




COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, January 21, 2019 at 12:00 noon  
Library Headquarters, Wausau Community Room.

**AGENDA**

- 1. (12:00 p.m.) Call to Order
- 2. Acknowledgement of Visitors
- 3. Approval of Minutes
- 4. Bills and Services Report
- 5. (15 minutes) Public Comments
- 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 Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
- 7. (10 minutes) Nominating Committee – For Discussion and Possible Action
- 8. (10 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
- 9. (10 minutes) Toward One Wisconsin Update – For Discussion and Informational Purposes Only
- 10. (10 minutes) EEED Committee Update – For Discussion and Informational Purposes Only
- 11. (10 minutes) RFP Update – For Discussion and Informational Purposes Only
- 12. (20 minutes) PLSR and MCPL Opportunities in the Future – For Discussion and Informational Purposes Only
- 13. Announcements
- 14. Request for Future Agenda Items
- 15. Next Meeting Dates
  - Monday 02/18/2019
  - Monday 03/18/2019
  - Monday 04/15/2019
  - Monday 05/20/2019 – Athens Branch Library
- 16. Adjournment

Signed:   
Library Director

\*Please note that the Library will be closed, but the meeting will still be open to the public and held in the Wausau Community Room as scheduled.  
\*Please arrive at the library entrance prior to the 12 noon start time if you wish to attend, and staff will guide you to the meeting.  
\*All times are approximate and subject to change  
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: H. Wilde  
FAXED DATE: January 16, 2019  
FAXED TIME: 10:30 am

NOTICE POSTED AT COURTHOUSE  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 17, 2018. Wausau Community Room, Marathon County Public Library.

Present: Sharon Hunter, Alison Morrow, MaiGer Moua, Katie Rosenberg, Ralph Illick

Excused: Scott Winch, Gary Beastron, Kari Sweeney

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Sarah Thurs

The meeting was called to order at 12:01 by Alison Morrow.  
Alison Morrow welcomed visitors to the meeting.

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the November 19, 2018 meeting. Seconded by MaiGer Moua. Motion carried.**

**A motion was made by MaiGer Moua to approve the Bills & Services report for November 2018. Seconded by Sharon Hunter. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- We will get to agenda item number twelve, but the context of the RFP will be released today. I will be in Seattle during the ALA Midwinter Conference. I expect to spend a lot of time there with vendors looking for the coolest stuff we could possible do, especially for the technology and makerspace areas.

Board Committees – No Report

Friends of the Library – Director Illick reported the Friends had their holiday brunch today. They are looking forward to the next sale.

MCPL Foundation – Director Illick reported the Foundation will meet in January. I will give them more specifics about what we need from them for the interior project.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Rosenberg reported that Kari Sweeney will be the new representative on the board.

### Roof Repairs Update

Progress has been made, but we still have more repairs that need to be done. Facilities and Capitol Management reported to the Finance Committee, they found moisture damage behind some panels. The upper roof is done, some little passage ways around the outside of the lower roof that is done. The big area is the lower roof, which they have abandoned until spring. They will then have an architect look at it and figure out what is wrong.

### Nominating Committee

The nominating committee spoke to board members and they would like to nominate Kari Sweeney for Vice President. They will work on the President nomination and should have before the January meeting.

**A motion was made by Katie Rosenberg to accept Kari Sweeney as Vice President. Seconded by Sharon Hunter. Motion carried.**

### L.E.N.A Update

The fall cohorts have finished, there were four different locations. We will be meeting after the holidays to set things up for spring. Updates will be brought back to the board.

### Toward One Wisconsin Update

There is a lot going on with the diversity in the workplace group. We've had more folks asking to put on programs than we had time slots. This will take place on April 11-12 in Milwaukee.

### EEED Committee Update

I will be speaking to the Environment, Education and Economic Development Committee (EEED) about the branch survey so they are aware of what we are doing and why. I will apprise them of the PLSR project and what it means for our library.

### RFP Update

The RFP was posted on December 17. I will notify a few groups about it so they can get us proposals. The RFP includes the branch libraries. We are asking a library design company to give us guidance. The RFP's are due January 22, we will look at the proposals shortly after the date.

### PLSR Update

PLSR was a project that started three years ago. The idea behind it was to talk about ways we can make systems more responsive to libraries. There are 16 different governance models and 16 different systems that work 16 different ways. This doesn't focus on efficiency or maximizing the support. There are 26 libraries in the Wisconsin Valley Library Service consortium and we are 40% of the consortium. If we were part of the South Central Library system, their governance model is weighted and everyone based on their participation gets weighted voting. Every service they provide is ala-cart, so if you're not getting it you're not paying for it. What I will be doing and also ask this board to do is start considering how we might be better served by being a member of another system. The PLSR group has released a draft of what their recommendations will be. I did include the website link in my monthly report.

What I ask this board to do over the coming months is to review our different options. It does take about a year to merge with another library system. One of the challenges that we

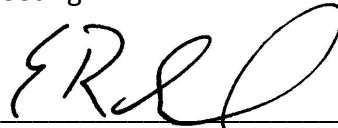
have is that our perspective, our needs as a library are not aligned with the libraries in our consortium. I am really going to focus on what we could get from a consortium that would be more aligned with what we need.

There were additional discussions among the Library Director and Library Board Members regarding this topic

Announcements - This is Alison's last meeting, thank you for your service.

Request for Future Agenda Items - None

Vice President Morrow moved to adjourn the meeting.

A handwritten signature in black ink, appearing to be 'ERL', written above a horizontal line.

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 21, 2019.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 19, 2018. Wausau Community Room, Marathon County Public Library.

Present: Scott Winch, Gary Beastrom, Alison Morrow, MaiGer Moua, Katie Rosenberg, Kari Sweeney, Ralph Illick

Excused: Sharon Hunter

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Sarah Thurs

The meeting was called to order at 12:02 by Scott Winch.  
Scott Winch welcomed visitors to the meeting.

**A motion was made by MaiGer Moua to approve the Board of Trustee minutes from the October 15, 2018 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by MaiGer Moua to approve the Bills & Services report for October 2018. Seconded by Kari Sweeney. Motion carried.**

Public Comments – None

President – President Winch asked Director Illick to send out his self-evaluation and a blank form for the director's annual evaluation. Please take the next week or so to complete the evaluation. The evaluation will be due the second week in December.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- We had our conversation with the county auditors. There are notes in the report that address our inability to get the functionality from the Innovative ILS that we need. The point of the report is to make note of a couple things. We have folks that cannot use the library because they have overdue fines. Some of those records go back years. We've tried to get the functionality which would allow us to get debts to the library recordable and collectable. We've run into some problems in doing this. The initiation of the report would let this board know this. We are going to try another way to work toward a resolution to resolve this. There is a disagreement about what we have requested, when it was requested and what the responses have been. We will work around it and find a way to do this.
- Business Manager O'Neill stated that this will be a great thing to have as an agenda item. We could demonstrate what information we have and what we don't, what we know and what we don't. The challenge is writing off old fines. If we run a statement for patrons, it will show some, but not all of the needed information. When the audit report was filled out for 2018, it essentially followed up on the 2013 report from when we were getting a new ILS system. The company that makes the ILS had several tools that would be relevant, some of which haven't worked or we don't have access to. The reality is that many systems using Innovative ILS have the reporting that they need.

- Director Illick stated the system we are part of is responsible for providing this functionality to us. Our library is half of the circulation and budget in the seven county consortium and we get one vote.
- There were additional discussions among the Library Director and Library Board Members regarding this topic.

#### Board Committees – No Report

Friends of the Library – Director Illick reported that the Friends just wrapped up another book sale and are getting ready for Thanksgiving.

MCPL Foundation – Director Illick reported they recently meet and there will be a meeting in January. They did have their financial statement available and it is very positive.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

#### Branch Libraries Hours Project

We are looking now to align our hours for staffing and providing services at the branches. We will survey the folks in the communities are branches are located, to find out what they really need. We want to proactively look at safety for our staff.

**A motion was made by Katie Rosenberg to approve the research proposal as presented. Seconded by Alison Morrow. Motion carried.**

#### Roof Update

They are working on the roof. This will be an approximate four week process.

#### Library Director Annual Evaluation

This was discussed in the Presidents report.

#### L.E.N.A Update

We are finishing the second round of cohorts. We are moving forward nicely, I have been to two presentations last month to inform other groups about what we are doing.

#### Nominations for the December Meeting

Board Member Morrow has given her resignation to the Library Board. Board Members Rosenberg and Morrow will work on the officer nominations for the December meeting.

No motion is necessary.

#### WLA/Milwaukee Fines Forgiveness

I attended a program at WLA. Our friends at Milwaukee Public Library looked at their records and found they had a substantial portion of the public who are unable to use the library because of fines. Before they did this program they trained their staff for several months on how it will work. We have enough in common with Milwaukee Public Library to make this work. What they have learned is that within six weeks of the fine forgiveness program roughly 10% of patrons went back to having fines. It will be a learning process, but I think it is important for those people to have access to the library.

#### Holidays plus MLK Jr. Day On/Staff Day

We added MLK Jr. Day On to the calendar. Our intention is to still have our Library Board Meeting on January 21. We will figure out our advertising of the agenda and having someone at the door to let people in.

**A motion was made by Katie Rosenberg to accept the 2019 Official Closings as presented. Seconded by MaiGer Moua. Motion carried.**

#### Toward One Wisconsin

We are making great progress in the group which I am part of. The group is a track related to building and maintaining a diverse workforce in WI. When it is finished it will be extremely effective.

