



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, December 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. (10 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. (30 minutes) WVLS Presentation of Services Offered to Member Libraries – For Discussion and Informational Purposes Only
8. ( 5 minutes) Mosinee Branch Library update on 2<sup>nd</sup> floor Storage – For Discussion and Informational Purposes Only
9. (10 minutes) Baker and Taylor Vendor Changes – For Discussion and Informational Purposes Only
- 10.( 5 minutes) Ramp and Pedestrian Signage update on City of Wausau dialog – For Discussion and Informational Purposes Only
- 11.( 5 minutes) Task Force to Review System Membership Update – For Discussion and Informational Purposes Only
12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
  - Monday 01/27/2020
  - Monday 02/17/2020
  - Monday 03/16/2020
  - Monday 04/20/2020
15. 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: December 10, 2019  
FAXED TIME: 1:07 p.m.

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

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

Present: Sharon Hunter, Gary Beastrom, Mai Ger Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Scott Winch, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 visitors

The meeting was called to order at 12:01 p.m. 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 October 21, 2019 meeting. Seconded by Mai Ger Moua. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for October 2019. Seconded by Kari Sweeney. Motion carried.**

#### Public Comments

WVLS Director Marla Sepnafski addressed the MCPL board of trustees regarding WVLS services.

President – Regarding the taskforce. Director Illick contacted Corporation Counsel Corbett. We wanted to make sure that the taskforce was formed correctly. We do have to be appointed by the Marathon County Board. Corporation Counsel suggested we approach someone from the County Board leadership to chair the taskforce and to look for someone from another library system that is similar to ours to serve on the taskforce. We will keep you posted and once the County Board approves the taskforce we can start meeting.

#### Other Board Members – No Report

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

- We had an aquarium disaster. There was a break in a coupling to the filter. Some of the water went out onto the carpeting, leaving the fish in four inches of water. Staff jumped right in to extract the water from the carpeting as fast as they could. Everyone who help were amazing with their quick reaction and we are happy to report that no fish were lost.

#### Board Committees – No Report

Friends of the Library – Director Illick reported the recent book sale went very well.

MCPL Foundation – Report included in the packet and Director Illick reported that the Foundation met November 14. There is a fundraising effort coming up, they have taken some new pathways. They did have a conversation about the Marathon County Literacy Council and will be helping out the organization with materials.

### Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet and Board Member Sweeney reported that she is proud of the continuing education workshops WVLS creates for their member libraries.

### Marathon County Literacy Council

Connie Heidemann gave a presentation on the Marathon County Literacy Council. They are growing they have an office at the Salvation Army along with Marathon County Public Library.

### Discussion about MCPL Staff Development Day and Marathon County MLK Day On Training

As you all know a few years ago County Administration and County Board worked out that we would spend MLK Day On doing inclusivity training. The library also has a training day at the end of September, staff development day. Do we want to take the entire MLK Day On and have a staff development day, this would be two extra days we wouldn't be open. MLK Day On and Staff Development day have different topics. MLK Day On gives library staff the opportunity to interact with the County staff. MLK Day On is also the third Monday of the month along with the Board of Trustees meeting. The meeting can be moved if it works for everyone.

The library employees will have the opportunity to attend MLK Day On and we will plan to have a Staff Development Day.

**A Motion was made by Katie Rosenberg to move the Board of Trustees meeting in January to January 27, 2020. Seconded by Gary Beastrom. Motion carried.**

### Update on Renovations Planning with Engberg Anderson

Engberg Anderson has some drawings to view for the branches. We will be meeting on November 19 and should have an update at the December meeting.

### MCPL Policy Review

- Lost or Damaged Library Materials Standard Charged – 10.28

This is a minor change to the policy. We are adding a bare minimum price.

**A Motion was made by Scott Winch to accept the policy as presented. Seconded by Sarah Thurs. Motion carried.**

### County Annual Evaluations Update

Will be finishing self-evaluation by December 1, the final evaluation is due back to Employee Resources by December 31.

### 2020 MCPL Holidays

**A Motion was made by Katie Rosenberg to accept the 2020 MCPL Holidays as presented. Seconded by Sarah Thurs. Motion carried.**

Roofing Repairs Update

We heard from Craig at Facilities and Capital Management. He is hoping to get bids very shortly for the third floor envelope. He has asked me if I would talk with Kolbe & Kolbe on some help with the windows.

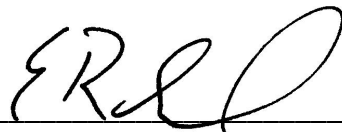
L.E.N.A Update

Pizza will be ordered for graduation on Wednesday and Thursday this week at the library. We will be getting ready for a big action packed spring.

Announcements – None

Request for Future Agenda Items – WVLS Presentation

**A Motion was made by Katie Rosenberg to adjourn the meeting at 12:45 p.m. Seconded by Kari Sweeney. 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 December 16, 2019.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 21, 2019. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Mai Ger Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Scott Winch, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 30 visitors

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 Scott Winch to approve the Board of Trustee minutes from the September 16, 2019 meeting. Seconded by Mai Ger Moua. Motion carried.**

**A motion was made by Kari Sweeney to approve the Bills & Services report for September 2019. Seconded by Sarah Thurs. Motion carried.**

#### Public Comments

Staff from WVLS presented information on their collaborations.

Julie Bunczak spoke on behalf of the Central WI Book Festival Committee.

#### President – No Report

Other Board Members – Board Member Thurs reported she talked to Blake at River District regard the street signs pointing to the library. The library would be responsible for the cost of the sign, if we would like to move forward we would need to fill out paperwork.

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

#### Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney was not able to attend their last meeting, but wanted to be on the record that there are clearly some concerns about potential changes to the system.

#### Corporation Counsel Review of Library Agreements

Corporation Counsel Corbett discussed existing agreements between the Library and Facilities and Capital Management department. County Administrator Karger will take the next steps in bringing us in compliance with the agreement.

South Central Library Systems Presentation about their Services Model and Standards

South Central Library Systems gave a presentation introducing services they provide as a system library.

Board Member Rosenberg would like a task force formed to better understand the two systems. Both Board Members Sweeney and Moua agree they would like to better understand the two systems also.

**A Motion was made by Katie Rosenberg to create a task force to better understand the two systems. Seconded by Gary Beaström. Motion carried.**

Branch Library Services Hours Proposal

The changes will be implemented in January 2020. This would give ample time to inform the public. No programming will be cut, things might need to be slightly modified to accommodate the new hours.

**A Motion was made by Scott Winch to accept the Branch Library Services Hours Proposal as presented. Seconded by Kari Sweeney. Motion carried.**

2020 Budget

The budget is what we originally presented. There were a few changes that we have discussed with County Administrator Karger.

**A Motion was made by Sarah Thurs to approve the 2020 Budget as presented. Seconded by Katie Rosenberg. Motion carried.**


WVLS Service Agreement

**A Motion was made by Kari Sweeney to approve the 2020 WVLS Service Agreement. Seconded by Katie Rosenberg. Motion carried.**

Announcements – None

Request for Future Agenda Items - None

**A Motion was made by Katie Rosenberg to adjourn the meeting at 1:10 p.m. Seconded by Mai Ger Moua. Motion carried.**



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Library Director

Period: 11 2019

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	NORTHCENTRAL TECH COLLEGE	5,000.00
	WISCNET	250.00
	CHARTER COMMUNICATIONS	3,279.01
	<b>INTERNET SERVICE</b>	<b>8,529.01</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	53.70
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>53.70</b>
101 000000000066592250	TELEPHONE	
	FRONTIER	519.79
	<b>TELEPHONE</b>	<b>519.79</b>
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY	
	MARSHFIELD PUBLIC LIBRARY	233.55
	<b>LIBRARY FEES-REIMBURSE TO CNTY</b>	<b>233.55</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	METRO FIRE PROTECTION INC	32.50
	RHINELANDER DISTRICT LIBRARY	20.00
	MERRILL CITY TREASURER	15.95
	DEMME MEMORIAL LIBRARY	26.99
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>95.44</b>
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV	
	SPRINT DELIVERY SERVICE	397.62
	<b>CONTRACTUAL VAN/COURIER SERV</b>	<b>397.62</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,454.25
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>1,454.25</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	684.86
	MIDWEST TAPE LLC	22.49
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>707.35</b>
101 000000000066593110	POSTAGE/BOX RENT	
	MARATHON POSTMASTER	120.00
	<b>POSTAGE/BOX RENT</b>	<b>120.00</b>
101 000000000066593127	RFID TAGS-LIBR	
	BIBLIOTHECA	1,925.96
	<b>RFID TAGS-LIBR</b>	<b>1,925.96</b>

