



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

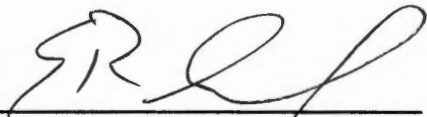
**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 20, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/545102133> or number: 1-877-309-2073. Access Code for dialing in: 545-102-133.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. **The Public Comments Portion of the Agenda has Been Temporarily Suspended.**
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) **Update on Staffing and Projects throughout the County – For Discussion and Informational Purposes Only**
8. (10 minutes) **Update on Carpet, Roof, and other Facilities Projects – For Discussion and Informational Purposes Only**
9. (10 minutes) **Update on L.E.N.A – For Discussion and Informational Purposes Only**
10. (10 minutes) **Update on Task Force Meeting postponed until May– For Discussion and Informational Purposes Only**
11. **Announcements**
12. **Request for Future Agenda Items**
13. **Next Meeting Dates**
 - Monday 05/18/2020
 - Monday 06/15/2020
 - Monday 07/20/2020
 - Monday 08/17/2020
14. **Adjournment**

Signed: 
Library Director

***All times are approximate and subject to change**
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: April 15, 2020
FAXED TIME: 1:45 p.m.

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

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Thursday, March 12, 2020 at 8:00 a.m.

University of Wisconsin Stevens Point, Wausau Campus
UW Center for Civic Engagement, Room 100
625 Stewart Ave. Wausau, WI 54401

Present: Sharon Hunter, Scott Winch, Katie Rosenberg

Excused:

Others:

The meeting was called to order at 8:00 a.m. by Sharon Hunter.

A roll call vote was taken to go into closed session. Katie Rosenberg voted yes, Scott Winch-yes, Sharon Hunter-yes.

A motion was made by Katie Rosenberg to go into closed session pursuant to Wisconsin Statute, Sec. 19.85(1)(f) and pursuant to Wisconsin Statute, Sec. 19.85(1)(c). Seconded by Scott Winch. Motion carried.

A motion was made by Scott Winch to reconvene to open session. Seconded by Katie Rosenberg. Motion carried.

Announcements from Closed Session – None

Request for Future Agenda Items – None

Next Meeting Dates – None

Meeting adjourned at 8:45 a.m.

/s/ Sharon Hunter
Library Board President or Designee

Note: These minutes are subject to approval at the next Library Board meeting scheduled for April 20, 2020.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 16, 2020. Library Headquarters, Wausau Community Room.

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

Excused: Mai Ger Moua, Scott Winch

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

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

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the February 17, 2020 meeting. Seconded by Sarah Thurs. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for February 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – I would like to ask for a motion to add an agenda item. The item would be the review of the COVID-19 Operational Plan.

A motion was made by Sarah Thurs to add the item to the agenda. Seconded by Gary Beastrom. Motion carried.

The item will be added after the Committee Reports.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.
The Toward One Wisconsin Conference in April has been postponed.

Board Committees – The Personnel Committee met in closed session to talk about some personnel issues last week.

Friends of the Library – Director Illick reported speaking to the Friends about potential disruption of services at the library.

MCPL Foundation – Director Illick met with the Foundation last week. Had a chance to speak with them about the Clark Island project.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney reported that the March meeting is postponed until April.

COVID-19 Operational Plan

We just received the templet this morning. The leadership team met and put together the responses to this. I was hoping to have a conversation with this board on how we move together proactively. We have already begun, at the county level much more strict hygiene measures as far as cleaning the buildings. Milwaukee Public Library has closed their library for three weeks this morning, many of the libraries in our consortium and around the state are doing so as well. We are right now we have more than 50 people in this building. It would be my recommendation to follow those same principles and close the building beginning tomorrow, Tuesday, March 17 for three weeks. We will stay in communication with our Health Department. We do want to give staff options to stay home or work on special projects at the library.

A motion was made by Katie Rosenberg to close the library for three weeks. While working with County Administration along the way to make sure that communication is wide open and we are congruent with their expectations. Seconded by Kari Sweeney. Motion carried.

Staffing Challenges and the Fiscal Outlook for this Year and Next Year

What we are looking at for the upcoming year. We are going to see some challenges with the county's intake of tax receipts and this will affect us next year. We expect that we will be hearing sometime in fall. We have been operating with a lean staff. We don't have any extra people to fill in when there are vacations or illnesses. We have now changed out hours so we have more overlap with staff in branches. We have also added an additional five hours to four of the branches without giving the staff any additional hours.

This conversation will be on going.

No motion was made.

Facilities Update plus County Administration Conversation

There are moving pieces to this. We are looking at spring time for the roof. There has been a change in leadership at the Facilities and Capital Management Department and also at the County Administration level. We are seeing this as a bit of an opportunity. This morning there were emails exchanged with the leadership team at Facilities about having a sit down conversation.

Mosinee Update with Historical Society Communications

There has been communication with the City Administrator. There has been long term confusion as to what is library or property of the library and that of the Historical Society. In talking to City Administration, looking our policies and the law. It says since the building was given to us it is now ours along with the things in it. We would like them to come up with a request they believe they have rights to in the library. We are trying to work with the City and the Historical Society.

Year End Transfers (Earmarking Dedicated Funds)

Business Manager reported the final numbers have not been received from the Finance Department yet. We would like to move money into the book account and customer services. This is to pay for some book expenses from last year due to problems with Baker and Taylor, the rest of the money will go into customer service. There is a large amount in

CIP because we are waiting to hear on the roof. The money in CIP can be used on carpeting or other improvements for the library.

A Motion was made by Gary Beaström to accept the 2019 Year End Transfers to 2020 Customer Service and the Book Budget as presented. Seconded by Katie Rosenberg. Motion carried.

Athens Fair and Village Request

We have received a request from the Village of Athens. They would like us to be closed on the Saturday during their annual fair. This year the date would be Saturday, August 22.

Staples and Amazon Purchases – Finance Department Update

Because we do different kinds of programming, we use vendors that other departments in the County do not. Very often we use Amazon. We are seeing limitations on what we can and can't do through the Finance Department as far as purchasing through Amazon.

