



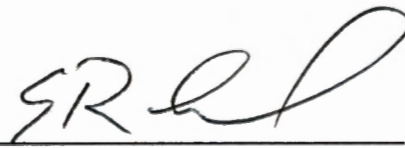
COUNTY OF MARATHON  
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, September 16, 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. ( 5 minutes) Update on Corporation Counsel Discussion – For Discussion and Informational Purposes Only
8. ( 5 minutes) South Central Library Systems Update – For Discussion and Informational Purposes Only
9. ( 5 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
10. ( 5 minutes) Branch Hours Update – For Discussion and Informational Purposes Only
11. ( 5 minutes) Staff Day Reminder – For Discussion and Informational Purposes Only
12. (10 minutes) Hatley Branch Library Municipality Request – For Discussion and Possible Action
13. ( 5 minutes) Roof Update – For Discussion and Informational Purposes Only
14. (10 minutes) Alarm System Update – For Discussion and Informational Purposes Only
15. Announcements
16. Request for Future Agenda Items
17. Next Meeting Dates
  - Monday 10/21/2019
  - Monday 11/18/2019
  - Monday 12/16/2019
  - Monday 01/20/2020
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: September 10, 2019  
FAXED TIME: 12:15 p.m.

NOTICE POSTED AT COURTHOUSE

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, August 19, 2019. Library Headquarters, Wausau Community Room.

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, Craig Christians

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

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the July 15, 2019 meeting. Seconded by MaiGer Moua. Motion carried.**

Board Member Sweeney attended the WVLS Board meeting and their board requested that we modified our bills and services report for the last three years to show the WVLS collection development enhancement grant.

**A motion was made by Kari Sweeney to approve the Bills & Services report for July 2019, along with the recommendation to include WVLS collection development enhancement grant. Seconded by MaiGer Moua. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – Board Member Thurs wanted to add a follow-up from last month's meeting regarding the recycling for the 3D printers. The donated plastic from the compost bins was deemed to be not processed enough for 3D printers.

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

- A comment form from an out of town patron was shared with the Board of Trustees.
- The tentative staff day agenda was handed out.

Board Committees – No Report

Friends of the Library – Director Illick reported the Friends held a book sale the first week in August.

MCPL Foundation – Director Illick reported the Foundation will be meeting on September 12.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Information handed out at the meeting. Board Member Sweeney also reported that the strategic plan and budgeting for 2020 was discussed. They also have a concern of MCPL moving to the South Central System.

Corporation Counsel Discussion of County Agreements and Budget Process

Due to a conflict Corporation Counsel is not able to attend this month's meeting. We will invite him to the September Library Board meeting.

County Facilities Department Update on Roofing and Air Quality Tests

Craig Christians gave a brief history. In the summer of 2018, there was a project to replace the EPM roofs on the second and third floors. While opening the two roofs, they found water infiltration coming down the walls of the building. More investigation was needed to determine how and why water was getting in. In March 2019 an RFP was done for engineering and testing. A company was hired to do water infiltration testing on the building. The main problems were the dormers on the third floor, windows and doors on the first on second floors, and flashing behind and below third floor walls.

There has been a concern about mold in the building. North Star Environment did testing in seven locations throughout the building in March 2019. According to the report, typically the threshold level for appropriate indoor air quality is between 1,000 – 1,500 sp/m<sup>3</sup>. There was one area at 600 on the third floor, but the rest came back at 100 or less. The Facilities Department will submit a request to the Human Resources and Finance Committee for special financing of needed repairs.

Branch Libraries Staffing and Hours Discussion of Survey Results

We have put a lot of energy into this. The big challenges at branches were two things, one was the hours were set in the 1970's and the other would be safety and security for staff is a must.

Leah handed out a brief overview of the staffing and hours proposal. We would like consistency with hours. If you couldn't make it to a certain branch there would be another one close by, paired branches. The paired branch hours would be opposite hours, either 10:00-4:00 or 1:00-7:00, with the exception of Rothschild. Saturday hours would be available at all locations. Safety and security is a priority, this would give us a chance to have overlapping coverage.

There were additional discussions regarding this agenda item.

Director Illick would like all Board of Trustees to take a month to process everything and make a decision in September.

L.E.N.A Update

This week is the end of the summer session. We will have two cohorts starting here at Wausau the week September 16. We will have cohorts in the Edgar community, Head Start, and at the Achieve Center in Wausau.

Updated County Policy for Inclement Weather

The County is acknowledging who we are and the safety and security of our employees. The library has been doing exactly what the new updates are to the inclement weather policy.

Wi-Fi Changes Update

We have had Wi-Fi turned on all the time at the branch libraries, the only thing we have been noticing is notices from Federal Communication Commission. Someone is downloading copy righted material illegally.

Announcements

We will be talking more on the interior project with Corporation Counsel here. Board Member Moua shared a couple positive experiences she has had at the library.

Request for Future Agenda Items - None

**A Motion was made by MaiGer Moua to adjourn the meeting at 1:04 p.m. Seconded by Sarah Thurs. Motion carried.**

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

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for September 16, 2019.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, July 15, 2019. Library Headquarters, Wausau Community Room.

Present: Gary Beaström, MaiGer Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Scott Winch, Ralph Illick

Excused: Sharon Hunter

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

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

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the June 17, 2019 meeting. Seconded by MaiGer Moua. Motion carried.**

**A motion was made by Gary Beaström to approve the Bills & Services report for June 2019. Seconded by MaiGer Moua. 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.

Board Committees – No Report

Friends of the Library – The Library Director reported there will be a book sale the first weekend in August.

MCPL Foundation – The Library Director reported the Foundation met with new members. In September, Engberg Anderson will attend their meeting the Foundation can better develop what we can do and can't do with our renovations as far as what the Foundation can help with.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Survey Update from Leah

We are moving right along. There was a massive amount of data that we are trying to gather and compile. We received all of the survey responses back from staff and patrons. We have circulation and door count data and we have data related to what other libraries are doing. The group will be meeting the week of August 12 to discuss all of the data. We want to give the best service we possibly can.

### SCLS Update

We are gathering data on our circulation and other factors that will be added into process of determining the costs we might incur in changing to that library system. We are moving forward getting closer to having some numbers that will give this board a chance to do some comparisons. We have already had a conversation to try either in August or September to have some people from South Central Library System come and speak about the process and about what we might look forward to in the future.

### Budget Update

All of the CIP funds were transferred July 8. Guidance has not yet been received concerning expectations for 2020 budget requests, we are hopeful we should have something by the August meeting. No communication has been received concerning the maintenance budget. We have a meeting scheduled with Corporation Council on July 17, we will then ask for someone to attend the August Library Board meeting.

### Engberg Anderson Update

Engberg Anderson did come back with drawings. It will be hard to do everything within the \$750,000 agreed upon proposal, plus up to \$250,000 for technology. We've asked them to itemize everything for us. We will only focus on interior furnishing or the library and sprucing up the branch libraries. We will have community leaders here during our staff development day. We can make our presentation and have drawings available of what we can afford to do now and what we could do.

### Press Conference on July 8

We received a phone call from someone who is working for the governor's office, asking if they could use our Community Room for a press conference to roll out part of the budget.

### L.E.N.A Update

We are in the middle of the summer session.

### Roof and 3<sup>rd</sup> Floor Update

We are waiting to hear back from the engineers. The CIP committee meets quarterly in which Tom will attend the next meeting.


### Announcements

Portage County is using recycled plastics for their makerspaces. The facility which made the donation of clean defective compost bins has shredded the bins to be used for the 3D printers.

