



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, June 15, 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/170424965> or number: [1 877 309 2073](tel:18773092073). Access Code for dialing in: 170-424-965.**

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 Facilities Projects – For Discussion and Informational Purposes Only**
8. (5 minutes) **Update on L.E.N.A – For Discussion and Informational Purposes Only**
9. (20 minutes) **Partial reopening proposal for the board’s consideration – For Discussion and Possible Action**
10. (10 minutes) **Update on Staffing – 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 07/20/2020
 - Monday 08/17/2020
 - Monday 09/21/2020 – Mosinee Branch
 - Monday 10/19/2020

15.

Adjournment

Signed: _____



Library Director

*All times are approximate and subject to change

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

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: June 8, 2020

FAXED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, May 18, 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 (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 8 remote visitors

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

A motion was made by Sarah Thurs to approve the Board of Trustee minutes from the April 20, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Scott Winch to approve the Bills & Services report for April 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 Member Thurs had a question regarding the no-holiday programming policy. Director Illick explained that we have moved more toward seasonal programming celebrations than the holiday. That is more in line with what other public libraries do now.

Board Committees – No Report

Friends of the Library – Director Illick reported the Friends of the Library leadership team is still working in the book sale room, but they have suspended the sales. We are waiting for more guidance and they will reopen as the library does. Right now they are sorting and prepping for the next sale.

MCPL Foundation – Director Illick reported the Foundation was able to meet remotely. They are still looking for new members to join their board. They are looking forward to helping us with our next steps, we just have to define what they are.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet and Board Member Sweeney reported that DPI finalized a three year contract with Beanstack.

Gradual re-opening Logistics and Planning

Last week the State Supreme Court ruling that added some challenges on how we would go about reopening, we have nine locations that are unique. For the reopening process, if we use the guidelines from the state for reopening we are still at safer at home, library service level 2. In order to get to level 3 we will need to receive some guidance. The recommendations for the sterilization of a bathroom, they are to be disinfected regularly. The only guidance we received from our health department was to use the CDC guidelines. We have done the following to prepare us; all public services desks have acrylic glass barriers, volunteers have made face coverings, hand sanitizer, cleaning materials. If we were to get directive from the Library Board it would take about two weeks to get each location ready.

A Motion was made by Gary Beaström to Keep the libraries closed, continue doing curbside and virtual learning. In June there will be a plan to open up the libraries safely and a timeline when that would happen. Seconded by Kari Sweeney. Motion carried.

Update on Staffing and Projects throughout the County

We are still on track to get our projects completed. The carpeting is finished on first and second floors. We have challenges with the cooling system in the building and with the upcoming increase in costs for water with the City of Wausau.

Finance Committee meeting from May 12

The Finance Committee is looking at a 5 million dollar shortfall for this year. We will be getting some further guidance from their team over the coming days.

No motion was made.

Update on Carpet, Roof, and other Facilities Projects

We are still moving forward on projects. The third floor has been redone, the center walls have been removed. Whoever views the third floor as a potential partner will have a better view to envision the space. The roof and windows are still being discussed.

Update on Engberg Anderson Project List/County Challenges

I have spoken with Engberg Anderson, they are ready to complete the plans for branches and the interior of Wausau. My suggestion is to hold the plans for the branches, just to see what the mandate will be from the County. My recommendation would be to ask Engberg Anderson to hold right now on the branches until we hear more word from the County about our new fiscal reality and get started on finishing what we have at the main library. It would consist mainly of public furnishings and moving collections.

A Motion was made by Gary Beaström to Have Engberg Anderson move forward with the project for the main library and wait with branches until we know the fiscal impact from the County. Seconded by Scott Winch. Motion carried.

Update on Task Force

Mark Arend gave an update from the Task Force meeting. The committee went through the costs for system services and a spreadsheet was shared statistically comparing the two systems. It was discussed what the committee would like for the June topic.

Announcements – The September meeting is scheduled for the Mosinee branch, we will discuss this as the dates comes closer.

Request for Future Agenda Items – None

A Motion was made by Sarah Thurs to adjourn the meeting at 12:55 p.m. Seconded by Gary Beastrom. Motion carried.

A handwritten signature in black ink, appearing to read 'ERL', is written above a horizontal line.

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for June 15, 2020.

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.

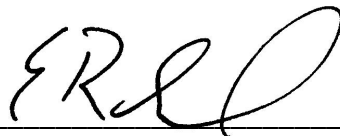
Update on Task Force Meeting postponed until May

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 Beastron to adjourn the meeting at 12:23 p.m. Seconded by Kari Sweeney. Motion carried.