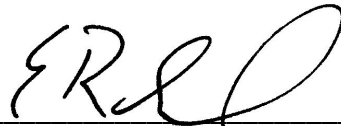
Task Force Update

The task force is slowly working their way trying to figure out what is the best choice for MCPL. We have to look at the two systems which are very different in some ways and come to a conclusion as to what is best for choice for this library. We are slowly working through the different services areas. Today we talked about the technology services and started talking about financials.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:47 p.m. Seconded by Sarah Thurs. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for April 20, 2020.

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.

A handwritten signature in black ink, consisting of the letters 'ERJ' in a cursive, stylized font. The signature is positioned above a horizontal line.

Library Director

Period: 3 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	WISCNET	250.00
	CHARTER COMMUNICATIONS	1,403.65
	INTERNET SERVICE	1,653.65
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	53.70
	CONTRACT SERV-DEBT COLLECTIONS	53.70
101 000000000066592250	TELEPHONE	
	FRONTIER	505.38
	TELEPHONE	505.38
101 000000000066592959	TIMING SOFTWARE MAINT-LIBR	
	LIBRARICA LLC	1,590.45
	TIMING SOFTWARE MAINT-LIBR	1,590.45
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	BAKER & TAYLOR COMPANY	2,990.00
	SUNDRY CONTRACTUAL SERVICES	2,990.00
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV	
	SPRINT DELIVERY SERVICE	409.39
	CONTRACTUAL VAN/COURIER SERV	409.39
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,554.42
	SUNDRY CONTR SERV-JACKETS LIBR	1,554.42
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	237.14
	SUNDRY CONTR SERV-PROC AV LIBR	237.14
101 000000000066593110	POSTAGE/BOX RENT	
	EDGAR POSTMASTER	120.00
	POSTAGE/BOX RENT	120.00
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	18,925.40
	ROCKFORD MAP PUBLISHERS INC	74.70
	AMAZON CAPITAL SERVICES	704.18
	BOOKS LIBRARY	19,704.28

Bills for Approval

Period: 3 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	1,779.20
	AMAZON CAPITAL SERVICES	343.04
	AUDIO-VISUAL MATERIALS	2,122.24
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL	
	MOSINEE TIMES	58.00
	SUBSCRIPTIONS NEWSPAPER/PERDCL	58.00
101 000000000066593240	MEMBERSHIP DUES	
	WINDING RIVERS LIBRARY SYSTEM	100.00
	MEMBERSHIP DUES	100.00
101 000000000066593260	ADVERTISING	
	TP PRINTING CO INC	37.50
	ADVERTISING	37.50
101 000000000066593321	PERSONAL AUTO MILEAGE	
	WINCH, SCOTT	80.50
	PERSONAL AUTO MILEAGE	80.50
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	NASSCO	62.79
	ULINE	65.05
	STAPLES ADVANTAGE	813.89
	PAKOR	269.95
	AMAZON CAPITAL SERVICES	22.59
	LIBRARY OPERATING SUPPLIES	1,234.27
101 000000000066595320	BUILDING/OFFICES RENT	
	WI PUBLIC SERVICE CO	380.13
	VILLAGE OF MARATHON CITY	572.61
	BUILDING/OFFICES RENT	952.74
	LIBRARY 665 TOTAL:	33,403.66

Period: 3 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	1,095.18
TANK MATES LLC	692.00
AMAZON CAPITAL SERVICES	301.85
BOOKS LIBRARY	<u>2,089.03</u>
LIBRARY GIFTS 667 TOTAL:	<u>2,089.03</u>
Report Total:	<u><u>35,492.69</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 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	41,772.80		115,972.84	115,972.84	430,336.16	21.2
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	55,076.66		167,889.51	167,889.51	610,458.49	21.6
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	45,347.59		137,033.02	137,033.02	513,844.98	21.1
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	9,997.24		29,798.30	29,798.30	125,847.70	19.1
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	9,093.50		26,581.04	26,581.04	95,388.96	21.8
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00	37,452.95		146,422.99	146,422.99	342,444.01	30.0
Act 1541 DENTAL INSURANCE	11,929.00	827.31		3,276.94	3,276.94	8,652.06	27.5
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	1,764.00		5,361.62	5,361.62	26,306.38	16.9
Act 1550 LIFE INSURANCE	1,134.00	39.25		124.28	124.28	1,009.72	11.0
Act 1560 WORKERS COMPENSATION PAY	1,655.00	183.23		13.83	13.83	1,641.17	.8
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	140.95		405.52	405.52	1,629.48	19.9
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	201,695.48		638,975.98	638,975.98	2,217,542.02	22.4
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	1,653.65		4,351.13	4,351.13	21,148.87	17.1
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	53.70		179.00	179.00	821.00	17.9
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00					6,500.00	
Act 2250 TELEPHONE	8,500.00	545.58		1,169.43	1,169.43	7,330.57	13.8
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	1,590.45		1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	2,990.00		6,375.68	6,375.68	2,624.32	70.8
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00	409.39		1,023.47	1,023.47	2,476.53	29.2
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,554.42		4,109.81	4,109.81	17,890.19	18.7
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	237.14		1,128.99	1,128.99	6,871.01	14.1

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 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	363.68		363.68	363.68	3,286.32	10.0
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	451.40		2,025.32	2,025.32	6,974.68	22.5
Act 3161 BOOKS LIBRARY	282,250.00	19,704.28		45,370.55	45,370.55	236,879.45	16.1
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	2,122.24		9,915.59	9,915.59	54,084.41	15.5
Act 3190 OFFICE SUPPLIES	8,000.00	5.56		5.56	5.56	7,994.44	.1
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00	656.76		656.76	656.76	19,343.24	3.3
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00					25,000.00	
Act 3240 MEMBERSHIP DUES		100.00		275.00	275.00	275.00-	
Act 3250 REGISTRATION FEES/TUITIO	5,000.00	630.00		828.00	828.00	4,172.00	16.6
Act 3260 ADVERTISING	6,000.00	37.50		97.00	97.00	5,903.00	1.6
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	80.50		184.00	184.00	3,816.00	4.6
Act 3350 MEALS	500.00					500.00	
Act 3360 LODGING	600.00					600.00	
Act 3390 MEETING EXPENSES	2,000.00	29.16		134.58	134.58	1,865.42	6.7
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	2,396.80		11,946.97	11,946.97	8,053.03	59.7
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	952.74		8,890.89	8,890.89	46,109.11	16.2

