



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, May 18, 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/271402493> or number: [1-866-899-4679](tel:1-866-899-4679). Access Code for dialing in: 271-402-493.**

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 Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
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) **Finance Committee meeting from May 12 – For Discussion and Possible Action**
9. (10 minutes) **Update on Carpet, Roof, and other Facilities Projects – For Discussion and Informational Purposes Only**
10. (10 minutes) **Update on Engberg Anderson Project List/County Challenges – For Discussion and Informational Purposes Only**
11. (10 minutes) **Update on Task Force – For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**
14. **Next Meeting Dates**
 - Monday 06/15/2020
 - Monday 07/20/2020
 - Monday 08/17/2020
 - Monday 09/21/2020 – Mosinee Branch

15.

Adjournment

Signed: _____



Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: May 13, 2020

FAXED TIME: 2:45 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 20, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Sarah Thurs (remote), Scott Winch (remote), Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, 3 Remote Visitors

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

A motion was made by Kari Sweeney to approve the Personnel Committee Meeting minutes from the March 12, 2020 meeting and the Board of Trustee minutes from the March 16, 2020 meeting. Seconded by Sarah Thurs. Motion carried.

A motion was made by Sarah Thurs to approve the Bills & Services report for March 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – Temporarily Suspended

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 sales have been temporarily suspended. The group has been coming in intermediately, the book sale room is filled with books.

MCPL Foundation – Director Illick reported they have not met, we are currently looking for some new members.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported there was a virtual meeting on Saturday. Everyone was grateful that the MCPL Taskforce cancelled their meeting for May.

Update on Staffing and Projects throughout the County

With the challenges we are facing with COVID-19, we have a few staff working from home. Most of the work we have is onsite, staff have been working on projects. Staff have been putting together virtual programming. This will better prepare us for when we do reopen to do some of our summer programming. It will evolve some and involve take home projects and crafts. There is no template to move forward on this, we have to be adaptable and flexible.

Some of the things we have been working on: We have completed inventory at the main library for the first time. We are working on inventory at branches now. There has been a lot of cleaning going on. Shelf reading has been moving along at the main library. Our support services team will start to cleanup incomplete database records.

Update on Carpet, Roof, and other Facilities Projects

We are working on re-carpeting the main library. As of now the entire first floor is done and a portion of second floor is left. If we do this right we will be able to upgrade the bathrooms next. There will be a conference call with Engberg Anderson. We will discuss replacing all of the public furnishings. The hardest part of the renovations was going to be the carpet and the bathrooms. We are working with our friends at the Facilities department and they are ready to get started on our roof, our windows and all of the structural problems we have around the roof. We might come out of this in the fall with a renovated building with new public furnishings.

Update on L.E.N.A

L.E.N.A is trying to pull the programming together through virtual means. They are having some success, they are trying to finish this semester out. Hopefully by the time the fall semester starts there will be more continuity.

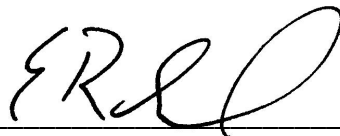
Update on Task Force Meeting postponed until May

There was no meeting this month, hopefully there will be a meeting in May.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Gary Beaström to adjourn the meeting at 12:23 p.m. Seconded by Kari Sweeney. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for May 18, 2020.

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

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 Template

We just received the template 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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,412.00
	INTERNET SERVICE	1,412.00
101 000000000066592190	OTHER PROFESSIONAL SERVICES CITY/COUNTY INFORMATION TECH	1,823.00
	OTHER PROFESSIONAL SERVICES	1,823.00
101 000000000066592250	TELEPHONE CITY/COUNTY INFORMATION TECH FRONTIER	4,500.00 1,130.73
	TELEPHONE	5,630.73
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	4,372.38
	LIBRARY FEES-REIMBURSE TO CNTY	4,372.38
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES URBAN CONSTRUCTION CO MERRILL CITY TREASURER AREND, MARK	875.00 40.99 287.20
	SUNDRY CONTRACTUAL SERVICES	1,203.19
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV SPRINT DELIVERY SERVICE	316.35
	CONTRACTUAL VAN/COURIER SERV	316.35
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	813.44
	SUNDRY CONTR SERV-JACKETS LIBR	813.44
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	823.65
	SUNDRY CONTR SERV-PROC AV LIBR	823.65
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC MARCO	131.25 378.85
	PRINTING/DUPLICATION	510.10
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES	14,383.26 578.64
	BOOKS LIBRARY	14,961.90

Bills for Approval

Period: 4 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	5,399.94
	AMAZON CAPITAL SERVICES	159.20
	MIDWEST TAPE LLC	86.97
	AUDIO-VISUAL MATERIALS	5,646.11
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	PROQUEST INFOR & LEARNING CO	1,573.36
	SUBSCRIPTIONS-ELECTRONIC RESRC	1,573.36
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	22.00
	MULTI MEDIA CHANNELS LLC	80.19
	ADVERTISING	102.19
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	CITY/COUNTY INFORMATION TECH	651.00
	NASSCO	257.53
	ULINE	241.01
	A RIFKIN CO	849.55
	STAPLES ADVANTAGE	580.61
	CDW GOVERNMENT INC	63.66
	ELM USA	650.50
	AMAZON CAPITAL SERVICES	686.03
	LIBRARY OPERATING SUPPLIES	3,979.89
101 000000000066595320	BUILDING/OFFICES RENT	
	WAUSAU AREA NEWCOMER SERVICE	285.19
	VILLAGE OF MARATHON CITY	899.30
	VILLAGE OF HATLEY-SEWER &WATER	6,508.22
	BUILDING/OFFICES RENT	7,692.71
	LIBRARY 665 TOTAL:	50,861.00

