



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**  
of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, March 16, 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) Staffing Challenges and the Fiscal Outlook for this Year and Next Year – For Discussion and Possible Action
8. (10 minutes) Facilities Update plus County Administration Conversation – For Discussion and Informational Purposes Only
9. (10 minutes) Mosinee Update with Historical Society Communications – For Discussion and Informational Purposes Only
10. (10 minutes) Year End Transfers (Earmarking Dedicated Funds) – For Discussion and Possible Action
11. (10 minutes) Athens Fair and Village Request – For Discussion and Informational Purposes Only
12. (10 minutes) Staples and Amazon Purchases – Finance Department Update – For Discussion and Informational Purposes Only
13. (10 minutes) Task Force Update – For Discussion and Possible Action
14. Announcements
15. Request for Future Agenda Items
16. Next Meeting Dates
  - Monday 04/20/2020
  - Monday 05/18/2020
  - Monday 06/15/2020
  - Monday 07/20/2020
17. 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: March 10, 2020  
FAXED TIME: 12:55 p.m.

NOTICE POSTED AT COURTHOUSE

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 17, 2020. Library Headquarters, Wausau Community Room.

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

Excused: Mai Ger Moua

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Mark Arend, Ann Hamland, Joshua Klingbeil, Marla Sepnafski

The meeting was called to order at 12:02 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Sarah Thurs to approve the MCPL Task Force Library System Inquiry minutes from the January 27, 2020 meeting. Seconded by Scott Winch. Motion carried.**

**A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the January 27, 2020 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for December 2019 and January 2020. 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 – Director Illick reported the Friends held another book sale and this was the first sale that preceded a monthly Saturday sale.

MCPL Foundation – Director Illick reported the Foundation will be meeting in March.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney reported that there was a meeting in January and the Library Legislative Day was held on February 11 in Madison.

L.E.N.A.

The sessions are now 10 weeks instead of 13 weeks, some of the information has been consolidated. We have a total of six cohorts meeting around the county in five locations.

### Roof and Structural

We did receive an estimate back from Kolbe for \$131,000 for commercial grade windows on the third floor. We would need to put out a request for bids. Craig from Facilities and Capital Management Department is compiling bids for the different aspects of the roof repairs.

### 2019 Annual Report

The annual report was completed with one item to note. A compliance question asked if all monies allocated for library use were spent under the control of the Library Board. For the first time the box was not checked, meaning control of all maintenance funds allocated were held and spent by the Facilities and Capital Management Department without our input. County Administration was made aware of the issue and will work toward a resolution.

**A Motion was made by Scott Winch to accept the 2019 Annual Report as presented. Seconded by Gary Beastrom. Motion carried.**

### Statement Concerning System Effectiveness

**A Motion was made by Kari Sweeney to accept the Statement Concerning System Effectiveness as presented. Seconded by Sarah Thurs. Motion carried.**

### Clark Island Proposal by Chamber of Commerce

This would be the former WI Public Service utilities building. The Chamber of Commerce is working with a local developer and NTC to put in an innovation center which would include a FabLab. The library was asked if we would like to work as a community partner on this project. We could do our own level of programming on this project to introduce all ages to move in the direction of the technology available at the FabLab.

No motion was made

### Task Force Update

The task force met prior to the Board of Trustees meeting, Mark Arend will be the Chair of the committee and Gary Beastrom will be the Vice Chair. The attributes and outcomes were reviewed and it was discussed how to move forward with technology.

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Katie Rosenberg to adjourn the meeting at 12:36 p.m. Seconded by Sarah Thurs. Motion carried.**

  
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Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 16, 2020.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 27, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Katie Rosenberg, Scott Winch, Ralph Illick

Excused: Mai Ger Moua, Kari Sweeney, Sarah Thurs

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 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 December 16, 2019 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for December 2019. Seconded by Katie Rosenberg. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – Board Member Winch reported that Stratford will be hosting a L.E.N.A start program starting in February.

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

- Library Legislative Day will be February 11

Board Committees – No Report

Friends of the Library – Director Illick reported the next book sale will be Wednesday, February 5 through Saturday, February 8. There will also be a book sale the third Saturday of every month.

MCPL Foundation – Director Illick reported the next meeting will be in March.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet.

Interdepartmental Agreements as Related to Budgeting

This relates to our meeting with former Administrator Karger and Corporation Counsel Corbett about our carry over funds. It was decided since there will be a new Administrator in the coming months it would be best to table this agenda item. Once the new Administrator is on board, have a meeting with them and the Finance Director to work through the carry over issues.

#### Update on Hours of Service Changes and Community Feedback

We have successfully changed our hours and got the public notified in advance. There were only a couple interactions with patrons that had comments. Board Member Rosenberg received an email from Pat Peckham asking if we had been in contact with the Salvation Army. The homeless population cannot be in the shelters during the day. He does seem satisfied with the last email which was sent from Board Member Rosenberg. Library Services Manger stated that we had some surprisingly good feedback. The transition went quite well.

#### Update on Crossing Lights for Pedestrians

Initially thinking based on the initial conversations with Mr. Sippel, we would need to split the costs for the heavy duty flashing light signs. Mr. Sippel notified me that because of the proximity and being so close other traffic devices, it wouldn't warrant the heavy duty light. It was discussed about the possibility of having our Foundation pay the expense for the two lights. He will confirm with me shortly.

#### Update on Engberg Anderson

Did have a conversation before the December meeting to let them know that because of structure problems and the roof situation it would be better to move forward with the branches first. They are working on the drawings, but we have informed the branches to be ready. We gave them a budget in the vicinity of \$10,000 per branch.

#### Update on Task Force

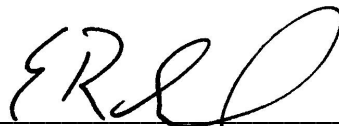
We met prior to this meeting regarding roles, responsibilities and timeline. Mr. Eckmann gave a presentation. We will have a long agenda for February. It was determined that the libraries attributes and outcomes will be updated for the moment, specifically to what the task force is looking for.

#### Announcements –

- The Governor will be here for a press conference at 1:45 today.
- Katie Rosenberg will not be running for County Board in April

#### Request for Future Agenda Items – None

**A Motion was made by Scott Winch to adjourn the meeting at 12:21 p.m. Seconded by Gary Beastrom. Motion carried.**



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Library Director

Period: 2 2020

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,403.70
	<b>INTERNET SERVICE</b>	<b>1,403.70</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	62.65
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>62.65</b>
101 000000000066592250	TELEPHONE FRONTIER	544.11
	<b>TELEPHONE</b>	<b>544.11</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES RHINELANDER DISTRICT LIBRARY TOMAHAWK PUBLIC LIBRARY AIR QUALITY CONTROL LLC MERRILL CITY TREASURER ACRO PLUMBING INC AREND, MARK	28.00 45.00 778.43 20.00 1,770.75 518.16
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>3,160.34</b>
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV SPRINT DELIVERY SERVICE	614.08
	<b>CONTRACTUAL VAN/COURIER SERV</b>	<b>614.08</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY CENTER POINT PUBLISHING	1,132.07 826.80
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>1,958.87</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	650.21
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>650.21</b>
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC MARCO	717.00 382.57
	<b>PRINTING/DUPLICATION</b>	<b>1,099.57</b>
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY CENTER POINT PUBLISHING AMAZON CAPITAL SERVICES	10,914.32 6,989.04 887.26
	<b>BOOKS LIBRARY</b>	<b>18,790.62</b>