APR 711B LIBRARY LVL 1-OPERATING	786,100.00	36,564.95		100,621.86	100,621.86	685,478.14	12.8

Or2 665 LIBRARY	3,642,618.00	238,260.43		739,597.84	739,597.84	2,903,020.16	20.3

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 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	

APR 711B LIBRARY LVL 1-OPERATING		42,153.00				42,153.00	

Or2 666 WVLS CONTRACTUAL SERVICE-LI		42,153.00				42,153.00	

Agy 0870 LIBRARY	3,684,771.00	238,260.43		739,597.84	739,597.84	2,945,173.16	20.1

Sub 101 GENERAL FUND	3,684,771.00	238,260.43		739,597.84	739,597.84	2,945,173.16	20.1

GL787

LIB 20-OBL vs BUDGET

Report Format 511

Period 3 ending March 31, 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	1,306.48		8,284.34	8,284.34	91,715.66	8.3

Or2 667 LIBRARY GIFTS	100,000.00	1,306.48		8,284.34	8,284.34	91,715.66	8.3

Agy 0870 LIBRARY	100,000.00	1,306.48		8,284.34	8,284.34	91,715.66	8.3

Sub 252 LIBRARY GIFTS	100,000.00	1,306.48		8,284.34	8,284.34	91,715.66	8.3

Report Final Totals	3,784,771.00	239,566.91		747,882.18	747,882.18	3,036,888.82	19.8
=====							

GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 3 ending March 31, 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	60.00		90.00	90.00	330.00	21.4
Act 2210 WATER/SEWER	35,000.00					35,000.00	
Act 2220 ELECTRIC	42,000.00	2,666.21		5,333.85	5,333.85	36,666.15	12.7
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,265.83		2,720.87	2,720.87	7,279.13	27.2
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	6.17		499.17	499.17	1,000.83	33.3
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	63.15		1,987.33	1,987.33	612.67	76.4
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			976.84	976.84	6,023.16	14.0
Act 3460 CLOTHING/UNIFORM	500.00	33.00		79.20	79.20	420.80	15.8
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			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	4,094.36		14,127.51	14,127.51	91,192.49	13.4
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	4,094.36		14,127.51	14,127.51	91,192.49	13.4
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	4,094.36		14,127.51	14,127.51	91,192.49	13.4
Sub 101 GENERAL FUND	105,320.00	4,094.36		14,127.51	14,127.51	91,192.49	13.4
Report Final Totals	105,320.00	4,094.36		14,127.51	14,127.51	91,192.49	13.4

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of March 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,610	1,055	-34.47%	4,944	5,128	3.72%
EDGAR	1,723	1,401	-18.69%	5,207	5,587	7.30%
HATLEY	2,608	1,510	-42.10%	7,151	5,795	-18.96%
MARATHON	3,547	1,912	-46.10%	9,931	7,956	-19.89%
MOSINEE	3,379	1,654	-51.05%	10,455	8,064	-22.87%
ROTHSCHILD	11,038	6,188	-43.94%	30,148	25,302	-16.07%
SPENCER	1,845	1,353	-26.67%	5,478	5,200	-5.07%
STRATFORD	1,893	1,167	-38.35%	5,424	5,255	-3.12%
WAUSAU	38,024	21,750	-42.80%	106,343	91,700	-13.77%
WAUSAU DRIVE UP	1,156	646	-44.12%	3,506	2,628	-25.04%
HOMEBOUND	1,089	865	-20.57%	3,327	3,214	-3.40%
ILL	146	66	-54.79%	324	328	1.23%
OVERDRIVE	11,608	11,931	2.78%	33,226	47,977	44.40%
GRAND TOTAL	79,666	51,498	-35.36%	225,464	214,134	-5.03%

**Because of the COVID-19 Pandemic, all MCPL Locations closed to the public on Tuesday, March 17. A tentative reopening date is scheduled to be Monday, April 27.

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

March 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	12	0	0	145	0	165	5,128	3.22%	
EDGAR	1	0	7	0	0	0	0	8	5,587	0.14%	
HATLEY	0	0	0	684	216	0	0	900	5,795	15.53%	
MARATHON	0	0	0	0	0	0	0	0	7,956	0.00%	
MOSINEE	0	0	0	23	0	0	3	26	8,064	0.32%	
ROTHSCHILD	4	0	23	499	38	9	8	581	25,302	2.30%	
SPENCER	463	0	0	0	0	10	23	496	5,200	9.54%	
STRATFORD	5	0	0	0	0	16	0	21	5,255	0.40%	
WAUSAU	355	216	1,835	727	711	128	102	4,074	91,700	4.44%	
WAUSAU DRIVE UP	2	0	115	0	0	0	0	117	2,628	4.45%	
MISC*									51,519		
TOTAL MCPL	838	216	1,992	1,933	965	308	136	6,388	214,134	2.98%	
% of CIRC by COUNTY	0.39%	0.10%	0.93%	0.90%	0.45%	0.14%	0.06%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of March 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,071	64,692	0.97%
RESIDENT CHILD	9,115	9,239	1.36%
HOMEBOUND	190	178	-6.32%
STAFF	67	63	-5.97%
TEMPORARY	244	257	5.33%
TOTAL FOR MARATHON COUNTY	73,687	74,429	1.01%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,817	2,887	2.48%
CHILD	235	243	3.40%
TEMPORARY	17	17	0.00%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,069	3,147	2.54%
INTERLIBRARY LOAN			
ILL	531	520	-2.07%
GRAND TOTAL	77,287	78,096	1.05%

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

THE PAST MONTH

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

Library Services Report

March 2020

News

- Leah held individually rounding with staff
- Leah attended weekly operations meetings
- Leah attended the V-Cat Steering committee
- Leah attended the Library Board Meeting
- Leah attended emergency coronavirus meeting
- Chad met with the Central Wisconsin Book Festival committee on March 11
- Proctering: 5 exams
- Inventory: Completed Adult Graphic Novels, completed Adult Music CDs, and Juvenile Nonfiction up to the 630s

Events and Programs

*due to COVID-19, onsite story times and programs were cancelled on Monday, March 16 through the end of the month. Virtual story times and other programs were added once the library was closed to the public.

