



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, January 27, 2020 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. (10 minutes) Interdepartmental Agreements as Related to Budgeting – For Discussion and Informational Purposes Only
8. (10 minutes) Update on Hours of Service Changes and Community Feedback – For Discussion and Informational Purposes Only
9. (10 minutes) Update on Crossing Lights for Pedestrians – For Discussion and Informational Purposes Only
10. (10 minutes) Update on Engberg Anderson – For Discussion and Informational Purposes Only
11. (10 minutes) Update on Task Force – For Discussion and Informational Purposes Only
12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
  - Monday 02/17/2020
  - Monday 03/16/2020
  - Monday 04/20/2020
  - Monday 05/18/2020
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: January 22, 2020  
FAXED TIME: 10:15 a.m.

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 16, 2019. Library Headquarters, Wausau Community Room.

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

Excused: Scott Winch

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 13 visitors

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 November 18, 2019 meeting. Seconded by Sarah Thurs. Motion carried.**

**A motion was made by Kari Sweeney to approve the Bills & Services report for November 2019. Seconded by Gary Beastrom. 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 – No Report

MCPL Foundation – Director Illick reported the Foundation will meet in January 2020.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

WVLS Presentation of Services Offered to Member Libraries

WVLS gave a presentation on the services they provide as a system library.

Mosinee Branch Library update on 2<sup>nd</sup> floor Storage

The second floor is mostly used for programming. Access and security is a bit challenging. There are some older materials/items being stored on the second floor of the library. We are working with the city manager and also the Mosinee Historical Society. We would like to have the items that do not belong to the Mosinee library moved to a better place where they will be safe and secure.

Baker and Taylor Vendor Changes

This is for information for after the first of the year. We have always worked to spend current year library book and audio visual money during the course of the year. The challenge this year is our largest book vendor is going through a change, where they have moved to a new warehouse with new personnel. The orders have fallen behind and we won't be spending out all of our book money. In anticipation we will be asking to reallocate the year-end book money to pay for books next year.

Ramp and Pedestrian Signage update on City of Wausau dialog

An email was passed out to the board members. The update on the new RRFB signs would be \$10,000 per sign. Clarification would be needed from the City of Wausau if by law they could not put up the RRFB's in the intersections or whether we could ask our MCPL Foundation for the money for two RRFB's.

Task Force to Review System Membership update

Met with Corporation Counsel Corbett and he used a templet for charters. He asked us to stay in touch with the Extension, Education and Economic Development Committee. A copy was sent to Sara Guild, per Corporation Counsel. The meetings will have agenda's and will start one hour before the normal Library Board of Trustee meetings. The meetings will run January through June.

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Sarah Thurs to adjourn the meeting at 12:49 p.m. Seconded by Katie Rosenberg. Motion carried.**



\_\_\_\_\_  
Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 27, 2020.

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.

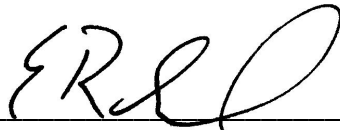
L.E.N.A Update

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

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	71.60
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>71.60</b>
101 000000000066592250	TELEPHONE FRONTIER	569.23
	<b>TELEPHONE</b>	<b>569.23</b>
101 000000000066592433	MAINTENANCE CONTRACTS CITY/COUNTY INFORMATION TECH	6,233.00
	<b>MAINTENANCE CONTRACTS</b>	<b>6,233.00</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES DEPT OF PUBLIC INSTRUCTION RHINELANDER DISTRICT LIBRARY MERRILL CITY TREASURER NEILLSVILLE PUBLIC LIBRARY MINOCQUA PUBLIC LIBRARY COLBY PUBLIC LIBRARY	200.00 20.95 85.76 35.00 17.00 6.21
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>364.92</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	4,019.71
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>4,019.71</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	1,082.85
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>1,082.85</b>
101 000000000066593110	POSTAGE/BOX RENT ATHENS POSTMASTER	120.00
	<b>POSTAGE/BOX RENT</b>	<b>120.00</b>
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC MARCO	193.25 435.82
	<b>PRINTING/DUPLICATION</b>	<b>629.07</b>

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	51,350.39
	GREY HOUSE PUBLISHING INC	252.50
	REGENT BOOK CO INC	84.20
	ROCKFORD MAP PUBLISHERS INC	138.45
	AMAZON CAPITAL SERVICES	2,841.91
	<b>BOOKS LIBRARY</b>	<b>54,667.45</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	7,658.03
	RECORDED BOOKS INC	1,000.22
	FINDAWAY WORLD	382.43
	AMAZON CAPITAL SERVICES	1,323.80
	MIDWEST TAPE LLC	1,784.24
	<b>AUDIO-VISUAL MATERIALS</b>	<b>12,148.72</b>
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL	
	EBSCO INFORMATION SERVICES	15,011.74
	<b>SUBSCRIPTIONS NEWSPAPER/PERDCL</b>	<b>15,011.74</b>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	WISCONSIN LIBRARY SERVICES	2,031.12
	<b>SUBSCRIPTIONS-ELECTRONIC RESRC</b>	<b>2,031.12</b>
101 000000000066593260	ADVERTISING	
	TP PRINTING CO INC	36.25
	<b>ADVERTISING</b>	<b>36.25</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	STAPLES ADVANTAGE	514.90
	AMAZON CAPITAL SERVICES	477.52
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>992.42</b>
101 000000000066595320	BUILDING/OFFICES RENT	
	ATHENS, VILLAGE OF	3,828.18
	EDGAR - VILLAGE	4,105.86
	SPENCER, VILLAGE	3,438.55
	CITY OF MOSINEE	43.95
	WI PUBLIC SERVICE CO	384.29
	VILLAGE OF MARATHON CITY	1,517.66
	<b>BUILDING/OFFICES RENT</b>	<b>13,318.49</b>
	<b>LIBRARY 665 TOTAL:</b>	<b>111,694.19</b>



**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	1,350.31
REGENT BOOK CO INC	46.05
THE MINT CAFE INC	3,367.28
STOKES, DAVID W	700.00
TANK MATES LLC	2,657.00
ORTH, ROSETTA	400.00
AMAZON CAPITAL SERVICES	4,369.91
LEWIS, GAYLE	21.00
MIDWEST TAPE LLC	48.71
<b>BOOKS LIBRARY</b>	<b><u>12,960.26</u></b>
LIBRARY GIFTS 667 TOTAL:	<u>12,960.26</u>
Report Total:	<u><u>124,654.45</u></u>