Period: 11 2019

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593130	PRINTING/DUPLICATION MARCO	519.18
	<b>PRINTING/DUPLICATION</b>	<b>519.18</b>
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES UW EXT COOPERATIVE EXT MAR CO	19,555.32 2,382.15 480.00
	<b>BOOKS LIBRARY</b>	<b>22,417.47</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY RECORDED BOOKS INC FINDAWAY WORLD AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	4,075.42 181.34 527.40 2,490.20 2,025.04
	<b>AUDIO-VISUAL MATERIALS</b>	<b>9,299.40</b>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC INFOGROUP	8,626.00
	<b>SUBSCRIPTIONS-ELECTRONIC RESRC</b>	<b>8,626.00</b>
101 000000000066593260	ADVERTISING TP PRINTING CO INC WAUSAU PILOT & REVIEW	36.25 800.00
	<b>ADVERTISING</b>	<b>836.25</b>
101 000000000066593321	PERSONAL AUTO MILEAGE WINCH, SCOTT	81.20
	<b>PERSONAL AUTO MILEAGE</b>	<b>81.20</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES BRO DART AMAZON CAPITAL SERVICES	125.61 1,220.67
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>1,346.28</b>
101 000000000066595320	BUILDING/OFFICES RENT ATHENS, VILLAGE OF STRATFORD, VILLAGE OF MOSINEE WATER/SEWER WI PUBLIC SERVICE CO VILLAGE OF MARATHON CITY	1,960.51 1,360.67 43.95 141.25 2,550.60
	<b>BUILDING/OFFICES RENT</b>	<b>6,056.98</b>
	LIBRARY 665 TOTAL:	63,219.43



Period: 11 2019

**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	143.30
WI INSTITUTE FOR PUBL POLICY	7,875.00
TANK MATES LLC	1,067.00
AMAZON CAPITAL SERVICES	670.18
BEOTIS CREATIVE	-2,500.00
BINGHAM, ROSE	100.00
MIDWEST TAPE LLC	51.71
<b>BOOKS LIBRARY</b>	<b><u>7,407.19</u></b>
LIBRARY GIFTS 667 TOTAL:	<u>7,407.19</u>
Report Total:	<u><u>70,626.62</u></u>

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 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	55,406.40		445,093.44	445,093.44	92,197.56	82.8
Act 1111 SALARIES-PERMANENT-REGUL	32,737.00	3,761.28		30,430.63	30,430.63	2,306.37	93.0
Act 1210 WAGES-PERMANENT-REGULAR	769,553.00	91,809.60		732,608.48	732,608.48	36,944.52	95.2
Act 1211 WAGES-PERMANENT-REGULAR	662,349.00	70,441.72		569,631.15	569,631.15	92,717.85	86.0
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	10,963.23		128,734.13	128,734.13	26,368.87	83.0
Act 1520 RETIREMENT EMPLOYERS SHA	117,501.00	8,795.99		99,397.15	99,397.15	18,103.85	84.6
Act 1540 HOSPITAL/HEALTH INSURANC	409,638.00			377,127.71	377,127.71	32,510.29	92.1
Act 1541 DENTAL INSURANCE	11,321.00			9,772.63	9,772.63	1,548.37	86.3
Act 1543 INCOME CONTINUATION INSU	7,727.00					7,727.00	
Act 1544 HLTH INS-CONVERSION, RET				30,323.41	30,323.41	30,323.41-	
Act 1545 POST EMPLOYEE HEALTH PLA	33,176.00	1,806.00		20,286.00	20,286.00	12,890.00	61.2
Act 1550 LIFE INSURANCE	1,121.00	47.41		515.95	515.95	605.05	46.0
Act 1560 WORKERS COMPENSATION PAY	3,069.00	192.55		2,658.77	2,658.77	410.23	86.6
Act 1580 UNEMPLOYMENT COMPENSATIO	2,025.00	148.17		2,144.77	2,144.77	119.77-	****
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,767,405.00	243,372.35		2,449,195.06	2,449,195.06	318,209.94	88.5
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00	1,235.47		1,235.47	1,235.47	35.47-	****
Act 2141 INTERNET SERVICE	24,000.00	8,529.01		23,327.47	23,327.47	672.53	97.2
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	53.70		769.70	769.70	230.30	77.0
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,000.00	615.07		6,769.01	6,769.01	1,230.99	84.6
Act 2433 MAINTENANCE CONTRACTS	21,000.00			3,532.06	3,532.06	17,467.94	16.8
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00	233.55		6,121.17	6,121.17	3,378.83	64.4
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			8,850.00	8,850.00	350.00-	****
Act 2958 COUNTY NETWORK SUPPORT	3,000.00			1,670.00	1,670.00	1,330.00	55.7
Act 2959 TIMING SOFTWARE MAINT-LI	1,600.00					1,600.00	
Act 2990 SUNDRY CONTRACTUAL SERVI	5,460.00	108.86		10,279.91	10,279.91	4,819.91-	****
Act 2994 CONTRACTUAL VAN/COURIER	3,000.00	397.62		6,859.21	6,859.21	3,859.21-	****
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	1,454.25		16,538.25	16,538.25	5,461.75	75.2
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	707.35		5,087.90	5,087.90	2,912.10	63.6

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 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	357.06		2,741.02	2,741.02	908.98	75.1
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	1,925.96		9,121.93	9,121.93	1,378.07	86.9
Act 3130 PRINTING/DUPLICATION	7,000.00	519.18		8,630.75	8,630.75	1,630.75	****
Act 3161 BOOKS LIBRARY	282,250.00	22,735.72		212,212.44	212,212.44	70,037.56	75.2
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	9,347.85		54,445.56	54,445.56	9,554.44	85.1
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	192.90		4,368.61	4,368.61	17,631.39	19.9
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	8,626.00		14,076.00	14,076.00	10,924.00	56.3
Act 3240 MEMBERSHIP DUES				484.00	484.00	484.00	-
Act 3250 REGISTRATION FEES/TUITIO	5,000.00			1,852.50	1,852.50	3,147.50	37.1
Act 3260 ADVERTISING	6,000.00	836.25		3,436.83	3,436.83	2,563.17	57.3
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	81.20		1,786.93	1,786.93	2,213.07	44.7
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	32.18		5,411.61	5,411.61	3,411.61	****
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	3,390.58		27,980.62	27,980.62	7,980.62	****
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	6,056.98		48,197.06	48,197.06	6,802.94	87.6
APR 711B LIBRARY LVL 1-OPERATING	786,275.00	67,436.74		641,952.26	641,952.26	144,322.74	81.6
Or2 665 LIBRARY	3,553,680.00	310,809.09		3,091,147.32	3,091,147.32	462,532.68	87.0

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 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	310,809.09		3,137,958.43	3,137,958.43	461,837.57 87.2	
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Sub 101 GENERAL FUND	3,599,796.00	310,809.09		3,137,958.43	3,137,958.43	461,837.57 87.2	

GL787

LIB 19-OBL vs BUDGET

Report Format 511

Period 11 ending November 30, 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	7,456.18		74,986.94	74,986.94	19,440.06	79.4
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Or2 667 LIBRARY GIFTS	94,427.00	7,456.18		74,986.94	74,986.94	19,440.06	79.4
-----							
Agy 0870 LIBRARY	94,427.00	7,456.18		74,986.94	74,986.94	19,440.06	79.4
-----							
Sub 252 LIBRARY GIFTS	94,427.00	7,456.18		74,986.94	74,986.94	19,440.06	79.4
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Report Final Totals	3,694,223.00	318,265.27		3,212,945.37	3,212,945.37	481,277.63	87.0
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GL787 LIB 19 MAINT OBL VS BUDGET Report Format 511

