



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 21, 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 ten (10) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/678454717> or number: 1 866 899 4679. Access Code for dialing in: 678-454-717.**

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. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (5 minutes) **Board of Trustees Committee Assignments – For Discussion and Possible Action**
8. (5 minutes) **L.E.N.A Update – For Discussion and Informational Purposes Only**
9. (5 minutes) **Building Update – For Discussion and Informational Purposes Only**
- 10.(5 minutes) **2021 Budget – For Discussion and Possible Action**
- 11.(5 minutes) **Re-opening Status – For Discussion and Possible Action**
- 12.(5 minutes) **Update on Foundation Grant for Interior Furnishings – For Discussion and Informational Purposes Only**
- 13.(5 minutes) **Task Force Update – For Discussion and Possible Action**
- 14.(20 minutes) **Task Force Origins – For Discussion and Informational Purposes Only**
15. **Announcements**
16. **Request for Future Agenda Items**
17. **Next Meeting Dates**
 - Monday 10/19/2020
 - Monday 11/16/2020
 - Monday 12/21/2020

18.

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: September 15, 2020

FAXED TIME: 4:10 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

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

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong,

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 9 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 July 20, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for July 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

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

Board Committees – No Report

Friends of the Library – The Library Director reported the Friends group has worked through a process to have a limited sale by appointment in November.

MCPL Foundation – The Library Director reported their next meeting will be in September.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported information was shared on the 2021 planned budget and strategic initiatives.

Review of the 2021 WVLS Annual Agreement

There were very limited changes to the agreement. However, due to the nature of the agreement we ran it past corporation counsel. There are two reasons not to vote on the agreement today. The language in the agreement, which has been there for years has never been a problem until now. Essentially the agreement by statute is a two year agreement. There is a section of the WI Statute 43. That says this agreement would be from January through December 2021 and if no agreement can be reached for 2022

through the negotiations, this contract can be extended through 2022 by the Department of Public Instruction Division of Libraries and Technology.

No Motion was made. This agenda item has been tabled until further notice.

Collection Management Updates (Diversity/Inclusion Review, Budget Shortfall Anticipation and Steps to Mitigate, Branches Inventory Project, Home Schooling Materials during COVID)

Our new collection development librarian found a resource tool to examine our collection. The diverse book finder collection analysis tool looks at the collection and compares it to the diversity in the community. We want to be better aligned with what our community needs.

It looks like we will be able to make the anticipated shortfall in the budget this year. I will keep the board apprised as we go.

We have emphasized the importance of not only having, but the importance of our homeschool materials. We are working to make sure we do not have gaps in the learning materials.

No motion was made.

Reopening Options Discussion

I have had further contact with our liaison in the Health Services Department. At this time he does not recommend that we open further.

No motion was made.

Mosinee Branch Library Board Meeting

The September board meeting was schedule to be at the Mosinee branch. Because of the virtual meetings being held and the libraries are not fully open, it makes more sense to continue what we are doing.

A Motion was made by Michelle Van Krey to postpone the meeting at the Mosinee branch until further notice. Seconded by Gary Beaström. Motion carried.

Fines and Materials Purchasing Adaptations

We are not collecting fines at this time, we are emphasizing that we would like our materials back. The trend is for libraries to focus on patron access, not fine collection. Yes we will charge you if you do not bring our materials back, but we are not as interested in the fines.

No motion was made.

L.E.N.A Update

In the fall we will be doing virtual meetings based here at the library. There will be four (4) cohorts throughout the county. The library will be the hub or home, we will be processing the technology and have a cohort here. We will ask the Friends of MCPL to help with food incentives.

Facilities Projects Update

Tom gave a list of projects that have been underway at the library.

Task Force Update

Task Force Chair Arend reported that we would like to ask the Library Board of Trustees to extend the term through then end of 2020. In September we will be reviewing the staff comments, October a SWOT Analysis will be done, in November the pros and cons of each system and the pros and cons of MCPL of either moving or stay will be looked at. Hoping that December we could have a final recommendation to the Library Board.

A Motion was made by Gary Beaström to extend the Task Force until the end of 2020. Seconded by Kari Sweeney. Motion carried.

There is one other issue with the task force. Becky Frisch will be retiring from the County on September 3. She has agreed to remain on the task force if the Library Board of Trustees are in favor of keeping her on the committee.

Michelle Van Krey has agreed for Becky Frisch to remain on the Task Force committee.

Announcements

Board Member Van Krey suggested that some background be shared on why the task force was formed and the purpose for leaving WVLS. Could information be shared on the general purpose of the Library Board committees and when they meet.

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:58 p.m. Seconded by Michelle Van Krey. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for September 21, 2020.

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

Present: Sharon Hunter, Gary Beastrom, Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong,

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, 7 remote visitors

The meeting was called to order at 12:12 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 June 15, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for June 2020. Seconded by Michelle Van Krey. 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 – The Library Director reported there are no book sales, but some selected members are coming in to sort books. A nice conversation about finding other ways to move books out into the community from their book sale area.

MCPL Foundation – Report included in the packet and the Library Director reported the group met in July remotely. They are ready to help us with some of the projects we have dated out into the future. The Foundation will be meeting again in September. They have expressed an interested in helping out with a project at North Central Healthcare to build a little library.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet.

Engberg Anderson Update

There was a virtual meeting the week of July 13. We will be getting actual figures and proposals on new public furnishings for Wausau. A report and drawings should be available at the August meeting.

Reopening Next Steps/Review Potential Options

We haven't received any word from the Health Department to open further. I visited Portage County Public Library which is a very similar library. I met with the Library Director and walked through the entire building. Portage County Public Library is currently open without appointments. If you visit the library as a patron, you do not have the ability to browse their shelves, staff retrieve the books for you. We could open our doors to the public, there would be a limited number of patrons who would want to come in and browse. We want to still continue to emphasize safety for both patrons and staff while providing a method to make materials and computer time available. It was decided to continue with the current plan and re-evaluate the options at the August meeting.

No motion was made.

Budget Shortfall; Anticipating End of Year Outcomes

Like many other libraries, we have not been collecting fines because we have been trying to figure out how to get materials out to the community in a stilted way. This has caused an operational shortfall. Each year we estimate about \$75,000 in income, which includes passport services. To be prepared for the end of the year shortfall, we can start by having a conversation now with our collection development librarians and try and come up with ways to adjust the volume of new materials we are purchasing now. Because we don't know what the final number will be, we could plan on some amount up to including \$40,000 that we would need out of the materials budget. We would restrict how much we are spending right now, adjust each month accordingly. If we see there is area that we have extra month then we would spend more. If we see we have more money, we can move the money into the 2021 materials budget. This will be discussed at the August meeting.

No motion was made.

Staffing Challenges/Potential for Services Model Changes at Main and Branch Libraries

We have lost some staff during the time period of the pandemic. Over time our service model might change depending where the funding goes with the County. I am hoping to ask this board for your support in giving me the authority to look at the staffing and hours of operation at each location. I would look at options that would be brought to the board later in the year.