Bills for Approval

Period: 4 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	109.14
TANK MATES LLC	649.00
AMAZON CAPITAL SERVICES	1,006.97
BOOKS LIBRARY	<u>1,765.11</u>
LIBRARY GIFTS 667 TOTAL:	<u>1,765.11</u>
Report Total:	<u><u>52,626.11</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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		157,745.64	157,745.64	388,563.36	28.9
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	53,285.14		220,643.38	220,643.38	557,704.62	28.4
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	43,065.34		178,859.54	178,859.54	472,018.46	27.5
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	9,793.14		39,591.44	39,591.44	116,054.56	25.4
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	8,905.62		35,486.66	35,486.66	86,483.34	29.1
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00	35,027.45		181,450.44	181,450.44	307,416.56	37.1
Act 1541 DENTAL INSURANCE	11,929.00	827.31		4,104.25	4,104.25	7,824.75	34.4
Act 1543 INCOME CONTINUATION INSU	7,769.00					7,769.00	
Act 1544 HLTH INS-CONVERSION, RET		6,926.96		13,023.05	13,023.05	13,023.05-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,668.00	1,785.00		7,146.62	7,146.62	24,521.38	22.6
Act 1550 LIFE INSURANCE	1,134.00	41.59		165.87	165.87	968.13	14.6
Act 1560 WORKERS COMPENSATION PAY	1,655.00	110.52		124.35	124.35	1,530.65	7.5
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	138.08		543.60	543.60	1,491.40	26.7
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	201,678.95		838,884.84	838,884.84	2,017,633.16	29.4
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	1,412.00		5,763.13	5,763.13	19,736.87	22.6
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00			179.00	179.00	821.00	17.9
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00	8,323.00		8,323.00	8,323.00	1,823.00-****	
Act 2250 TELEPHONE	8,500.00	5,729.64		6,899.07	6,899.07	1,600.93	81.2
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	4,372.38		4,372.38	4,372.38	5,127.62	46.0
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	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	1,178.19		7,553.87	7,553.87	1,446.13	83.9
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00	316.35		1,339.82	1,339.82	2,160.18	38.3
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	813.44		4,923.25	4,923.25	17,076.75	22.4
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	823.65		1,952.64	1,952.64	6,047.36	24.4

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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	134.89		740.94	740.94	2,909.06	20.3
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	510.10		2,535.42	2,535.42	6,464.58	28.2
Act 3161 BOOKS LIBRARY	282,250.00	14,961.90		60,332.45	60,332.45	221,917.55	21.4
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	5,646.11		15,561.70	15,561.70	48,438.30	24.3
Act 3190 OFFICE SUPPLIES	8,000.00			5.56	5.56	7,994.44	.1
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00	367.44		1,024.20	1,024.20	18,975.80	5.1
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	1,573.36		1,573.36	1,573.36	23,426.64	6.3
Act 3240 MEMBERSHIP DUES				275.00	275.00	275.00-	
Act 3250 REGISTRATION FEES/TUITIO	5,000.00	225.00-		603.00	603.00	4,397.00	12.1
Act 3260 ADVERTISING	6,000.00	102.19		199.19	199.19	5,800.81	3.3
Act 3321 PERSONAL AUTO MILEAGE	4,000.00			184.00	184.00	3,816.00	4.6
Act 3350 MEALS	500.00					500.00	
Act 3360 LODGING	600.00	293.50-		293.50-	293.50-	893.50	48.9-
Act 3390 MEETING EXPENSES	2,000.00	5.56		140.14	140.14	1,859.86	7.0
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	4,098.49		16,045.46	16,045.46	3,954.54	80.2
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	7,692.71		16,583.60	16,583.60	38,416.40	30.2
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	57,542.90		158,407.13	158,407.13	627,692.87	20.2
Or2 665 LIBRARY	3,642,618.00	259,221.85		997,291.97	997,291.97	2,645,326.03	27.4

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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	259,221.85		997,291.97	997,291.97	2,687,479.03	27.1

Sub 101 GENERAL FUND	3,684,771.00	259,221.85		997,291.97	997,291.97	2,687,479.03	27.1

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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	88,553.00	1,765.11		10,049.45	10,049.45	78,503.55	11.4

Or2 667 LIBRARY GIFTS	88,553.00	1,765.11		10,049.45	10,049.45	78,503.55	11.4

Agy 0870 LIBRARY	88,553.00	1,765.11		10,049.45	10,049.45	78,503.55	11.4

Sub 252 LIBRARY GIFTS	88,553.00	1,765.11		10,049.45	10,049.45	78,503.55	11.4

Report Final Totals	3,773,324.00	260,986.96		1,007,341.42	1,007,341.42	2,765,982.58	26.7
=====							

GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 4 ending April 30, 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		120.00	120.00	300.00	28.6
Act 2210 WATER/SEWER	35,000.00	1,551.60		1,551.60	1,551.60	33,448.40	4.4
Act 2220 ELECTRIC	42,000.00	2,441.68		7,775.53	7,775.53	34,224.47	18.5
Act 2240 NATURAL/PROPANE GAS	10,000.00	952.49		3,673.36	3,673.36	6,326.64	36.7
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	40.17		539.34	539.34	960.66	36.0
Act 2470 BUILDING REPAIRS	500.00	280.17		280.17	280.17	219.83	56.0
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			1,987.33	1,987.33	612.67	76.4
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	500.00		1,476.84	1,476.84	5,523.16	21.1
Act 3460 CLOTHING/UNIFORM	500.00	6.60		85.80	85.80	414.20	17.2
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	5,802.71		19,930.22	19,930.22	85,389.78	18.9
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	5,802.71		19,930.22	19,930.22	85,389.78	18.9
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	5,802.71		19,930.22	19,930.22	85,389.78	18.9
Sub 101 GENERAL FUND	105,320.00	5,802.71		19,930.22	19,930.22	85,389.78	18.9
Report Final Totals	105,320.00	5,802.71		19,930.22	19,930.22	85,389.78	18.9