Period 11 ending November 30, 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	30.00		330.00	330.00	90.00	78.6
Act 2210 WATER/SEWER	35,000.00			30,214.30	30,214.30	4,785.70	86.3
Act 2220 ELECTRIC	42,000.00	2,722.11		30,675.46	30,675.46	11,324.54	73.0
Act 2240 NATURAL/PROPANE GAS	9,000.00	602.44		8,280.43	8,280.43	719.57	92.0
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	96.00		8,729.49	8,729.49	7,229.49	****
Act 2470 BUILDING REPAIRS	500.00	675.00		2,078.70	2,078.70	1,578.70	****
Act 2930 FIRE PROTECTION	300.00			85.00	85.00	215.00	28.3
Act 2970 REFUSE COLLECTION	4,000.00			4,379.98	4,379.98	379.98	****
Act 2990 SUNDRY CONTRACTUAL SERVI	2,500.00	38.24		2,565.86	2,565.86	65.86	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	8,000.00	1,528.70		7,873.94	7,873.94	126.06	98.4
Act 3460 CLOTHING/UNIFORM	600.00	25.74		354.45	354.45	245.55	59.1
Act 3540 PAINTING SUPPLIES	300.00			20.43	20.43	279.57	6.8
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			227.23	227.23	272.77	45.5
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	104,820.00	5,718.23		95,815.27	95,815.27	9,004.73	91.4
Or2 206 LIBRARY - BLDG MAINTENANCE	104,820.00	5,718.23		95,815.27	95,815.27	9,004.73	91.4
Agy 0590 OTHER GENERAL GOVERNMENT	104,820.00	5,718.23		95,815.27	95,815.27	9,004.73	91.4
Sub 101 GENERAL FUND	104,820.00	5,718.23		95,815.27	95,815.27	9,004.73	91.4
Report Final Totals	104,820.00	5,718.23		95,815.27	95,815.27	9,004.73	91.4

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of November 2019

Branch	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE	2018 YEAR-to-DATE	2019 YEAR-to-DATE	% CHANGE
ATHENS	1,661	1,846	11.14%	18,261	18,638	2.06%
EDGAR	1,948	1,963	0.77%	19,519	21,167	8.44%
HATLEY	2,477	2,462	-0.61%	26,958	29,119	8.02%
MARATHON	3,511	3,288	-6.35%	37,519	37,689	0.45%
MOSINEE	3,409	3,085	-9.50%	40,740	39,705	-2.54%
ROTHSCHILD	10,493	9,438	-10.05%	116,656	113,681	-2.55%
SPENCER	1,994	1,763	-11.58%	20,680	20,647	-0.16%
STRATFORD	1,796	1,673	-6.85%	22,350	22,412	0.28%
WAUSAU	35,019	34,278	-2.12%	416,380	402,933	-3.23%
WAUSAU DRIVE UP	1,154	1,121	-2.86%	12,833	12,584	-1.94%
HOMEBOUND	1,104	920	-16.67%	13,262	11,894	-10.32%
ILL	154	101	-34.42%	1,362	1,356	-0.44%
OVERDRIVE	10,150	10,921	7.60%	110,428	122,955	11.34%
<b>GRAND TOTAL</b>	<b>74,870</b>	<b>72,859</b>	<b>-2.69%</b>	<b>856,948</b>	<b>854,780</b>	<b>-0.25%</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

November 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	42	1	158	0	0	692	0	893	18,638	4.79%	
EDGAR	14	4	109	0	0	0	1	128	21,167	0.60%	
HATLEY	0	95	80	2,386	1,524	0	2	4,087	29,119	14.04%	
MARATHON	15	144	101	4	5	21	0	290	37,689	0.77%	
MOSINEE	2	4	24	135	15	6	17	203	39,705	0.51%	
ROTHSCHILD	138	4	216	1,631	200	35	15	2,239	113,681	1.97%	
SPENCER	1,603	0	0	0	0	27	57	1,687	20,647	8.17%	
STRATFORD	96	0	0	0	0	29	75	200	22,412	0.89%	
WAUSAU	1,233	1,288	7,279	2,814	3,973	340	133	17,060	402,933	4.23%	
WAUSAU DRIVE UP	1	15	386	12	1	0	0	415	12,584	3.30%	
MISC*									136,205		
TOTAL MCPL	3,144	1,555	8,353	6,982	5,718	1,150	300	27,202	854,780	3.18%	
% of CIRC by COUNTY	0.37%	0.18%	0.98%	0.82%	0.67%	0.13%	0.04%				

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



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## TOTAL MONTHLY CUSTOMER COUNT

For the month of November 2019

	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	63,566	64,455	1.40%
RESIDENT CHILD	9,219	9,321	1.11%
HOMEBOUND	208	189	-9.13%
STAFF	64	69	7.81%
TEMPORARY	261	243	-6.90%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,318</b>	<b>74,277</b>	<b>1.31%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,797	2,866	2.47%
CHILD	243	234	-3.70%
TEMPORARY	14	16	14.29%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,054</b>	<b>3,116</b>	<b>2.03%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	531	533	0.38%
<b>GRAND TOTAL</b>	<b>76,903</b>	<b>77,926</b>	<b>1.33%</b>

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

**THE PAST MONTH**

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

## **Library Services Report**

### **November 2019**

#### **News**

- Inventory: Juvenile DVDs are currently on the R's. Adult Nonfiction is currently on the 796's
- Proctoring: 1 exam
- Leah held individual rounding with staff
- Leah attended adult services meeting
- Leah attended weekly operations meetings
- Leah hosted branch coordinator meeting
- Leah attended the Library board meeting
- Leah attended the County's Inclusivity Training
- Leah attended the Friends meeting to discuss Dan R's promotion initiatives
- Chad attended the WVLS adult services summit on Nov. 7
- Paula and Pam gave a presentation on MCPL's homebound program at Wausau Manor to 10 members of the North Central Activities Administrators
- Kate and Katie visited the Rothschild branch for collection analysis and weeding

#### **Events and Programs**

##### Youth Services Events

- Story Times:
  - Book Babies: 4 programs; participants—129
  - Tales for Tots: 8 programs; participants—154
  - Preschool Story Time: 6 programs; participants—52
  - Play and Learn Story Time: 4 programs; participants—92
  - Family Story Time: 5 programs; participants—84
- Nov. 4: TAG Meeting—4
- Nov. 5: Teen Karaoke—1
- Nov. 6: LENA Wednesday—16
- Nov. 7: LENA Thursday—28

- Nov. 7: Pokemon Club—47
- Nov. 12: St. Michael’s Story Time—56
- Nov. 12: Glow in the Dark Story Time—34
- Nov. 13: LENA Wednesday—8
- Nov. 14: LENA Thursday—30
- Nov. 16: Button Pumpkin Mosaic—53
- Nov. 17: Frozen Sing-A-Long—175
- Nov. 20: LENA Wednesday—15
- Nov. 20: Warrior Wednesday—6
- Nov. 21: LENA Thursday—36
- Nov. 25: Pajama Story Time—0
  - **Total number of November Youth Services programs –42**
  - **Total attendance for November Youth Services programs –1020**

#### Adult/All Ages Events

- Nov. 5: MCPL Movie Night: “Rocketman”; attendance – 12
- Nov. 6: Census 2020 Information Session – 2
- Nov. 7: Needle Arts – 3
- Nov. 13: Library Learning: MCPL Databases - 7
- Nov. 14: Library Learning: MCPL Databases - 3
- Nov. 18: Women’s Night Out book club – 9
- Nov. 19: Guatemala: Current Events and Coffee - 18
- Nov. 21: Census 2020 Information Session – 2
- Nov. 27: Readers of Classic Literature book club - 5
  - **Number of adult programs – 9**
  - **Total attendance for October adult programs – 61**

