




COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 15, 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) New Rollout of Children’s Backpack Program – For Discussion and Informational Purposes Only
8. (10 minutes) Harry Potter Program – For Discussion and Informational Purposes Only
9. (10 minutes) Budget Issues Update – For Discussion and Informational Purposes Only
10. (10 minutes) Review Committee Memberships – For Discussion and Possible Action
11. (10 minutes) RFP Update – For Discussion and Informational Purposes Only
12. (10 minutes) Deliveries Meeting Update – For Discussion and Informational Purposes Only
13. (10 minutes) Staff Day Update – For Discussion and Informational Purposes Only
14. (10 minutes) Parking Issue Update – For Discussion and Informational Purposes Only
15. Announcements
16. Request for Future Agenda Items
17. Next Meeting Dates
 - Monday 05/20/2019 – Athens Branch Library
 - Monday 06/17/2019
 - Monday 07/15/2019
 - Monday 08/19/2019
18. Adjournment

Signed: 
Library Director

*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: April 09, 2019
FAXED TIME: 12:27 p.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 18, 2019. Wausau Community Room, Marathon County Public Library.

Present: Sharon Hunter, Gary Beastrom, MaiGer Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Ralph Illick

Excused: Scott Winch

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

The meeting was called to order at 11:59 a.m. by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting.

A motion was made by MaiGer Moua to approve the Board of Trustee minutes from the February 18, 2019 meeting. Seconded by Katie Rosenberg. Motion carried.

A motion was made by Katie Rosenberg to approve the Bills & Services report for February 2019. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – No Report

Other Board Members – Board Member Moua reported that she is part of Marathon County GARE (Government Alliance on Race and Equity). The purpose is to learn more about how government plays a part in creating racial equity.

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

- In June the County will form a committee on how departments and government agencies respond to weather situations. The library will have people represented on the committee.

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – Director Illick reported the Foundation met on March 14. They agreed to commit up to \$250,000 for our technology updates.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report handed out at the meeting. Board Member Sweeney reported the WAPL meeting will be held in Rothschild this year. The WVLS board did share some concerns regarding MCPL potentially changing systems.

Local Schools Attending Summer Library Programs Update

There was a situation last year during SLP. We were caught off guard with large groups from local schools attending the programs, but didn't communicate with us regarding their attendance. We welcome all, but we only have a certain capacity in the community room. We want to work together with larger groups and maybe a deal can be reached with the performers and schools.

Patron Concerns about Parking

An email was received from a patron regarding limited parking at MCPL. The individual proposed the vacant lot to the west side be considered for handicap and elderly parking. We have by code a specific number of parking spaces for our facilities. We would like to have more prominent flashing lights for crossing the streets. A suggestion was to have conversations with those that oversee the parking and traffic downtown to see what could be done.

No motion was made

Policy – Board Meeting Minutes to Staff (6.06)

A motion was made by Katie Rosenberg to accept the changes made to the policy as presented. Seconded by MaiGer Moua. Motion carried.

2019 Budget Update

There were challenges. We have an agreement to work together with Facilities and Capital Management to come up with a budget. The budget report in January, it was noticed that the Facilities portion for staff was zero. There were emails sent to Finance and Facilities, it was decided by Facilities that the budget wouldn't change. The reasons for the change is, ease of accounting so everything is in one account and for CIP funds. Under Section 43, it states that libraries are to keep left over money. We have done things to the library to improve efficiencies and save money. The budget needs to be relevant.

There were additional discussions among the Library Director and Library Board Members regarding this agenda item.

No motion was made

Year End Budget Transfer

You will see on the report that Maintenance and Personnel/Operating have left over money from 2018. The personnel number is because of the turn over within the last couple of years.

A motion was made by Gary Beastro to accept the Year End Budget Transfer as presented. Seconded by MaiGer Moua. Motion carried.

RFP Update

Board Member Beastro was able to help narrow the proposals down. There is a contract in process with Engberg Anderson. Once it is done we can start on designs which should be ready in early summer and renovations completed before the end of 2019.

L.E.N.A Update (Milwaukee Public Library Visit)

The L.E.N.A program is going great. The Milwaukee Public Library did not visit because of the weather. We will try and reschedule sometime in April.

WI Secretary of Transportation Craig Thompson visit March 7

Someone from the Department of Transportation at the state level saw a blog on the transportation theme written by Laura L. They paid a visit to see our early literacy center.

Statewide Delivery System Project

The first meeting was rescheduled because of the weather, but we should be meeting on March 27. We will figure out how to make MCPL the North Central hub for statewide deliveries.

Announcements

In April the board will need to review the committee list.
PLSR has released their reports.

Request for Future Agenda Items

2019 Budget

A Motion was made by Sarah Thurs to adjourn the meeting at 1:01 p.m. Seconded by MaiGer Moua. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for April 15, 2019.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 18, 2019. Wausau Community Room, Marathon County Public Library.

Present: Sharon Hunter, Gary Beaström, MaiGer Moua, Sarah Thurs, Scott Winch, Ralph Illick

Excused: Katie Rosenberg, Kari Sweeney

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

The meeting was called to order at 12:01 by Sharon Hunter.

A motion was made by Scott Winch to approve the Board of Trustee minutes from the January 21, 2019 meeting. Seconded by Sarah Thurs. Motion carried.

A motion was made by Scott Winch to approve the Bills & Services report for December 2018 and January 2019. Seconded by Gary Beaström. 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.

- I just finished Library Legislative Day. WVLS helped schedule meetings with our state representatives and state senator, we had a chance to talk with them and inform them what we are doing. Libraries in WI have been lobbying more. We are trying to be more professional about it. We learned last week that we are the second strongest lobby in the state.

Board Committees – The Building Committee reviewed five proposals and narrowed it down to two firms to interview. After the interviews we will consider which one to go with.

Friends of the Library – Director Illick reported the Friends did have their sale the first weekend in February. The Thursday night sale was cancelled due to the weather, but overall they felt the sale did very well over the three days.

MCPL Foundation – Director Illick reported the Foundation will be meeting the week of February 25.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

2018 Annual Report

Administration worked with WVLS to complete the annual report. We have received accurate information as of this morning. We ask that you approve the report as it is presented. There will be an amendment at a future meeting when Finance has closed the books.

We have an agreement with Facilities and Capital Management, that they keep track of money which is budgeted for library expenses. We learned that the budgeted amount for the library in 2019 is under their control. This means they will keep the unused money at the end of the year instead of turning it over to us according to the law and our agreement. Because of some renovations we did at the library, we tried to work with Facilities to make the budget more accurate.

There were additional discussions among the Library Director and Library Board Members regarding this agenda item.

A motion was made by Gary Beastron to accept the Annual Report as it was presented. Seconded by MaiGer Moua. Motion carried.

Statement Concerning System Effectiveness

If you look on page eight of the annual report. We have always checked the box that they did provide effective leadership. I don't think this is the kind of thing we need to make contentious as we look at our options of other system memberships. We added wording from the 2019 WVLS System plan. It describes the challenges they have in meeting our needs. I do believe the WVLS consortium can gain the benefit in merging with the Northern Waters System and/or the Indianhead System. I think they can be stronger and better suited to serve the libraries that are in those consortiums.

A motion was made by Scott Winch to accept the Statement Concerning System Effectiveness as presented. Seconded by MaiGer Moua. Motion carried.

2018 Fund Balance Transfer

Information was not available for this meeting. This agenda item was tabled until the March meeting.

L.E.N.A Update

We are three weeks into the spring cohorts. When I talk with the legislators last week, two of them are already aware of what we are doing.

A team from Milwaukee Public Library will be coming in to see how the L.E.N.A program is run. We are going meet with them as they have expressed interest in the program.

RFP Update

This was discussed briefly already. There is one more interview that will take place this week. As they go through and renovate the interiors, we are mostly talking about finishing's and furnishings. Because the county does have in their policies, a mandate of looking at building efficiencies whenever there is a county project. We want to have the firms take a look at that also.

PLSR and Delivery Opportunities

The Director of the South Central System did come up and talk with us. The Director has also had a courtesy conversation with WVLS, about making MCPL the hub for deliveries in the northern part of the state. There is no negative effect for us, we will benefit from the state to make this happen. This will however affect WVLS, but in the end it will benefit every library. All the parties that will be affected are aware of what we are talking about and the potential outcome could be.