#### Uniform Addressing

An employee at CPZ has had his address physical changed. He decided not to tell anyone just as a test, most people that he does business with had his new address.

#### Athena Awards

Congratulations to MaiGer and Katie on the nomination. We appreciate their leadership.

#### RFP

We are still waiting on Facilities and Capital Management.

#### Children's Carpet Completed/Staff Lounge back in operation

Please walk through the children's department, it's beautiful. The staff lounge is reopened for staff use.

#### Announcements – None

Request for Future Agenda Items – None

**A Motion was made by MaiGer Moua to adjourn the meeting at 12:42 p.m. Seconded by Gary Beastro. Motion carried.**

A handwritten signature in black ink, appearing to be 'ERL', written over a horizontal line.

Library Director



**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,382.35
	<b>INTERNET SERVICE</b>	<b>1,382.35</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	44.75
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>44.75</b>
101 000000000066592250	TELEPHONE FRONTIER	489.95
	<b>TELEPHONE</b>	<b>489.95</b>
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	47.02
	<b>LIBRARY FEES-REIMBURSE TO CNTY</b>	<b>47.02</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES WESTBORO PUBLIC LIBRARY WESTERN TAYLOR CO PUBL LIBRARY GRANTON COMMUNITY LIBRARY RMC IMAGING MINOCQUA PUBLIC LIBRARY CHANGE 101 LLC	25.00 17.00 35.90 350.00 61.99 2,500.00
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>2,989.89</b>
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV WI VALLEY LIBRARY SERVICES SPRINT DELIVERY SERVICE	3,015.94 375.24
	<b>CONTRACTUAL VAN/COURIER SERV</b>	<b>3,391.18</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	3,099.42
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>3,099.42</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	881.86
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>881.86</b>
101 000000000066593110	POSTAGE/BOX RENT ATHENS POSTMASTER	116.00
	<b>POSTAGE/BOX RENT</b>	<b>116.00</b>

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	37,614.56
	WAUSAU EAST HIGH SCHOOL	55.00
	AMAZON.COM	9.95
	AMAZON CAPITAL SERVICES	2,666.37
	<b>BOOKS LIBRARY</b>	<b>40,345.88</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	7,997.00
	FINDAWAY WORLD	1,285.74
	AMAZON CAPITAL SERVICES	1,383.77
	<b>AUDIO-VISUAL MATERIALS</b>	<b>10,666.51</b>
101 000000000066593190	OFFICE SUPPLIES	
	AMAZON CAPITAL SERVICES	806.90
	<b>OFFICE SUPPLIES</b>	<b>806.90</b>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	MANGO LANGUAGES	8,619.43
	<b>SUBSCRIPTIONS-ELECTRONIC RESRC</b>	<b>8,619.43</b>
101 000000000066593260	ADVERTISING	
	CITY PAGES INC	651.00
	<b>ADVERTISING</b>	<b>651.00</b>
101 000000000066593321	PERSONAL AUTO MILEAGE	
	WINCH, SCOTT	0.00
	<b>PERSONAL AUTO MILEAGE</b>	<b>0.00</b>
101 000000000066593390	MEETING EXPENSES	
	THE MINT CAFE INC	1,018.80
	<b>MEETING EXPENSES</b>	<b>1,018.80</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	AMAZON CAPITAL SERVICES	547.16
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>547.16</b>
101 000000000066595320	BUILDING/OFFICES RENT	
	ROTHSCHILD, VILLAGE	1,307.17
	WI PUBLIC SERVICE CO	426.06
	<b>BUILDING/OFFICES RENT</b>	<b>1,733.23</b>
	<b>LIBRARY 665 TOTAL:</b>	<b>76,831.33</b>

**Org: 666 WVLS CONTRACTUAL SERVICE-LIBR**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693161	BOOKS LIBRARY ROTHSCHILD, VILLAGE	956.75
	<b>BOOKS LIBRARY</b>	<b>956.75</b>
	WVLS CONTRACTUAL 666 TOTAL:	956.75

**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	1,911.85
MOSINEE WATER/SEWER	43.95
BLASCHKA, SHAWN	300.00
WIFC	120.00
WAOW TELEVISION INC	1,040.00
MUZZY BROADCASTING	315.00
HALBROOK, LYNN	350.00
TANK MATES LLC	617.00
AMAZON CAPITAL SERVICES	1,219.01
SKALKA, PATRICIA	159.00
<b>BOOKS LIBRARY</b>	<b><u>6,075.81</u></b>
LIBRARY GIFTS 667 TOTAL:	<u>6,075.81</u>
Report Total:	<u><u>83,863.89</u></u>

GL787 LIB 18 OBL vs BUDGET Report Format 511

Period 12 ending December 31, 2018 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2018 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	636,282.00	60,532.80		548,920.64	548,920.64	87,361.36	86.3
Act 1210 WAGES-PERMANENT-REGULAR	722,137.00	86,503.84		724,021.11	724,021.11	1,884.11	****
Act 1211 WAGES-PERMANENT-REGULAR	617,516.00	72,939.83		632,850.19	632,850.19	15,334.19	****
Act 1221 WAGES-PERMANENT-OVERTIME	45,755.00					45,755.00	
Act 1250 WAGES-TEMPORARY-REGULAR	24,316.00			5,176.26	5,176.26	19,139.74	21.3
Act 1510 SOCIAL SECURITY EMPLOYER	156,575.00	15,827.75		143,317.05	143,317.05	13,257.95	91.5
Act 1520 RETIREMENT EMPLOYERS SHA	123,079.00	13,044.68		115,064.70	115,064.70	8,014.30	93.5
Act 1540 HOSPITAL/HEALTH INSURANC	402,562.00	32,373.58		374,965.50	374,965.50	27,596.50	93.1
Act 1541 DENTAL INSURANCE	11,802.00	892.97		10,323.28	10,323.28	1,478.72	87.5
Act 1543 INCOME CONTINUATION INSU	7,243.00					7,243.00	
Act 1544 HLTH INS-CONVERSION, RET				14,214.45	14,214.45	14,214.45	-
Act 1545 POST EMPLOYEE HEALTH PLA	32,604.00	2,646.00		24,276.00	24,276.00	8,328.00	74.5
Act 1550 LIFE INSURANCE	1,046.00	54.11		643.67	643.67	402.33	61.5
Act 1560 WORKERS COMPENSATION PAY	3,915.00	418.05		4,329.34	4,329.34	414.34	****
Act 1580 UNEMPLOYMENT COMPENSATIO	4,090.00	440.01		3,492.77	3,492.77	597.23	85.4
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,788,922.00	285,673.62		2,601,594.96	2,601,594.96	187,327.04	93.3
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00			1,170.39	1,170.39	29.61	97.5
Act 2141 INTERNET SERVICE	25,000.00	1,382.35		23,660.47	23,660.47	1,339.53	94.6
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	44.75		1,002.40	1,002.40	2.40	****
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	9,000.00	610.83		11,806.21	11,806.21	2,806.21	****
Act 2433 MAINTENANCE CONTRACTS	21,000.00			9,470.00	9,470.00	11,530.00	45.1
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00	47.02		7,383.39	7,383.39	2,116.61	77.7
Act 2954 RFID EQUIP MAINT FEES	30,800.00			34,654.73	34,654.73	3,854.73	****
Act 2955 V-CAT FEES LIBR	69,000.00			72,438.56	72,438.56	3,438.56	****
Act 2957 COUNTY E-MAIL SERVICE	8,500.00			9,000.00	9,000.00	500.00	****
Act 2958 COUNTY NETWORK SUPPORT	3,000.00			1,133.00	1,133.00	1,867.00	37.8
Act 2959 TIMING SOFTWARE MAINT-LI	2,600.00			1,590.45	1,590.45	1,009.55	61.2
Act 2990 SUNDRY CONTRACTUAL SERVI	6,000.00	3,001.71		10,280.52	10,280.52	4,280.52	****
Act 2994 CONTRACTUAL VAN/COURIER	13,000.00	3,391.18		20,987.44	20,987.44	7,987.44	****
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	3,099.42		22,833.11	22,833.11	833.11	****
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	881.86		8,633.28	8,633.28	633.28	****
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,400.00	285.94		2,710.60	2,710.60	689.40	79.7

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Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2018 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 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00			974.85	974.85	174.85-****	
Act 3127 RFID TAGS-LIBR	10,000.00			7,928.25	7,928.25	2,071.75 79.3	
Act 3130 PRINTING/DUPLICATION	6,000.00	412.95		10,276.96	10,276.96	4,276.96-****	
Act 3161 BOOKS LIBRARY	282,250.00	40,455.86		281,941.11	281,941.11	308.89 99.9	
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	11,186.29		77,902.14	77,902.14	13,902.14-****	
Act 3190 OFFICE SUPPLIES	8,000.00	806.90		7,143.70	7,143.70	856.30 89.3	
Act 3195 COMPUTER SUPPLIES	2,000.00			1,605.26	1,605.26	394.74 80.3	
Act 3220 SUBSCRIPTIONS NEWSPAPER/	25,000.00	174.00		18,854.88	18,854.88	6,145.12 75.4	
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	8,619.43		25,005.43	25,005.43	5.43-****	
Act 3240 MEMBERSHIP DUES				401.00	401.00	401.00-	
Act 3250 REGISTRATION FEES/TUITIO	5,000.00	195.00		1,769.00	1,769.00	3,231.00 35.4	
Act 3260 ADVERTISING	6,000.00	1,113.81		3,333.50	3,333.50	2,666.50 55.6	
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	329.73		2,924.75	2,924.75	1,075.25 73.1	
Act 3340 COMMERCIAL TRAVEL				453.60	453.60	453.60-	
Act 3350 MEALS	500.00					500.00	
Act 3351 MEALS-NONOVERNIGHT/TAXAB				19.59	19.59	19.59-	
Act 3360 LODGING	600.00	575.46		575.46	575.46	24.54 95.9	
Act 3390 MEETING EXPENSES	2,000.00	1,051.77		2,456.22	2,456.22	456.22-****	
Act 3497 LIBRARY OPERATING SUPPLI	18,000.00	1,900.23		26,390.19	26,390.19	8,390.19-****	
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	3,500.00			12,415.00	12,415.00	8,915.00-****	
Act 5151 BUILDING & CONTENTS INSU	11,000.00			10,964.00	10,964.00	36.00 99.7	
Act 5190 OTHER INSURANCE	10,750.00			1,789.00	1,789.00	8,961.00 16.6	
Act 5320 BUILDING/OFFICES RENT	50,000.00	1,733.23		40,929.66	40,929.66	9,070.34 81.9	
APR 711B LIBRARY LVL 1-OPERATING	778,400.00	81,299.72		781,308.10	781,308.10	2,908.10-****	
Or2 665 LIBRARY	3,567,322.00	366,973.34		3,382,903.06	3,382,903.06	184,418.94 94.8	