No motion was made.

Fines in the Future

One of the trends in libraries is fines are not collected at all or have removed fines for children's materials. The reason I am bring this up is because, I meet remotely with resource library directors from around the state and the conversation is moving towards the theme because so many of us are not collecting fines. This maybe a topic down the road when we move forward.

Task Force Update

Board Member Beastrom reported the Task Force discussed services. How the two (2) systems work and the differences between the two (2) systems. There was a review of the costs between the systems and the services in which they provide. The SWOT analysis will be upcoming.

Announcements – If we look ahead to our September meeting, it is scheduled to be at the Mosinee branch. Since we will still be doing remote meetings, we should have an agenda item in August for a vote as to where to hold the meeting location.

Sarah Thurs has resigned from the Marathon County Public Library Board of Trustees. Once the new board member we will work on filling the committees.

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney 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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	1,363.38
	INTERNET SERVICE	1,363.38
101 000000000066592190	OTHER PROFESSIONAL SERVICES LIGHTHOUSE LEADERSHIP	750.00
	OTHER PROFESSIONAL SERVICES	750.00
101 000000000066592250	TELEPHONE FRONTIER	557.53
	TELEPHONE	557.53
101 000000000066592490	SUNDRY REPAIR/MAINT SERV MIDWEST COMPUTER RECYCLERS	340.00
	SUNDRY REPAIR/MAINT SERV	340.00
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	141.03
	LIBRARY FEES-REIMBURSE TO CNTY	141.03
101 000000000066592954	RFID EQUIP MAINT FEES BIBLIOTHECA	33,889.53
	RFID EQUIP MAINT FEES	33,889.53
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES BAKER & TAYLOR COMPANY RHINELANDER DISTRICT LIBRARY MERRILL CITY TREASURER AREND, MARK	5.38 7.99 15.00 349.08
	SUNDRY CONTRACTUAL SERVICES	377.45
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	2,701.41
	SUNDRY CONTR SERV-JACKETS LIBR	2,701.41
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	424.20
	SUNDRY CONTR SERV-PROC AV LIBR	424.20
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY GREY HOUSE PUBLISHING INC WAUSAU EAST HIGH SCHOOL AMAZON CAPITAL SERVICES	26,398.08 295.70 57.00 1,656.19
	BOOKS LIBRARY	28,406.97

Bills for Approval

Period: 8 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	3,455.14
	AMAZON CAPITAL SERVICES	385.41
	MIDWEST TAPE LLC	131.20
	AUDIO-VISUAL MATERIALS	3,971.75
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	NASSCO	130.32
	DEMCO INC	175.33
	A RIFKIN CO	555.40
	STAPLES ADVANTAGE	156.65
	AMAZON CAPITAL SERVICES	137.70
	FILMTOOLS	652.00
	LIBRARY OPERATING SUPPLIES	1,807.40
101 000000000066595320	BUILDING/OFFICES RENT	
	STRATFORD, VILLAGE OF	1,839.68
	WI PUBLIC SERVICE CO	493.73
	VILLAGE OF MARATHON CITY	543.21
	BUILDING/OFFICES RENT	2,876.62
	LIBRARY 665 TOTAL:	77,607.27

Bills for Approval

Period: 8 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	405.64
SCHOLASTIC LIBRARY PUBLISHING	78.54
TANK MATES LLC	642.00
AMAZON CAPITAL SERVICES	788.23
COLLABORATIVE SUMMER LIBRARY	369.40
BOOKS LIBRARY	<u>2,283.81</u>
LIBRARY GIFTS 667 TOTAL:	<u>2,283.81</u>
Report Total:	<u><u>79,891.08</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 8 ending August 31, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	546,309.00	41,772.80		345,723.24	345,723.24	200,585.76	63.3
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	55,991.42		472,021.48	472,021.48	306,326.52	60.6
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	44,399.18		378,593.29	378,593.29	272,284.71	58.2
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	10,082.99		85,271.96	85,271.96	70,374.04	54.8
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	9,132.51		76,410.53	76,410.53	45,559.47	62.7
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00	36,727.94		328,362.20	328,362.20	160,504.80	67.2
Act 1541 DENTAL INSURANCE	11,929.00	828.03		7,414.21	7,414.21	4,514.79	62.2
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		15,231.62	15,231.62	16,436.38	48.1
Act 1550 LIFE INSURANCE	1,134.00	48.84		361.59	361.59	772.41	31.9
Act 1560 WORKERS COMPENSATION PAY	1,655.00	113.71		635.32	635.32	1,019.68	38.4
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	142.09		1,182.00	1,182.00	853.00	58.1
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	201,045.51		1,724,230.49	1,724,230.49	1,132,287.51	60.4
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00					1,200.00	
Act 2141 INTERNET SERVICE	25,500.00	1,363.38		11,759.72	11,759.72	13,740.28	46.1
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00			250.60	250.60	749.40	25.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00	750.00		9,133.00	9,133.00	2,633.00-****	
Act 2250 TELEPHONE	8,500.00	557.53		9,379.35	9,379.35	879.35-****	
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00	340.00		340.00	340.00	2,160.00	13.6
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00	141.03		4,654.45	4,654.45	4,845.55	49.0
Act 2954 RFID EQUIP MAINT FEES	35,500.00	33,889.53		33,889.53	33,889.53	1,610.47	95.5
Act 2955 V-CAT FEES LIBR	76,500.00			81,637.84	81,637.84	5,137.84-****	
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	377.45		13,811.45	13,811.45	4,811.45-****	
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00			3,305.53	3,305.53	194.47	94.4
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,701.41		12,351.11	12,351.11	9,648.89	56.1
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	424.20		3,418.00	3,418.00	4,582.00	42.7

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 8 ending August 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			892.94	892.94	2,757.06	24.5
Act 3125 PAPER COPIER	2,250.00					2,250.00	
Act 3126 PAPER - RECEIPTS	800.00			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			4,388.51	4,388.51	4,611.49	48.8
Act 3161 BOOKS LIBRARY	282,250.00	28,406.97		149,685.47	149,685.47	132,564.53	53.0
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	3,971.75		32,947.05	32,947.05	31,052.95	51.5
Act 3190 OFFICE SUPPLIES	8,000.00			95.56	95.56	7,904.44	1.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00			3,109.55	3,109.55	16,890.45	15.6
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			3,493.36	3,493.36	21,506.64	14.0
Act 3240 MEMBERSHIP DUES				525.00	525.00	525.00	-
Act 3250 REGISTRATION FEES/TUITIO	5,000.00			603.00	603.00	4,397.00	12.1
Act 3260 ADVERTISING	6,000.00			324.57	324.57	5,675.43	5.4
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	54.28		558.16	558.16	3,441.84	14.0
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			854.28	854.28	1,145.72	42.7
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	1,807.40		30,382.83	30,382.83	10,382.83	****
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	2,876.62		34,068.19	34,068.19	20,931.81	61.9
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	77,661.55		480,854.73	480,854.73	305,245.27	61.2
Or2 665 LIBRARY	3,642,618.00	278,707.06		2,205,085.22	2,205,085.22	1,437,532.78	60.5