Bills for Approval

Period: 2 2020

**Org: 665 LIBRARY**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	4,866.14
	AMAZON CAPITAL SERVICES	56.34
	MIDWEST TAPE LLC	791.73
	<b>AUDIO-VISUAL MATERIALS</b>	<b>5,714.21</b>
101 000000000066593260	ADVERTISING	
	TP PRINTING CO INC	37.50
	<b>ADVERTISING</b>	<b>37.50</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	DEMCO INC	548.45
	ETCO ELECTRIC SUPPLY INC	69.15
	CDW GOVERNMENT INC	3,307.52
	FINDAWAY WORLD	14.57
	AMAZON CAPITAL SERVICES	1,194.56
	MARCO TECHNOLOGIES LLC	2,373.75
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>7,508.00</b>
101 000000000066595320	BUILDING/OFFICES RENT	
	STRATFORD, VILLAGE OF	1,657.86
	MOSINEE WATER/SEWER	88.34
	WI PUBLIC SERVICE CO	351.82
	VILLAGE OF MARATHON CITY	1,527.93
	<b>BUILDING/OFFICES RENT</b>	<b>3,625.95</b>
	<b>LIBRARY 665 TOTAL:</b>	<b>45,169.81</b>



Period: 2 2020

**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	1,977.39
MARK F MORAN APPRAISALS	400.00
TANK MATES LLC	2,007.00
AMAZON CAPITAL SERVICES	1,311.61
MIDWEST TAPE LLC	10.49
<b>BOOKS LIBRARY</b>	<b><u>5,706.49</u></b>
LIBRARY GIFTS 667 TOTAL:	<u>5,706.49</u>
Report Total:	<u><u>50,876.30</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 2 ending February 29, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 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	546,309.00	40,956.20		74,200.04	74,200.04	472,108.96	13.6
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	62,160.20		113,344.12	113,344.12	665,003.88	14.6
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	48,937.53		91,339.95	91,339.95	559,538.05	14.0
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	5,075.73		14,028.87	14,028.87	141,617.13	9.0
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	4,437.63		12,406.75	12,406.75	109,563.25	10.2
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00			71,517.09	71,517.09	417,349.91	14.6
Act 1541 DENTAL INSURANCE	11,929.00			1,622.32	1,622.32	10,306.68	13.6
Act 1543 INCOME CONTINUATION INSU	7,769.00					7,769.00	
Act 1544 HLTH INS-CONVERSION, RET				6,096.09	6,096.09	6,096.09-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,668.00	903.00		2,713.75	2,713.75	28,954.25	8.6
Act 1550 LIFE INSURANCE	1,134.00	41.94		84.41	84.41	1,049.59	7.4
Act 1560 WORKERS COMPENSATION PAY	1,655.00	92.81		274.18-	274.18-	1,929.18	16.6-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	71.39		183.93	183.93	1,851.07	9.0
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	162,676.43		387,263.14	387,263.14	2,469,254.86	13.6
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00					1,200.00	
Act 2141 INTERNET SERVICE	25,500.00	1,403.70		2,697.48	2,697.48	22,802.52	10.6
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	62.65		125.30	125.30	874.70	12.5
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00					6,500.00	
Act 2250 TELEPHONE	8,500.00	544.11		593.04	593.04	7,906.96	7.0
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00					2,500.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00					9,500.00	
Act 2954 RFID EQUIP MAINT FEES	35,500.00					35,500.00	
Act 2955 V-CAT FEES LIBR	76,500.00					76,500.00	
Act 2957 COUNTY E-MAIL SERVICE	8,500.00					8,500.00	
Act 2958 COUNTY NETWORK SUPPORT	4,000.00					4,000.00	
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00					1,800.00	
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	3,368.18		3,385.68	3,385.68	5,614.32	37.6
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00	614.08		614.08	614.08	2,885.92	17.6
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,958.87		2,555.39	2,555.39	19,444.61	11.6
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	650.21		891.85	891.85	7,108.15	11.2

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 2 ending February 29, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 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					3,650.00	
Act 3125 PAPER COPIER	2,250.00					2,250.00	
Act 3126 PAPER - RECEIPTS	800.00					800.00	
Act 3127 RFID TAGS-LIBR	10,500.00					10,500.00	
Act 3130 PRINTING/DUPLICATION	9,000.00	1,099.57		1,573.92	1,573.92	7,426.08	17.5
Act 3161 BOOKS LIBRARY	282,250.00	18,790.62		25,666.27	25,666.27	256,583.73	9.1
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	5,714.21		7,793.35	7,793.35	56,206.65	12.2
Act 3190 OFFICE SUPPLIES	8,000.00					8,000.00	
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00					20,000.00	
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00					25,000.00	
Act 3240 MEMBERSHIP DUES		175.00		175.00	175.00	175.00-	
Act 3250 REGISTRATION FEES/TUITIO	5,000.00	198.00		198.00	198.00	4,802.00	4.0
Act 3260 ADVERTISING	6,000.00	37.50		59.50	59.50	5,940.50	1.0
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	103.50		103.50	103.50	3,896.50	2.6
Act 3350 MEALS	500.00					500.00	
Act 3360 LODGING	600.00					600.00	
Act 3390 MEETING EXPENSES	2,000.00	105.42		105.42	105.42	1,894.58	5.3
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	8,066.84		9,550.17	9,550.17	10,449.83	47.8
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	9,250.00					9,250.00	
Act 5151 BUILDING & CONTENTS INSU	14,000.00					14,000.00	
Act 5190 OTHER INSURANCE	1,800.00					1,800.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	3,625.95		7,938.15	7,938.15	47,061.85	14.4
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APR 711B LIBRARY LVL 1-OPERATING	786,100.00	46,518.41		64,026.10	64,026.10	722,073.90	8.1
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Or2 665 LIBRARY	3,642,618.00	209,194.84		451,289.24	451,289.24	3,191,328.76	12.4

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 2 ending February 29, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 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		23,153.00				23,153.00	
Act 3240 MEMBERSHIP DUES		19,000.00				19,000.00	
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APR 711B LIBRARY LVL 1-OPERATING		42,153.00				42,153.00	
-----							
Or2 666 WVLS CONTRACTUAL SERVICE-LI		42,153.00				42,153.00	
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Agy 0870 LIBRARY	3,684,771.00	209,194.84		451,289.24	451,289.24	3,233,481.76	12.3
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Sub 101 GENERAL FUND	3,684,771.00	209,194.84		451,289.24	451,289.24	3,233,481.76	12.3