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 12 ending December 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		482,031.04	482,031.04	55,259.96	89.7
Act 1111 SALARIES-PERMANENT-REGUL	32,737.00	2,507.52		32,938.15	32,938.15	201.15	****
Act 1210 WAGES-PERMANENT-REGULAR	769,553.00	61,229.99		793,838.47	793,838.47	24,285.47	****
Act 1211 WAGES-PERMANENT-REGULAR	662,349.00	46,393.16		616,024.31	616,024.31	46,324.69	93.0
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	10,521.34		144,524.62	144,524.62	10,578.38	93.2
Act 1520 RETIREMENT EMPLOYERS SHA	117,501.00	8,831.30		112,652.52	112,652.52	4,848.48	95.9
Act 1540 HOSPITAL/HEALTH INSURANC	409,638.00			411,033.60	411,033.60	1,395.60	****
Act 1541 DENTAL INSURANCE	11,321.00			10,619.57	10,619.57	701.43	93.8
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	1,827.00		23,037.00	23,037.00	10,139.00	69.4
Act 1550 LIFE INSURANCE	1,121.00	41.81		557.76	557.76	563.24	49.8
Act 1560 WORKERS COMPENSATION PAY	3,069.00	191.17		2,945.45	2,945.45	123.55	96.0
Act 1580 UNEMPLOYMENT COMPENSATIO	2,025.00	147.07		2,365.30	2,365.30	340.30	****
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,767,405.00	168,627.96		2,663,362.04	2,663,362.04	104,042.96	96.2
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00			1,235.47	1,235.47	35.47	****
Act 2141 INTERNET SERVICE	24,000.00			23,327.47	23,327.47	672.53	97.2
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	71.60		841.30	841.30	158.70	84.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,000.00	603.07		7,408.62	7,408.62	591.38	92.6
Act 2433 MAINTENANCE CONTRACTS	21,000.00	6,233.00		9,765.06	9,765.06	11,234.94	46.5
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00			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	364.92		10,644.83	10,644.83	5,184.83	****
Act 2994 CONTRACTUAL VAN/COURIER	3,000.00	397.62		7,256.83	7,256.83	4,256.83	****
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	4,019.71		20,557.96	20,557.96	1,442.04	93.5
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	1,082.85		6,170.75	6,170.75	1,829.25	77.1

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 12 ending December 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	507.52		3,248.54	3,248.54	401.46	89.0
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			9,121.93	9,121.93	1,378.07	86.9
Act 3130 PRINTING/DUPLICATION	7,000.00	629.07		9,259.82	9,259.82	2,259.82	****
Act 3161 BOOKS LIBRARY	282,250.00	55,177.73		267,390.17	267,390.17	14,859.83	94.7
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	12,518.32		66,963.88	66,963.88	2,963.88	****
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	15,011.74		19,380.35	19,380.35	2,619.65	88.1
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	2,031.12		16,107.12	16,107.12	8,892.88	64.4
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	36.25		3,473.08	3,473.08	2,526.92	57.9
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	478.90		2,265.83	2,265.83	1,734.17	56.7
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	219.00		5,630.61	5,630.61	3,630.61	****
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	1,035.28		29,015.90	29,015.90	9,015.90	****
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	13,318.49		61,515.55	61,515.55	6,515.55	****
APR 711B LIBRARY LVL 1-OPERATING	786,275.00	113,736.19		755,724.99	755,724.99	30,550.01	96.1
Or2 665 LIBRARY	3,553,680.00	282,364.15		3,419,087.03	3,419,087.03	134,592.97	96.2

GL787 LIB 19-OBL vs BUDGET Report Format 511

Period 12 ending December 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	282,364.15		3,465,898.14	3,465,898.14	133,897.86 96.3	
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Sub 101 GENERAL FUND	3,599,796.00	282,364.15		3,465,898.14	3,465,898.14	133,897.86 96.3	

GL787

LIB 19-OBL vs BUDGET

Report Format 511

Period 12 ending December 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	12,960.26		87,947.20	87,947.20	6,479.80	93.1
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Or2 667 LIBRARY GIFTS	94,427.00	12,960.26		87,947.20	87,947.20	6,479.80	93.1
-----							
Agy 0870 LIBRARY	94,427.00	12,960.26		87,947.20	87,947.20	6,479.80	93.1
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Sub 252 LIBRARY GIFTS	94,427.00	12,960.26		87,947.20	87,947.20	6,479.80	93.1
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Report Final Totals	3,694,223.00	295,324.41		3,553,845.34	3,553,845.34	140,377.66	96.2
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GL787 LIB 19 MAINT OBL VS BUDGET Report Format 511

Period 12 ending December 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	30.00		360.00	360.00	60.00	85.7
Act 2210 WATER/SEWER	35,000.00	11,238.49		41,452.79	41,452.79	6,452.79	****
Act 2220 ELECTRIC	42,000.00	2,858.11		33,533.57	33,533.57	8,466.43	79.8
Act 2240 NATURAL/PROPANE GAS	9,000.00	752.95		9,033.38	9,033.38	33.38	****
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	603.51		9,333.00	9,333.00	7,833.00	****
Act 2470 BUILDING REPAIRS	500.00			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	59.29		2,625.15	2,625.15	125.15	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	8,000.00			7,873.94	7,873.94	126.06	98.4
Act 3460 CLOTHING/UNIFORM	600.00	36.30		390.75	390.75	209.25	65.1
Act 3540 PAINTING SUPPLIES	300.00			20.43	20.43	279.57	6.8
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	39.60		266.83	266.83	233.17	53.4
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	104,820.00	15,618.25		111,433.52	111,433.52	6,613.52	****
Or2 206 LIBRARY - BLDG MAINTENANCE	104,820.00	15,618.25		111,433.52	111,433.52	6,613.52	****
Agy 0590 OTHER GENERAL GOVERNMENT	104,820.00	15,618.25		111,433.52	111,433.52	6,613.52	****
Sub 101 GENERAL FUND	104,820.00	15,618.25		111,433.52	111,433.52	6,613.52	****
Report Final Totals	104,820.00	15,618.25		111,433.52	111,433.52	6,613.52	****

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of December 2019

Branch	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE	2018 YEAR-to-DATE	2019 YEAR-to-DATE	% CHANGE
ATHENS	1,818	1,341	-26.24%	20,079	19,979	-0.50%
EDGAR	1,676	1,718	2.51%	21,195	22,885	7.97%
HATLEY	2,191	2,005	-8.49%	29,149	31,124	6.78%
MARATHON	2,963	2,606	-12.05%	40,482	40,295	-0.46%
MOSINEE	3,122	2,595	-16.88%	43,862	42,300	-3.56%
ROTHSCHILD	9,068	9,155	0.96%	125,724	122,836	-2.30%
SPENCER	1,712	1,736	1.40%	22,392	22,381	-0.05%
STRATFORD	1,425	1,591	11.65%	23,775	24,003	0.96%
WAUSAU	32,766	29,611	-9.63%	449,146	432,444	-3.72%
WAUSAU DRIVE UP	929	1,044	12.38%	13,762	13,628	-0.97%
HOMEBOUND	1,196	985	-17.64%	14,458	12,879	-10.92%
ILL	49	128	161.22%	1,411	1,484	5.17%
OVERDRIVE	10,377	11,258	8.49%	120,805	134,213	11.10%
<b>GRAND TOTAL</b>	<b>69,292</b>	<b>65,773</b>	<b>-5.08%</b>	<b>926,240</b>	<b>920,451</b>	<b>-0.63%</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