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 8 ending August 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	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	278,707.06		2,223,811.66	2,223,811.66	1,460,959.34	60.4

Sub 101 GENERAL FUND	3,684,771.00	278,707.06		2,223,811.66	2,223,811.66	1,460,959.34	60.4

GL787

LIB 20-OBL vs BUDGET

Report Format 511

Period 8 ending August 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	2,283.81		20,735.42	20,735.42	67,817.58	23.4

Or2 667 LIBRARY GIFTS	88,553.00	2,283.81		20,735.42	20,735.42	67,817.58	23.4

Agy 0870 LIBRARY	88,553.00	2,283.81		20,735.42	20,735.42	67,817.58	23.4

Sub 252 LIBRARY GIFTS	88,553.00	2,283.81		20,735.42	20,735.42	67,817.58	23.4

Report Final Totals	3,773,324.00	280,990.87		2,244,547.08	2,244,547.08	1,528,776.92	59.5
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GL787

LIB 20 MAINT OBL VS BUDGET

Report Format 511

Period 8 ending August 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		240.00	240.00	180.00	57.1
Act 2210 WATER/SEWER	35,000.00			5,446.29	5,446.29	29,553.71	15.6
Act 2220 ELECTRIC	42,000.00	3,342.11		19,235.58	19,235.58	22,764.42	45.8
Act 2240 NATURAL/PROPANE GAS	10,000.00	340.59		5,329.87	5,329.87	4,670.13	53.3
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	30.06		1,771.51	1,771.51	271.51	****
Act 2470 BUILDING REPAIRS	500.00			405.67	405.67	94.33	81.1
Act 2930 FIRE PROTECTION	300.00			184.57	184.57	115.43	61.5
Act 2970 REFUSE COLLECTION	4,800.00			4,621.12	4,621.12	178.88	96.3
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	3.72		2,052.89	2,052.89	547.11	79.0
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	227.99		3,360.44	3,360.44	3,639.56	48.0
Act 3460 CLOTHING/UNIFORM	500.00	35.20		260.81	260.81	239.19	52.2
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			35.95	35.95	464.05	7.2
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	105,320.00	4,009.67		42,944.70	42,944.70	62,375.30	40.8
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	4,009.67		42,944.70	42,944.70	62,375.30	40.8
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	4,009.67		42,944.70	42,944.70	62,375.30	40.8
Sub 101 GENERAL FUND	105,320.00	4,009.67		42,944.70	42,944.70	62,375.30	40.8
Report Final Totals	105,320.00	4,009.67		42,944.70	42,944.70	62,375.30	40.8

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of August 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,462	592	-59.51%	13,021	6,989	-46.33%
EDGAR	1,873	1,085	-42.07%	15,089	8,577	-43.16%
HATLEY	3,199	1,512	-52.74%	20,927	10,028	-52.08%
MARATHON	3,328	1,472	-55.77%	27,694	12,696	-54.16%
MOSINEE	3,502	1,405	-59.88%	29,705	12,196	-58.94%
ROTHSCHILD	11,088	5,116	-53.86%	83,920	40,050	-52.28%
SPENCER	1,864	525	-71.83%	15,186	7,105	-53.21%
STRATFORD	2,008	1,302	-35.16%	16,629	8,967	-46.08%
WAUSAU	39,932	9,499	-76.21%	296,730	124,930	-57.90%
WAUSAU DRIVE UP	1,106	323	-70.80%	8,837	3,256	-63.15%
HOMEBOUND	1,060	1,186	11.89%	8,915	8,165	-8.41%
ILL	118	42	-64.41%	947	412	-56.49%
OVERDRIVE	11,738	13,648	16.27%	89,521	104,237	16.44%
GRAND TOTAL	82,278	37,707	-54.17%	627,121	347,608	-44.57%

**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

August 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	197	0	217	6,989	3.10%
EDGAR	1	0	7	0	0	0	0	8	8,577	0.09%
HATLEY	0	0	0	1,019	492	0	0	1,511	10,028	15.07%
MARATHON	0	0	7	0	0	0	0	7	12,696	0.06%
MOSINEE	0	0	3	27	0	0	3	33	12,196	0.27%
ROTHSCHILD	18	0	37	923	41	9	8	1,036	40,050	2.59%
SPENCER	607	0	0	0	0	17	35	659	7,105	9.28%
STRATFORD	6	0	0	0	0	16	0	22	8,967	0.25%
WAUSAU	482	253	2,291	940	864	217	112	5,159	124,930	4.13%
WAUSAU DRIVE UP	2	0	157	0	1	2	0	162	3,256	4.98%
MISC*									112,814	
TOTAL MCPL	1,124	253	2,514	2,909	1,398	458	158	8,814	347,608	2.54%
% of CIRC by COUNTY	0.32%	0.07%	0.72%	0.84%	0.40%	0.13%	0.05%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of August 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,220	64,668	0.70%
RESIDENT CHILD	9,305	9,247	-0.62%
HOMEBOUND	193	179	-7.25%
STAFF	66	66	0.00%
TEMPORARY	239	381	59.41%
TOTAL FOR MARATHON COUNTY	74,023	74,541	0.70%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,831	2,881	1.77%
CHILD	231	243	5.19%
TEMPORARY	16	25	56.25%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,078	3,149	2.31%
INTERLIBRARY LOAN			
ILL	533	434	-18.57%
GRAND TOTAL	77,634	78,124	0.63%