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of April 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,675	33	-98.03%	6,619	5,161	-22.03%
EDGAR	1,908	34	-98.22%	7,115	5,621	-21.00%
HATLEY	2,305	105	-95.44%	9,456	5,900	-37.61%
MARATHON	3,441	95	-97.24%	13,372	8,051	-39.79%
MOSINEE	3,910	57	-98.54%	14,365	8,121	-43.47%
ROTHSCHILD	10,128	193	-98.09%	40,276	25,495	-36.70%
SPENCER	2,008	12	-99.40%	7,486	5,212	-30.38%
STRATFORD	1,949	80	-95.90%	7,373	5,335	-27.64%
WAUSAU	35,182	993	-97.18%	141,525	92,693	-34.50%
WAUSAU DRIVE UP	1,075	39	-96.37%	4,581	2,667	-41.78%
HOMEBOUND	1,154	615	-46.71%	4,481	3,829	-14.55%
ILL	81	0	-100.00%	405	328	-19.01%
OVERDRIVE	11,094	13,494	21.63%	44,320	49,540	11.78%
GRAND TOTAL	75,910	15,750	-79.25%	301,374	217,953	-27.68%

**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 Tuesday, May 26, 2020.

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

April 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	150	0	170	5,161	3.29%	
EDGAR	1	0	7	0	0	0	0	8	5,621	0.14%	
HATLEY	0	0	0	697	217	0	0	914	5,900	15.49%	
MARATHON	0	0	0	0	0	0	0	0	8,051	0.00%	
MOSINEE	0	0	0	23	0	0	3	26	8,121	0.32%	
ROTHSCHILD	4	0	23	502	38	9	8	584	25,495	2.29%	
SPENCER	463	0	0	0	0	10	23	496	5,212	9.52%	
STRATFORD	5	0	0	0	0	16	0	21	5,335	0.39%	
WAUSAU	369	216	1,919	729	711	129	103	4,176	92,693	4.51%	
WAUSAU DRIVE UP	2	0	124	0	0	0	0	126	2,667	4.72%	
MISC*									53,697		
TOTAL MCPL	852	216	2,085	1,951	966	314	137	6,521	217,953	2.99%	
% of CIRC by COUNTY	0.39%	0.10%	0.96%	0.90%	0.44%	0.14%	0.06%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of April 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,062	64,678	0.96%
RESIDENT CHILD	9,084	9,235	1.66%
HOMEBOUND	191	177	-7.33%
STAFF	65	64	-1.54%
TEMPORARY	246	252	2.44%
TOTAL FOR MARATHON COUNTY	73,648	74,406	1.03%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,825	2,885	2.12%
CHILD	236	243	2.97%
TEMPORARY	17	17	0.00%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,078	3,145	2.18%
INTERLIBRARY LOAN			
ILL	532	520	-2.26%
GRAND TOTAL	77,258	78,071	1.05%

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

THE PAST MONTH

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

Library Services Report*

April 2020

News

- Leah rounded with staff as needed by phone
- Leah attended virtual Courier and Curbside pickup meeting with WVLS
- Leah met with leadership to develop curbside pickup procedures
- Leah attended Library board meeting
- Kate trained Laura W., Sarah M. and Heather B. on inventory system over the phone
- Chad met virtually with the Marathon County newsletter editorial board on April 2
- Chad met virtually with the Central Wisconsin Book Festival committee on April 14
- Dan posted 23 articles to the MCPL Blog contributed by staff from across the system, including story time videos, information about MCPL materials and online resources, craft instructions, creative writing prompts and other topics.

Events and Programs

Youth Services Events

**due to COVID-19, the library was closed and all onsite story times and programs were cancelled*

Virtual Programs:

- Apr. 1: Aquarium Trivia—average 26 views per hour (622 total views in 24 hours)

Virtual Story Times:

- Apr. 1: Virtual Story Time— average 18 views per hour (420 total views in 24 hours)
- Apr. 2: Virtual Story Time—average 22 views per hour (532 total views in 24 hours)
- Apr. 3: Virtual Story Time—average 21 views per hour (492 total views in 24 hours)
- Apr. 6: Virtual Story Time—average 42 views per hour (996 total views in 24 hours)
- Apr. 7: Virtual Story Time— average 16 views per hour (372 total views in 24 hours)
- Apr. 8: Virtual Story Time—average 22 views per hour (366 total views in 24 hours)
- Apr. 9: Virtual Story Time (Youtube)— 61 total views in 24 hours

- Apr. 10: Virtual Story Time—average 21 views per hour (507 total views in 24 hours)
- Apr. 13: Virtual Story Time (Youtube)— 84 total views in 24 hours
- Apr. 14: Virtual Story Time—average 17 views per hour (418 total views in 24 hours)
- Apr. 15: Virtual Story Time (Youtube)— 33 total views in 24 hours
- Apr. 16: Virtual Story Time—average 15 views per hour (371 total views in 24 hours)
- Apr. 17: Virtual Story Time (Youtube)— 23 total views in 24 hours
- Apr. 20: Virtual Story Time—average 20 views per hour (473 total views in 24 hours)
- Apr. 21: Virtual Story Time—average 11 views per hour (253 total views in 24 hours)
- Apr. 22: Virtual Story Time—average 7 views per hour (174 total views in 24 hours)
- Apr. 23: Virtual Story Time—average 12 views per hour (276 total views in 24 hours)
- Apr. 24: Virtual Story Time (Youtube)— 35 total views in 24 hours
- Apr. 27: Virtual Story Time—average 13 views per hour (307 total views in 24 hours)
- Apr. 28: Virtual Story Time—average 8 views per hour (200 total views in 24 hours)
- Apr. 29: Virtual Story Time—average 9 views per hour (224 total views in 24 hours)
- Apr. 30: Virtual Story Time (Youtube)—20 total views in 24 hours
 - **Number of April Youth Services programs – 23 (all virtual)**
 - **Total attendance for April Youth Services programs – 556 average in 24 hours (7259 total virtual views)**