December 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	728	0	929	19,979	4.65%	
EDGAR	17	4	120	0	0	0	1	142	22,885	0.62%	
HATLEY	0	97	80	2,568	1,575	0	2	4,322	31,124	13.89%	
MARATHON	28	144	109	4	5	36	0	326	40,295	0.81%	
MOSINEE	2	4	24	229	15	6	18	298	42,300	0.70%	
ROTHSCHILD	141	4	236	1,796	222	37	15	2,451	122,836	2.00%	
SPENCER	1,760	0	0	0	0	30	60	1,850	22,381	8.27%	
STRATFORD	96	0	0	0	0	29	75	200	24,003	0.83%	
WAUSAU	1,403	1,350	7,823	3,001	4,167	349	152	18,245	432,444	4.22%	
WAUSAU DRIVE UP	1	15	423	12	1	0	0	452	13,628	3.32%	
MISC*									148,576		
TOTAL MCPL	3,490	1,619	8,973	7,610	5,985	1,215	323	29,215	920,451	3.17%	
% of CIRC											
by COUNTY	0.38%	0.18%	0.97%	0.83%	0.65%	0.13%	0.04%				

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



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## TOTAL MONTHLY CUSTOMER COUNT

For the month of December 2019

	2018 CURRENT MONTH	2019 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	63,663	64,481	1.28%
RESIDENT CHILD	9,191	9,280	0.97%
HOMEBOUND	207	190	-8.21%
STAFF	64	68	6.25%
TEMPORARY	264	249	-5.68%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,389</b>	<b>74,268</b>	<b>1.20%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,791	2,872	2.90%
CHILD	242	238	-1.65%
TEMPORARY	15	16	6.67%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,048</b>	<b>3,126</b>	<b>2.56%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	531	533	0.38%
<b>GRAND TOTAL</b>	<b>76,968</b>	<b>77,927</b>	<b>1.25%</b>

**Marathon County Public Library  
Director's Report  
January 2020**

**THE PAST MONTH**

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

## **Library Services Report**

### **December 2019**

#### **News**

- Inventory: Completed Juvenile DVDs. Adult Nonfiction in the 810s
- Proctoring: 8 exams
- Leah held rounding with individual staff
- Leah attended weekly operations meetings
- Held interviews for new Collection Development Librarian
- Leah attended Library Board Meeting
- Leah wrote and delivered performance reviews for staff
- Paula and Ollie gave a presentation on MCPL's HomeBound program and other resources to residents of Riverview Terrace in Wausau on Dec. 19

#### **Events and Programs**

##### Youth Services Events

- Story Times:
  - Daycare Story Time: 1 program; participants—69
  - Play and Learn Story Time: 4 programs; participants—85
  - Story Time Break December 2-December 31
- Dec. 2: TAG—6
- Dec. 5: Pokemon Club—39
- Dec. 10: St. Michael's Outreach Story Time—43
- Dec. 12: Building Challenge—5
- Dec. 14: Colorful Winter Landscapes—23
- Dec. 18: Warrior Wednesday—8
- Dec. 30: Animals in Winter with David Stokes; 2 shows—99
  - ***Number of December Youth Services programs – 13***
  - ***Total attendance for December Youth Services programs – 377***

## Adult/All Ages Events

- Dec. 3: MCPL Movie Night: “Spider-Man: Far From Home”; attendance – 5
- Dec. 5: Needle Arts – 3
- Dec. 12: Holiday waste reduction & recycling w/Meleesa Johnson, MC Solid Waste Dept. - 2
- Dec. 17: Legends & Folklore of Winter w/Chad Lewis – 12
- Dec. 18: Readers of Classic Literature book club - 6
  - **Number of adult programs – 5**
  - **Total attendance for December adult programs – 28**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 3,749 likes (+140)
- Twitter: 1,199 followers (-2)
- Pinterest: 960 followers (+3)
- Goodreads: 284 friends (+1); 1,237 reviews (+2)
- Instagram: 560 followers (+12)

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

- December 4- Ribbons, Boxes and Bows: Holiday Waste Reduction & Recycling
- December 11- Legends & Folklore of Winter with Chad Lewis
- December 18- Play & Learn
- December 26- Hibernate, Migrate, Activate: How Animals Survive Winter

### City Pages

- December 5- Big Guide- Wausau: Ribbons Boxes and Bows-Waste Reduction & Recycling During the Holidays, Building Challenges; Athens: MCPL DIY-So Simple Mittens; Edgar: Family Adventure Night-Wild Kratts; Marathon City: DIY Photo Coasters, MCPL DIY-Watercolor Tile Art; Mosinee: 2020 Census Info Session, Wooden Winter Coasters; Stratford: Genealogy Hunters  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- December 12- Highlights- Wausau: Legends & Folklore of Winter with Chad Lewis  
Big Guide- Wausau: Ribbons Boxes and Bows-Waste Reduction & Recycling During the Holidays, Legends & Folklore of Winter with Chad Lewis, Story Time Yoga, Bright & Colorful-Winter Landscapes; Athens: Glittery Icicle Craft, Family Pajama Story Time; Edgar: Adult Night at the Library-Essential Oil Diffuser Necklace; Hatley: It’s SNOW Time; Marathon City: Kids’ Needle Arts Night-Dry Felting; Rothschild: LEGO Block Party; Spencer: Jingle the Night Away  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- December 19-Big Guide- Wausau: Hibernate Migrate Activate-How Animals Survive Winter, Pokémon Club; Athens: Family Pajama Story Time; Edgar: Adult Night at the

Library-Origami; Hatley: Card Playing Day, Winter-Themed Escape Rooms; Marathon City: Library Learning-Internet Basics, Recycled Paper Decor; Mosinee: Library Learning-Intro to Libby and Downloading E-Books; Rothschild: Saturday Spotlight-Penguins, Stuffed Animal Sleepover, New Year's Eve Story Time; Stratford: Genealogy Hunters Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

#### Hub-City Times

- December 1- Spencer Handbell Choir to perform Dec. 10  
<https://hubcitytimes.com/2019/12/01/spencer-handbell-choir-to-perform-dec-10>
- December 4- Spencer Handbell Choir to perform Dec. 10;  
Now That's Entertainment Calendar- Spencer: Holiday Concert