Youth Services Events

- Story Times:
 - Book Babies: 2 programs; participants—48
 - Tales for Tots: 4 programs; participants—74
 - Preschool Story Time: 4 programs; participants—71
 - Play and Learn Story Time: 2 programs; participants—58
 - Family Story Time: 2 programs; participants—26
- Mar. 2: TAG—4
- Mar. 5: Pokemon Club—39
- Mar. 5: LENA—16
- Mar. 7: Art Cluster Reception—459

- Mar. 10: St. Michael’s Story Time—46
- Mar. 12: LENA—16
- Mar. 23: Virtual Story Time— average 36 views per hour (868 total views in 24 hours)
- Mar. 24: Virtual Story Time—average 37 views per hour (893 total views in 24 hours)
- Mar. 25: Virtual Story Time—average 37 views per hour (891 total views in 24 hours)
- Mar. 26: Virtual Story Time—average 26 views per hour (623 total views in 24 hours)
- Mar. 27: Virtual Story Time—average 18 views per hour (440 total views in 24 hours)
- Mar. 30: Virtual Story Time—average 7 views per hour (174 total views in 24 hours)
- Mar. 31: Virtual Story Time—average 20 views per hour (480 total views in 24 hours)
 - **Number of March Youth Services programs –27 (20 in library; 7 virtually)**
 - **Total attendance for March Youth Services programs – 5226 (857 in library; 4369 total virtual views)**

Adult/All Ages Events

- March 5: Monthly Needle Arts drop-in program; attendance – 6
- March 11: Springtime Yarn-Wrapped Wreath craft program – 5
- March 23 – April 24: Community Writing Project – 0 submissions (so far!)
- March 25 and March 31: Virtual Readers Advisory program – “Find Your Next Book” – 0 participants
- March 29: Video of how to sew a mask, created by MJ in Stratford, posted to MCPL YouTube page – 92 total views through 4/3/20
- March 31: Libby Tutorial App instructional video posted to MCPL YouTube page – 8 total views through 4/3/20
 - **Number of adult programs/videos – 4**
 - **Total attendance for March adult programs/videos – 11**

Media Summary

Social Media Statistics:

- Facebook (MCPL): 3,972 likes (+177)
- Twitter: 1,206 followers (+5)
- Pinterest: 958 followers (-2)
- Goodreads: 288 friends (+1); 1,248 reviews (+3)
- Instagram: 615 followers (+20)

Hot Happenings in the River District (email newsletter)

- March 4- Springtime Yarn-Wrapped Wreath
- March 11- MCPL Movie Night – “Knives Out”
- March 25- Virtual Story Time

WAOW Channel 9

- March 17- Cancellations and closings in central Wisconsin due to COVID-19- All Marathon Co. Public Library locations
<https://waow.com/2020/03/13/cancellations-and-closings-in-central-wisconsin-due-to-covid-19>
- March 23- Marathon County Public Library to offer virtual story time for children (Library Services, Taylor Weinfurter)
<https://waow.com/2020/03/23/marathon-county-public-library-to-offer-virtual-story-time-for-children>

WSAU News/Talk 550 AM

- March 16- More central Wisconsin closures in response to COVID-19
<https://wsau.com/news/articles/2020/mar/16/more-closures-in-response-to-covid-19/995352>

WSAW Channel 7

- March 20- Marathon County Public Library announces virtual events during pandemic closure
<https://www.wsaw.com/content/news/Marathon-County-Public-Library-announces-virtual-events-during-pandemic-closure-568970881.html>
- March 24- COVID-19 cancellations around northcentral Wisconsin
<https://www.wsaw.com/content/news/COVID-19-cancellations-around-northcentral-Wisconsin-568786981.html>
- March 27- Marathon County Public Library to offer aquarium trivia
<https://www.wsaw.com/content/news/Marathon-County-Public-Library-to-offer-aquarium-trivia-569168431.html>

Wisconsin Public Radio – 90.9 FM

- March 23- With schools closed, library parking lots are some families' only place for Internet (Library Director, Ralph Illick)
https://www.wpr.org/schools-closed-library-parking-lots-are-some-families-only-place-internet?fbclid=IwAR3H9GULIe7nBqJInUcTx7dJyb2WPGAZBayblzeZ_y-g7rvQKNjUMWS73Ic

ADRC Choices

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

City Pages

- March 5- Big Guide- Wausau: Springtime Yarn-Wrapped Wreaths, Pokémon Club; Edgar: Family Adventure Night-Gnomes & Trolls; Stratford: Genealogy Hunters Family Story Time; Play & Learn Story Time; Preschool Story Time; Tales for Tots; Book Babies; Play & Learn Playgroups
- March 12- Big Guide- Wausau: MCPL Movie Night-“Knives Out;” Athens: Bow-Tie Noodle Butterfly Craft, Warriors Wednesday, Spring Sticker Celebration; Edgar: Passport Application Event; Hatley: Hobbies and Crafts Night, Create with a Rainbow Loom; Rothschild: Bad Art Night

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

- March 19- The Scene- Marathon County Public Libraries closed to slow spread of COVID-19 (WITH PHOTO);
Big Guide- All Marathon County Public Library locations closed until Monday 4/6
Highlights- Read Free E-Books Via Library Service
- March 26- Highlights- Wausau: Find Your Next Book with Facebook, Pandemic Writing Project, Virtual Story Times

Mosinee Times

- March 5- Marathon County Public Library Youth Events- Edgar: Family Adventure Night-Gnomes & Trolls; Rothschild: LEGO Block Party
- March 12- MCPL Mosinee Branch to host how to make a “pawsome” friend
- March 19- All MCPL locations to close due to coronavirus concerns
- March 26- MCPL offers virtual events- Wausau: Pandemic Writing Project, Virtual Story Times, Find Your Next Book with Facebook