Adult/All Ages Events

**No on-site events were held in April due to the MCPL closure*

- March 23-April 24: Community Writing Project – 4 submissions
- April 10: Virtual Poetry Reading via Facebook – Avg. 20 views/hour (480 views in 24 hours)
- April 13: Virtual Poetry Reading via Facebook – Avg. 1 view/hour (30 views in 24 hours – posted on YouTube, not live on Facebook)
- April 14: Virtual Poetry Reading via Facebook – Avg. 14 views/hour (340 views in 24 hours)
- April 15: Virtual Poetry Reading via Facebook – Avg. 8 views/hour (196 views in 24 hours)
- April 16: Virtual Poetry Reading via Facebook – Avg. 8 views/hour (194 views in 24 hours)
- April 17: Virtual Poetry Reading via Facebook – Avg. 8 views/hour (204 views in 24 hours)
- April 20: Virtual Poetry Reading via Facebook – Avg. 6 views/hour (149 views in 24 hours)
- April 21: Virtual Poetry Reading via Facebook – Avg. 8 views/hour (201 views in 24 hours)

- April 22: Virtual Poetry Reading via Facebook – Avg. 7 views/hour (175 views in 24 hours)
- April 23: Virtual Poetry Reading via Facebook – Avg. 7 views/hour (185 views in 24 hours)
- April 24: Virtual Poetry Reading via Facebook – Avg. 6 views/hour (150 views in 24 hours)
 - **Number of adult programs/videos – 12 (1 passive, 11 virtual)**
 - **Total attendance for April adult programs/videos – 2308 (4 passive submissions, 2304 virtual views)**

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,054 likes (+82)
- Twitter: 1,209 followers (+3)
- Pinterest: 960 followers (+2)
- Goodreads: 287 friends (-1); 1,254 reviews (+6)
- Instagram: 643 followers (+28)

Hot Happenings in the River District (email newsletter)

- April 1- Virtual Story Time
- April 8- Virtual Story Time
- April 15- Virtual Story Time
- April 22- Community Writing Project
- April 29- Star Wars Virtual Story Time

WAOW Channel 9

- April 18- Trail Tales outdoor reading trails come to Oak Island Park (Library Services, Dan Richter)
<https://waow.com/2020/04/15/trail-ales-outdoor-reading-trails-come-to-oak-island-park>
- April 24- WI Safer-At-Home extension begins, people take advantage of lifted restrictions (Library Services, Dan Richter)
<https://waow.com/2020/04/24/wi-safer-at-home-extension-begins-people-take-advantage-of-lifted-restrictions>

WSAW Channel 7

- April 21- Celebrating National Library Week from home (Library Services, Dan Richter)
<https://www.wsaw.com/content/news/Celebrating-national-library-week-from-home-569818101.html>

ADRC Choices

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

City Pages

- April 16- Big Guide- Wausau: Spring Garden Forecast; Athens: Beginning Beekeeping; Marathon City: Who's Responsible for All This Waste, Vericomposting-Easy Year-Round Composting for the Garden

Mosinee Times

- April 2- MCPL to offer virtual story times for parents, kids March 30-April 24
- April 23- Trail Tales outdoor reading trails come to Oak Island Park
- April 30- MCPL to host *Star Wars*-themed Virtual Story Time for May the 4th Day

Record Review

- April 1- Edgar: Virtual Story Time, County libraries closed due to coronavirus concerns; Marathon City: Virtual Story Time; Stratford: County libraries closed due to coronavirus concerns
- April 8- Edgar: Edgar Branch library events cancelled;
- April 15- Wausau: A Daily Dose of Poetry; Edgar: County libraries closed due to coronavirus concerns
- April 22- Wausau: A Daily Dose of Poetry; Edgar: County libraries closed due to coronavirus concerns; Marathon City: MCPL Reference Desk remains open for technology assistance
- April 29- Wausau- *Star Wars*-themed Virtual Story Time; Edgar: County libraries closed due to coronavirus concerns; Marathon City: MCPL Reference Desk remains open for technology assistance

Wausau Pilot & Review

- April 15- Marathon County Public Library programs- Wausau: Trail Tales
<https://wausaupilotandreview.com/2020/04/15/marathon-county-public-library-programs-10>

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 5/4/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$2,873.26	\$1,626.74	36%
Juvenile CDs	\$500.00	\$205.37	\$705.37	\$45.45	\$281.13	\$424.24	60%
Juvenile DVDs	\$13,000.00	\$166.88	\$13,166.88	\$1,181.82	\$8,747.54	\$4,419.34	34%
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	\$1,422.44	\$577.56	29%
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$297.30	\$202.70	41%
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$14,566.30	\$7,317.95	33%
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$12,928.48	\$7,130.51	36%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$26,256.48	\$15,352.10	37%
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$25,600.71	\$9,442.60	27%
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$297.65	\$272.35	48%
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	\$4,916.38	\$3,237.04	40%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$2,911.25	\$1,446.42	33%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$631.77	\$504.95	44%
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$80,308.93	\$40,303.76	33%
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$94,875.23	\$47,621.71	33%

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 5/4/20	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$8,430.84	\$4,646.98	35.53%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$5,364.07	\$2,661.04	33.16%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$20,026.44	\$11,559.80	36.60%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$1,309.58	\$230.41	14.96%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$35,130.93	\$19,098.23	35.22%
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	\$24,810.97	\$21,746.68	46.71%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$4,943.79	\$2,710.69	35.41%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$6,532.72	\$8,767.28	57.30%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$42,994.57	\$25,739.29	37.45%
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	\$5,476.17	\$4,694.11	46.16%
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	\$94,345.76	\$64,660.99	40.67%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$129,476.69	\$83,759.22	39.28%

**Modified to reflect closure due to COVID-19*

Monthly Business Report – May, 2020

The monthly Bills and Services report and the Obligation vs. Budget reports are in this packet along with updated versions of the current year CIP report. The 2019 year-end balances are now complete.