### Request for Future Agenda Items

- Roof
- Budget

**A Motion was made by Sarah Thurs to adjourn the meeting at 12:45 p.m. Seconded by Scott Winch. Motion carried.**



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Library Director

Period: 8 2019

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	44.75
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>44.75</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES RHINELANDER DISTRICT LIBRARY FRANCES L SIMEK MEMORIAL LIB MEAD PUBLIC LIBRARY	29.95 5.95 27.39
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>63.29</b>
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV SPRINT DELIVERY SERVICE	557.40
	<b>CONTRACTUAL VAN/COURIER SERV</b>	<b>557.40</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	1,158.97
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>1,158.97</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	328.79
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>328.79</b>
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC	36.00
	<b>PRINTING/DUPLICATION</b>	<b>36.00</b>
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES	15,175.49 661.96
	<b>BOOKS LIBRARY</b>	<b>15,837.45</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES	2,524.25 431.35
	<b>AUDIO-VISUAL MATERIALS</b>	<b>2,955.60</b>
101 000000000066593260	ADVERTISING TP PRINTING CO INC	72.50
	<b>ADVERTISING</b>	<b>72.50</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES CDW GOVERNMENT INC AMAZON CAPITAL SERVICES	258.16 468.28
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>726.44</b>

Bills for Approval

Period: 8 2019

Org: 665 LIBRARY

Vendor Name

Amount

LIBRARY 665 TOTAL: 21,781.19



Period: 8 2019

**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	455.78
AMAZON CAPITAL SERVICES	137.58
<b>BOOKS LIBRARY</b>	<b>593.36</b>
LIBRARY GIFTS 667 TOTAL:	593.36
Report Total:	<u>22,374.55</u>

GL787

LIB 2019-OBL vs BUDGET

Report Format 511

Period 8 ending August 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		315,811.84	315,811.84	221,479.16	58.8
Act 1111 SALARIES-PERMANENT-REGUL	32,737.00	2,507.52		21,654.31	21,654.31	11,082.69	66.2
Act 1210 WAGES-PERMANENT-REGULAR	769,553.00	61,782.40		519,310.48	519,310.48	250,242.52	67.5
Act 1211 WAGES-PERMANENT-REGULAR	662,349.00	48,118.79		401,077.35	401,077.35	261,271.65	60.6
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	10,718.76		94,436.20	94,436.20	60,666.80	60.9
Act 1520 RETIREMENT EMPLOYERS SHA	117,501.00	8,649.81		73,231.18	73,231.18	44,269.82	62.3
Act 1540 HOSPITAL/HEALTH INSURANC	409,638.00	34,309.99		309,315.93	309,315.93	100,322.07	75.5
Act 1541 DENTAL INSURANCE	11,321.00	901.59		8,079.11	8,079.11	3,241.89	71.4
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		14,931.00	14,931.00	18,245.00	45.0
Act 1550 LIFE INSURANCE	1,121.00	48.20		378.33	378.33	742.67	33.8
Act 1560 WORKERS COMPENSATION PAY	3,069.00	239.22		2,078.57	2,078.57	990.43	67.7
Act 1580 UNEMPLOYMENT COMPENSATIO	2,025.00	149.59		1,698.36	1,698.36	326.64	83.9
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,767,405.00	206,127.47		1,790,984.32	1,790,984.32	976,420.68	64.7
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	1,388.70		12,923.31	12,923.31	11,076.69	53.9
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	44.75		590.70	590.70	409.30	59.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,000.00	597.32		4,872.23	4,872.23	3,127.77	60.9
Act 2433 MAINTENANCE CONTRACTS	21,000.00	954.00		1,564.98	1,564.98	19,435.02	7.5
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00			5,373.81	5,373.81	4,126.19	56.6
Act 2954 RFID EQUIP MAINT FEES	34,500.00			33,889.53	33,889.53	610.47	98.2
Act 2955 V-CAT FEES LIBR	75,040.00			74,842.22	74,842.22	197.78	99.7
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	103.23		8,633.11	8,633.11	3,173.11-	****
Act 2994 CONTRACTUAL VAN/COURIER	3,000.00	962.45		5,658.93	5,658.93	2,658.93-	****
Act 2995 COMPUTER MAINT. CONTRACT	7,875.00			7,800.00	7,800.00	75.00	99.1
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,536.71		12,538.93	12,538.93	9,461.07	57.0
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	462.09		3,531.44	3,531.44	4,468.56	44.1

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 8 ending August 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	159.48		1,980.84	1,980.84	1,669.16	54.3
Act 3125 PAPER COPIER	2,000.00			2,242.40	2,242.40	242.40	****
Act 3126 PAPER - RECEIPTS	800.00			1,299.80	1,299.80	499.80	****
Act 3127 RFID TAGS-LIBR	10,500.00			7,195.97	7,195.97	3,304.03	68.5
Act 3130 PRINTING/DUPLICATION	7,000.00	36.00		6,557.32	6,557.32	442.68	93.7
Act 3161 BOOKS LIBRARY	282,250.00	22,016.65		155,436.86	155,436.86	126,813.14	55.1
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	4,661.83		34,728.15	34,728.15	29,271.85	54.3
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	-
Act 3220 SUBSCRIPTIONS NEWSPAPER/	22,000.00	533.52		3,449.55	3,449.55	18,550.45	15.7
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			5,450.00	5,450.00	19,550.00	21.8
Act 3240 MEMBERSHIP DUES				299.00	299.00	299.00	-
Act 3250 REGISTRATION FEES/TUITIO	5,000.00	6.00		905.50	905.50	4,094.50	18.1
Act 3260 ADVERTISING	6,000.00	406.70		1,927.58	1,927.58	4,072.42	32.1
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	411.86		1,436.61	1,436.61	2,563.39	35.9
Act 3350 MEALS	500.00			248.00	248.00	252.00	49.6
Act 3360 LODGING	600.00			2,050.28	2,050.28	1,450.28	****
Act 3390 MEETING EXPENSES	2,000.00	2,203.61		3,698.33	3,698.33	1,698.33	****
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	968.09		21,163.92	21,163.92	1,163.92	****
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	433.70		40,520.11	40,520.11	14,479.89	73.7
APR 711B LIBRARY LVL 1-OPERATING	786,275.00	37,886.69		496,603.43	496,603.43	289,671.57	63.2
Or2 665 LIBRARY	3,553,680.00	244,014.16		2,287,587.75	2,287,587.75	1,266,092.25	64.4

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 8 ending August 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		28,084.67	28,084.67	968.67-****	
Act 3240 MEMBERSHIP DUES		19,000.00		18,726.44	18,726.44	273.56 98.6	
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APR 711B LIBRARY LVL 1-OPERATING		46,116.00		46,811.11	46,811.11	695.11-****	
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Or2 666 WVLS CONTRACTUAL SERVICE-LI		46,116.00		46,811.11	46,811.11	695.11-****	
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Agy 0870 LIBRARY	3,599,796.00	244,014.16		2,334,398.86	2,334,398.86	1,265,397.14	64.9
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Sub 101 GENERAL FUND	3,599,796.00	244,014.16		2,334,398.86	2,334,398.86	1,265,397.14	64.9

GL787 LIB 2019-OBL vs BUDGET Report Format 511

Period 8 ending August 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	8,225.43		49,732.20	49,732.20	44,694.80	52.7
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Or2 667 LIBRARY GIFTS	94,427.00	8,225.43		49,732.20	49,732.20	44,694.80	52.7
-----							
Agy 0870 LIBRARY	94,427.00	8,225.43		49,732.20	49,732.20	44,694.80	52.7
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Sub 252 LIBRARY GIFTS	94,427.00	8,225.43		49,732.20	49,732.20	44,694.80	52.7
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Report Final Totals	3,694,223.00	252,239.59		2,384,131.06	2,384,131.06	1,310,091.94	64.5
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GL787 LIB 19 MAINT OBL VS BUDGET Report Format 511