#### Mosinee Times

- December 5- MCPL Mosinee Branch to offer info sessions about 2020 Census; Decorate rustic winter coasters at MCPL Mosinee Branch  
Marathon County Public Library Youth Events- Wausau: Building Challenges, Bright & Colorful-Winter Landscapes; Edgar: Family Adventure Night-Wild Kratts, Home School Huddle; Rothschild: LEGO Block Party; Spencer: Jingle the Night Away
- December 19- MCPL Upcoming Youth Events- Hatley: LEGO Block Party, Cut-Out Snowflake Day; Rothschild: Stuffed Animal Sleepover, Family Game Day;  
MCPL Hatley Branch to offer Card Playing Day on December 28
- December 26- MCPL Youth Events- Hatley: LEGO Block Party, Winter-Themed Escape Rooms;  
Make Decorative Paper Crafts at MCPL Marathon City Branch;  
Bring Your Children to Story Time at the Marathon County Public Library!

#### Record Review

- December 4- Athens: Needle Arts, What's Your Vision for 2020?, Book Club-"The Four Agreements," Edgar: Book Club-"Christmas Caramel Murder," Family Adventure Night-Wild Kratts, Adult Night at the Library-Essential Oil Diffuser Necklaces; Marathon City: DIY-Photo Coaster, Book Club-"Hello, Universe," MCPL DIY-Watercolor Tile Art; Stratford: Book Club-"The Mistletoe Promise"
- December 11- Athens: Needle Arts, Create Your Own Holiday Cards, Book Club-"The Four Agreements," Edgar: Adult Night at the Library-Essential Oil Diffuser Necklaces, Book Club-"Christmas Caramel Murder;" Stratford: Book Club-"The Mistletoe Promise," Play & Learn
- December 18- Athens: Needle Arts, Create Your Own Holiday Cards; Edgar: Adult Night at the Library- Origami, Book Club-"Mr. Dickens and His Carol;" Marathon City: Recycled Paper Décor, Library Learning-Internet Basics, Book Club-"Born a Crime;" Stratford: Play & Learn
- December 26- Athens: Play & Learn, Family Story Time, Community Weaving Collaboration; Edgar: Family Story Time, Book Club-"Mr. Dickens and His Carol," Adult Night at the Library-Origami; Marathon City: Recycled Paper Décor; Needle Arts, Podcast Discussion Group, Library Learning-Internet Basics, Book Club-"Born a Crime;" Stratford: Play & Learn, Family Story Time

## Senior Review

- December 2019- This Month at Your Local Library- Wausau: Needle Arts, Ribbons Boxes and Bows-Holiday Waste Reduction and Recycling; Athens: MCPL DIY-So Simple Mittens, Create Your Own Holiday Cards, Needle Arts; Edgar: Adult Night at the Library-Essential Oil Diffuser Necklace; Hatley: MCPL DIY-Magazine Trees, Create Your Own Holiday Cards, Hobbies and Crafts Night, Card Playing Day; Marathon City: MCPL DIY-Photo Coasters; Mosinee: Glass Jar Candle Holders, Wooden Winter Coasters, Create Your Own Holiday Cards; Spencer: Christmas at the Library, Spencer High School Handbell Choir Holiday Concert; Stratford: Genealogy Hunters

## Wausau Pilot & Review

- December 8- Marathon County Public Library programs- Wausau: Building Challenges, Ribbons Boxes and Bows-Holiday Waste Reduction & Recycling, Bright & Colorful-Winter Landscapes, Legends and Folklore of Winter with Chad Lewis; Athens: Create Your Own Holiday Cards; Edgar: Family Adventure Night-Wild Kratts, Home School Huddle, Adult Night at the Library-Essential Oil Diffuser Necklaces; Hatley: Create Your Own Holiday Cards; Marathon City: MCPL DIY-Photo Coasters; Mosinee: Wooden Winter Coasters, Create Your Own Holiday Cards; Rothschild: LEGO Block Party; Spencer: Jingle the Night Away  
<https://wausapilotandreview.com/2019/12/08/updated-dec-8-marathon-county-public-library-programs>
- December 19- Marathon County Public Library programs- Wausau: Hibernate Migrate Activate-How Animals Survive Winter, Pokémon Club; Hatley: LEGO Block Party, Cut-Out Snowflake Day, Card Playing Day, Winter-Themed Escape Rooms; Rothschild: Stuffed Animal Sleepover, Family Game Day, New Year's Eve Story Time  
<https://wausapilotandreview.com/2019/12/19/marathon-county-public-library-programs-5>

## Wausau Times/Buyers Guide

- December 3- Steppin' Out- Wausau: MCPL Movie Night-"Spider-Man: Far From Home," Pokémon Club, Ribbons Boxes and Bows-Holiday Waste Reduction & Recycling; Athens: MCPL DIY-So Simple Mittens; Edgar: Home School Huddle; Hatley: Outside the Lines-A Family Coloring Party; Marathon City: Watercolor Tile Art, MCPL DIY-Photo Coasters; Mosinee: LEGO Block Party, Wooden Winter Coasters; Spencer: Spencer High School Handbell Choir Holiday Concert Stratford: The Magical World of Narnia
- December 10- Steppin' Out- Wausau: Ribbons Boxes and Bows-Holiday Waste Reduction & Recycling, Legends & Folklore of Winter with Chad Lewis; Athens: Create Your Own Holiday Cards; Edgar: Adult Night at the Library-Essential Oil Diffuser Necklaces; Hatley: Create Your Own Holiday Cards; Marathon City: MCPL DIY-Photo Coasters; Mosinee: Wooden Winter Coasters, Create Your Own Holiday Cards; Spencer: Spencer High School Handbell Choir Holiday Concert
- December 17- Steppin' Out- Wausau: Legends & Folklore of Winter with Chad Lewis; Hatley: LEGO Block Party, Cut-Out Snowflake Day, Card Playing Day; Rothschild: Stuffed Animal Sleepover

- December 24- Steppin' Out- Hatley: Cut-Out Snowflake Day, Card Playing Day, Winter-Themed Escape Rooms; Rothschild: Stuffed Animal Sleepover, Family Game Day
- December 31- Steppin' Out- Wausau: Pokémon Club, Teen Advisory Group, Slime Lab; Hatley: LEGO Block Party; Mosinee: LEGO Block Party; Rothschild: New Year's Eve Story Time, LEGO Block Party

