



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

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

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/514708629> or number: **1 877 309 2073**. Access Code for dialing in: 514-708-629.

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

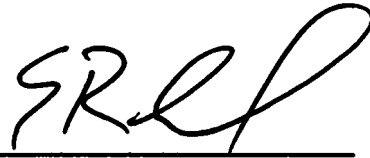
AGENDA

- 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. (5 minutes) Engberg Anderson Update – For Discussion and Informational Purposes Only**
- 8. (10 minutes) Reopening Next Steps/Review Potential Options – For Discussion and Possible Action**
- 9. (10 minutes) Budget Shortfall; Anticipating End of Year Outcomes – For Discussion and Possible Action**
- 10.(15 minutes) Staffing Challenges/Potential for Services Model Changes at Main and Branch Libraries – For Discussion and Possible Action**
- 11.(5 minutes) Fines in the Future – For Discussion and Informational Purposes Only**
- 12.(5 minutes) Task Force Update – For Discussion and Informational Purposes Only**
- 13. Announcements**
- 14. Request for Future Agenda Items**
- 15. Next Meeting Dates**
 - **Monday 08/17/2020**
 - **Monday 09/21/2020 – Mosinee Branch**
 - **Monday 10/19/2020**
 - **Monday 11/16/2020**

16.

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: July 15, 2020

FAXED TIME: 3:30 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, June 15, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Sarah Thurs (remote), Scott Winch (remote), Michelle Van Krey (remote), Mang Xiong (remote), Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, 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 Kari Sweeney to approve the Board of Trustee minutes from the May 18, 2020 meeting. Seconded by Sarah Thurs. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for May 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 – No Report

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Update on Facilities Projects

Ralph Illick shared that Library staff working with the Facilities Department had finished the re-carpeting of the Wausau location, established a monitoring system to study water use in the cooling system, and recycle of long stored items that were no longer needed.

Update on L.E.N.A

Thirteen families were graduated during the spring programs, but there will be no summer programs. A determination will be made as to how best to restart the program in the fall.

Partial reopening proposal for the board's consideration

Ralph Illick discussed the presented plan for partial re-opening of both the branches and the main library. The emphasis will continue to be on both patron and employee safety while providing a method to make materials and computer time available for those who are ready to return.

A Motion was made by Kari Sweeney to accept the presented proposal. Seconded by Sarah Thurs. Motion carried.

Update on Staffing

While Marathon County does have a hiring freeze in effect, the library has been given permission to replace vacated necessary positions at three branches.

Update on Task Force

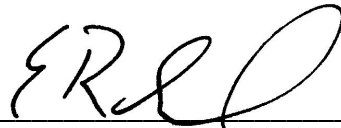
Mark Arend reported that the Task Force is making progress and the information is beginning to gel.

Announcements

Sharon Hunter welcomed the two new members, Michelle Van Krey and Mang Xiong, to their first meeting.

Request for Future Agenda Items – None

A Motion was made by Scott Winch to adjourn the meeting at 12:38 p.m. Seconded by Sarah Thurs. Motion carried.



Library Director

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

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

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

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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 Beastro. Motion carried.

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

Library Director

Bills for Approval

Period: 6 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	CHARTER COMMUNICATIONS	1,434.97
	INTERNET SERVICE	1,434.97
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	INTEGRITY FIRE PROTECTION INC	2,940.00
	ADVANCED DISPOSAL	1,457.27
	IROW INDUSTRIAL RECYCLERS	30.90
	AREND, MARK	292.83
	SUNDRY CONTRACTUAL SERVICES	4,721.00
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,490.07
	SUNDRY CONTR SERV-JACKETS LIBR	1,490.07
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	281.13
	SUNDRY CONTR SERV-PROC AV LIBR	281.13
101 000000000066593110	POSTAGE/BOX RENT	
	STRATFORD POSTMASTER	76.00
	POSTAGE/BOX RENT	76.00
101 000000000066593126	PAPER - RECEIPTS	
	DISCOUNT PAPER PRODUCTS	1,299.80
	PAPER - RECEIPTS	1,299.80
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	763.00
	MARCO	367.91
	PRINTING/DUPLICATION	1,130.91
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	17,457.45
	DC EVEREST SCHOOL DISTRICT	55.00
	GREY HOUSE PUBLISHING INC	413.50
	AMAZON CAPITAL SERVICES	1,146.46
	BOOKS LIBRARY	19,072.41
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,667.67
	RECORDED BOOKS INC	83.47
	AMAZON CAPITAL SERVICES	375.83
	MIDWEST TAPE LLC	409.85
	AUDIO-VISUAL MATERIALS	3,536.82

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC TUMBLEWEED PRESS INC	1,920.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	1,920.00
101 000000000066593260	ADVERTISING MULTI MEDIA CHANNELS LLC	81.38
	ADVERTISING	81.38
101 000000000066593497	LIBRARY OPERATING SUPPLIES BRO DART NASSCO DEMCO INC STAPLES ADVANTAGE AMAZON CAPITAL SERVICES	105.39 326.32 2,503.74 248.27 13.98
	LIBRARY OPERATING SUPPLIES	3,197.70
101 000000000066595320	BUILDING/OFFICES RENT WI PUBLIC SERVICE CO	815.03
	BUILDING/OFFICES RENT	815.03
	LIBRARY 665 TOTAL:	39,057.22