GL787

LIB 20-OBL vs BUDGET

Report Format 511

Period 2 ending February 29, 2020

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2020 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	100,000.00	6,378.99		6,977.86	6,977.86	93,022.14	7.0
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Or2 667 LIBRARY GIFTS	100,000.00	6,378.99		6,977.86	6,977.86	93,022.14	7.0
-----							
Agy 0870 LIBRARY	100,000.00	6,378.99		6,977.86	6,977.86	93,022.14	7.0
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Sub 252 LIBRARY GIFTS	100,000.00	6,378.99		6,977.86	6,977.86	93,022.14	7.0
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Report Final Totals	3,784,771.00	215,573.83		458,267.10	458,267.10	3,326,503.90	12.1
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GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 2 ending February 29, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2020 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	30.00	390.00	7.1
Act 2210 WATER/SEWER	35,000.00					35,000.00	
Act 2220 ELECTRIC	42,000.00	2,667.64		2,667.64	2,667.64	39,332.36	6.4
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,455.04		1,455.04	1,455.04	8,544.96	14.6
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	493.00		493.00	493.00	1,007.00	32.9
Act 2470 BUILDING REPAIRS	500.00					500.00	
Act 2930 FIRE PROTECTION	300.00					300.00	
Act 2970 REFUSE COLLECTION	4,800.00			2,432.27	2,432.27	2,367.73	50.7
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	644.05		1,924.18	1,924.18	675.82	74.0
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	976.84		976.84	976.84	6,023.16	14.0
Act 3460 CLOTHING/UNIFORM	500.00	19.80		46.20	46.20	453.80	9.2
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	7.98		7.98	7.98	492.02	1.6
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	105,320.00	6,264.35		10,033.15	10,033.15	95,286.85	9.5
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	6,264.35		10,033.15	10,033.15	95,286.85	9.5
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	6,264.35		10,033.15	10,033.15	95,286.85	9.5
Sub 101 GENERAL FUND	105,320.00	6,264.35		10,033.15	10,033.15	95,286.85	9.5
Report Final Totals	105,320.00	6,264.35		10,033.15	10,033.15	95,286.85	9.5

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of February 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,442	1,946	34.95%	3,334	4,073	22.17%
EDGAR	1,704	2,026	18.90%	3,484	4,186	20.15%
HATLEY	2,246	2,076	-7.57%	4,543	4,285	-5.68%
MARATHON	3,127	2,863	-8.44%	6,384	6,044	-5.33%
MOSINEE	3,769	3,364	-10.75%	7,076	6,410	-9.41%
ROTHSCHILD	9,194	9,499	3.32%	19,110	19,114	0.02%
SPENCER	1,763	1,892	7.32%	3,633	3,847	5.89%
STRATFORD	1,615	2,003	24.02%	3,531	4,088	15.77%
WAUSAU	32,723	35,212	7.61%	68,319	69,950	2.39%
WAUSAU DRIVE UP	1,258	947	-24.72%	2,350	1,982	-15.66%
HOMEBOUND	1,075	924	-14.05%	2,238	2,349	4.96%
ILL	134	118	-11.94%	178	262	47.19%
OVERDRIVE	9,948	11,438	14.98%	21,618	24,115	11.55%
<b>GRAND TOTAL</b>	69,998	74,308	6.16%	145,798	150,705	3.37%

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

February 2020

	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	8	0	11	0	0	106	0	125	4,073	3.07%	
EDGAR	1	0	0	0	0	0	0	1	4,186	0.02%	
HATLEY	0	0	0	572	140	0	0	712	4,285	16.62%	
MARATHON	0	0	0	0	0	0	0	0	6,044	0.00%	
MOSINEE	0	0	0	23	0	0	3	26	6,410	0.41%	
ROTHSCHILD	4	0	18	373	26	9	8	438	19,114	2.29%	
SPENCER	335	0	0	0	0	7	14	356	3,847	9.25%	
STRATFORD	5	0	0	0	0	16	0	21	4,088	0.51%	
WAUSAU	275	190	1,495	524	572	66	60	3,182	69,950	4.55%	
WAUSAU DRIVE UP	2	0	97	0	0	0	0	99	1,982	4.99%	
MISC*									26,726		
TOTAL MCPL	630	190	1,621	1,492	738	204	85	4,960	150,705	3.29%	
% of CIRC by COUNTY	0.42%	0.13%	1.08%	0.99%	0.49%	0.14%	0.06%				

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



## TOTAL MONTHLY CUSTOMER COUNT

For the month of February 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	63,979	64,665	1.07%
RESIDENT CHILD	9,118	9,248	1.43%
HOMEBOUND	193	184	-4.66%
STAFF	63	64	1.59%
TEMPORARY	240	250	4.17%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,593</b>	<b>74,411</b>	<b>1.11%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,811	2,887	2.70%
CHILD	237	246	3.80%
TEMPORARY	17	16	-5.88%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>3,065</b>	<b>3,149</b>	<b>2.74%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	531	533	0.38%
<b>GRAND TOTAL</b>	<b>77,189</b>	<b>78,093</b>	<b>1.17%</b>

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

**THE PAST MONTH**

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

## **Library Services Report**

### **February 2020**

#### **News**

- Leah held individual rounding with staff
- Leah attended weekly operations meetings
- Leah held orientation for new librarian Tara H on February 10
- Leah attended the System Task Force meeting
- Leah attended the Library Board meeting
- Chad met with the Central Wisconsin Book Festival committee on February 11
- Chad and Julie participated in active shooter training at the Wausau Police Department on February 17
- Dan attended a meeting on February 26 for the Complete Count Committee for the 2020 census
- Taylor installed a new early literacy center theme of 'flowers and gardening'
- Proctoring: 1 exam
- Inventory: Completed Adult Nonfiction

#### **Events and Programs**

##### Adult/All Ages Events

- Feb. 6: Monthly Needle Arts; attendance – 3
- Feb. 10: MCPL Documentary Night: "Marianne and Leonard" – 2
- Feb. 11: A Colorful Afternoon for Adults with Disabilities – 0
- Feb. 13: Library Learning: Intro to Excel – 8
- Feb. 17: Women's Night Out book club – 9
- Feb. 19: Library Learning: Intro to Excel – 5
- Feb. 20: Tools of Adaptive Gardening w/Hannah Marti of the Medical College of Wisconsin-Wausau campus – 3
- Feb. 22: "What's It Worth" antique appraisal w/Mark Moran – 55
- Feb. 26: Readers of Classic Literature book club - 5
  - **Number of adult programs – 9**
  - **Total attendance for February adult programs – 90**

## Youth Services Events

- Story Times:
  - Book Babies: 4 programs; participants—95
  - Tales for Tots: 8 programs; participants—165
  - Preschool Story Time: 8 programs; participants—106
  - Play and Learn Story Time: 4 programs; participants—134
  - Family Story Time: 4 programs; participants—118
- Feb. 3: TAG—3
- Feb. 5: Roller Coaster Science—5
- Feb. 6: Pokémon Club—38
- Feb. 6: Flexangles—19
- Feb. 11: St. Michael’s Story Time—47
- Feb. 15: Beatles Story Time—49
- Feb. 19: Warrior Wednesday—10
- Feb. 19: LENA—3
- Feb. 20: LENA—20
- Feb. 21: No School Games Day—16
- Feb. 22: Tissue Paper Paintings—57
- Feb. 26: LENA—3
- Feb. 27: LENA—16
  - **Number of February Youth Services programs —41**
  - **Total attendance for February Youth Services programs —904**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 3,795 likes (+15)
- Twitter: 1,201 followers (+2)
- Pinterest: 960 followers (-1)
- Goodreads: 287 friends (+3); 1,245 reviews (+5)
- Instagram: 595 followers (+17)

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

- February 5- MCPL Documentary Night – “Marianne & Leonard: Words of Love”
- February 12- Beatles Story Time
- February 19- The Tools of Adaptive Gardening
- February 26- Art Cluster Showcase and Reception

#### WAOW Channel 9

- February 6- Friends of Marathon County Public Library book sale  
<https://waow.com/2020/02/06/friends-of-marathon-county-public-library-book-sale>

#### WJFW Channel 12

- February 6- Athens librarian teaches locals about living off the grid (Library Assistant, Shahara Falk-LeFay)  
[https://www.wjfw.com/storydetails/20200224193259/athens\\_librarian\\_teaches\\_locals\\_about\\_living\\_off\\_the\\_grid](https://www.wjfw.com/storydetails/20200224193259/athens_librarian_teaches_locals_about_living_off_the_grid)

