



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, June 19, 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/963446621> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 963-446-621.**

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

**AGENDA**

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting [library-administration@mcpl.us](mailto:library-administration@mcpl.us))*
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President**
  - B. Other Board Members**
  - C. Library Director**
  - D. Board Committees**
  - E. Friends of the Library**
  - F. MCPL Foundation**
  - G. Wisconsin Valley Library Service**
- 7. ( 5 minutes) Lost & Unattended Items Policy – For Discussion and Possible Action**
- 8. ( 5 minutes) Athens New Building Update – For Discussion and Informational Purposes Only**
- 9. (10 minutes) Library Service Highlight: Technology Services – For Discussion and Informational Purposes Only**
- 10. Announcements**
- 11. Request for Future Agenda Items**
- 12. Next Meeting Dates**
  - Monday 07/17/2023
  - Monday 08/21/2023
  - Monday 09/18/2023
  - Monday 10/16/2023

13. Adjournment

Signed:   
Library Director or Designee

\*All times are approximate and subject to change

\*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail [library-administration@mcpl.us](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: June 13, 2023

EMAILED TIME: 8:50 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, May 15, 2023, taking place at the MCPL- Rothschild Branch.

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

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Laura Wood, Taylor Weinfurter and one additional visitor. Remote visitor: Marla Sepnafski

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

**A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE APRIL 17, 2023 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY BECKY BUCH TO APPROVE THE APRIL, 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments – None

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH 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: evaluation of strategic plan consultant proposals.
  
- B. Roll call vote to go convene in closed session:
  - Andrea Sheridan                      yes
  - Becky Buch                            yes
  - Gary Gisselman                     yes
  - Kari Sweeney                        yes
  - LeeAnn Podruch                     yes
  - Brent Jacobson                      yes
  - Reid Rayome                         yes

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

Announcement/Action from closed session

**MOTION WAS MADE BY REID RAYOME; SECONDED BY BRENT JACOBSON, TO HIRE WILS TO GUIDE MCPL THROUGH THE STRATEGIC PLANNING PROCESS. MOTION CARRIED.**

President – None

Other Board Members – None

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

- The new sorter is in place and installation went smoothly with issues that were easily remedied.
- The self- checkout machines are wearing out and may need replacement soon.
- The closed border meeting with Marshfield will take place on June 13<sup>th</sup>.
- A nursing station may be added at the Wausau headquarters in the children's area for new mothers.
- Programming is going well.

Board Committees – None

Friends of the Library – The Friends most recent quarterly sale was May 3<sup>rd</sup> – 6<sup>th</sup> and made \$5133.75 in sales.

MCPL Foundation – The Foundation met May 11<sup>th</sup> and donations are on track with last year's donations.

Wisconsin Valley Library Service –The next meeting is May 20<sup>th</sup>.

Athens Relocation Commitment Letter – The Athens Village President would like a commitment from the library before they move forward with renovation. A draft letter was presented and edits discussed.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY BRENT JACOBSON TO MOVE FORWARD WITH A LETTER TO THE VILLAGE PRESIDENT OF ATHENS. MOTION CARRIED.**

Library Service Highlight: 2023 Summer Library Program- presented by Taylor Weinfurter, Youth Services Librarian

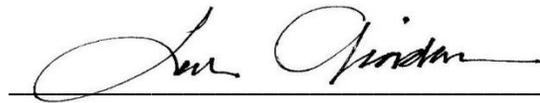
- Planning for the summer program is a year-round process including hiring performers in fall, buying supplies in winter, and doing school outreach programs in spring.
- Activity books have arrived and include themed artwork, reading program information and a schedule of events.
- This year performers will entertain kids with snakes, raptors, dinosaurs, outdoor skills, and music (including polka music).

- The library is partnering with the county and city parks departments for story times in the parks and a pool day.
- Other summer activities include visits from therapy dogs and Lego clubs.

Announcements – After the meeting staff will be available to provide a tour of the Rothschild branch.

Request for Future Agenda Items - None

**A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY BECKY BUCH TO ADJOURN AT 12:45. MOTION CARRIED.**

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

Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for June 19, 2023.

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

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

Absent: Becky Buch

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn Remote visitors: Marla Sepnafski and three additional remote visitors

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

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 20, 2023, MEETING. MOTION CARRIED.**

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

Public Comments – None

President – National Library Week starts Sunday, April 23<sup>rd</sup>.

Other Board Members – None

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

- The library has received 50 state park day passes from the DNR for the Check Out Wisconsin State Parks at Your Library program. Starting May 1<sup>st</sup> Marathon County residents can pick up a family pass at the MCPL Wausau circulation desk.
- In response to an RFP for a Strategic Plan, the library has received four proposals. Currently, staff are looking at references and scheduling interviews.

Board Committees – None

Friends of the Library – The Friends met on March 27<sup>th</sup> and requested additional shelving for their sale items on the first floor. These may be purchased with other library shelving.

MCPL Foundation – The Foundation's next meeting is May 11, 2023.

Wisconsin Valley Library Service –The current focus for WVLS is the biannual state budget.

2022 Updated Annual Report – The Annual Report was revised to reflect the final financial numbers from the County. The corrected report will be submitted to DPI.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE UPDATED ANNUAL REPORT. MOTION CARRIED.**

Athens New Building Update

- The Village of Athens has made an offer on a former bank building to use for municipality functions. The Village is including the library branch in the expected move. The offer was accepted, and the Village Board approved the purchase. They hope to close on the property in mid-May.
- Progress Athens asked the Library Foundation for financial help and the Foundation donated \$5000 toward the project.
- The library will be responsible for moving branch items to the new location.
- The village has proposed working out an agreement to share internet services.

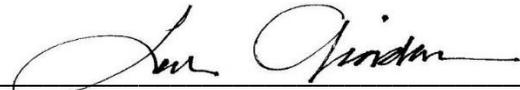
Library Service Highlight: Digitization Project Update- presented by Julie Kinney, adult services librarian.

- Wausau area high school yearbooks are scanned through 2000.
- Historical Plot Maps are in the process of being digitized.
- Oral histories will be converted from tape to CD and software will be used to increase clarity. Those that haven't been transcribed will be transcribed using software.
- The library's history will be digitized with pictures and newspaper articles of the downtown location, branches, and the bookmobile.
- Funds from a WiLS Ideas to Action grant were used to purchase the transcription software and a tape to digital player.
- Additional genealogical sources will also be digitalized when possible.

Announcements-None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY REID RAYOME TO ADJOURN AT 12:34. MOTION CARRIED.**



Library Director or Designee

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

### Library

52131	Financial, Banking and Investment Services	
	Unique Management Services Inc	46.6
	<b>Financial, Banking and Investment Services</b>	<b>46.6</b>
52250	Telephone, Internet and Cable	
	Charter Communications	605.99
	Frontier	600.2
	<b>Telephone, Internet and Cable</b>	<b>1206.19</b>
52561	Reimburse County	
	Everett Roehl Marshfield Public Library	546
	<b>Reimburse County</b>	<b>546</b>
52990	Sundry Contractual Services	
	Baker & Taylor Company	2128.26
	Colby Community Library	10
	IROW	38.2
	Merrill, City	19.99
	Rhineland Public Library	20
	Withee Public Library	31
	<b>Sundry Contractual Services</b>	<b>2247.45</b>
53130	Printing and Forms	
	Roto Graphic Printing Inc	2785
	<b>Printing and Forms</b>	<b>2785</b>
53142	Software - IT	
	Heartland Business Systems	341.04
	<b>Software - IT</b>	<b>341.04</b>
53161	Books Library	
	Amazon Capital Services	1893.97
	Baker & Taylor Company	13042.7
	OverDrive Inc	1073.87
	Wausau East High School	60
	Wausau West High School	53
	<b>Books Library</b>	<b>16123.54</b>
53168	Audio-Visual Materials	
	Amazon Capital Services	332.9
	Baker & Taylor Company	2092.44
	Midwest Tape LLC	984.1
	<b>Audio-Visual Materials</b>	<b>3409.44</b>

53190 Office Supplies		
	Amazon Capital Services	1929.38
	Pakor	293.75
	Staples	864.51
	<b>Office Supplies</b>	<b>3087.64</b>
53220 Subscriptions		
	TP Printing Company	300
	<b>Subscriptions</b>	<b>300</b>
53321 Personal Auto Mileage		
	Staff	59.81
	<b>Personal Auto Mileage</b>	<b>59.81</b>
53494 Technology Supplies		
	Amazon Capital Services	28.47
	Harder Technologies LLC	55
	<b>Technology Supplies</b>	<b>83.47</b>
53936 Other Supplies		
	Amazon Capital Services	236.97
	<b>Other Supplies</b>	<b>236.97</b>
55320 Building/Offices Rent		
	Marathon City, Village of	395.85
	WI Public Service Corporation	313.73
	<b>Building/Offices Rent</b>	<b>709.58</b>
<b>Library - Gifts/Donations</b>		
53161 Books Library		
	Baker & Taylor Company	1035.01
	World Book, Inc.	249
	<b>Books Library</b>	<b>1284.01</b>
53168 Audio-Visual Materials		
	Baker & Taylor Company	46.78
	<b>Audio-Visual Materials</b>	<b>46.78</b>
53494 Technology Supplies		
	Amazon Capital Services	-28.47
	<b>Technology Supplies</b>	<b>-28.47</b>
53936 Other Supplies		
	Amazon Capital Services	482.81
	Authors Unbound Agency	1000
	Lake Wissota Publishing, LLC	150
	Scholastic, Inc.	1786.92