Record Review

- March 4- Athens: Medicare Basics, Needle Arts, Book Club-“Searching for Sylvie Lee,” Community Weaving Collaboration; Bow-Tie Noodle Butterfly Craft, Bottle Cap Magnets; Edgar: Medicare Basics, Family Adventure Night-Gnomes & Trolls; Marathon City: Bok Club-“Too Much Happiness,” Needle Arts; Spencer: Cultures in Conflict on the Roof of the World-China & Tibet; Stratford: Genealogy Hunters, Medicare Basics, Book Club-“Becoming”
- March 11- Athens: Book Club-“Searching for Sylvie Lee,” Community Weaving Collaboration, Bottle Cap Magnets, Needle Arts; Edgar: Passport Application Event; Marathon City: Spring Craft Week, Needle Arts; Spencer: Cultures in Conflict on the Roof of the World-China & Tibet; Stratford: Genealogy Hunters, Medicare Basics, Book Club-“Becoming”
- March 18- Edgar: County libraries close due to rising threat of COVID-19; Marathon City: County libraries close due to rising threat of COVID-19; Stratford: Genealogy Hunters
- March 25- Stratford: County libraries close due to rising threat of COVID-19

Wausau Daily Herald

- March 16- Wausau coronavirus updates: Marathon County Public Library locations to close Tuesday
<https://www.wausaudailyherald.com/story/news/2020/03/12/wausau-coronavirus-updates-covid-19-breaking-news/5032562002>

Wausau Pilot & Review

- March 5- Marathon County Public Library programs, beginning March 9- Wausau: Springtime Yarn-Wrapped Wreaths, MCPL Movie Night-“Knives Out,” Warriors Wednesday, Spring Sticker Celebration; Athens: Medicare Basics, Bow-Tie Noodle Butterfly Craft; Edgar: Family Adventure Night-Gnomes & Trolls, Passport Application Event; Hatley: Create with a Rainbow Loom®; Rothschild: LEGO Block Party, Saturday Spotlight-Breakfast

<https://wausapilotandreview.com/2020/03/05/marathon-county-public-library-programs-beginning-march-9>

- March 16- Marathon Co. Public Library to close amid outbreak
<https://wausapilotandreview.com/2020/03/16/marathon-co-public-library-to-close-amid-outbreak>
- March 21- Marathon County Public Library virtual programs beginning March 23- Wausau: Pandemic Writing Project, Virtual Story Time, Find Your Next Book with Facebook
<https://wausapilotandreview.com/2020/03/21/marathon-county-public-library-virtual-programs-beginning-march-23>
- March 25- Marathon County Public Library extends closure date to late April; plans virtual events
<https://wausapilotandreview.com/2020/03/25/marathon-county-public-library-extends-closure-to-late-april-plans-virtual-events>
- March 28- Marathon County Public Library virtual programs- Wausau: Virtual Story Time, Aquarium Trivia for Kids!
<https://wausapilotandreview.com/2020/03/28/marathon-county-public-library-virtual-programs>

Wausau Times/Buyers Guide

- March 4- Steppin' Out- Wausau: Pokémon Club, Art Cluster Reception; Athens: Medicare Basics; Edgar: Family Adventure Night-Gnomes & Trolls; Rothschild: LEGO Block Party
- March 11- Steppin' Out- Wausau: *Warriors* Wednesday, Spring Sticker Celebration; Athens: Bow-Tie Noodle Butterfly Craft; Edgar: Medicare Basics, Passport Application Event; Hatley: Create with a Rainbow Loom; Mosinee: Medicare Basics; Rothschild: LEGO Block Party, Bad Art Night; Stratford: Medicare Basics
- March 18- Steppin' Out- Wausau: *Warriors Wednesday*, DIY Flutes for Kids; Athens: Bow-Tie Noodle Butterfly Craft, Turmeric-Dyed Tote Bags; Hatley: Create with a Rainbow Loom, Escape Room Family Adventure; Marathon City: Spring Craft Week; Mosinee: How to Make a Pawsome Friend; Rothschild: Bad Art Night

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 4/2/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$3,339.52	\$1,160.48	26%
Juvenile CDs	\$500.00	\$205.37	\$705.37	\$45.45	\$358.92	\$346.45	49%
Juvenile DVDs	\$13,000.00	\$166.88	\$13,166.88	\$1,181.82	\$9,411.53	\$3,755.35	29%
<i>Juvenile DVDs Standing Order</i>	\$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	\$1,683.96	\$316.04	16%
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$365.29	\$134.71	27%
Youth AV Subtotal	\$21,500.00		\$21,500.00	\$1,954.55		\$21,500.00	100%
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$14,499.87	\$5,559.12	28%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$34,342.13	\$7,266.45	17%
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$27,602.82	\$7,440.49	21%
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$358.19	\$211.81	37%
<i>Juvenile Print Standing Order</i>	\$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	\$5,803.98	\$2,349.44	29%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$3,215.18	\$1,142.49	26%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$724.81	\$411.91	36%
Youth Print Subtotal	\$117,570.00		\$117,570.00	\$10,688.18	\$93,313.19	\$24,256.81	21%
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$93,313.19	\$49,183.75	35%

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	*Free Balance	Spent as of 4/2/2020	*% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$10,037.26	\$3,040.56	23.25%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$5,683.40	\$2,341.71	29.18%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$21,550.00	\$10,036.24	31.77%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$1,446.06	\$93.93	6.10%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$38,716.72	\$15,512.44	28.61%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,590.11	\$754.61	32.18%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$3,714.00	\$0.00	0.00%
Adult Fiction	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$26,894.58	\$19,663.07	42.23%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$4,902.41	\$2,752.07	35.95%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$6,695.48	\$8,604.52	56.24%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$47,844.76	\$20,889.10	30.39%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,875.30	\$124.70	4.16%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$6,826.89	\$3,343.39	32.87%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$637.37	\$144.39	18.47%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$770.76	-\$20.76	-2.77%
Adult Print Subtotal	\$154,589.00	\$4,417.75	\$159,006.75	\$14,053.55	\$102,751.66	\$56,255.09	35.38%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$141,468.38	\$71,767.53	33.66%

Monthly Business Report – April, 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.