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
8/1/2020																		
8/2/2020																		
8/3/2020	116	22	6	4	0	5	4	3	5	8	7	8	26	11	0	4	4	11
8/4/2020	125	25	4	7	5	4	3	3	18	3	12	5	41	11	3	5	3	8
8/5/2020	124	22	3	9	1	6	8	4	5	3	5	1	34	12	3	4	4	5
8/6/2020	89	25	2	3	5	5	6	10	5	4	7	4	36	21	2	1	4	3
8/7/2020	102	20	3	5	3	8	8	4	5	2	12	4	23	18	0	6	3	0
8/8/2020																		
8/9/2020																		
8/10/2020	111	21	4	8	0	13	4	6	3	13	7	5	13	25	0	3	6	2
8/11/2020	115	25	4	5	2	14	6	7	13	1	6	5	39	14	0	3	5	11
8/12/2020	109	23	5	6	3	13	3	3	10	10	10	2	34	13	0	3	4	11
8/13/2020	108	25	3	1	2	2	4	1	3	6	9	10	30	20	0	2	4	9
8/14/2020	93	26	5	6	4	5	4	8	6	5	6	3	20	10	3	7	2	8
8/15/2020																		
8/16/2020																		
8/17/2020	146	15	4	6	0	7	6	10	4	12	9	8	28	29	1	5	7	13
8/18/2020	143	24	4	0	5	13	6	3	17	6	4	7	32	16	2	2	4	4
8/19/2020	107	17	8	13	3	2	5	1	4	5	13	9	41	25	1	7	8	6
8/20/2020	100	17	3	4	5	13	7	3	5	7	17	4	34	18	4	7	9	6
8/21/2020	101	24	5	4	3	4	4	9	7	5	6	2	28	18	1	5	3	1
8/22/2020																		
8/23/2020																		
8/24/2020	96	29	3	4	0	12	5	3	4	13	9	9	27	26	0	6	4	2
8/25/2020	147	18	4	2	0	2	4	6	13	4	4	0	41	24	4	6	5	7
8/26/2020	129	20	6	9	2	10	4	9	8	8	12	5	39	27	3	2	8	0
8/27/2020	92	30	2	6	3	12	3	3	10	7	9	7	33	11	7	1	6	5
8/28/2020	113	23	3	9	1	8	6	3	7	6	12	3	25	18	2	0	3	9
8/29/2020																		
8/30/2020																		
8/31/2020	103	17	5	4	0	7	4	1	2	12	6	5	18	25	1	3	5	7
Total for July	2369	468	86	115	47	165	104	100	154	140	182	106	642	392	37	82	101	128

* Appointments = the total number of patrons that come in for an appointment.

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

THE PAST MONTH

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

Library Services Report

August 2020

News

- Leah held rounding with individual team members
- Leah attended weekly ops meetings
- Leah attended library Task Force and Board meetings
- Leah organized an ongoing library team member policy and procedure committee
- Leah attended monthly policy meeting
- Tara finished reorganizing and labeling juvenile favorites collection
- Chad attended Book Fest meetings
- Inventory: Athens: Picture Books and Juvenile DVDs Hatley: Juvenile Non-Fiction, New Picture Books, Juvenile Paperback Fiction, Juvenile Kits - Fiction and Nonfiction, Juvenile Biography, New YA Fiction, New YA Graphic Novels, New YA Non-Fiction, Adult Paperbacks, Adult Biographies, Adult Large Print Biographies, and Adult DVD. Marathon: Adult Fiction Mosinee: Adult Spanish, Adult Music CDs, Adult Graphic Novels, Adult Paperbacks, and Adult DVD Rothschild: Final Search done; Inventory Completed.

Events and Programs

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

YOUTH SERVICES EVENTS

Virtual Story Times:

- Aug 4: Virtual Story Time— 38 total views via YouTube after 24 hours
- Aug 6: Virtual Story Time—12 total views via YouTube after 24 hours

*Story time break August 7-September 7 for fall program preparation

Other Programs

- Aug 3-7: Grab and Go Sunflower Craft—154 bags given out via drive thru
- Aug 17-21: Grab and Go Fire-Breathing Dragon Craft—144 bags given out via drive thru
- Aug 1-15: Trail Tales at Bluegill Baby Park
- Aug 17-Sep18: Trail Tales at Brockmeyer Park

Number of August Youth Services programs – 6 (2 virtual, 4 socially distanced “in person”)

Total attendance for August Youth Services programs – 348 total (average story time views 25 per 24-hours and 298 passive program attendants)

ADULT/ALL AGES EVENTS

- Aug. 10-21: DIY Pompom Coaster grab and go craft for adults – 70 kits distributed
- Aug. 10: Virtual Libby E-book class for YMCA’s The Landing – 2 participants
- Aug. 20: Virtual Gardening with Marathon County Extension: Tomato Triage – 8 participants

Number of August programs – 3

August program participants – 80

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,153 likes (+21)
- Twitter: 1,220 followers (+2)
- Pinterest: 965 followers (+3)
- Goodreads: 290 friends (+2); 1,287 reviews (+8)
- Instagram: 763 followers (+19)
- YouTube: 34 subscribers (+5)

Hot Happenings in the River District (email newsletter)

- August 5- Write Your Story! Teen Summer 2020 Short Story Writing Contest
- August 12- Write Your Story! Teen Summer 2020 Short Story Writing Contest

WSAW Channel 7

- August 14- Marathon Co. Public Library announces another Trail Tales at Brockmeyer Park
<https://www.wsaw.com/2020/08/14/marathon-co-public-library-announces-another-trail-tales-at-brockmeyer-park>
- August 16- Marathon County Public Library’s Trail Tales moves to Brockmeyer Park
<https://www.wsaw.com/2020/08/16/marathon-county-public-libraris-trail-tales-moves-to-brockmeyer-park>

Hub-City Times

- August 5- MCPL hosts writing contest for young adults
- August 12- CWBF to host to host Timothy Egan

Mosinee Times

- August 6- Marathon County Public Library Youth Events- Marathon City: Grab & Go Crafts-Create a Crown!; Rothschild: Grab & Go Crafts-Fire-Breathing Dragons
- August 13- Marathon County Public Library and UW Extension to offer webinar
- August 27- Trail Tales outdoor reading path moves to Brockmeyer Park

Wausau Pilot & Review

- August 1- Marathon County Public Library activities- Wausau: Grab & Go Crafts-“Forever Garden” Woven Sunflower Project; Athens: Grab & Go Crafts-Fire-Breathing Dragons; Mosinee: Grab & Go Crafts-Jack & the Beanstalk
<https://wausapilotandreview.com/2020/08/01/marathon-county-public-library-activities-4>
- August 8- Marathon County Public Library activities- Wausau: Grab & Go Crafts-DIY Pompom Coaster; Hatley: Grab & Go Crafts-Summer Refrigerator Magnets; Marathon City: Grab & Go Crafts-Create a Crown!; Rothschild: Grab & Go Crafts-Fire-Breathing Dragons
<https://wausapilotandreview.com/2020/08/08/marathon-county-public-library-activities-5>
- August 16- Marathon County Public Library activities- Wausau: Grab & Go Crafts-Fire-Breathing Dragons, Trail Tales; Hatley Grab & Go Crafts-DIY Unicorn Crafts
<https://wausapilotandreview.com/2020/08/16/marathon-county-public-library-activities-7>
- August 20- The Marathon County Historical Society and the Marathon County Public Library present a new series History Speaks (On Air)
<https://wausapilotandreview.com/2020/08/20/the-marathon-county-historical-society-and-the-marathon-county-public-library-present-a-new-series-history-speaks-on-air>
- August 22- Marathon County Public Library activities- Wausau: Wausau: Grab & Go Crafts-Watercolor Surprise; Athens: Grab & Go Crafts-Bow-Tie Noodle Butterflies
<https://wausapilotandreview.com/2020/08/22/marathon-county-public-library-activities-8>