Staples	29.53
Tank Mates LLC	841
<b>Other Supplies</b>	<b>4290.26</b>

CIP Library

53936 Other Supplies

Amazon Capital Services	848.99
<b>Other Supplies</b>	<b>848.99</b>

**Grand Total for all cost centers**

**37624.3**

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

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b><u>Library Cost Center</u></b>				
<b>Personnel Expenses</b>				
51111 Salaries and Wages	2,087,903.00	152,914.93	813,165.52	1,274,737.48
51120 Overtime	0.00	0.00	0.00	0.00
51390 Other Special Pay	(69,000.00)	1,766.24	8,776.14	(77,776.14)
51580 Unemployment Compensation	2,085.00	0.00	0.00	2,085.00
51510 Social Security	159,783.00	11,025.27	58,859.70	100,923.30
51520 Retirement Employers Share	131,080.00	9,606.70	38,842.73	92,237.27
51541 Dental Insurance	12,651.00	931.93	4,715.03	7,935.97
51550 Life Insurance	943.00	37.41	182.34	760.66
51560 Workers Compensation	1,283.00	263.50	1,066.44	216.56
51590 Other Employer Contributions	37,998.00	1,701.00	21,759.46	16,238.54
51593 Health Insurance	500,900.00	36,323.32	183,658.76	317,241.24
55182 Dental Insurance Premium	0.00	0.00	(475.22)	475.22
55183 Health Insurance Premium	0.00	0.00	(18,502.03)	18,502.03
55184 Life Insurance Premium	0.00	0.00	(18.78)	18.78
<b>Personnel Expenses Totals</b>	<b>2,865,626.00</b>	<b>214,570.30</b>	<b>1,112,030.09</b>	<b>1,753,595.91</b>

## Operating Expenses

52130 Accounting and Audit Services	1,300.00	0.00	0.00	1,300.00
52131 Financial, Banking and Investment Services	1,300.00	46.60	384.45	915.55
52192 Other Professional Services	6,500.00	0.00	0.00	6,500.00
52250 Telephone, Internet and Cable	15,000.00	0.00	51.27	14,948.73
52250 Telephone, Internet and Cable	10,000.00	1,206.19	5,649.06	4,350.94
52420 Machinery/Equipment Maintenance Services	6,500.00	0.00	6,059.00	441.00
52932 Copier Charges	0.00	0.00	454.20	(454.20)
52561 Reimburse County	5,000.00	546.00	5,005.00	(5.00)
52140 Technology Services	27,500.00	0.00	0.00	27,500.00
52990 Sundry Contractual Services	56,000.00	2,247.45	15,502.16	40,497.84
53110 Postage and Courier	2,500.00	0.00	14.34	2,485.66
53130 Printing and Forms	10,000.00	2,785.00	3,651.00	6,349.00
53142 Software - IT	0.00	341.04	1,705.20	(1,705.20)
53161 Books Library	280,326.00	16,123.54	84,093.21	196,232.79
53168 Audio-Visual Materials	60,527.00	3,409.44	16,765.70	43,761.30
53169 E-Books Library	29,100.00	0.00	29,088.59	11.41
53190 Office Supplies	28,800.00	3,087.64	8,201.97	20,598.03
53220 Subscriptions	40,000.00	300.00	14,016.33	25,983.67
53240 Membership Dues	104,701.00	0.00	97,026.84	7,674.16
53250 Registration Fees/tuition	4,000.00	0.00	974.00	3,026.00
53260 Advertising	4,000.00	0.00	50.00	3,950.00
53321 Personal Auto Mileage	3,000.00	59.81	450.78	2,549.22
53350 Meals	400.00	0.00	0.00	400.00
53360 Lodging	400.00	0.00	0.00	400.00
53410 Meeting Expenses	2,000.00	0.00	241.93	(241.93)
53494 Technology Supplies	10,000.00	83.47	1,103.00	8,897.00

53916 Other Personal Effects	0.00	0.00	69.75	(69.75)
53936 Other Supplies	13,000.00	236.97	1,272.32	(1,272.32)
55190 Insurance Other Premiums	44,961.00	0.00	0.00	44,961.00
55320 Building/Offices Rent	65,000.00	709.58	22,919.33	42,080.67
<b>Operating Expenses Total</b>	<b>831,815.00</b>	<b>31,182.73</b>	<b>314,749.43</b>	<b>502,065.57</b>
<b>Total Expenditures</b>	<b>3,697,441.00</b>	<b>245,753.03</b>	<b>1,426,779.52</b>	<b>2,255,661.48</b>
Less expected Revenue	473,153.00			
<b>Net budgeted</b>	<b>3,224,288.00</b>			

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

	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	167,326.00	720.00	46,855.29	(120,470.71)
Total Expenditures	167,326.00	5,592.58	19,043.49	148,282.51
<b>Library - Gift/Donation Cost Center Net</b>	<b>0.00</b>	<b>(4,872.58)</b>	<b>27,811.80</b>	<b>27,811.80</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	639,835.00	0.00	0.20	(639,834.80)
Total Expenditures	639,835.00	848.99	49,976.88	589,858.12
<b>CIP-Library Net Change</b>	<b>0.00</b>	<b>(848.99)</b>	<b>(49,976.68)</b>	<b>(49,976.68)</b>

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of May 2023

Branch	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE	2022 YEAR-to-DATE	2023 YEAR-to-DATE	% CHANGE
ATHENS	1,111	1,411	27.00%	6,877	8,791	27.83%
EDGAR	1,488	1,039	-30.17%	7,813	6,557	-16.08%
HATLEY	1,475	1,556	5.49%	7,137	8,537	19.62%
MARATHON	2,636	2,473	-6.18%	13,354	12,521	-6.24%
MOSINEE	1,981	2,305	16.36%	11,790	12,374	4.95%
ROTHSCHILD	7,287	7,830	7.45%	38,732	39,422	1.78%
SPENCER	951	1,049	10.30%	5,637	5,590	-0.83%
STRATFORD	1,808	1,850	2.32%	9,247	10,082	9.03%
WAUSAU	24,520	28,115	14.66%	133,906	146,349	9.29%
WAUSAU DRIVE UP	2,041	1,971	-3.43%	9,898	9,100	-8.06%
HOMEBOUND	733	683	-6.82%	4,508	3,108	-31.06%
ILL	118	144	22.03%	850	924	8.71%
OVERDRIVE	13,826	15,427	11.58%	69,219	76,562	10.61%
<b>GRAND TOTAL</b>	<b>59,975</b>	<b>65,853</b>	<b>9.80%</b>	<b>318,968</b>	<b>339,917</b>	<b>6.57%</b>

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

May 2023

	CUSTOMER STATISTICAL CLASSES							TOTAL NON-RESIDENT CIRC	TOTAL CIRC	% of CIRC by BRANCH
	WVLS-CLARK	WVLS-LANGLADE	WVLS-LINCOLN	SCLS-PORTAGE	NFLS-SHAWANO	WVLS-TAYLOR	SCLS-WOOD			
ATHENS	91	0	10	0	0	352	0	453	8,791	5.15%
EDGAR	0	0	9	0	0	0	0	9	6,557	0.14%
HATLEY	0	0	0	0	0	0	0	0	8,537	0.00%
MARATHON	1	0	0	0	0	3	0	4	12,521	0.03%
MOSINEE	1	0	0	46	0	0	2	49	12,374	0.40%
ROTHSCHILD	0	0	3	53	0	0	4	60	39,422	0.15%
SPENCER	173	0	0	0	0	15	0	188	5,590	3.36%
STRATFORD	3	0	0	0	0	0	0	3	10,082	0.03%
WAUSAU	74	0	1,373	108	0	28	0	1,583	146,349	1.08%
WAUSAU DRIVE UP	0	0	62	0	0	0	0	62	9,100	0.68%
MISC*									80,594	
TOTAL MCPL	343	0	1,457	207	0	398	6	2,411	339,917	0.71%
% of CIRC by COUNTY	0.10%	0.00%	0.43%	0.06%	0.00%	0.12%	0.00%			

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of May 2023

	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	65,678	58,841	-10.41%
RESIDENT CHILD	8,104	8,443	4.18%
HOMEBOUND	171	105	-38.60%
STAFF	65	68	4.62%
TEMPORARY	462	574	24.24%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>74,480</b>	<b>68,031</b>	<b>-8.66%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,946	2,840	-3.60%
CHILD	218	227	4.13%
TEMPORARY	23	27	17.39%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>3,187</b>	<b>3,094</b>	<b>-2.92%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	402	410	1.99%
<b>GRAND TOTAL</b>	<b>78,069</b>	<b>71,535</b>	<b>-8.37%</b>



# Marathon County Public Library

## Director Report

### June 2023

## Highlights

### Northern Wisconsin ILS Consortium Exploration Project

The NICE (Northern Wisconsin ILS Consortium Exploration) Project was convened last fall to investigate the possibility of further collaboration between WVLS (Wisconsin Valley Library Service) and NWLS (Northern Waters Library Service), with the options ranging from small (sharing an ILS subscription) to very large-scale (full integration of the two consortia). Talks have been facilitated by WiLS and have included staff from several individual libraries (including MCPL) and system staff from both consortia.

The NICE Project's original work will come to an end this June, and the project is expected to make two recommendations:

- that NWLS/NWLN and WVLS/V-Cat pursue a joint ILS and move towards shared practices and policies.
- that a clear roadmap of the next steps and key decision points should be further developed.

The collaboration is contingent on both systems' decision to use the same ILS. WVLS's ILS Evaluation and Review Committee has not yet reached consensus on which ILS to use going forward, but is likely to make a recommendation within the next few months. NWLS's ILS evaluation process has been paused, pending the result of the WVLS ILS evaluation process.

The NICE Project's recommendation is only a recommendation at this point - several decision-making bodies would need to approve any level of change. Additionally (as the recommendations indicate), there are many details yet to be determined around how any collaboration beyond a shared ILS subscription would work. MCPL staff have made the needs of MCPL clear:

- 1) Cost to MCPL must not increase due to any of these changes.
- 2) Some form of weighted voting for representation in the shared governance structure will be essential (e.g. representation based on service population or materials contributed, as opposed to a one-library one-vote system).

3) Wait times for patrons to get materials should not significantly increase. A firmer understanding of the inter-library delivery logistics will be important.

Additional details like these will be considered further in the coming months by extension of (or successors to) the NICE Project's original work.

## Rothschild Program Highlight



Spring is a great time in Wisconsin to hunt for wild mushrooms.

In early May, the Marathon County Public Library Rothschild branch held a new program, "Mushroom Foraging 101." Dan and Pauline Johnson of Back-Forty Mushroom and Forage were the presenters to an enthusiastic audience.