Bills for Approval

Period: 6 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
SCHOLASTIC LIBRARY PUBLISHING	5,153.57
AMAZON CAPITAL SERVICES	354.88
BOOKS LIBRARY	<u>5,508.45</u>
LIBRARY GIFTS 667 TOTAL:	<u>5,508.45</u>
Report Total:	<u><u>44,565.67</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 6 ending June 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		262,177.64	262,177.64	284,131.36	48.0
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	55,538.60		360,337.59	360,337.59	418,010.41	46.3
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	44,783.85		289,419.98	289,419.98	361,458.02	44.5
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	5,024.74		60,027.96	60,027.96	95,618.04	38.6
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	4,510.00		53,541.03	53,541.03	68,428.97	43.9
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00			218,178.38	218,178.38	270,688.62	44.6
Act 1541 DENTAL INSURANCE	11,929.00			4,931.56	4,931.56	6,997.44	41.3
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	882.00		10,716.62	10,716.62	20,951.38	33.8
Act 1550 LIFE INSURANCE	1,134.00	48.84		263.91	263.91	870.09	23.3
Act 1560 WORKERS COMPENSATION PAY	1,655.00	56.64		350.63	350.63	1,304.37	21.2
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	70.75		826.27	826.27	1,208.73	40.6
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	152,688.22		1,273,794.62	1,273,794.62	1,582,723.38	44.6
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	1,434.97		8,625.29	8,625.29	16,874.71	33.8
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00			232.70	232.70	767.30	23.3
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			8,383.00	8,383.00	1,883.00-****	
Act 2250 TELEPHONE	8,500.00			7,658.22	7,658.22	841.78	90.1
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	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	4,726.28		12,285.71	12,285.71	3,285.71-****	
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00			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	1,490.07		8,666.18	8,666.18	13,333.82	39.4
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	281.13		2,712.46	2,712.46	5,287.54	33.9

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 6 ending June 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	76.00		816.94	816.94	2,833.06	22.4
Act 3125 PAPER COPIER	2,250.00					2,250.00	
Act 3126 PAPER - RECEIPTS	800.00	1,299.80		1,299.80	1,299.80	499.80	****
Act 3127 RFID TAGS-LIBR	10,500.00			2,429.93	2,429.93	8,070.07	23.1
Act 3130 PRINTING/DUPLICATION	9,000.00	1,130.91		3,996.17	3,996.17	5,003.83	44.4
Act 3161 BOOKS LIBRARY	282,250.00	19,072.41		110,380.08	110,380.08	171,869.92	39.1
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	3,536.82		24,146.01	24,146.01	39,853.99	37.7
Act 3190 OFFICE SUPPLIES	8,000.00			95.56	95.56	7,904.44	1.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00	1,503.35		3,069.55	3,069.55	16,930.45	15.4
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	1,920.00		3,493.36	3,493.36	21,506.64	14.0
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	81.38		302.57	302.57	5,697.43	5.0
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			299.00	299.00	1,701.00	15.0
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	3,650.67		24,159.43	24,159.43	4,159.43	****
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	9,250.00			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	7,010.00	49.9
Act 5190 OTHER INSURANCE	1,800.00			18,392.00	18,392.00	16,592.00	****
Act 5320 BUILDING/OFFICES RENT	55,000.00	815.03		25,593.73	25,593.73	29,406.27	46.5

APR 711B LIBRARY LVL 1-OPERATING	786,100.00	41,018.82		361,791.53	361,791.53	424,308.47	46.0

Or2 665 LIBRARY	3,642,618.00	193,707.04		1,635,586.15	1,635,586.15	2,007,031.85	44.9

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 6 ending June 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		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	23,426.56	44.4

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

Agy 0870 LIBRARY	3,684,771.00	193,707.04		1,654,312.59	1,654,312.59	2,030,458.41	44.9

Sub 101 GENERAL FUND	3,684,771.00	193,707.04		1,654,312.59	1,654,312.59	2,030,458.41	44.9

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 6 ending June 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	5,508.45		17,153.22	17,153.22	71,399.78	19.4

Or2 667 LIBRARY GIFTS	88,553.00	5,508.45		17,153.22	17,153.22	71,399.78	19.4

Agy 0870 LIBRARY	88,553.00	5,508.45		17,153.22	17,153.22	71,399.78	19.4

Sub 252 LIBRARY GIFTS	88,553.00	5,508.45		17,153.22	17,153.22	71,399.78	19.4

Report Final Totals	3,773,324.00	199,215.49		1,671,465.81	1,671,465.81	2,101,858.19	44.3
=====							

GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 6 ending June 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		180.00	180.00	240.00	42.9
Act 2210 WATER/SEWER	35,000.00			1,551.60	1,551.60	33,448.40	4.4
Act 2220 ELECTRIC	42,000.00	2,517.85		12,752.40	12,752.40	29,247.60	30.4
Act 2240 NATURAL/PROPANE GAS	10,000.00	427.35		4,878.72	4,878.72	5,121.28	48.8
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			405.67	405.67	94.33	81.1
Act 2930 FIRE PROTECTION	300.00	184.57		184.57	184.57	115.43	61.5
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		2,043.59	2,043.59	556.41	78.6
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			2,455.84	2,455.84	4,544.16	35.1
Act 3460 CLOTHING/UNIFORM	500.00	44.00		181.61	181.61	318.39	36.3
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	3,231.90		27,613.59	27,613.59	77,706.41	26.2
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	3,231.90		27,613.59	27,613.59	77,706.41	26.2
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	3,231.90		27,613.59	27,613.59	77,706.41	26.2
Sub 101 GENERAL FUND	105,320.00	3,231.90		27,613.59	27,613.59	77,706.41	26.2
Report Final Totals	105,320.00	3,231.90		27,613.59	27,613.59	77,706.41	26.2

