshop**
- December 6 – DPI hosted meeting with System Directors
- **December 6 – WVLS Staff Gathering; Office closed half day**
- December 7 – **“The Reluctant Library Advocate – Session 3” – a WVLS/IFLS/NWLS/SWLS webinar**
- December 8 – **WVLS V-Cat ILS Evaluation and Review Committee meeting**
- December 8 – WPLC Technology Backup Committee meeting
- December 9 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- December 13 - **WVLS/IFLS/NWLS Website Office Hours**
- December 14 – **Sierra ILS Demonstration Day 1**
- December 15 – **Sierra ILS Demonstration Day 2**
- December 19 – Marathon County Public Library Board of Trustees meeting; WVLS presents 3<sup>rd</sup> Quarter Report
- December 20 – DPI hosted meeting with System Youth Services Consultants
- December 20 – DPI hosted meeting with System ILL Coordinators
- December 20 – **NICE (Northern Wisconsin ILS Consortium Exploration) meeting**
- December 23 – WVLS Office closed
- December 26 – WVLS Office closed
- **January 2 – WVLS Office closed**
- January 3 - **WVLS V-Cat Bibliographic/Interface Committee meeting**
- January 13 - Council for Library and Network Development (COLAND) meeting
- January 16 - Marathon County Public Library Board of Trustees meeting
- January 17 - **NICE (Northern Wisconsin ILS Consortium Exploration) meeting**
- January 19 - **WVLS/IFLS/NWLS Website Office Hours**
- January 24 - **WVLS V-Cat Bibliographic/Interface Committee meeting**
- January 25 – **WVLS V-Cat ILS Evaluation and Review Committee meeting**
- January 25-26 – **“2023 Wild Wisconsin Winter Web Conference”**
- February 2 – **WVLS V-Cat Council meeting**
- February 5-7 – **2023 WEMTA (Wisconsin Educational Media & Technology Association) Conference**
- February 7 – Wisconsin Library Association’s LIBRARY LEGISLATIVE DAY
- February 18 – **WVLS Board of Trustees meeting**
- V-Cat Steering Committee Meeting (TBD in February – March)

Thank you for reading!

Marla