Library Director

Bills for Approval

Period: 5 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,427.19
	INTERNET SERVICE	1,427.19
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	53.70
	CONTRACT SERV-DEBT COLLECTIONS	53.70
101 000000000066592250	TELEPHONE FRONTIER	608.77
	TELEPHONE	608.77
101 000000000066592955	V-CAT FEES LIBR WI VALLEY LIBRARY SERVICES	74,737.84
	V-CAT FEES LIBR	74,737.84
101 000000000066592994	CONTRACTUAL VAN/COURIER SERV SPRINT DELIVERY SERVICE	367.85
	CONTRACTUAL VAN/COURIER SERV	367.85
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	2,252.86
	SUNDRY CONTR SERV-JACKETS LIBR	2,252.86
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	478.69
	SUNDRY CONTR SERV-PROC AV LIBR	478.69
101 000000000066593127	RFID TAGS-LIBR BIBLIOTHECA	2,429.93
	RFID TAGS-LIBR	2,429.93
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY WAUSAU WEST HIGH SCHOOL ULVERSCROFT LARGE PRINT INC AMAZON CAPITAL SERVICES	29,418.30 50.00 580.50 926.42
	BOOKS LIBRARY	30,975.22
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	3,327.18 578.11 1,142.20
	AUDIO-VISUAL MATERIALS	5,047.49

Bills for Approval

Period: 5 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	22.00
	ADVERTISING	22.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	BAKER & TAYLOR COMPANY	43.17
	NASSCO	656.10
	ETCO ELECTRIC SUPPLY INC	194.12
	ULINE	793.59
	WITMER INDUSTRIES INC	452.00
	STAPLES ADVANTAGE	52.46
	AMAZON CAPITAL SERVICES	721.94
	LIBRARY OPERATING SUPPLIES	2,913.38
101 000000000066595320	BUILDING/OFFICES RENT	
	ROTHSCHILD, VILLAGE	6,791.76
	MOSINEE WATER/SEWER	119.05
	WI PUBLIC SERVICE CO	236.57
	VILLAGE OF MARATHON CITY	749.72
	SCHMIDTKE'S CLEANING SERV LLC	298.00
	BUILDING/OFFICES RENT	8,195.10
	LIBRARY 665 TOTAL:	129,510.02

Org: 666 WVLS CONTRACTUAL SERVICE-LIBR

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693240	MEMBERSHIP DUES	
	WI VALLEY LIBRARY SERVICES	18,726.44
	MEMBERSHIP DUES	<u>18,726.44</u>
	WVLS CONTRACTUAL 666 TOTAL:	<u>18,726.44</u>

Bills for Approval

Period: 5 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	96.66
TANK MATES LLC	1,284.00
AMAZON CAPITAL SERVICES	214.66
BOOKS LIBRARY	<u>1,595.32</u>
LIBRARY GIFTS 667 TOTAL:	<u>1,595.32</u>
Report Total:	<u><u>149,831.78</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 5 ending May 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	62,659.20		220,404.84	220,404.84	325,904.16	40.3
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	84,155.61		304,798.99	304,798.99	473,549.01	39.2
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	65,776.59		244,636.13	244,636.13	406,241.87	37.6
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	10,397.87		49,989.31	49,989.31	105,656.69	32.1
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	9,028.47		44,515.13	44,515.13	77,454.87	36.5
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00			181,450.44	181,450.44	307,416.56	37.1
Act 1541 DENTAL INSURANCE	11,929.00			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				13,023.05	13,023.05	13,023.05-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,668.00	1,806.00		8,952.62	8,952.62	22,715.38	28.3
Act 1550 LIFE INSURANCE	1,134.00	49.20		215.07	215.07	918.93	19.0
Act 1560 WORKERS COMPENSATION PAY	1,655.00	113.12		237.47	237.47	1,417.53	14.4
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	141.31		684.91	684.91	1,350.09	33.7
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	234,127.37		1,073,012.21	1,073,012.21	1,783,505.79	37.6
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00					1,200.00	
Act 2141 INTERNET SERVICE	25,500.00	1,427.19		7,190.32	7,190.32	18,309.68	28.2
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	53.70		232.70	232.70	767.30	23.3
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			8,323.00	8,323.00	1,823.00-****	
Act 2250 TELEPHONE	8,500.00	608.77		7,559.53	7,559.53	940.47	88.9
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	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	74,737.84		74,737.84	74,737.84	1,762.16	97.7
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			7,553.87	7,553.87	1,446.13	83.9
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00	367.85		1,707.67	1,707.67	1,792.33	48.8
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,252.86		7,176.11	7,176.11	14,823.89	32.6
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	478.69		2,431.33	2,431.33	5,568.67	30.4

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 5 ending May 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			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	2,429.93		2,429.93	2,429.93	8,070.07	23.1
Act 3130 PRINTING/DUPLICATION	9,000.00			2,535.42	2,535.42	6,464.58	28.2
Act 3161 BOOKS LIBRARY	282,250.00	30,975.22		91,307.67	91,307.67	190,942.33	32.4
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	5,047.49		20,609.19	20,609.19	43,390.81	32.2
Act 3190 OFFICE SUPPLIES	8,000.00			5.56	5.56	7,994.44	.1
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00			1,024.20	1,024.20	18,975.80	5.1
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			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			603.00	603.00	4,397.00	12.1
Act 3260 ADVERTISING	6,000.00	22.00		221.19	221.19	5,778.81	3.7
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-	893.50	48.9-
Act 3390 MEETING EXPENSES	2,000.00			140.14	140.14	1,859.86	7.0
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	2,913.38		18,958.84	18,958.84	1,041.16	94.8
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	9,250.00	4,587.00		4,587.00	4,587.00	4,663.00	49.6
Act 5151 BUILDING & CONTENTS INSU	14,000.00	6,990.00		6,990.00	6,990.00	7,010.00	49.9
Act 5190 OTHER INSURANCE	1,800.00	18,392.00		18,392.00	18,392.00	16,592.00-****	
Act 5320 BUILDING/OFFICES RENT	55,000.00	8,195.10		24,778.70	24,778.70	30,221.30	45.1
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	159,479.02		317,937.84	317,937.84	468,162.16	40.4
Or2 665 LIBRARY	3,642,618.00	393,606.39		1,390,950.05	1,390,950.05	2,251,667.95	38.2