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. As of this writing just under thirty thousand square feet of new carpeting has been installed. For perspective, I can say that four and one half full size roll off truck sized dumpsters have been filled with removed carpeting. 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.

Another project undertaken during the month was the removal of the center partition wall on the third floor that once enclosed the book sale room. The new perspective on the floor consists of a wide open space which allows imaginations to consider possibilities which were once hard to see as a plain wall greeted visitors to the floor.

Further projects include working with the Facilities Department to move the rest of the buildings HVAC control over to an automated system which allows for twenty four seven condition monitoring. The automation project will make for easier fault location and anticipation while also setting the standard for what is hoped to be the new standard in County facilities.

April 2020 Support Service Monthly Report

Circulation Team

- Colleen Y has finished training to be a Passport Acceptance Agent for MCPL.
- The Circulation Team staff have been working steady to:
 - Finish inventory, which is now completed in Wausau
 - Move the circulation office furniture for carpeting
 - Wipe shelves before reloading after carpeting is finished
 - Wiping down and arranging furniture in areas that carpeting has been completed
 - Move and clean shelves in lobby area
 - Carpet removal to the dumpsters
- Mary S, Ollie C, and Kitty R have been working with managers and administration to coordinate the curbside pickup procedures.
- A soft roll out of curbside services started on Thursday, April 30 with success. The circulation team called the customers with holds on the hold shelf previous to the COVID closing by the governor. 92 vehicles came through the drive up area where they :
 - 1) Stop at the table placed just before the drive thru window area
 - 2) Call 715-261-7205 to verify their name
 - 3) Staff takes holds out to the table and go back inside
 - 4) Customers pick up their items from the table safely to their cars.

Support Services Team

- 4/21/20: Chris and Pat attended the V-Cat Bib Committee meeting.
- 4/28/20: Mary attended Leads meeting with Matt.
- 4/30/20: The “soft” rollout of curbside pick-up began. Patrons call the D/T phone number when they arrive near the D/T window for their pick-up appointment.
- Team members completed various quarterly reports.
- Chris, Mary and Stephanie joined other team members in discussions with WVLS regarding curbside pickup, pull lists, and check in.
- Chris, Mary, Pat, and Stephanie are working on a catalog project.
- Chris created a list of patrons with items on the hold shelf that included their phone number.
- Mary conducted mini rounding/touching base sessions with team members throughout the closed time.
- Pat is sewing masks for all staff members.
- Stephanie contacted Marathon County school systems offering withdrawn children’s books. To date the following schools/organization received books: Athens, Edgar, Marathon, Mosinee, Stratford, and United Way.
- New carpeting is headed our way.
- Due to the temporary closing of the library, team members have kept busy working on various projects:
 - Inventory
 - Faded label replacement (adult large print)
 - Cleaning juvenile DVDs

- Answering phones
- Withdrawals

Page Team

- Settled into the new daily routine taking into account all precautions for safety due to the virus.
- Continued training Lynelle and Kali and situations presented themselves to teach something new.
- Finalized the (slightly) new arrangement for adult fiction, large type, and paperbacks.
- Moved the DVD, Audiobooks, New Adult Fiction, Periodical, Magazine, Non-Fiction, and Wisconsin collections for carpeting.
- Moved the entire Circulation/Page office area for carpeting.
- Re-organized the Page area work stations for improved work flow.
- Received new shelving for fiction, DVD, audiobook, children, teen, and adult graphic novel collections.
- Shifted fiction, DVD, audiobooks, and children's to fit the new shelves.
- Shelf-read the entire library collection.
- Worked on Curbside Pick Up procedure.

Branch Libraries Report, April 2020

Athens

Jennifer Triolo & Shahara Falk- LeFay completed the following tasks March 17th – March 31st

Disinfected the following:

- Children's toys
- Shelving units top to bottom
- Transit items
- Books returned in the book drop
- Patron computer area
- Staff computer area
- Patron Tables
- Patron and staff chairs
- Entry doors

Organized and cleaned the following:

- Staff Room
- Circulation Desk
- Story Time material
- Labeled and cleaned out all craft supplies
- Discarded a variety of decorations

- Labeled decorations that can be put out for display
- Magazine area- arranged by date
- Weekly Cleaning: Staff has been cleaning the bathroom, taking out trash and recycling
- Shifted and organized books on the shelves
- Dusted shelves top to bottom

Answered Phones Calls

- Tax Questions
- Patron questions regarding overdue books, hold items and fines

Sent photos and a list of sections that needed weeding to Kate Sullivan and Tara H.