#### Media Summary

##### Social Media Statistics:

- Facebook (MCPL): 3,609 likes (+32)
- Twitter: 1,201 followers (+1)
- Pinterest: 957 followers (+1)
- Goodreads: 283 friends (+0); 1,235 reviews (+3)
- Instagram: 548 followers (+18)

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

- November 6- Friends of MCPL Book Sale
- November 13- Button Pumpkin Mosaics

- November 20- Census 2020 Information Session
- November 27- MCPL Movie Night- "Spider-Man: Far From Home"

#### WAOW Channel 9

- November 6- U.S. Census Bureau hosts information session in Wausau (Library Services, Dan Richter)  
<https://waow.com/news/top-stories/2019/11/06/u-s-census-bureau-hosts-information-session-in-wausau>

#### WSAW Channel 7

- November 14- National novel writing month inspires all to write 50,000 words in November (Branch Assistant, Shahara Falk-Lefay)  
<https://www.wsaw.com/content/news/National-Novel-Writing-month-inspires-all-to-write-50000-words-in-November-564920872.html>

#### City Pages

- November 7- Highlights- Mosinee: The First Amendment, Government Authority and Nuclear Weapons  
Big Guide- Wausau: Friends of MCPL Book Sale, Library Learning-Search and Discover MCPL Databases, Pokémon Club, Get Your Glow On Story Time, Building Challenges, Button Pumpkin Mosaics; Edgar: Family Adventure Night-Paw Patrol; Hatley: Harvest Story Time; Mosinee: The First Amendment Government Authority and Nuclear Weapons, Button Craft Day; Rothschild: Saturday Spotlight-Pirates; Stratford: Flavored Vinegars and Oils, Genealogy Hunters  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- November 14- Big Guide- Wausau: Guatemala-Current Events & Coffee, Button Pumpkin Mosaics, "Frozen" Sing-Along, "Warriors" Wednesday; Athens: Family Pajama Story Time; Edgar: Adult Night at the Library-Jar Art; Marathon City: Harvest Story Time; Mosinee: Story Time Yoga; Rothschild: Saturday Spotlight-Pirates  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- November 21- Big Guide- Athens: Family Pajama Story Time, Pumpkin Pie Craft; Mosinee: Make a Gratitude Jar; Stratford: Quilting and Beyond, Learn to Quilt  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups  
Winter Calendar- Wausau: MCPL Movie Night-"Spider-Man: Far From Home," Ribbons Boxes and Bows-Waste Reduction and Recycling During the Holidays, Legends and Folklore of Winter with Chad Lewis, MCPL Movie Night-"The Peanut Butter Falcon;" Athens: DIY So Simple Mittens; Edgar: Adult Night at the Library-Origami, Adult Night at the Library-Nature Print Sun Paper; Hatley: DIY Magazine Trees, Winter-themed Escape Rooms; Marathon City: DIY Photo Coasters; Mosinee: Glass Jar Candle Holders, Wooden Winter Coasters; Rothschild: MCPL DIY-Winter Bird Feeders
- November 27- Big Guide- Wausau: MCPL Movie Night-"Spider-Man: Far From Home," Athens: MCPL DIY-So Simple Mittens; Hatley: MCPL DIY-Magazine Trees; Marathon City: DIY-Watercolor Tile Art; Mosinee: Glass Jar Candle Holders, 2020 Census Info Session,

Winter Hat Craft; Rothschild: MCPL DIY-Winter Bird Feeders; Stratford: The Magical World of Narnia

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

#### Hub-City Times

- November 5- Spencer library offers holiday card-making program  
<https://hubcitytimes.com/2019/11/05/spencer-library-offers-holiday-card-making-program>
- November 6- Spencer library offers holiday card-making program; MCPL Spencer Branch to offer senior home safety talk  
Now That's Entertainment Calendar- Hatley: Book Club-"Major Pettigrew's Last Stand;" Marathon City: Book Club-"The Good Earth;" Stratford: Nonfiction@Night Book Club-"The Wright Brothers"
- November 13- Now That's Entertainment Calendar- Spencer: Iris Paper Holiday Cards, Book Club; Stratford: Book Club
- November 20- Now That's Entertainment Calendar- Spencer: As the Page Turns Book Club
- November 27- Now That's Entertainment Calendar- Spencer: Cribbage at the Library

#### Mosinee Times

- November 7- MCPL Mosinee Branch to host talk on freedom of the press on November 11
- November 14- MCPL Book Clubs: November 2019- Wausau: Women's Night Out-"The Great Alone;" Athens: "The Children;" Edgar: "My Grandmother Asked Me to Tell You She's Sorry;" Mosinee: "The Great Alone;" Rothschild: "Beartown;" Spencer: As the Page Turns-"Eleanor Oliphant is Completely Fine;" Stratford: "A Gentleman in Moscow"
- November 21- Make gratitude jar at MCPL Mosinee Branch to keep things you're thankful for; Children's story time at the Marathon County Public Library- Edgar: Play and Learn; Hatley: Play and Learn; Marathon City: Play and Learn; Mosinee: Play and Learn  
Marathon County Public Library Youth Events- Athens: Pumpkin Pie Craft; Edgar: Home School Huddle; Hatley: Create a Pinecone Turkey, LEGO Block Party; Stratford: Learn to Quilt
- November 27- MCPL Mosinee Branch to offer info sessions about 2020 census; Marathon County Public Library Youth Events- Mosinee: LEGO Block Party, Winter Hat Craft

#### Record Review

- November 6- Athens: Family Pajama Story Time, Needle Arts, Book Club-"The Children;" Edgar: Home School Huddle, Book Club-"My Grandmother Asked Me to Tell You She's Sorry;" Marathon City: Harvest Story Time, International Games Week, Needle Arts; Stratford: Quilting and Beyond, Book Club-"A Gentleman in Moscow," Play and Learn
- November 13- Athens: Needle Arts, Family Pajama Story Time, East Knit Hat, Pumpkin Pie Craft; Edgar: Home School Huddle, Book Club-"My Grandmother Asked Me to Tell You She's Sorry;" Adult Night at the Library-Jar Art; Marathon City: Harvest Story Time,

International Games Week, Needle Arts; Stratford: Quilting and Beyond, Book Club-“A Gentleman in Moscow,” Learn to Quilt

- November 20- Athens: Needle Arts, Family Pajama Story Time, MCPL DIY-So Simple Mittens, Pumpkin Pie Craft; Edgar: Home School Huddle, Book Club-“Christmas Caramel Murder,” Family Adventure Night-*Wild Kratts*; Marathon City: Watercolor Tile Art, Harvest Story Time; Stratford: Quilting and Beyond, The Magical World of Narnia, Learn to Quilt
- November 27- Athens: Needle Arts, What’s Your 2020 Vision?; Edgar: Home School Huddle, Book Club-“Christmas Caramel Murder,” Adult Night at the Library-Oil Diffuser Necklace; Marathon City: Book Club-“Hello, Universe,” MCPL DIY-Watercolor Tile Art; Stratford: Quilting and Beyond

#### Stevens Point News Gazette

- November 5- Marathon County could join Portage County in the SCLS  
<https://stevenspoint.news/2019/11/05/marathon-county-could-join-portage-county-in-the-scls>