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 09/02/2020	*% Spent
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$1,612.39	\$2,887.61	64%
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	\$5,443.19	\$7,723.69	59%
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	\$1,006.40	\$993.60	50%
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$168.57	\$331.43	66%
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$9,456.31	\$12,427.94	57%
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$6,588.53	\$13,470.46	67%
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$14,049.17	\$27,559.41	66%
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$15,231.33	\$19,811.98	57%
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	\$2,512.76	\$5,640.66	69%
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$1,566.75	\$2,790.92	64%
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$337.98	\$798.74	70%
Youth Print Subtotal	\$ 117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$47,302.14	\$73,310.55	61%
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$56,758.45	\$85,738.49	60%

WVLS Juvenile Print	\$1,900.00		\$1,900.00	\$380.00	\$1,900.00	\$0.00	0.00%
WVLS Juvenile Audio	\$600.00		\$600.00	\$120.00	\$600.00	\$0.00	0.00%

Deduction for Youth Materials	Free Balance with Deduction
\$400.00	\$ 1,212.39
-	\$ 281.13
\$1,820.00	\$ 3,623.19
-	\$ 944.63
\$300.00	\$ 706.40
-	\$ 168.57
\$2,520.00	\$ 6,936.31
\$1,080.00	\$ 5,508.53
\$5,500.00	\$ 8,549.17
\$5,700.00	\$ 9,531.33
-	\$ 249.41
-	\$ 6,766.21
\$200.00	\$ 2,312.76
-	\$ 1,566.75
-	\$ 337.98
\$12,480.00	\$ 34,822.14
\$15,000.00	\$ 41,758.45

• Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Amount Deducted	Current Free Balance	Spent as of 09/02/2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$5,302.23	\$1,500.00	\$3,670.57	\$9,407.25	71.93%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$4,318.70	\$2,500.00	\$1,421.09	\$6,604.02	82.29%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$17,149.89	\$10,400.00	\$6,350.96	\$25,235.28	79.89%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$700.12	\$350.00	\$370.22	\$1,169.77	75.96%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$27,470.94	\$14,750.00	\$11,812.84	\$42,416.32	78.22%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,112.26	\$750.00	\$165.96	\$2,178.76	92.92%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$2,749.00	\$0.00	\$2,749.00	\$965.00	25.98%
Adult Fiction	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$12,520.64	\$0.00	\$12,532.72	\$34,024.93	73.08%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,314.40	\$800.00	\$2,487.41	\$5,167.07	67.50%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$4,748.53	\$0.00	\$4,359.79	\$10,940.21	71.50%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$25,469.76	\$6,500.00	\$15,642.05	\$53,091.81	77.24%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,709.05	\$0.00	\$2,337.90	\$662.10	22.07%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$3,179.77	\$1,500.00	\$855.04	\$9,315.24	91.59%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$564.66	\$350.00	\$214.66	\$567.10	72.54%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$624.63	\$350.00	\$274.63	\$475.37	63.38%
Adult Print Subtotal	\$154,589.00	\$4,417.75	\$159,006.75	\$14,053.55	\$56,992.70	\$10,250.00	\$41,619.16	\$117,387.59	73.83%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$84,463.64	\$25,000.00	\$53,432.00	\$159,803.91	74.94%

WVLS Adult Book	\$6,500.00	6.43	\$6,112.90		\$4,443.92			\$1,668.98	27.30%
WVLS Adult AV	\$1,000.00	n/a	\$1,000.00		\$1,000.00			\$0.00	0.00%

Monthly Business Report – September, 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 report.

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. Holdbacks are in place for

The second floor cooling unit control valves were changed out early in September. Water saving should be immediate and substantial. The first floor was modified last year to fix a situation where a valve failed necessitating change. Cost recovery is expected in less than a single year. Savings garnered will be placed back in the Capital Improvements Fund account making the net effect zero for the first year with substantial opportunity to spend future savings on other capital needs.

Tom is now overseeing the change out of network switch gear to bring the capacity of service offered to patrons into line with the service we have available in addition to the security camera project which is going well. There has so far been a ten times increase in Wi-Fi network upload and download speeds at the Wausau location. With more improvements expected as the scope of challenges and opportunities are better understood.

The window replacement project is going extremely well. By mid-September all upper level window units will be in place leaving drywall finishing work inside along with the placement of the new window sills. Drywall work and painting in the grand staircase is being worked on during rainy days as the focus is on first getting all outside projects complete before the weather turns colder.

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.

August 2020 Support Services Monthly Report

Circulation Team

- August curbside statistics are **2,369** pickups, for an average of 113 pickups per day.
- Circulation Team has been calling customer with reminders to pick up items that have been on the hold shelf with dates ready to expire. This has decreased the amount of nearly expired holds by 50-75% that would have not been checked out and returned to the shelves.
- The circulation team has been sanitizing any touchpoints that the scheduled 468 customers may have encountered when entering and exiting the building during the month of August.
- Library applications continue to come in and are being processed by the Circulation team members.
- The “Digital Resource Cards” procedure has changed. The COVID customer library cards have been switched to temporary status, and have been contacted by Pam S, to pick up their physical library card at the Drive Thru window to encourage curbside pickup. Support West Staff will verify the information when the customer arrives at the window and the Circulation staff will then update the account to full access to complete the process. 39 library cards have been verified by staff and picked up by our customers.
- In-transit items that haven’t reached their destination in a timely manner have been searched for in Wausau and the list sent to branches.
- 8/4/2020 & 8/18/20: Team Leads met with Matt D.
- 8/13/20: Kitty R. attended a virtual webinar, “How to Deal with Problem Behaviors related to COVID” presented by Ryan Dowd. The worksheet has been shared with the Circulation team. Ryan had presented: Five things your organization can do to prevent COVID-related behavior issues and a Three-Step Strategy for the 3 types of people who don’t wear masks or social distance.
- 8/19/2020: Kitty R. and Mary S. chaired a virtual V-CAT Cooperative Circulation Meeting with the county representatives from WVLS.

Support Services Team

- 8/19/20: Mary attended the V-Cat Cooperative Circ meeting. Topics discussed:
 - Uniform check out times
 - Local Priority Holds
 - Digital Resource cards

- 8/25/20: Chris and Pat attended the V-Cat Bib Committee meeting. Topics discussed:
 - Discovery Layer process update
 - Juvenile subject indexing
- Curbside pickup continues to be a success. Patrons have been eagerly picking up the Grab 'n' Go crafts and a PBS kids activity book. In addition to library materials, patrons issued a Digital Resource card can pick up their card at the D/T window. In between patrons, staff are working on the faded label replacement project and processing new library materials.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project.
- Cataloging and Processing Team:
 - A new product "Healing Library" was created by Taylor W. The kits are in tote bags similar to Traveling Tales however, the Healing Library kits cover topics of a sensitive nature: death of a pet or family member, and Alzheimer's.
- Stephanie continues to contact local organizations offering withdrawn library materials: United Way. Total books donated to date: 9,025.
- Team members continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Adult audio books (fiction and nonfiction): in progress
 - Juvenile nonfiction: done to 595
 - Juvenile Spanish: done
 - Juvenile audio books: done
 - YA fiction & nonfiction: done
 - Cleaning juvenile DVDs
 - Answering phones
 - Withdrawals

Page Team

- Assisted Support Services with re-labeling Adult Audiobooks, Juvenile Non-Fiction, and we finished the entire YA collection.
- Began the project of moving old furniture to the basement for disposal.
- 8/13/20: Listened to a webinar on the about customer interactions and passed it on to pages.
- Started quarantining items for four days instead of three and started a new work rhythm with that change.
- Continued on with daily duties of sorting, shelving, and pull lists.
- Searched for missing/missing in inventory books
- Shelf Read in Fiction and Large Type specifically looking for cross over.