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 5 ending May 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	18,726.44		18,726.44	18,726.44	273.56	98.6

APR 711B LIBRARY LVL 1-OPERATING	42,153.00	18,726.44		18,726.44	18,726.44	23,426.56	44.4

Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00	18,726.44		18,726.44	18,726.44	23,426.56	44.4

Agy 0870 LIBRARY	3,684,771.00	412,332.83		1,409,676.49	1,409,676.49	2,275,094.51	38.3

Sub 101 GENERAL FUND	3,684,771.00	412,332.83		1,409,676.49	1,409,676.49	2,275,094.51	38.3

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 5 ending May 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	88,553.00	1,595.32		11,644.77	11,644.77	76,908.23	13.2

Or2 667 LIBRARY GIFTS	88,553.00	1,595.32		11,644.77	11,644.77	76,908.23	13.2

Agy 0870 LIBRARY	88,553.00	1,595.32		11,644.77	11,644.77	76,908.23	13.2

Sub 252 LIBRARY GIFTS	88,553.00	1,595.32		11,644.77	11,644.77	76,908.23	13.2

Report Final Totals	3,773,324.00	413,928.15		1,421,321.26	1,421,321.26	2,352,002.74	37.7
=====							

GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 5 ending May 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	30.00		150.00	150.00	270.00	35.7
Act 2210 WATER/SEWER	35,000.00			1,551.60	1,551.60	33,448.40	4.4
Act 2220 ELECTRIC	42,000.00	2,459.02		10,234.55	10,234.55	31,765.45	24.4
Act 2240 NATURAL/PROPANE GAS	10,000.00	778.01		4,451.37	4,451.37	5,548.63	44.5
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00			539.34	539.34	960.66	36.0
Act 2470 BUILDING REPAIRS	500.00	125.50		405.67	405.67	94.33	81.1
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	28.13		2,015.46	2,015.46	584.54	77.5
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	979.00		2,455.84	2,455.84	4,544.16	35.1
Act 3460 CLOTHING/UNIFORM	500.00	51.81		137.61	137.61	362.39	27.5
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	4,451.47		24,381.69	24,381.69	80,938.31	23.2
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	4,451.47		24,381.69	24,381.69	80,938.31	23.2
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	4,451.47		24,381.69	24,381.69	80,938.31	23.2
Sub 101 GENERAL FUND	105,320.00	4,451.47		24,381.69	24,381.69	80,938.31	23.2
Report Final Totals	105,320.00	4,451.47		24,381.69	24,381.69	80,938.31	23.2

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of May 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,657	252	-84.79%	8,276	5,413	-34.59%
EDGAR	1,794	365	-79.65%	8,909	5,986	-32.81%
HATLEY	2,335	312	-86.64%	11,791	6,212	-47.32%
MARATHON	3,051	582	-80.92%	16,423	8,633	-47.43%
MOSINEE	3,620	413	-88.59%	17,985	8,534	-52.55%
ROTHSCHILD	9,753	1,432	-85.32%	50,029	26,927	-46.18%
SPENCER	1,832	223	-87.83%	9,318	5,435	-41.67%
STRATFORD	1,874	307	-83.62%	9,247	5,642	-38.99%
WAUSAU	33,194	4,119	-87.59%	174,719	96,812	-44.59%
WAUSAU DRIVE UP	1,026	37	-96.39%	5,607	2,704	-51.77%
HOMEBOUND	1,101	778	-29.34%	5,582	4,607	-17.47%
ILL	128	0	-100.00%	533	328	-38.46%
OVERDRIVE	10,809	13,679	26.55%	55,129	63,219	14.67%
GRAND TOTAL	72,174	22,499	-68.83%	373,548	240,452	-35.63%