**Materials**

- Youth

	2019 Annual Budget	amount moved	Monthly Budget	Free Balance	Spent as of January 6, 2020	% Spent
<b>Juvenile Audiobooks</b>	\$4,535.32	\$10.02	\$377.94	\$(0.22)	\$4,535.54	100%
<b>Juvenile CDs</b>	\$750.00		\$68.18	\$0.11	\$749.89	100%
<b>Juvenile DVDs</b>	\$12,815.63	\$358.00	\$1,165.06	\$0.02	\$12,815.61	100%
<b>Juvenile DVDs Standing Order</b>	\$660.00	\$(1,340.00)	\$60.00	\$3.33	\$555.25	84%
<b>Juvenile Video Games</b>	\$2,133.62	\$133.62	\$193.97	\$(1.12)	\$2,134.74	100%
<b>Young Adult Audio Books</b>	\$535.00	\$35.00	\$48.64	\$0.06	\$534.94	100%
<b>Youth AV Subtotal</b>	<b>\$21,227.93</b>		<b>\$1,913.78</b>	<b>\$2.18</b>	<b>\$21,225.75</b>	<b>100%</b>
<b>Juvenile Fiction</b>	\$20,229.98	\$229.98	\$1,839.09	\$-	\$20,229.98	100%
<b>Juvenile NonFiction</b>	\$39,395.83	\$3,278.00	\$3,581.44	\$0.38	\$39,395.45	100%
<b>Juvenile Picture Books</b>	\$35,254.43	\$926.38	\$3,204.95	\$-	\$35,254.43	100%
<b>Juvenile Spanish</b>	\$570.00	\$70.00	\$51.82	\$(0.58)	\$570.58	100%
<b>Juvenile Standing Order Print</b>	\$8,602.99	\$(2,142.99)	\$782.09	\$(1.42)	\$7,751.95	90%
<b>Young Adult Fiction</b>	\$8,219.32	\$(310.89)	\$747.21	\$-	\$8,219.32	100%
<b>Young Adult Graphic Novels</b>	\$4,078.71	\$78.71	\$370.79	\$-	\$4,078.71	100%
<b>Young Adult NonFiction</b>	\$1,174.27	\$414.83	\$106.75	\$-	\$1,174.27	100%
<b>Youth Print Subtotal</b>	<b>\$117,835.53</b>		<b>\$10,684.14</b>	<b>\$(1.62)</b>	<b>\$117,837.15</b>	<b>100%</b>
<b>Youth Services TOTAL</b>	<b>\$139,063.46</b>		<b>\$12,597.92</b>	<b>\$0.56</b>	<b>\$139,062.90</b>	<b>100%</b>

- Adult

	2019 Annual Budget	Amount moved	Monthly Allotment	Free Balance	Spent as of Jan. 6, 2020	% Spent
<b>Adult Audiobooks</b>	\$12,892.91	\$392.91	\$1,136.00	-\$0.02	\$12,892.93	100.00%
<b>Adult Music CD</b>	\$7,281.73	-\$218.27	\$682.00	\$0.25	\$7,281.48	100.00%
<b>Adult DVD</b>	\$29,439.89	-\$1,931.68	\$2,864.00	\$0.18	\$29,439.71	100.00%
<b>Adult Video Games</b>	\$1,305.61	\$1,305.61	\$113.00	\$0.00	\$1,305.61	100.00%
<b>Adult AV Subtotal</b>	<b>\$50,920.14</b>			<b>\$0.41</b>	<b>\$50,919.73</b>	<b>100.00%</b>
<b>Adult Paperbacks</b>	\$2,075.08	\$200.08	\$170.00	\$0.10	\$2,074.98	100.00%
<b>Adult Paperbacks S.O.</b>	\$3,684.00	\$59.00	NA	\$0.00	\$3,684.00	100.00%
<b>Adult Fiction</b>	\$46,475.27	\$475.27	\$4,182.00	-\$0.20	\$46,475.47	100.00%
<b>Adult LT Fiction</b>	\$6,961.31	-\$238.69	\$655.00	\$0.24	\$6,961.07	100.00%
<b>Adult LT S.O.</b>	\$14,109.00	-\$1,191.00	NA	\$0.50	\$14,108.50	100.00%
<b>Adult Non-fiction</b>	\$69,464.84	\$5,964.84	\$5,773.00	-\$0.36	\$69,465.20	100.00%
<b>Adult Non-fiction S.O.</b>	\$2,139.00	-\$1,861.00	NA	\$0.84	\$2,138.16	99.96%
<b>Adult Biographies</b>	\$10,075.76	\$75.76	\$909.00	-\$0.30	\$10,076.06	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>\$156,484.26</b>			<b>\$2.31</b>	<b>\$156,481.95</b>	<b>100.00%</b>
<b>Adult Services TOTAL</b>	<b>\$207,404.40</b>			<b>\$2.72</b>	\$207,401.68	100.00%

<b>WVLS Grant Adult Book 2019</b>	\$5,500.00		NA	\$1,465.07	\$4,034.93	73.36%
<b>WVLS Grant Adult AV 2019</b>	\$2,000.00		NA	\$1,972.52	\$27.48	1.37%

## **Monthly Business Report – January, 2020**

This is the monthly Bills and Services report, the CIP Report, the Bills and Services report, along with the Obligation vs. Budget report. 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 compliance with the Library / Facilities budgeting agreement. The opportunity to resolve the 2019 variance from the agreed practices will be made more difficult with the closing of the books during the second quarter of 2020. Transactions entered on, or before 20 January 2020 leave the operations portion of the Facilities budget held for Marathon County Public Library at (\$6,930.04). Never having been in a situation where the maintenance budget ended the year having been spent beyond allocation, an attempt is being made to see which department will make up for the substantial shortfall. The possibility is not covered in the interdepartmental agreement.

The library has had a local plumbing firm replace the valves and associated hardware on all twenty two toilets located at the Wausau location. Several overflows related to the aging hardware during the first two weeks of 2020 along with consistent finding of constantly flowing fixtures combined to make it time to have all units renewed. Articles in local Wausau news outlet concerning substantial increases in water costs as the city builds new supply and treatment facilities encouraged the limiting of any way possible our substantial water cost. The cost for water and sewage expenses in 2019 at Wausau stands at a rounded \$41,453.00. In the same spirit of looking for ways to save before costs increase, discussions are in progress with local vendors in an attempt to find savings before increased prices make paying for improvements more difficult.