Branch Assistant Julie Grosskurth said Dan talked about basic mushroom anatomy, substrate, habitat, and the time of year they grow. He also demonstrated how to do a spore print.

"Dan spoke on the most common edible mushrooms in Wisconsin such as morels, pheasant backs, oyster mushrooms, chicken of the woods, chanterelles, black trumpets, hedgehogs, hen of the woods, and lion's mane. He also talked about poisonous mushrooms in Wisconsin such as destroying angel and deadly galerina," Julie said.

Julie said that when eating mushrooms, it is not recommended to eat them raw, but to cook them to at least 135 degrees.

After the presentation, the audience was able to ask questions, and many people stuck around to talk to each other.

Julie said the library would consider hosting this program again. "We had about 30 people attend, and people who didn't know about it expressed interest after the event," she said.

*(WVLS June 2023 Newsletter)*

## Library Services

The Adult Services team stayed busy preparing for our Summer Reading Program this month. From writing web promos, to designing our Activity Booklet, to marketing events, we work hard to bring a polished and fun program to the public. And in May, we put the finishing touches on everything in preparation for a June launch. Also in the spirit of summer fun, we launched the Check Out Wisconsin State Parks at your Library program at our Wausau headquarters on May 1st. Between May 1st and 31st, seventeen families checked out free day passes to Wisconsin State Parks. Other adult programming highlights include community-building Let's Talk! Social Hour events on May 10th, a fun Growing Raspberries session with UW-Extension on May 17th, and a popular movie night held in the Community Room on May 18th.

May was a very busy month full of outreach for the Youth Services team. In the first week of May we wrapped up story times, programming, and LENA so we could focus our efforts on outreach to schools. Four groups of Mosinee 1st graders visited the library and we processed over 100 new library cards for their students. Kids enjoyed the aquarium, looking at books, and checking out items with their new library cards. Many parents were excited to hear that they could return their books to the MCPL Mosinee branch, instead of making the drive back to MCPL-Wausau. Trinity Lutheran School and Head Start each brought classes in for a special story time and to introduce their students to the public library. Staff went to elementary school libraries and gave presentations on summer reading and activities happening at the public library in June, July and August. The Youth Services team visited a total of four elementary schools and reached around 1000 kids with these visits. In addition to elementary schools, Elizabeth visited 6th grade classrooms at both Horace Mann Middle School and John Muir Middle School. Taylor attended the Wausau/Marathon County Parks Department Children's Festival which had over 3000 attendees. Taylor chatted with families about the library, gave out library card applications and summer event flyers, and helped kids make a Pete the Cat craft. The Youth Services team also prepared videos to be shared countywide about summer programming. Staff shared these videos with schools that could not accommodate a visit but wanted to share the Summer Library Program with their students. We look forward to the summer months and seeing our months of planning coming to fruition.

## Branches

Book Club and Story Time continue to be well attended at many of our locations. Patrons have also visited our locations for a variety of craft days, Lego events, and education programs. In May, school visits were a highlight. Hundreds of local students visited our various libraries to take a tour, get a new library card, and learn about our summer reading program. Creative book displays were featured at all locations including ones like "Life without books is like...just kidding, we have no idea!" "The Library is the Place to Bee," "No Mow May, Read All Day" and "Veg Out."

In Rothschild, our program for adults about local mushroom foraging was a huge hit! We had 29 participants who learned how to safely forage for mushrooms from local foraging expert Dan Johnson (see highlight on page 2).

In Athens, residents are excited to hear the news about the library's future move to the former U.S. Bank building. Nikki, Athens Branch Coordinator, had the chance to see the new building and will be working with Leah to envision the new space.

In Hatley, book club met on 5/9 to discuss *The Giver of Stars*. They had a good discussion about the differences and similarities between this title and the previously read *The Book Woman of Troublesome Creek*. We had a grand total of 12 participants, which is our largest group yet. This was also the first outdoor book club of the year.

In Mosinee, a new handrail for the handicap ramp on the Second Street entrance to the library was installed mid-May. We are so appreciative of the added accessibility for our patrons!

The bi-monthly branch coordinator meeting was held on 5/19. Additionally, a branch assistant team meeting was hosted by Katelyn on May 30th. Many of our assistants were able to attend and enjoyed discussing highlights and brainstorming solutions.

The MCPL Board of Trustees meeting for May was held in Rothschild on 5/15.

Christina H., the new branch assistant in Edgar, started work on May 1st. We are very excited to welcome her to the team. Ersa L. resigned her position as branch assistant in Rothschild. The open 30 hour position is posted and will close on 6/3.

## Library Services Statistics & Activities

### News

- Youth Services (Taylor, Tara, Elizabeth, Rose) participated in school visits at the library and in classrooms throughout the month of May; they spoke to more than 1,500 students!
- Youth Services (Taylor, Tara, Elizabeth, Rose, Katelyn) held their monthly meeting on May 1<sup>st</sup>
- Chad and Elizabeth attended a meeting for the Central Wisconsin Book Festival Committee on May 1<sup>st</sup>
- Ben attended the County Granicus website training
- The Programming Committee (Chad, Julie, Taylor, Nikki, and Laura) met on May 8<sup>th</sup>
- Julie and Katelyn met to discuss the periodical budget on May 10<sup>th</sup>
- Taylor presented on the Summer Library Program at the Library Board meeting on May 15<sup>th</sup>
- The Policy and Procedures Committee (Kate, Taylor, Rose, Allycia, Olivia B.) met on May 25<sup>th</sup>
- Kate and Tara met with Alexander to discuss Ingram on May 31<sup>st</sup>
- Julie and Jailin organized book displays on Folk Horror, Cozy Mysteries, Odd Couples, Exploring the Unexplained, Teacher Appreciation, and Decade Throwback
- The Reconsideration Committee met according to policy and procedure
- Katelyn coordinated orientation at our Wausau headquarters May 1-4 for Christina, the new Library Assistant at our Edgar branch
- Katelyn and Alexander met to discuss patron behavior guidelines on May 5<sup>th</sup>
- Katelyn attended virtual WLA Leadership Development Institute session on May 10<sup>th</sup> and 24<sup>th</sup>
- Katelyn attended the Team Leads meeting on May 10<sup>th</sup>
- Katelyn held rounding with Hannah in-person at the Edgar branch on May 11<sup>th</sup> and brought back items for storage in Wausau
- Katelyn attended the Library Board Meeting at the Rothschild Branch on May 15<sup>th</sup>
- Katelyn and Heather W. held interviews for the open part-time Library Specialist position on the Library Services Team on May 17<sup>th</sup> and 18<sup>th</sup>
- Katelyn attended a webinar title “Kicked Out: How to Safely Ask Someone to Leave (Without Calling the Police)” on May 18<sup>th</sup>
- Katelyn held a Branch Coordinators meeting on May 19<sup>th</sup>
- Katelyn held a Branch Assistants meeting on May 30<sup>th</sup>
- Katelyn held rounding with MJ in-person at the Stratford branch on May 31<sup>st</sup>
- Katelyn began the hiring process for a 30-hour Library Assistant at our Rothschild branch; interviews will be held in June

- Katelyn held rounding with individual staff throughout the month
- Katelyn met with Allycia weekly throughout the month as Allycia settled into her new duties as the Marketing Specialist for the library
- MCPL study rooms were booked 106 times in May
- Notary: 15 appointments
- Proctoring: 2
- Tech Time: 10 appointments
- Homebound Services:
  - Items sent out: 429
  - Volunteer deliveries completed: 19
  - New (or recently returned) HB patrons: 3
  - Active HB accts at the start of the month: 86
  - Reading slips, letters, or notes received: 25
  - Activity packets sent: 15
  - Patrons directed to WTBBL: 1
- Weeding:
  - Wausau: Adult DVD, Adult Book Discussion Kits. Juvenile Beginning Chapter Books, Young Adult Nonfiction
  - Edgar: Juvenile Fiction
  - RO: Juvenile Favorites
  - Stratford: Juvenile Easy Readers

## Events and Programs

### Youth Events

#### Story Times:

- Apr. 3: Tales for Tots Story Time—27
- May 2: Book Babies—18
- May 3: Play and Learn—45
- May 4: Family Story Time—30
- May 5: Head Start Story Time—42
- May 5: Head Start Story Time—19
- May 10: Play and Learn—42
- May 17: Play and Learn – 23
- May 24: Play and Learn—32
- May 31: Play and Learn—36

#### Other Programs:

- May 2: MOMS Group – 16
- May 2: G2M at Grant Elementary—4
- May 2: Create with Mason Jars—13
- May 4: Mosinee 1<sup>st</sup> Grade Visit and Tour—40
- May 4: LENA Lunch Class — 10
- May 4: LENA Evening Class—14
- May 9: Mosinee 1<sup>st</sup> Grade Visit and Tour—40
- May 9: G2M at Grant Elementary—2
- May 10: Mosinee 1<sup>st</sup> Grade Visit and Tour—40
- May 12: Mosinee 1<sup>st</sup> Grade Visit and Tour—40
- May 13: Children’s Festival Outreach—325
- May 15: Trinity Lutheran School 2<sup>nd</sup> Grade Visit and Tour—31
- May 16: G2M at Grant Elementary—3
- May 18: Trinity Lutheran School 4K Class Visit and Tour—20

- May 18: Maine School SLP Presentation—350
- May 19: Evergreen Elementary 3<sup>rd</sup> Grade Class Visit and Tour 10am—53
- May 19: Evergreen Elementary 3<sup>rd</sup> Grade Class Visit and Tour 11am—53
- May 20: 4H Knitting —4
- May 22: Horace Mann 6<sup>th</sup> Grade SLP Visit – 250
- May 23: Grant Elementary SLP Visit—174
- May 25: John Marshall SLP Visit—231
- May 30: John Muir 6<sup>th</sup> Grade SLP Visit—350
- May 1-31: Readers Are Writers Online Writing Group—17
- **Number of May Youth Services programs – 33**
- **Total attendance for May Youth Services programs – 2398**