Branch Libraries Report August 2020

Athens Monthly Report

Events and Programs

- Grab and Go Jack and the Beanstalk: July 27th- August 1st children could plant their own beans with supplies and instructions provided by staff. A total of 9 kits went to the public.
- Grab and Go Bow Tie Noodle Butterfly Craft: During the week of August 24th- 28th Athens offered a butterfly noodle kit for children. A total of 7 kits went out to the public.

Circulation Statistics

- Athens circulated 592 items in August 2020. This is a 59.51 decrease from August 2019. In 2020 year-to-date, Athens has circulated 6,989 items. This is a 46.33 % decrease from 2019.
- Athens had a total of 116 appointments and 91 curbsides during the month of August.

Library News

- Athens staff finished inventory for children picture books. Athens staff is currently working on juvenile and adult DVDs, children's nonfiction, juvenile chapter books, juvenile biographies, and graphic novels for inventory.
- Matthew Derpinghaus and Ben Dietz visited Athens on August 11th and completed tech issues.
- The Athens Branch did not offer appointments nor curbside due to voting on August 11th.

Facilities Updates

- Nothing to report

Edgar Monthly Report

Events and Program

- Book bundle packages for Story time grab n Go are being worked on. Deb is also working on Home School Huddle Packets for the fall.

Circulation Statistics

- The circulation statistics for the month of August were 1085 items checked out. This is a 42.07% decrease for the same month last year. A total of 15,089 items have been checked out so far this year. This is a 43.16% decrease from 2019.
- Provided 41 curbside pickup Appointments in July.
- Provided 160 in-person appointments.

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.
- Deb reached out to the teachers at both schools in the Edgar Scholl district.
- Deb had rounding with Laura on August 26.
- Deb attended two virtual workshops.
- Deb took a week off and Lisa from Marathon cover the branch.

Facilities Updates

- Nothing to report at this time

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 3 adults participate in our Virtual Book Club to discuss the book “Before I Go To Sleep” by S.J. Watson
- Grab N Go programs
 - a. Summer Magnets: 15 bags total were taken with a majority of them taken by adults!
 - b. Unicorn Craft: 14 bags total were taken

Upcoming Programs

- Virtual Book Club on September 8th
- Grab N Go Crafts – None

Circulation Statistics

- Hatley circulated 1,512 items for the month. This is a 52.74% decrease for the month. Year to date is 10,025 items. This is 52.08% decrease from last year.

Library News

- Robin has been working on shelf reading and cleaning the adult sections
- Heather has working on inventory. In August the following sections were completed: adult paperbacks, adult biographies, adult dvds, juv non-fiction, and juv biographies. Adult non-fiction has been started.
- Our in house appointments have been doing pretty well, but curbside still seems to a touch more popular, and it all depends on the day. During the month of August we had a total of 104 curbside appointments, 56 browsing/in-library pickup appointments and 19 computer use appointments. This totaled out to be 100 patrons coming our doors!
- Fall Grab N Go Programs have been planned and submitted.
- We have been working on adjusting our work schedules to accommodate schooling issues.

- Robin Wesenick and Julie helped cover a couple of shifts! Thank you!
- Emily with Play N Learn came and took all of the toys and supplies that had been left here
- Heather attended the August Youth check in on August 20th

Facilities Updates

- None

Marathon Branch Monthly Report

Events and Programs

- **Book Club:** During the month of August, we held our book club event outdoors. Practicing social distancing/mask guidelines, 6 participants had a lively discussion of the book *Eleanor Oliphant is Completely Fine* by Gail Honeyman. Everyone really enjoyed being able to see each other and discuss the book in person. Weather permitting, we will try to hold the September meeting outdoors, as well. We will discuss the book *The Great Enigma: New Collected Poems* by Tomas Tranströmer. Book club usually meets the second Monday of the month from 5:45 PM – 6:45 PM.
- **Grab & Go Kits:** Grab & Go craft kits have been created for families to pick up and take home. During the month of August the following kits were made available:
 - ***August 10-14 – Make Your Own Crown – 19 kits
- During the month of September (and beyond), there will be many virtual events being held that patrons throughout Marathon County can access. Some of these include weekly informational sessions from “Colossal Fossils,” the History of Marathon County Schools discussions with the Marathon County Historical Society, horticulture presentations with Janell Wehr and other exciting options which can be accessed virtually. More information for these programs is available on the MCPL website. To coordinate with Janell Wehr’s virtual gardening event “Bring Them Inside”, Marathon will hold a plant swap during the week of September 14-18. Call the branch for more information.

Circulation Statistics

- Marathon circulated 1,472 items during the month of August. This is a 55.77% decrease from this time last year. So far in 2020, Marathon has circulated 12,696 items. This is a 54.16% 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 for limited “by appointment” hours each day.

Library News

- During the month of August, we recorded 154 patron curbside pick-ups and 140 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!
- Lisa has been covering open shifts in Edgar.

Facilities Updates

- Hurtis Heating & Cooling came in to check and fix an issue with the cooling system.

Mosinee Monthly Report

Events and Programs

- Previously scheduled programming was canceled due to our closure. Twelve of our Jack and the Beanstalk grab and go kits were taken the week of August 3rd. Staff have also been handing out the PBS Summer Activity Books, as well as coloring and painting sheets staff had originally planned to hand out during SLP.
- Book Club: Four patrons joined us either by video or by phone for a virtual meeting on the book *The Immortalists*. Sarah had reached out to our book club regulars and although some said that neither the phone nor online options would not work for them, several were excited for our new virtual options to reconnect, and were interested in continuing the virtual option even after we could meet in person (especially in winter!).

Circulation Statistics

- Mosinee circulated 1,405 items in August 2020. This is a 59.88% decrease. Mosinee has circulated 12,196 items in 2020. This is a 58.94% decrease.

Library News

- Special thanks to Julie, Ashley, Paula, Laura, and Jen for coverage at the Mosinee Branch in August!
- Sarah and Julie helped out in Stratford and Hatley during the month of August.
- Our custodian provided us with wood pieces to place behind our adult DVDs, which allowed us to start using our bottom shelf in this section, while making the DVDs more noticeable at the edge of the shelf.
- Staff continue to work on inventory. The following sections were completed by the end of the month: adult music CDs, adult DVDs, and paperbacks. Adult DVDs are almost finished, and the only section left will be adult nonfiction.
- Curbside services and appointments continued throughout the month of August. At the end of the month we had a total of 182 curbsides and 73 appointments with 106 patrons. Appointment requests went down slightly this month and curbside remains the more popular service. We also noticed that overall we typically do not have phone calls, appointments, or curbside requests after 6 p.m.