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of June 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,490	394	-73.56%	9,766	5,807	-40.54%
EDGAR	1,996	698	-65.03%	10,905	6,684	-38.71%
HATLEY	2,806	955	-65.97%	14,597	7,167	-50.90%
MARATHON	3,816	1,042	-72.69%	20,239	9,675	-52.20%
MOSINEE	4,103	953	-76.77%	22,088	9,487	-57.05%
ROTHSCHILD	10,676	3,399	-68.16%	60,705	30,326	-50.04%
SPENCER	1,890	458	-75.77%	11,208	5,893	-47.42%
STRATFORD	2,407	876	-63.61%	11,654	6,518	-44.07%
WAUSAU	39,549	8,565	-78.34%	214,268	105,377	-50.82%
WAUSAU DRIVE UP	971	131	-86.51%	6,578	2,835	-56.90%
HOMEBOUND	1,041	1,246	19.69%	6,623	5,853	-11.63%
ILL	104	40	-61.54%	637	368	-42.23%
OVERDRIVE	10,973	13,446	22.54%	66,102	76,665	15.98%
GRAND TOTAL	81,822	32,203	-60.64%	455,370	272,655	-40.12%

**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

June 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	171	0	191	5,807	3.29%
EDGAR	1	0	7	0	0	0	0	8	6,684	0.12%
HATLEY	0	0	0	835	320	0	0	1,155	7,167	16.12%
MARATHON	0	0	1	0	0	0	0	1	9,675	0.01%
MOSINEE	0	0	0	23	0	0	3	26	9,487	0.27%
ROTHSCHILD	4	0	25	678	40	9	8	764	30,326	2.52%
SPENCER	485	0	0	0	0	12	31	528	5,893	8.96%
STRATFORD	5	0	0	0	0	16	0	21	6,518	0.32%
WAUSAU	429	238	2,117	828	787	170	109	4,678	105,377	4.44%
WAUSAU DRIVE UP	2	0	139	0	0	0	0	141	2,835	4.97%
MISC*									82,886	
TOTAL MCPL	934	238	2,301	2,364	1,147	378	151	7,513	272,655	2.76%
% of CIRC by COUNTY	0.34%	0.09%	0.84%	0.87%	0.42%	0.14%	0.06%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of June 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	63,944	64,685	1.16%
RESIDENT CHILD	9,276	9,235	-0.44%
HOMEBOUND	192	178	-7.29%
STAFF	67	65	-2.99%
TEMPORARY	236	259	9.75%
TOTAL FOR MARATHON COUNTY	73,715	74,422	0.96%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,822	2,882	2.13%
CHILD	233	242	3.86%
TEMPORARY	16	19	18.75%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,071	3,143	2.34%
INTERLIBRARY LOAN			
ILL	532	520	-2.26%
GRAND TOTAL	77,318	78,085	0.99%

Curbside Pick Up Stats

	Wausau	Athens	Edgar	Hatley	Marathon	Mosinee	Rothschild	Spencer	Stratford
4/29/2020	0	4	0	0	0	1	12	0	6
4/30/2020	92	6	0	0	6	4	19	5	9
Total for April	92	10	0	0	6	5	31	5	15
5/1/2020	116	10	0	16	12	7	29	0	6
5/2/2020									
5/3/2020									
5/4/2020	66	14	12	7	10	17	33	16	9
5/5/2020	83	7	10	8	17	19	34	10	12
5/6/2020	63	4	7	8	17	17	34	8	9
5/7/2020	71	5	8	1	15	9	39	2	4
5/8/2020	101	1	4	4	11	10	41	2	7
5/9/2020									
5/10/2020									
5/11/2020	65	1	6	3	7	5	35	3	3
5/12/2020	75	0	5	1	11	3	19	3	5
5/13/2020	55	4	3	4	11	6	24	1	2
5/14/2020	53	5	4	4	2	4	20	2	4
5/15/2020	58	4	5	0	2	8	19	1	6
5/16/2020									
5/17/2020									
5/18/2020	67	6	6	2	5	5	12	1	5
5/19/2020	71	4	4	6	7	5	10	1	5
5/20/2020	63	2	6	2	4	4	14	3	8
5/21/2020	74	2	1	3	2	3	16	1	6
5/22/2020	81	1	3	2	4	4	16	1	1
5/23/2020									
5/24/2020									
5/25/2020									
5/26/2020	55	6	7	5	5	9	17	5	2
5/27/2020	72	4	4	8	10	8	28	2	3
5/28/2020	70	2	2	5	6	5	18	1	5
5/29/2020	72	1	2	4	3	1	20	1	4
5/30/2020									
5/31/2020									
Total for May	1431	83	99	93	161	149	478	64	106