#### WSAW Channel 7

- February 19- Marathon County Public Library to host antiques appraisal event  
<https://www.wsaw.com/content/news/Marathon-County-Public-Library-to-host-antique-appraisal-event-568006441.html?fbclid=IwAR1LvXKR5HVYF4zVQW0AEaXjIPckYgIKsunrP1JmrjS4gh2KObpuHJ6Gunk>

#### ADRC Choices

- February- Library List: Wausau Headquarters, Athens Branch, Edgar Branch, Hatley Branch, Marathon City Branch, Mosinee Branch, Rothschild Branch, Spencer Branch, Stratford Branch

#### City Pages

- February 6- Big Guide- Wausau: Friends of MCPL Book Sale, MCPL Documentary Night- "Marianne & Leonard-Words of Love," A Colorful Afternoon for Adults with Developmental Disabilities, Library Learning-Introduction to Microsoft Excel, Flexangle-The Paper Toy; Athens: Heart-Shaped Story Time & Crafts; Edgar: Family Adventure Night-LEGO Mania, Medicare Basics; Hatley: Decoupage Bud Flower Vases; Mosinee: Fizzy Heart Art Eruptions; Rothschild: Write Your Truth-Intro to Creative Nonfiction; Stratford: Genealogy Hunters, Medicare Basics  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- February 13- Big Guide- Wausau: Library Learning-Intro to Microsoft Excel, Beatles Story Time, Warrior Wednesday, No School Games Day; Hatley: Decoupage Bud Flower Vases; Marathon City: Kids Needle Arts Night-Finger Knitting; Rothschild: Write Your Truth-Intro to Creative Nonfiction, Saturday Spotlight-Narwhals  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- February 20- Big Guide- Wausau: What's It Worth?-Antiques Appraisal, No-School Games Day, Tissue Paper Paintings with Snow; Athens: The Why and How of Off-Grid Living; Mosinee: Duct Tape Palooza; Rothschild: Family Game Day, Preschool Art Lab-Mystery Paintings
- February 27- Big Guide- Wausau: Pokémon Club; Edgar: Adult Night at the Library-Pressed Flower Coasters; Mosinee: Duct Tape Palooza; Rothschild: Preschool Art Lab-Mystery Paintings; Spencer: Protect Yourself from Scammers  
Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups

#### Mosinee Times

- February 6- MCPL Book Clubs- February 2020- Athens: "Professor Chandra Follows His Bliss;" Edgar: "The Elephant Whisperer;" Hatley: "Before We Were Yours;" Mosinee: "An American Marriage"  
MCPL Youth Events- Week of February 9-15, 2020- Wausau: Beatles Story Time; Athens: Heart-Shaped Story Time & Crafts; Edgar: Family Adventure Night-LEGO Mania; Marathon City: Mission STEAM-Magna-Tiles and More!; Mosinee: Friendship Bracelet Making, Fizzing Heart Eruptions; Rothschild: Saturday Spotlight-Narwhals
- February 13- MCPL Mosinee Branch to offer session on Medicare Basics
- February 20- MCPL Book Clubs-February 2020- Rothschild: "How to Stop Time;" Spencer: As the Page Turns-"The Kitchen House"
- February 27- MCPL Youth Events- Hatley: Dr. Seuss Craft Week!; Mosinee: Month of Crafts and Coloring, LEGO Block Party

#### Record Review

- February 5- Athens: Community Weaving Collaboration, Needle Arts, Book Club- "Professor Chandra Follows His Bliss," Heart-Shaped Story Time & Crafts, Folk Heart Art; Edgar: Medicare Basics, Book Club-"The Elephant Whisperer," Let's Celebrate LEGO Block Month; Marathon City: Kids Needle Arts Night-Finger Knitting, Book Club-"A Thousand Acres," Mission STEAM-Magna-Tiles and More!; Stratford: Medicare Basics, Genealogy Hunters, Play and Learn, Book Club-"The Witch Elm"
- February 12- Athens: Community Weaving Collaboration, Play and Learn, Needle Arts, Family Story Time, Book Club-"Professor Chandra Follows His Bliss," Folk Heart Art; Edgar: Let's Celebrate LEGO Block Month, Book Club-"The Elephant Whisperer;" Marathon City: Kids Needle Arts Night-Finger Knitting; Stratford: Book Club-"The Witch Elm;" Genealogy Hunters, Family Story Time
- February 19- Athens: Family Story Time, Community Weaving Collaboration, Play and Learn, Needle Arts, The Why and How of Off-Grid Living; Edgar: Adult Night at the Library-Pressed Flower Coasters, Let's Celebrate LEGO Block Month; Marathon City: Book Club-"Too Much Happiness," Family Story Time; Stratford: Genealogy Hunters
- February 26- Athens: Family Story Time, Community Weaving Collaboration, Needle Arts, Book Club-"Searching for Sylvie Lee;" Edgar: Family Adventure Night-Gnomes & Trolls, Adult Night at the Library-Pressed Flower Coasters; Marathon City: Spring Craft Week, Book Club-"Too Much Happiness;" Stratford: Genealogy Hunters, Secret Code Bracelets, Nonfiction Fans Book Club-"A Walk in the Woods," Play and Learn, Family Story Time

#### Senior Review

- February- Learn genealogy skills with monthly event at MCPL Stratford Branch

#### TRG Newspaper

- February 19- Spencer community's appreciation for veterans is in the cards (Spencer Branch Coordinator, Audrey Kohlbeck)

#### Wausau Pilot & Review

- February 2- Marathon County Public Library programs, beginning Feb. 5- Wausau: Friends of MCPL Book Sale, MCPL Documentary Night-"Marianne & Leonard-Words of

- Love,” A Colorful Afternoon for Adults with Developmental Disabilities, Beatles Story Time; Athens: Heart-Shaped Story Time & Crafts; Edgar: Family Adventure Night-LEGO Mania!, Medicare Basics; Marathon City: Mission STEAM-Magna-Tiles and More!; Mosinee: Friendship Bracelet Making; Rothschild: Medicare Basics, Write Your Truth-Intro to Creative Nonfiction, Saturday Spotlight-Narwhals; Stratford: Medicare Basics [https://wausaupilotandreview.com/2020/02/02/marathon-county-public-library-programs-beginning-feb-5/?fbclid=IwAR3yAg052z17Y9BQgwhr0KI8DULY9TGR70JQec2yJ6mSa1d\\_neTXGHXBS3w](https://wausaupilotandreview.com/2020/02/02/marathon-county-public-library-programs-beginning-feb-5/?fbclid=IwAR3yAg052z17Y9BQgwhr0KI8DULY9TGR70JQec2yJ6mSa1d_neTXGHXBS3w)
- February 11- Marathon County Public Library programs- Wausau: LENA Start, Warriors Wednesday, The Tools of Adaptive Gardening, No-School Games Day, Tissue Paper Paintings with Snow, What’s It Worth?-Antiques Appraisal; Hatley: Medicare Basics; Marathon City: Kids Needle Arts-Finger Knitting; Mosinee: Medicare Basics; Rothschild: Family Game Day <https://wausaupilotandreview.com/2020/02/11/marathon-county-public-library-programs-9>
  - February 14- Friends of MCPL to host new monthly book sales <https://wausaupilotandreview.com/2020/02/14/friends-of-mcpl-to-host-new-monthly-book-sales>
  - February 20- Marathon County Public Library programs, beginning Feb. 24- Mosinee: Duct Tape Palooza; Rothschild: Mission STEAM-Marble Maze Run, Preschool Art Lab-Mystery Painting <https://wausaupilotandreview.com/2020/02/20/marathon-county-public-library-programs-beginning-feb-24>
  - February 25- Marathon County library hosts student art exhibit <https://wausaupilotandreview.com/2020/02/25/marathon-county-library-hosts-student-art-exhibit>
  - February 26- Marathon County Public Library Book Clubs: March- Wausau: Women’s Night Out-“Heartland,” Readers of Classic Lit-“Animal Farm;” Athens: “Searching for Sylvie Lee;” Edgar: “Up in Arms;” Hatley: “The Sleepwalker;” Marathon City: “Too Much Happiness;” Mosinee: “The Last Time I Lied;” Rothschild: “Little Fires Everywhere;” Spencer: As the Page Turns-“Whistling Past the Graveyard;” Stratford: “Becoming,” Nonfiction Fans-“A Walk in the Woods” <https://wausaupilotandreview.com/2020/02/27/marathon-county-public-library-book-clubs-march>