#### Wausau Pilot & Review

- November 2- Marathon County Public Library Programs- Wausau: Teen Advisory Group, Teen Karaoke Night, Pokémon Club; Athens: Recycled Craft Week-Make a Papier Mache Bowl; Edgar: Home School Huddle; Hatley: MCPL DIY-Coasters!; Mosinee: LEGO Block Party; Rothschild: LEGO Block Party  
<https://wausaupilotandreview.com/2019/11/02/marathon-county-public-library-programs-beginning-nov-4>
- November 4- Marathon County Public Library Programs- Wausau: Census 2020 Information Session, Get Your Glow On Story Time, Building Challenges, Library Learning-Search & Discover MCPL Databases, Button Pumpkin Mosaics; Athens: Pine Cone and Felt Owl Craft; Edgar: Family Adventure Night-Paw Patrol, Home School Huddle; Hatley: Harvest Story Time; Marathon City Branch: International Games Week; Mosinee: The First Amendment-Government Authority-Nuclear Weapons, International Games Week, Button Craft Week; Rothschild: Saturday Spotlight-Pirates; Stratford: Flavored Vinegar & Oil  
<https://wausaupilotandreview.com/2019/11/04/marathon-county-public-library-programs-beginning-nov-6>
- Friends of library book sale coming up  
<https://wausaupilotandreview.com/2019/11/06/friends-of-library-book-sale-coming-up>
- November 10- Marathon County Public Library programs- Wausau: Get Your Glow On Story Time, Building Challenges, Library Learning-Search and Discover MCPL Databases, Button Pumpkin Mosaics, “Frozen” Sing-Along, Warriors Wednesday; Athens: Pine Cone & Felt Owl Craft, Family Pajama Story Time; Edgar: Family Adventure Night-Paw Patrol, Home School Huddle, Adult Night at the Library-Jar Art; Hatley: Harvest Story Time, National Game and Puzzle Week; Marathon City: International Games Week, Harvest Story Time; Mosinee: The First Amendment, Government Authority and Nuclear Weapons, International Games Week, Button Craft Day, Story Time Yoga; Rothschild: Saturday Spotlight-Pirates, Family Game Day; Stratford: Flavored Vinegars and Oils

<https://wausaupilotandreview.com/2019/11/10/updated-nov-10-marathon-county-public-library-programs>

- November 19- Marathon County Public Library programs- Wausau: Teen Advisory Group, Pokémon Club; Athens: Pumpkin Pie Craft; Edgar: Home School Huddle; Hatley: Create a Pinecone Turkey, LEGO Block Party, Outside the Lines-A Family Coloring Party; Marathon City: Watercolor Tile Art; Mosinee: Make a Gratitude Jar, Glass Jar Candle Holders, LEGO Block Party, Winter Hat Craft; Rothschild: MCPL DIY-Winter Bird Feeders; Stratford: Learn to Quilt!, The Magical World of Narnia

<https://wausaupilotandreview.com/2019/11/19/marathon-county-public-library-programs-beginning-nov-25>

- November 26- Marathon County Public Library book clubs – December- Wausau: Readers of Classic Lit-The Short Stories of Ring Lardner; Athens: “The Four Agreements;” Edgar: “Christmas Caramel Murder;” Hatley: “The 13<sup>th</sup> Gift;” Marathon City: “Hello, Universe;” Mosinee: “The Deal of a Lifetime;” Spencer: As the Page Turns-“’Tis the Season;” Stratford: “The Mistletoe Promise”

<https://wausaupilotandreview.com/2019/11/26/marathon-county-public-library-book-clubs-december-2>

- November 28- Marathon County Public Library programs- Wausau: MCPL Movie Night-“Spider-Man: Far From Home,” Building Challenges, Bright & Colorful-Winter Landscapes; Edgar: Family Adventure Night-Wild Kratts, Home School Huddle; Mosinee: Wooden Winter Coasters; Rothschild: LEGO Block Party; Spencer: Jingle the Night Away

<https://wausaupilotandreview.com/2019/11/28/marathon-county-public-library-programs-beginning-dec-3>

- November 30- MCPL Mosinee Branch to offer info sessions about 2020 census

<https://wausaupilotandreview.com/2019/11/30/mcpl-mosinee-branch-to-offer-info-sessions-about-2020-census>

#### Wausau Times/Buyers Guide

- November 5- Steppin’ Out- Wausau: Census 2020 Information Session; Athens: Easy Knit Hat; Hatley: MCPL DIY-Coasters!; Marathon City: Podcast Discussion Group; Spencer: Catch Yourself Before You Fall, Cribbage at the Library, Iris Paper Holiday Cards
- November 12- Steppin’ Out- Wausau: “Frozen” Sing-Along; Edgar: Adult Night at the Library-Jar Art, Home School Huddle; Hatley: National Game and Puzzle Week; Mosinee: Story Time Yoga; Spencer: Iris Paper Holiday Cards
- November 19- Steppin’ Out- Athens: Pumpkin Pie Craft; Edgar: Home School Huddle; Hatley: Create a Pinecone Turkey, LEGO Block Party; Mosinee: Story Time Yoga, Make a Gratitude Jar; Rothschild: MCPL DIY: Winter Bird Feeders
- November 26- Steppin’ Out- Wausau: Teen Advisory Group; Athens: Pumpkin Pie Craft; Edgar: Home School Huddle; Mosinee: Glass Jar Candle Holders; Rothschild: MCPL DIY- Winter Bird Feeders; Stratford: Learn to Quilt!





- Adult

	2019 Annual Budget	Amount moved in 2019	Monthly Allotment	Free Balance	Spent as of Dec. 4	% Spent
<b>Adult Audiobooks</b>	\$12,810.91	\$310.91	\$1,136.00	-\$40.11	\$12,851.02	100.31%
<b>Adult Music CD</b>	\$7,242.73	-\$257.27	\$682.00	\$0.00	\$7,242.73	100.00%
<b>Adult DVD</b>	\$29,452.32	-\$2,047.68	\$2,864.00	\$0.00	\$29,452.32	100.00%
<b>Adult Video Games</b>	\$1,250.00	\$1,305.61	\$113.00	\$0.00	\$1,250.00	100.00%
<b>Adult AV Subtotal</b>	<b>\$50,755.96</b>			<b>-\$40.11</b>	<b>\$50,796.07</b>	<b>100.08%</b>
<b>Adult Paperbacks</b>	\$1,948.08	\$73.08	\$170.00	\$0.00	\$1,948.08	100.00%
<b>Adult Paperbacks S.O.</b>	\$3,625.00	NA	NA	-\$59.00	\$3,684.00	101.63%
<b>Adult Fiction</b>	\$46,344.27	\$344.27	\$4,182.00	\$1.05	\$46,343.22	100.00%
<b>Adult LT Fiction</b>	\$6,928.31	-\$271.69	\$655.00	\$0.00	\$6,928.31	100.00%
<b>Adult LT S.O.</b>	\$13,950.00	-\$1,350.00	NA	\$404.56	\$13,545.44	97.10%
<b>Adult Non-fiction</b>	\$66,597.68	\$3,097.68	\$5,773.00	\$27.44	\$66,570.24	99.96%
<b>Adult Non-fiction S.O.</b>	\$4,000.00	NA	NA	\$2,040.68	\$1,959.32	48.98%
<b>Adult Biographies</b>	\$10,047.76	\$47.76	\$909.00	\$0.00	\$10,047.76	100.00%
<b>Adult Spanish</b>	\$750.00	\$765.33	\$68.00	\$0.00	\$750.00	100.00%
<b>Adult Hmong</b>	\$750.00	NA	\$68.00	\$1.49	\$748.51	99.80%
<b>Adult Print Subtotal</b>	<b>\$154,941.10</b>			<b>\$2,416.22</b>	<b>\$152,524.88</b>	<b>98.44%</b>
<b>Adult Services TOTAL</b>	<b>\$205,697.06</b>			<b>\$2,376.11</b>	\$203,320.95	98.84%

<b>WVLS Grant Adult Book 2019</b>	\$5,500.00		NA	\$2,068.54	\$3,431.46	62.39%
<b>WVLS Grant Adult AV 2019</b>	\$2,000.00		NA	\$1,972.52	\$27.48	1.37%

\*Columns C & D reflect funds that have been moved throughout the year.

## Monthly Business Report – December, 2019

Tom became a Certified Nonprofit Accounting Professional during November as he passed the CNAP examination that followed an area expertise continuing education program. The training covered well the areas unique to nonprofits when compared to the most often covered principles taught at the university where he earned his accounting degree.

Tom spent an interesting afternoon at a Wisconsin Valley Library Service listening session. The meeting consisted of Directors and other representatives from several WVLS system libraries speaking on the current state of their facilities. As each library discussed positive developments and anticipated challenges, a common theme quickly emerged. Both funding and, more concerning, the willingness of community government to fund local libraries quickly appeared to be either stagnant or in decline. An unwillingness, or inability, of several communities to fund what were once taken care of expenses from snow removal to heating system repair or replacement were included on the long list of worries now facing libraries.