Curbside Pick Up & Appointment Stats

	Wausau		Athens		Edgar		Hatley		Marathon		Mosinee		Rothschild		Spencer		Stratford	
	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt
6/1/2020	49		4		5		6		4		8		9		4		5	
6/2/2020	82		2		2		5		6		6		23		6		11	
6/3/2020	77		12		7		4		7		11		32		5		11	
6/4/2020	111		3		2		7		8		6		27		5		4	
6/5/2020	104		4		11		8		6		8		34		2		4	
6/6/2020																		
6/7/2020																		
6/8/2020	67		3		9		5		3		2		22		2		3	
6/9/2020	101		3		9		11		13		11		26		5		5	
6/10/2020	59		5		9		6		14		9		28		1		6	
6/11/2020	84		5		4		6		4		4		23		4		4	
6/12/2020	101		4		6		4		6		6		16		2		5	
6/13/2020																		
6/14/2020																		
6/15/2020	63		3		11		4		8		4		25		12		6	
6/16/2020	105		4		6		3		11		8		39		5		8	
6/17/2020	94		5		3		4		12		13		39		1		3	
6/18/2020	104		3		2		4		3		2		29		3		6	
6/19/2020	126		4		3		5		6		9		32		1		5	
6/20/2020																		
6/21/2020																		
6/22/2020	85	19	6	5	2	9	1	5	7	8	4	7	37	26	1	4	3	4
6/23/2020	107	17	7	2	3	10	5	5	9	13	12	2	34	26	2	4	7	4
6/24/2020	97	21	4	2	2	6	4	9	7	7	5	4	29	19	0	7	2	2
6/25/2020	92	15	3	1	1	3	6	2	6	6	9	3	23	25	0	3	4	4
6/26/2020	126	18	2	1	1	3	3	4	6	5	10	2	17	18	0	4	5	4
6/27/2020																		
6/28/2020																		
6/29/2020	68	24	8	1	2	9	4	2	5	9	7	3	26	20	3	3	7	0
6/30/2020	110	25	5	6	7	3	4	5	9	5	13	5	27	26	5	3	5	4
Total for June	2012	139	99	18	107	43	109	32	160	53	167	26	597	160	69	28	119	22

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

THE PAST MONTH

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

Library Services Report

June 2020

News

- Leah and Matt visited all branches to assess reopening readiness
- Leah met virtually with Laura W to come up with a reopening guide for the branches
- Leah worked with Julie K and Library Services team members to create a reopening guide for Wausau main
- Kate, Julie, Tara and Taylor worked to aid Engberg Anderson's shelving and seating review
- Leah virtually attended the Task Force and Library Board meeting
- Leah wrote and delivered mid-year reviews to Library Services staff
- Dan posted 11 entries to the MCPL blog contributed by staff across the MCPL system
- Chad met virtually with the Central Wisconsin Book Festival committee
- Inventory: Hatley Branch: YA Fiction, YA Graphic Novels, YA Non-Fictio, YA Music CD, Juvenile Music CD, Juvenile Audiobooks and Juvenile DVD. Mosinee: Juvenile DVD, Juvenile Non-Fiction Rothschild: Oversize, Wisconsin, New Graphic Novels, New YA Non-Fiction, New YA Fiction, LT Adult Non-Fiction, Adult Graphic Novels, Adult Spanish, and Adult Hmong.
- Weeding; Athens: Large Print, Adult Audiobooks, and Non-Fiction. Edgar: Large Print. Marathon: Paperbacks and Adult DVD Mosinee: Adult Biographies and Adult Audiobooks Rothschild: Paperbacks Spencer: Adult Non-Fiction, Paperbacks, Adult Biographies, and Adult DVD Stratford: Adult Audiobooks Wausau: Paperbacks and Adult Audiobooks

Events and Programs

Youth Services Events

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

Virtual Story Times:

- June 2: Virtual Story Time— average 11 views per hour (272 total views in 24 hours)

- June 4: Virtual Story Time—15 total views via YouTube after 24 hours
- June 9: Virtual Story Time—average 11 views per hour (270 total views in 24 hours)
- June 11: Virtual Story Time—average 8 views per hour (183 total views in 24 hours)
- June 16: Virtual Story Time—average 11 views per hour (254 total views in 24 hours)
- June 18: Virtual Story Time—21 total views via YouTube after 24 hours
- June 23: Virtual Story Time—average 10 views per hour (231 total views in 24 hours)
- June 25: Virtual Story Time—average 6 views per hour (136 total views in 24 hours)
- June 30: Virtual Story Time—average 7 views per hour (169 total views in 24 hours)

Other Programs

- June 22-26: Grab and Go Journal Program—83 bags given out via drive thru
- June 15-30: Trail Tales at Marathon Park

Number of June Youth Services programs – 11 (9 virtual, 2 socially distanced “in person”)

Total attendance for June Youth Services programs – 1634 total (average story time views 100 per hour and 83 passive program attendants)

Adult/All Ages Events

ADULT/ALL AGES EVENTS

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

- June 23: Virtual Zoom gardening class w/Marathon County Extension – 7 participants

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,116 likes (+25)
- Twitter: 1,210 followers (-1)
- Pinterest: 958 followers (-1)
- Goodreads: 286 friends (-1); 1,270 reviews (+8)
- Instagram: 716 followers (+46)

Hot Happenings in the River District (email newsletter)

- June 3- Virtual Story Time
- June 17- Grab & Go Crafts: Imagine Your Story!
- June 24- Marathon County Public Library now open by appointment!