#### Wausau Times/Buyers Guide

- February 5- Steppin’ Out- Friends of MCPL Book Sale, Pokémon Club, Flexangle-The Paper Toy!;, Library Learning-Intro to Microsoft Excel; Edgar: Medicare Basics; Rothschild: Medicare Basics, Write Your Truth-Intro to Creative Nonfiction
- February 12- Steppin’ Out- Wausau: Library Learning-Introduction to Microsoft Excel, LENA Start, Warriors Wednesday; Hatley: Medicare Basics; Marathon City: Kids Needle Arts Night-Finger Knitting; Mosinee: Medicare Basics; Rothschild: Write Your Truth-Intro to Creative Nonfiction

- February 19- Steppin' Out- Wausau: Library Learning-Introduction to Excel, LENA Start, "Warriors" Wednesday; Marathon City: Kids Needle Arts Night-Finger Knitting; Mosinee: Medicare Basics, Duct Tape Palooza; Rothschild: Mission STEAM-Marble Maze Run, Preschool Art Lab-Mystery Paintings
- February 26- Steppin' Out- Wausau: Teen Advisory Group, Pokémon Club; Hatley: Dr. Seuss Craft Week; Mosinee: Duct Tape Palooza, A Month of Crafts and Coloring, LEGO Block Party; Rothschild: Preschool Art Lab-Mystery Paintings

## Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 3/3/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$4,021.44	\$478.56	11%
Juvenile CDs	\$500.00	\$205.37	\$705.37	\$45.45	\$204.47	\$500.90	71%
Juvenile DVDs	\$13,000.00	\$166.88	\$13,166.88	\$1,181.82	\$11,535.25	\$1,631.63	12%
Juvenile DVDs Standing Order	\$1,000.00	\$12.00	\$1,012.00	\$90.91	\$944.63	\$67.37	6.66%
Juvenile Video Games	\$2,000.00		\$2,000.00	\$181.82	\$2,000.00	\$0.00	0%
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$417.54	\$82.46	16%
<b>Youth AV Subtotal</b>	<b>\$21,500.00</b>		<b>\$21,500.00</b>	<b>\$1,954.55</b>		<b>\$21,500.00</b>	<b>100%</b>
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$16,224.14	\$3,834.85	19%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$36,399.73	\$5,208.85	13%
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$29,906.03	\$5,137.28	15%
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$394.97	\$175.03	31%
Juvenile Print Standing Order	\$9,000.00	\$684.00	\$9,684.00	\$818.18	\$6,766.21	\$2,917.79	30.13%
Young Adult Fiction	\$8,000.00	\$153.42	\$8,153.42	\$727.27	\$6,394.51	\$1,758.91	22%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$3,216.92	\$1,140.75	26%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$682.58	\$454.14	40%
<b>Youth Print Subtotal</b>	<b>\$117,570.00</b>		<b>\$117,570.00</b>	<b>\$10,688.18</b>	<b>\$99,985.09</b>	<b>\$17,584.91</b>	<b>15%</b>
<b>Youth Services TOTAL</b>	<b>\$139,070.00</b>	<b>\$3,426.94</b>	<b>\$142,496.94</b>	<b>\$12,642.73</b>	<b>\$99,985.09</b>	<b>\$42,511.85</b>	<b>30%</b>

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	*Free Balance	Spent as of 03/03/2020	*% Spent
<b>Adult Audiobooks</b>	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$10,358.58	\$2,719.24	20.79%
<b>Adult Music CD</b>	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$5,799.84	\$2,225.27	27.73%
<b>Adult DVD</b>	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$22,002.08	\$9,584.16	30.34%
<b>Adult Video Games</b>	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$1,406.07	\$133.92	8.70%
<b>Adult AV Subtotal</b>	<b>\$51,500.00</b>	<b>\$2,729.16</b>	<b>\$54,229.16</b>	<b>\$4,681.82</b>	<b>\$39,566.57</b>	<b>\$14,662.59</b>	<b>27.04%</b>
<b>Adult Paperbacks</b>	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,120.39	\$1,224.33	52.22%
<b>Adult Paperbacks S.O.</b>	\$3,714.00		\$3,714.00	N/A	\$3,714.00	\$0.00	0.00%
<b>Adult Fiction</b>	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$31,595.42	\$14,962.23	32.14%
<b>Adult LT Fiction</b>	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$5,067.24	\$2,587.24	33.80%
<b>Adult LT S.O.</b>	\$15,300.00		\$15,300.00	\$1,390.91	\$7,176.94	\$8,123.06	53.09%
<b>Adult Non-fiction</b>	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$53,762.53	\$14,971.33	21.78%
<b>Adult Non-fiction S.O.</b>	\$3,000.00		\$3,000.00	N/A	\$3,000.00	\$0.00	0.00%
<b>Adult Biographies</b>	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$6,613.71	\$3,556.57	34.97%
<b>Adult Spanish</b>	\$750.00	\$31.76	\$781.76	\$68.18	\$718.24	\$63.52	8.13%
<b>Adult Hmong</b>	\$750.00		\$750.00	\$68.18	\$803.00	-\$53.00	-7.07%
<b>Adult Print Subtotal</b>	<b>\$154,589.00</b>	<b>\$4,417.75</b>	<b>\$159,006.75</b>	<b>\$14,053.55</b>	<b>\$113,571.47</b>	<b>\$45,435.28</b>	<b>28.57%</b>
<b>Adult Services TOTAL</b>	<b>\$206,089.00</b>	<b>\$7,146.91</b>	<b>\$213,235.91</b>	<b>\$18,735.36</b>	<b>\$153,138.04</b>	<b>\$60,097.87</b>	<b>28.18%</b>



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

The monthly January Bills and Services report and the Obligation vs. Budget reports are in this packet along with updated versions of the December CIP report.

We have not yet heard back from County Administration concerning our compliance question on the Annual Report or possible resolution of our question regarding maintenance personnel funding.

In early 2019 the library was asked to close its long-standing purchase account with amazon.com in order to be under a single account managed by the county. The reasoning was that all departments would be required to purchase supplies through Amazon rather than other vendors such as our Office Depot. Since that time the county has gone on to requiring purchases be made from Staples with amazon.com to be avoided. After having found many sellers blocked on amazon.com, we asked the Finance Department to allow us to reopen our account so that we could regain access vendors we need. As it is Summer Library Program supplies typically purchased through amazon.com must this year be purchased through other online vendors which substantially increases price and adds delivery fees. Our question of independence was forwarded to County Administration. One non-financial reason for the request for independence is the ability of another department to close off certain vendors could, possibly, limit the variety of material available for us to make available to patrons.