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Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2018 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 3161 BOOKS LIBRARY		956.75		956.75	956.75	956.75-	
Act 3169 E-BOOKS	26,116.00			26,432.81	26,432.81	316.81-****	
Act 3240 MEMBERSHIP DUES	20,000.00			18,726.44	18,726.44	1,273.56	93.6
-----							
APR 711B LIBRARY LVL 1-OPERATING	46,116.00	956.75		46,116.00	46,116.00		****
-----							
Or2 666 WVLS CONTRACTUAL SERVICE-LI	46,116.00	956.75		46,116.00	46,116.00		****
-----							
Agy 0870 LIBRARY	3,613,438.00	367,930.09		3,429,019.06	3,429,019.06	184,418.94	94.9
-----							
Sub 101 GENERAL FUND	3,613,438.00	367,930.09		3,429,019.06	3,429,019.06	184,418.94	94.9

GL787 LIB 18 OBL vs BUDGET Report Format 511

Period 12 ending December 31, 2018 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2018 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	80,000.00	6,176.45		89,772.55	89,772.55	9,772.55-****	
-----							
Or2 667 LIBRARY GIFTS	80,000.00	6,176.45		89,772.55	89,772.55	9,772.55-****	
-----							
Agy 0870 LIBRARY	80,000.00	6,176.45		89,772.55	89,772.55	9,772.55-****	
-----							
Sub 252 LIBRARY GIFTS	80,000.00	6,176.45		89,772.55	89,772.55	9,772.55-****	
-----							
Report Final Totals	3,693,438.00	374,106.54		3,518,791.61	3,518,791.61	174,646.39	95.3
=====							



## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of December 2018

Branch	2017 CURRENT MONTH	2018 CURRENT MONTH	% CHANGE	2017 YEAR-to-DATE	2018 YEAR-to-DATE	% CHANGE
ATHENS	1,608	1,818	13.06%	22,067	20,079	-9.01%
EDGAR	1,543	1,676	8.62%	21,736	21,195	-2.49%
HATLEY	1,932	2,191	13.41%	28,422	29,149	2.56%
MARATHON	2,815	2,963	5.26%	41,760	40,482	-3.06%
MOSINEE	3,118	3,122	0.13%	44,838	43,862	-2.18%
ROTHSCHILD	8,211	9,068	10.44%	127,550	125,724	-1.43%
SPENCER	1,683	1,712	1.72%	25,091	22,392	-10.76%
STRATFORD	1,563	1,425	-8.83%	26,242	23,775	-9.40%
WAUSAU	33,882	32,766	-3.29%	490,819	449,146	-8.49%
WAUSAU DRIVE UP	1,107	929	-16.08%	10,070	13,762	36.66%
HOMEBOUND	1,075	1,196	11.26%	14,530	14,458	-0.50%
ILL	91	49	-46.15%	1,322	1,411	6.73%
OVERDRIVE	9,007	10,377	15.21%	104,439	120,805	15.67%
<b>GRAND TOTAL</b>	67,635	69,292	2.45%	958,886	926,240	-3.40%

\*\*The Wausau Drive Up was closed the end of October 2016 and will be reopened March 27, 2017

\*\*The Village of Edgar had a furnace issue at the beginning of February 2018. The branch was closed from February 1-27

\*\*The Mosinee branch was closed from May 7-15 for building repairs

01/02/2019 1:14 PM

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

December 2018

	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	330	1	242	14	0	783	0	1,370	20,079	6.82%
EDGAR	35	0	176	1	0	3	0	215	21,195	1.01%
HATLEY	0	96	31	1,397	2,951	0	0	4,475	29,149	15.35%
MARATHON	38	184	25	18	0	50	0	315	40,482	0.78%
MOSINEE	11	18	34	106	3	168	46	386	43,862	0.88%
ROTHSCHILD	69	31	186	1,768	232	79	0	2,365	125,724	1.88%
SPENCER	1,753	0	0	2	0	71	63	1,889	22,392	8.44%
STRATFORD	210	0	1	0	0	109	137	457	23,775	1.92%
WAUSAU	2,643	1,539	7,315	1,530	4,275	661	124	18,087	449,146	4.03%
WAUSAU DRIVE UP	15	37	220	9	1	0	0	282	13,762	2.05%
MISC*									136,674	
TOTAL MCPL	5,104	1,906	8,230	4,845	7,462	1,924	370	29,841	926,240	3.22%
% of CIRC										
by COUNTY	0.55%	0.21%	0.89%	0.52%	0.81%	0.21%	0.04%			

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of December 2018

	2017 CURRENT MONTH	2018 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	62,451	63,663	1.94%
RESIDENT CHILD	12,351	9,191	-25.58%
HOMEBOUND	182	207	13.74%
STAFF	65	64	-1.54%
TEMPORARY	253	264	4.35%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>75,302</b>	<b>73,389</b>	<b>-2.54%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,707	2,791	3.10%
CHILD	329	242	-26.44%
TEMPORARY	15	15	0.00%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,051</b>	<b>3,048</b>	<b>-0.10%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	531	531	0.00%
<b>GRAND TOTAL</b>	<b>78,884</b>	<b>76,968</b>	<b>-2.43%</b>

**Marathon County Public Library  
Director's Report  
January 2019**

**THE PAST MONTH**

Meetings with the Management Team are scheduled weekly on Thursday mornings.

## **Library Services Report**

### **December 2018**

#### **News**

- *Branch hours update:* Core research team formed of Leah G, Laura W, and Katie Z. On schedule for January: creation of survey for staff and patron regarding library hours
- Leah held monthly rounding with individual staff
- Leah attended the Chamber's Economic Development roundtable discussion for young professionals
- Leah attended a Chamber Ambassador ribbon cutting
- Leah attended Library board meeting
- Julie has been working on getting 2018 tax forms and updating the branches accordingly
- Kate trained 1st group on CIRCA inventory system

#### **Events and Programs**

##### **Adult/All Ages Events**

- Dec. 4: MCPL Documentary Night: "Won't You Be My Neighbor?"; attendance – 11
- Dec. 6: Monthly Needle Arts at the Library (two sessions) – 7
- Dec. 11: MCPL DIY Holiday Decorations – 5
- Dec. 11: Wausau West Master Singers holiday concert – 31
- Dec. 19: Readers of Classic Literature book club - 7
  - Number of adult/all-ages programs - 6
  - Total attendance for December adult programs – 61

##### **Children/Teen Events**

- Story Times:
  - Book Babies: 2 programs; participants—68
  - Tales for Tots: 4 programs; participants—68
  - Preschool Story Time: 4 programs; participants—53
  - Play and Learn Story Time: 4 programs; participants—96
  - Sensory Story Time: 2 programs; participants—2

- Family Story Time: 2 programs; participants—52
- Dec. 3: Toddler Dance Party—68
- Dec. 4: TAG—5
- Dec. 6: Pokemon Club—25
- Dec. 6: LENA—12
- Dec. 8: Glitter, Glow, and Dance—116
- Dec. 8: Building Adventures—18
- Dec. 10: LEGO Block Party—19
- Dec. 11: St. Michael’s Story Time—57
- Dec. 13: LENA—40
- Dec. 26: The Magic of Dr. Seuss—226
- Dec. 28: Family Film Friday: Pete’s Dragon—20
- Dec. 31: NYE Toddler Dance Party—375
  - Number of December children’s programs – 30
  - Total attendance for December children’s programs – 1320

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 3,272 likes (+29)
- Twitter: 1,172 followers (+2)
- Pinterest: 956 followers (+2)
- Goodreads: 268 friends (+1); 1,177 reviews (+7)
- Instagram: 363 followers (+8)

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

- December 5- Wausau West Master Singers Holiday Concert
- December 12- Readers of Classic Lit Book Club – “A Christmas Memory”
- December 19- The Magic of Dr. Seuss
- December 26- NYE Toddler Dance Party

### WAOW Channel 9

- December 31- Marathon Co. Public Library offers New Year’s toddler dance party (Library Services, Taylor Weinfurter)

### WSAW Channel 7

- December 18- Marathon Co. Public Library offers activities for winter season (Library Services, Dan Richter)  
<https://www.wsaw.com/content/news/Marathon-Co-Public-Library-offers-activities-for-winter-season-502693852.html>