#### Adults/All Ages Events

- All Month: Grab and Go Needlepoint Butterfly Magnets – 88 kits distributed
- May 4: History Chats: A baseball game in Mosinee – 11 virtual viewers
- May 6: History Speaks: The Vietnam War, One Veteran’s Story – 31 in person @ Marathon County Historical Society
- May 10: Let’s Talk! Social Hour (1pm session) – 8
- May 10: Let’s Talk! Social Hour (6:30pm session) – 2
- May 11: History Chats: Jerry Viste – 10 virtual viewers
- May 13: WWII Hero Harry Kramer w/author John Kinville – 0
- May 17: Extension Gardening: Growing Raspberries (10am session) – 9
- May 17: Extension Gardening: Growing Raspberries (6pm session) – 13
- May 18: MCPL Movie Night: “Women Talking” – 24
- May 18: History Chats: A (Not) Walking Tour – 11 virtual viewers
- May 25: History Chats: Listing on the Nat’l Historic Register – 9 virtual viewers
- **Number of May programs and activities – 12**
- **Total attendance/participation for May programs – 218**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 4,880 followers (+10)
  - New likes (+15)
  - New follows (+10)
  - Unfollows (0)
- Twitter: 1,228 followers (-3)
- Pinterest: 969 followers (+0)
- Goodreads: 326 friends (-2); 1,453 reviews (+2)
- Instagram: 1,082 followers (+3)
- YouTube: 519 subscribers (-3)

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

- May 3, May 11, May 18, May 24, May 31 - Check Out WI State Parks at Your Library
  - Starting Monday, 5/1/23, Wisconsin state park day passes will be available for free at @ MCPL Wausau, 300 N. First St., Wausau, WI 54403. The passes are valid for one 2023 date of your choice at any Wisconsin state park, forest, or recreation area where admission is required. The program will run until 12/31/23, or until supplies run out. For more info, call 715-261-7200.

### Happening Next (happeningnext.com)

- The Grass Routes Tour w/Senate Democratic Leader Melissa Agard  
<https://happeningnext.com/event/the-grass-routes-tour-wausau-eid3a0a2v9fh3>

### WSAW Channel 7

- May 17 - Wausau library to screen Oscar-winning drama Thursday night  
<https://www.wsaw.com/2023/05/17/wausau-library-screen-oscar-winning-drama-thursday-night/>

## City Pages

- May 4 – Big Guide - Mobile Wi-fi Hotspots Available at MCPL; Check out State Parks at your Library; Friend of MCPL Book Sale; Map Coaster Craft; Pressed Flower Coaster Craft; Marathon City Book Club; Edgar Book Club; Hatley Book Club; MCPL Spencer Branch Cribbage; Athens Book Club; Social Hour for Adults; Bedazzle a Book Bag; Anime Movie Night; Mosinee Book Club; As the Page Turns Book Club; Rothschild Book Club; Stratford Book Club; Mushroom Foraging; Logging & Sawmills in Western Marathon County; Tween Writing Group; Family Story Time (Hatley); Family Story Time (Wausau); Family Story Time (Rothschild); Family Story Time (Marathon City); Lego Block Party (Rothschild); Pokemon Club; MCPL at the 49th Annual Children's Festival; DIY Pocket Fan; Make Your Own Weather Wheel; Tie-dye Butterflies; Family Story Time (Rothschild); Family Story Time (Edgar); Knitting Basics; Sticky Note Window Art (Mosinee)
- May 11 – Highlights – Growing Raspberries in Containers
- May 11 – Big Guide – Mobile Wi-fi Hotspots Available at MCPL; Check out State Parks at your Library; Bedazzle a Book Bag; Anime Movie Night; Mosinee Book Club; As the Page Turns Book Club; MCPL Movie Night; Friends of MCPL Members Only Book Sale; Rothschild Book Club; Stratford Book Club;
- May 18 – Big Guide – Mobile Wi-fi Hotspots Available at MCPL; Check out State Parks at your Library; MCPL Movie Night; Friends of MCPL Members Only Book Sale; Rothschild Book Club; Stratford Book Club; Ceramic Coaster Craft; Growing Veggies In Containers; Tween Writing Group; Family Story Time (Hatley); Make Your Own Weather Wheel; Family Story Time (Rothschild); Knitting Basics; Sticky Note Window Art (Mosinee);
- May 25 – Big Guide – Mobile Wi-fi Hotspots Available at MCPL; Check out State Parks at your Library; Ceramic Coaster Craft; Crafts & Games Social Hour; Mosinee Plant Swap; Tween Writing Group; Family Story Time (Hatley); Sticky Note Window Art; Family Story Time at Rib Mountain; Summer Lego Block Party (Rothschild); Sidewalk Chalk Art (Mosinee); SLP Branch Craft: Kindness Rocks! (Mosinee); Family Story Time (Athens); Snake Discovery: Reptiles Around the World! (Wausau); Outdoor Story Time; Family Story Time (Edgar); Snake Discovery: Reptiles Around the World! (Edgar); Teen D&D in the Library; Call of the Wild: Youth Outdoor Skills (Athens)

## Mosinee Times

- May 4 – Anime for Adults Movie Night is Back at MCPL Wausau
- May 25 – Free Plant Swap

## Record Review

- May 3 – People
  - Athens – MCPL Book Club; Bedazzle a book bag
  - Edgar – Coaster Craft; MCPL Book Club; Weather wheel making at library; MCPL Story Time
  - Marathon – MCPL Book Club; MCPL Story Time
  - Stratford – MCPL Book Club
  - Marathon County – Tween Writing Group; MCPL at Children's Fest
- May 10 – People
  - Athens – Bedazzle a book bag
  - Edgar – Weather wheel making at library; MCPL Story Time
  - Marathon – MCPL Story Time
  - Stratford – MCPL Book Club
  - Marathon County – Tween Writing Group; MCPL at Children's Fest
- May 18 – People
  - Edgar – Weather wheel making at library
  - Stratford – MCPL Book Club

- Marathon County – Tween Writing Group
- May 24 – People
  - Athens – MCPL Story Time
  - Edgar – MCPL Story Time
  - Marathon – MCPL Story Time, Bee Kind Story Time
  - Stratford – MCPL Book Club, MCPL Story Time
  - Marathon County – Tween Writing Group;
- May 24 – Community Calendar
  - Athens – Youth Outdoor Skills (Call of the Wild)
  - Marathon – Lego Block Party

#### Wausau Pilot & Review

- May 6 – Marathon County Public Library programs  
<https://wausapilotandreview.com/2023/05/04/marathon-county-public-library-programs-34/>
- May 11 – Marathon County Library programs  
<https://wausapilotandreview.com/2023/05/10/marathon-county-public-library-programs-35/>
- May 20 – Marathon County Public Library Programs, adult  
<https://wausapilotandreview.com/2023/05/20/marathon-county-public-library-programs-adult-2/>
- May 23 – June Story Time Dates Set at MCPL  
<https://wausapilotandreview.com/2023/05/23/june-story-time-dates-set-at-marathon-county-public-library/>
- May 24 – Marathon County Public Library book clubs: June  
<https://wausapilotandreview.com/2023/05/24/marathon-county-public-library-book-clubs-june-2/>
- May 28 – Marathon County Public Library, youth programs  
<https://wausapilotandreview.com/2023/05/28/marathon-county-public-library-youth-programs-2/>
- May 29 – Marathon County Public Library programs  
<https://wausapilotandreview.com/2023/05/29/marathon-county-public-library-programs-36/>
- May 30 – MCPL Wausau expands Play & Learn Story Time  
<https://wausapilotandreview.com/2023/05/30/mcpl-wausau-expands-play-learn-story-time/>

#### Wausau Daily Herald

- May 27 – Marathon County Historical Society presents History Speaks – The Vietnam War: One Veteran’s Story [https://www.wausadailyherald.com/things-to-do/events/?\\_ev\\_id=1693166\\_marathon\\_county\\_historical\\_society\\_presents\\_history\\_speaks\\_-\\_the\\_vietnam\\_war\\_one\\_veteran\\_s\\_story\\_-](https://www.wausadailyherald.com/things-to-do/events/?_ev_id=1693166_marathon_county_historical_society_presents_history_speaks_-_the_vietnam_war_one_veteran_s_story_-)

#### Wausau Times/Buyers Guide

- May 3 - Mobile Wi-fi hotspots available at MCPL thru the end of 2023; Check Out State Parks at Your Library; Crafts & Games Social Hour; Friends of MCPL Book Sale
- May 10 – Out & About – Mobile Wi-fi hotspots available at MCPL thru the end of 2023; Anime Movie Night; Mosinee Book Club: “We were the Lucky Ones” by Georgia Hunter; As the Page Turns Book Club: “The Heirloom Garden” by Viola Shipman;
- May 17 – MCPL to screen Oscar-winning drama during next movie night
- May 31 – Out & About – Mobile Wi-fi hotspots available at MCPL thru the end of 2023
- May 31 - MCPL Mosinee Branch to offer free Plant Swap event

## Materials

### Youth

	2023 Annual Budget	Rollover from 2022	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 6/03/2023	% Spent
Juvenile Audiobooks	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$4,555.53	\$4,444.47	49%
Juvenile CDs	\$500.00	\$0.00	\$500.00	\$41.67	\$310.86	\$189.14	38%
Juvenile DVDs	\$8,500.00	\$22.48	\$8,522.48	\$708.33	\$5,951.83	\$2,570.65	30%
Juvenile Video Games	\$2,300.00	\$30.68	\$2,330.68	\$191.67	\$1,378.58	\$952.10	41%
Young Adult Audio Books	\$1,650.00	\$70.35	\$1,720.35	\$137.50	\$1,040.46	\$679.89	40%
Juvenile e-books	\$1,500.00	\$0.00	\$1,500.00	\$125.00	\$705.01	\$794.99	53%
<b>Youth AV Subtotal</b>	<b>\$23,450.00</b>	<b>\$123.51</b>	<b>\$23,573.51</b>	<b>\$1,954.17</b>	<b>\$13,942.27</b>	<b>\$9,631.24</b>	<b>41%</b>
Juvenile Fiction	\$25,500.00	\$55.72	\$25,555.72	\$2,125.00	\$14,667.27	\$10,888.45	43%
Juvenile NonFiction	\$27,500.00	\$57.47	\$27,557.47	\$2,291.67	\$17,324.13	\$10,233.34	37%
Juvenile Picture Books	\$30,000.00	\$104.35	\$30,104.35	\$2,500.00	\$18,260.03	\$11,844.32	39%
Juvenile Spanish	\$1,400.00	\$0.00	\$1,400.00	\$116.67	\$669.16	\$730.84	52%
Juvenile Standing Order Print	\$7,500.00	\$0.00	\$7,500.00	\$625.00	\$3,318.13	\$4,181.87	56%
Young Adult Fiction	\$12,000.00	\$43.96	\$12,043.96	\$1,000.00	\$6,873.29	\$5,170.67	43%
Young Adult Graphic Novels	\$3,500.00	\$142.16	\$3,642.16	\$291.67	\$1,949.13	\$1,693.03	46%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$283.33	\$2,110.03	\$1,289.97	38%
<b>Youth Print Subtotal</b>	<b>\$110,800.00</b>	<b>\$403.66</b>	<b>\$111,203.66</b>	<b>\$9,233.33</b>	<b>\$65,171.17</b>	<b>\$46,032.49</b>	<b>41%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$527.17</b>	<b>\$134,777.17</b>	<b>\$11,231.43</b>	<b>\$79,113.44</b>	<b>\$55,663.73</b>	<b>41%</b>