With the closure of Marathon County Public Library to the public Tom has worked out with the Facilities and Capital Management Department to have them install new carpet that is purchased through our CIP funds. What had been a three hundred and fifty thousand dollar CIP project taken off of the listing several years ago, we can now accomplish by purchasing sixty thousand dollars of carpeting, moving the furniture ourselves, and contributing to the cost of the installation of the new windows later this year. Another project to be completed during this time is the installation of several new power and data cables cleaning up the second floor computer area from extension cords and routers used to make up for too few outlets. Tom has organized the sorting of books typically sorted by the courier so that we can get as much material back to its rightful location before our reopening to lessen the stress on the startup days and to take advantage of down time.

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.

March 2020 Support Services Monthly Report

Circulation Team

- Passports News
 - 11 Adult Passport Books
 - 12 Minor Passport Books
 - 2 Adult Passport Cards
 - 1 Minor Passport Cards
 - 8 Both Book and Card
- The MCPL Passport team accepted a total of 43 passport applications accepted at \$35.00 ea. and 40 photos were taken at \$10.00 each for a total of \$1905.00 recorded. We also assisted with 19 renewal applications. The March 2020 passport events are scheduled for Edgar and Spencer Branch have been cancelled due to COVID-19 health concerns.
- 3/5/2020: Kitty chaired V-CAT Cooperative circulation meeting.
- 3/16-3/25: Kitty R. conducted Sierra training for Ken B, Lynelle C, & Kali R. Ken B is receiving main desk training also.
- Children's Nonfiction inventory in progress to 598s.
- Adult Nonfiction shelf reading complete
- Adult music CDs inventory complete
- Adult Nonfiction inventory complete
- Children's Nonfiction shelf reading complete
- Children's Easy readers shelf reading complete
- Fiction area furniture move for carpet replacement
- Adult DVD shelf reading almost complete
- 3/30-3/31/2020: 50 new temporary applications processed

Support Services Team

- 3/17 and 3/31/20: Mary attended Leads meeting with Matt.
- 3/24/20: New staff person Ken B. was introduced to the Support Services Team and given a summary of what we do.
- Chris and Pat cataloged specialized items: juvenile "big" books, Traveling Tales, Healing Library (new item for the children's library), and electronic devices purchased with funds provided by the Lombard memorial fund.
- Chris, as part of the adult non-fiction inventory project, tidied up the oversize portion of the collection. She made sure the catalog reflected the correct call number and location code, and that each book has an oversize sticker.

- Mary conducted mini rounding/touching base sessions with team members throughout the closed time.
- Due to the temporary closing of the library, team members have kept busy working on various projects:
 - Inventory
 - Faded label replacement (adult biographies, adult and juvenile nonfiction)
 - Cleaning juvenile DVDs
 - Shelving
 - Answering phones
 - Cleaning shelves
 - Withdrawals
 - Processing donations

Page Team

- Welcomed Lynelle C. on 3/9/2020 and Kali R. 3/23/2020 to the Page Team
- Trained with Lynelle and Kali
- Implemented a quarantine for books due to COVID
- Shelf-read Adult Non-Fiction, Adult Fiction, Juvenile Non-Fiction, Picture Books, Beginner Chapter Books, Juvenile Biographies, Adult Audiobooks, Juvenile Audiobooks, Juvenile CD's, Juvenile DVDs, Adult Non-Fiction Audiobooks, and the entire Young Adult collection.
- Moved the YA, Periodical/Magazine, Reference, Adult Graphic Novels, Adult Fiction (Regular, Large Type, and Paperback) Collections for re-carpeting
- Shelved books

Branch Libraries Report

March 2020

Athens Monthly Report

Events and Programs

- Family Story Time: Family Story Time met for 2 sessions with 52 children and 10 adults and in attendance.
- Play and Learn: Play and Learn met for 2 session with 20 children and 8 adults in attendance.
- Class Visits: During the month of March a total of 91 children and 8 adults visited the library.
- Fiber Arts Club: Our Fiber Arts group met 2 times with a total of 7 adults in attendance.

- Medicare Basics: The Aging Disability Resource Center met on March 9th in the Athens board room and held an information session focusing on Medicare. 5 adults participated in this event.
- Community Weaving: January 2nd- March 19th all ages are welcome to visit the Athens branch and help add to our community weaving. During the month of March we had 3 adults, 1 child and 2 young adults add to the weaving project.

March 2020 programs were cancelled due to MCPL's Covid-19 shutdown

- Bottle Cap Magnets
- Bow-Tie Noodle Butterfly Craft
- Turmeric Dyed Tote Bags
- Knitting without Needles
- Weekly Story Time
- Play and Learn

Library and Community News

- All MCPL locations have been closed as of March 17th due to the spread of Covid-19. During the shutdown Athens staff has dusted and disinfected all shelving units and computer areas, cleaned out the staff room and behind the circulation desks, organized and labeled craft supplies, shelf read, weeded and set to possible withdrawal juvenile items, labeled and organized all story time materials, prepped for SLP programing, and disinfected all children's toys. New tasks continue as we move into the month of April.
- Athens was featured in an article on the Wisconsin Public Radio website. The article focused on library parking lots being a Wi-Fi hotspot for some families. Stacey Botsford talks about how she and her daughter use the Athens library for virtual school lessons and social connections.

Link: <https://www.wpr.org/schools-closed-library-parking-lots-are-some-families-only-place-internet>

Circulation Statistics

- Athens circulated 1,055 items in March 2020. This is a 34.47% decrease from March 2019. In 2020 year-to-date, Athens has circulated 5,128 items. This is a 3.72 % increase from 2019.

Facilities Update

- Nothing to report.

Edgar Monthly Report

Events and Programs

- Play & Learn: The Family Resource Center held Play & Learn 2 times this month with a total of 14 adults and 31 children attending.