Weeded and set to possible withdrawn:

- Juvenile Non fiction
- Children's Picture Books
- Board Books
- Juvenile Chapter Books

Watched webinar entitled "Remote and online services to children

Shelf Read:

Children's Picture Books

Submitted March 2020 Branch Report

Edgar

March 17-31 figures out new schedule
 cleaned off desk of cancelled programs
 Cleaned, and shelf read LT Adult, Adult Fiction
 Cleaned and shelf read Adult Cd's, VHS, and Non-fiction 00-613,
 Checked email
 Weeded childrens picture books, shelf read, cleaned
 Changed item weeded to Possible withdrawal
 Put up new display books on cleaned shelves
 Watched MCPL stroytime for new programing ideas
 Changed answering machine message

Hatley

Week of March 17th-23rd

Cleaned and wiped down all tables/chairs

Cleaned and wiped down all toys

Started shelf reading and wiping down Adult and Juv Dvds

Created a work schedule

Completed the library portion for the Hatley Village Newsletter. (HB)

Took quite a few phone calls regarding closure

Week of March 25th-28th

Started shelf reading adult and wiping down adult fiction books (RW)

Cleaned and wiped down all computer stations (opacs, public, and one staff one that is not being used)

Shelf read YA and Juv Fiction and wiped down shelves (HB)

Started work on figuring best way to video the craft programs that we had to cancel.

Pulled items for Juv Dvd and Graphic Novel weeding lists (HB)

Worked on pulling ya and juv duplicate items to send to WA (HB)

Took more phone calls once news came out about extended closure.

Did tech time over phone for help with Libby and how to use zoom (HB)

March 30th and 31st

Continued shelf reading/shifting/cleaning Adult Fiction (RW)

Worked on finalizing Schedule for HB that decreases amount of PTO needed while son's Daycare is closed

Straightened up the New Book areas/changed older "new" books to regular items.

Planned out Story Times themes for after we open (HB)

Marathon

Tuesday, 3/17 – Friday, 3/20

- Checked in all books from shipment and book drop - LH
- Made initial list of tasks to work on throughout closure – LH
- Checked in with other coordinators regarding their plans and ideas - LH
- Disinfected surfaces such as counter tops, computer stations, keyboards, door knobs/handles water fountains, tables arm rests,etc.LH
- Organized and weeded branch "operations" files and display files – LH
- Cleaned out files and reorganized story time drawer - LH
- Shelf-read Juvenile fiction – EL
- Cleaned shelves in Juvenile fiction – EL

- Worked on Environmentally themed display – EL
- Disinfected toys and shelves in toy area – EL

Monday, 3/23 Tuesday, 3/24 Wednesday, 3/25 Friday, 3/26 – Elizabeth was on self-quarantine

- Checked in items from book drop after they were quarantined - LH
- Weeded juvenile picture books, processed and filled bins - LH
- Weeded juvenile non-fiction, processed and filled bins - LH
- Took down displays and decorations that were hanging from ceiling - LH
- Responded to emails - LH
- Cleaned tops of shelves throughout the whole library – LH
- Cleaned DVD's – LH

Monday, 3/30 Tuesday, 3/31 (Elizabeth was back this week. Lisa was off Tuesday.)

- Re-organized juvenile favorites - LH
- Made new shelf labels - LH
- Created new signs for special collections – LH
- Responded to emails – LH
- Shelf read, shifted and cleaned shelves in Young adult fiction and nonfiction – LH
- Wrote book reviews on *No Such Things*, *Bad Weather*, and *Nest that Wren Built* – EL
- Worked on Book Talks (3-5 min. recordings) – EL
- Shelf-read and cleaned shelves in non-fiction – EL
- Shifted non-fiction – EL
- Prepped for Book Club –EL

Mosinee

Sarah:

Week of March 17th, after closure announced:

- Figured out upcoming schedule once information from County Administrator and Library Director sent.

- Removed all canceled programming promotional materials and March displays, and thoroughly cleaned all surfaces and door handles throughout the entire library on both floors.
- Went through all items in library storage upstairs, discarded what won't be used, decided what needs to be kept for the Mosinee Historical Society to look through, and organized the rest including labeling items.
- Went through all supplies in downstairs staff room, discarded what won't be used, created a donation pile, and organized the rest including labeling the items, and moved some items upstairs that are not used on a very regular basis.
- Went through saved displays and program directions and recycled any materials that did not fit our new no-holiday programming policy.
- Updated Julie with progress on cleaning project, with instructions to go through her Story Time materials and organize them how she would like.

Thursday 3/26:

- Emailed all presenters for April programming to update about the new closure date, including ADRC contact.
 - Our Yoga Story Time presenter expressed interest in sharing an online video with MCPL, so I got her into contact with the media specialist and sent pertinent information to both parties.
- Made a tentative schedule for April.
- Re-did Branch answering machine message and sent sample to other Branch Coordinators for use.
- Created a list of things families can do at home. Sent to Chad for possible MCPL Blog Post.
- Made a 14-28 day list for Julie to pull next week, both juvenile and adult lists.
- Did a staff book review for *Small Spaces*.
- Made two new 1000 Books Before Kindergarten displays to try and get new sign ups, which shows what patrons can get for free by participating.
- Finished up the 2020 Mosinee Branch Programming Budget and documented finish for records.
- Made a list of items to be done by Mosinee Branch Assistant during closure. Brainstormed with other Branch Coordinators on ideas everyone could work on to fully utilize this time.

Friday 3/27:

- Made an 'Upcoming Program' box for program preparation and made BB8 craft directions (could be sent in for a Facebook post if still closed).
- Disinfected large Legos, and stored for later use (after pandemic). Left note on remaining Legos that need to be sanitized.
- Went through community bulletin board and pulled anything expired.
- Changed remaining picture books from Tara's weeding list to possible withdrawal.
- Went through stack of items left on desk from past transit shipment and dealt with them properly.
- Put up end of April and May posters and handouts to be ready for possible opening.
- Requested books for my staff picks display.