Period 8 ending August 31, 2019 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2019 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00			210.00	210.00	210.00	50.0
Act 2210 WATER/SEWER	35,000.00			5,787.73	5,787.73	29,212.27	16.5
Act 2220 ELECTRIC	42,000.00	3,838.53		21,340.44	21,340.44	20,659.56	50.8
Act 2240 NATURAL/PROPANE GAS	9,000.00	313.25		6,931.64	6,931.64	2,068.36	77.0
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00			8,311.09	8,311.09	6,811.09	****
Act 2470 BUILDING REPAIRS	500.00			962.30	962.30	462.30	****
Act 2930 FIRE PROTECTION	300.00			85.00	85.00	215.00	28.3
Act 2970 REFUSE COLLECTION	4,000.00	59.40		4,379.98	4,379.98	379.98	****
Act 2990 SUNDRY CONTRACTUAL SERVI	2,500.00	3.37		2,520.88	2,520.88	20.88	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	8,000.00	462.50		5,166.54	5,166.54	2,833.46	64.6
Act 3460 CLOTHING/UNIFORM	600.00	31.68		265.35	265.35	334.65	44.2
Act 3540 PAINTING SUPPLIES	300.00			20.43	20.43	279.57	6.8
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			205.80	205.80	294.20	41.2
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	104,820.00	4,708.73		56,187.18	56,187.18	48,632.82	53.6
Or2 206 LIBRARY - BLDG MAINTENANCE	104,820.00	4,708.73		56,187.18	56,187.18	48,632.82	53.6
Agy 0590 OTHER GENERAL GOVERNMENT	104,820.00	4,708.73		56,187.18	56,187.18	48,632.82	53.6
Sub 101 GENERAL FUND	104,820.00	4,708.73		56,187.18	56,187.18	48,632.82	53.6
Report Final Totals	104,820.00	4,708.73		56,187.18	56,187.18	48,632.82	53.6

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of August 2019

Branch	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE	2018 YEAR-to-DATE	2019 YEAR-to-DATE	% CHANGE
ATHENS	1,437	1,462	1.74%	13,398	13,021	-2.81%
EDGAR	1,939	1,873	-3.40%	13,745	15,089	9.78%
HATLEY	2,991	3,199	6.95%	19,305	20,927	8.40%
MARATHON	4,000	3,328	-16.80%	27,284	27,694	1.50%
MOSINEE	4,314	3,502	-18.82%	30,452	29,705	-2.45%
ROTHSCHILD	11,170	11,088	-0.73%	85,898	83,920	-2.30%
SPENCER	2,014	1,864	-7.45%	15,192	15,186	-0.04%
STRATFORD	2,329	2,008	-13.78%	16,808	16,629	-1.06%
WAUSAU	41,442	39,932	-3.64%	311,937	296,730	-4.88%
WAUSAU DRIVE UP	1,224	1,106	-9.64%	9,477	8,837	-6.75%
HOMEBOUND	1,457	1,060	-27.25%	9,614	8,915	-7.27%
ILL	141	118	-16.31%	1,060	947	-10.66%
OVERDRIVE	10,366	11,738	13.24%	79,628	89,521	12.42%
<b>GRAND TOTAL</b>	<b>84,824</b>	<b>82,278</b>	<b>-3.00%</b>	<b>633,798</b>	<b>627,121</b>	<b>-1.05%</b>

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

\*\*The Mosinee branch was closed from May 7-15, 2018 for building repairs

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

August 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	21	1	120	0	0	502	0	644	13,021	4.95%	
EDGAR	8	3	65	0	0	0	1	77	15,089	0.51%	
HATLEY	0	65	35	1,719	1,094	0	0	2,913	20,927	13.92%	
MARATHON	15	107	57	0	5	6	0	190	27,694	0.69%	
MOSINEE	2	0	24	32	15	5	12	90	29,705	0.30%	
ROTHSCHILD	120	1	171	1,079	133	19	15	1,538	83,920	1.83%	
SPENCER	1,137	0	0	0	0	24	41	1,202	15,186	7.92%	
STRATFORD	96	0	0	0	0	20	75	191	16,629	1.15%	
WAUSAU	948	988	4,787	1,828	3,139	248	103	12,041	296,730	4.06%	
WAUSAU DRIVE UP	1	15	304	1	1	0	0	322	8,837	3.64%	
MISC*									99,383		
TOTAL MCPL	2,348	1,180	5,563	4,659	4,387	824	247	19,208	627,121	3.06%	
% of CIRC											
by COUNTY	0.37%	0.19%	0.89%	0.74%	0.70%	0.13%	0.04%				

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



## TOTAL MONTHLY CUSTOMER COUNT

For the month of August 2019

	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	63,290	64,220	1.47%
RESIDENT CHILD	11,963	9,305	-22.22%
HOMEBOUND	201	193	-3.98%
STAFF	65	66	1.54%
TEMPORARY	253	239	-5.53%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>75,772</b>	<b>74,023</b>	<b>-2.31%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,787	2,831	1.58%
CHILD	324	231	-28.70%
TEMPORARY	14	16	14.29%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,125</b>	<b>3,078</b>	<b>-1.50%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	531	533	0.38%
<b>GRAND TOTAL</b>	<b>79,428</b>	<b>77,634</b>	<b>-2.26%</b>

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

**THE PAST MONTH**

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

## **Library Services Report**

### **August 2019**

#### **News**

- Branch hours update: meetings were held to create recommendations based on data and survey results. Met with Director to discuss findings. Proposal given to board.
- Leah attended weekly operations meetings
- Leah held individual rounding with staff
- Leah held interviews for MO Branch Assistant position
- Leah attended phone meeting with SCLS
- Leah attended Envisionware demo
- Leah attended WVLS Library Advisory Committee meeting
- Leah attended Library Board meeting
- Leah attended transition team meeting
- Katie researched Wonderbook format and placed an initial order
- Inventory update: Wausau Children's DVDs and Adult Nonfiction
- Chad held two meetings with the Central Wisconsin Book Festival committee
- Chad met with the editorial board of the Marathon County "Central Time" newsletter

#### **Events and Programs**

##### Youth Services Events

- Story Times:
  - Preschool Story Time: 1 program; participants—5
  - Play and Learn Story Time: 5 programs; participants—160
  - Story Time Break August 5 - August 31
- Aug. 1: Harry Potter Escape Room; participants—36
- Aug. 5: TAG; participants—4
- Aug. 6: Pool Day; participants—150
  - *Total number of August Youth Services programs – 9*
  - *Total attendance for August Youth Services programs – 355*

## Adult/All Ages Events

- Aug. 13: MCPL/POV Movie Night: “Farmsteaders”; attendance – 8
- Aug. 19: Women’s Night Out book club – 7
- Aug. 28: Readers of Classic Literature book club - 7
  - *Total number of adult programs - 3*
  - *Total attendance for April adult programs – 22*

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 3,522 likes (+29)
- Twitter: 1,200 followers (+4)
- Pinterest: 955 followers (-1)
- Goodreads: 279 friends (+0); 1,219 reviews (+8)
- Instagram: 489 followers (+19)

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

- August 7- MCPL and POV Movie Night – “Farmsteaders”
- August 14- Women’s Night Out Book Club – “The Nest” by Cynthia D’Aprix Sweeney
- August 28- Stories & Strings: A Violin Story Time

### WSAW Channel 7

- August 23- Donations of purple newborn hats needed for Shaken Baby Syndrome prevention campaign  
<https://www.wsaw.com/content/news/Crafters-asked-to-donate-purple-newborn-hats-for-Shaken-Baby-Syndrom-prevent-campaign-558001971.html?fbclid=IwAR1frc5lv1BSuteYPbtEvCNK4JweZWbXjgiJ680Y1oFcWkkXH4v1IRphka8>