WAOW Channel 9

- June 21- Marathon County Public Library to offer “grab & go” kits for kids (Library Services, Dan Richter)
- June 22- Marathon Co. Public Library reopens by appointment (Library Services, Dan Richter)

WSAU News/Talk 550 AM

- June 16- Marathon County library branches to open by appointment next week (Library Services, Dan Richter)
<https://wsau.com/news/articles/2020/jun/16/marathon-county-library-branches-to-open-by-appointment-next-week/1030003>

WSAW Channel 7

- June 9- George Floyd march in Wausau was largest political demonstration in almost 100 years (Library Services, Dan Richter)
<https://www.wsaw.com/content/news/George-Floyd-march-in-Wausau-was-largest-political-demonstration-in-almost-100-years-571145161.html>
- June 16- Marathon County Public Library locations to reopen June 22 in limited capacity
<https://www.wsaw.com/content/news/Marathon-County-Public-Library-locations-to-reopen-June-22-in-limited-capacity-571290901.html>
- June 22- Marathon County Public Library branches reopen Monday (Library Services, Dan Richter)
<https://www.wsaw.com/video?vid=571422792>

Wisconsin Public Radio – 90.9 FM

- June 5- Summer Reading and Watch List (Library Services, Dan Richter)
<https://www.wpr.org/shows/june-5-summer-reading-and-watch-list>

Mosinee Times

- June 4- MCPL to offer Virtual Story Times for parents, kids through June 30
- June 11- Trail Tales outdoor reading paths to be set up at Marathon Park
- June 18- Marathon County Public Library locations set for limited reopening; Marathon County Public Library youth events- Wausau: Grab & Go Crafts-Imagine Your Story; Edgar: Grab & Go Crafts-Fire-Breathing Dragons; Hatley: Grab & Go Crafts-Fire-Breathing Dragons; Marathon City: Grab & Go Crafts-Jack & the Beanstalk; Stratford: Grab & Go Crafts-Jack & the Beanstalk
- June 25- Marathon County Public Library Mosinee Branch Re-Opening June 22, 2020 By Appointment

Record Review

- June 3- Marathon City: Grab & Go Crafts-Jack & the Beanstalk
- June 10- Athens: Curbside pickup; Edgar: Grab & Go Crafts-Fire-Breathing Dragons; Marathon City: Grab & Go Crafts-Jack & the Beanstalk; Stratford: Curbside pickup
- June 17- Athens: Library to reopen, Virtual Gardening-All About Ornamentals; Edgar: Library to open by appointment, Virtual Book Club-“The Identicals,” Grab & Go Crafts-Fire-Breathing Dragons; Marathon City-Library to open by appointment, Tech Time, Grab & Go Crafts-Jack & the Beanstalk; Stratford: Library to reopen; Virtual Gardening-All About Ornamentals, Grab & Go Crafts-Jack & the Beanstalk

Wausau Pilot & Review

- June 5- ‘Route 51’ to explore most-anticipated books, movies (Library Services, Dan Richter)
<https://wausaupilotandreview.com/2020/06/05/route-51-to-explore-most-anticipated-books->

[movies/?fbclid=IwAR2tpvKJqx4lpE8j7XgsN5QUWnM0BxnnWForgTFkpiR8YE2hy8uqt3hG0HY](https://www.facebook.com/movies/?fbclid=IwAR2tpvKJqx4lpE8j7XgsN5QUWnM0BxnnWForgTFkpiR8YE2hy8uqt3hG0HY)

- June 17- Marathon County Public Library readies to re-open
<https://wausaupilotandreview.com/2020/06/17/marathon-county-public-library-readies-to-re-open>
- June 18- Marathon County Public Library youth events- Wausau: Grab & Go Crafts-Imagine Your Story; Edgar: Grab & Go Crafts-Fire-Breathing Dragons; Hatley: Grab & Go Crafts-Fire-Breathing Dragons; Marathon City: Grab & Go Crafts-Jack & the Beanstalk; Stratford: Grab & Go Crafts-Jack & the Beanstalk
<https://wausaupilotandreview.com/2020/06/18/marathon-county-public-library-youth-events>
- June 21- Marathon County Public Library virtual programs- Wausau: Virtual Gardening-All About Ornamentals
<https://wausaupilotandreview.com/2020/06/21/marathon-county-public-library-virtual-programs-4>
- June 27- Marathon County Public Library events- Athens: Grab & Go Crafts-Gnome & Toadstool Crafts, Grab & Go Crafts-Fiber Arts Kits; Rothschild: Grab & Go Crafts-Jack & the Beanstalk; Spencer: Grab & Go Crafts-Jack & the Beanstalk
<https://wausaupilotandreview.com/2020/06/27/marathon-county-public-library-youth-events-2>

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 7/02/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$2,142.02	\$2,357.98	52%
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	\$6,435.78	\$6,731.10	51%
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	\$242.81	\$257.19	51%
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$11,279.84	\$10,604.41	48%
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$10,286.38	\$9,772.61	49%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$19,079.28	\$22,529.30	54%
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$19,312.59	\$15,730.72	45%
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	#####
Young Adult Fiction	\$8,000.00	\$153.42	\$8,153.42	\$727.27	\$3,776.51	\$4,376.91	54%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$2,154.44	\$2,203.23	51%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$488.39	\$648.33	57%
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$62,113.21	\$58,499.48	49%
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$73,393.05	\$69,103.89	48%

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 7/02/2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$5,839.43	\$7,238.39	55.35%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$4,786.12	\$3,238.99	40.36%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$18,072.24	\$13,514.00	42.78%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$632.32	\$907.67	58.94%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$29,330.11	\$24,899.05	45.91%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,334.14	\$1,010.58	43.10%
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	\$16,235.10	\$30,322.55	65.13%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,334.27	\$4,320.21	56.44%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$5,005.87	\$10,294.13	67.28%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$32,537.09	\$36,196.77	52.66%
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	\$3,189.42	\$6,980.86	68.64%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$564.66	\$217.10	27.77%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$624.63	\$125.37	16.72%
Adult Print Subtotal	\$154,589.00	\$4,417.75	\$159,006.75	\$14,053.55	\$68,340.23	\$90,666.52	57.02%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$97,670.34	\$115,565.57	54.20%

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 our Facilities and Capital Management Obligation vs. budget.