Facilities Updates

- On August 10th Matt and Ben brought us a new laptop and web camera, and our wireless system was tested for speed and coverage distance. We are very appreciative of the new equipment and it's been especially wonderful for virtual meetings and inventory!
- The week of the 3rd our custodian reported that the elevator was sticking on the second floor. After Sarah called Otis Elevator they came the same day to make sure the elevator was working properly. After a thorough inspection everything was deemed to be working correctly, so the issue may have just been from low usage.
- City of Mosinee staff have been working on our landscaping this month.

Rothschild Monthly Report

Events and Programs

- Due to lack of interest, we did not hold an August virtual book club. In September, our virtual book club will be discussing *The Tea Girl of Hummingbird Lane* by Lisa See on Wednesday, September 23rd at 11:00am.
- We handed out 21 grab and go dragon craft kits for SLP. In September, we will have grab and go letter of the week crafts and books for our preschool aged patrons. We also helped coordinate a virtual program put on the UW-Extension about Forcing Bulbs that will be held on various dates in September.

Circulation Statistics

- In August, Rothschild circulated 5,116 items. This is 53.86% decrease from last year. In 2020, Rothschild circulated 40,050 items. This is a 52.28% decrease from last year.
- In August, we completed 642 curbside pickup appointments and had 392 people visit the library for in-person appointments.

Library News

- Rothschild staff covered shifts in Hatley and Mosinee.
- Rothschild staff completed some collection maintenance including shifting, weeding, and searching for missing items.

Facilities Updates

- Charter has been working with Matt, Ben, and Tom to complete a project to upgrade our internet speed.
- The Rothschild village offices remain closed to the public. They will only be letting people in via appointment.

Spencer Monthly Report

Events and Programs

- On August 11th, Ben D. and Matt D. came to Spencer Library to check on the WIFI and brought a new laptop and webcam for the circulation computer to use for virtual meetings.
- The Spencer Library has been handing out a PBS Summer Activity Book to children. Since August 12th we have handed out 22 booklets.

Circulation Statistics

- Spencer circulated 525 items in the month of August. This is a decrease of 71.83%. Spencer has circulated 7,105 items 2020. This is a decrease of 53.21%
- In the month of August, Spencer had 37 Curbside pickups and 72 appointments with a total of 82 people for the appointments.

Library News

- Audrey had her rounding with Laura W. on August 24th.
- Interviews were held in Wausau on August 27th. Ralph I., Heather W., and Audrey interviewed two candidates for the Spencer Library Assistant position.
- Jen Triolo covered the Spencer Library so Audrey could attend the interviews.
- Audrey wrote a Spencer Library news report for the free local newsletter, "Village Voice". The article explained how library appointments and curbside works.
- A county employee from a different department was injured on the job. The County Human Resources Department, asked if I could find work for a week to keep her on payroll. The employee has the use of only one hand/arm. She is a hard and willing worker.
- The YA books were shelf read and reorganized.
- The DVD Cleaner needed a deep clean so it cleaned better.

Facilities Updates

- The village checked the security lights and exit lights.

Stratford Monthly Report

Events and Programs

- Prepared, taped, and edited a Virtual Story Time for November on hibernation that will feature a coordinating craft to-go kit.
- Provided 12 PBS Summer Activity Books to children in August.
- Created a Sesame Street Virtual Story Time for Wausau that was shared on social media Aug. 6.

Circulation Statistics

- Circulated 1,302 items in August. This is a 35.16% decrease from last year. In 2020, Stratford circulated 8,967 items. This is a 46.08% decrease from last year.
- Provided 101 curbside pickup appointments in August.
- Provided in-person appointments for 128 total patrons in August.

Library News

- Our new library assistant, Darla Redetzke, began training at the Stratford Branch on Aug. 3. She has caught on quickly to many tasks and responsibilities and is doing great!
- Jen, Sarah, and Darla covered my shifts the week of Aug. 17 so I could go on my vacation. A big thank you to all of them for making that happen!

Facilities Updates

- Ben and Matt delivered a new laptop and web camera to our branch on Aug. 11. We are very thankful for this new technology! While here, they also tested our wireless system for speed and coverage.
- Our windows were cleaned by Casperson Softwash, a cleaning company, on Aug. 19.
- The Village Public Works replaced lightbulbs throughout library on Aug. 31.

Director's Activities:

- 8-17-20 Marathon County Public Library Board of Trustees Meeting
- 8-21-20 SRLAAW Meeting
- 9-3-20 Environment, Education, and Economic Dev Committee Meeting
- 9-4-20 Toward One Wisconsin Planning Committee Meeting
- 9-10-20 Monthly agenda meeting with Library Board President
- 9-10-20 Marathon County Public Library Foundation Board of Directors Meeting
- 9-11-20 County Department Heads Meeting
- 9-14-20 County Administration Budget for 2021 Review Meeting
- 9-18-20 Resource Library Directors Meeting
- 9-21-20 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 9-21-20 Marathon County Public Library Board of Trustees Meeting
- 9-22-20 Engberg Anderson Interior Furnishings Meeting
- TBD Policy reviews w/Managers
- TBD Monthly agenda meeting with Library Board President
- 9-28-20 Friends of the Marathon County Public Library Board Meeting
- 10-2-20 Resource Library Directors Meeting
- 10-16-20 County Department Heads Meeting
- 10-19-20 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Library windows replacement and building sealing/flashing repairs continue.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

Toward One Wisconsin has been RESCHEDULED for Nov. 12-13, 2020 in Virtual Format.

Any other issues or items of note:

GL787

LIB 20 CIP TRANS

Report Format 511

Period 8 ending August 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	4,820.14		11,062.64	11,062.64	208,911.36	5.0
Act 8400 MAIN LIBRARY CUST SERVIC				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	39,583.99		70,953.33	70,953.33	665,464.67	9.6

APR 777A LIBRARY CIP PROJECT	957,240.00	44,404.13		200,900.52	200,900.52	756,339.48	21.0

Or2 934 CIP PROJECTS	957,240.00	44,404.13		200,900.52	200,900.52	756,339.48	21.0

Sub 604 LIBRARY CIP PROJECTS	957,240.00	44,404.13		200,900.52	200,900.52	756,339.48	21.0

Report Final Totals	957,240.00	44,404.13		200,900.52	200,900.52	756,339.48	21.0
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GL787