**Because of the COVID-19 Pandemic, all MCPL Locations closed to the public on Tuesday, March 17.

**MCPL Started curbside pickup at all locations on Thursday, April 30

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

May 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	161	0	181	5,413	3.34%
EDGAR	1	0	7	0	0	0	0	8	5,986	0.13%
HATLEY	0	0	0	737	238	0	0	975	6,212	15.70%
MARATHON	0	0	0	0	0	0	0	0	8,633	0.00%
MOSINEE	0	0	0	23	0	0	3	26	8,534	0.30%
ROTHSCHILD	4	0	23	555	39	9	8	638	26,927	2.37%
SPENCER	470	0	0	0	0	10	27	507	5,435	9.33%
STRATFORD	5	0	0	0	0	16	0	21	5,642	0.37%
WAUSAU	392	221	1,981	753	724	129	103	4,303	96,812	4.44%
WAUSAU DRIVE UP	2	0	126	0	0	0	0	128	2,704	4.73%
MISC*									68,154	
TOTAL MCPL	882	221	2,149	2,068	1,001	325	141	6,787	240,452	2.82%
% of CIRC by COUNTY	0.37%	0.09%	0.89%	0.86%	0.42%	0.14%	0.06%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of May 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	63,931	64,669	1.15%
RESIDENT CHILD	9,158	9,234	0.83%
HOMEBOUND	191	180	-5.76%
STAFF	66	64	-3.03%
TEMPORARY	234	256	9.40%
TOTAL FOR MARATHON COUNTY	73,580	74,403	1.12%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,817	2,882	2.31%
CHILD	233	243	4.29%
TEMPORARY	16	18	12.50%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,066	3,143	2.51%
INTERLIBRARY LOAN			
ILL	532	520	-2.26%
GRAND TOTAL	77,178	78,066	1.15%

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

THE PAST MONTH

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

Library Services Report

May 2020

News

- Leah hosted Coordinator meeting via GoToMeeting
- Leah attended task force meeting via GoToMeeting
- Leah attended board meeting via GoToMeeting
- Leah created an MCPL Branch Reopening Checklist for assessing health and safety parameters at each location
- Branch coordinators held test GoToMeetings with each other
- Staff began curbside delivery
- Inventory: Rothschild: Picture Books, Board Books, Juvenile Fiction, Juvenile Non-Fiction, Young Adult Fiction, Young Adult Non-Fiction, Young Adult Biographies, Young Adult Graphic Novels, and Juvenile Biographies. Mosinee: Adult Fiction, Juvenile Favorites, and Juvenile Easy Readers. Hatley: Adult Fiction and Juvenile Easy Readers. Trained Lisa H. and Jen T. for inventory.
- Chad participated in a virtual meeting of the Marathon County newsletter editorial board
- Chad participated in a virtual meeting of the Central Wisconsin Book Festival committee
- Dan posted 15 entries to the MCPL blog in the month of May, contributed by staff throughout the MCPL system on a range of topics

Events and Programs

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

Youth Services Events

- Virtual Story Times:
 - May 1: Virtual Story Time— average 12 views per hour (292 total views in 24 hours)
 - May 4: Star Wars Virtual Story Time—average 30 views per hour (722 total views in 24 hours)
 - May 5: Virtual Story Time—average 17 views per hour (419 total views in 24 hours)

- May 6: Virtual Story Time—average 9 views per hour (214 total views in 24 hours)
- May 7: Virtual Story Time—13 total views via YouTube after 24 hours
- May 8: Virtual Story Time—average 7 views per hour (177 total views in 24 hours)
- May 11: Virtual Story Time—average 12 views per hour (293 total views in 24 hours)
- May 12: Virtual Story Time—average 13 views per hour (303 total views in 24 hours)
- May 13: Marvel’s Avengers Virtual Story Time—average 10 views per hour (249 total views in 24 hours)
- May 14: Virtual Story Time—41 total views via YouTube after 24 hours
- May 15: Virtual Story Time—average 8 views per hour (197 total views in 24 hours)
- May 18: Virtual Story Time—average 12 views per hour (278 total views in 24 hours)
- May 19: Virtual Story Time—average 9 views per hour (221 total views in 24 hours)
- May 20: Totally Awesome 80’s Virtual Story Time—average 17 views per hour (416 total views in 24 hours)
- May 21: 17 total views via YouTube after 24 hours
- May 22: 7 total views via YouTube after 24 hours
- May 26: Virtual Story Time—average 11 views per hour (255 total views in 24 hours)
- May 28: Virtual Story Time—average 10 views per hour (234 total views in 24 hours)
 - Number of May Youth Services programs – 18 (all virtual)
 - Total attendance for May Youth Services programs – 255 average in 24 hours (4348 total virtual views)

Adult/All Ages Events

- May 6: “What to Read Next?” readers advisory on Facebook – 2 participants
- May 7: “What to Read Next?” readers advisory on Facebook
 - Number of adult programs - 2
 - Total participation for May adult programs – 2

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,091 likes (+37)
- Twitter: 1,211 followers (+2)
- Pinterest: 959 followers (-1)
- Goodreads: 287 friends (+0); 1,262 reviews (+8)
- Instagram: 670 followers (+27)

Hot Happenings in the River District (email newsletter)

- May 6- Marvel’s Avengers Virtual Story Time

- May 13- Totally Awesome 80's Virtual Story Time
- May 20- Curbside Pickup available at all nine MCPL locations
- May 27- Curbside Pickup available at all nine MCPL locations

WAOW Channel 9

- May 3- Marathon County Public Library set to start curbside pickup (Library Services, Dan Richter)
<https://waow.com/2020/05/03/marathon-county-public-library-set-to-start-curbside-pickup>
- May 11- Marathon County Public Library donates books to schools, United Way (Support Services Stephanie Martell, Library Services Tara Hornbeak)
<https://waow.com/2020/05/11/marathon-county-public-library-donates-books-to-schools-united-way>