A substantial decrease in revenue associated with limited use of our services will result in a funding shortfall in 2020. At this time I would estimate that we will see a shortfall of forty thousand dollars during fiscal year 2020. The number is significant not only in amount, but also in that there are limited areas where we can reduce our expenditures for the balance of the year. Since this is a discussion item in this meeting I will not address possible actions here.

Another area of substantial concern associated with income deficits is a problem that was found by MCPL staff. During a routine review of items which should have been billed as lost it was noted that while most were handled correctly by the Integrated Library System software, some were not. Thirty two items which would have been expected to have had invoices generated for loss between May of 2018 and November of 2019, were not billed as expected. A request for more information that went to the current ILS Administrator returned a response agreeing that the situation was indeed “strange” and that a ticket could be opened with the software vendor if it was something MCPL wanted to pursue. The finding of a significant failing in the Integrated Library System represents a system whereby items can remain unbilled until such time that an end user, library staff, notices the defect. Further, a system where known defects will only be addressed if requested by an end user opens the possibility of one or more not yet detected failings.

In the May Task Force meeting a mention was made by Marla Sepnafski that WVLS had a full time professional cataloging librarian on staff as a result of the mention that the South Central Library System completed cataloging for their member libraries. This new understanding prompted a question from MCP staff as to whether we would be able to have WVLS assist in the review and rework of approximately nineteen thousand records in need of updating. MCPL heard back that the cataloger on staff at WVLS would only be available to catalog unique specialty items or in the case of a temporary emergency. They would, however, be willing to broker a deal with the vendor of the ILS software at a cost of five hundred dollars in setup and approximately fifty cents per record. At nineteen thousand records the cost to bring them up to

standard would be ten thousand dollars. The quoted cost for the same record rework as a member of the South Central Library System would be two thousand eight hundred and fifty dollars, fifteen cents each.

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.

June 2020 Support Services Monthly Report

Circulation Team

The month of June brought new changes to the curbside service, as well as computer use by appointment. Curbside service has switched to the Drive Thru window, the circulation team is processing the items by checking out the items to the patron as soon as the appointment is made for pickup, placed in a bag, and tagged with the customer's last name and last 4 digits of the library card #, then sent downstairs on carts.

- The June curbside statistics are 2012 pickups, for an average of 91.4 pickups per day.
- The circulation team has also been sanitizing any touchpoints the scheduled 160 customers may have encountered when entering and exiting the building since June 22, 2020.

Support Services Team

- 6/4/20: Chris attended the V-Cat Council meeting. Topics discussed:
 - Teleforms replacement product
 - Sierra search slowness
 - V-Cat meeting information can be found at <https://www.wvls.org/v-cat-agenda-exhibits/>
- 6/9/20 & 6/24/20: Mary, Kitty, and Ollie attended Leads meeting with Matt.
- 6/16/20: Chris and Pat attended the V-Cat Bib Committee meeting. Topics discussed:
 - Searching for foreign language materials
 - Discovery Layer contract renewal
- Curbside pickup continues to be a success. Beginning June 16th, we started using the D/T window versus placing the materials on an outside table. The window is much more efficient; patrons can just drive up, no need to call when they arrive, no waiting for the patron to get in and out of their vehicle.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project.
- Stephanie continues to contact local organizations offering withdrawn library materials: United Way, Primrose, Mountain Terrace Senior Living, Mount View Care Center, Colonial Manor, Wellington Place, Island Place, Sylvan Crossing and Bridge Street Mission. Watch for the next County Employee's newsletter as Stephanie is the recipient of the County's June Core Value Award for her work on this project.
- Team members continue to work on various projects:
 - Faded label replacement: adult large print collection is done. Next up is the adult Hmong print collection.
 - Cleaning juvenile DVDs
 - Answering phones
 - Withdrawals

Page Team

- We saw a huge increase in transits and our pull list as more libraries moved to WVLS Level 4 Resource Sharing

- Kali learned how to re-label books and helped with the re-labeling of Adult Large Fiction
- Ran multiple “Clean Up” holds list sent by WVLS
- Weeded paperbacks and board books
- Did multiple rounds of “Switch-Outs” for Kate
- Continued running four pull lists a day and as the pull list grew during the month we put more of our time into completing the lists and getting holds on the shelves or in transit bins as soon as possible to best service our community.

Branch Libraries Report

June 2020

Athens Monthly Report

Events and Programs

- Grab and Go Gnome and Toadstool Craft: Athens provided instructions and supplies for children and adults to make their own gnome and toadstools using peg dolls, felt, Popsicle sticks, cotton balls, paper plates and construction paper. A total of 8 children kits and 3 adult kits went out for curbside. Jennifer Triolo created a step by step word document with instructions for the program to be advertised on MCPL website and Facebook page. This kit was offered to the public beginning June 29th – July 3rd.
- A number of Athens June Events have been canceled due to Cvoid-19.