### City Pages

- August 1- Big Guide- Wausau: Friends of MCPL Book Sale, Free Family Pool Day; Athens: Kindness Rocks!, Eat Your Veggies Story Time, Fruit and Vegetable Printing; Edgar: Astronaut Training; Hatley: DIY Galaxy Jars and Slime; Marathon City: A Universe of Stories-Writing Your Own Story, LEGO Block Party, Shine Like the Sun Story Time; Mosinee: LEGO Block Party, Stuffed Animal Sleepover; Rothschild: Galaxy Bottle Charm Necklace  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- August 8- Highlights- Wausau: MCPL and POV Movie Night-“Farmsteaders”  
Big Guide- Wausau: MCPL and POV Movie Night-“Farmsteaders;” Hatley: Newspaper Structures; Marathon City: LEGO Block Party; Mosinee: Stuffed Animal Sleepover; Rothschild: Galaxy Bottle Charm Necklace, LEGO Block Party; Stratford: MCPL DIY-Marker-Dyed Coasters  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

- August 15- Big Guide- Athens: Needle Arts, Tiny Chicken Pin Cushions; Hatley: Hobbies and Crafts Night, Create a Paper Airplane; Marathon City: LEGO Block Party; Mosinee: Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- August 22- Metro Briefs- First jail structural problems, now the library? Big Guide- Athens: Tiny Chicken Pin Cushions, Needle Arts; Hatley: LEGO Block Party; Marathon City: LEGO Block Party; Mosinee: Cupcake Factory Craft; Rothschild: Needle Arts Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- August 29- Big Guide- Wausau: Stories & Strings-A Violin Story Time; Hatley: Outside the Lines-A Family Coloring Party; Marathon City: Free Houseplant Swap, LEGO Block Party; Mosinee: LEGO Block Party Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

#### Mosinee Times

- August 1- Learn ways to tell your own tales at MCPL Marathon City Branch; MCPL Book Clubs-August 2019- Wausau: Women's Night Out-"The Nest;" Athens: "Washington Black;" Edgar: "Send Down the Rain;" Hatley: "I'll Be Gone in the Dark;" Marathon City: "The Astronaut Wives Club;" Mosinee: "The Orphan's Tale;" Rothschild: "Emma;" Stratford: "Small Great Things," Nonfiction @ Night-"Educated"
- August 15- MCPL Edgar Branch to offer event on early-stage Alzheimer's; Summer's end brings cupcake craft week to MCPL Mosinee Branch Summer Library Program Events, Week 12- Edgar: Weeks and Weeks of SLP Crafts; Hatley: Create a Paper Airplane!; Marathon City: LEGO Block Party; Mosinee: Craft Week-Create Your Own Alien, Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle
- August 22- Make handmade cards with pressed flowers at MCPL Athens Branch
- August 29- LEGO Block Party for kids held monthly at MCPL Mosinee Branch Library; Bring your children to story time at Marathon County Public Library!

#### Record Review

- August 7- Athens: Book Club-"Washington Black," Needle Arts; Edgar: Book Club-"Send Down the Rain," Weeks and Weeks of SLP Crafts!; Marathon City: Book Club-"The Astronaut Wives Club," Shine Like the Sun Story Time, Craft Week-Torn Paper Planets, LEGO Block Party; Stratford: MCPL DIY-Marker-Dyed Coasters, Craft Week-Create Your Own Alien, Book Club-"Small Great Things"
- August 14- Athens: Needle Arts, Tiny Chicken Pin Cushions; Edgar: Weeks and Weeks of SLP Crafts, Early Stage Alzheimer's and Preparing for the Future; Marathon City: Craft Week-Torn Paper Planets, LEGO Block Party; Stratford: Book Club-"Small Great Things"
- August 23- Athens: Needle Arts, Tiny Chicken Pin Cushions, Passport Event, MCPL DIY-Pressed Floral Cards; Edgar: Weeks and Weeks of SLP Crafts; Stratford: 10 Warning Signs of Alzheimer's, Play and Learn

- August 28- Athens: Medicare Basics, Book Club-“The Only Woman in the Room,” Passport Event; Edgar: Weeks and Weeks of SLP Crafts; Marathon City: Free Houseplant Swap; Stratford: Play and Learn, Nonfiction @ Night Book Club, Book Club-“My Grandmother Asked Me to Tell You She’s Sorry”

#### Senior Review

- August 2019 - What’s Happening Calendar- Wausau: Fiber Arts

#### Wausau Pilot & Review

- August 4- Marathon County Public Library programs- Wausau: Teen Advisory Group, Free Pool Day; Athens: Eat Your Veggies Story Time, Fruit and Vegetable Printing; Edgar: Weeks and Weeks of SLP Crafts, Astronaut Training; Hatley: DIY Galaxy Jars and Slime; Marathon City: A Universe of Stories-Writing Your Own Story, Shine Like the Sun Story Time, LEGO Block Party; Mosinee: Craft Week-Torn Paper Planets, LEGO Block Party, Stuffed Animal Sleepover; Rothschild: GrapeVine Session-Better Brain Health, Galaxy Bottle Charm Necklace, LEGO Block Party; Spencer: Constellation Sensory Bag, A Journey Through Adoption-A Story of Hope and Faith; Stratford: Craft Week-Create Your Own Alien  
<https://wausapilotandreview.com/2019/08/04/marathon-county-public-library-programs-week-of-aug-4>
- August 10- Marathon County Public Library programs- Wausau: MCPL and POV Movie Night-“Farmsteaders;” Edgar: Weeks and Weeks of SLP Crafts!; Hatley: Outer Space Craft Week, Newspaper Structures; Marathon City: Craft Week-Torn Paper Planets, LEGO Block Party; Mosinee: Craft Week-Create a Flying Saucer; Stratford: MCPL DIY-Marker Dyed Coasters  
<https://wausapilotandreview.com/2019/08/10/marathon-county-public-library-programs-week-of-aug-11>
- August 17- Marathon County Public Library programs – Athens: Tiny Chicken Pin Cushions; Edgar: Weeks and Weeks of SLP Crafts!; Hatley: Create a Paper Airplane, Medicare Basics; Marathon City: LEGO Block Party; Mosinee: Craft Week-Create Your Own Alien, Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle  
<https://wausapilotandreview.com/2019/08/17/marathon-county-public-library-programs-week-of-aug-18>
- August 21- Marathon County Public Library releases story time schedule  
<https://wausapilotandreview.com/2019/08/21/marathon-county-public-library-releases-story-time-schedule>
- August 22- Marathon County Public Library book clubs: September- Athens: “The Only Woman in the Room;” Edgar: “Before We Were Yours;” Hatley: “A Wrinkle in Time;” Marathon City: “Go Set a Watchman;” Mosinee: “Little Fires Everywhere;” Rothschild: “The Great Alone;” Stratford: “My Grandmother Asked Me to Tell You She’s Sorry,” Nonfiction @ Night-“The Death and Life of the Great Lakes”  
<https://wausapilotandreview.com/2019/08/22/marathon-county-public-library-book-clubs-september>
- August 25- Marathon County public library programs- Athens: MCPL DIY-Pressed Floral Cards; Hatley: Create a Card for Grandparents Day; Mosinee: LEGO Block Party; Spencer:

## Beefing Up the Mediterranean Diet

<https://wausaupilotandreview.com/2019/08/25/marathon-county-public-library-programs>