WJFW Channel 12

- May 4- Marathon Co. libraries start curbside pickup
https://www.wjfw.com/storydetails/20200504215252/marathon_co_libraries_start_curbside_pickup

WSAU News/Talk 550 AM

- May 1- Marathon County Public Library to begin curbside service (Library Services, Dan Richter)
<https://wsau.com/news/articles/2020/may/01/marathon-county-public-library-to-begin-curbside-pickup/1013532>

WSAW Channel 7

- May 19- Marathon County Public Library extends virtual story hour
<https://www.wsaw.com/content/news/Marathon-County-Public-Library-extends-virtual-story-hour--570614441.html>

City Pages

- May 7- Highlights: Library Pickup- Marathon County Public Library

Mosinee Times

- May 14- Marathon Co. Public Library donates thousands of books to area kids
- May 28- MCPL to offer Virtual Story Times for parents, kids through June 30

Record Review

- May 6- Wausau: Totally Awesome 80's Virtual Story Time, Marvel's Avengers Virtual Story Time; Athens: Curbside Pickup; Edgar: Curbside service; Marathon City: Curbside Service, Tech Time; Stratford: Curbside Pickup
- May 13- Wausau: Virtual Story Time; Athens: Library curbside pickup; Edgar: Library curbside pickup; Stratford: Library curbside pickup
- May 20- Athens: Library curbside pickup; Stratford: Library curbside pickup
- May 27- Edgar: Virtual Book Club-"Howards End," County libraries closed due to coronavirus concerns; Marathon City: County libraries closed due to coronavirus concerns, Tech Time; Stratford: Library curbside pickup

Wausau Pilot & Review

- May 2- Marathon County Public Library Virtual Program- Star Wars Virtual Story Time
<https://wausapilotandreview.com/2020/05/02/marathon-county-public-library-virtual-program>
- May 3- Curbside service to begin at all Marathon County Public Library locations
<https://wausapilotandreview.com/2020/05/03/curbside-service-to-begin-at-all-marathon-county-public-library-locations>
- May 13- Marathon County Public Library donates thousands of books to kids
https://wausapilotandreview.com/2020/05/13/marathon-co-public-library-donates-thousands-of-books-to-kids/?fbclid=IwAR0LUDXB_r18m91-m4lym4004bM_7azdNVcqEKEJv1rOYaiDFW-h6rMG7Kw
- May 21- Marathon County Public Library virtual programs
<https://wausapilotandreview.com/2020/05/21/marathon-county-public-library-virtual-programs-3>

Wausau Times/Buyers Guide

- May 6- Curbside service to begin at all nine MCPL locations

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 6/2/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$2,499.88	\$2,000.12	44%
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	\$7,334.15	\$5,832.73	44%
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	\$1,233.47	\$766.53	38%
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$302.80	\$197.20	39%
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$12,596.06	\$9,288.19	42%
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$11,525.45	\$8,533.54	43%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$21,569.38	\$20,039.20	48%
Juvenile Picture Books	\$35,000.00	\$43.3	\$35,043.31	\$3,181.82	\$21,828.15	\$13,215.16	38%
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$249.41	\$320.59	56%
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	\$4,379.26	\$3,774.16	46%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$2,388.09	\$1,969.58	45%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$566.92	\$569.80	50%
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$69,272.87	\$51,339.82	43%
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$81,868.93	\$60,628.01	43%

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 6/2/2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$7,379.38	\$5,698.44	43.57%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$5,196.16	\$2,828.95	35.25%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$19,575.61	\$12,010.63	38.02%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$812.29	\$727.70	47.25%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$32,963.44	\$21,265.72	39.21%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,367.57	\$977.15	41.67%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$2,749.00	\$965.00	25.98%
Adult Fiction	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$20,951.20	\$25,606.45	55.00%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,907.43	\$3,747.05	48.95%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$6,061.19	\$9,238.81	60.38%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$38,083.79	\$30,650.07	44.59%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,766.05	\$233.95	7.80%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$4,309.45	\$5,860.83	57.63%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$564.66	\$217.10	27.77%
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	\$81,531.10	\$77,475.65	48.72%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$114,494.54	\$98,741.37	46.31%

Monthly Business Report – June, 2020

The monthly January Bills and Services report, the Obligation vs. Budget report, and the 2020 CIP report are included in the packet along with the Facilities and Capital Management Obligation vs. budget report.

The new carpet that was purchased through our CIP funds has been installed throughout the library. With the exception of leased space in the basement which we did not have access to, and a single twenty five hundred square foot basement room used primarily for storage, public and established working areas have all received new carpet and cove base. Discussions are underway to find the most reasonable way to repaint well-worn interior door and window frames. That portion of the project may be able to be accomplished by the Facilities and Capital Management Departments staff painter as time permits.