Circulation Statistics

- Athens circulated 394 items in June 2020. This is a 75.56 decrease from June 2019. In 2020 year-to-date, Athens has circulated 5, 807 items. This is a 40.54 % decrease from 2019.

Library News

- MCPL Athens Branch Reopened on June 22nd offering appointments for computer use and collection browsing. The Athens Branch continues to offer curbside pickup. During the month of June Athens totaled 99 curbsides and 18 appointments.
- Athens staff worked on inventory, prepared grab and go kits, weeded and set to possible withdrawal adult large print, adult non-fiction, and Wisconsin collection.
- Leah Giordano and Matt Derpinghaus visited the Athens branch on June 8th to review the MCPL Branch Reopening Checklist for Cvoid-19 Health and Safety Planning.
- Shahara Falk-LeFay completed her mid-year review with Jennifer Triolo on June 12th
- Jennifer Triolo completed her mid-year review with Laura Wood on June 17th

Facilities Updates

- The Village Clerks Office in Athens reopened on June 22nd.
- A fire inspection took place in the Athens library on June 9th.

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 698 items checked out, this is a 65.03% decrease for the same month last year and a 38.71% decrease from 2019.

Library News

- Curbside and appointments are going very well. Patrons are very happy that they can not only receive items, but are glad that they can browse the collection also.
- Patrons are enjoying the Grab-n-go crafts
- Alyssa the branch assistant has resigned from her position, her last day is June 30, 2020.

Facilities Updates

- The village is cleaning up the outside of the building and have plans to put in a fairy garden just outside the door of the library.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 5 adults participate in our first Virtual Book Club. It was well received! We didn't have a specific book to discuss but we all discussed books recently read. They are excited to continue doing this and that even when we open up fully, that we still have this as an option for members that are sick but still want to participate, as well for when the weather is bad we can still have a book club!
- We did our first Grab N Go program (Fire Breathing Dragons) 9 bags were taken either during appointments or via curbside.

Upcoming Programs

- Virtual Book Club on July 11th
- Grab N Go Crafts – Jack & The Beanstalk July 13-18
- Possibly but not yet entirely sure a History of Tea Program on July 24th

Circulation Statistics

- Hatley circulated 955 items for the month. This is a 65.97% decrease for the month. Year to date is 7,167 items. This is 50.90% decrease from last year.

Library News

- Robin has been working on shelf reading and cleaning the adult sections
- Heather has working on inventory. In Jun; Picture Books, Board Books, Juv Music CDs, Juv Hmong, Juv Spanish, Juv Audiobooks, Juv Dvds, and YA Fiction/Non-Fiction/Graphic Novels/Audiobooks have been completed.
- Curbside pickups are continuing to be successful although appointments have been a nice touch, our patrons are liking that they can finally come in, even just to pick up their holds. During the month of June we had a total of 141 scheduled pickups, with 32 of those being in library appointments!

Facilities Updates

- None

Marathon Branch Monthly Report

Events and Programs

- **Book Club:** We again held our book club meeting virtually via GoToMeeting. The participants read the book *Howards End* by E. M. Forster. Four members met during the regular time and had a lively “virtual discussion.” This event is going 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. In July we will read the book *Educated* by Tara Westover. Book club usually meets the second Monday of the month from 5:45 PM – 6:45 PM.
- **Grab & Go Jack & the Beanstalk** bean growing activity was offered to families during the week of June 22 – 26. Fifteen families took advantage of this take home hands-on activity.

Circulation Statistics

- Marathon circulated 1,042 items during the month of June. This is a 72.69% decrease from this time last year. So far in 2020, Marathon has circulated 9,675 items. This is a 52.20% decrease over last year. **The library has been closed to the public since March 16 due to the Covid-19 Pandemic. We have since opened up for limited hours each day.

Library News

- Contactless curbside pick-up was offered for 4 hours each day by appointment through June 19. On June 22, we began opening our doors to patrons for limited

hours, and with responsible precautions. We are now open 4 hours per day for ½ hour browsing/check-out/computer appointments and 2 hours per day of contactless curbside pick-up. During the month of June, we recorded 160 patron curbside pick-ups and 53 patrons visited the library during our special hours. The response to our opening has been very positive. Many people are excited to get back to the library!

Facilities Updates

- The sprinkler system was cleaned and readied for the season.

Mosinee Monthly Report

Events and Programs

- Previously planned programs were canceled during the closure. We will have three grab and go crafts available for patrons starting in July, including the following: superhero craft kits, Jack and the Beanstalk craft kits, and unicorn craft kits. Book Club will begin again in July as well, virtually via GoToMeeting.
- Julie sent in an article for the MCPL Blog all about awesome book podcasts our patrons can listen to.

Circulation Statistics

- Mosinee circulated 953 items in June 2020. This is a 76.77% decrease. Mosinee has circulated 9,487 items in 2020. This is a 57.05% decrease.

Library News

- Before our limited reopening, the Library Services Manager and the Library Support Services Manager came for a Branch visit to evaluate our space in preparation for the limited reopening proposal to the Library Board.
- Midyear reviews were given and sent in.
- Staff were busy working curbside services throughout the month. Limited reopening with appointments began on June 22nd, with the frequently requested curbside service continuing as well. As of the end of the month we had a total of 167 curbsides, and during the 7 days in-house appointments were offered we had a total of 26 appointments, an average of 3-4 per day. Curbside so far remains the more popular offering. Not entered in the May Branch Report was a total of 149 curbsides.
- Sarah continued working on inventory projects throughout the month. As of the end of the month the following sections were finished: Children's Favorites, Easy Readers, Juvenile DVDs, Juvenile Series, Juvenile Nonfiction, Juvenile Biography, and Picture Books. Adult Fiction was finished in May. Julie was trained on inventory at the end of the month and has been working on our Adult Large Type section.
- Paperbacks, Audiobooks, and Board Books were weeded.