There was No Motion for this agenda item

ALA Mid-Winter Conference Update

The conference was great. I was able to connect with different vendors that will be able to help us with the interiors of this building and the branches. I did look at the technology that can be used for maker spaces in the library. I also looked at cutting edge technology that is more for patron use with scanning and printing. Vendors are already stopping by for meetings. There are other meetings scheduled in the next few weeks. We have a great opportunity to rearrange the buildings and better our technology.

There were additional discussions among the Library Director and Library Board Members regarding this agenda item.

Announcements – None

Request for Future Agenda Items

- 2018 Fund Balance Transfer
- RFP
- PLSR and Delivery Opportunities

A Motion was made by Sarah Thurs to adjourn the meeting at 12:52 p.m. Seconded by Gary Beastron. Motion carried.



Library Director

Period: 3 2019

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,383.67
	INTERNET SERVICE	1,383.67
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	80.52
	CONTRACT SERV-DEBT COLLECTIONS	80.52
101 000000000066592250	TELEPHONE FRONTIER	505.49
	TELEPHONE	505.49
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES BAKER & TAYLOR COMPANY IROW INDUSTRIAL RECYCLERS SYSTEMS TECHNOLOGIES CDW GOVERNMENT INC GREENWOOD PUBLIC LIBRARY	2,982.40 30.00 1,330.71 1,250.84 17.00
	SUNDRY CONTRACTUAL SERVICES	5,610.95
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV SPRINT DELIVERY SERVICE	390.18
	CONTRACTUAL VAN/COURIER SERV	390.18
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	1,000.34
	SUNDRY CONTR SERV-JACKETS LIBR	1,000.34
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	487.38
	SUNDRY CONTR SERV-PROC AV LIBR	487.38
101 000000000066593110	POSTAGE/BOX RENT EDGAR POSTMASTER	120.00
	POSTAGE/BOX RENT	120.00
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY SCHOLASTIC INC AMAZON CAPITAL SERVICES PETERSONS LLC	13,677.82 304.20 748.08 349.67
	BOOKS LIBRARY	15,079.77

Period: 3 2019

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	3,878.68
	RANDOM HOUSE INC	5.00
	AMAZON CAPITAL SERVICES	589.12
	AUDIO-VISUAL MATERIALS	4,472.80
101 000000000066593195	COMPUTER SUPPLIES	
	PARAGON DEVELOPMENT SYSTEM	680.00
	COMPUTER SUPPLIES	680.00
101 000000000066593260	ADVERTISING	
	TP PRINTING CO INC	36.25
	AMAZON CAPITAL SERVICES	573.50
	ADVERTISING	609.75
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	DEMCO INC	1,189.76
	THE LOCKSMITH SHOPPE	5.00
	VICTORY JANITORIAL SERVICE INC	86.99
	AMAZON CAPITAL SERVICES	84.75
	THE SAMUELS GROUP INC	2,305.50
	LIBRARY OPERATING SUPPLIES	3,672.00
101 000000000066595320	BUILDING/OFFICES RENT	
	SPENCER, VILLAGE	2,594.86
	MOSINEE WATER/SEWER	44.40
	WI PUBLIC SERVICE CO	440.59
	BUILDING/OFFICES RENT	3,079.85
	LIBRARY 665 TOTAL:	37,172.70

Period: 3 2019

Org: 666 WVLS CONTRACTUAL SERVICE-LIBR

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693240	MEMBERSHIP DUES	
	WI VALLEY LIBRARY SERVICES	18,726.44
	MEMBERSHIP DUES	<u>18,726.44</u>
	WVLS CONTRACTUAL 666 TOTAL:	<u>18,726.44</u>

Period: 3 2019

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	265.72
TANK MATES LLC	612.00
AMAZON CAPITAL SERVICES	752.43
BOOKS LIBRARY	<u>1,630.15</u>
LIBRARY GIFTS 667 TOTAL:	<u>1,630.15</u>
Report Total:	<u><u>57,529.29</u></u>

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2019 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 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	537,291.00	36,937.60		112,655.04	112,655.04	424,635.96	21.0
Act 1111 SALARIES-PERMANENT-REGUL	32,737.00	2,507.52		7,588.69	7,588.69	25,148.31	23.2
Act 1210 WAGES-PERMANENT-REGULAR	769,553.00	61,782.40		179,507.28	179,507.28	590,045.72	23.3
Act 1211 WAGES-PERMANENT-REGULAR	662,349.00	47,104.91		139,833.37	139,833.37	522,515.63	21.1
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00			470.84	470.84	24,323.16	1.9
Act 1510 SOCIAL SECURITY EMPLOYER	155,103.00	10,603.29		31,395.78	31,395.78	123,707.22	20.2
Act 1520 RETIREMENT EMPLOYERS SHA	117,501.00	8,658.84		25,534.84	25,534.84	91,966.16	21.7
Act 1540 HOSPITAL/HEALTH INSURANC	409,638.00	34,309.99		135,007.10	135,007.10	274,630.90	33.0
Act 1541 DENTAL INSURANCE	11,321.00	901.59		3,571.16	3,571.16	7,749.84	31.5
Act 1543 INCOME CONTINUATION INSU	7,727.00					7,727.00	
Act 1544 HLTH INS-CONVERSION, RET				28,510.82	28,510.82	28,510.82-	
Act 1545 POST EMPLOYEE HEALTH PLA	33,176.00	1,764.00		5,208.00	5,208.00	27,968.00	15.7
Act 1550 LIFE INSURANCE	1,121.00	48.20		150.51	150.51	970.49	13.4
Act 1560 WORKERS COMPENSATION PAY	3,069.00	281.39		569.01	569.01	2,499.99	18.5
Act 1580 UNEMPLOYMENT COMPENSATIO	2,025.00	296.27		880.28	880.28	1,144.72	43.5
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,767,405.00	205,196.00		670,882.72	670,882.72	2,096,522.28	24.2
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00					1,200.00	
Act 2141 INTERNET SERVICE	24,000.00	1,383.67		3,017.10	3,017.10	20,982.90	12.6
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	80.52		286.40	286.40	713.60	28.6
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00					6,500.00	
Act 2250 TELEPHONE	8,000.00	708.70		1,254.58	1,254.58	6,745.42	15.7
Act 2433 MAINTENANCE CONTRACTS	21,000.00					21,000.00	
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00			3,738.32	3,738.32	5,761.68	39.4
Act 2954 RFID EQUIP MAINT FEES	34,500.00					34,500.00	
Act 2955 V-CAT FEES LIBR	75,040.00					75,040.00	
Act 2957 COUNTY E-MAIL SERVICE	8,500.00					8,500.00	
Act 2958 COUNTY NETWORK SUPPORT	3,000.00					3,000.00	
Act 2959 TIMING SOFTWARE MAINT-LI	1,600.00					1,600.00	
Act 2990 SUNDRY CONTRACTUAL SERVI	5,460.00	5,610.95		7,252.35	7,252.35	1,792.35-****	
Act 2994 CONTRACTUAL VAN/COURIER	3,000.00	390.18		964.31	964.31	2,035.69	32.1
Act 2995 COMPUTER MAINT. CONTRACT	7,875.00					7,875.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,000.34		3,522.00	3,522.00	18,478.00	16.0
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	487.38		1,143.85	1,143.85	6,856.15	14.3