## February 2020 Support Services Monthly Report

### Circulation Team Notes

#### Passports News

- 54 Adult Passport Books
- 30 Minor Passport Books
- 0 Adult Passport Cards
- 1 Minor Passport Cards

#### Both Book and Card

- The MCPL Passport team accepted a total of 86 passport applications accepted at \$35.00 ea. and 126 photos were taken at \$10.00 each for a total of \$4270.00 recorded. We also assisted with 40 renewal applications. March 2020 passport events are scheduled for Edgar and Spencer Branch.
- 2/5/20: Circulation Team meeting was held in the circulation office. We discussed upcoming scheduling while positions are open. Ollie C. was promoted to Interim Page Lead.
- 2/10/20: Kitty R. gave Tara, our new Children's Collection Development Specialist, Sierra training.
- 2/18/20: Interviews were held for Library Assistant 20 hour evening position.
- Adult non-fiction inventory has been completed.

### Support Services Team

- 2/4/20: Mary and Kitty attended Leads meeting with Matt.
- 2/5/20: Chris and Pat covered the Main Desk during the Circulation Team meeting.
- 2/6/20: Chris attended the V-Cat Council meeting. Topics discussed:
  - Teleforms replacement product.
  - Recommendation for marking damaged items that circulate.
  - Recommendations for uniform checkout periods for books, audiobooks, and non-series visual materials.
- 2/17/20: New staff person Tara H. was introduced to the Support Services Team and given a summary of what we do as well as established her working relationship with the Acquisitions Team.

- 2/19/20: Mary met with Kitty and Katie (WVLS) to finalize various V-Cat billing documents.
- 2/19/20: Chris and Pat attended the V-Cat Bibliographic Committee meeting. Topics discussed:
  - Searching Sierra for foreign language materials.
  - Changing the field from which Sierra pulls titles for paging lists and checkout receipts.
- Chris and Pat have caught up with the cataloging backlog from the yearend spend out. This has enabled them to catalog other items: donations, Braille books, Traveling Tales, and Book Discussion kits.
- Chris, as part of the adult non-fiction inventory project, has tidied up the large print portion of the collection. She made sure the catalog reflected the correct call number and location code, and that each book has an orange sticker which denotes a large print non-fiction book.
- Stephanie finished relabeling the adult video game collection (due to faded labels).
- Team members helped with shelving.
- Ongoing projects:
  - Clean juvenile DVD collection: BAT
  - Relabel adult biographies: B
- Rounding for February is done.

### **Page Team**

- 2/18/20 & 2/19/20: Interviews were held for potential page candidates

## Branch Libraries Report

### February 2020

#### Athens Monthly Report

##### Events and Programs

- Family Story Time: Family Story Time met for 4 sessions with 52 children and 10 adults and in attendance.
- Play and Learn: Play and Learn met for 4 sessions with 20 children and 12 adults in attendance.
- Class Visits: During the month of February a total of 252 children and 21 adults visited the library.
- Fiber Arts Club: Our Fiber Arts group met 4 times with a total of 20 adults in attendance.
- Needling Felting: During the week of February 4<sup>th</sup>- 8<sup>th</sup> Athens Branch held a needle felting workshop. 6 adults and 5 young adults took part in this craft.
- Folk Hearts: During the week of February 10<sup>th</sup>- 15<sup>th</sup> Athens supplied wooden hearts, painting supplies, and various illustrations encouraging patrons to decorate a heart inspired by folk art. A total of 12 adults and 12 children participated in this event.
- Heart Craft for Kids: On February 12<sup>th</sup> we held a special heart themed story time, children and their caretakers were then invited to create a heart shaped crab craft. A total of 3 adults and 14 children participated.
- Athens Book Club: February book club featured the book *Professor Chandra Follows His Bliss* by Rajeev Balasubramanyam with 5 adults participating. In March, the club will discuss *Searching for Sylvie Lee* by Jean Kwok.
- Off –Grid Living: Shahara Falk-LeFay held a discussion about *The Why and How of Off-Grid Living* on February 24<sup>th</sup>. A total of 9 adults and 1 child attended the discussion.
- Community Weaving: January 2<sup>nd</sup>- March 19<sup>th</sup> all ages are welcome to visit the Athens branch and help add to our community weaving. During the month of February 4 adults, 5 children and 2 young adults added to the weaving project.

##### Library and Community News

- Athens featured a Blind Date with a Book display by the Teen area during the month of February.
- Jennifer Triolo hosted the YSIE- WVLS's Youth Services Meetup which took place in Athens on February 5<sup>th</sup> we discussed teen spaces, teen programs, teen issues, and questions.

- Shahara Falk- LeFay was interviewed by Zack White from WJFW channel- 12 Rhinelander news about *The Why and How of Off-Grid Living* discussion on February 24<sup>th</sup>.
- On February 6<sup>th</sup> The Athens branch set up a display at the Athens Elementary Developmental Day. Materials included brochures, applications, new hours, bookmarks, and upcoming programs.

#### Circulation Statistics

- Athens circulated 1,946 items in February 2020. This is a 34.95 % increase from February 2019. In 2020 year-to-date, Athens has circulated 4,073 items. This is a 22.17% increase from 2019.

### Edgar Monthly Report

#### Events and Programs

- Play & Learn: The Family Resource Center held Play & Learn 4 times this month with a total of 16 adults and 27 children attending.
- Family Storytime: Edgar held a family story time 4 times this month with a total of 4 adults and 9 children attending.
- Daycare outreach: Alyssa visited with the Edgar Daycare and did a story time for them. She visited 1 times with a total of 2 adults and 12 children present.
- Book Club: In February the book club met and discussed the book “The Elephant Whisperer” by Lawrence Anthony. There were 6 adults present. The book club will discuss the book Up in Arms by John Temple in March.
- 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 4 visits during the month with 4 adults and 31 students.
- Family Adventure Night: “Lego Mania” was the theme for February. There were 2 adults and 6 children attending.
- Adult program: There were 3 adults at the program on making “nature sun prints”. There were many ideas shared, these turned out amazingly.
- Passive Program:
  1. The Edgar Branch did a February Reading Challenge for adults with 4 adults completing challenge.
  2. The children of all ages colored 31 Lego people for the Lego Wall display.

#### Circulation Statistics

The circulation statistics for the month of February were 2026 items checked out, this is a 18.90% increase for the same month last year and a 20.15% increase from 2019.

## Library News

- A book display was setup for the Reading Challenge to encourage patrons to read a book that has a romantic setting.

## Facilities Updates

- The new bulletin boards be hung in the children's room.
- Information about the census was shared from the village office including that all librarians in Marathon County have been briefed on the Census and can offer assistance; every computer in the Marathon County Library system have the Census link on the home page.

## Hatley Monthly Report

### Events and Programs

- Family Story Time: Themes of "Warm Weather/Vacation," "Hearts/Love," "Author: Bill Martin," and Butterflies" brought in 4 adults and 4 children.
- Book Club: *Before We Were Yours*. 10 adults got together to discuss this book.
- Play & Learn had 4 sessions and brought in 19 adults and 32 children.
- Hobbies/Crafts Night had 27 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)
- Lego Block Party had 2 adults and 5 children stop in and create things with various Legos.
- Tech Time Drop-In had 1 adult stop in for help with various issues.
- Our Winter/Spring Card making program had 3 adults, 5 children, and 1 teen stop in during the week to create their own unique cards for any upcoming event or holiday.
- Our DIY Decoupage Flower Bud Vases had 4 adults stop in and decorate a glass vase with tissue paper.
- The first of 3 Medicare Basics classes had 4 adults in attendance.
- Each month we are putting out new coloring sheets and we had 3 adults, 6 children, and 3 teens do some coloring.