### Wausau Times/Buyers Guide

- August 6- Steppin' Out- Wausau: Teen Advisory Group, Free Family Pool Day; Athens: Eat Your Veggies Story Time; Edgar: Weeks and Weeks of SLP Crafts!; Mosinee: Constellation Craft, LEGO Block Party; Spencer: Constellation Sensory Bag; Stratford: Craft Week-Create Your Own Alien!
- August 13- Steppin' Out- MCPL and POV Movie Night-"Farmsteaders;" Edgar: Weeks and Weeks of SLP Crafts; Hatley: Create a Paper Airplane; Marathon City: LEGO Block Party; Mosinee: Craft Week-Create Your Own Alien, Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle; Stratford: MCPL DIY-Marker Dyed Coasters
- August 20- Steppin' Out- Wausau: MCPL and POV Movie Night-"Farmsteaders;" Edgar: Weeks and Weeks of SLP Crafts; Hatley: Create a Paper Airplane; Marathon City: LEGO Block Party; Mosinee: Craft Week-Create Your Own Alien, Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle
- August 27- Steppin' Out- Edgar: Weeks and Weeks of SLP Crafts; Hatley: Create a Paper Airplane; Marathon City: LEGO Block Party; Mosinee: Craft Week-Create Your Own Alien, Celebrate National Aviation Day, MCPL DIY-Galaxy in a Bottle; Stratford: MCPL DIY-Marker-Dyed Coasters

**Materials**

- Youth

	2019 Annual Budget	Monthly Budget	Free Balance	Spent as of 9/3/19	% Spent
<b>Juvenile Audiobooks</b>	\$4,525.30	\$377.11	\$1,167.30	\$3,358.00	74%
<b>Juvenile CDs</b>	\$750.00	\$68.18	\$298.78	\$451.22	60%
<b>Juvenile DVDs</b>	\$13,172.63	\$1,197.51	\$5,231.30	\$7,941.33	60%
<b>Juvenile DVDs Standing Order</b>	\$2,000.00	\$181.82	\$1,723.85	\$276.15	14%
<b>Juvenile Video Games</b>	\$2,000.00	\$181.82	\$1,039.95	\$960.05	48%
<b>Young Adult Audio Books</b>	\$500.00	\$45.45	\$166.03	\$333.97	67%
<b>Youth AV Subtotal</b>	<b>\$22,947.93</b>	<b>\$2,051.89</b>	<b>\$9,627.21</b>	<b>\$13,320.72</b>	<b>58%</b>
<b>Juvenile Fiction</b>	\$20,000.00	\$1,818.18	\$3,542.21	\$16,457.79	82%
<b>Juvenile NonFiction</b>	\$36,117.83	\$3,283.44	\$6,654.47	\$29,463.36	82%
<b>Juvenile Picture Books</b>	\$34,328.05	\$3,120.73	\$6,830.32	\$27,497.73	80%
<b>Juvenile Spanish</b>	\$500.00	\$45.45	\$88.06	\$411.94	82%
<b>Juvenile Standing Order Print</b>	\$11,000.00	\$1,000.00	\$5,488.87	\$5,511.13	50%
<b>Young Adult Fiction</b>	\$8,530.21	\$775.47	\$2,687.63	\$5,842.58	68%
<b>Young Adult Graphic Novels</b>	\$4,000.00	\$363.64	\$1,475.43	\$2,524.57	63%
<b>Young Adult NonFiction</b>	\$759.44	\$69.04	\$239.06	\$520.38	69%
<b>Youth Print Subtotal</b>	<b>\$115,235.53</b>	<b>\$10,475.96</b>	<b>\$27,006.05</b>	<b>\$88,229.48</b>	<b>77%</b>
<b>Youth Services TOTAL</b>	<b>\$138,183.46</b>	<b>\$12,527.85</b>	<b>\$36,633.26</b>	<b>\$101,550.20</b>	<b>73%</b>

<b>WVLS Grant</b>	<b>\$2,500.00</b>		<b>\$963.88</b>	<b>\$1536.12</b>	<b>61%</b>
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- Adult

	2019 Annual Budget	Monthly Allotment	Free Balance	Spent as of 9/3/19	% Spent
<b>Adult Audiobooks</b>	\$12,500.00	\$1,136.00	\$4,349.90	\$8,150.10	65.20%
<b>Adult Music CD</b>	\$7,500.00	\$682.00	\$3,066.84	\$4,433.16	59.11%
<b>Adult DVD</b>	\$31,500.00	\$2,864.00	\$12,388.28	\$19,111.72	60.67%
<b>Adult Video Games</b>	\$1,250.00	\$113.00	\$405.62	\$844.38	67.55%
<b>Adult AV Subtotal</b>	<b>\$52,750.00</b>		<b>\$20,210.64</b>	<b>\$32,539.36</b>	<b>61.69%</b>
<b>Adult Paperbacks</b>	\$1,875.00	\$170.00	\$713.08	\$1,161.92	61.97%
<b>Adult Paperbacks S.O.</b>	\$3,625.00	NA	\$2,660.00	\$965.00	26.62%
<b>Adult Fiction</b>	\$46,000.00	\$4,182.00	\$13,306.21	\$32,693.79	71.07%
<b>Adult LT Fiction</b>	\$7,200.00	\$655.00	\$4,124.77	\$3,075.23	42.71%
<b>Adult LT S.O.</b>	\$15,300.00	NA	\$3,708.96	\$11,591.04	75.76%
<b>Adult Non-fiction</b>	\$63,500.00	\$5,773.00	\$17,996.66	\$45,503.34	71.66%
<b>Adult Non-fiction S.O.</b>	\$4,000.00	NA	\$3,322.15	\$677.85	16.95%
<b>Adult Biographies</b>	\$10,000.00	\$909.00	\$3,648.25	\$6,351.75	63.52%
<b>Adult Spanish</b>	\$750.00	\$68.00	\$273.32	\$476.68	63.56%
<b>Adult Hmong</b>	\$750.00	\$68.00	\$620.10	\$129.90	17.32%
<b>Adult Print Subtotal</b>	<b>\$153,000.00</b>		<b>\$50,373.50</b>	<b>\$102,626.50</b>	<b>67.08%</b>
<b>Adult Services TOTAL</b>	<b>\$205,750.00</b>		<b>\$70,584.14</b>	\$135,165.86	65.69%

<b>WVLS Grant Adult Book 2019</b>	\$5,500.00	NA	\$2,601.86	\$2,898.14	52.69%
<b>WVLS Grant Adult AV 2019</b>	\$2,000.00	NA	\$1,972.52	\$27.48	1.37%



## **Monthly Business Report – September, 2019**

The monthly Bills and Services report, the CIP Report, and the Obligation vs. Budget reports are all in this packet. They represent transactions through the end of August, 2019. The CIP report represents the full amount of both the 2018 CIP balance and the balance of the unspent 2018 budget.

I have also included for reference the report listing budget and budget obligations for the accounts under the control of the Board of Trustees that are managed by the Facilities Department. This, as has been previously reported, now includes only an operational amount where in previous years it included budgeted payroll for maintenance and janitorial staff.

Tom continues to work 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. The installation and testing of the new intrusion alarm is complete. Abandoned cabling remaining from the replaced system will be removed over the next few weeks.

Tom attended the August 19, 2019 Human Resources, Finance and Property Committee Meeting where it was requested that the Finance Department develop a financing plan for the repair of the Wausau Library building envelope so that the previously approved roofing project may be completed. The cost was estimated to be just over nine hundred thousand dollars and construction would not be expected to begin before spring, 2020.

Library Administration has submitted to South Central Library System a listing of costs associated with WVLS membership in order to facilitate system comparison. Discussions are expected to continue throughout the fall as advantages and costs of membership in each of the system are compared.