The monthly Bills and Services report, the CIP Report, the Bills and Services report, and the Obligation vs. Budget report are all in this packet. They represent transactions through the end of November, 2019. The CIP report represents the full amount of both the 2018 CIP balance and the balance of the unspent 2018 budget along with 2019 expenditures. I have also included for reference the report listing budgeted amounts and 2019 expenses 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. As of this writing no meeting has been scheduled with County Administration concerning resolution of the matter.

Tom has begun discussions with the City of Mosinee in order to better define our control of the building used for the Mosinee Branch. There has long been some confusion as to what in the Mosinee building a local historical society in owns, and what rights to the building they have been granted or believe they have been granted. As the updating of the branches project begins it seems like a reasonable time to review expectations of all parties involved. While MCPL policies and the Statutes concerning control over buildings provided for library service are clear, it is our intention to work closely with all involved to make sure all interests are considered. As an example, the second floor has many very old oak library tables which the

historical group claims. As library programming transitions to hands-on crafts on occasion, the tables are inappropriate for ease of use and cleaning. The city manager agrees that all in the building belongs under the control Library Board of Trustees but also recognizes, as do we, that passionate groups are involved. Copies of our policies concerning the disposition of equipment and donations will be reviewed together with City Administration. It is our plan to work together with all concerned agencies so as to move forward with everyone understanding the reason why changes are being made.

An inquiry into the timing and amounts of interest income transactions in our gifts and memorials account yielded a response worth noting. While we had at one time seen monthly entries for the prior month's interest income, 2018 and 2019 have been much more sporadic. Tom asked specifically why four transaction were made in October of 2019 which were noted as entries for January and February of this year, why one was done as a correcting entry for 2018, and why some entries titled interest income were negative. The answers included an understaffed Finance Department, a request by the Auditors to change the system, and the information that the monies are now being tied to investments rather than interest income. This change makes money in that portion of our budget vulnerable to market fluctuations which means future budgeting efforts will need to allow for the possibility of the loss of allocated funds before they are spent. Tom will continue to learn all that he can on this new front with an eye toward finding vulnerability to loss in this and other parts of our budget.

## **November 2019 Support Services Monthly Report**

### **Circulation Team**

- Passports News
  - 36 Adult Passport Books
  - 17 Minor Passport Books
  - 1 Both Book and Card
- The MCPL Passport team accepted a total of 54 passport applications accepted at \$35.00 ea. and 57 photos were taken at \$10.00 each for a total of \$2,460.00 recorded. We also assisted with 17 renewal applications. We are receiving compliments for our service. Future 2020 passport events are scheduled for Edgar and Spencer Branch.
- 11/5/19 Ollie C. covered reference desk while the reference team held their meeting.
- 11/6/19 Circulation Team meeting held in the Training Room. Matt gave board meeting updates. Jeff gave a passport report, certification is complete for 2020. Customer Service topics were discussed: how to handle customer incidents, computer issues, lobby cleaning schedule, expired hold procedure refresher, and the importance of updating accounts completely and correctly. Next Meeting scheduled January 8, 2020.
- 11/7/19 Julie K, Kitty R, and Matt D attended the V-CAT Council Meeting.
- 11/21/19 Pam S and Paula L, our homebound reps, presented at the NCAA annual meeting at Wausau Manor.
- Inventory continues in the adult nonfiction, the inventory team is in the 780's.

### **Support Services Team**

- 11/6/19 Team helped cover circulation desk for the Circulation Team Meeting
- 11/25/19 Mary returned to work
- Team continues to deal with delivery issues from Baker and Taylor, as Baker and Taylor go through their restructuring process
- Ongoing Projects:
  - Clean Juvenile DVD collection: ART
  - Relabel juvenile biographies: Roosevelt
  - Relabel adult fiction: Finished—Moving on to Large Type Fiction
  - Inventory

### **Page Team**

- 11/1/19 Kelly has started shelve reading the non-fiction Wisconsin collection
- 11/5/19 Jen is still shelve reading and shifting children non-fiction
- 11/6/19 Kelly finished shelve reading non-fiction Wisconsin collection and then started shelve reading adult graphic novels
- 11/7/19 Kee pulled out Christmas board books and then assigned Kelly to put them away.
- 11/8/19 Hayley is continuing shelve reading and shifting regular adult fiction
- 11/11/19 Kelly has completed pulling children DVDs for Katie to withdraw.
- 11/13/19 Kee has pulled out the children Christmas movies and assigned Kelly to sort and put them in children's area.
- 11/29/19 Kelly started and finished shelve reading microfilm.
- 11/29/19 Hayley finished shelve reading and shifting in the regular adult fiction.

## Branch Libraries Report

### November 2019

#### Athens Monthly Report

##### Events and Programs

- Family Story Time: Family Story Time met for 4 sessions with 77 children and 17 adults in attendance.
- Play and Learn: Play and Learn met for 3 sessions with 17 adults and 34 children in attendance.
- Class Visits: Class visits from St Anthony and Trinity have been occurring weekly at the Athens Branch. During the month of November a total of 219 kids and 6 adults visited the library.
- Book Club: November book club featured the book *The Children* by Ann Leary with 5 adults participating. In December, the club will discuss *The Four Agreements* by Don Miguel Ruiz.
- Fiber Arts Club: Our Fiber Arts group met 4 times with a total of 36 adults attending.
- Knit Hats: Darlene Strack from our Fiber Arts group held a knitted hat tutorial during the month of November 8 adults participated in this program.
- Papier Mache Bowls: November 4<sup>th</sup> – 8<sup>th</sup> families were invited to the Athens Branch for a week long Papier Mache project using recycled material participants were able to create bowls. 5 adults, 7 children and 2 young adults attended in this event.
- Pine Cone and Felt Owl Craft: On November 12<sup>th</sup> all ages were invited to make an adorable owl craft using pine cones and felt. A total of 8 children and 5 adults created this craft.
- Pumpkin Pie Craft: November 26<sup>th</sup> kids were invited to make their own pumpkin pie, using tissue paper, paper plates, cotton balls and glitter. 15 children and 5 adults participated in this event.

##### Library and Community News

- November 12<sup>th</sup> we had a visit from Kailin a reporter from WSAW. Kailin interviewed Shahara about NaNoWriMo National Novel Writing Month. Athens was featured because we are the only MCPL locations this year who has a write in spot. Shahara and Kailin discussed how the write in spots offer the community a place where people can express their writing creativity and make it fun and friendly by encouraging each other to keep on writing!
- November 15<sup>th</sup> Jennifer Triolo attended the Branch Coordinator Meeting at the main headquarters in Wausau.

- Shahara Falk- LeFay attended the first Badger Link Advisory Group meeting in Madison on November 22<sup>nd</sup>

#### Circulation Statistics

- Athens circulated 1,846 items in November 2019. This is a 11.14 % increase from November 2018. In 2019 year-to-date, Athens has circulated 18,638 items. This is a 2.08% increase from 2018.

#### Facilities Update

- On Thursday November 21<sup>st</sup> the Athens branch had an internet a phone outage.

### **Edgar Monthly Report**

#### Events and Programs

- Play & Learn: The Family Resource Center held Play & Learn 3 times this month with a total of 15 adults and 23 children attending.
- Family Storytime: Edgar held a family story time 2 times this month with a total of 5 adults and 6 children attending.
- Book Club: In November the book club met and discussed the book “My Grandmother Asked Me to Tell You She’s Sorry” by Fredrik Backman. There were 7 adults present. The book club will discuss the book “Christmas Caramel Murder” by Joanne Fluke in December.
- Homeschool Huddle: This is a program for homeschool families, this month we held 4 programs with 21 adults and 54 students attending.
- School Visits: St John’s Catholic school came for 2 visits during the month with 2 adults and 16 students.
- Family Adventure Night: “Paw Patrol” was the theme for November, with the community theme Chief Janikowski came in and talked to them families about safety. There were 8 adults and 12 children attending.
- Adult program: There were 6 adults at the program “Jar Art”. There were many ideas shared, it was a good night.
- Passive Program:
  1. The Edgar Branch did a November Reading Challenge for adults with 3 adults completing challenge.
  2. The children of all ages colored 60 coloring pages and work sheets.