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2019 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 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 3110 POSTAGE/BOX RENT	3,650.00	461.11		701.01	701.01	2,948.99	19.2
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00			1,299.80	1,299.80	499.80	****
Act 3127 RFID TAGS-LIBR	10,500.00			2,366.97	2,366.97	8,133.03	22.5
Act 3130 PRINTING/DUPLICATION	7,000.00	464.88		1,485.55	1,485.55	5,514.45	21.2
Act 3161 BOOKS LIBRARY	282,250.00	15,079.77		43,952.21	43,952.21	238,297.79	15.6
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	4,534.67		10,474.12	10,474.12	53,525.88	16.4
Act 3190 OFFICE SUPPLIES	8,000.00			1,447.02	1,447.02	6,552.98	18.1
Act 3195 COMPUTER SUPPLIES		680.00		680.00	680.00	680.00	-
Act 3220 SUBSCRIPTIONS NEWSPAPER/	22,000.00	805.23		805.23	805.23	21,194.77	3.7
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			3,450.00	3,450.00	21,550.00	13.8
Act 3250 REGISTRATION FEES/TUITIO	5,000.00			479.50	479.50	4,520.50	9.6
Act 3260 ADVERTISING	6,000.00	609.75		668.00	668.00	5,332.00	11.1
Act 3321 PERSONAL AUTO MILEAGE	4,000.00			457.38	457.38	3,542.62	11.4
Act 3350 MEALS	500.00			248.00	248.00	252.00	49.6
Act 3360 LODGING	600.00	1,428.28		1,675.35	1,675.35	1,075.35	****
Act 3390 MEETING EXPENSES	2,000.00	106.25		106.25	106.25	1,893.75	5.3
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	4,751.00		8,873.96	8,873.96	11,126.04	44.4
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	12,500.00			3,454.00	3,454.00	9,046.00	27.6
Act 5151 BUILDING & CONTENTS INSU	11,000.00			10,964.00	10,964.00	36.00	99.7
Act 5190 OTHER INSURANCE	1,800.00			10,749.00	10,749.00	8,949.00	****
Act 5320 BUILDING/OFFICES RENT	55,000.00	3,079.85		26,808.01	26,808.01	28,191.99	48.7
APR 711B LIBRARY LVL 1-OPERATING	786,275.00	41,662.53		152,324.27	152,324.27	633,950.73	19.4
Or2 665 LIBRARY	3,553,680.00	246,858.53		823,206.99	823,206.99	2,730,473.01	23.2

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2019 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS	27,116.00					27,116.00	
Act 3240 MEMBERSHIP DUES	19,000.00	18,726.44		18,726.44	18,726.44	273.56	98.6

APR 711B LIBRARY LVL 1-OPERATING	46,116.00	18,726.44		18,726.44	18,726.44	27,389.56	40.6

Or2 666 WVLS CONTRACTUAL SERVICE-LI	46,116.00	18,726.44		18,726.44	18,726.44	27,389.56	40.6

Agy 0870 LIBRARY	3,599,796.00	265,584.97		841,933.43	841,933.43	2,757,862.57	23.4

Sub 101 GENERAL FUND	3,599,796.00	265,584.97		841,933.43	841,933.43	2,757,862.57	23.4

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2019 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2019 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	94,427.00	1,630.15		10,569.41	10,569.41	83,857.59	11.2

Or2 667 LIBRARY GIFTS	94,427.00	1,630.15		10,569.41	10,569.41	83,857.59	11.2

Agy 0870 LIBRARY	94,427.00	1,630.15		10,569.41	10,569.41	83,857.59	11.2

Sub 252 LIBRARY GIFTS	94,427.00	1,630.15		10,569.41	10,569.41	83,857.59	11.2

Report Final Totals	3,694,223.00	267,215.12		852,502.84	852,502.84	2,841,720.16	23.1
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TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of March 2019

Branch	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE	2018 YEAR-to-DATE	2019 YEAR-to-DATE	% CHANGE
ATHENS	1,803	1,610	-10.70%	5,647	4,944	-12.45%
EDGAR	1,817	1,723	-5.17%	3,923	5,207	32.73%
HATLEY	2,473	2,608	5.46%	7,123	7,151	0.39%
MARATHON	3,739	3,547	-5.14%	9,754	9,931	1.81%
MOSINEE	3,738	3,379	-9.60%	11,182	10,455	-6.50%
ROTHSCHILD	11,381	11,038	-3.01%	31,227	30,148	-3.46%
SPENCER	1,858	1,845	-0.70%	5,630	5,478	-2.70%
STRATFORD	1,934	1,893	-2.12%	5,521	5,424	-1.76%
WAUSAU	41,992	38,024	-9.45%	114,270	106,343	-6.94%
WAUSAU DRIVE UP	1,213	1,156	-4.70%	3,499	3,506	0.20%
HOMEBOUND	1,086	1,089	0.28%	3,252	3,327	2.31%
ILL	133	146	9.77%	401	324	-19.20%
OVERDRIVE	10,460	11,608	10.98%	29,295	33,226	13.42%
GRAND TOTAL	83,627	79,666	-4.74%	230,724	225,464	-2.28%

**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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

March 2019

	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	5	0	54	0	0	180	0	239	4,944	4.83%	
EDGAR	4	0	17	0	0	0	1	22	5,207	0.42%	
HATLEY	0	34	0	677	299	0	0	1,010	7,151	14.12%	
MARATHON	0	57	20	0	0	0	0	77	9,931	0.78%	
MOSINEE	0	0	0	14	6	0	5	25	10,455	0.24%	
ROTHSCHILD	12	0	58	397	31	7	1	506	30,148	1.68%	
SPENCER	519	0	0	0	0	6	18	543	5,478	9.91%	
STRATFORD	49	0	0	0	0	12	74	135	5,424	2.49%	
WAUSAU	264	337	1,859	403	1,008	96	12	3,979	106,343	3.74%	
WAUSAU DRIVE UP	0	6	126	1	1	0	0	134	40,383	0.33%	
MISC*											
TOTAL MCPL	853	434	2,134	1,492	1,345	301	111	6,670	225,464	2.96%	
% of CIRC											
by COUNTY	0.38%	0.19%	0.95%	0.66%	0.60%	0.13%	0.05%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of March 2019

	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	62,757	64,071	2.09%
RESIDENT CHILD	12,127	9,115	-24.84%
HOMEBOUND	189	190	0.53%
STAFF	64	67	4.69%
TEMPORARY	240	244	1.67%
TOTAL FOR MARATHON COUNTY	75,377	73,687	-2.24%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,727	2,817	3.30%
CHILD	331	235	-29.00%
TEMPORARY	12	17	41.67%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,070	3,069	-0.03%
INTERLIBRARY LOAN			
ILL	531	531	0.00%
GRAND TOTAL	78,978	77,287	-2.14%

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

THE PAST MONTH

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

Library Services Report

March 2019

News

- *Branch hours update (Leah, Katie Z, Laura W):*
 - Waiting on review of survey questions
 - Chose dates for door count by hour comparisons
 - Chose dates for circulation by hour comparisons
- Next steps:
 - Review recommended survey changes and make edits
 - Create spreadsheets with door count data for each location
 - Create spreadsheets with circulation data for each location
- Held monthly rounding with individual staff
- Attended weekly operations meetings
- Hosted Branch Coordinator bi-monthly meeting
- Attended library board meeting
- Attended WVLS V-Cat Steering Committee meeting
- Julie and Dan were asked by members of WLA and WAPL to plan social events that folks can partake in when visiting the Wausau area for the WAPL conference on May 1-3. They each planned one event.
- Wisconsin Department of Transportation Secretary Craig Thompson visited MCPL Wausau on March 7 to meet with the media and to look at the transportation theme in the Early Literacy Center.
- Kate and Katie made branch visits to Stratford and Mosinee to assess collections and space
- Inventory update from Kate: staff has completed inventory in Large Print. Staff is currently doing inventory on Children's Picture Books and Young Adult Fiction

Events and Programs

Youth Services Events

- Story Times:
 - Book Babies: 4 programs; participants—94
 - Tales for Tots: 8 programs; participants—154

- Preschool Story Time: 8 programs; participants—199
- Head Start Story Time: 3 programs; participants—132
- Play and Learn Story Time: 5 programs; participants—459
- Family Story Time: 5 programs; participants—215
- Mar. 2: Art Cluster Reception—272
- Mar. 5: TAG Meeting—4
- Mar. 7: Pokémon Club—25
- Mar. 7: LENA—11
- Mar. 12: St. Michael’s Story Time—56
- Mar. 13: Head Start Family Night—38
- Mar. 14: LENA—11
- Mar. 21: LENA—9
- Mar. 22: “The House with the Clock in its Walls”—2
- Mar. 25: Harry Potter Escape Room—37
- Mar. 26: Harry Potter Escape Room—41
- Mar. 27: Spring Crafts DIY—90
- Mar. 28: “Smallfoot”—18
- Mar. 28: LENA—10
 - Number of March Youth Services programs —47
 - Total attendance for March Youth Services programs —1924