## **August 2019 Support Services Monthly Report**

### **Circulation Team**

- Passports News
  - 35 Adult Passport Books
  - 13 Minor Passport Books
- The MCPL Passport team accepted a total of 48 passport applications accepted at \$35.00 ea. and 71 photos were taken at \$10.00 each for a total of \$2390.00 recorded. We also assisted with 25 renewal applications.
- Jeff P. and Laura D. continue to do inventory and Deb F. and Pam S. assist the Collection Development Team with their weeding projects on their scheduled Sundays.
- 8/9/19: Mary S met with Kitty R to discuss V-CAT billing process.
- 8/14/19: Envisionware Demo in Training Room attended by Kitty R, Matt D, Ben D, Leah G, Ralph I.
- 8/15/19: Leads Meeting attended by Kee L, Kitty R, and Mary S
- 8/20/19: Kitty R met with Mary S for refresher training for V-CAT billing.
- 8/21/19: Circulation Team Meeting in Training Room attended by Janice A, Laura D, Deb F, Jeff P, Pam S, and Sandy U. Laura D gave an Interlibrary loan refresher course. The team went over the New Card Library Application Process and the importance of double-checking. The team also went through an Expired Holds report procedure refresher. Matt discussed the importance of communication, customer acknowledgement, creating great customer experiences, and other topics related to customer service. Jeff P informed everyone of the upcoming passport events at Athens, Mosinee and Stratford. Other daily desk operation information was shared and discussed.
- 8/21/19: Colleen Y met with Kitty R to go over meeting notes.
- 8/28-30/19: Hannah D, our new Rothschild assistant received Sierra Training from Kitty R and worked with the Circulation Team to develop her desk skills.
- 8/28/19: Kitty R and Matt D attended the Transition Team Meeting in Director's Meeting Room, 9:30am.
- 8/29/19: Mary S and Kitty R met for V-CAT Billing refresher training.

### **Support Services Team**

- 8/21/19: Chris and Pat covered the Main Desk during their team meeting.
- 8/28/19: Chris attended the Transition Team meeting.
- Mary is working with S.S. team members and Main Desk team members in preparation for her impending surgery.
- Ben D. is creating two data bases for checking in new magazine issues. The data bases will be compared for ease of use and accuracy. The goal is to have one in place for the 2020 magazines which start arriving in October and November.

- Ongoing projects:
  - Clean juvenile DVD collection: AND
  - Relabel juvenile biographies: GUTENBERG
  - Relabel adult fiction: PETERS/second time: DEY
  - Inventory

### **Page Team**

- 8/1/19: Kelly is continuing shifting in the adult non-fiction
- 8/11/19: Kee worked the Sunday to cover missing shift
- 8/12/: Kee attended the culture champion meeting
- 8/20-8/21/: Kee, Matt, and Heather interviewed for page positions
- 8/23/: Kee completed weeding adult audiobooks
- 8/28/19: Kee attended transition team
- 8/29/19: Katie completed weeding YA fiction.
- 8/29/19: Ashley completed shelf reading the entire YA area.

### **Branch Libraries Report**

#### **August 2019**

#### **Athens Monthly Report**

##### Events and Programs

- Family Story Time: Family Story Time met for 4 sessions with 90 children and 21 adults in attendance.
- Play and Learn: Play and Learn met for 4 sessions with 19 adults and 54 children in attendance.
- Book Club: August book club featured the book *Washington Black* by Esi Edugyan with 5 adults participating. In September, the club will discuss *The Only Woman in The Room* by Marie Benedict.
- Fiber Arts Club: Our Fiber Arts group met 4 times with a total of 20 adults attending.
- Kindness Rocks: On August 1<sup>st</sup> kids, teens and adults were invited to paint a positive picture or messages on rocks. Participants then hide the rocks during the Athens fair. 8 adults, 19 children and 3 young adults attended this invite.

- Eat Your Veggies Story Time: 12 children and 5 adults participated in our special themed story time all about veggies held on August 6th.
- DIY Vegetable Printing: On August 6<sup>th</sup> children were invited to craft after our special story time. Attendees created vegetable prints using celery, construction paper and paint. 12 children and 5 adults participated in this craft.
- Pressed Floral Cards: Adults and teens were invited to create homemade greeting cards using pressed flowers and plants on August 29<sup>th</sup> and 30<sup>th</sup>. 8 adults and 3 young adults participated in this program.
- SLP: The 2019 Summer Library Program came to an end on August 30<sup>th</sup> in Athens. We had a total of 60 participants who completed reviews and activity sheets.

#### Library and Community News

- Mary Jo Netzer subbed in Athens on August 6<sup>th</sup>.
- Deb Gauerke subbed in Athens on August 27<sup>th</sup>
- The Athens fair took place on August 15<sup>th</sup> - 18<sup>th</sup>
- We are looking to reschedule rounding with Ralph for some time in September.

#### Circulation Statistics

- Athens circulated 1,462 items in August 2019. This is a 1.74 % increase from August 2018. In 2019 year-to-date, Athens has circulated 13,021 items. This is a 2.81% decrease from 2018.

#### Facilities Update

- Leaking Ceiling: Since February 19<sup>th</sup> the ceiling tiles have been water damaged we are still waiting for the tiling to be replaced.
- Wet Carpet: On August 5<sup>th</sup> the carpet in the children's area was affected by a rainstorm. The carpet by the cylinder block window and the children's picture book area was saturated. Maintenance/ Village Hall was informed about the issue. Athens maintenance cleaned out the flow line and brought in a shop vac which sucked out the water, an industrial dryer was also set up. We had a major down pour last night and the carpet has not been affected.
- Base Board: On August 27<sup>th</sup> the base board in the children's area was repaired.

### **Edgar Monthly Report**

#### Events and Programs

- Play & Learn: The Family Resource Center held Play & Learn 4 times this month with a total of 15 adults and 52 children.

- SLP: Astronaut Training program total of 5 adults and 17 children.
- Book Club: In August the book club met and discussed the book “Send Down the Rain” by Charles Martin. There were 6 adults present. The book club will discuss the book “Before We Were Yours” by Lisa Wingate in September.
- Daycare outreach: Alyssa visited with the Edgar Daycare and did a story time for them. She visited 3 times with a total of 7 adults and 45 children present.
- The EMMET STEAM Project came to the branch for two programs with 8 adults and 55 children participating in the various projects.
- Adult Program: Early Stages of Alzheimer’s program had 5 adults in attendance.
- Passive Programs:
  - The Edgar Branch did a July Reading Challenge for adults with 4 adults completing challenge.
  - There was a new craft project each week with the straw rockets being the favorite.

#### Circulation Statistics

- The circulation statistics for the month of August were 1873 items checked out, this is a 3.40% decrease for the same month last year and a 9.78% increase from 2018.

#### Library News

- A book display was setup for the Reading Challenge to encourage patrons to read a book that someone recommended.
- Edgar had one program “Astronaut Training” for the Summer Library Program in August.

#### Facilities Updates

- Nothing to report for August.

### **Hatley Monthly Report**

#### Events and Programs

- Family Story Time: Themes of “Robots,” “Astronauts,” “A Universe of Stories,” and “Ready for School,” brought in 18 adults and 39 children.
- Book Club: *I’ll Be Gone in the Dark*. 11 adults got together to discuss this book.
- Play & Learn had 5 sessions and brought in 33 adults and 56 children.
- Hobbies/Crafts Night had 11 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)

- Outside the lines: Coloring Party had 2 adults, 11 children, and 3 teens participate. We also had a large cardboard rocket up this month for everyone to color each time they visited. There were 3 adults and 15 children that helped decorate our rocket.
- Lego Block Party had 1 adult, 3 children, and 1 teen stop in and create things with various Legos.
- Aroma Therapy & Essential Oils Group had 4 adults stop in to talk to about essential oils and aromatherapy. The theme of this talk was creams, salves, butters.
- Outer Space craft week had 6 adults, 25 children and 1 teen stop throughout the week and create cd/egg planets and tissue paper aliens.
- Galaxy Jars and Slime had a very good turn out with 6 adults, 15 children, and 7 teens stopping in to make slime and galaxy bottles using cotton balls and colored water. We had just enough supplies!
- Newspaper Structures brought in 1 adult and 3 children to create various structures using just newspaper and tape.
- Create a paper airplane brought in 3 adults and 7 children. Channel 9 stopped out to do a short segment, luckily there was at least one little boy working on making an airplane.
- Medicare Basics had 4 adults sign up to learn about the ins and outs of Medicare.
- Tech Time Drop-In had 3 adults stop in for help with various issues.
- We had a total of 26 birth to pre k, 39 k-5, 4 teens, and 6 adults hand in at least one completed review for a total of 208 completed reviews! We feel like this was a successful year!