Replacement of the carpet on the grand staircase will happen after new windows have been installed and any necessary remediation from water leaking in around them has been completed. Facilities and Capital Management Project Coordinator, Craig Christians, and the Director of that Department, Terry Kaiser, have worked extremely hard to find ways to accomplish long-needed repairs to our main location in Wausau. Leaking windows and a leaking roof will be replaced as soon as possible while exterior brickwork will be cleaned and sealed to protect the interior from water damage and or heating and cooling loss. Tom has attached a recording data tracker to monitor temperatures of city water used to cool the building. Again, the Facilities department is taking an active role in working with us to resolve a twenty six year old problem as quickly as possible.

Significant time is now being spent in Administration considering possible impacts of mid-year 2020 budget cuts and in anticipation of what is likely to be a challenging 2021 budgeting process.

May 2020 Support Services Monthly Report

Circulation Team

- Team has orchestrated and processed 1,435 curbside pickups.

Support Services Team

- 5/7/20: Chris attended the V-Cat Council meeting. Topics discussed:
 - Bib Committee: cataloging DVD/Blu-ray combos as individual items (MCPL does not separate combos).
 - Cooperative Circ Committee: Updated V-Cat damage/missing pieces documents and Local Holds Precedence.
 - Possible Teleforms replacement product.
- 5/12/20: Mary, Ollie, and Kitty attended Leads meeting with Matt.
- Curbside pickup is a success and patrons are grateful. Michelle and Stephanie are the main contact offering “contactless” pickup with Janice, Chris, and Pat backing them up. All are helping to cover the 5:00 to 6:00 timeslot on Tuesday and Thursday evenings.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project.
- Book and AV orders are being ordered and shipped as usual keeping the Acquisitions Team busy.
- Pat and Stephanie sewed masks for all staff members.
- Stephanie continues to contact local organizations offering withdrawn library books: Sturgeon Bluff Senior Housing, Boys and Girls Club, Primrose, Colonial Manor, and Rennes to name a few.
- Carpet project is complete. It’s clean and a welcome change to 25 year old carpeting.
- Team members continue to work on various projects:
 - Faded label replacement (adult large print)
 - Cleaning juvenile DVDs
 - Answering phones
 - Withdrawals

Page Team

- Transitioned into new day to day schedule including the start of curbside pick-up and the beginning of transits starting again.

- Began doing the pull-list four times daily (three of which are done by the page team) and putting holds out.
- Trained Kali and Lynelle on how to run and do the pull lists.
- Transits began again and were checked in by hand.
- We finished shifting juvenile fiction, adult non-fiction, adult fiction, and young adult graphic novels.
- Received and added the backboards to all DVD and audiobook shelves.
- Worked with Katie Z at WVLS on the “new” pull list using the create list function, did a lot of experimentation, and worked on the “newer” pull list that didn’t have the frozen holds on it.
- Moved to level 4 resource sharing which included pulling holds for all MCPL locations and a “Clean Up Holds List” given to us by Katie Z.
- Page team area has been reorganized for efficiency.
- Juvenile Favorites have been reorganized and the Favorites Breakdown List has been updated.
- Dusted shelves in adult fiction and paperbacks.
- Multiple rounds of weeding the new shelves in adult fiction and the new children’s collection, switching from new to regular, changing codes, and re-shelving in the regular stacks.

Branch Libraries Report

May 2020

Athens Monthly Report

Events and Programs/ Project Accountability

- Weeded and set to possible withdrawal: Adult Fiction, J DVDs, Adult DVDs
- Organized Grab & Go Kits for the following: Fiber Arts, Gnomes and Toadstools, SLP Unicorn Craft
- Rearranged library for covid-19 safety purposes: Moved chairs and furniture, rearranged patrons computers and printer, moved v-cat computer, marked entry and exit with directional tape, measured areas using the 6 ft. apart rule.

- Picked up barrier and sanitizing supplies from the Wausau Headquarters
- Set up barrier for main circulation desk
- Created SLP Display
- Shelf read and shifted various sections in the library.
- Searched for Missing Items sent from Chris Luebbe
- Searched for Transit Items sent from Kitty Roesler
- Completed Hold Clean Up List send from Katie Zimmerman
- Began Inventory Data Tracking on May 29th
- Watched Webinar: Making the Most of the Space You Have

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

- Book Club
- Fiber Arts
- Weekly Story Time
- Play and Learn
- Introduction to Bee Keeping
- Endangered Species Craft Day

Library and Community News

- All MCPL locations have been closed as of March 17th due to the spread of Covid-19.
- MCPL Athens branch began curbside service on April 29th. During the month of May Athens had a total of 83 curbside pickups
- There was no curbside service on May 12th due to voting
- Jennifer Triolo attended the Branch Coordinator Go-To Meeting on May 15th
- Jennifer Triolo held a Go-To Meeting Training with Ben Deitz on May 21st
- Internet and Phone Service was down in Athens on May 20th
- Kathryn Sullivan Trained Jennifer Triolo on Inventory Data Tracking on May 29th

Circulation Statistics

- Athens circulated 252 items in March 2020. This is a 84.79% decrease from March 2019. In 2020 year-to-date, Athens has circulated 5,413 items. This is a 34.59 % decrease from 2019.