Adult/All Ages Events

- March 7: Monthly Needle Arts (2 sessions); attendance – 4
- March 11: Library Learning: Intro to Craigslist – 8
- March 14: Library Learning: Intro to Craigslist – 9
- March 18: Library Learning: Intro to Google Resources – 1
- March 18: Women’s Night Out Book Club - 6
- March 18: Grow Your Own Microgreens w/ UW-Extension – 27
- March 26: MCPL Movie Night: “Green Book” – 37
- March 27: Readers of Classic Literature Book Club - 8
 - **Number of adult programs - 9**
 - **Total attendance for February adult programs – 100**

Media Summary

Social Media Statistics:

- Facebook (MCPL): 3,377 likes (+17)
- Twitter: 1,179 followers (+2)
- Pinterest: 953 followers (-1)
- Goodreads: 272 friends (+1); 1,187 reviews (+4)
- Instagram: 425 followers (+15)

Hot Happenings in the River District (email newsletter)

- March 6- Library Learning: The Basics of Craigslist
- March 13- Library Learning: The Wide World of Google Resources
- March 20- MCPL Movie Night – “Green Book”
- March 27- Spring Break Matinee – “Smallfoot”

WAOW Channel 9

- March 2- 35th annual Wausau School District Gifted and Talented Art Cluster Reception held Saturday
<https://waow.com/news/2019/03/02/35th-annual-wausau-school-district-gifted-and-talented-art-cluster-reception-held-saturday>

WSAW Channel 7

- March 2- Wausau elementary students launch art exhibit at MCPL
<https://www.wsaw.com/content/news/Wausau-elementary-students-launch-art-exhibit-at-MCPL--506612001.html>
- March 3- 7 Things You Need to Know, Sunday March 3, 2019- Wausau: Art Cluster Reception
<https://www.wsaw.com/content/news/7-Things-You-Need-to-Know-Sunday-March-3-2019--506623311.html>

WXCO Cool Oldies 1230 AM

- March 7- Coffee Break (Library Services, Chad Dally)
<http://www.1230wxco.com/audio/Hometown%20Morning/03-07-19%20Chad%20Dally%20Coffee%20Break.mp3>
- March 21- Coffee Break (Library Services, Chad Dally)
<http://www.1230wxco.com/audio/Hometown%20Morning/03-21-19%20Chad%20Dally%20Coffee%20Break.mp3>

City Pages

- March 7- Big Guide- Wausau: The Basics of Craigslist, Pokémon Club; Athens: Fiber Arts, Needle Felting Workshop; Edgar: Family Adventure Night-Who is Dr. Seuss?; Marathon: Spring Craft Day; Rothschild: DIY Recycled Glass Garden Creations, LEGO Block Party Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- March 14- Big Guide- Wausau: The Wide World of Google Resources, Grow Your Own Microgreens. Family Film Friday-“The House with a Clock in Its Walls;” Athens: Hey! It’s the Sun Story Time; Edgar: Passport Event, Gardening Techniques for Adults; Hatley: Hobbies and Crafts Night, Recycled Magazine Crafts; Marathon City: Submit Writing to

Literary Magazines; Marathon City: Spring Craft Day; Rothschild: Calm: A Guided Tour of Mindfulness and Meditation, DIY Recycled Garden Creations, Container Gardening; Stratford: Design Your Own Butterfly Garden

Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

- March 21- Spring break family 'staycation' ideas- Wausau: Spring Craft Day, Spring Break Matinee-"Smallfoot," Escape the Death Day Dungeon-A Harry Potter Escape Room Experience

Big Guide- Wausau: MCPL Movie Night-"Green Book," Family Film Friday-"The House with a Clock in Its Walls," Escape from the Deathday Dungeon-A Harry Potter Escape Room Experience, Spring Craft Day, Spring Break Matinee-"Smallfoot;" Athens: Fiber Arts; Hatley: Recycled Magazine Crafts, LEGO Block Party, Escape Room Family Adventure; Rothschild: Container Gardening, Fiber Arts, Family Game Day; Stratford: Learn to Quilt

Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

- March 28- Library renovation plans include cool makerspace (Library Director, Ralph Illick)

Big Guide- Wausau: Spring Break Matinee-"Smallfoot," Pokémon Club, Children's Festival; Athens: Health & Wellness Club-Organize Your Life!, Design Your Own Butterfly Garden, MCPL DIY-Creative Journals; Hatley: Escape Room Family Adventure, Get Money \$mart; Mosinee: LEGO Block Party; Rothschild: Family Game Day; Spencer: Wolves-A Family Tradition

Hub-City Times

- March 6- Now That's Entertainment Calendar- Spencer: Cribbage at the Library
- March 22- Spencer Library to offer program on wolves
<https://www.hubcitytimes.com/2019/03/22/spencer-library-to-offer-program-on-wolves>
- March 27- Now That's Entertainment Calendar- Spencer: Wolves-A Family Tradition

Mosinee Times

- March 21- MCPL Marathon City Branch to offer Alzheimer's communication event

Record Review

- March 6- Athens: Book Club-"The Overstory;" Fiber Arts, Teen Book Club-"The Poet X," Play and Learn; Edgar: Family Adventure Night-Who is Dr. Seuss?, Passport Application Event; Book Club-"She Stood for Freedom;" Marathon City Branch: Understanding Alzheimer's and Dementia, Book Club-"How to Stop Time," Spring Craft Day
- March 13- Athens: Needle Felting Workshop, Fiber Arts, Teen Book Club-"The Poet X," Family Story Time, Play and Learn; Edgar: Gardening Techniques for Adults, Passport Application Event; Book Club-"She Stood for Freedom;" Marathon City: Submitting Writing to Literary Magazines, Marathon Memories; Stratford: Book Club-"Hillbilly Elegy," Design Your Own Butterfly Garden
- March 20- Athens: Fiber Arts, Teen Book Club-"The Poet X," Family Story Time, Play and Learn; Edgar: Play and Learn; Marathon City: Effective Communication Strategies for

Families Facing Alzheimer's, Marathon Memories; Stratford: Family Story Time, Play and Learn

- March 27- Athens: Fiber Arts, Book Club-"Unsheltered," DIY Creative Journals; Edgar: Book Club-"The Woman in Cabin 10," Show Us Your Bookface!, Play and Learn; Marathon City: Book Club-"The Picture of Dorian Gray," Marathon Memories; Stratford: Play and Learn, Family Story Time, Book Club-"Eleanor Oliphant is Completely Fine"

Senior Review

- March 2019- What's Happening Calendar- Wausau: Needle Arts

Wausau Pilot & Review

- March 5- Marathon County Public Library activities- Wausau: The Basics of Craigslist, The Wide World of Google Resources, Grow Your Own Microgreens; Marathon City: Spring Craft Day; Rothschild: What's The Buzz-Honey Bees and Beekeeping, Recycled Glass Creations for Your Garden
<https://wausaupilotandreview.com/2019/03/05/new-events-added-march-5-marathon-county-public-library-activities>
- March 12- Marathon County Public Library activities- Wausau: Library Learning-The Wide World of Google Resources, Grow Your Own Microgreens; Edgar: Apply for a US Passport, Gardening Techniques for Adults; Marathon City: Spring Craft Day, Submitting Work to Literary Magazines, Marathon Memories; Rothschild: Recycled Glass Creations for Your Garden, Calm: A Guide to Mindfulness and Meditation, Container Gardening
<https://wausaupilotandreview.com/2019/03/12/new-events-added-march-12-marathon-county-public-library-activities>
- March 15- Marathon County Public Library activities- Wausau: The Wide World of Google Resources, Grow Your Own Microgreens, Escape from the Deathday Dungeon-A Harry Potter Escape Room Experience, MCPL Movie Night-"Green Book," Spring Crafts DIY, Spring Break Matinee-"Small Foot;" Edgar: Passport Application Event, Gardening Techniques for Adults; Marathon City: Submitting Work to Literary Magazines, Marathon Memories; Rothschild: Calm-A Guided Tour of Mindfulness and Meditation, Container Gardening
<https://wausaupilotandreview.com/2019/03/15/new-events-added-march-15-marathon-county-public-library-activities>
- March 29- Marathon County Public Library Book Clubs: April- Wausau: Women's Night Out-"Britt-Marie Was Here," Readers of Classic Lit-"The Wizard of Oz;" Athens: "Unsheltered," Teen Book Club-"Property of the Rebel Librarian;" Edgar: "The Woman in Cabin 10;" Hatley: "Hillbilly Elegy;" Marathon City: "The Picture of Dorian Gray;" Mosinee: "If I Let You Go;" Rothschild: "The Radium Girls;" Spencer: "The Silent Gift;" Stratford: "Eleanor Oliphant is Completely Fine"
<https://wausaupilotandreview.com/2019/03/29/marathon-county-public-library-book-clubs-april>
Marathon County Public Library activities- Wausau: Children's Fest, Library Learning-Intro to Microsoft Word and Resume Building; Marathon City: Marathon Memories; Rothschild: Get Money Smart Story Time