#### WXCO Cool Oldies 1230 AM

- December 6- Coffee Break (Library Services, Dan Richter)  
<http://www.1230wxco.com/audio/Hometown%20Morning/12-06-18%20Dan%20Richter%20Coffee%20Break.mp3>
- December 20- Coffee Break (Library Services, Chad Dally)  
<http://www.1230wxco.com/audio/Hometown%20Morning/12-20-18%20Chad%20Dally%20Coffee%20Break.mp3>

#### City Pages

- December 6- Cover story (with photo!)- Way New Homeschool (Library Branch Coordinator, Deb Gauerke)  
Big Guide- Wausau: MCPL DIY-Holiday Decorations, Pokémon Club, Building Adventures, Glitter, Glow and Dance Party, LEGO Block Party Athens: Hobbies and Crafts Night, Needle Arts; Edgar: Family Adventure Night-Thomas the Tank Engine; Marathon City: Do you Wanna Build a Snowman-DIY Ornament Event; Mosinee: DIY Gift Bags, Make Your Own Play Dough; Rothschild: LEGO Block Party  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- December 13- Big Guide- Athens: Needle Arts, Holiday Story Time; Hatley: Hobbies and Crafts Night, Holiday Story Time; Marathon City: Book Folding Art, Needle Arts, Holiday Story Time; Mosinee: Tissue Paper Ornaments; Rothschild: MCPL DIY-Paper Snowflake Designs, Holiday Story Time, 3D Paper Stars  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- December 20- Big Guide- Wausau: The Magic of Dr. Seuss, Family Film Friday-“Pete’s Dragon,” New Year’s Eve Toddler Dance Party, Pokémon Club; Rothschild: Family Game Day  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

#### Hub-City Times

- December 5- Now That’s Entertainment Calendar- Spencer: Cribbage at the Library

#### Mosinee Times

- December 6- Learn how to knit without needles at MCPL Athens Branch; Transform old books into decorative pieces at MCPL Marathon City Branch
- December 13- Transform old books into decorative pieces at MCPL Marathon City Branch; Make Handmade holiday cards at MCPL Hatley Branch; Create a blizzard of paper snowflakes at MCPL Rothschild Branch; Celebrate the season with paper ornaments at MCPL Mosinee Branch
- December 20- Create a blizzard of paper snowflakes at MCPL Rothschild Branch

#### Record Review

- December 5- Athens: Teen Book Club-“The Wee Free Men,” Needle Arts, Book Club, Letters to Santa, DIY Paper Snowflake Designs, Hobbies and Crafts Night, Knitting Without Needles, Family Story Time; Edgar: Family Adventure Night-Thomas and

Friends; Marathon City: Do You Wanna Build a Snowman? DIY Ornament Event;  
Stratford: Book Club, Play and Learn

- December 12- Athens: Letters to Santa, DIY Paper Snowflake Designs, Create a Holiday Card!, Holiday Story Time; Edgar: Family Story Time, Book Club-“The Prayer Box;”  
Marathon City: Book Folding Art, Needle Arts, Family Story Time
- December 19- Athens: DIY Snowflake Designs, Play and Learn; Marathon City: Local Author Visit-Cindy Meyering, Needle Arts, Book Club “The Boston Girl,” Family Story Time
- December 26- Athens: Play and Learn; Edgar: Adult Night at the Library-Pull String Art, Book Club “An Irish Country Christmas,” Family Adventure Night-Mickey Mouse Picnic;  
Marathon City: Local Author Visit-Cindy Meyering, Book Club-“The Boston Girl,” Narnia Week-Return of the Lion; Stratford: Family Story Time

#### Senior Review

- December 2018- What’s Happening Calendar- Wausau: Needle Arts

#### Wausau Pilot & Review

- December 7- Marathon County Public Library activities- Wausau: Glow Glitter and Dance Party, MCPL DIY-Holiday Decorations, Wausau West Master Singers Holiday Concert;  
Athens: Letters to Santa, Holiday Story Time; Edgar: Family Adventure Night-Thomas and Friends; Hatley: Letters to Santa, Holiday Story Time; Marathon City: Do You Wanna Build a Snowman? DIY Ornament Event; Mosinee: Create Your Own Holiday Cards, Make Your Own Play Dough; Rothschild: Holiday Story Time, 3D Paper Stars  
<https://wausapilotandreview.com/2018/12/07/new-events-added-dec-7-marathon-county-public-library-activities>
- December 17- New events added Dec. 17: Marathon County Public Library activities-  
Wausau: The Magic of Dr. Seuss, Family Film Friday-“Pete’s Dragon,” New Year’s Eve Toddler Dance Party; Athens: Holiday Story Time; Hatley: Holiday Story Time;  
Rothschild: Holiday Story Time, 3D Paper Stars  
<https://wausapilotandreview.com/2018/12/17/new-events-added-dec-17-marathon-county-public-library-activities>

#### Wausau Times/Buyers Guide

- December 11- Steppin’ Out- Wausau: MCPL DIY-Holiday Decorations, Wausau West Master Singers Holiday Concert; Athens: DIY Paper Snowflake Designs, Knitting Without Needles, Create Your Own Holiday Cards, Holiday Story Time; Hatley: Create Your Own Holiday Cards, Holiday Story Time; Marathon City: Do You Wanna Build a Snowman? DIY Ornament Event, Book Folding Art; Mosinee: Tissue Paper Ornaments; Rothschild: 3D Paper Ornaments, Holiday Story Time, DIY Paper Snowflake Designs
- December 18- Steppin’ Out- Wausau: The Magic of Dr. Seuss, Family Film Friday-“Pete’s Dragon;” Athens: MCPL DIY-Paper Snowflake Designs, Create a Holiday Card!, Holiday Story Time; Hatley: Create a Holiday Card!, Holiday Story Time; Mosinee: Tissue Paper Ornaments; Rothschild: 3D Paper Stars, Holiday Story Time, DIY Paper Snowflake Designs



- December 25- Steppin' Out- Wausau: The Magic of Dr. Seuss, Family Film Friday-“Pete’s Dragon,” New Year’s Eve Toddler Dance Party  
Bring your children to story time at your local Marathon Co. Public Library

**Materials**

- Youth

	<b>2018 Annual Budget</b>	<b>Monthly Budget</b>	<b>Free Balance</b>	<b>Spent as of January 2nd</b>	<b>% Spent</b>
Juvenile Audiobooks	\$6,237.87	\$519.82	5.71	\$6,232.16	100%
Juvenile CDs	\$1,000.00	\$90.91	-16.42	\$1,016.42	102%
Juvenile DVDs	\$12,110.79	\$1,100.98	\$55.86	\$12,054.93	100%
Juvenile DVDs Standing Order	\$925.00	\$84.09	5.94	\$919.06	99%
Juvenile Video Games	\$2,000.00	\$181.82	-7.65	\$2,007.65	100%
Young Adult Audio Books	\$570.00	\$51.82	0.59	\$569.41	100%
<b>Youth AV Subtotal</b>	<b>\$22,843.66</b>	<b>\$2,029.44</b>	<b>\$44.03</b>	<b>\$22,799.63</b>	<b>100%</b>
Juvenile Fiction	\$20,710.62	\$1,882.78	-17.23	\$20,727.85	100%
Juvenile NonFiction	\$38,749.93	\$3,522.72	41.50	\$38,708.43	100%
Juvenile Picture Books	\$36,373.35	\$3,306.67	18.11	\$36,355.24	100%
Juvenile Spanish	\$500.00	\$45.45	-0.43	\$500.43	100%
Juvenile Standing Order Print	\$8,250.00	\$750.00	5.72	\$8,244.28	100%
Young Adult Fiction	\$9,434.51	\$857.68	-0.56	\$9,435.07	100%
Young Adult Graphic Novels	\$4,234.39	\$384.94	2.60	\$4,231.79	100%
Young Adult NonFiction	\$1,277.99	\$116.18	10.91	\$1,267.08	99%
<b>Youth Print Subtotal</b>	<b>\$119,530.79</b>	<b>\$10,866.44</b>	<b>\$60.62</b>	<b>\$119,470.17</b>	<b>100%</b>
<b>Youth Services TOTAL</b>	<b>\$142,374.45</b>	<b>\$12,895.88</b>	<b>\$104.65</b>	<b>\$142,269.80</b>	<b>100%</b>

2018 WVLS Grant - youth book	\$1,500.00		\$3.69	\$1,496.31	100%
2018 WVLS Grant - youth AV*	\$1,368.23		\$-	\$1,368.23	100%
<b>2018 WVLS Grant - youth TOTAL</b>	<b>\$2,868.23</b>		<b>\$3.69</b>	<b>\$2,864.54</b>	<b>100%</b>