## **December 2019 Support Services Monthly Report**

### **Circulation Team**

- Passports News
  - 19 Adult Passport Books
  - 30 Minor Passport Books
  - 3 Adult Passport Cards
  - 2 Minor Passport Cards
  - 4 Both Book and Card
- The MCPL Passport team accepted a total of 58 passport applications accepted at \$35.00 ea. and 64 photos were taken at \$10.00 each for a total of \$2,670.00 recorded. We also assisted with 22 renewal applications. Future 2020 passport events are scheduled for Edgar and Spencer Branch.
- 12/19/19 Ollie C and Paula L presented a Homebound program at Riverview Terrace.
- Next Circulation Team Meeting is scheduled for 1/15/2020 in the Training Room.
- Laura D, Jeff P, Ollie C, and Kitty R continue assisting the Support West Team with inventory in adult nonfiction, the inventory team is currently in the 811 nonfiction section.

### **Support Services Team**

- Items from 2017 have been marked for deletion
  - \$4,765.82 of materials from 2017 have been deleted
- Ongoing Projects:
  - Clean Juvenile DVD collection: ART
  - Relabel juvenile biographies: TAFT
  - Relabel adult fiction: Large Type Fiction (Temporarily on hold)
  - Inventory

### **Page Team**

- 12/6/19 Katie's last day with MCPL and we have figured out how to put Wonderbooks on shelf
- 12/9/19 Wonderbooks were put on shelves and instructions were given out to staff to know about charging.
- 12/9/19 Kate gave Kelly a list of adult biography to weed.
- 12/9/19 Kee completed rounding with team
- 12/10/19 Jen completed Harassment and Bullying county training
- 12/16/19 Kelly completed Harassment and Bullying county training
- 12/18/19 Kee and Kate looked at juvenile chapter books and put to storage
- 12/18/19 Kelly shelf read and organized the entire storage room – 007
- 12/18/19 Kelly shelf read children big books
- 12/26/19 Kee worked with Taylor on putting Christmas items back in storage.
- 12/27/19 Kate gave the first half of adult DVD weeding list to Ollie to work on for the weekend
- 12/29/19 Ollie finished weeding adult DVD

## Branch Libraries Report

### December 2019

#### Athens Monthly Report

##### Events and Programs

- Family Story Time: Family Story Time met for 4 sessions with 60 children and 14 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 December a total of 85 kids and 6 adults visited the library.
- Book Club: December book club featured the book *The Four Agreements* by Don Miguel Ruiz. 2 adults participating. In January, the club will discuss *The Girl Who Smiled Beads* by Clemantine Wamariya.
- Fiber Arts Club: Our Fiber Arts group met 4 times with a total of 36 adults attending.
- Simple Mittens: Darlene Strack from our Fiber Arts group held a mitten tutorial during the month of December. Five adults participated in this program.
- Create a Calendar: Adults were invited to create their own 2020 calendar using the binding machine. A total of 5 adults attended this event.
- Holiday Cards: December 16<sup>th</sup> – 20<sup>th</sup> all ages were invited to the Athens Branch to create their own holiday cards, 7 children, 3 young adults and 5 adults participated in this event.
- Glittery Icicle Craft: Children and their caretakers made a glittery icicle craft out of recycled milk jugs on December 17<sup>th</sup>. A total of 2 adults and 8 children created this craft.

##### Library and Community News

- Jennifer Triolo and Shahara Falk-LeFay had rounding with Ralph Illick on December 3<sup>rd</sup>

##### Circulation Statistics

- Athens circulated 1,341 items in December 2019. This is a 26.14 % decrease from December 2018. In 2019 year-to-date, Athens has circulated 19,979 items. This is a 0.50% decrease from 2018.

##### Facilities Updates

- On Thursday December 5<sup>th</sup> the Athens branch had an internet a phone outage.
- On Tuesday December 31<sup>st</sup> the Athens branch was without internet and sierra access. Ashley Slogar informed Athens staff that Edgar was also running into these issues. Branch staff was unable to reach anyone at the Main Headquarters. Branch staff did their best to resolve the issue and worked together as a team. The branches eventually

found out that the Wausau library had a power outage and was officially closed for the day. On Thursday January 2nd internet and Sierra were back up and running.

## **Edgar Monthly Report**

### Events and Programs

- Play & Learn: The Family Resource Center held Play & Learn 3 times this month with a total of 8 adults and 14 children attending.
- Family Storytime: Edgar held a family story time 3 times this month with a total of 1 adults and 2 children attending.
- Out Reach: The Edgar Branch did one outreach with the Edgar Daycare with 2 adults and 12 children attending.
- Book Club: In December the book club met and discussed the book “Christmas Caramel Murder” by Joanne Fluke. There were 0 adults present due to weather. The book club will discuss the book “Mr. Dickens and his Carol” by Samantha Silva in January.
- Homeschool Huddle: This is a program for homeschool families, this month we held 3 programs with 13 adults and 35 students attending.
- School Visits: St John’s Catholic school came for 2 visits during the month with 1 adults and 8 students.
- Family Adventure Night: “Wild Kratts” was the theme for December. There were 6 adults and 6 children attending.
- Adult program: There were 5 adults at the program on making “Essential Oil Necklaces”. 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 80 coloring pages.

### Circulation Statistics

- The circulation statistics for the month of December were 1718 items checked out, this is a 2.51% increase for the same month last year and a 7.97% 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.
- Yearly reviews were done.

### Facilities Updates

- The interior of the Edgar Village hall is being 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 “E” “Author David Milgrim” and “New Year’s Eve” brought in 0 adult and 0 children.
  - a. Special Story Times
    - i. It’s SNOW Time Story Time had 1 adults and 1 child to attend.
- Book Club: *The 13<sup>th</sup> Gift*. 8 adults got together to discuss this book.
- Play & Learn had 3 sessions and brought in 20 adults and 27 children. Emily’s last day of leading our Play N Learn was December 19<sup>th</sup>. Deborah will be taking over right away in January.
- Hobbies/Crafts Night had 12 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)
- Outside the lines: Coloring Party had 2 adult, 7 children, and 2 teens participate. This program is ending in December and being replace with us just putting out new coloring sheets each week.
- Lego Block Party had 1 child stop in and create things with various Legos.
- Tech Time Drop-In had 2 adults and 1 child stop in for help with various issues.
- Magazine Trees had 2 adults 3 children and 1 teen stop in create their own unique decoration using old magazines and other craft supplies.
- Our week long Holiday Card program had 3 adults, 6 children, and 1 teen stop in the week leading up to Christmas to create their own unique Holiday cards.
- Cut Out Snowflake Day had 2 adults, 4 children, and 1 teen stop in and create their own snowflakes
- Card Playing Day had no patron participate
- Winter Escape Rooms had 16 adults, 14 children, and 7 teens participate in the two days of escape rooms.
- We had 5 children color snowflakes to help decorate the circ desk for Winter.