<https://wausaupilotandreview.com/2019/03/29/new-events-added-march-29-marathon-county-public-library-activities>

Wausau Times/Buyers Guide

- March 5- Steppin' Out- Wausau: The Basics of Craigslist; Edgar: Teen Tech Week-Let's Get Animated!, Family Adventure Night-Who is Dr. Seuss?; Mosinee: Month of Crafts and Coloring; Rothschild-What's the Buzz-Honey Bees and Beekeeping
- March 12- Steppin' Out- Wausau: The Wide World of Google Resources, Family Film Friday-"The House with a Clock in Its Walls;" Athens: Needle Felting Workshop; Edgar: Gardening Techniques for Adults; Hatley: Recycled Magazine Crafts; Marathon City: Understanding Alzheimer's and Dementia, Spring Craft Day, Submitting Work to Literary Magazines, Marathon Memories; Mosinee: Month of Crafts and Coloring; Rothschild: Recycled Glass Garden Creations, Calm-A Guided Tour of Mindfulness and Meditation, Container Gardening; Stratford: Design Your Own Butterfly Garden
- March 19- Steppin' Out- Wausau: Spring Break Matinee-"Small Foot," Family Film Friday-"The House with a Clock in Its Walls," Escape from the Deathday Dungeon-A Harry Potter Escape Room Experience, MCPL Movie Night-"Green Book," Spring Crafts DIY; Edgar: Gardening Techniques for Adults; Hatley: Recycled Magazine Crafts; Marathon City: Effective Communication Strategies for Families Facing Alzheimer's, Marathon Memories; Mosinee: Month of Crafts and Coloring; Rothschild: Calm-A Guided Tour of Mindfulness and Meditation, Container Gardening; Stratford: Design Your Own Butterfly Garden
- March 26- Steppin' Out- Wausau: Spring Craft Day, Children's Festival; Athens: Health & Wellness Club-Organize Your Life!, Design Your Own Butterfly Garden; Hatley: Get Money Smart Story Time; Marathon City: Effective Communication Strategies for Families Facing Alzheimer's. Marathon Memories; Mosinee: Month of Crafts and Coloring; Spencer: Wolves-A Family Tradition

Materials

- Youth

	2019 Annual Budget	Monthly Budget	Free Balance	Spent as of April 2	% Spent
Juvenile Audiobooks	\$4,525.30	\$377.11	\$3,435.73	\$1,089.57	24%
Juvenile CDs	\$750.00	\$68.18	\$705.88	\$44.12	6%
Juvenile DVDs	\$13,172.63	\$1,197.51	\$9,968.16	\$3,204.47	24%
Juvenile DVDs Standing Order	\$2,000.00	\$181.82	\$1,833.12	\$166.88	8%
Juvenile Video Games	\$2,000.00	\$181.82	\$1,625.33	\$374.67	19%
Young Adult Audio Books	\$500.00	\$45.45	\$243.25	\$256.75	51%
Youth AV Subtotal	\$22,947.93	\$2,051.89	\$17,811.47	\$5,136.46	22%
Juvenile Fiction	\$20,000.00	\$1,818.18	\$14,943.33	\$5,056.67	25%
Juvenile NonFiction	\$36,117.83	\$3,283.44	\$28,875.87	\$7,241.96	20%
Juvenile Picture Books	\$34,328.05	\$3,120.73	\$24,975.96	\$9,352.09	27%
Juvenile Spanish	\$500.00	\$45.45	\$406.93	\$93.07	19%
Juvenile Standing Order Print	\$11,000.00	\$1,000.00	\$7,920.22	\$3,079.78	28%
Young Adult Fiction	\$8,530.21	\$775.47	\$5,986.00	\$2,544.21	30%
Young Adult Graphic Novels	\$4,000.00	\$363.64	\$2,817.66	\$1,182.34	30%
Young Adult NonFiction	\$759.44	\$69.04	\$453.43	\$306.01	40%
Youth Print Subtotal	\$115,235.53	\$10,475.96	\$86,379.40	\$28,856.13	25%
Youth Services TOTAL	\$138,183.46	\$12,527.85	\$104,190.87	\$33,992.59	25%

- Adult

	2019 Annual Budget	Monthly Allotment	Free Balance	Spent as of April 1, 2019	% Spent
Adult Audiobooks	\$12,500.00	\$1,136.00	\$9,671.42	\$2,828.58	22.63%
Adult Music CD	\$7,500.00	\$682.00	\$6,129.50	\$1,370.50	18.27%
Adult DVD	\$31,500.00	\$2,864.00	\$24,005.30	\$7,494.70	23.79%
Adult Video Games	\$1,250.00	\$113.00	\$1,170.02	\$79.98	6.40%
Adult AV Subtotal	\$52,750.00		\$40,976.24	\$11,773.76	22.32%
Adult Paperbacks	\$1,875.00	\$170.00	\$1,593.99	\$281.01	14.99%
Adult Paperbacks S.O.	\$3,625.00	NA	\$3,625.00	\$0.00	0.00%
Adult Fiction	\$46,000.00	\$4,182.00	\$31,461.21	\$14,538.79	31.61%
Adult LT Fiction	\$7,200.00	\$655.00	\$6,275.68	\$924.32	12.84%
Adult LT S.O.	\$15,300.00	NA	\$6,420.86	\$8,879.14	58.03%
Adult Non-fiction	\$63,500.00	\$5,773.00	\$45,799.17	\$17,700.83	27.88%
Adult Non-fiction S.O.	\$4,000.00	NA	\$3,629.83	\$370.17	9.25%
Adult Biographies	\$10,000.00	\$909.00	\$6,777.71	\$3,222.29	32.22%
Adult Spanish	\$750.00	\$68.00	\$750.00	\$0.00	0.00%
Adult Hmong	\$750.00	\$68.00	\$738.00	\$12.00	1.60%
Adult Print Subtotal	\$153,000.00		\$107,071.45	\$45,928.55	30.02%
Adult Services TOTAL	\$205,750.00		\$148,047.69	\$57,702.31	28.04%

Monthly Business Report – April, 2019

The monthly Bills and Services report, the CIP Report, and the Obligation vs. Budget reports are all in this packet representing transaction through the end of March, 2019. The CIP report is not included since the dollars in those accounts have not been transferred from the 2018 budget into the 2019 budget. The year-end transfer form was sent to the Finance Department, and I verified their receipt of the form, but no reply has been received back as of this writing.

In compiling information for the 2018 Department of Public Instruction Annual Report it was found that monies budgeted for maintenance employees working at the library were placed in a Facilities and Capital Management account. Our agreement with Facilities and Capital Management states that monies should be kept segregated as they are under the control of the Library Board of Trustees. The agreement was written to comply with statutes contained in Section 43.58. We are working with necessary departments to verify any necessary action necessary to comply with the statute. Attached below is the two page “Memorandum of Understanding Between The Marathon County Library and Marathon County For Facility Maintenance and Capital Projects”. In conversation with Brad Karger, Ralph was told that Mr. Karger would be asking the Finance Department to work out the transfer of the funds necessary to satisfy both the statute and Marathon County Public Library’s agreement with the Facilities Department. As of this writing we have not heard from either of those departments and accounting system reports show that the transfers have not yet occurred.