#### Upcoming Programs

- Special Story Times – None
- Children – Family Story Time, Play & Learn, Lego Block Party
- Adult – Book Club, History of Spices
- Tween/Teen – None
- All Ages – Outside the Lines, Hobbies/Crafts Night, Tech Drop In Help, Aroma Therapy and Essential Oils Group, Decoupage Jars, Coffee Filter Candy Corn Décor.
- Passive: Bulletin Board

#### Circulation Statistics

- Hatley circulated 3,199 items for the month. This is a 6.95% increase for the month. Year to date is 20,927 items. This is 8.40% increase from last year.

## Library News

- Heather completed rounding with Laura W
- Heather helped out in RO for a couple of shifts
- Staff is working on doing some shifting to open up more space for picture books and putting easy reader colored dots on Juvenile Non-Fiction.
- Staff is busy preparing for upcoming programs and looking at programs for next year's budget.
- Staff will implement the new way of doing 1KB4K.

## Facilities Updates

- Village has accepted a bid for the new Furnace/AC Unit. We are hopeful that it will be up and running by October.

## Marathon Branch Monthly Report

### Events and Programs

- Family Story Time: In August, Marathon held three regular family story time events with a total of 33 children and 19 adults attending. Family Story Time is held year round on Thursdays at 10:30 am.
- Book Club: The participants read the novel, *The Astronaut Wives Club* by Lily Koppel and 7 people joined in for discussion. In September, we will meet to discuss *Go Set a Watchman* by Harper Lee. 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. It was a busy summer month and unfortunately no one dropped in this time.
- During the summer, our weekly Lego Block Party is held on Friday afternoons from 1:00 – 3:00 pm. During the five Fridays in August, 3 adults, 19 children and 6 teens dropped by.
- We have had another busy month here in Marathon! Our SLP reading club participants really read “out of this world.” On August 8 we held a special “Shine Like the Sun” Story Time with stories and songs “revolving around” the sun. The families had an opportunity to create a cool experiment showing how the sun is a ball of swirling gases. Seven adults and 18 children participated. During the week of July 29 – August 3, we held our third SLP craft week. Ten adults and 26 children stopped in to create their own Rocket Ships. On August 5, from 3:00 – 4:30 we held a Write Your Own Story event. Unfortunately, no one dropped in to find out what it takes to write an autobiography or memoir. During the week

of August 12 – 17, we held our last SLP craft week. Five adults, 26 kids and 1 teen dropped by to craft colorful planets out of torn paper.

- Upcoming Events and Programs: Story Time, Book Club and Needle Arts will continue as usual. On Saturday, September 7 from 10:30 – 12:00 we will hold a Free Houseplant Swap. On Saturday, September 14 from 10:30 – 12:00 a representative from the Aging and Disability Resource Center will explain Medicare, supplemental insurance and prescription drug coverage during our Medicare Basics event. Our popular Book Folding Art event will be held again on Wednesday, September 25 from 3:00 – 4:45 pm. Patrons will learn about one method of book folding art and be able to try it themselves. All supplies will be provided, but attendees may bring their own book if they prefer.

#### Circulation Statistics

- Marathon circulated 3,328 items during the month of August. This is a 16.80% decrease from this time last year. So far in 2019, Marathon has circulated 27,284 items. This is a 1.50% increase over last year.

#### Library News

- We had great participation in our SLP events and reading club this year with 145 children, adults, and teens participating in the reading club and 970 patrons attending SLP themed events.
- Elizabeth attended the Youth Services Development Institute in Lake Geneva August 25 – 28.
- We are looking forward to the Staff Development Day on September 20.

#### Facilities Updates

- Village maintenance stopped in to fix the women's bathroom "flushing issue."

### **Mosinee Monthly Report**

#### Events and Programs

- Family Story Time continued its summer break while The Family Resource Center presented 4 sessions of Play and Learn that brought in 17 adults and 27 kids.
- Book Club: On the 19<sup>th</sup> eleven patrons discussed *The Orphan's Tale* by Pam Jenoff. Next month we will read *Little Fires Everywhere* by Celeste Ng.
- Recurring Programs: Lego Block Party brought in 5 adults and 14 kids this month.
- Ashley organized our stuffed animal sleepover program, where children could participate in a special goodnight story time before their stuffed animals got to spend a night in the library. Unfortunately no patrons joined us for this program.



- Aviation day was held on the 19<sup>th</sup>, and 4 adults and 8 kids had a great time making paper airplanes and straw rockets and airplanes.
- Our galaxy in a bottle program brought in 5 adults, 7 kids, and 1 teen on the 20<sup>th</sup> and 7 adults attended our first of 2 special Medicare Basics classes led by Mike Graper from the Aging and Disability Resource Center on the 27<sup>th</sup>.
- All month we featured passive craft weeks that brought in the following: 5 adults, 14 kids, and 1 teen made constellation crafts; 10 adults and 22 kids made flying saucers; 15 adults, 31 kids, and 1 teen made aliens; and 22 adults, 30 kids, and 1 teen made paper cupcakes.
- Passive Programs: Our passive program this month allowed kids the opportunity to build a Lego tower with each checkout. Children could get 3 Legos each time they checked out, 127 participants had a lot of fun building!
- Upcoming Programs: Book Club, Lego Block Party, and Play and Learn will continue as usual. Family Story Time will resume on September 4<sup>th</sup>. We'll host a second Medicare Basics class, a craft swap program, a craft week celebrating International Dot Day, a passport program, and have a program where adults and teens can make their own journals and notebooks.

#### Circulation Statistics

- Mosinee circulated 3,502 items in August 2019. This is an 18.82% decrease. Mosinee has circulated 29,705 items in 2019. This is a 2.45% decrease.

#### Library News

- Displays: This month we had a "Fiction meets Reality" display, featuring nonfiction titles by popular fiction authors, a "S'more you read the s'more you know" nonfiction display, and a "cool books for hot days" displays. Our children's area featured books about letters and numbers.
- Ashley's last day was on the 20<sup>th</sup>. She will be greatly missed by both the staff and the Mosinee community, and we wish her the absolute best in the future!
- Sarah attended interviews for the Mosinee Branch Assistant position several times throughout the month.
- Special thanks to Lisa, MJ, and Ashley for coverage this month!
- We've started a reusable bag swap with the help of the Marathon City Branch who has been doing this already, and four patrons used our bags right away. Thank you to the Marathon City Branch for sharing their idea!
- Fifteen pounds of food donations were brought to the library, which Sarah took to the Mosinee Community Center of Hope.

- A folding table is generously being ordered for programming needs at the Mosinee Branch.

#### Facilities Updates

- On the 8<sup>th</sup> staff noticed that the air conditioning unit on the second floor was not working properly. Staff immediately notified Public Works and on the 12<sup>th</sup> LPG services was able to visit the library for an appointment. It was determined that the compressor coil needed to be replaced, but as the unit is so old replacement is not possible and the entire unit needs to be replaced. The funds for a replacement unit were approved, and an appointment will be scheduled as soon as possible to replace the unit.
- Our custodian is working on temporarily patching rotted pieces on our outside windows, as well as opening and cleaning the windows that are able to open.
- Our custodian has moved historic photos of Mosinee and the library to more visible areas in the downstairs section of the library. Many had been previously housed in the Main Street stairwell that we have closed off due to security and safety.