Edgar Monthly Report

Events and Program

- Preparing the library for opening including SLP decoration

Circulation Statistics

The circulation statistics for the month of May were 365 items checked out, this is a 32.81% decrease for the same month last year and a 32.81% decrease from 2019.

Library News

- Deb has done various webinars
- Deb has put together lesson plans for the Home School Huddle
- Staff has been working on their goals for the year
- Curbside started up with a total of 99 pickups for the month

Facilities Updates

- None

Hatley Monthly Report

Events and Programs

- No virtual programs done this month

Upcoming Programs

- Virtual Book Club on June 9
- Fire Breathing Dragon Craft Week June 22-26

Circulation Statistics

- Hatley circulated 312 items for the month. This is a 86.64% decrease for the month. Year to date is 6,212 items. This is 47.32% decrease from last year.

Library News

- Rearranged furniture to discourage people from hanging out for long periods of time.
- Robin has been working on shelf reading and cleaning the adult sections
- Heather has working on inventory. So far; adult Spanish, adult hmong, easy readers, favorites, series, adult fiction and most of the picture books have been completed.
- Heather is seeing if it's possible to create a video showing how to use Goodreads that can be posted as we have decided to cancel/postpone the June 26th class
- Curbside pickups have been successful with only 2 no shows. During the month of May we had 55 scheduled pickup during our 10a-2p days and 34 scheduled pickups during our 2p-6p days.

Facilities Updates

- None

Marathon Branch Monthly Report

Events and Programs

- **Book Club:** We tried something new with some great results! We held our book club meeting virtually via GoToMeeting. Elizabeth worked with members of the book club to

give direction on how to set this up on home computers. The participants read the book ***The Buried Giant*** by Kazuo Ishiguro. Six members met during the regular time and had a lively “virtual discussion.” This went very well and we look forward to offering this option through our closure and then adding it along with in house meetings once we are cleared to hold the regular book club sessions. Book club usually meets the second Monday of the month from 5:45 PM – 6:45 PM.

- **DIY Story Block Writing Prompts:** On May 22 the MCPL Blog featured a home craft idea submitted by Branch Assistant, Elizabeth Lutz. Many writers use prompts to get started on a story. Writing from a prompt can lead you to ideas and feelings you would not otherwise have discovered. Elizabeth posted a creative idea for hands-on writing prompts to try at home.

Circulation Statistics

- Marathon circulated 582 items during the month of May. This is an 80.92% decrease from this time last year. So far in 2020, Marathon has circulated 16,423 items. This is a 47.43% decrease over last year. **The library has been closed to the public since March 16 due to the Covid-19 Pandemic. We began curbside pick-up on Friday, May 1.

Library News

- Contactless curbside pick-up has been offered for 4 hours each day by appointment. During the month of May, we recorded 161 patron curbside pick-ups. Lisa is working on organizing SLP materials and creating story time plans for virtual story time sessions. She has also worked extensively with parents to find appropriate books for virtual learning and for Accelerated Reader work. She was trained and is working on item inventory. Elizabeth is creating an extensive SLP themed book list for all ages. She has also recorded book talks and made blog posts. We continue to view appropriate webinars and work on shifting, organizing and weeding materials, as needed. At this time, we are preparing the library for opening with Social Distancing guidelines.

Facilities Updates

- None to report at this time.

Mosinee Monthly Report

Events and Programs

- Previously planned programs were canceled due to the closure.
- Sarah submitted virtual content for our MCPL blog, including a Star Wars craft we had originally planned to do in person in the beginning of May, as well as a blog post on her favorite vegan resources that the library carries. Throughout April and May she also

posted a homemade kite project for kids to do at home, as well as several book reviews for reader's advisory.

Circulation Statistics

- Mosinee circulated 413 items in May 2020. This is an 88.59% decrease. Mosinee has circulated 8,534 items in 2020. This is a 52.55% decrease.

Library News

- Staff have been busy working curbside services throughout the month.
- Sarah worked on inventory projects throughout the month. As of the end of the month, the following areas were completed: adult fiction, children's favorites, and easy readers.
- Sarah began moving furniture, marking areas as needed, moving one of the workstations, installing the protective shield, and organizing as needed to follow social distancing guidelines upon re-opening.
- All Marathon County Libraries will now remain closed to the public through June 15th, 2020. Curbside and reference services will continue during the closure.

Facilities Updates

- LPG Services repaired our air conditioning unit on May 1st in preparation for our future re-opening.

Rothschild Monthly Report

Events and Programs

- Rothschild staff created a variety of virtual programming content, including blog posts about Collage for Beginners, Egg Carton Animals, DIY Bottle Planters, and Chromatography Butterflies, as well as staff book reviews.

Circulation Statistics

- In May, Rothschild circulated 1,432 items in May. This is 83.52% decrease from last year. In 2020, Rothschild circulated 26,927 items. This is a 46.18% decrease from last year.
- In May, we completed 478 curbside pickup appointments.