Tom is working with the vendor who installs and maintains both the card access and video recording systems in order to replace what is an older alarm system with known critical issues. Care is being taken to upgrade to a make and model that will integrate with both of the other systems in order to maximize functionality and minimize any new system learning curve. The City County IT department is working with us to get the new system up and running in a phased manner so that we can quickly fix known issues while fine tuning the balance of the sensor location needs.

**Memorandum of Understanding
Between
The Marathon County Library
And
Marathon County
For Facility Maintenance and Capital Projects**

Introduction

Wisconsin Statutes 43.58 (1) Charges the Marathon County Public Library Board with custody of and the authority and responsibility for maintaining and improving all facilities designated by the County for use by the Marathon County Public Library system. As an agency of the County, as described by Wisconsin Statute 43.21 (2) (a) the Marathon County Public Library system has the potential to benefit extensively from employee expertise and facility maintenance and construction systems operated and maintained by the County. As the largest financial contributor and as the organization ultimately responsible for property and casualty exposure occurrences, Marathon County has a special interest in the development, maintenance and safe operation of the Marathon County Public Library System facilities.

Purpose for the Memorandum of Understanding

This memorandum of Understanding is developed for the purpose of clarifying and formalizing the working relationship between the Marathon County Public Library System and Marathon County for the construction, maintenance, and operation of the Marathon County Library System facilities. Facilities to include those buildings, parking lots, and internal and external support systems i.e. electronic communication wiring, telephone systems, and other facility systems owned and/ or operated and designated by Marathon County as Library Facilities. This memorandum does not address branch library facilities in which the Marathon County Public Library system operates. Construction, maintenance and operation of community branch libraries is addressed in separate agreements with each branch library community.

Relationship Principles

1. The Marathon County Public Library will on a first refusal basis use the maintenance functions provided by Marathon County including custodial services, day to day building repair, routine system maintenance, utilities maintenance, grounds keeping, and snow removal . These services will be provided by Marathon County and or by vendors employed by Marathon County. In the event Marathon County does not have the expertise required or chooses not to provide the services required by the Marathon County Public Library, the Library may obtain these services from other vendors after receiving written notice of denial of services from the Marathon County Facilities and Capital

Management Director. Throughout the process of obtaining services from sources other than Marathon County, the MCPL Director will work closely with the Marathon County Facilities and Capital Management Director to assure the compatibility of contracted maintenance services with county maintenance practices.

2. Funds for Library Maintenance will be budgeted in a segregated fund in the Counties Building and maintenance Department budget. These funds will be used specifically for Library maintenance and not transferred to other accounts. Annually as part of the County's budget development process, the County's Facilities and Capital Management Director will in consultation with the Library Director prepare a budget request for library facility construction, remodeling and maintenance. Once approved, these funds shall be considered as being under the control of the Library Board at all times with day to day management by the County's Buildings and Grounds Directory. Unobligated funds remaining in the library maintenance budget at the end of the fiscal year will be managed by the Library Board and transfers to appropriate accounts as determined by that Board.
3. The County's Facilities and Capital Management Director will be responsible for providing direction and supervision for all County maintenance staff and all other vendors the County employs to provide Maintenance remodeling and construction services for the Marathon County Public Library system.
4. Marathon County Public Library will adhere to the Counties CIP request process when requesting CIP funding from the County. The Library will adhere to the County's CIP committee calendar for the submission of such requests. The Library Board may proceed without Marathon County CIP committee or Marathon County Board approval with building and or remodeling projects which are funded by sources other than County CIP funds. Regardless of the funding source, the Marathon County Public Library System will on a first refusal basis use the engineering services, vendor bid solicitation and construction services of the County for the construction and or remodeling of library facilities. Upon written refusal of these services by Marathon County, the Marathon County Public Library may engage other vendors in providing these services. The MCPL Director will work closely with the Marathon County Facilities and Capital Management Director to assure the compatibility of construction obtained from sources other than Marathon County with Marathon County standards.
5. The County on a regular and appropriate schedule will conduct annual inspections of the library facilities to document compliance with ADA, life safety, and other fire and building codes.

6. Marathon County will provide the appropriate and necessary property and casualty insurance for all Central library facilities. Appropriate insurance for branch library facilities will be provided by the local community as part of agreements developed between the MCPL and the local community.

7. This agreement may be changed at any time with the concurrence of both parties. This agreement may be terminated by either party at the beginning of a fiscal year, by giving the other party written notice by September 1 in the year prior to the beginning of a new budget year. This written notice requirement may be waived if both parties agree.

Dispute Resolution

The same dispute resolution procedure described in the Fiscal Support Services Memorandum of Understanding will be used to resolve facility disputes.

Drafted 6/27/2011

March 2019 Support Services Report

Circulation Team

Passports News:

- 58 Adult Passport Books
- 18 Minor Passport Books
- 3 Adult Card
- 4 Adult Book and Card

Edgar hosted an annual Passport Event on Monday, March 18th and it was well attended. Eleven new applications were accepted and 16 renewal assists. Stats are included below.

The MCPL Passport team accepted a total of 83 passport applications at \$35.00 ea. and 123 photos were taken at \$10.00 each for a total of \$4,135.00 collected. We also assisted with 37 renewal applications.

- Circulation Team members met individually with the Director throughout the month of March for annual rounding.
- 3/15/19 Mary S, Kitty R, Rachel M, and Marla S met to discuss V-CAT Damaged/Billing guidelines.
- Upcoming Circulation Team meeting scheduled for 4/17/19
- 3/18: Jeff P, Sandy U, and Kitty R accepted applications, and assisted with renewal applications at the annual Edgar Passport Event.
- Sierra Training with Kitty R on March, 19 & 20.
- 03/28: Kee L, Kitty R, Mary S met with Support Services Manager for Leads Meeting.

Support Services Team

- 3/6/19: Chris attended the Circulation Team meeting to review children's inventory issues. Mary and Pat covered the Main Desk during the meeting.
- 3/15: Mary attended the Branch Coordinator's meeting to hear their concerns with the Waltco delivery. Their concerns were forwarded to Jamie at WVLS and have since been addressed by Jamie and her Waltco contact.
- Team members helped the Page Team with shelving.
- Pat cataloged and Michelle processed about 2 dozen additional Marathon City High School yearbooks.
- Stephanie initiated new transit routing slips for Branches to use when sending in possible withdrawals. These slips will alert Stephanie especially when Wausau receives large transit deliveries.
- Inventory project (along with Main Desk Team members):
 - Adult LP fiction: done.
 - Juvenile picture books: PALAC
 - YA Fiction: FUNKE
- Spine label project:
 - Adult fiction: DICKE(ns)
- Rounding for March is complete.

Page Team

3/8/19: Everyone on the page's team has completed the culture survey

3/11: Ashley and Jennie started their page position

3/12: Sunny's last day as page

3/21: Hannah finished shelve reading adult large type fiction books and ready for inventory

3/28: Completed searching for the "missing in inventory" items on adult large type and ready for Kate to send out report.

3/31: Ashley and Jennie completed page training

Branch Libraries Report

March 2019

Athens Monthly Report

Events and Programs:

- Family Story Time: Family Story Time met for 4 sessions with 13 adults and 67 children in attendance.
- Play and Learn: Play and Learn met for 4 sessions with 48 adults and children in attendance.
- Book Club: March book club had 2 attendees to discuss *Overstory* by Richard Powers. In April, the club will discuss *Unsheltered* by Barbara Kingsolver.
- Fiber Arts Club: Our Fiber Arts group met 4 times with a total of 19 adults attending.
- Needle Felting: Patrons were invited to learn the basics of needle felting during the week of March 11th- 15th. Supplies were provided by library staff. 9 adults and 1 young adult participated in this event.
- Hey it's the Sun Story Time: Athens held a special themed story time celebrating spring on March 19th. Participants were then invited to create a sun craft, 3 adults and 16 children attended this event.

Library and Community News:

- A St Patrick's and spring display featuring themed books and DVDs was set up near the circulation desk for the month of March.
- Athens had a passive program which encourage people to write on a clover and share what they were lucky for. We had a total of 20 participate in this program.
- Jen Triolo attended the March coordinator meeting in Wausau on March 15th

- Jen Triolo subbed in Mosinee on March 25th
- Juvenile DVDs and Biographies were weeded and sent to Kate during the month of March.
- An end of range display has been added to the Athens Branch. Matt Derpinghaus and Ben Deitz delivered the new shelving unit on Thursday March 28th.