- Worked on yearly goal of STEAM program ideas:
 - Using steminlibraries.com website and <http://makeitatyourlibrary.org/>, made a [list of programs we could do for a monthly STEM club, with direct links to activities.](#)
 - Watched “Working with Genealogists” webinar on how to work with genealogists from this resource page: https://www.slrc.info/development/webinar_archive.aspx?id=573 (Direct link to webinar doesn’t work)
 - Webinar on how to help patrons with house research: <https://us.bbcollab.com/collab/ui/session/playback>
- Shelf read: YA Fiction, YA Nonfiction, YA New, YA Audio, Adult New, Adult CDs.
- Updated all paperwork and emailed copies as needed so it’s ready to go for opening (ex: Waltco manifest).

Julie:

Tue., 3/17

Pulled items from last shipment
 Took down Oscar display/Monstrous March
 Email Sue Wiesneske to cancel dog program
 Shelf-read Easy Readers
 Completed Storytime 2020 calendar
 Started organizing die-cuts

Wed., 3/18

Check-in, shelve items
 Finish organizing diecuts
 Selected “Staff Picks” for display
 Organized yarn/craft supplies
 Modified holds to new date
 Organized construction paper

Fri., 3/20

Check-in/shelve items
 Organized decorations/large construction paper
 Webinar: Positive Work culture/Jamie Matczak
 Treat everyone kindly
 Hi!/Bye!
 Thank/compliment
 Look for good
 No judgment, gossip
 Ten-foot rule
 Neatness (don’t live at work)

Mon., 3/23

Check-in/shelve items
 Pulled juvenile weed list
 Sort storytime flannels
 Shelf-read picture books

Tue., 3/24

Organize computer files
Planned "Welcome Back" storytime
Shelf-read picture books

Wed., 3/25

Check in/shelve items
Finish shelf-reading picture books
Kindle practice
Organize storytime flannels

Webinar: Strong work Ethic

Integrity
Responsibility
Quality
Discipline
Teamwork

Microfilm machine practice

Mon., 3/30

Check-in/shelve items
Pulled weed lists

Tue., 3/31

Check-in/shelve items
Finish pull lists
Adult Fiction shifting/dust/display
Juvenile "spring" book display
Juvenile passive "Welcome Back" display
Type out this list

Rothschild

Tuesday, March 17th - Ashley, Hannah, Robin

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - DVDs, shelving carts, areas behind desk – ah
 - Hold shelf and children's picture books – rw
 - Adult new fiction and adult fiction - hd

Wednesday, March 18th - Laura, Hannah, Robin

- Daily Tasks (pull list, book drop, shelving, answered patron questions)

- Branch Team Lead Tasks: tried to assist branch staff with schedules, answered email/phone staff questions, checked in with branch staff via phone/email, phone check ins with LG and HW - lw
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - Adult seating area, DVD hold shelf, book club books, snags – lw
 - Children’s picture books, magazine, adult seating area – rw
 - Adult fiction - hd
- Weeded J Board Books - lw
- Converted 14 day to 28 day books – lw
- Updated hold shelf dates – lw, hd, rw
- Programming
 - Worked on planning future programs, rescheduled Bad Art Night – hd
- Blog/website/social media content
 - Creative nonfiction - hd

Thursday, March 19th - Ashley, Robin

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - J DVDs, area behind and under circ desk, book drop, shelving carts, copy machine – ah
 - Children’s picture books, adult CD/audio books - rw
- Webinar
 - WVLS Covid-19 – ah

Friday, March 20th - Laura

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Branch Team Lead Tasks: tried to assist branch staff with schedules, answered email/phone staff questions, checked in with branch staff via phone/email, phone check ins with LG and HW - lw
- Deep cleaning shelves and books; public areas; staff areas/shelf reading/shifting
 - Adult new nonfiction - lw
- Sent weeding requests to TH and KS – lw
- Converted 14 day to 28 day books – lw

Monday, March 23rd - Laura, Ashley, Robin, Deborah

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Weeded and shifted J Ficion – lw
- Branch Team Lead Tasks: answered email/phone staff questions, checked in with branch staff via phone/email, phone check ins with LG and HW - lw

Tuesday, March 24th - Ashley, Robin, Deborah

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - Organized staff back room, behind desk, upstairs storage area - rw

- Weeded J Nonfiction, J Biographies, Picture Books

Wednesday, March 25th - Laura, Ashley, Robin, Deborah

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Branch Team Lead Tasks: answered email/phone staff questions, checked in with branch staff via phone/email, phone check ins with LG and HW – lw
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - Organized staff back room, behind desk, upstairs storage area - rw
- Programming
 - Rescheduled 2020 programs, planned future programs – lw
 - Created spring displays and passive programs – rw, da
 - 3 Little Pigs program -- rw

Thursday, March 26th – Ashley

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - Back room - ah
- Blog/website/social media content
 - Straw weaving tutorial – ah
- Webinar
 - *WVLS Covid-19*; printed idea list for projects during closure - ah

Friday, March 27th - Laura

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Branch Team Lead Tasks: answered email/phone staff questions, checked in with branch staff via phone/email, phone check ins with LG and HW - lw
- Counted money and checked on library card applications – lw
- Programming
 - Planning for future programs – lw
- Webinar
 - *WVLS Covid-19* (listened while working on other tasks)

Monday, March 30th - Laura, Ashley, Robin, Hannah

- Daily Tasks (pull list, book drop, shelving, answered patron questions)
- Branch Team Lead Tasks: answered email/phone staff questions, checked in with branch staff (JT, LH, MN, AK, SM, JG), phone check ins with LG and HW – lw
- Deep cleaning shelves and books; public areas; staff areas/shelf reading
 - Removed beehive stickers from J books – ah, hd
 - J Nonfiction – lw
 - Organized upstairs storage area - rw
- Blog/website/social media content
 - Staff book review – lw, hd
 - Wrote content relating to canceled adult programs (creative nonfiction) – hd