### Adult

	2023 Annual Budget	Rollover from 2022	Total w/carryover	Monthly Allotment	Free Balance	Spent as of June 1, 2023	% Spent
Adult Audiobooks	\$12,000.00	\$549.01	\$12,549.01	\$1,090.91	\$7,329.18	\$4,670.82	38.92%
Adult Music CD	\$5,500.00	\$699.42	\$6,199.42	\$500.00	\$3,336.40	\$2,163.60	39.34%
Adult DVD	\$17,500.00	\$1,043.69	\$18,543.69	\$1,590.91	\$8,580.39	\$8,919.61	50.97%
Adult Video Games	\$1,550.00	\$119.98	\$1,669.98	\$140.91	\$962.54	\$587.46	37.90%
<b>Adult AV Subtotal</b>	<b>\$36,550.00</b>	<b>\$2,412.10</b>	<b>\$38,962.10</b>	<b>\$3,322.73</b>	<b>\$20,208.51</b>	<b>\$16,341.49</b>	<b>44.71%</b>
Adult Paperbacks	\$3,035.00	\$164.63	\$3,199.63	\$275.91	\$2,303.68	\$731.32	24.10%
Adult Paperbacks S.O.	\$2,415.00	\$0.00	\$2,415.00	N/A	\$1,450.00	\$965.00	39.96%

<b>Adult Fiction</b>	\$47,000.00	\$429.81	\$47,429.81	\$4,272.73	\$22,198.10	\$24,801.90	52.77%
<b>Adult LT Fiction</b>	\$7,500.00	\$74.55	\$7,574.55	\$681.82	\$3,371.57	\$4,128.43	55.05%
<b>***Adult LT S.O.</b>	\$6,000.00	\$0.00	\$6,000.00	\$545.45	\$4,730.16	\$1,269.84	21.16%
<b>Adult Non-fiction</b>	\$67,000.00	\$2,592.19	\$69,592.19	\$6,090.91	\$31,479.14	\$35,520.86	53.02%
<b>Adult Non-fiction S.O.</b>	\$2,000.00	\$0.00	\$2,000.00	N/A	\$1,441.04	\$558.96	27.95%
<b>Adult Biographies</b>	\$12,000.00	\$336.33	\$12,336.33	\$1,090.91	\$6,198.13	\$5,801.87	48.35%
<b>Adult Spanish</b>	\$750.00	\$66.43	\$816.43	\$68.18	\$598.16	\$151.84	20.25%
<b>Adult Hmong</b>	\$750.00	\$0.00	\$750.00	\$68.18	\$489.58	\$260.42	34.72%
<b>Overdrive - ebooks</b>	\$15,000.00	\$0.00	\$15,000.00	\$1,363.64	\$9,603.76	\$5,396.24	35.97%
<b>Adult Print Subtotal</b>	<b>\$163,450.00</b>	<b>\$3,663.94</b>	<b>\$167,113.94</b>	<b>\$14,859.09</b>	<b>\$83,863.32</b>	<b>\$79,586.68</b>	<b>48.69%</b>
<b>Adult Services TOTAL</b>	<b>\$200,000.00</b>	<b>\$6,076.04</b>	<b>\$206,076.04</b>	<b>\$18,181.82</b>	<b>\$104,071.83</b>	<b>\$95,928.17</b>	<b>47.96%</b>

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 375
- Circulation total for Wausau First Floor: 28,115
- Ashley H processed 144 Interlibrary Loan items
- Homebound checked out 683 items
- May Passports News:
  - 33 Adult Passport Books
  - 15 Minor Passport Books
  - 1 Adult Passport Card

The MCPL Passport team accepted a total of 49 passport applications accepted at \$35.00 each and 56 photos were taken at \$10.00 each for a total of \$2,275 recorded. We also assisted with 13 renewal applications.

- 5/10/23 Leads attended Team Lead meeting with Director and Managers
- 5/23/23 Circulation Team Meeting with Support Services Manager
- Circulation Team assisted Children's staff processing library card applications for school visits, and issued notification to parents for application issues.
- Circulation Team is in charge of OutWIGO park pass distribution. MCPL is giving 5 single-day state park passes away each week.
- 5/1/23 Kitty held Sierra ILS training with Edgar Branch Assistant, Christina.
- Ashley
  - 5/2/23 filled in for Kayla at Drive-thru 3-5pm
  - 5/8/23 Participated in *Homeless De-escalation 101: Trauma & the Five most important seconds of conflict*
  - 5/11/23 Participated in *Homeless De-escalation 101: Workshop*
- Olivia B & Jailin are finalizing the Dungeons & Dragons Teen program. Three teens have signed up already!
- Erin

- Ran round 2 of noted damage items with fewer parameters (found another 110 items with notes in record). This will improve service to patrons by improving our records of the state of each item (in case of further damages or the need to weed an item).
- Made up a Mail, Newspaper, and Magazine processing packet for reference for other staff
- Discovered the issue with the sorter (M1 items not being sent to exceptions for holds) with Olivia
- Continued acting as a sounding board for D&D program
- Maggie
  - ILL training with Ashley H, and mail sorting/periodical processing training with Erin Q
  - Processed mail notifications for school visit library card applications from the branch locations.
- Over the course of the month, one patron was asked to leave the library for the day due to minor policy violations, and three were banned for greater lengths of time due to other policy violations.

## Support Services Team

- Support Services Team Leads met with Alexander on 5/2.
- Members of the “In-house processing” workgroup (Dawn L, Alexander, Stephanie M and Chris L) met on 5/3 and continued the work of analyzing the costs of Baker and Taylor processing services vs. the staff time + materials required to do the work in-house. The group concluded that the barcode application and location stamping processes show the best potential for cost savings. Baker and Taylor has been told to cease location stamping on MCPL materials processed after 6/2/2023. Support Services West team (led by Kayla K) will add location stamps going forward.
- Support Services West staff provided orientation to new Edgar Branch Assistant Christina Hill on 5/3.
- Chris L, James B and Dawn L attended a V-Cat ILS Evaluation and Review Committee virtual site visit with Round Rock Public Library in Texas on 5/4. The focus of the site visit was Koha-supported-by-Bywater’s Acquisitions module.
- Chris L and James B attended V-Cat Bibliographic and Interface Committee meeting on 5/9. Topics discussed included SkyRiver (a cataloging utility being investigated as potential alternative to OCLC), updates to Sierra location codes, Aspen display of Detailed Shelf Locations, Blu-ray/DVD combos, Book + CD, “Larger print” materials and Playaway format labels.
- Team Leads met with Leah 5/10.
- Alexander and Chris L attended ILS Evaluation and Review Committee meeting on 5/11. The committee reviewed the Evaluation Survey results from the Koha site visits. On the questions of: “Considering the additional information from this library/library consortium, would you recommend this product for your library?” and “Considering the additional information from this library/library consortium, would you recommend this product for V-Cat as a whole?” a consensus has not emerged. The committee will gather and evaluate additional information, particularly in the areas of Acquisitions, Cataloging, Reports, and Offline circulation before making a recommendation.
- Dawn L worked the Drive Thru while Kayla K and James B covered Main Desk during the Circulation Team meeting 5/23.
- Janice A completed a Gale course “Intro to Microsoft Word”.
- Requested changes to Sierra location codes have been completed. Among other codes for Wausau and the branches, MCPL Wausau now has Juvenile Easy Reader codes in Red, Blue, Green, and Yellow. This will be a great help to library patrons and staff in locating items on the shelf.

- James B worked with Ollie C and the Page Team to coordinate the switching of items into the new codes.
- With the changes to the location codes came the necessity of rebuilding the Aspen browse categories (“New Adult Books” “New Children’s Books” “New Movies/TV” etc.) so that they work correctly. James B worked with Ben K to make the updates.
- James B cataloged a large order of new Merit Badge pamphlets and created a spreadsheet to track new vs. old pamphlets. (The pamphlets are revised on irregular schedule, and scouts are required to use the newest version of a pamphlet when starting a Merit Badge).
- Kayla K switched titles in/out of the Juvenile Series section and relabeled the books per Tara H’s desired changes. She is currently relabeling Juvenile Graphic Novels.
- Kayla K has worked regular Main Desk shifts throughout April and May, towards her a goal of being fully trained for Main Desk should the need arise.
- When a patron views an item in the Aspen catalog, the catalog offers other items in a “More Like This” section. However, we’ve noticed recently that those other items are in some cases not actually very similar. We are investigating the issue, and have alerted WVLS staff, who will work with the catalog vendor to improve the algorithm so that patrons can be linked to items that are genuinely similar to the item they are viewing.
- Circulation total for Wausau Drive Up: 1,971.