- Family Storytime: Edgar held a family story time 2 times this month with a total of 4 adults and 13 children attending.
- Daycare outreach: Alyssa visited with the Edgar Daycare and did a story time for them. She visited 2 times with a total of 4 adults and 16 children present.
- Book Club: In March the book club met and discussed the book “Up in Arms” by John Temple. There were 6 adults present.
- Homeschool Huddle: This is a program for homeschool families, this month we held 2 programs with 7 adults and 27 students attending.
- School Visits: St John’s Catholic school came for 1 visit during the month with 1 adults and 7 students.
- Family Adventure Night: “Gnomes & Trolls” was the theme for March. There were 5 adults and 5 children attending.
- Adult program:
 1. There were 4 adults at the program on making “Pressed Flower Coasters”. There were many ideas shared, these turned out amazingly.
 2. Medicare Basics had 2 adults in attendance.
- Passive Program:
 1. The Edgar Branch did a February Reading Challenge for adults with 4 adults completing challenge.

Circulation Statistics

- The circulation statistics for the month of March were 1401 items checked out, this is a 18.69% decrease for the same month last year and a 7.30% 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

- Information about the census was shared from the village office.
- Due to the COVID-19 Pandemic the library was close to the public on Tuesday, March 17. The staff has been cleaning and sanitizing.

Hatley Monthly Report

Events and Programs

- Family Story Time: Themes of “Dr. Seuss” and “Zoos” brought in 4 adults and 2 children.
- Book Club: *The Sleepwalker*. 8 adults got together to discuss this book.
- Play & Learn had 2 sessions and brought in 9 adults and 12 children.

- Hobbies/Crafts Night had 12 adults doing various crafts/hobbies (stamping, card making, knitting, quilting...)
- Lego Block Party had 1 adult and 2 children stop in and create things with various Legos.
- Tech Time Drop-In had 0 adult stop in for help with various issues.
- Each month we are putting out new coloring sheets and we had 2 adults, 6 children, and 3 teens do some coloring.
- Dr. Seuss Craft week brought in 2 adults and 8 children to create various Dr. Seuss inspired crafts.

Upcoming Programs

- If we open on April 27th we will have Story Time, Play & Learn, and May Day Baskets.

Circulation Statistics

- Hatley circulated 1,510 items for the month. This is a 42.10% decrease for the month. Year to date is 5,795 items. This is 18.96% decrease from last year.

Library News

- Closed on March 17th due to Covid-19
- Hoping to reschedule some of our canceled programs.
- Staff is working on shelf reading, cleaning, organizing, planning for future programs, and looking at creating videos of various crafts.

Facilities Updates

- Building has been locked to public since we closed.

Marathon Branch Monthly Report

Events and Programs

- **Family Story Time:** In March, Marathon held two family story time events with a total of 12 children and 6 adults attending. Family Story Time is held year round on Thursdays at 10:30 am.
- **Book Club:** The participants read a collection of short stories titles, ***Too Much Happiness*** by Alice Munroe and 9 people joined in for discussion. We will be suspending our Book club until we get more information regarding a possible opening time for the library. We are exploring the option of possibly holding virtual book club meetings if the closure continues. Book club usually 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. We were unable to hold this event due to library closure.
- Mrs. Drexler's **4k classes from St. Mary's** came in for their monthly story time and book check out on March 11. The Thursday class was unable to attend due to weather. Two adults and 10 children attended on Wednesday, March 11.

- Upcoming Events and Programs: **Story Time, Book Club, St. Mary's 4k class visits** and **Needle Arts** are all suspended until we are open again. We had a number of events scheduled for April. However, those events will also be cancelled/postponed due to the Covid-19 library closure.

Circulation Statistics

- Marathon circulated 1,912 items during the month of March. This is a 46.10% decrease from this time last year. So far in 2020, Marathon has circulated 7,956 items. This is a 19.89% decrease over last year. **The library has been closed since March 16 due to the Covid-19 Pandemic.

Library News

- We are cleaning, shifting, organizing and weeding materials. We are also working on many special projects during this closure. We are planning on recording some story times, craft demonstrations and creating book reviews and blog posts to add to the library webpage.

Facilities Updates

- None to report at this time.

Mosinee Monthly Report

Events and Programs

- Family Story Time: Julie led 2 Family Story Times that brought in 15 adults and 16 kids. The two remaining sessions of the month were canceled due to the library closure.
- Play and Learn: The Family Resource Center presented 2 sessions that brought in 13 adults and 16 kids. The two remaining sessions of the month were canceled due to the library closure.
- Book Club was canceled so our patrons could stay safely at home on the 16th.
- Recurring Programs: Lego Block Party brought in 1 adult and 3 kids.
- Passive Programs: At the beginning of the month we wrapped up two passive programs that started in February. Eight adults and 15 kids had fun completing a felt board puzzle near the book drop, and 27 kids told us their favorite animal in honor of National Justice for Animal Week. During the month of March we hosted a 'Monstrous March' monster decorating passive program with 34 participants. We also hosted our annual March Month of Crafts and Coloring with a total of 20 adults and 30 kids. Both programs were canceled halfway through the month to not encourage shared supplies and group socialization because of concerns over COVID-19.
- Our Medicare Class with the Aging and Disability Resource Center and our "How to Make a Pawsome Friend" program, which would of taught children how to safely interact with dogs, were canceled due to the library closure.

- Upcoming Programs: With a current projected re-opening date of April 27th, most of our April programs are canceled. If we are open and approved to present the program, we will host an author visit from Karen Lorge on Wednesday April 29th.

Circulation Statistics

- Mosinee circulated 1,654 items in March 2020. This is a 51.05% decrease. Mosinee has circulated 8,064 items in 2020. This is a 22.87% decrease.
- Because of the COVID-19 Pandemic, all MCPL Locations closed to the public on Tuesday, March 17th.

Library News

- Displays: We had a mindfulness March display on the fireplace, an Oscar library display featuring the books behind the award winners, books about Medicare to promote our popular Medicare class series, and continued with our display of books that correlate to children's performances that will be in our area throughout spring. Our children's books centered on St. Patrick's Day, books that were green, and books that were about luck.
- Patrons generously donated 117 pounds of food in our always present food donation box in the library entrance. Staff from the Mosinee Community Center of Hope picked up the items for their food pantry.
- All Marathon County Public Libraries closed on March 17th for patron and staff safety because of the COVID-19 Pandemic.