- Submitted tutorial for Bracelet Yarn Weaving/Rubber Band Stamping for MCPL Blog - ah
- Programming
 - Scheduled 2020 Programs, submitted event forms, prepped for upcoming programs, created supply lists, printed book club discussion questions – lw
 - Planned future adult painting and creative writing programs – hd
 - Rescheduled cancelled craft events – ah
 - Rubber band/Yarn Stamping to **Fri Sept. 11**
 - Tissue Paper Painting to **Fri Nov. 20**
 - Bracelet Yarn Weaving to **Sept-Dec**
- Updating document with branch training links – lw
- Webinar
 - Adult services 101 – rw
 - Making the Most of the Space You Have – ah

Tuesday, March 31st- Ashley, Robin, Hannah, Deborah

- Deep cleaning shelves and books; public areas; staff areas/shelf reading/shifting
 - YA collection – hd
 - Adult nonfiction – da
 - Picture books – rw
 - Adult audiobooks – ah
 - Shelf-read picture books – ah
- Weeded adult nonfiction – da, rw, ah
- Cleaned scuff marks off door and front desk – ah
- Webinar
 - WVLS *Utilizing the Space You Have* – hd, da
 - WVLS *Displays with Purpose* – hd
 - WVLS Covid-19 – da
 - Displays on a Dime –rw, ah

Spencer

March 17th-19th

Many concerned patrons calling asking about their books/fines/holds/book drop. Calls still remain but not as many as first week of closure.

March 19th

Due to the many calls asking about tax forms, I asked the Village if I could display the tax forms in the entrance of the building.

This was very much appreciated by many.

March 18/27th

I did a Staff Book Review for an Adult Fiction Book.

By taking a ladder, I could dust and clean the top of the top shelves in the entire adult section.

When I was cleaning in the adult fiction, I found an anchor bolt from the book shelf to the wall that had pulled out. I contacted a Spencer Village worker who came and replaced the anchor securely.

I created a list to change 14 day books to 28 day books in the adult section.

I cleaned all the shelves in the entire adult section, shelf read, and shifted books so they were more organized on the shelf.

Took photos of DVD, paperbacks, adult fiction and large type and asked Kate S. for a weed list.

March 30th to present

Created a list of 14 to 28 day for children books.

Dusted the top of top shelves as well as lower shelves in childrens

Organized children's Cd's and Dvd's.

Took photo of children's board books and asked Tara H. for weed list.

Weeded board books for children, set them to "possible withdraw"

Took photos of children's picture books and asked Tara H. for weed list.

After finishing weeding 150 books, we have decided that more needs to be done.

March 31st

Talked to Chad D. about the possibility of doing a video on planting Hens & Chicks (a succulent plant). This will take place Thursday, April 9th.

*Ongoing during the month is book drop, holds list, contacting those who were scheduled for programs in April, and planning when to reschedule programs.

Stratford

March 17-31, 2020

- Sanitized toys
- Sanitized countertops, bathrooms, doors, work spaces, etc.
- Cleaned, took out garbage
- Contacted collection librarians to request weeding lists
- Weeded adult fiction, juvenile readers, children's picture books, board books, juvenile books on CD, juvenile DVDs, YA books
- Viewed a few tutorials and articles and learned how to make videos and slideshows
- Learned how to do a "stained-glass" craft using tissue paper to make a "Stratford Strong" heart for our front door to send a message of support to the community

- Took pictures of craft and created a video slideshow for our social media
- Put together a video showing how to sew a mask to help hospitals with the shortages due to the COVID-19 crisis
- Created a Virtual StoryTime Music & Motion video and sent to Wausau
- Organized a Unicorn Story Time for Summer Library Program and ordered supplies
- Created a Unicorn Display using circular bulletin board and construction paper
- Brainstormed ideas for SLP
- Planned upcoming Genealogy programs
- Shelf read Adult Fiction
- Worked on creating future Story Times
- Brainstormed theme ideas with Taylor and other branch coordinators for this year's SLP Wall of Readers display
- Took down two book displays and put up new ones for summer
- Wrote two book reviews for library website
- Checked in items from book drop each day
- Ran pull list and checked in items each day
- Took phone calls from public, contacted Village regarding our closure, contacted Play & Learn coordinator, had phone conversations with branch services lead and other branch coordinators
- Picked up mail at post office

Director's Activities:

- 4-20--20 Marathon County Public Library Board of Trustees Meeting
- 5-12-20 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

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 5-18-20 MCPL Task Force Meeting #4
- 5-18-20 Marathon County Public Library Board of Trustees Meeting
- TBD Policy reviews w/Leah and Matt
- TBD Monthly agenda meeting with Library Board President
- 6-15-20 MCPL Task Force Meeting #4
- 6-15-20 Marathon County Public Library Board of Trustees Meeting
- 6-19-20 County Department Heads Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

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

Third floor center wall has been removed. Plans are progressing to continue forward progress

On other longstanding maintenance issues.

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 May 26.

GL787 LIB 20 CIP TRANS Report Format 511

Period 12 ending December 31, 2020 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2020 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				87,573.60	87,573.60	87,573.60-	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	736,418.00			1,840.96	1,840.96	734,577.04	.3

APR 777A LIBRARY CIP PROJECT	957,240.00			95,657.06	95,657.06	861,582.94	10.0

Or2 934 CIP PROJECTS	957,240.00			95,657.06	95,657.06	861,582.94	10.0

Sub 604 LIBRARY CIP PROJECTS	957,240.00			95,657.06	95,657.06	861,582.94	10.0

Report Final Totals	957,240.00			95,657.06	95,657.06	861,582.94	10.0
=====							