Library News

- We have completed inventory for the following collections: Picture Books, J Fiction, Board Books, J Nonfiction, YA Fiction and Nonfiction, Adult Audiobooks, J New, J Easy Readers, and J Favorites.
- We weeded the Adult Biographies and Adult Fiction collections.
- Staff watched a variety of webinars including ones about library responses to Covid, curbside pickup best practices, the WI Unemployment website, and helping patrons with online resume builders.
- We rearranged the library for social distancing.

Facilities Updates

- The village reopened the building to the public on June 1st.

Spencer Monthly Report

Events and Programs

- May 4th was the official start to Curbside Pickup
- Weeded books from all sections of the Children's Department, as well as Adult Fiction and Large Type Fiction
- Pulled out chairs/tables etc before Kevin Schmidtke came to clean the carpets in the library
- On May 18th, I drove to Wausau to pick up the barriers and other supplies. Also had a short meeting with Heather W. and Ralph.
- Read Power Point from Ben D. on Go-To-Meeting and downloaded app to my computer
- During this time many phone calls came in wondering how Curbside worked and if I could just pull them books off our shelves.
- Hosted a Go-To Meeting as well as joining a few other meetings
- I watched a webinar on how "BeanStalk" would work for Summer Reading Program.
- I did a staff book review on "Before We Were Yours"
- Worked out a plan for social distancing/exit and entering doors/places barriers on circulation desk, removed 2 public computers so there is six feet apart, took out chairs from around tables in both the adult section and children's department.

Circulation Statistics

- Spencer circulated 223 items in the month of May. This is a decrease of 87.83%.
Spencer has circulated 5,435 items in 2020. This is a decrease of 41.67%

Library News

- Spencer has done 69 curbside pickups in May. We have had 2 no shows.
- Wendy was on Leave of Absence during this time, but now has returned back to work

Facilities Updates

- Schmidtke's Carpet Clean did a wonderful job cleaning the carpets in the library.

Stratford Monthly Report

Events and Programs

- Created a Construction Trucks Virtual Story Time
- Created a Concrete Mixer Story Time
- Created a Dragon Story Time for upcoming SLP programming

- Created a Matryoshka Doll Story Time
- Prepared craft to-go kits for SLP

Circulation Statistics

- Circulated 307 items in May. This is an 83.62% decrease from last year. In 2020, Stratford circulated 5,642 items. This is a 38.99% decrease from last year.
- Completed 106 curbside pickup appointments in May.

Library News

- Weeded Adult Biography collection.
- Weeded Adult DVD collection.
- Shelf-read Children's Non-Fiction books and shifted shelves.
- Shelf-read Adult Large Type.
- Rearranged library for social distancing.
- Prepared staff assistant's mid-year review.
- Attended Virtual Branch Coordinator Meeting on May 15 that included a Go-To Meeting Presentation by Ben; in follow-up sessions, practiced setting up a meeting and attending other branch coordinators' meetings.
- Branch Assistant Eileen Riehle resigned on May 26, and her last day is scheduled for June 17. We are very thankful for her service for the 5 plus years she worked here and wish her well!

Facilities Updates

- Carpets were cleaned by Schmidtke's Cleaning Services on May 6. The bill was submitted to the Business Office.
- The library's computer router malfunctioned on May 25, and shortly thereafter the staff computer was infected with ransomware. After many unsuccessful attempts to recover the files, Ben had to wipe the computer. Staff computer was down for a week. Matt and Wally visited the library to replace and restore the computer during that week. Computer was fully functional again on June 2. We are very thankful for all of their help!
- Contacted Village and they have resumed weekly cleaning of library as of mid-May.

Director's Activities:

5-18-20 MCPL Task Force Meeting #3
5-18-20 Marathon County Public Library Board of Trustees Meeting
5-22-20 County Department Heads Meeting
6-4-20 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

NEXT MONTH DIRECTOR'S ACTIVITIES:

6-15-20 MCPL Task Force Meeting #4
6-15-20 Marathon County Public Library Board of Trustees Meeting
TBD Policy reviews w/Managers
TBD Monthly agenda meeting with Library Board President
7-20-20 MCPL Task Force Meeting #5
7-20-20 Marathon County Public Library Board of Trustees Meeting
7-24-20 County Department Heads Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Facilities Team and Business Manager currently working on some smaller projects related to cooling, electrical and mechanical issues that will improve efficiencies and save Marathon County resources in the coming years. More to come in future reports.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

Toward One Wisconsin

RESCHEDULED for

Nov. 12-13, 2020

@ Radisson Hotel and Conference

2040 Airport Drive Green Bay, WI 54313

ALA Annual Conference Chicago

~~6-25-20 through 6-28-20~~

Any other issues or items of note:

GL787 LIB 20 CIP TRANS Report Format 511
 Period 5 ending May 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		11,197.26		98,460.86	98,460.86	98,460.86-	
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	11,197.26		106,544.32	106,544.32	850,695.68	11.1

Or2 934 CIP PROJECTS	957,240.00	11,197.26		106,544.32	106,544.32	850,695.68	11.1

Sub 604 LIBRARY CIP PROJECTS	957,240.00	11,197.26		106,544.32	106,544.32	850,695.68	11.1

Report Final Totals	957,240.00	11,197.26		106,544.32	106,544.32	850,695.68	11.1
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