## Page Team

- Lynelle’s Teacher Appreciation book display was up throughout the month and it saw a lot of checkouts!
- On May 1<sup>st</sup> Ollie gave the Page Orientation to the new branch assistant, Christina.
- An error on the new sorter was discovered by Erin Q. and Olivia B. where holds weren’t being appropriately sorted into the exceptions bin and instead were routed to their normal bins and were being re-shelved. Ollie worked with Lyngsoe May 3<sup>rd</sup> and added two commands to the sort tables for the sorter to fix the issue.
- Due to the sorter error that had been occurring Ollie created two lists: one to find items that were on hold for patrons at Wausau, and another for items that were in transit for holds at other libraries. Lynelle, Maria, and Ollie worked through the lists to gather items that had made it back to regular shelves.
- Ollie reacquainted herself with the inventory process and then gave initial training to both Maria and Lynelle so inventory can become part of our regular routine.
- New location codes went into effect on May 19<sup>th</sup>:
  - m1jna Wausau Juvenile Nonfiction Biography New
  - m1jfc Wausau Juvenile Beginning Chapter New
  - m1yna Wausau Young Adult Nonfiction Biography New
  - m1jz1 Wausau Juvenile Easy Readers Red
  - m1jz2 Wausau Juvenile Easy Readers Blue
  - m1jz3 Wausau Juvenile Easy Readers Green
  - m1jz4 Wausau Juvenile Easy Readers Yellow
  - m1alv Wausau Adult Lucky Day DVD
- Ollie changed the old Easy Reader code (m1jie) to sort to the dump so we could ensure all books were switched into their new codes. Maria and Ollie worked to gather all the available Easy Readers to switch their codes over.

- Some changes to Juvenile Series and Fiction were made so Ollie gathered all “Minecraft” books from regular fiction to go into the Series collection. “Little House on the Prairie” and “Time Warp Trio” were moved into the regular Fiction collection.
- Maria completed the Missing & Missing in Inventory report for March 2023 and found three items.
- The team completed a weeding list for Juvenile Fiction.
- The team started a weeding list for Adult DVD’s.
- During the month of May the page team shelved 27,335 items. Additionally, we handled another 3,321 items for return to other libraries, for the holds shelf, or holds for other locations. (These very specific statistics are brought to you by our new and highly capable sorter!)

## Information Technology

- A new switch has been installed in Hatley that allows them to connect to the WCAN (Wausau Community Area network). This is a fiber connection that will be faster and more stable than the previous Charter/Spectrum internet that was previously being used.
  - *We did have one minor outage that occurred when the Hatley Highway Shop went down. When this happened the connecting traffic should have been rerouted through Antigo but didn’t. This outage was the result of a missed configuration and has been fixed.*
- Working with Josh from WVLS to get our WDS (Windows Deployment Service) server configured to deploy computer images to the MCPL network. This allows us to configure one computer and then deploy that same configuration to multiple computers.
- Started configuration of a Windows 11 OS for the new computers that will be going to the branch staff.
- Our new sorter is unable to correctly display the titles of items in our collection that include letters used in languages other than English (generally, any letter with a diacritic mark – for example, “Ä!” appears instead of “æ”, “Ä¶” instead of “ö”, “Ä©” instead of “é”, etc.). We are working with Lyngsoe to correct this issue.
- Several projects remain ongoing:
  - Continued organization of the IT work area and server areas.
  - Creating technology tutorials for staff.
  - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
    - Athens: Pending approval to install in new building.
    - *Edgar: Installed*
    - Hatley: Pending install
    - Marathon City:
    - *Mosinee: Installed*
    - Rothschild: Need written permission to install
    - Spencer:
    - *Stratford: Installed*
- Additional projects are on the horizon:
  - Plan a deployment date for Windows 11.
  - Plan a deployment date for new patron computers. (*Q4 of 2023 or Q1 of 2024*)
  - Investigate having the branches use IP phones like the ones used in Wausau.
  - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
  - Investigate hosting Teams phones on our own Microsoft tenant.

- Investigate hosting mcpl.us email on our own Microsoft tenant.
- Investigate replacing CASSIE. (*Pharos?*) (*WVLS Server*)
- Investigate Wireless printing options. (*Princh?*) (*cloud based service*)
- Investigate a way to more easily maintain the desired configuration of our public computers. (*Deepfreeze?*)
- Continue investigating upgrade to fiber internet at branches
  - Athens:
  - Edgar:
  - *Hatley: Integrated to WCAN (Wausau Community Area Network)*
  - Marathon City:
  - Mosinee:
  - Rothschild:
  - Spencer:
  - Stratford:
  - *Wausau: Integrated to WCAN (Wausau Community Area Network)*

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- Book Club: This month the Athens Book Club read *The Family Upstairs* by Lisa Jewell. A lively discussion was held on May 9 with 7 patrons attending.
- Athens held a craft event: Bedazzle a Book Bag on May 11. There were 8 patrons who came in to design their own book bags.
- Two school groups visited the library towards the end of May to learn about our Summer Library Program.
- Upcoming Programs: The Athens Book Club will be reading *Little Fires Everywhere* by Celeste Ng for June. Book Club meets on Tuesday, June 13 at 2:00pm in the Board Room of the Athens Village Hall.
- Family story time will be starting up again for the summer beginning on Monday, June 5 at 10:30 in the Athens library. Story time will be every other Monday during the summer months of June, July, and August.
- On Tuesday, June 6 patrons are invited to the Athens library at Memorial Park from 4-6pm to attend our hosted program "Call of the Wild: Youth Outdoor Skills." On Wednesday, June 28 at 1:30, Athens library will be hosting "Pint Size Polkas" in the Community Hall next to the library.
- The week of June 19-24 come to the Athens library for our sidewalk chalk event!

#### Circulation Statistics

- Athens had a total of 0 curbside appointments in the month of May.
- In May, Athens circulated a total of 1,411 items. This is a 27.00% increase from May of 2022. In 2023 year-to-date, Athens has circulated 8,791 items. This is a 27.83% increase from 2022.

#### Library News

- This month's adult displays included "Love Your Body" featuring a variety of types of books about health and exercise, and "Grow Your Garden" showcasing books on various gardening techniques.
- We had a children's display for Star Wars and a general interest display to celebrate Mother's Day.
- We continue to do our own replacement of faded labels on books.
- Nikki attended the Programming Committee Meeting on May 8.
- We held a passive programming this month for kids to color various flowers and add them to the "garden" on our circulation desk.

- Nikki attended the Branch Coordinator Meeting on May 19.
- Shahara helped out at Edgar this month, and covered at Athens while Nikki helped out at Rothschild.
- Shahara attended the Branch Assistant Meeting on May 30.

#### Facilities

- On Wednesday, May 3 the fire department came to check the fire extinguishers.
- Nikki had the chance to see the new building the Athens library, clerk's office, and police department will be moving into. Nikki will be working with Leah to help design the new space.

## Edgar Monthly Report

#### Events and Programs

- Grab n Go crafts: 3 Make Your Own Stamp kits and 1 Adult Needlepoint kit were taken by patrons
- Book club discussed the book *Finding Dorothy* with 8 people attending.
- Story time was held on the 2<sup>nd</sup> with 0 attending and on the 16<sup>th</sup> with 1 adults and 2 children in attendance followed by a jellyfish craft (3)
- Our Be an Archaeologist event was on the 2<sup>nd</sup> with 9 attending, and 9 kits leftover for Grab and Gos. All 9 kits were taken.
- May 15<sup>th</sup>-20<sup>th</sup> a Weather Wheel project was put out with 3 kids participating
- Our DIY Map Coaster event was held on the 8<sup>th</sup> with 1 adult participant

#### Circulation Statistics

- The circulation statistics for the month of May were 1,039 items checked out. This is a 30.17% decrease for the same month last year. A total of 6,557 items have been checked out so far this year. This is a 16.08 % decrease from 2022.
- There were 0 curbside pickups for the month.

#### Library News

- Christina H. started as Library Assistant on May 1st
- Hannah Attended the Branch Coordinator Meeting on the 19th
- Christina Attended the Library Assistant Meeting on the 30th
- Lue filled in during the Archaeology event on the 2nd
- Wanda filled in during Coaster event on the 8th
- Nikki filled in during story time on the 16th
- Shahara filled in on the 25th

#### Facilities Updates

- None at this time.

## Hatley Monthly Report

#### Events and Programs

- Book Club – *The Giver of Stars* had a good discussion about the differences and similarities between this and *The Book Woman of Troublesome Creek*. We had a grand total of 12 participants which is our largest group yet and was our first outdoor meeting!
- Grab N Go programs
  - Grab n Go – Create Your Own Stamp – we had a total of 40 to start the Quarter off with and gave out 13 kits in May leaving us with 14 for the rest of the Quarter.
  - Grab n Go – Butterfly Magnets – we had a total of 22 to start the quarter off with and gave out 6 kits for in May leaving us with no more kits for the rest of the quarter.
- Story Time is held weekly on Tuesdays @ 10:30a
  - May 2<sup>nd</sup> we did books on Space and had a total of 4 participants show up. 2 adults and 2 children.
  - May 9<sup>th</sup> we did books on Gardens and had 5 participants show up. 3 adults and 2 children.

- May 16<sup>th</sup> we did books on Butterflies and had 12 participants show up. 4 adults and 8 children.
- May 23<sup>rd</sup> we did books by Margaret Wise Brown and had 4 participants show up. 2 adults and 2 children.
- May 30<sup>th</sup> we did books on Farms and had 0 participants.
- Pressed Flower Coasters on May 8<sup>th</sup> had 10 participants show up to create their very own unique coaster using pressed flowers, acrylic circles and foil tape.
- Tie Dye Butterflies on May 16<sup>th</sup> had 9 participants show up and create multiple unique butterflies using coffee filters, markers and water.
- The Growing Veggies in Containers program had
- We also had all of the elementary classes make a trip over to visit the library! 4<sup>th</sup> and 5<sup>th</sup> graders were first. Next up were Kindergarten through 3<sup>rd</sup> grade. K-3<sup>rd</sup> all had the opportunity to check out books! It was a blast! We are hoping to be able to continue this!
- Upcoming Programs
  - Book Club on June 13th *Just Mercy*
  - Grab N Go Crafts – Create Your Own Stamps
  - SLP Ken Longquist at the local park on June 13th
  - Kindness Rocks will be June 19th through June 24th
  - LED Paper Flowers on June 26th
  - Story Times are EVERY Tuesday morning at 10:30a outdoors unless it is in raining.