#### Circulation Statistics

- The circulation statistics for the month of November were 1963 items checked out, this is a .77% increase for the same month last year and an 8.44% increase from 2018.

## Library News

- A book display was setup for the Reading Challenge to encourage patrons to read a book that is a Historical Fiction.
- Deb had a phone meeting with WVLS Anne Hamland to discuss Youth Services.
- Deb attended the Branch Coordinator Meeting on November 15, 2019.

## Facilities Updates

- The Village board has vote to have the interior walls painted for a fresh look, this will include the library to be painted in January.

## Hatley Monthly Report

### Events and Programs

- Family Story Time: Themes of “D” “Author Marc Brown” and “Giving Thanks” brought in 1 adult and 3 children.
  - a. Special Story Times
    - i. Harvest Story Time had 2 adults and 4 children attend.
- Book Club: *Major Pettigrew’s Last Stand*. 8 adults got together to discuss this book.
- Play & Learn had 3 sessions and brought in 18 adults and 28 children.
- Hobbies/Crafts Night had 18 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)
- Outside the lines: Coloring Party had 1 adult, 8 children, and 3 teens participate.
- Lego Block Party had 2 children stop in and create things with various Legos.
- Tech Time Drop-In had 2 adults stop in for help with various issues.
- Our Gobble up a Good Book Bulletin Board had 17 children and 1 adult put up turkeys with either their name or favorite books.

### Upcoming Programs

- Special Story Times – It’s “Snow” Time!
- Children – Family Story Time, Play & Learn, Lego Block Party, Holiday Cards, Cut Out Snowflake Day
- Adult – Book Club, Magazine Trees
- Tween/Teen – None
- All Ages – Outside the Lines, Hobbies/Crafts Night, Tech Drop In Help, Card Play Day, Winter Escape Rooms
- Passive: “Seasons Readings” Bulletin Board

### Circulation Statistics

- Hatley circulated 2,462 items for the month. This is a 0.61% decrease for the month. Year to date is 29,119 items. This is 8.02% increase from last year.

## Library News

- RSW helped out in MO.
- Heather attending the Branch Coordinator Meeting and a session of inclusivity training.
- We have been proctoring weekly quizzes for a patron.

## Facilities Updates

- Nothing to report.

## Marathon Branch Monthly Report

### Events and Programs

- Family Story Time: In November, Marathon held three family story time events with a total of 24 children and 16 adults attending. Family Story Time is held year round on Thursdays at 10:30 am.
- Book Club: The participants read the novel, *The Good Earth* by Pearl S. Buck and 11 people joined in for discussion. In December, we will meet to discuss *Hello, Universe* by Erin Entrada Kelly. 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. A total of 8 patrons dropped in to share their projects and/or learn a new skill.
- Mrs. Drexler's 4k classes from St. Mary's came in for their monthly story time and book check out on November 12 & 13. Two adults and 10 children attended each day.
- On Monday, November 4 we hosted a DIY event featuring Leaf Art. A total of 5 people stopped in to create a piece of art by using real pressed and dried leaves. On Wednesday, November 6 from 4:00 – 5:00 pm we held our first informal discussion about a popular podcast, NPR's "How to Do Everything." Unfortunately, no one stopped in to discuss this time.
- Upcoming Events and Programs: Story Time, Book Club, St. Mary's 4k class visits and Needle Arts will continue as usual. On Friday, December 6 we will be having a DIY event featuring Watercolor Tile Art. Kids and tweens can stop in anytime to create a unique gift using Sharpie markers and ceramic tiles. On Wednesday, December 11 from 4:00 – 6:45 pm adults and teens can drop in to create a Photo Coaster keepsake. Tiles and other supplies are provided but patrons are asked to bring their own photos. On Wednesday, December 18 from 4 – 6:45 children of all ages can stop in to learn to create a cute project featuring the popular Dry Felting technique. On December 30 and 31 people can drop in during open hours to create festive origami-type projects using old book pages and paper scraps during our Recycled Paper Décor event.



## Circulation Statistics

- Marathon circulated 3,288 items during the month of November. This is a 6.35% decrease from this time last year. So far in 2019, Marathon has circulated 37,689 items. This is a .45% increase over last year.

## Library News

- Lisa attended the coordinators' meeting on November 15.
- Lisa will attend the County Inclusivity training on December 13.

## Facilities Updates

- November 4 & 6 - Water was shut off for a good portion of the day due to village utility work.
- November 6 - Plumbers stopped in to fix the women's toilet which was not flushing properly.
- November 12 - Village maintenance was called in to fix the water fountains which were not working properly. They thought there might have been air in the lines from when the water was shut off during the previous week.

## Mosinee Monthly Report

### Events and Programs

- Family Story Time: Julie led 2 Family Story Times that brought in 11 adults and 15 kids. We also hosted another special yoga story time led by Jessica Halvorsen that brought in 5 adults and 5 kids. Special thanks to our Play and Learn facilitator Emily Nowicki for bringing this opportunity to our branch again!
- Play and Learn: The Family Resource Center presented 3 sessions that brought in 19 adults and 24 kids. Play and Learn was canceled on the 27<sup>th</sup> due to inclement weather.
- Book Club: On the 18<sup>th</sup> eight patrons discussed *The Great Alone* by Kristin Hannah. Next month we will read *The Deal of a Lifetime* by Fredrik Backman.
- Recurring Programs: Lego Block Party brought in 6 adults and 8 kids.
- On the 11<sup>th</sup> Normal Stockwell and Bill Lueders from The Progressive gave a presentation on the first amendment, government authority, and nuclear weapons. Twelve patrons came for the very interesting History Speaks presentation and had lots of time for questions. Special thanks goes to our presenters who drove from Madison, and for Rick Lohr bringing another great History Speaks presentation to our library.
- We held a button craft day on the 12<sup>th</sup> where patrons could make art creations all centered around buttons in honor of National Button Day (held officially on the 16<sup>th</sup>). Unfortunately we had no attendants.
- International Games Day was held all week long with 8 adults and 12 kids having fun with an assortment of games.
- No adults came for our gratitude jar program on the 25<sup>th</sup>.

- **Passive Programs:** Julie made a creative passive program asking patrons to write what food they like to gobble on a turkey feather. Forty-five patrons gave us answers ranging from ice cream to broccoli. We also had fall themed dot worksheets and 15 adults and 24 kids had a lot of fun making colorful creations with dot markers.
- **Upcoming Programs:** Lego Block Party, Story Time, Play and Learn, and Book Club will continue as usual. We'll start the month off with a chance for adults to make creative Mason jar candle holders, children to make a winter hat craft, and several information sessions about the 2020 Census. We'll also have another craft program for adults where they can make winter themed wooden coasters, and a week-long chance for all patrons to make holiday cards.

#### Circulation Statistics

- Mosinee circulated 3,085 items in November 2019. This is a 9.5% decrease. Mosinee has circulated 39,705 items in 2019. This is a 2.54% decrease.

#### Library News

- **Displays:** Sarah and Julie made an assortment of signs this month. Sarah made one honoring veterans and another with books on leadership and management. Julie made an eye catching Judy Garland displays featuring an assortment of items in honor of the new movie released, as well as a fun display featuring the "You Wouldn't Want to Be..." history book series, complete with caution tape. We also featured picture books about fall, thanksgiving, families, and being thankful in our children's section.
- Our meeting room was used once.
- Sarah attended the Coordinator meeting on the 15<sup>th</sup>.
- Patrons generously donated 12.4 pounds of food to our food donation box that is always housed in the library entrance. Sarah takes all donations to the local Mosinee Community Center of Hope.
- Our hold shelf and monthly display were swapped so that patrons can more easily see the displays we work on before they grab their items from the hold shelf. Julie also added an extra children's display to the monthly adult display, and we're excited to see how well received these are.