- Adult

	2018 Annual Budget	Monthly Allotment	Free Balance	Spent as of Jan. 7, 2019	% Spent
<b>Adult Audiobooks</b>	\$12,795.24	\$1,100.00	\$95.51	\$12,699.73	99.25%
<b>Adult Music CD</b>	\$7,549.75	\$682.00	-\$0.83	\$7,550.58	100.01%
<b>Adult DVD</b>	\$30,769.76	\$3,046.00	\$0.50	\$30,769.26	100.00%
<b>Adult Video Games</b>	\$1,140.00	\$90.90	-\$18.65	\$1,158.65	101.64%
<b>Adult AV Subtotal</b>	<b>\$52,254.75</b>		<b>\$76.53</b>	<b>\$52,178.22</b>	<b>99.85%</b>
<b>Adult Paperbacks</b>	\$2,075.00	\$215.90	\$0.71	\$2,074.29	99.97%
<b>Adult Paperbacks S.O.</b>	\$3,625.00	NA	\$0.00	\$3,625.00	100.00%
<b>Adult Fiction</b>	\$46,607.07	\$4,182.00	-\$0.40	\$46,607.47	100.00%
<b>Adult LT Fiction</b>	\$7,145.92	\$564.00	\$51.28	\$7,094.64	99.28%
<b>Adult LT S.O.</b>	\$14,784.47	NA	-\$2.84	\$14,787.31	100.02%
<b>Adult Non-fiction</b>	\$66,879.04	\$6,045.00	\$40.50	\$66,838.54	99.94%
<b>Adult Non-fiction S.O.</b>	\$2,120.00	NA	\$279.84	\$1,840.16	86.80%
<b>Adult Biographies</b>	\$10,083.60	\$909.09	\$35.59	\$10,048.01	99.65%
<b>Adult Spanish</b>	\$500.00	\$45.45	\$2.12	\$497.88	99.58%
<b>Adult Hmong</b>	\$750.00	\$68.18	-\$5.54	\$755.54	100.74%
<b>Adult Print Subtotal</b>	<b>\$154,570.10</b>		<b>\$401.26</b>	<b>\$154,168.84</b>	<b>99.74%</b>
<b>Adult Services TOTAL</b>	<b>\$206,824.85</b>		\$477.79	\$206,347.06	99.77%
<b>WVLS Grant Adult Book 2018</b>	\$5,500.00		\$5.72	\$5,494.28	99.90%
<b>WVLS Grant Adult AV 2018</b>	\$2,000.00		\$1,077.08	\$922.92	46.15%

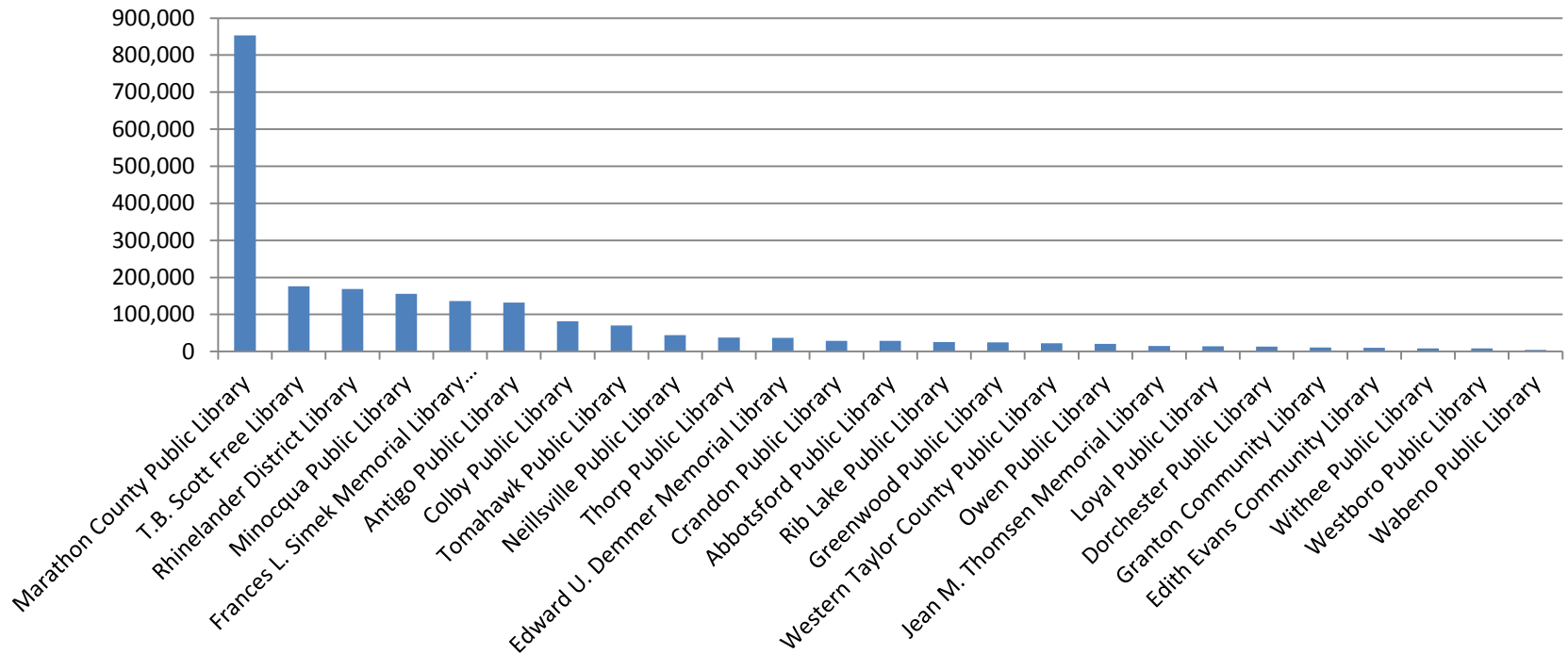
## **Monthly Business Report – January, 2018**

The monthly Bills and Services report, the CIP Report, and the Obligation vs. Budget reports are all in this packet representing transaction for December, 2018. The note to be made is that transaction entry into the December period will continue throughout January so that all 2018 expenses are recorded in the correct year. More recently generated reports for December will be presented at the February, 2019 meeting along with the usual January reports so that all transactions may be reviewed by the Board of Trustees.

In response to the December, 2018 agenda item concerning the Public Library System Redesign (PLSR) update, I have assembled three graphs illustrating some of the differences between the system currently serving MCPL and another system serving the counties just south of Marathon County. The PLSR study provides an opportunity for each library and system to reflect on how it can best use available resources to optimally serve their patrons. This information is primarily meant for informational purposes as a starting point for further discussion. Further information will be posted in this monthly report as the year progresses.

# 2017 – Total Circulation by Location

## WVLS Public Libraries

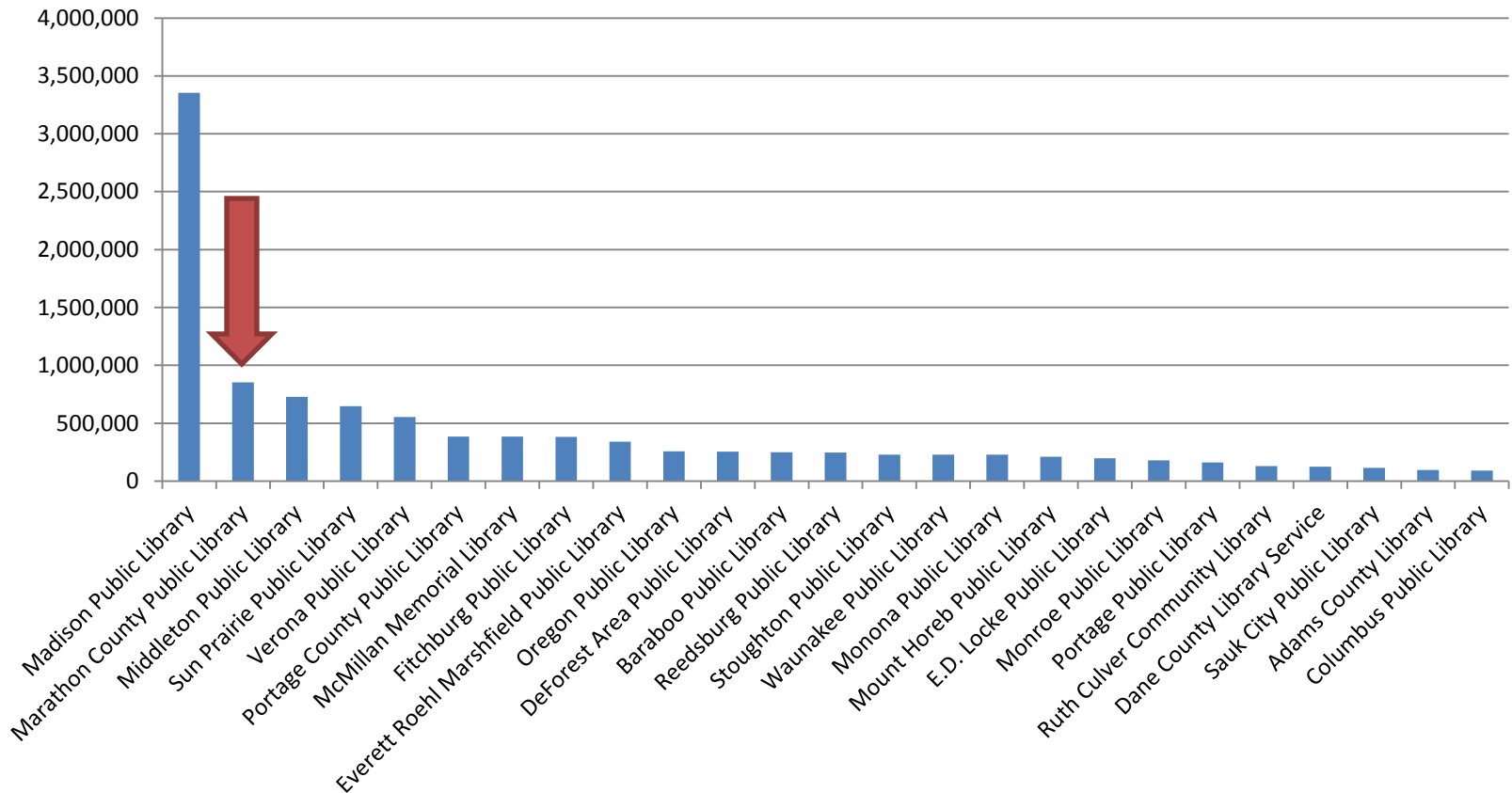


Information from the 2017 Wisconsin Public Library Service Data spreadsheet

# 2017 South Central – Total Circulation by Location

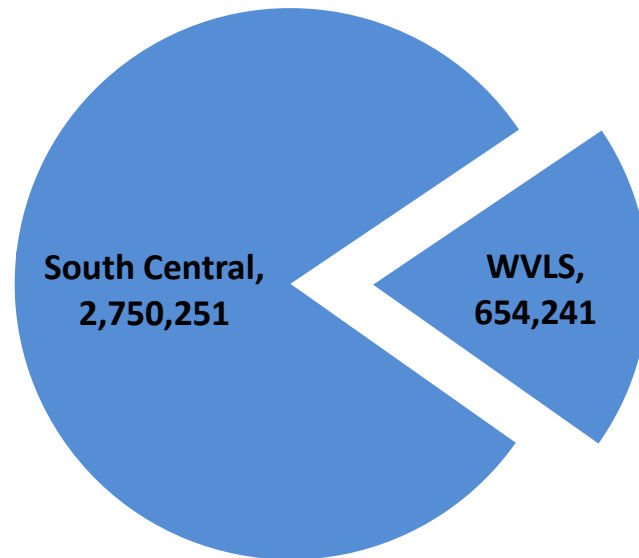
## MCPL inserted for possible position reference