### Upcoming Programs

- Special Story Times – It’s “Pete the Cat”
- Children – Family Story Time, Play & Learn, Lego Block Party
- Adult – Book Club
- Tween/Teen – None
- All Ages – Hobbies/Crafts Night, Tech Drop In Help
- Passive: “There is “Snow” thing like reading” Bulletin Board

### Circulation Statistics

- Hatley circulated 2,005 items for the month. This is a 8.49% decrease for the month. Year to date is 31,124 items. This is 6.78% increase from last year.

## Library News

- RSW and Heather attended the annual Youth Workshop in Wausau
- RSW's last day in HA before moving over to RO will be in January

## Facilities Updates

- Nothing to report.

## Marathon Branch Monthly Report

### Events and Programs

- **Family Story Time:** In December, 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, *Hello, Universe* by Erin Entrada Kelly and 4 people joined in for discussion. In January, we will meet to discuss the best-selling memoir, *Born a Crime* by Trevor Noah. Book club meets the second Monday of the month from 5:45 PM – 6:45 PM.
- Our monthly **Needle Arts** event this month focused on **Dry Felting**. It was held on the third Wednesday from 4:00-6:45 pm. A total of 4 adults and 5 children dropped in to learn this new skill and create some cute projects.
- Mrs. Drexler's **4k classes from St. Mary's** came in for their monthly story time and book check out on December 11 & 12. Two adults and 10 children attended each day.
- On Friday, December 6, we held a **DIY Tile Coaster Art** event. Using ceramic tiles, Sharpie markers and rubbing alcohol, participants created some very unique and colorful artwork that could be used for coasters or decorations. Ten children and 3 teens dropped in for the event.
- On Wednesday, December 11, 3 adults, 2 children and 1 teen stopped in to create some very personal **Photo Coasters**. Unfortunately, the weather deterred some folks from participating in this unique **DIY** event, but those that came had a lot of fun.
- On December 30 & 31 we held a **Recycled Paper Ornament** event. The 10 participants dropped in and created some very interesting one of a kind decorations out of old book pages.
- Upcoming Events and Programs: **Story Time, Book Club, St. Mary's 4k class visits** and **Needle Arts** will continue as usual. **Needle Arts** will now be held on the third Tuesday of the month from **11 am to 1 pm** to better accommodate patrons. Elizabeth is also offering one-on-one instruction upon request. On Tuesday, January 9 from 2:00 -3:00 we will hold an **Internet Basics course**.

Attendees will learn basic information about the Internet and how to use a web browser, with free time to explore and ask questions. On Wednesday, January 22 from 3:30 – 5:00 pm there will be a **Podcast Discussion** examining the podcast “Practical(ly) Zero Waste.” This podcast discusses practical changes any person can make to create a big difference environmentally. The week of January 27 we will feature easy **Winter Crafts** for children as a passive program.

#### Circulation Statistics

- Marathon circulated 2,606 items during the month of December. This is a 12.06% decrease from this time last year. In 2019, Marathon has circulated 40,295 items. This is a 0.46% decrease over last year.

#### Library News

- Lisa attended the Inclusivity training on December 13.
- We will begin our new operational hours on Monday, January 12.

#### Facilities Updates

- Nothing to report at this time.

### **Mosinee Monthly Report**

#### Events and Programs

- Family Story Time: Julie and Sarah led 3 Family Story Times that brought in 13 adults and 15 kids.
- Play and Learn: The Family Resource Center presented 3 sessions that brought in 15 adults and 19 kids.
- Book Club: 10 patrons joined us to discuss *The Deal of a Lifetime*. Our January book club will be delayed one week due to our county-wide staff in-service day, and we'll be reading *Old World Murder*.
- Two adults joined us for our Mason jar candle hold program on the 2<sup>nd</sup>, but unfortunately no patrons joined us for our originally scheduled paper hat craft program or Lego Block Party on the 3<sup>rd</sup>. We put out the materials later in the week and had 3 adults and 2 kids make paper winter hats.
- Our first Census information session brought in no participants and the 2<sup>nd</sup> was canceled due to the dangerous weather.
- Although we had a high level of interest and several families register, only 1 adult and 2 kids braved the cold to make winter themed coasters on the 10<sup>th</sup>. We will try and host this program again since we have leftover materials that were donated to the library by previous staff.

- Passive Programs: This month 25 patrons told us their favorite book, and 6 adults and 7 kids made holiday cards throughout the week of the 16<sup>th</sup>. Julie also made a creative snowman scavenger hunt throughout the children's area that we'll be running throughout January as well. Fourteen adults and 21 kids have completed the scavenger hunt so far and patrons and staff alike are really having fun with this program!
- Upcoming Programs: Family Story Time and Play and Learn will continue at a new adjusted time due to the change in hours. Book Club will continue as usual but be delayed by one week in January due to the county-wide staff in-service day. We will lead a Libby class, host a financial program with an Alzheimer's Association Outreach Specialist, do winter themed passive programming, and have a library selfie week.

#### Circulation Statistics

- Mosinee circulated 2,595 items in December 2019. This is a 16.88% decrease. Mosinee has circulated 42,300 in 2019. This is a 3.56% decrease.

#### Library News

- Displays: We displayed cookie and baking books for our "smart cookies read" display, continued the popular display on the "You wouldn't want to be..." history book series, featured winter reads for a "We're smitten with books" display, and made a "happiness is homemade" display with books on crafts and homemade gifts. Our display behind the desk tells patrons that there is "Snow many books, snow little time", while our children's section features holiday and winter themed books.
- 63.7 pounds on food was donated throughout the month by patrons and brought to the Mosinee Community Center of Hope by Sarah.
- Reviews were delivered and discussed.
- Julie attended the WVLS Supercharged Story Times Conference in Wausau. Special thanks to Deb for coverage so Julie could attend this conference!
- Sarah attended the County's inclusivity training.
- Mosinee, as well as all of the other Branch locations, had no internet or Sierra on Tuesday December 31<sup>st</sup>, so Branch staff helped each other figure out how to bypass Cassie so that we were able to keep track of checkouts manually with an Excel spreadsheet for the day. Branch staff later found out that the Wausau location was without power and that had caused our temporary outage.

#### Facilities Updates

- Our annual fire inspection was done on the 10<sup>th</sup> and it was noted that our emergency lights on the second floor in inside the library on the first floor were not working. Public Works will be notified to fix these as soon as possible.