Facilities Updates

- Otis Elevator stopped by spontaneously to do a maintenance check on Thursday June 4th.
- Our custodian put up frosted contact paper on the Women's restroom window for privacy and started coming on a regular basis to clean again once we started our limited reopening on the 22nd.

Rothschild Monthly Report

Events and Programs

- Rothschild staff created a variety of virtual programming content, including blog posts about reading uncomfortable reads, a book list inspired by the TV show *The Office*, and staff book reviews.
- We had 2 people attend our virtual book club to discuss *The Identicals* by Elin Hilderbrand. Next month, we will discuss *Mrs. Everything* by Jennifer Weiner. We hope that attendance will continue to grow as time goes on.
- Next month, we will also start handing out our Grab and Go Craft Kits for summer.

Circulation Statistics

- In June, Rothschild circulated 3,399 items. This is 68.16% decrease from last year. In 2020, Rothschild circulated 30,326 items. This is a 50.04% decrease from last year.
- In June, we completed 597 curbside pickup appointments and had 160 people visit the library for in-person appointments.

Library News

- Laura completed all mid-year reviews for the Rothschild branch assistants and the branch coordinators.
- Leah and Matt visited the library to discuss the reopening checklist.
- We completed inventory for the following collections: J Series, J Graphic Novels, J Paperbacks, Adult New, J DVDs, Adult DVDs, and some of the Adult Nonfiction.
- We weeded the J Board Books, Adult Large Type, and Paperbacks.
- Staff watched a variety of webinars including ones about the WI Unemployment website, reopening plans, helping jobseekers, and the MCPL databases.

Facilities Updates

- The village reopened the building to the public on June 1st.
- Charter has been working with Matt, Ben, and Tom to complete a project to upgrade our internet speed.

Spencer Monthly Report

Events and Programs

- On June 3rd, Leah and Matt D. came to Spencer Library to evaluate how we were prepared if the Library Board voted to let us open for library appointments.
- The adult non-fiction, paperbacks and biographies were weeded and sent to Wausau.
- Appointments are now available as well as curbside pickup.
- On June 22nd, Laura went over my mid-year appraisal.
- For the month of June, Spencer had 69 curbside pickups and 28 appointments with 1 no-show for pickup.

Circulation Statistics

- Spencer circulated 458 items in the month of June. This is a decrease of 75.77%. Spencer has circulated 5,893 items in 2020. This is a decrease of 47.42%.

Library News

- The Spencer Library was decorated for the Summer Reading Program
- Patrons are thankful for the curbside and appointments for entering the library.

Facilities Updates

- Audrey was given a new key to the Spencer Village Hall backdoor as the old one didn't work properly.

Stratford Monthly Report

Events and Programs

- Prepared, taped, and edited a Sesame Street Virtual Story Time.
- Provided 22 Jack & the Beanstalk craft to-go kits for SLP the week of June 22nd.

Circulation Statistics

- Circulated 876 items in June. This is a 63.61% decrease from last year. In 2020, Stratford circulated 6,518 items. This is a 44.07% decrease from last year.
- Provided 119 curbside pickup appointments in June.
- Provided 22 in-person appointments with 41 total patrons visiting.

Library News

- Shifted Juvenile Fiction book collection in order to accommodate and better display graphic novels and new books.
- Decorated library for SLP.
- Created a dragon book display and a unicorn book display.
- Delivered staff assistant's mid-year review.

- Leah and Matt visited the library to discuss the reopening checklist and give recommendations.
- Branch Assistant Eileen's last day was June 17.

Facilities Updates

- No updates

Director's Activities:

6-15-20 MCPL Task Force Meeting #4
6-15-20 Marathon County Public Library Board of Trustees Meeting
6-19-20 Marathon County department Heads Meeting
6-26-20 Extension, Education & Economic Development Committee Meeting
7-10-20 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

NEXT MONTH DIRECTOR'S ACTIVITIES:

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
TBD Policy reviews w/Managers
TBD Monthly agenda meeting with Library Board President
8-14-20 County Department Heads Meeting
8-17-20 MCPL Task Force Meeting #6
8-17-20 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Facilities Department coordinating roofing and structural repairs to commence within 2 weeks.

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

Any other issues or items of note:

GL787 LIB 20 CIP TRANS Report Format 511

Period 6 ending June 30, 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		20,423.69		118,884.55	118,884.55	118,884.55-	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	736,418.00	4,493.84		6,334.80	6,334.80	730,083.20	.9

APR 777A LIBRARY CIP PROJECT	957,240.00	24,917.53		131,461.85	131,461.85	825,778.15	13.7

Or2 934 CIP PROJECTS	957,240.00	24,917.53		131,461.85	131,461.85	825,778.15	13.7

Sub 604 LIBRARY CIP PROJECTS	957,240.00	24,917.53		131,461.85	131,461.85	825,778.15	13.7

Report Final Totals	957,240.00	24,917.53		131,461.85	131,461.85	825,778.15	13.7
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