### Upcoming Programs

- Special Story Times – NA
- Children – Family Story Time, Play & Learn, Lego Block Party
- Adult – Book Club
- Tween/Teen – Rainbow Loom Creations
- All Ages – Hobbies/Crafts Night, Tech Drop In Help, Family Escape Room
- Passive: Bulletin Board, monthly coloring

## Circulation Statistics

- Hatley circulated 2,076 items for the month. This is a 7.57% decrease for the month. Year to date is 4,285 items. This is 5.68% decrease from last year.

## Library News

- Ashley H helped cover a shift

## Facilities Updates

- Nothing to report.

## Marathon Branch Monthly Report

### Events and Programs

- **Family Story Time:** In February, Marathon held four family story time events with a total of 33 children and 20 adults attending. Family Story Time is held year round on Thursdays at 10:30 am.
- **Book Club:** The participants read the memoir, ***A Thousand Acres*** by Jane Smiley and 9 people joined in for discussion. In March, we will meet to discuss the short story collection, ***Too Much Happiness*** by Alice Munroe. 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 Tuesday of each month from 11:00 am – 1:00 pm. Two folks participated this month.
- Mrs. Drexler's **4k classes from St. Mary's** came in for their monthly story time and book check out on February 12 & 13. Two adults and 10 children attended each day.
- On Wednesday, February 12, we held a **Medicare Basics** event. Three adults attended this informative session.
- During the week of February 10 – 15, we held a **"Mission STEAM"** week. During the week, 2 adults, 16 children and 2 teens dropped in to build with **Magna-Tiles** (magnetic building tiles).
- On Wednesday, February 19 we brought back the popular needle arts event, **Finger Knitting**. Four children and one teen stopped in to get instruction on the proper technique of finger knitting, and to start easy projects they can finish on their own.
- Our **passive program** saw 5 adults and 12 children drop in to create some cute "Love Mice" out of toilet paper tubes, paper and googly eyes.
- Upcoming Events and Programs: **Story Time, Book Club, St. Mary's 4k class visits** and **Needle Arts** will continue as usual. During the week of March 23 – 28, we will be having a **Spring Craft Week**. Children of all ages can stop in anytime

during open hours to create “Spring-themed” crafts using a variety of supplies. This is being held during the Marathon School District Spring break.

#### Circulation Statistics

- Marathon circulated 2,863 items during the month of February. This is an 8.44% decrease from this time last year. So far in 2020, Marathon has circulated 6,044 items. This is a 5.33% decrease over last year.

#### Library News

- Elizabeth attended the Youth Services meeting in Athens on Wednesday, February 5.
- Lisa will attend the coordinators’ meeting on March 20.

#### Facilities Updates

- The fire inspector made his yearly inspection on February 21. Everything was in order, but 2 emergency exit lights by the entrances needed new batteries.
- Village maintenance came in to replace the batteries in the emergency exit lights.

### **Mosinee Monthly Report**

#### Events and Programs

- Family Story Time: Julie led 4 Family Story Times that brought in 20 adults and 29 kids.
- Play and Learn: Lou from the Family Resource Center presented 4 sessions that brought in 17 adults and 31 kids.
- Book Club: Ten patrons joined the discussion on *An American Marriage*. Next month we will read *The Last Time I Lied*.
- Recurring Programs: Lego Block Party brought in 2 adults and 4 kids.
- Three adults, 4 kids, and 1 young adult had a great time making fizzing heart artwork and learning about the chemical reaction between baking soda and vinegar at this creative STEAM program.
- A series of Medicare classes started in February, with 12 participants at this session. Sessions will continue throughout the year, led by Mike Graper of the Aging and Disability Resource Center.
- Our Duct Tape Palooza event brought in 6 adults and 11 kids. Special thanks to Julie for changing her schedule that week so we could offer an afterschool program on an early release day, and for Taylor for sending us a bin full of supplies so we could bring this program to our branch!
- Passive Programs: 15 adults and 16 kids made cards throughout the week of the 3<sup>rd</sup>, while 6 adults and 11 kids made friendship bracelets throughout the week of the 10<sup>th</sup>.
- Upcoming Programs: Lego Block Party, Book Club, Play and Learn, and Family Story Time will continue as usual, along with our Medicare Class series with the Aging and Disability Resource Center. On the 25<sup>th</sup> we will host a program called “How to Make a Pawsome



Friend” with the Paper Cities Kennel Club, who will teach children how to safely interact with dogs. We will also host our yearly March Month of Crafts and Coloring, with a different craft offered each week.

#### Circulation Statistics

- Mosinee circulated 3,364 items in February 2020. This is a 10.75% decrease. Mosinee has circulated 6,410 items in 2020. This is a 9.41% decrease.

#### Library News

- Displays: This month we featured new DVDs for a “Make Date Night a Movie Night” display, books on origami to highlight the current event at the Leigh Yawkey Woodson Art Museum, children’s books that will be featured in upcoming plays and shows, and books featuring romantic couples in classic literature. Children’s picture books featured seasonal items, books on love, and red and pink books.
- Our meeting room was used once.

#### Facilities Updates

- Otis Elevator did maintenance on the 13<sup>th</sup> to replace a cylinder seal that was leaking.
- On the 14<sup>th</sup> our fire alarms were inspected by Per Mar Security Services.
- The Library director, Business Manager, and Mosinee City Administrator met to discuss several items, such as getting new keys for the building and making sure items not owned by the library were properly stored elsewhere.

### **Rothschild Monthly Report**

#### Events and Programs

- Family Story Time and Play & Learn: In February, we held 3 regular family story times with 38 adults and 38 children attending. Additionally, in February, 91 people participated in 4 Play & Learn sessions. We also presented our monthly outreach story time at Head Start for 34 people and our monthly outreach story time at St Therese for 25 people.
- Book Club: In February, 12 members met to discuss *How to Stop Time* by Matt Haig. In March, the club will discuss *Little Fires Everywhere* by Celeste Ng.
- Other programs: 6 people participated in drop-in Needle Arts, 2 people joined us for Game Day, and 23 people joined us for our monthly Saturday Spotlight featuring activities about Narwhals. We also had 7 adults join us for a Medicare Basics presentation, 4 people participate in a creative nonfiction program, 38 people participate in our preschool art lab program called Mystery Painting, and 50 people try out our Mission Steam: Marble Maze and Track activity. We also had 1 tech time session.
- Upcoming Programs: In March, our normal programming will continue as usual. We will also have a fun Bad Art Night for adults, a drop in steam event with Dash and Dot

Robots, a preschool art lab with rubber band stamping, and our special Saturday Spotlight will feature activities about breakfast.

#### Circulation Statistics

- Rothschild circulated 9,499 in February. This is 3.32% increase from last year. In 2020, Rothschild circulated 19,114 items. This is a .02% increase from last year.

#### Library News

- Rothschild staff covered shifts in Hatley and Wausau.
- A Literacy Council volunteer has been scheduling tutoring sessions at the Rothschild library on Wednesday evenings. This has been working really well for the community member, the tutor, and the library.
- We proctored one exam.
- Ben D. visited the library to work on technology updates/issues.