Circulation Statistics:

- Athens circulated 1,803 items in March 2019. This is a 10.70% decrease from March 2018. In 2019 year-to-date, Athens has circulated 4,944 items. This is a 12.45% decrease from 2018.

Facilities Update:

- Leaking Ceiling: Since February 19th the ceiling tiles have been water damaged we are still waiting for the tiling to be replaced.

Edgar Monthly Report

Events and Programs

- Family Storytime: Edgar held a family story time 4 times this month with a total of 4 adults and 7 children attending.
- Play & Learn: The Family Resource Center held Play & Learn 4 times this month with a total of 18 adults and 56 children.
- Book Club: In March the book club met and discussed the book "She Stood for Freedom" by Loki Mulholland 3 members present. The book club will discuss the book "The Woman in Cabin 10" by Ruth Ware in April.
- Homeschool Huddle: This is a program for homeschool families, this month we held 4 program with 9 adults and 31 students attending.
- School Visits: St John's Catholic school came for 3 visits during the month with 3 adults and 21 students.
- Family Adventure night: ""Who is Dr. Seuss"" was the theme for March, with adults and 12 children attending.
- Daycare outreach: Alyssa visited the Edgar Daycare and did a story time for them. She visited 3 times with a total of 3 adults and 34 children present.
- Teen Tech week: Teen could stop down and learn how to make their own animated comic strip. There were 1 students attending.
- Passport Event: Edgar held a passport event in March with 28 patrons receiving passports.
- Gardening Techniques: Edgar help an adult gardening program with 4 adults attending.
- Story walk: Edgar held a story walk with the Edgar Public School with 18 adults and 270 students.

- Passive Program:
 1. Patrons were asked to use their imaginations and decorate a swirl. There were 18 completed.
 2. The Edgar Branch did a March Reading Challenge for adults with 6 adults completing challenge.

Circulation Statistics

The circulation statistics for the month of March were 1723 items checked out, this is a 5.17 % decrease for the same month last year and a 32.73 % increase from 2018.

Library News

- A book display was setup for the Reading Challenge to encourage patrons to read a book that they choose by the cover and read it.

Facilities Updates

- The ceiling in the children's room on the southwest corner had an ice bridge and leaked. The village has taken care of the problem and no books were damaged.

Hatley Monthly Report

Events and Programs

- Family Story Time: Themes of "St. Patty's Day," "Letter V," and "Letter W" brought in 4 adults and 5 children.
 - a. Happy Birthday Dr. Seuss Story Time had 8 adults and 10 children participate.
- Book Club: *The Joy Luck Club*. 8 adults got together to discuss this book.
- Play & Learn had 4 sessions and brought in 25 children accompanied by 14 adults.
- Hobbies/Crafts Night had a 7 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)
- Lego Block party had 4 children participate
- Outside the lines: Coloring Party had 1 adult, 4 children, and 1 teen participate.
- Passive Programming
 - a. Children got to choose their favorite color of the rainbow to help create a rainbow on our "Book Are Precious than Gold" bulletin board. 69 children put up their favorite color of the rainbow up. Purple won by a long shot.
- We held a Recycled Magazine Crafts Day where patrons had to opportunity to create two different versions of a coaster and a basket. We had two children and 1 adult stop and create a basket and one coaster.
- Our week long Escape Room event during spring break turned out to be a success! We had a different themed room each day, which really encouraged families to come back

multiple days. Due to WA having an Escape Room the same time that filled up very quickly we had lots of families come out to us that were referred to us by WA. We had time slots available every hour we were open with less than 15 of those total slots unfilled! We had 42 adults, 58 children, and 11 young adults come in throughout the week!!

- Our Tech Drop In program had 0 participants this month.

Upcoming Programs

- Special Story Times – Celebrate Earth Day
- Children – Family Story Time, Play N Learn, Hatching Eggs, May Day Baskets,
- Adult – Book Club, Facebook Basics, Medicare Basics
- Tween/Teen – None
- All Ages – Outside the Lines, Lego Block Party, Hobbies/Crafts Night, Tech Drop In Help, Friendship Bracelets
- Passive: “Reading With My Peeps” Bulletin Board.

Circulation Statistics

- Hatley circulated 2,608 items for the month. This is a 5.46% increase for the month. Year to date is 7,151 items. This is a 0.39% increase from last year.

Library News

- Heather applied for and is receiving the WVLS scholarship to attend the ARSL conference in September!
- Heather attended the branch coordinator meeting.

Facilities Updates

- We have had furnace issues off and on all month. Furnace is went out on March 27th. Village is on top of it but we are without for an unknown amount of time.

Marathon Branch Monthly Report

Events and Programs

- **Family Story Time:** In March, Marathon held four regular family story time events with a total of 43 children and 23 adults attending. Family Story Time is held year round on Thursdays at 10:30 am.
- **Book Club:** The participants read the novel, *How to Stop Time* by Matt Haig and 5 people joined in for discussion. In April, we will meet to discuss *The Picture of Dorian Gray* by Oscar Wilde. 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 was one participant.

- On March 13 and 14 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 visit each month during the school year.
- On Wednesday, March 13 we planned the program "**Understanding Alzheimer's & Dementia**" with JoAnn Janikowski from the Alzheimer's Association. Unfortunately, we had to cancel due to JoAnn coming down with a severe migraine.
- On Friday, March 15, we held a **Spring Craft Day**. Children of all ages created a variety of winter-themed crafts. A total of 4 adults and 10 children stopped in during this district in-service day.
- On Wednesday, March 27 JoAnn Janikowski presented the program "**Effective Communication for Families Facing Alzheimer's**". This was a very enlightening program and 6 people attended and gained valuable information.
- On Monday, March 25 we held a **Library Learning** session about submitting and publishing work in magazines. Unfortunately, no one attended this event.
- Upcoming Events and Programs: **Story Time, Book Club, Needle Arts, and 4k class visits** will continue as usual. On April 17 we will host a special **Kids Needle Arts Night** focusing on **Dry Felting**. On April 22-24 we will host "**Wordstock: Three Days of Peace and Poetry**." On each of these days there will be a different activity focusing on peace and poetry. From now until May 31, the Marathon Branch in collaboration with Marathon City 2020 is sponsoring an essay contest, "Marathon Memories." Entries should focus on the writer's memories and connections to the Village of Marathon City. There will be awards given to the top 3 essays in each division. All entries are due May 31 and will be included in a book at the Marathon Heritage Center.

Circulation Statistics

- Marathon circulated 3,547 items during the month of March. This is a 5.14% decrease from this time last year. So far in 2019, Marathon has circulated 9,931 items. This is a 1.81% **increase** over last year.

Library News

- Lisa attended the Branch Coordinators' meeting on March 15.

Facilities Updates

- Nothing to report at this time.

Mosinee Monthly Report

Events and Programs

- Family Story Time: Ashley led 4 Family Story Times that brought in 41 adults and 52 children. Ashley's outreach story time at the Mosinee Head Start served 6 adults and 18 children.
- Play and Learn: The Family Resource Center presented 4 sessions that brought in 43 adults and 55 children.
- Book Club: Nine patrons joined us on the 18th to discuss *Of Mice and Men*. Next month's book will be *I Let You Go* by Clare Mackintosh.
- Recurring Programs: Lego Block Party brought in 4 adults and 6 children on the 5th.
- We again hosted our March Month of Crafts and Coloring in honor of National Craft Month. Every week we featured a different craft in our children's area, including woven butterflies, sock puppets, paper cacti, and a tech week that involved maker kits, Dash and Dot, and Goldie Blox. There was a total of 45 adults and 83 children having fun throughout the month in the children's section.
- Passive Programs: This month we gave kids the opportunity to make their March monster name. Thirty-six patrons participated.
- Upcoming Programs: Family Story Time, Play and Learn, Head Start Outreach, Lego Block Party, and Book Club will continue as usual. For National Library week we will have the following programs: a paper sculpture passive program all week, an Herb Gardening adult presentation on the 8th, an Understanding Alzheimer's presentation on the 9th, a special space story time on the 10th where a real astronaut will read to the kids from space, and the Emmet Makerspace on the 11th.