South Central Top 24 of 54 Public Libraries + MCPL for Reference



# Volumes and Serials in Print

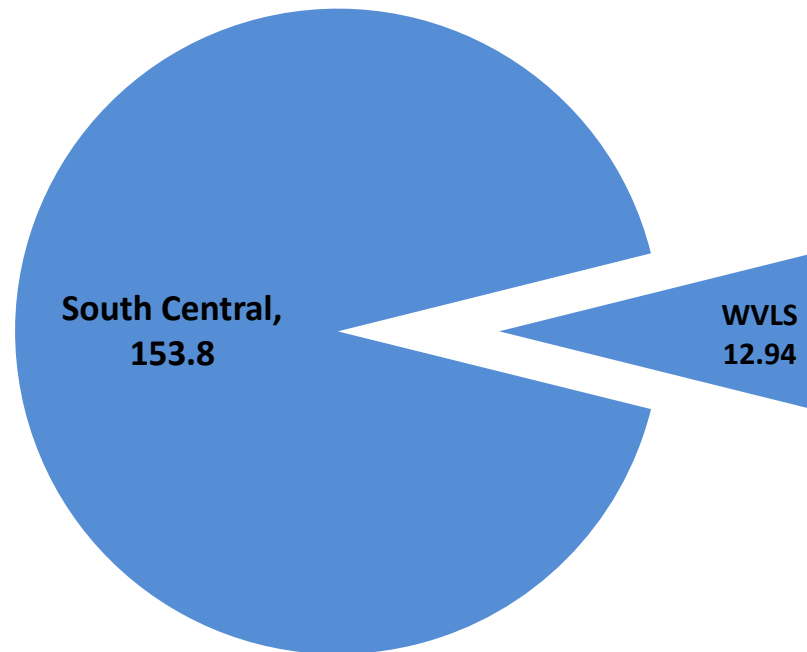
Excluding MCPL at 284,461



MCPL holds 30.3% of the WVLS combined print collection while it would only be 9.3% of a combined South Central print collection if part of that system. This means that for every printed volume MCPL owns it has system access to 3.3 print items in WVLS, where in South Central it would have access to just over 11 print items for each one MCPL owns.

# MLS Count by System

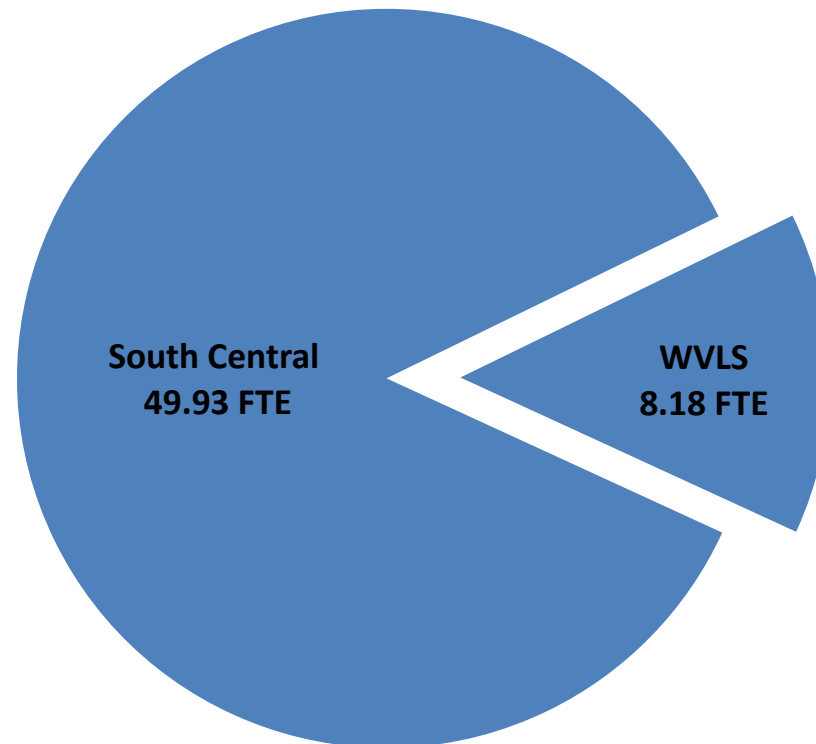
Excludes MCPL at 9 and System Librarians



Information from the 2017 Wisconsin Public Library Service Data spreadsheet

# System FTE Counts

Full Time Equivalent employees working at each system



Information from the 2017 Wisc. Public Library System Annual Reports of each System



### **Support Services Team**

- 12/4/18: Chris and Pat attended the V-Cat Bib Committee meeting. Topics discussed:
  - Cataloging multi item sets (in print format).
  - Bootleg DVDs.
  - Cataloger training plan.
- 12/5: Team members attended the annual Staff Association meeting as schedules allowed.
- 12/12: Pat attended a CAT meeting.
- 12/15: Chris worked at the Main Desk.
- 12/21 and 12/26: Mary assisted with breaks/lunches at the Main Desk.
- Michelle and Stephanie completed searching shelves from a report of items set to missing in 2016. The items not found will be withdrawn from the catalog in January 2019.
- Nick P. is working in our department during his winter break. He's helped with the daily transit process and processed donated DVDs.
- The Team is busy with the yearend spend out. There are many carts of new materials in the department, but progress is made every day.
- Team members have begun the inventory process. Along with Main Desk staff, we are in the D authors in adult fiction.

### **Page Team**

- 12/3/18 Sunny has started her position as a page.
- 12/10 Inventory has started so shelf reading has picked up faster than before.
- 12/12 Kee attended the culture action meeting.
- 12/18 Kee attended the County Harassment, Bullying, and Violence training.
- 12/20 Nick Peters has started his temp position

## **Branch Libraries Report December 2018**

### **Athens Monthly Report**

#### Events and Programs:

- Family Story Time: In December, Family Story Time met for 3 sessions with 11 adults and 41 children in attendance.
- Play and Learn: Play and Learn met for 3 sessions with 9 adults and 23 children in attendance.
- Book Club: December book club had 5 attendees to discuss *Winter Sisters* by Robin Oliveria. In January, the club will discuss *A Man Called Ove* by Fredrik Backman.
- Fiber Arts Club: Our Fiber Arts group met 3 times with a total of 13 adults attending.

- Letters to Santa: A North Pole mailbox was created at the Athens Branch encouraging children to write letters to Santa. 4 children participated in this event.
- DIY Snowflakes: During the month of December patrons were invited to draw, color and craft their own snowflakes using a variety of supplies provided. 4 adults, 6 children and 3 young adults participated.
- Knitting without Needles: Athens held a knitting without needles event on December 11<sup>th</sup>- 13<sup>th</sup> participants learned the basic techniques of arm knitting and finger knitting. A total of 7 adults and 3 young adults attended.
- Holiday Cards: During December 17<sup>th</sup>- 21<sup>st</sup> patrons were welcome to create their own unique holiday cards using a variety of paper, stickers and other crafting supplies. 9 adults and 1 young adult participated.
- Holiday Story Time: Athens held a special holiday story time on December 18<sup>th</sup> with a total of 4 adults and 15 children participating. Children were able to create a holiday craft made from popsicle sticks, pom poms, pipe cleaners and bells.

#### Library and Community News:

- A holiday display featuring themed books and DVDs was set up near the circulation desk for the month of December.
- Athens wrapped up a few mystery items for the holidays. Patrons were able to check out the mystery items and unwrap them when they got home.
- Athens was donated a beautiful hand crafted grapevine Christmas Tree on December 4<sup>th</sup>
- Jen Triolo had her Annual Review with Laura Wood on December 14<sup>th</sup>
- Shahara Falk-Lefay had her Annual Review with Jen Triolo on December 14<sup>th</sup>

#### Circulation Statistics:

- Athens circulated 1,818 items in December 2018. This is a 13.06% increase from December 2017. In 2018 year-to-date, Athens has circulated 20,079 items. This is a 9.01% decrease from 2017.