#### Facilities Updates

- City of Mosinee staff generously took off the door decals denoting our previous business hours, in preparation for the change in January.

### **Rothschild Monthly Report**

#### Events and Programs

- **Family Story Time and Play & Learn:** In November, we held 4 regular family story times with 28 adults and 25 children attending. Additionally, in November, 38 people participated in 3 Play & Learn session. We also presented our monthly outreach story

time at St. Therese daycare for 29 people, and our monthly outreach story time at Head Start for 36 people.

- Book Club: In November, 9 book club members met to discuss *Beartown* by Fredrik Backman. The group will not meet in the library in December.
- Other programs: 13 people participated in our monthly LEGO club, 3 people joined us for Needle Arts, and 21 people joined us for our monthly Saturday Spotlight featuring activities about pirates.
- Upcoming Programs: In December, our normal programming will continue as usual. We will also have a stuffed animal sleepover event, a New Year's Eve story time, and our special Saturday Spotlight will feature activities about penguins.

#### Circulation Statistics

- Rothschild circulated 9,438 in November. This is 10.05% decrease from last year. In 2019, Rothschild circulated 113,681. This is a 2.55% decrease from last year.

#### Library News

- We weeded and shifted the juvenile audio books collection.
- Ralph visited Rothschild on 11/6 for our annual rounding sessions.
- Kate and Katie visited the library to check on the collection and work on weeding on 11/13.
- Laura attended the branch coordinator meeting on 11/15.
- Ben D. visited the library to work on technology related issues on 11/20.

#### Facilities Updates

- None at this time

#### **Spencer Monthly Report**

##### Events and Programs

- On November 5<sup>th</sup>, Ronald Draeger, a local historian presented "Churches In Spencer & Past Local Residents". Ron was kind enough to do this program with a ten minute notice as our planned presenter cancelled at the last minute due to an emergency. 15 adults attended.
- Cribbage @ the Library was held on November 5<sup>th</sup> and November 19<sup>th</sup>. Players came who wanted to learn the game, and there were seasoned players. All 26 players enjoyed the afternoon.
- On November 6<sup>th</sup>, the Spencer Elementary Kindergarten class came to the library. Audrey did a Story Time for the class and then the students were allowed to check out a book. 48 total visited the library.

- On November 12<sup>th</sup> and 20<sup>th</sup>, Audrey did a Story Time for the Spencer Elementary Pre-K class. Audrey did two stories for the class. 40 children were present.
- November 14<sup>th</sup>, Iris Paper Folding was presented by Gayle Lewis of Marshfield. Iris Folding is very intricate. Because of this, seating was very limited. 11 adults made beautiful cards. We had many others who just came to watch the program.
- On November 18<sup>th</sup> and 21<sup>st</sup>, the Spencer Book Club, "As The Page Turns", met to discuss the book, "Eleanor Oliphant is Completely Fine" by Gail Honeyman. A total of 14 were present.
- Story Time and Play N Learn was held three times in November with a total of seven.
- Rookie Rocket Day Care Story Time was held four times in November with a total of 44.

#### Circulation Statistics

- Spencer circulated 1,763 items in the month of November. This is a decrease of 11.58%. Spencer has circulated 20,647 items in 2019. This is a decrease of .16%.

#### Library News

- Audrey attended the Branch Coordinators meeting held at the Wausau Library on November 15<sup>th</sup>.
- Audrey attended the Inclusivity Training on November 19<sup>th</sup> at the Wausau Courthouse.
- Audrey and Wendy have been telling patrons about the new hours starting in January.

#### Facilities Updates

- The Village of Spencer did a check of fire extinguishers and hung a wall clock that fell down for us.

### **Stratford Monthly Report**

#### Events and Programs

- Our Nonfiction@Night Book Club met Nov. 6. Three patrons attended to discuss *The Wright Brothers* by David McCullough.
- Eileen hosted a program Nov. 12 at which she showed four patrons how they can create their own custom vinegar and oils using herbs from their own gardens.
- Our monthly *Genealogy Hunters* group met Nov. 13. Four people attended to share ideas on researching family history.
- Our Fiction Book Club met Nov. 18 to discuss *A Gentleman in Moscow* by Amor Towles. Eight people attended.
- Story Time and Play & Learn met three times in November, with a total of 17 adults and 30 children attending. Our themes for stories, activities, and crafts included *Healthy Eating, Puppets, and Thankfulness*.
- Four Pre-K and Kindergarten St. Joe's students visited Nov. 11 for Story Time and to check out books.

- Eighteen 1<sup>st</sup> and 2<sup>nd</sup> grade St. Joe's students and their teacher visited our library on Nov. 12 and Nov. 26 for Story Time and to check out books.
- Sixteen St. Joe's 3<sup>rd</sup> and 4<sup>th</sup> grade students and their teacher visited on Nov. 12 and Nov. 26 for Book Talks and to check out books.

#### Circulation Statistics

- Stratford circulated 1,673 items in November. This is a 6.85% decrease from last year. In 2019, Stratford circulated 22,412 items. This is a .28% increase from last year.

#### Library News

- We converted our Summer Space Shuttle/Tiny Haunted House into a Gingerbread House and, so far, 16 visiting children have joined in on the fun by creating gingerbread men and women to decorate it.
- Patrons got a kick out of a *No Shave November* book display we created by adding mustaches to the characters and people on the book covers.
- We created a *Festive Fiction* book display filled with seasonal books that has been very popular.
- We created a *Harvest Cover* book display for our entryway that patrons enjoyed.
- Eileen attended the WVLS Adult Services Summit in Wausau on Nov. 7 during which fellow librarians shared how they currently serve their communities and brainstormed new ideas together. A featured speaker was Kelly Raddatz, Outreach Librarian at Minocqua Public Library, who described how she became certified to lead the Strong Bodies program and how the library fired up non-traditional programs with local businesses and new collaborations.
- MJ attended the Branch Coordinator's Meeting on Nov. 15.

#### Facilities Updates

- Ben Deitz visited on Nov. 22 to work on the wireless and help with other minor technology issues/questions we had.

**Director's Activities:**

- 11-18-19 Marathon County Public Library Board of Trustees Meeting
- 11-19-19 Early Years Coalition Steering Committee Meeting
- 11-22-19 Toward One Wisconsin Workforce Track Planning Meeting
- 11-25-19 Friends of the Marathon County Public Library Board Meeting
- 12-5-19 Monthly agenda meeting with Library Board President
- 12-6-19 Toward One Wisconsin Workforce Track Planning Meeting
- 12-9-19 Priority Based Budgeting Meeting @ Courthouse
- 12-13-19 County Department Heads Meeting
- 12-16-19 Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

- 12-16-19 Toward One Wisconsin Workforce Track Planning Meeting
- 12-16-19 Marathon County Public Library Board of Trustees Meeting
- 12-17-19 Early Years Coalition Steering Committee Meeting
- TBD Policy reviews w/Leah and Matt
- TBD Monthly agenda meeting with Library Board President
- TBD County Department Heads Meeting
- 1-27-20 Marathon County Public Library Board of Trustees Meeting

**LIBRARY PROJECTS, PROGRAMS, EVENTS:**

Engberg Anderson is working on design plans for upcoming renovations @ branch facilities due ongoing delays with main building carpet and roofing repairs.

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

**Toward One Wisconsin**  
**April 28-29, 2020**  
@ Radisson Hotel and Conference  
2040 Airport Drive Green Bay, WI 54313

**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 11 ending November 30, 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			29,706.12	29,706.12	658,232.88	4.3
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
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APR 777A LIBRARY CIP PROJECT	908,761.00			29,706.12	29,706.12	879,054.88	3.3
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Or2 934 CIP PROJECTS	908,761.00			29,706.12	29,706.12	879,054.88	3.3
-----							
Sub 604 LIBRARY CIP PROJECTS	908,761.00			29,706.12	29,706.12	879,054.88	3.3
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Report Final Totals	908,761.00			29,706.12	29,706.12	879,054.88	3.3
=====							