#### Facilities Updates

- N/A

### **Spencer Monthly Report**

#### Events and Programs

- “Meet Ella-Spencer’s K-9” was held on February 4<sup>th</sup>. Officer Mindy, Ella’s trainer, talked about what it takes to train a K-9, where she went for training, and showed us how Ella reacts to her commands. Police Chief Shawn Bauer then put on a Bite Suit and let Ella attack him and take him down. 21 adults and 2 children were present.
- Cribbage At the Library was held on February 4<sup>th</sup> and 18<sup>th</sup>. Players came who wanted to learn the game, and many more seasoned players. All 16 players had fun playing cribbage and learning.
- On February 10<sup>th</sup>, for the fourth year 26 adults participated in our “Honor Flight Mail Call” program. A total of over 200 cards and posters were made to be handed out on the April Honor Flight which leaves CWA in April.
- On February 11<sup>th</sup> and 12<sup>th</sup>, Audrey did a Story Time for the Spencer Elementary Pre-K class. Audrey did two stories for the class. 37 were present.
- On February 12<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. 52 total visited the library.
- On February 17<sup>th</sup> and 20<sup>th</sup>, the Spencer Book Club, “As the Page Turns”, met to discuss the book, “The Kitchen House” by Kathleen Grissom. A total of 17 were present.

- On February 19<sup>th</sup>, Audrey was invited to the 4<sup>th</sup> grade class of Spencer Elementary to talk about getting a library card and what MCPL has to offer when they receive their card. 51 were present.
- Story Time and Play N Learn was held four times in the month of February with a total of 20.
- Rookie Rockets Day Care Center was held four times in the month of February with a total of 53.
- A passive program was held asking the question, “would you marry yourself?” 27 adults gave us their thoughts.

#### Circulation Statistics

- Spencer circulated 1,892 items in the month of February. This is an increase of 7.32%. Spencer has circulated 3,847 items in 2020. This is an increase of 5.89%.

#### Library News

- Channel 9 came to the Spencer Library to do a news story on our program, “Honor Flight Mail Call”. Audrey was interviewed and the story was aired on the 9:00pm and 10:00pm news. The TRG (Clark County’s local paper) also came that evening and did a front page article on the event.
- The passive program, “would you marry yourself?” had some interesting responses including, “yes, I am a real catch”, “no, I can barely stand living with me as it is”, “no, I am way to expensive” and “are you kidding?”. Thirteen said yes, thirteen said no, and one was undecided.

#### Facilities Updates

- The village put shelves in our storage area in the community room. Things are much neater and easier to find now.
- The water faucet in our sink (in the library) wasn’t working properly. The village workers repaired it.

### **Stratford Monthly Report**

#### Events and Programs

- Our Nonfiction Fans Book Club met Feb 5. Five patrons attended to discuss *Furious Hours: Murder, Fraud and the Last Trial of Harper Lee* by Casey Cep.
- A representative from the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW) presented an informational program on Medicare on Feb. 11. One person attended.
- Our monthly *Genealogy Hunters* group met Feb. 12. Two people attended to share ideas on researching family history.
- Our Fiction Book Club met Feb. 18 to discuss *The Witch Elm* by Tana French. Seven people attended.

- Our Secret Code Bracelet workshop welcomed 23 children and 10 adults the week of Feb. 24-29. Patrons were taught how to use the binary alphabet code to embed a secret message into a special bracelet or necklace using pony beads.
- Story Time and Play & Learn met four times in February, with a total of 26 children and 17 adults attending. Our themes for stories, activities, and crafts included *dental health, love, yoga, and fingerplays*.
- Four Pre-K and Kindergarten St. Joe's students visited Feb. 10 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 Feb. 4 and Feb. 18 for Book Talks and to check out books.
- Eleven 1<sup>st</sup> and 2<sup>nd</sup> grade St. Joe's students and their teacher visited our library on Feb. 11 and Feb. 25 for Story Time and to check out books.
- Twenty-four children helped decorate our tiny house with Valentines during the month of February.

#### Circulation Statistics

- Stratford circulated 2,003 items in February. This is a 24.02% increase from last year. In 2020, Stratford circulated 4,088 items. This is a 15.77% increase from last year.

#### Library News

- We put together a nonfiction book display featuring winter-related adventures.
- We created a display filled with fun coding books for children, teen-agers, and parents to complement our secret coding bracelet workshop.
- MJ served as a proctor for two exams in February.
- Kate S. provided a weeding list for our LT Fiction, which we completed in February.

#### Facilities Updates

- No updates.

**Director's Activities:**

- 2-17-20 MCPL Task Force Meeting #2 to Review System Membership
- 2-17-20 Marathon County Public Library Board of Trustees Meeting
- 2-17-20 Early Years Coalition Steering Committee Meeting
- 2-21-20 County Department Heads Meeting
- 2-21-20 Culture Champions Meeting
- 2-24-20 Policy reviews w/Leah and Matt
- 3-5-20 Monthly agenda meeting with Library Board President
- 3-16-20 MCPL Task Force Meeting #3
- 3-16-20 Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

- 3-16-20 MCPL Task Force Meeting #3 to Review System Membership
- 3-16-20 Marathon County Public Library Board of Trustees Meeting
- 3-18-20 LIFE Report Steering Committee Meeting
- 3-20-20 County Department Heads Meeting
- 4-3-20 Toward One Wisconsin Teleconference
- TBD Policy reviews w/Leah and Matt
- TBD Monthly agenda meeting with Library Board President
- 4-20-20 MCPL Task Force Meeting #4
- 4-20-20 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

**ALA Annual Conference Chicago**

**6-25-20 through 6-28-20**

**Any other issues or items of note:**

GL787 LIB 19 CIP TRANS Report Format 511

Period 14 ending December 31, 2020 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			6,242.50	6,242.50	213,731.50	2.8
Act 8400 MAIN LIBRARY CUST SERVIC	687,939.00			8,213.61	8,213.61	679,725.39	1.2
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA				1,840.96	1,840.96	1,840.96-	
-----							
APR 777A LIBRARY CIP PROJECT	908,761.00			16,297.07	16,297.07	892,463.93	1.8
-----							
Or2 934 CIP PROJECTS	908,761.00			16,297.07	16,297.07	892,463.93	1.8
-----							
Sub 604 LIBRARY CIP PROJECTS	908,761.00			16,297.07	16,297.07	892,463.93	1.8
-----							
Report Final Totals	908,761.00			16,297.07	16,297.07	892,463.93	1.8
=====							



To: Marathon County Public Library Board Members  
 From: Ralph Illick, Library Director  
 Date: 03/16/20  
 Subject: 2019 Library Fund Balance Projects

**Recipient Accounts**

2020 Book Budget	\$12,500
Customer Service Area	\$71,519
	<hr/>
	<b>\$84,019</b>

**The funds balances were from the following account areas:**

2010 Budget/Library/101-665 & 101-666

WVLS	(\$4,658)
Personnel	\$79,757
Operating	\$8,890
	<hr/>
	<b>\$83,989</b>

2010 Budget/Maintenance/101-206

Personnel	\$0
Operating	(\$10,862)
	<hr/>
	<b>(\$10,862)</b>

2010 Excess Revenue

	<hr/>
	\$10,892

Total :	<hr/>
	<b>\$84,019</b>

**This will leave a 2020 CIP starting balance of \$963,983.00**

Final verification from Marathon County Finance Department pending.