Circulation Statistics

- Mosinee circulated 3,379 items in March 2019. This is a 9.6% decrease. Mosinee has circulated 10,455% items in 2019. This is a 6.5% decrease.

Library News

- Displays: We displayed children's books that featured monsters for March, a large type fiction display to give our patrons' eyes a rest, action packed movies and books that include at least one explosion, and craft books for National Craft Month.
- Sarah attended the Coordinator meeting on the 15th.
- Kate and Katie visited our Branch on the 20th. Nonfiction, juvenile CDs and audiobooks, and young adult collections were weeded. We also dealt with a few duplicate copies of items and got weeding lists we can use as needed for paperbacks, large type, and biographies. A picture book list will be sent soon as well. We appreciated their visit and their continuous hard work!
- Special thanks to Jen and Ashley for coverage!

Facilities Updates

- Our loose shelving is being investigated and repairs will be made soon. We appreciate the commitment to the safety of our patrons!

Rothschild Monthly Report

Events and Programs

- Family Story Time/Play and Learn: In March, we held 4 regular family story times with 44 adults and 57 children attending. Shirley presented an outreach story time at St Therese daycare for 4 adults and 21 children, and an additional outreach story time at Head Start for 4 adults and 21 children. We also held 4 Play and Learn sessions for 101 participants.
- Book Club: In March, 13 book club members met to discuss *Surprise Me* by Sophie Kinsella. In April, the club will discuss *The Radium Girls* by Kate Moore.
- Recurring Programs: 10 people joined us for LEGO Block Party, and 1 person joined us for Needle Arts.
- Other Programs: March was a busy month for adult programming! 16 people joined us for a beekeeping program, 20 people joined us for Dave's recycled glass garden decoration program, 19 people joined us for Ashley's mindfulness and meditation program, and 20 people joined us for a container gardening program. Additionally, 3 people joined us for our monthly book baby story time.
- Upcoming Programs: In April, we will continue with our regular programming. Also scheduled are a monthly Book Babies event, special spring story time, a money-smart themed story time, a DIY sugar scrub program, and a presentation about gardening with kids.

Circulation Statistics

- Rothschild circulated 11,038 items in March. This is 3.01% decrease from last year. In 2019, Rothschild circulated 30,148 items. This is a 3.46% decrease from last year.

Library News

- Rothschild staff weeded the J DVDs.
- People have been picking up federal and state tax forms.
- Laura attended the Branch Coordinator Meeting.

Facilities Updates

- N/A

Spencer Monthly Report

Events and Programs

- On March 5th, “Starting Your Own Garden Plants” was presented by Darlene Lloyd of Spencer. Darlene brought tomato seeds, containers and dirt so everyone had a chance to plant their own tomatoes. Darlene also gave tips on starting other garden vegetables. 24 adults were present.
- Four Story Times/Play N Learn were held in the month of March with a total of 18 present.
- Rookie Rockets Day Care Story Time was held four times in the month of March with a total of 55 attending.
- On March 6th, 12th, 26th and 27th, Audrey went to the Spencer Elementary Pre-K class to do a Story Time. There were 94 attending.
- On March 6th, the Kindergarten class from Spencer Elementary School came to the Spencer Library for a Story Time and to check out books. Audrey read two stories, and those who brought their library cards were allowed to check out a book. A total of 52 were at the library.
- On March 12th and 26th, Cribbage Day at the Library was held. 18 adults had a lot of fun playing 2 handed, 3 handed and 4 handed cribbage.
- On March 13th, Audrey was invited to the 4th grade class of Spencer Elementary to do a presentation on Graphic Novels and talk about authors who wrote Graphic Novels. 47 were present for this presentation.
- Book Club met on March 18th and 21st to discuss the book, “The Last Suppers” by Mandy Mikulencak. This book was well liked by the 10 adults who were present.
- A passive Dr. Seuss trivia quiz was held in honor of Dr. Seuss’s birthday. What is Dr. Seuss’s first name, what was his first book, what is his most known Christmas book were some of the questions asked. 6 adults and 2 children participated.
- A passive program asking, “what is your favorite way to eat an Oreo Cookie?” The most favorite answer was “with milk”. 12 adults participated.

Circulation Statistics

- Spencer circulated 1,845 items in the month of March. This is a decrease of .70%. Spencer has circulated 5,478 items in 2019. This is a decrease of 2.70%.

Library News

- Child Development Days were held at the Spencer Elementary School on Thursday, March 21st. The Spencer Library was asked to put together a display promoting the library and the upcoming Summer Reading Program.
- Audrey attended the Branch Coordinators Meeting on March 15th in Wausau.
- The Juvenile DVD collection was weeded out.
- Dr. Seuss’s birthday was honored with a display of his books and trivia questions and answers.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- Our Nonfiction@Night bookclub met March 6. Four members attended to discuss *Evicted* by Matthew Desmond.
- Our afternoon Book Club met March 18 to discuss *Hillbilly Elegy* by J.D. Vance; 10 people attended.
- A *Design Your Own Butterfly Garden* program was held March 20. Four patrons attended.
- Our Quilting Club met March 26. Two members attended.
- Passive Program: 22 patrons participated in a Spring Butterfly Display, decorating and then displaying butterfly art throughout the library.
- Passive Program: 53 children enjoyed the March worksheets and coloring sheets.
- Story Time and Play & Learn met four times in March, with a total of 21 adults and 35 children attending. Our themes for stories, activities, and crafts included Dr. Seuss, St. Patrick's Day, Dancing, and Friendship.
- St. Joe's Pre-K and K students visited for story time and book checkout on March 18, with 6 students and 1 adult attending.
- St. Joe's 1st & 2nd graders visited March 5 and 19 for story time and book checkout, with a total of 16 students attending.
- St. Joe's 3rd and 4th graders visited March 5 and 19 for book checkout, with a total of 18 students attending.

Circulation Statistics

- Stratford circulated 1,893 items in March. This is a 2.12% decrease from last year. In 2019, Stratford circulated 5,424 items. This is a 1.76% decrease from last year.

Library News

- A *March into Women's History* book display was set up, featuring books on influential women in history.
- A Spring *Veg Out with a Book* display was set up, featuring books on vegetable gardening and outdoor nature projects.
- Katie Zimmermann and Kate Sullivan visited on Monday, March 4, to review the Stratford collection.
- We completed a Juvenile Non-Fiction Weeding Project, a Juvenile DVD weeding project, and labeled and coded Juvenile Favorites, per Katie Z's request.
- MJ attended the Branch Coordinator Meeting March 15.

Facilities Updates

- The wall by the public computers was given a fresh coat of paint.
- The village repaired one of the library's toilets.

Director's Activities:

3-18-19	Marathon County Public Library Board of Trustees Meeting
3-20-19	LIFE Report Steering Committee Meeting
3-22-19	County Department Heads Meeting
3-25-19	Friends of the Marathon County Public Library Board Meeting
3-26-19	Deliveries Meeting @ MCPL (MCPL, WVLS, IFLS, NWLS, SCLS)
4-4-19	Library Advisory Committee Meeting @ WVLS
4-8-19	Monthly agenda meeting with Library Board President
4-11,12-19	Toward One Wisconsin in Milwaukee
4-15-19	Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

4-15-19	Marathon County Public Library Board of Trustees Meeting
4-16-19	Early Years Coalition Steering Committee Meeting
4-19-19	County Department Heads Meeting
TBD	Policy reviews w/Leah and Matt
TBD	Monthly agenda meeting with Library Board President
4-22-19	Friends of the Marathon County Public Library Board Meeting
4-25-19	Marathon County Managers Meeting/Culture Survey results rollout
5-1-19	SRLAAW meeting at WAPL Conference in Rothschild
5-2-19	Marathon County Public Library Foundation Board Meeting
5-7-19	Cross-county annual borrowing meeting with Marshfield/WVLS/SCLS via phone
5-15-19	LIFE Report Steering Committee Meeting
5-20-19	Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Engberg Anderson is working with drawings and blueprints for all 9 MCPL locations to develop

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

WAPL (WI Assoc. of Public Libraries) Annual Conference in Rothschild May 1-3.
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.