Facilities Updates

- Otis Elevator did follow up maintenance on the elevator's cylinder seal on Wednesday the 11th.

Rothschild Monthly Report

Events and Programs

- Family Story Time and Play & Learn: In March, we held 2 regular family story times with 17 adults and 16 children attending. Additionally, 33 people participated in 2 Play & Learn sessions in March. We also presented our monthly outreach story time at St Therese for 47 people.
- Book Club: Book Club did not meet in March.
- Other programs: 3 people participated in drop-in Needle Arts, and 10 people joined us for LEGO Block Party. 61 children shared their favorite colors in our rainbow themed passive program.
- Upcoming Programs: We are currently working to reschedule the programs that were canceled during our Covid-19 Closure.

Circulation Statistics

- Before we closed on March 17th, Rothschild circulated 6,188 items. This is 43.94% decrease from last year. In 2020, Rothschild circulated 25,302 items. This is a 16.07% decrease from last year.

Library News

- Rothschild staff covered shifts in Wausau.
- Rothschild staff has been busy deep cleaning the library; working on content for the blog/social media; weeding and shifting collections; reviewing library policies, procedures, and resources; and planning for the future during our Covid-19 Closure.

Facilities Updates

- The village had cleaners in to deep clean the bathrooms and community room. The village offices will be closed to the public at this time, but services can be provided by appointment.

Spencer Monthly Report

Events and Programs

- On March 2nd, Audrey was invited to the Spencer Elementary Kindergarten class to read Dr. Seuss books to the class. Audrey read two stories and had her picture taken with the class. A total of 16 were present.
- On March 3rd, two representatives from AARP held a program called, "Protect Yourself From Scammers". This was a very informative program telling us of small things you can do to protect yourself. They talked about safety tips in airports or other very public places. 25 adults were present.
- March 3rd was the only Cribbage at the Library for the month. 12 adults enjoyed the afternoon playing.
- Story Time and Play N Learn was held only two times in the month of March. A total of 16 were present.
- Rookie Rockets Day Care Center was held only two times in the month of March with a total of 28.
- On March 10th and 11th, Audrey did a Story Time for the Spencer Elementary Pre-K class. Audrey did two stories for the class. A total of 38 were present.
- On March 11th, the Spencer Elementary Kindergarten class came to the library. Audrey did a Story Time for the class and then the class was able to check out one book. 48 total visited the library.

Circulation Statistics

- Spencer circulated 1,353 items in the month of March. This is a decrease of 26.67%. Spencer has circulated 5,200 items in 2020. This is a decrease of 5.07%

Library News

- The MCPL Libraries have been closed since March 17th due to the Covid-19
- The days since we have been closed have been quite busy with much left to do. There has been shelves that needed cleaning, book drop to empty, answering the phone with many questions from patrons, dusting the top of shelves, getting ready for Summer Reading Program, disinfecting books, computers, tables, children's toy and chairs.
- Many programs were cancelled because of the closure. We hope to be able to reschedule later in the year.

Facilities Updates

- The Village of Spencer workers came to fix the faucet in our sink behind the circulation desk. The water pressure was low. They also caulked around the edge of countertop.
- When I dusted on the top of the top shelf in the adult fiction, I noticed that an anchor bolt had actually pulled out of the wall. The village workers replaced the anchor bolt and will be fixing the small hole in the wall where the old one pulled out of.

Stratford Monthly Report

Events and Programs

- Our Nonfiction Fans Book Club met March 4. Four patrons attended to discuss *A Walk in the Woods* by Bill Bryson.
- Our monthly *Genealogy Hunters* group met March 11. Two people attended to share ideas on researching family history.
- Our Fiction Book Club did not meet March 17, due to library closure.
- Story Time and Play & Learn met two times in March before the closure, with a total of 14 children and 11 adults attending. Our themes for stories, activities, and crafts included *Dr. Suess week* and *St. Patrick's Day*.
- Eight St. Joe's 3rd and 4th grade students and their teacher visited on March 3 for a Book Talk and to check out books.
- Six 1st and 2nd grade St. Joe's students and their teacher visited our library March 10 for Story Time and to check out books.
- 26 children enjoyed spring activity sheets during the month of March.
- A representative from the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW) visited with the intention of presenting an informational program on Medicare on March 14. Three patrons had registered, but they did not attend as indicated.

Circulation Statistics

- Stratford circulated 1,167 items in March. This is a 38.35% decrease from last year. In 2020, Stratford circulated 5,255 items. This is a 3.12% decrease from last year. (Numbers reflect the library's closure during half of March.)

Library News

- We put together an *"Irish I Had More Time to Read"* book display featuring beautiful green books for St. Patrick's Day.
- We created an *International Women's Day and Women's History Month* display filled with great books that highlight the contributions of women to events in history and contemporary society.
- MJ served as a proctor for one exam in March.

Facilities Updates

- Following closure on March 17, we have sanitized the library, weeded several collections, organized shelves, and conducted shelf reading in several sections. We also cleaned out and organized many of our cupboards and closets.

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
3-20-20 County Department Heads Meeting (Teleconference)
4-3-20 Toward One Wisconsin Teleconference
4-13-20 Monthly agenda meeting with Library Board President
4-20-20 MCPL Task Force Meeting #4 (Postponed until May)
4-20--20 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

4-20--20 Marathon County Public Library Board of Trustees Meeting
TBD Toward One Wisconsin Teleconference
TBD Policy reviews w/Leah and Matt
TBD Monthly agenda meeting with Library Board President
5-18-20 MCPL Task Force Meeting #4
5-18-20 Marathon County Public Library Board of Trustees Meeting
5-22-20 County Department Heads Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Re-carpeting of the main library first and second floors is progressing. MCPL Business Manager has been leading the project with the Facilities team by operating a ride-on carpet plow and managing the process.

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**~~

Conferences cancelled. Toward One Wisconsin is working toward a re-scheduling of the event.

Any other issues or items of note:

Safer at Home edict from Gov. Evers is in effect until April 27.

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
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