## Rothschild Monthly Report

### Events and Programs

- Family Story Time and Play & Learn: In December, we held 3 regular family story times with 24 adults and 27 children attending. Additionally, in December, 51 people participated in 3 Play & Learn session. We also presented our monthly outreach story time at St. Therese daycare for 37 people and our monthly outreach story time at Head Start for 36 people. We had a special story time to celebrate the New Year. 14 people heard stories, sang songs, and made a fun, sparkly New Year's noise maker.
- Book Club: The group does not meet in the library in December. In January, the club will discuss *The Immortalists* by Chloe Benjamin.
- Other programs: 7 people participated in our monthly LEGO club, and 13 people joined us for our monthly Saturday Spotlight featuring activities about penguins. We also had 31 people participate in a DIY Bird Feeder event. We ended the month with a special Stuffed Animal Sleepover. 3 children brought their stuffed friends to stay the night at the library. The animals had a lot of fun and even got into a little mischief!
- Upcoming Programs: In January, our normal programming will continue as usual. We will also have an Intro to Libby Class, a drop in steam event with 3D pens, a preschool art lab, and our special Saturday Spotlight will feature activities about blizzards.

### Circulation Statistics

- Rothschild circulated 9,155 in December. This is .96% increase from last year. In 2019, Rothschild circulated 122,836. This is a 2.3% decrease from last year.

### Library News

- Hannah attended the WVLS Super Story Time workshop in Wausau on 12/4.
- Ashley H. attended new employee anti-bullying and harassment training on 12/10.
- Laura attended inclusivity training on 12/13.
- All annual reviews were completed and submitted to Wausau.

### Facilities Updates

- A dead mouse was found in the library book drop, and a mouse were caught in the village office. The village is working with a pest control company to solve the problem.



## Spencer Monthly Report

### Events and Programs

- Cribbage @ the Library was held on December 3<sup>rd</sup> and December 17<sup>th</sup>. Players came who wanted to learn the game, and there were seasoned players. All 22 players had fun playing cribbage.
- On December 4<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 December 10<sup>th</sup>, the Spencer High School Hand Bell Choir came to the library to perform for us. This concert is always well received as the students do a remarkable job. 47 students and 7 children were in attendance.
- On December 11<sup>th</sup>, Audrey was invited to the 4<sup>th</sup> grade class of Spencer Elementary to do a presentation on Graphic Novels and talk about authors who have written Graphic Novels. 48 were present.
- On December 11<sup>th</sup>, Audrey did a Story Time for the Spencer Elementary Pre-K class. Audrey did two stories for the class. 19 children were present.
- On December 16<sup>th</sup> and 19<sup>th</sup>, the Spencer Book Club, "As The Page Turns", met to discuss the book, "The Christmas Quilt" by Jennifer Chiaverini. A total of 16 were present.
- Rookie Rockets Day Care Story Time was held four times in December with a total of 40.
- Story Time and Play N Learn was held three times in the month of December with a total of 6.
- Spencer Library held a passive program asking "what is your favorite cookie". 17 told us their favorite cookie.

### Circulation Statistics

- Spencer circulated 1,736 items in the month of December. This is an increase of 1.40%. Spencer has circulated 22,381 items in 2019. This is a decrease of .05%

### Library News

- "Jingle The Night Away" was held on December 12<sup>th</sup>. However, due to a very snowy night, nobody showed up for the program.
- On December 31<sup>st</sup>, Spencer Library had no internet or Sierra. As I soon found out with phone calls, all branches were facing the same technical problems. After calling Wausau for support, we learned that Wausau Headquarters had closed due to an electrical outage. I am very proud to be working with the Branch people who demonstrated our Core Value of Shared Purpose, to function as a team and work collaboratively with each other.

### Facilities Updates

- The Spencer Fire Department did Library Inspection of doors, signage and fire extinguisher.

## Stratford Monthly Report

### Events and Programs

- The Magical World of Narnia welcomed 12 children and 4 adults on Dec. 3. Patrons were invited to walk through a wardrobe, create and play in instant snow, and listen to the book on CD while making Narnia related crafts. School children also enjoyed the Land of Narnia while visiting with their classes the following week.
- Our Nonfiction@Night Book Club met Dec. 4. Three patrons attended to discuss *Quiet* by Susan Cain.
- Our monthly *Genealogy Hunters* group met Dec. 11. Three people attended to share ideas on researching family history.
- Our Fiction Book Club met Dec. 16 to discuss *The Mistletoe Promise* by Richard Paul Evans. Eight people attended.
- Story Time and Play & Learn met three times in December, with a total of 13 adults and 21 children attending. Our themes for stories, activities, and crafts included *teeth, snow, and celebrations*.
- Four Pre-K and Kindergarten St. Joe's students visited Dec. 9 for Story Time and to check out books.
- Six 1<sup>st</sup> and 2<sup>nd</sup> grade St. Joe's students and their teacher visited our library on Dec. 10 for Story Time and to check out books.
- Eight St. Joe's 3<sup>rd</sup> and 4<sup>th</sup> grade students and their teacher visited on Dec. 10 for Book Talks and to check out books.

### Circulation Statistics

- Stratford circulated 1,591 items in December. This is a 11.65% increase from last year. In 2019, Stratford circulated 24,003 items. This is a .96% increase from last year.

### Library News

- We continued a *Festive Fiction* book display filled with seasonal books that was very popular, and added a *Holiday Movie* Display to go with it.
- We created a *Read Up A Storm* display for our entryway that included books with winter themes and covers.
- MJ attended the WVLS Supercharged Storytimes Workshop in Wausau on Dec. 4.
- MJ attended the Inclusivity Training at the Courthouse on Dec. 13.
- MJ and Eileen received their annual Performance Appraisals in December.
- MJ met with Public School Librarian Wanda Grewe on Dec. 20.

### Facilities Updates

- No updates.

**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  
1-16-20      Monthly agenda meeting with Library Board President  
1-17-20      County Department Heads Meeting  
1-25-20      Friends of the Marathon County Public Library Annual Meeting  
1-27-20      MCPL Task Force Meeting #1  
1-27-20      Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

1-27-20      Marathon County Public Library Board of Trustees Meeting  
1-28-20      Early Years Coalition Steering Committee Meeting  
2-7-20      Toward One Wisconsin Workforce Track Planning Meeting  
TBD          Policy reviews w/Leah and Matt  
TBD          Monthly agenda meeting with Library Board President  
TBD          County Department Heads Meeting  
2-17-20      MCPL Task Force Meeting #2  
2-17-20      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:**

GL787 LIB 19 CIP TRANS Report Format 511

Period 12 ending December 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	5,834.00		35,540.12	35,540.12	652,398.88	5.2
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
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APR 777A LIBRARY CIP PROJECT	908,761.00	5,834.00		35,540.12	35,540.12	873,220.88	3.9
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Or2 934 CIP PROJECTS	908,761.00	5,834.00		35,540.12	35,540.12	873,220.88	3.9
-----							
Sub 604 LIBRARY CIP PROJECTS	908,761.00	5,834.00		35,540.12	35,540.12	873,220.88	3.9
-----							
Report Final Totals	908,761.00	5,834.00		35,540.12	35,540.12	873,220.88	3.9
=====							