#### Circulation Statistics

- Hatley circulated 1,556 for the month of March. This is a 5.49% increase. Year to date is 8,537 items. This is a 19.62% increase from last year.

#### Library News

- Ersa helped cover a shift.
- Robin and Heather both helped in Rothschild
- Heather attended a Zoom meeting for the PBS learning Cohort
- Heather attended the Branch Coordinator Meeting
- Robin attended the Branch Assistant Meeting
- We continue to send in items to be labeled and cleaned
- Inventory is currently paused until given the OK from WVLS
- Our Wish list items have now all arrived that we were able to get!

#### Facilities Updates

- None at this time.

## Marathon City Monthly Report

#### Events and Programs

- Book Club: Megan and 9 patrons had a thoughtful discussion of the book *The Girl Who Loved Tom Gordon* by Stephen King. 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, June 12<sup>th</sup> with a discussion of the memoir *Maid* by Stephanie Land.
- Story Time: Our 30-45 minute family story time programs are held on Thursday mornings at 10:30 am. We had 24 caregivers and children join in the fun with themed stories, songs and activities during 3 events this month. The themes we focused on in May were umbrellas, puddles, and nests. We are looking forward to increased attendance with our fun-filled summer story time events, many of the themes will focus on kindness, friendship, community, and sharing.
- The 4K classes from St. Mary's School made their last monthly visits of the school year on May 10<sup>th</sup> & 11<sup>th</sup>. Lisa read stories and led some songs. The students also got a chance to check out a book by themselves. Two teachers and 10 students visited each day. A parent also dropped in for a visit. We will hopefully be hosting them again next school year.

- End of the year class visits from Marathon Elementary resumed this year! This is the first time we've done full class visits since 2019. Lisa presented information about MCPL and its services, library cards and all of the interesting and fun events happening this summer through SLP. Approximately 300 students and teachers from 18 classes from Marathon Elementary attending the presentations!
- In the month of June, we will offer our regular monthly book club and our weekly story time events. BUT...it is time for the Summer Library Program, "All Together Now," to begin!! We will be offering themed activities for all ages, as well as a summer reading club to reward children and teens for their summer reading. In June, we will be offering a special "Bee Kind" family story time on Thursday, June 8 at 10:30 am. During the week of June 12-17, we will have supplies to make friendship bracelets. To celebrate Harry Potter's birthday, we will be making magic wands during the week of June 26-July 1. AND...the Raptor Education Group from Antigo will present "Winged Wonders" on Tuesday, June 27 at Marathon Elementary. We will also begin a weekly Lego Block Party every Friday afternoon during the summer from 1:00 – 3:00 pm. There are so many fun things to do at the library this summer!!

#### Circulation Statistics

- Marathon circulated 2,473 items during the month of May, which is a 6.18% decrease from this time last year. So far in 2023, Marathon has circulated 12,521 items. This is a 6.24% decrease over last year.

#### Library News

- Approximately 300 students visited the library to hear Lisa's library and SLP presentations.
- Megan attended the virtual assistants' meeting with Katelyn.
- Lisa attended the bimonthly coordinators' meeting.
- We received some new rugs/mats and a bulletin board to update the library.

#### Facilities Updates

- Sprinkler system was serviced and is ready to go for the summer.
- Some light bulbs were replaced.

## Mosinee Monthly Report

#### Events and Programs

- Book Club: 5 patrons joined Sarah for the discussion of *We Were the Lucky Ones* on the 15th.
- We had 4 patrons have a great time at our monthly Yarn and Games Social Hour, which will be changing in June to the first Thursday of every month, from 1-7, in an effort to hopefully allow more patrons to participate.
- We had the last of our second grade school visits with a combined total of 142 children and teachers learning about our branch and their new library cards.
- So far in May we haven't had any patrons help decorate our library using their creativity and sticky notes, but this program will continue until June 3rd.
- Passive Programs: 28 patrons told us their favorite literary friendship, with Harry, Ron, and Hermione the overall favorite literary friendship winner!
- Upcoming Programs: Our Crafts and Games Social Hour and Book Club will continue as usual, with a new extended time of Thursdays from 1-7 for our Crafts and Games Social Hour. We will officially kick off the Summer Reading Program with a Plant Swap, Sidewalk Chalk, and Kindness Rocks programs the first week of June. Patrons can drop off and/or pick up a free plant, decorate our Second Street handicap ramp, and decorate a rock any time the library is open the first week in June. We'll also be hosting the first of two Gentle Yoga and Mediation programs on Wednesday June 7th in our spacious second floor space, a Ken Lonquist Summer Reading Program at River Park on the 13th, and finish off the month with a teen Straw Weaving Program on the 27th.

#### Circulation Statistics

- Mosinee circulated 2,305 items in May 2023. This is a 16.36% increase. Mosinee has circulated 12,374 items in 2023. This is a 4.95% increase.

## Library News

- Displays: Everyone really enjoyed a display behind the circulation desk telling patrons that “Life without books is like...just kidding, we have no idea!”. Purple and blue picture books were featured in the children’s section along with books in honor of Get Caught Reading Month. Our large display by the public computers honored Mental Health Awareness Month, with books for all age groups on the subject, as well as resources and recommended reading lists. Our historic fireplace housed books from our Wisconsin Collection, to highlight the great resources and reads this section has, and our adult fiction section had a popular Staff Picks display.
- Our microfilm machine was used twice this month, with our meeting room rented out once.
- Sarah attended the Coordinator meeting on the 19th.
- Katie attended the Branch Assistant meeting on the 30<sup>th</sup>
- Sarah and Katie put together new metal cabinets for our upstairs Library storage space, which will help tidy our area and keep items secure when the room is being rented out by the public.
- Also ordered thanks to the generous support of our management team and our Business Specialist, the following was ordered: a new refrigerator, laminator, shelving unit which will provide space for more new children’s items, alphabetical shelf dividers for our hold shelf, and storage that will protect our historical newspapers upstairs. Patrons and staff are so appreciative of these needed items!
- Curbside services continued throughout the month with 2 patrons really appreciative of the service.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Sarah covered the Hatley branch on the 23rd.

## Facilities Updates

- We are still waiting on A&A Lock Services to redo our entrance locks.
- Our new handrail for the handicap ramp on the Second Street entrance to the library was installed mid-May. We are so appreciative of the added accessibility for our patrons!
- We are still waiting to hear an updated timeline for the historic window restoration project, which is expected to start sometime this fall.

## Rothschild Monthly Report

### Events and Programs

- Story time is scheduled for every other Tuesday and Thursday. In May, we had 40 participants.
- In May, book club met and 10 members discussed *The Silent Patient* by Alex Michaelides. In June, the club will discuss *Fuzz: When Nature Breaks the Law* by Mary Roach.
- 16 people joined us for Lego Block Party and were thrilled to use their imaginations and build interesting creations in the library. The theme for May was flowers and we saw some awesome creations! We also held a craft day for kids where we made pocket folding fans and a craft night for adults where we made ceramic coaster.
- Our program for adults about local mushroom foraging was a huge hit! We had 29 participants who learned how to safely forage for mushrooms from local foraging expert Dan Johnson.
- On May 24th, the second graders from the Rothschild Elementary School visited the library for a field trip. Over 60 students learned about our summer library program, received library cards, and checked out books. It was a fun and exciting day for all!
- In May, we had various book displays around the library including ones featuring bees, gardening, and circuses.

### Circulation Statistics

- In May, Rothschild circulated 7,830 items. This is 7.45% increase from last year. In 2023, Rothschild circulated 39,422 items. This is 1.78% increase from last year.
- We had 0 curbside pickups.

## Library News

- The MCPL board of trustees meeting for May was held in Rothschild on 5/15.

- Christina, the new Edgar branch assistant, completed branch orientation in Rothschild.
- Deborah and Wanda attend the branch assistant meeting on 5/30.
- Laura attended the team leads meeting on 5/10 and the branch coordinator meeting on 5/19.
- Erska resigned her position as branch assistant in Rothschild. The open 30 hour position is posted and will close on 6/3.
- Rothschild staff completed many collection maintenance tasks. We weeded the J favorites and continued with the disc cleaning and relabeling projects.

#### Facilities Updates

- None at this time.

## Spencer Monthly Report

#### Events and Programs

- “Cribbage at the Library” was held on May 9th. Six adults attended. This was the last cribbage club until next fall. They all look forward to coming back.
- As The Page Turns, (the Spencer Book Club) met on May 15th with 16 adults discussing the book *The Heirloom Garden* by Viola Shipman. This will be the last meeting until September.
- On May 17th, the Kindergarten classes from Spencer Elementary School came to the library. Audrey read them two stories and then they were allowed to check out one book. A total of 25 were at the library.
- A story time was held at the Spencer Rookie Rockets Daycare Center on May 24th. Lue read stories and did a finger play with the children. Twelve children had fun reading about birds.
- On May 24th, Audrey visited the 4th grade classes of Spencer Elementary School and talked about getting library cards, the Summer Reading Program and promoted our upcoming program, “Outdoor Skills”. Audrey also took along books that related to outdoor skills, including *Hatchet*, *The Hunger Games* and *Call of the Wild*. There was 45 in attendance.

#### Circulation Statistics

- Spencer has circulated 1,049 items in the month of May. This is an increase of 10.30%. Spencer has circulated 5,590 items in 2023. This is a decrease of 0.83%.
- Spencer had one curbside in the month of April.

#### Library News

- On Tuesday, May 9th, Gary Gisselman from the Marathon County Historical was scheduled to do a presentation called, “Logging & Sawmills in Western Marathon County”. The program had to be cancelled and is rescheduled for June 29th.
- On May 19th, Audrey attended the Branch Coordinator meeting.
- Lue attended a first time Branch Assistant meeting on May 30th.
- Audrey and Laura Wood did their rounding on May 24th.
- Audrey presented Lue Miller with her mid-year review on May 30th.
- Audrey filled in at the Stratford Branch Library on Saturday, May 20th.
- Books were sent to Wausau to have new spine labels put on.