#### **Rothschild Monthly Report**

##### Events and Programs

- Family Story Time: In August, we held 4 regular family story times with 43 adults and 73 children attending. We also presented our monthly outreach story time at St. Therese daycare for 24 people. Ollie and Deborah are transitioning to fully take over story time once Dave is gone.
- Book Club: In August, 8 book club members met to discuss the classic novel *Emma* by Jane Austen. In September, the club will discuss *The Great Alone* by Kristin Hannah.
- Outreach: Ollie represented the library at a community outreach event put together by the Everest Metro police department. She presented the public with information about library cards, services, programs, and highlighted the Lena program. She spoke with 120 people!
- Summer Programs: We finished out our SLP program with a galaxy bottle charm necklace program attended by 32 people, and a better brain health educational program attended by 12 adults. We also held our last summer LEGO club session with 6 people, and our last summer Needle Arts meeting with 3 people. We had great participation with our summer reading program this year -- 150 people participated, and 380 sheets were returned.

- Upcoming Programs: In September, our normal programming will continue as usual. We will also hold our first monthly wellness discussion group, a Medicare basics presentation for adults, a program about advanced care planning, a fall craft night, and a fun family event called “Saturday Spotlight: Jungles.”

#### Circulation Statistics

- Rothschild circulated 11,088 items in August. This is 0.73% decrease from last year. In 2019, Rothschild circulated 83,920 items. This is a 2.3% decrease from last year.

#### Library News

- We weeded and shifted the adult fiction collection.
- Laura met with the Branch Hours Research Team to work on the proposal.
- Ben D. visited the library to work on technology issues.
- Dave’s last day at the Rothschild branch will be Thursday, September 19<sup>th</sup>. We will miss him, and we wish him the best of luck in the future!

#### Facilities Updates

- The Village cleaned the rugs in the entryway.

### **Spencer Monthly Report**

#### Events and Programs

- “A Journey Through Adoption” was presented by Adam Schnabel on August 6<sup>th</sup>. Adam spoke of his hardships and stumbling blocks as he and his wife tried to adopt a little girl from Bulgaria. Because of a funeral in Spencer that day only 9 people were present. Adam agreed to come back in October to do his program again.
- The week of August 5<sup>th</sup>, children were invited to come in during open hours to make a STEM Constellation Sensory Bag. Each child was given a gallon bag, gold stars and then Dawn soap to put in the bag. The end result was stars in the sky. 48 kids enjoyed this project.
- Play N Learn was held two times in the month of August with a total of 8 attending.
- Library Lego Tower is part of the Summer Reading Program. For every item checked out (up to 15) you get a Lego to add to the tower. In the month of August, 41 children added to the tower.

- “What is your Favorite Grilled Food” was a passive program in August. Chicken and Brats tied for first place with Hot Dogs and Burgers coming in second. 42 patrons took part in this passive program.
- “Oh The Places You Will Go” was a passive program in August. A large United States map was displayed and patrons who traveled this summer, put a colored pin where they traveled to. Colored pins range from New York to Hawaii. 25 patrons placed pins and many enjoyed just looking at all the destinations.

#### Circulation Statistics

- Spencer circulated 1,864 items in the month of August. This is a decrease of 7.45%. Spencer has circulated 15,186 items in 2019. This is a decrease of 0.04%.

#### Library News

- Summer Reading Program came to an end. We are taking down the SRP decorations and going with a “Back to School” theme.
- Audrey did her rounding with Laura Wood
- The summer themed books in the adult area was a huge hit all summer.
- Audrey did a rounding with Wendy

#### Facilities Updates

- On Wednesday, August 21<sup>st</sup> the Village of Spencer tried their new generator. The library was asked to turn off the computers so they could test the generator to make sure it was working properly when it is needed.

### **Stratford Monthly Report**

#### Events and Programs

- The Summer Library Program was a great success out here. Many families participated in the events and craft days, and we had 92 active participants in the summer reading program. We had 19 pre-schoolers, 54 grade schoolers, 10 teens, and 9 adults turn in a total of 244 reading slips. We were able to give away 205 books as prizes, which patrons were delighted with! Other prizes included book bags and water bottles, which they also appreciated!
- The fourth SLP craft brought in 21 children and 12 adult participants the week of Aug. 5-9 to create their own version of an alien.
- We hosted two programs with JoAnn Janikowski from the Alzheimer’s Association. On Aug. 6, five patrons attended *Understanding Alzheimer’s & Dementia*. On Aug. 26, seven people attended *10 Warning Signs of Alzheimer’s*.

- Our Nonfiction@Night Book Club met Aug. 7. One patron attended to discuss *The Glass Castle* by Jeannette Walls.
- *Marker-Dyed Coasters* brought in two patrons to our library on Aug. 13.
- Our afternoon Book Club met Aug. 19 to discuss *Small Great Things* by Jodi Picoult; 11 people attended.
- Story Time and Play & Learn met four times in August, with a total of 29 adults and 50 children attending. Our themes for stories, activities, and crafts included dinosaurs, *Press Here!* Type books, superheroes, and apples.

#### Circulation Statistics

- Stratford circulated 2,008 items in August. This is a 13.78% decrease from last year. In 2019, Stratford circulated 16,629 items. This is a 1.06% decrease from last year.

#### Library News

- We set up a *Best Tool for School* book display, featuring books about school and promoting the benefits of library cards for students.
- We set up a *1000 Books Before Kindergarten* display in the Children's section.
- MJ attended the Youth Services Development Institute in Delavan Aug. 25-Aug. 28. The Institute provides professional development and networking for Wisconsin public library staff who serve babies, children and teens in smaller public libraries. Training focused on programming, advocacy, collection development, technology, and leadership skills. The Institute will continue for the following year with goal setting, support, and networking.
- Eileen kindly filled in for me while I attended the Institute.

#### Facilities Updates

- The windows were cleaned.
- The fire extinguishers were inspected.

**Director's Activities:**

8-19-19 Marathon County Public Library Board of Trustees Meeting  
8-23-19 County Department Heads Meeting  
9-5-19 Transition Team Meeting  
9-5-19 Monthly agenda meeting with Library Board President  
9-6-19 County Meeting Addressing Inclusivity Recommendations  
9-12-19 Marathon County Public Library Foundation Meeting  
9-13-19 County Department Heads Meeting  
9-16-19 Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

9-16-19 Marathon County Public Library Board of Trustees Meeting  
9-17-19 Early Years Coalition Steering Committee Meeting  
9-20-19 Staff Development Day  
9-23-19 Friends of the Marathon County Public Library Board Meeting  
TBD Policy reviews w/Leah and Matt  
TBD Monthly agenda meeting with Library Board President  
10-18-19 County Department Heads Meeting  
10-21-19 Marathon County Public Library Board of Trustees Meeting

**LIBRARY PROJECTS, PROGRAMS, EVENTS:**

Engberg Anderson is working on design plans for upcoming renovations

**UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:**

WLA (Wisconsin Library Association) Annual Conference is October 8-11, 2019 @ Kalahari Convention Center, Wisconsin Dells

**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 19 CIP TRANS Report Format 511

Period 8 ending August 31, 2019 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2019 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	219,974.00					219,974.00	
Act 8400 MAIN LIBRARY CUST SERVIC	687,939.00			23,212.00	23,212.00	664,727.00	3.4
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
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APR 777A LIBRARY CIP PROJECT	908,761.00			23,212.00	23,212.00	885,549.00	2.6
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Or2 934 CIP PROJECTS	908,761.00			23,212.00	23,212.00	885,549.00	2.6
-----							
Sub 604 LIBRARY CIP PROJECTS	908,761.00			23,212.00	23,212.00	885,549.00	2.6
-----							
Report Final Totals	908,761.00			23,212.00	23,212.00	885,549.00	2.6
=====							