Facilities Update: none

### **Edgar Monthly Report**

#### Events and Programs

- Family Storytime: Edgar held a family story time 3 times this month with a total of 8 adults and 18 children attending.
- Play & Learn: The Family Resource Center held Play & Learn 3 times this month with a total of 12 adults and 33 children.
- Book Club: In December the book club met and discussed the book "The Prayer Box" by Lisa Wingate in November. The book club will discuss the book "An Irish Christmas" by Patrick Taylor in December.

- Homeschool Huddle: This is a program for homeschool families, this month we held 3 program with 7 adults and 24 students attending.
- School Visits: St John’s Catholic school came for 3 visits during the month with 3 adults and 23 students.
- Family Adventure night: “Thomas the Train” was the theme for December 10 with 3 adults and 3 children attending.
- Daycare outreach: Alyssa has called the Daycare and will be starting in January will be visiting on a regular basis.
- Adult program: There were 5 adults that came to make Holiday crafts on December 5 for Adult Night at the Library.
- Passive Program:
  1. Children colored 25 coloring pages in December.
  2. Everyone was asked to make a colorful snowflake, and 35 were handed in.

#### Circulation Statistics

- The circulation statistics for the month of December were 1676 items checked out, this is an 8.62% increase for the same month last year and a 2.49% decrease from 2017.

#### Library News

- Raspberry Pi’s have been updated again this month.
- A winter holiday display featuring books and other items was set up for the month of December.
- A display featuring the “Battle of the Books” choices was put up.
- Deb had cyber training this month.

#### Facilities Updates

- The buildings fire extinguishers and emergency exits were checked and are working fine.

### **Hatley Monthly Report**

#### Events and Programs

- Family Story Time: Themes of “Mittens,” and “Nice/Night” brought in 5 adults and 11 children.
  - a. Holiday Story Time brought in 6 adults and 10 children.
- Book Club: *Christmas Carol*. 7 members discussed the book. This is a book that a majority of the members had never read but have watched multiple versions on the movie. Next month’s book is *Hidden Figures*.
- Play & Learn had 4 sessions and brought in 23 children accompanied by 13 adults.
- Hobbies/Crafts Night brought 10 adults participate.

- Outside the lines: Coloring Party had 1 adult, 5 children, and 1 young adult stop in to enjoy some coloring.
- Passive Programming
  - a. Our “Choose your favorite Holiday Story” bulletin board had 9 children put up stickers on the cover of their favorite Holiday story. How the Grinch Stole Christmas won with 3 votes.
  - b. Our Gift Yourself a book for adults had 1 participant willing to choose a wrapped book to take home and try out.
- Create a Holiday Card had 10 adults, 14 children, and 2 young adults stop in the week leading up to Christmas to create their own unique holiday cards to give to their loved ones.
- Letters to Santa resulted in 28 letters being returned. Lots of happiness by both kids and parents when they saw we were doing this program. 😊
- Our Tech Drop In help had 1 adults stop in for help.

#### Upcoming Programs

- Special Story Time – None
- Children – Family Story Time, Play N Learn
- Adult – Book Club
- Tween/Teen – None
- All Ages – Outside the Lines, Lego Block Party, Hobbies/Crafts Night, Finger/Arm Knitting, Create a Snowman, Tech Drop In Help
- Passive: There is “SNOW” thing like reading bulletin board, try out one of the best sellers for 2018 book display.

#### Circulation Statistics

- Hatley circulated 2,191 items for the month. This is a 13.41% increase for the month. Year to date is 29,149 items. This is a 2.56% increase from last year.

#### Library News

- Thank you Ashly A for helping out emergency coverage during the holidays!
- Annual Evals were completed.

#### Facilities Updates

- None to report.

### Marathon Branch Monthly Report

#### Events and Programs

- **Family Story Time:** In December, Marathon held two regular family story time events with a total of 30 children and 16 adults attending. Family Story Time is held year round on Thursdays at 10:30 am. On Thursday, December 20, we also held a special **Holiday**

- Story Time**, with 10 adults and 13 children attending. We read themed stories, sang songs, and made two adorable crafts. We are taking a 2 week break for the holidays.
- **Book Club:** The participants read the novel, *The Little Prince* by Antoine De Saint-Exupery and 5 people joined in for discussion. In January, we will meet to discuss *The Boston Girl* by Anita Diamant. Book club meets the second Monday of the month from 5:45 PM – 6:45 PM.
  - Our monthly **Needle Arts** event is held on the third Wednesday from 4:00-6:45 pm. This month there were five participants.
  - On December 12 and 13 Mrs. Drexler's **4K classes** from St. Mary's came in for a **story time** and check out. Two adults and ten students came in each day to listen to a story, sing songs and check out books. The classes will visit each month for the rest of the school year.
  - On Wednesday, December 5, we held a **DIY event**. Adults and teens stopped in to create a beautiful snowy holiday jar candle holder. Four adults, 4 children and 6 teens made some lovely candles to give as gifts or decorate their homes.
  - A **DIY Tween event** was held on Wednesday, December 12. Children and teens dropped in to create an adorable snowman ornament to take home. Nine adults, 22 children/tweens and 2 teens created festive ornaments.
  - On Monday, December 17, 6 adults, 7 children and 1 teen attended our **Book Folding event**. Using old books, the participants followed patterns to create a very unique gift.
  - Upcoming Events and Programs: **Story Time, Book Club, Needle Arts, and 4k class visits** will continue as usual. On **Wednesday, January 9** and **Saturday, January 12**, a **local author** will be here to discuss and read from her self-published book. Cindy Meyering a local retired teacher has written her first juvenile novel *I'm There for You*. She will also answer questions and copies of her novel will be available for purchase. On Friday, January 25 we will be holding a **Snowflake craft event**. Children of all ages can drop in between 11 am and 2 pm to create snowflake crafts. During the last week of January, we will be holding **Narnia Week at the Library**. On Monday, January 28 from 3:30-6:00 children can drop in and make their own paper plate lions. On Tuesday, January 29 from 3:00 – 4:45 kids, tweens and teens can make their own pine cone forests. Then, on Wednesday, January 31 kids, tweens and teens can make their own felt crowns and play chess.

#### Circulation Statistics

- Marathon circulated 2,963 items during the month of December. This is a **5.26% increase** from this time last year. In 2018, Marathon has circulated 40,482 items. This is a 3.06% decrease over last year.

## Library News

- Elizabeth will be doing a presentation focusing on digital literacy at the literacy night at Marathon Elementary on Thursday, January 10. The presentation will focus on using the Accelerated Reader website along with the MCPL website.
- Elizabeth and Lisa will be attending the county MLK day on Monday, January 21.
- Lisa will attend the Branch Coordinators' meeting on January 18.

## Facilities Updates

- Nothing to note at this time.

## Mosinee Monthly Report

### Events and Programs

- Family Story Time: Ashley led 3 Family Story Times that brought in 32 adults and 46 children. Ashley's outreach story time at the Mosinee Head Start served 3 adults and 15 children.
- Play and Learn: The Family Resource Center presented 3 sessions that also brought in 32 adults and 46 children.
- Book Club: This month we read *An Irish County Christmas* by Patrick Taylor. Nine patrons joined us for this festive session, where they ask that we always read a Christmas novel for the month of December. Next month we will be reading *A Fall of Marigolds* by Susan Meissner, postponed one week due to the staff in-service day on Martin Luther King Jr. Day.
- Recurring Programs: Lego Block Party brought in no participants this month.
- Ashley hosted a DIY Gift Bag adult program on the 6<sup>th</sup>, where patrons could learn how to make gift bags using household items like scrapbooking paper, wrapping paper, maps, and posters. Unfortunately no one attended this program.
- Our make-your-own playdough program brought in the max registration of 10 kids on the 10<sup>th</sup> along with 6 adults. Patrons could make homemade playdough in multiple colors, do a couple of learning activities with the playdough (like building creations and practicing fine motor skills with cookie cutters) and take lots of ideas for future play and recipe ideas home with them. This was a very messy but very fun program!
- We hosted a tissue paper ornament craft day on the 18<sup>th</sup> that brought in no participants during the scheduled time, despite almost all of our flyers getting taken and lots of interest. We set out the craft throughout the rest of the week since we had supplies left, and 7 adults and 10 children really enjoyed the craft throughout the rest of the week.
- Passive Programs: We asked patrons what their favorite holiday movie was. Ninety-two patrons participated with *How the Grinch Stole Christmas* being the most popular.
- Upcoming Programs: Book Club, Family Story Time, Head Start Outreach, Play and Learn, and Lego Block Party will continue as usual. We will host a sparkly icicle craft on

the 8<sup>th</sup> and a snowflake craft on the 22<sup>nd</sup>. On the 29<sup>th</sup> we will host an International Puzzle day event all day and will end the month with an art day with paint stations on the 31<sup>st</sup> to celebrate “Inspire your Heart with Art Day”.

#### Circulation Statistics

- Mosinee circulated 3,122 items in December 2018. This is a 0.13% increase. Mosinee has circulated 43,862 items in 2018. This is a 2.18% decrease.

#### Library News

- Displays: We had an adult display featuring titles with just one word in the title, craft books to help with patrons making homemade gifts, and a display featuring the first line of a book instead of the title and author.
- Our meeting room was used once by the public.
- Story Time took a break for the holidays. We did not meet on the 26<sup>th</sup> and will not be meeting on January 2<sup>nd</sup>.
- A patron donated 33.6 pounds of food, which Sarah took to the local Mosinee Community Center of Hope. They are very appreciative of the continued donations coming through the library.
- Sarah met with JoAnn Janikowski, an Outreach Specialist with the Alzheimer's Association, on the 13<sup>th</sup> to discuss bringing educational programs and classes to the Mosinee Branch. Sarah has been working with Chad and Meagan Fandrey of the ADRC, since our staff development day, to bring more dementia friendly programming to the Mosinee Branch. So far, a series of four educational classes have been scheduled with the Alzheimer's Association.