#### Facilities Updates

- Spencer Library received a new stand for our microwave and refrigerator. Thank you to those who made this possible.
- The Spencer Fire Department did a check on our fire extinguisher.

## Stratford Monthly Report

#### Events and Programs

- We worked with the Stratford Public School librarian and assistants, who kindly brought their students over to our library for a visit. We welcomed several public school classes and over 50 students in May for a story time and to hear about our Summer Library Program.
- Ten children from St. Joe’s P-K visited the library for a story time and book check-out May 10. We also gave a presentation to them about our Summer Library Program.

- Our Youth Volunteer Meeting was held May 17 to decorate our branch and make tie-dye t-shirts for summer volunteers. Eight volunteers attended, and will be helping out with games and crafts at our upcoming SLP events.
- Eight people attended our Book Club on May 24 to discuss *Hidden Valley Road* by Robert Kolker.
- St. Joe's 1/2/3rd graders visited the library for book check-out on May 1 and May 15. A total of 16 students and 2 adults attended.
- St. Joe's 4th and 5th grade classes visited the library and checked out books on May 12 and 26. A total of 2 adults and 18 children visited.
- St. Joe's 6th and 8th grade classes visited the library and checked out books on May 12 and May 26. A total of 2 adults and 26 children visited.
- The Girl Scouts met in our Community Room on May 26. A total of 11 people attended.

#### Circulation Statistics

- We circulated 1,850 items in May. This is a 2.32% increase from last year. So far in 2023, we circulated 10,082 items. This is a 9.03% increase from 2022.

#### Library News

- We provided a No Mow May, Read All Day book display for adults. We also had a Gone Fishin'! book display for children and adults.
- Darla kindly subbed for me during my vacation May 1-9, and did a wonderful job holding down the fort!
- Many thanks to Audrey for subbing a Saturday here for us on May 20!
- MJ subbed in Rothschild on May 16, May 26, and May 29.
- Darla subbed in Spencer on May 25 for Audrey.
- MJ attended the Branch Coordinators' Meeting on May 18.
- Darla attended the Branch Assistants' Meeting on May 30.
- We sent in books to Support Services for relabeling.
- We sent in discs to Support Services for disc clean up.
- We offered proctoring services to two patrons this month.
- Katelyn visited our branch on May 31 to meet with us and have rounding.

#### Facilities Updates

- We shifted our Juvenile Fiction section to make better use of the space.
- We reorganized our New Adult Fiction, Non-Fiction and Biography sections to create more room and make it more attractive.
- The Village added fresh mulch and flowers to our flower beds outside.
- The Village cleaned out and prepared our castle water fountain outside.

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

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

March 18, 2023

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is May 20, 2023.

President Tom **Bobrofsky** called the meeting to order at 9:33 AM. Roll call was taken by **Hafemeister** and a quorum was declared present.

**Present**

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

**Others Present**

Marla Sepnafski, WVLS Director  
 Susie Hafemeister, WVLS staff  
 Josh Klingbeil, WVLS staff  
 Jamie Matczak, WVLS staff\*  
 Rachel Metzler, WVLS staff  
 Brenda Walenton, WVLS staff  
 Kris Adams Wendt, WVLS staff\*

**Vacant**

Marathon County representative

\*denotes remote attendance

**Excused**

Carol Bartlein, member  
 Louise Olszewski, member

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

**CONSENT AGENDA APPROVAL:**

**Pechura/Ackerman motion to approve the agenda as amended. All aye. Motion carried.**

**APPROVAL OF MINUTES** (Exhibit 1):

**Pechura/Palmer motion to approve minutes from the February 18, 2023 WVLS Board meeting with spelling of Pietrzak's first name to *Petra*. All aye. Motion carried.**

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

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

**2022 WVLS Treasurer's Report** (Exhibit 8):

**J. Peterson/Ackerman motion to approve the revised 2022 WVLS Treasurer's Report as presented. All aye. Motion carried.**

**REPORTS:**

**Resource Library** (Exhibit 9): The Resource Library Report includes the agenda and Director's Report for the upcoming March 20, 2023 MCPL Board of Trustees meeting, as well as agendas and minutes from February 2023. Sweeney indicated that the Marathon County Public Library was waiting on new numbers from Marathon County for their 2022 annual report. The report would be approved at their April board meeting.

**COLAND** (Exhibits 10, 10a): Otten shared the agenda and minutes from the March 10, 2023 meeting of COLAND (Council for Libraries and Network Development), as well as the current draft of COLAND Goals for 2024-2025.

**WVLS Director's Report** (Exhibits 11, 11a, 11b, 11c, 11d): **Sepnafski** and other WVLS staff members in attendance took turns reviewing items in the Director's Report and taking comments and questions. Exhibits included System Effectiveness Statements from the 2022 Public Library Annual Reports submitted by member libraries, the NICE (Northern Wisconsin ILS Consortium Exploration) Team update, a Wausau Pilot & Review article regarding First Amendment protections associated with recent Marathon County Board actions, and a New York Time article "A Love Letter to Libraries, Long Overdue." **Wendt** drew the board's particular attention to information on pages 6-7 regarding submission of testimony in support of state library aid, either by in-person participation at four legislative [Joint Finance Committee public hearings](#) (one scheduled in Minocqua on April 26) or through the committee's online portal. She is coordinating statewide hearing participation.

**WEMTA Conference Report** (Exhibit 12): Three WVLS scholarships to the 2023 WEMTA Conference in Rothschild on February 5-7 were awarded to Julie Beloungy (School District of Thorp), Kay Heiting (Granton Area School District), and Kristie Heistad (Unified School District of Antigo).

**V-Cat** (Exhibit 13): Highlights of the February 2 V-Cat meeting were covered by **Metzler** during the Director's Report.

**Bobrofsky** suspended the meeting for a 10-minute recess at 10:52 AM.

**2022 WVLS ANNUAL REPORT** (Exhibit 14):

**Hafemeister** walked the board through the report for the benefit of new members. It needs to be submitted to DPI by the end of March. **Backus** noted his address has changed due to residential renumbering on his road.

**Otten/Ackerman motion to accept the 2022 WVLS Annual Report with the Backus correction. All aye. Motion carried.**

**WVLS DIRECTOR EVALUATION PROCESS** (Exhibit 15) and selection of Executive Committee meeting date. **Bobrofsky** reviewed the Director Evaluation Process for the benefit of new members, who were advised to decide their ability to participate based on individual comfort level. Input from board members should be sent to Bobrofsky for compilation by April 1. A Doodle Poll will be sent to Executive Committee members to select a date and time to meet to discuss Director Evaluation Surveys received. A discussion will follow in closed session during the May 20 meeting.

**WVLS LABOR LAW POSTING POLICY – draft** (Exhibit 16):

**Walenton** presented a policy designed to make all required Labor Law Postings accessible to onsite and remote employees.

**Sweeney/Pechura motion to approve the updated WVLS Labor Law Posting Policy as presented. All aye. Motion carried.**

**EQUIPMENT FOR WVLS TRUSTEES** (Exhibit 17):

Board members were directed to Exhibit 17 detailing WVLS intention to phase out the use and support of iPads for trustee use in favor of provisioning standardized laptop units which can be more easily secured and supported. Remote access and better updates will allow WVLS to

continue honoring its commitment to ensuring all WVLS Trustees have access to appropriate technology resources.

**2023 WAPL CONFERENCE PLANS** – April 26-28 in Oshkosh, WI (Exhibit 18):

**Bobrofsky** led discussion of WVLS support for trustee attendance at the 2023 WAPL Conference and a comparison of that conference to the WLA Annual Fall Conference.

**UPDATED WVLS INFORMATION** – 2023 Fact Sheet (Exhibit 19a), 2023 WVLS Organizational Chart (Exhibit 19b), 2023 WVLS Acronyms and Glossary (Exhibit 19c) and 2023 WVLS Budget (Exhibit 19d). **Sepnafski** led discussion of the listed exhibits.

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** Topics included in a round robin discussion included library card registration practices, first amendment audits, Read Across America programs, library staff recruitment, local library privacy policies, and school/public library cooperation.

**REQUEST FOR FUTURE AGENDA ITEMS:** none noted other than Director evaluation discussion and WVLS Audit.

WVLS Library Advisory Committee meeting – Wednesday, April 12

WVLS Board of Trustees meeting – Saturday, May 20

**ADJOURNMENT: Grunseth/Ackerman motion to adjourn. All aye. Motion carried.** The meeting was adjourned at noon.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder

ITEM NUMBER: 7.66  
CHAPTER 7: Administrative  
Management  
Policy  
CODE:

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Title:	Lost and Unattended Items Policy
Effective Date:	7-2023
Authorized By:	Library Board of Trustees/Library Director
Date of Last Revision:	7-2023

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The Marathon County Public Library is not responsible for personal belongings left unattended anywhere on library property. An item is considered unattended if it has been left without a visible owner for two or more consecutive hours in one location on library property. Patrons are solely responsible for their own property and must remain with their belongings.

As a courtesy to our patrons, the Marathon County Public Library will make a reasonable attempt to determine and contact the rightful owner of lost items found inside library. If owners cannot be identified, lost items will be subject to donation or disposal at the discretion of library staff.

If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.

Lost unattended items are managed in accordance with the following guidelines:

- Perishable and personal care items will be disposed of immediately.
- Unclaimed money will be kept securely for 14 days and then donated to the Friends of the Marathon County Public Library.
- Items of higher value (jewelry, wallets, IDs, phones, etc.) will be kept securely for 14 days. After 14 days, designated library staff will give the items to the police.
- Items of lesser value (clothing, reusable water bottles, umbrellas, etc.) will be disposed of or donated to a charity after 7 days.
- Unclaimed personal books will be given to the Friends of the Marathon County Public Library after 7 days.
- Suspicious or prohibited items will be turned over to the local police department immediately.
- Unattended items found outside the library (bags, backpacks, etc.) will be disposed of at staff discretion or turned over to the police.
- Bicycles that are chained to a bike rack for longer than 7 days will be removed and turned over to the local police department.
- Items that do not fit in these categories will be assessed on a discretionary basis.