#### Facilities Updates

- Our Raspberry Pi had to be sent in a third time for adjustments, but is now working great.
- Our custodian, Dave Siebert, has been patching up and painting several areas around the library, including our alcove that houses the elevator, and several areas upstairs. Our historic walls have started to show their age in several areas, so his work is very much appreciated!

### **Rothschild Monthly Report**

#### Events and Programs

- Family Story Time/Play and Learn: In December, we held 2 regular family story times with 24 adults and 26 children attending. We also had a special holiday story time where 24 participants heard stories, sang songs, and made a winter tree craft. Caley presented an outreach story time at St Therese daycare for 4 adults and 30 children. We also held 3 Play and Learn sessions for 80 participants.

- Book Club: The book club did not meet in December, but will start back up in January 2019. The January title is *A Gentleman in Moscow* by Amor Towles.
- Recurring Programs: 4 people joined us for LEGO Block Party.
- Other Programs: 3 people joined us to make 3D paper stars, and 13 people created paper snowflakes.
- Passive Programs: 42 children shared their favorite books on a “Warm up with a Good Book” display.
- Upcoming Programs: In January, we will continue with our regular programming. Also scheduled are a monthly Book Babies event, Origami Week, and Puzzle Week.

#### Circulation Statistics

- Rothschild circulated 9,068 items in December. This is 10.44% increase from last year. In 2018, Rothschild circulated 125,724 items. This is a 1.43% decrease from last year.

#### Library News

- RO Staff made some changes to our Juvenile Favorites section and made room for 2 additional shelves of graphic novels. We also started weeding the picture book collection.
- Caley attended the Culture Action Team meeting in Wausau.
- Laura completed and delivered all annual reviews for Rothschild staff and Branch Coordinators.

#### Facilities Updates

- The public catalog computers were repaired and a public computer monitor was replaced.
- Village staff is currently working on repairing the outside front door latch. A new part has been ordered and will be installed soon.

### **Spencer Monthly Report**

#### Events and Programs

- On December 4<sup>th</sup>, the Spencer High School Handbell Choir filled the community room with melodious melodies. These very talented high school students performed in front of 48 adults, 15 children and 2 young adults.
- Rookie Rockets Day Care Story Time was held four times in the month of December, with a total of 44 attending.
- Three Story Times / Play N Learn were held in the month of December, with a total of 6 attending.
- On December 5<sup>th</sup>, the Kindergarten class from Spencer Elementary School came to the Spencer Library for a visit. Audrey read them two stories, and those who had a library card with them were allowed to check out a book. A total of 51 were at the library.



- Cribbage at the Library was held on December 11<sup>th</sup>. This is a month program for anyone wanting to learn the game, or ready to play. 8 adults came and learned how to play as a foursome.
- On December 12<sup>th</sup> and 18<sup>th</sup>, Audrey went to the Spencer Elementary Pre-K Classes to do a story time. There was a total of 50 present for the stories.
- Book Club was held on December 17<sup>th</sup> and 20<sup>th</sup>. "Mistletoe Inn" by Richard Paul Evans was discussed and enjoyed by 14 adults.
- A passive program was held in December with Holiday coloring pages for children. 128 pages were colored by children.
- Mystery Book Checkout was held in December. Children's books were wrapped in holiday wrap and children could choose a book to check out without knowing what the title was. 22 children had so much fun deciding which one to choose.

#### Circulation Statistics

- Spencer circulated 1,712 items in the month of December. This is an increase of 1.72%. Spencer has circulated 22,392 items in 2018. This is a decrease of 10.76%

#### Library News

- Audrey attended the monthly Spencer Chamber of Commerce Meeting on December 5<sup>th</sup>. Audrey was on the agenda to speak about upcoming events at the library.
- The PAC is now up and running again.
- Wendy did shelf reading and did some cleaning.

#### Facilities Updates

- The village checked the EXIT lit signs and fire extinguisher.

### **Stratford Monthly Report**

#### Events and Programs

- Passive Program: 15 patrons enjoyed the Gingerbread cut-out decoration station.
- Passive Program: 38 patrons decorated our Christmas Tree display with ornaments they made.
- Our Deck the Halls Craft Night brought in 3 adults and 5 children.
- Story Time and Play & Learn met three times in December, with a total of 18 adults and 34 children attending. Our themes for stories, activities, and crafts included Tooth Care, Growing, and winter/holiday fun.
- St. Joe's Pre-K and K students visited for story time on Dec. 10, with 6 students and 1 adult attending.
- Our Stratford Book Club met Dec. 17 to discuss "The Ghost of Christmas Past" by Rhys Bowen; 11 adults attended.

- St. Joe's 1<sup>st</sup> & 2<sup>nd</sup> graders visited Dec. 11 for story time and book checkout, with a total of 8 students attending.
- St. Joe's 3<sup>rd</sup> and 4<sup>th</sup> graders visited Dec. 11 for book checkout, with a total of 9 students attending.

#### Circulation Statistics

- Stratford circulated 1,425 items in December. This is an 8.83% decrease from last year. In 2018, Stratford circulated 23,775 items. This is a 9.40% decrease from last year.

#### Library News

- A *Holiday fiction* book display was set up in December and was very popular.
- A *Holiday movie* display was featured in December and was also very popular.
- Branch Coordinator MJ Netzer and Branch Assistant Eileen Riehle both completed their cyber security training in December.
- MJ completed the Harassment, Bullying, Diversity and Workplace Violence prevention training in December.

#### Facilities Updates

- Our PAC machine has been down since Nov. 5 when we sent it in to Wausau for the lockdown update. At last check in, it was reported as missing.
- The new library address numbers were hung on the outside of our building.
- The men's toilet was broken, but was repaired the same day by the village.

**Director's Activities:**

12-17-18	Marathon County Public Library Board of Trustees Meeting
12-28-18	Early Years Coalition Planning Committee Meeting
1-10-19	Marathon County Public Library Foundation Meeting (Cancelled)
1-11-19	Monthly agenda meeting with Library Board (Vice) President
N/A	Friends of the Marathon County Public Library Board Meeting
1-15-19	Early Years Coalition Steering Committee Meeting
1-16-19	LIFE Report Steering Committee Meeting
1-24-19	ALA Midwinter Conference
1-25-19	County Department Heads Meeting
1-21-19	Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

1-21-19	Marathon County Public Library Board of Trustees Meeting
1-22-19	Early Years Coalition Planning Committee Meeting
TBD	Policy reviews w/Leah and Matt
TBD	Monthly agenda meeting with Library Board President
1-27-19	Friends of the Marathon County Public Library Board (Annual) Meeting
TBD	Marathon County Public Library Foundation Meeting
1-11-19	SRLAAW Meeting/Madison
1-12-19	Library Legislative Day
1-15-19	Early Years Coalition Steering Committee Meeting
1-16-19	LIFE Report Steering Committee Meeting
2-15-18	County Department Heads Meeting
2-18-19	Marathon County Public Library Board of Trustees Meeting

## LIBRARY PROJECTS, PROGRAMS, EVENTS:

RFP for Interior Design at HQ and Branches schedule:

### CALENDAR OF EVENTS

- Release of RFP Monday, December 17, 2019
- RFP Advertisement Monday, December 17, 2019
- **Architectural meeting** **Tuesday, January 8, 2019 10:00AM**
- **Deadline for Receipt of Questions** **Tuesday, January 15, 2019 4:30PM**
- Cut-off for issuance of addenda Friday, January 18, 2019 4:30PM
- **Proposal Submission Deadline** **Tuesday, January 22, 2019 2:00PM**
- Selection of short-listed firms Week of February 4, 2019
- Scheduling short-listed firms for interviews Week of February 11, 2019
- Firm Interviews if required Week of February 18, 2019
- Ranking of Firms/Awarding of contract Week of February 25, 2019
- Completion of contract negotiations Two weeks after rankings
- Consultant begins planning preparation One week after contract completion
- Project Completion Three months after contract is executed

## UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Midwinter Conference is in Seattle, WA, from January 25-29.

Library Legislative Day is Tuesday, February 12, 2019.

Innovative Users Group (IUG) is in Phoenix, AZ from May 5-7.

## Any other issues or items of note:

**Updates on the Public Library System Redesign Project can be found at:**

**<http://www.plsr.info/>**

Letters and notes are posted at the Library Board Meeting.

GL787

LIB 18 CIP TRANS

Report Format 511

Period 12 ending December 31, 2018

Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2018 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 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	536,647.00	2,369.10		9,730.76	9,730.76	526,916.24	1.8
Act 8291 LIBRARY AUTOMATION				8,455.33	8,455.33	8,455.33-	
Act 8400 MAIN LIBRARY CUST SERVIC	237,037.00	2,234.35		69,401.18	69,401.18	167,635.82	29.3
Act 8444 LIBR-CUSTOMER SRV AREA				11,838.08	11,838.08	11,838.08-	
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APR 777A LIBRARY CIP PROJECT	773,684.00	4,603.45		99,425.35	99,425.35	674,258.65	12.9
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Or2 934 CIP PROJECTS	773,684.00	4,603.45		99,425.35	99,425.35	674,258.65	12.9
-----							
Sub 604 LIBRARY CIP PROJECTS	773,684.00	4,603.45		99,425.35	99,425.35	674,258.65	12.9
-----							
Report Final Totals	773,684.00	4,603.45		99,425.35	99,425.35	674,258.65	12.9
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