2021 REQUESTED BUDGET

Report Format 544

As of August 31, 2020

Transaction status 1
Rounding to Whole Dollars

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 ACTUAL	2020 ADOPTED	2020 MODIFIED	Actual as of run date	2020 ESTIMATE	2021 REQUESTED
Or2 665 LIBRARY						
Cat 845 PUBLIC CHARGES FOR SERVICES						
Act 5114 FEE FOR PASSPORTS	31,260-			9,555-		
Act 5192 DUPLICATION FEES	8,781-			2,244-		
Act 5710 LIBRARY-PUBLIC CHARGES		67,000-	67,000-		67,000-	50,000-
Act 5711 LIBRARY-PUBLIC CHRGS FINES	45,850-			16,234-		
Cat 845 PUBLIC CHARGES FOR SERVICES	85,892-	67,000-	67,000-	28,033-	67,000-	50,000-
Cat 849 OTHER FINANCING SOURCES						
Act 9900 TRANSFERS FROM FUND BALANCE			84,019-		84,019-	
Total Revenues	85,892-	67,000-	151,019-	28,033-	151,019-	50,000-
Cat 910 PERSONAL SERVICES						
Act 1110 SALARIES-PERMANENT-REGULAR F	485,725	546,309	546,309	345,723	546,309	557,794
Act 1111 SALARIES-PERMANENT-REGULAR P	32,938	33,516	33,516		33,516	
Act 1210 WAGES-PERMANENT-REGULAR FT	799,631	778,348	778,348	471,874	778,348	748,778
Act 1211 WAGES-PERMANENT-REGULAR PT	620,914	650,878	650,878	378,313	650,878	685,967
Act 1250 WAGES-TEMPORARY-REGULAR	471	24,794	24,794		24,794	24,794
Act 1510 SOCIAL SECURITY EMPLOYERS SH	147,443	155,646	155,646	85,272	155,646	154,380
Act 1520 RETIREMENT EMPLOYERS SHARE	113,547	121,970	121,970	76,411	121,970	123,948
Act 1540 HOSPITAL/HEALTH INSURANCE	416,551	488,867	488,867	328,362	488,867	506,400
Act 1541 DENTAL INSURANCE	10,620	11,929	11,929	7,414	11,929	10,654
Act 1543 INCOME CONTINUATION INSURANC		7,769	7,769		7,769	7,630
Act 1544 HLTH INS-CONVERSION, RETIREE	30,323			13,023		
Act 1545 POST EMPLOYEE HEALTH PLAN	23,037	31,668	31,668	15,232	31,668	30,576
Act 1550 LIFE INSURANCE	558	1,134	1,134	362	1,134	1,128
Act 1560 WORKERS COMPENSATION PAYMENT	3,496	1,655	1,655	635	1,655	1,039
Act 1580 UNEMPLOYMENT COMPENSATION	2,394	2,035	2,035	1,182	2,035	2,018
Cat 910 PERSONAL SERVICES	2,687,648	2,856,518	2,856,518	1,723,803	2,856,518	2,855,106
Cat 920 CONTRACTUAL SERVICES						
Act 2130 ACCOUNTING/AUDITING FEES	1,235	1,200	1,200		1,200	1,300
Act 2141 INTERNET SERVICE	23,347	25,500	25,500	11,760	25,500	25,500
Act 2164 CONTRACT SERV-DEBT COLLECTIO	841	1,000	1,000	251	1,000	1,000
Act 2190 OTHER PROFESSIONAL SERVICES	6,500	6,500	6,500	9,133	6,500	6,500
Act 2250 TELEPHONE	7,509	8,500	8,500	9,379	8,500	8,500
Act 2433 MAINTENANCE CONTRACTS	9,765	11,000	11,000		11,000	11,000
Act 2490 SUNDRY REPAIR/MAINT SERV		2,500	2,500	340	2,500	
Act 2561 LIBRARY FEES-REIMBURSE TO CN	6,121	9,500	9,500	4,654	9,500	9,000

GL787

2021 REQUESTED BUDGET

Report Format 544

As of August 31, 2020

Transaction status 1
Rounding to Whole Dollars

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 ACTUAL	2020 ADOPTED	2020 MODIFIED	Actual as of run date	2020 ESTIMATE	2021 REQUESTED
Or2 665 LIBRARY						
Cat 920 CONTRACTUAL SERVICES						
Act 2954 RFID EQUIP MAINT FEES	33,890	35,500	35,500	33,890	35,500	36,000
Act 2955 V-CAT FEES LIBR	74,842	76,500	76,500	81,638	76,500	76,500
Act 2957 COUNTY E-MAIL SERVICE	8,850	8,500	8,500		8,500	8,500
Act 2958 COUNTY NETWORK SUPPORT	1,670	4,000	4,000		4,000	4,000
Act 2959 TIMING SOFTWARE MAINT-LIBR		1,800	1,800	1,590	1,800	1,800
Act 2990 SUNDRY CONTRACTUAL SERVICES	10,688	9,000	9,000	13,811	9,000	9,000
Act 2994 CONTRACTUAL VAN/COURIER SERV	7,257	3,500	3,500	3,306	3,500	
Act 2995 COMPUTER MAINT. CONTRACT	7,800	8,000	8,000		8,000	8,000
Act 2998 SUNDRY CONTR SERV-JACKETS LI	20,558	22,000	22,000	12,351	22,000	22,000
Act 2999 SUNDRY CONTR SERV-PROC AV LI	6,327	8,000	8,000	3,418	8,000	8,000
<hr/>						
Cat 920 CONTRACTUAL SERVICES	227,201	242,500	242,500	185,521	242,500	236,600
Cat 930 SUPPLIES & EXPENSE						
Act 3110 POSTAGE/BOX RENT	3,249	3,650	3,650	893	3,650	3,650
Act 3125 PAPER COPIER	2,242	2,250	2,250		2,250	2,000
Act 3126 PAPER - RECEIPTS	1,300	800	800	1,300	800	800
Act 3127 RFID TAGS-LIBR	9,122	10,500	10,500	2,430	10,500	10,500
Act 3130 PRINTING/DUPLICATION	9,260	9,000	9,000	4,389	9,000	8,000
Act 3161 BOOKS LIBRARY	268,992	282,250	282,250	149,685	282,250	274,250
Act 3168 AUDIO-VISUAL MATERIALS	68,676	64,000	64,000	32,947	64,000	60,000
Act 3190 OFFICE SUPPLIES	1,447	8,000	8,000	96	8,000	
Act 3195 COMPUTER SUPPLIES	680					
Act 3220 SUBSCRIPTIONS NEWSPAPER/PERD	19,380	20,000	20,000	3,110	20,000	18,000
Act 3221 SUBSCRIPTIONS-ELECTRONIC RES	28,713	25,000	25,000	3,493	25,000	25,000
Act 3240 MEMBERSHIP DUES	484			525		
Act 3250 REGISTRATION FEES/TUITION	2,028	5,000	5,000	603	5,000	4,000
Act 3260 ADVERTISING	3,520	6,000	6,000	325	6,000	4,000
Act 3321 PERSONAL AUTO MILEAGE	2,266	4,000	4,000	558	4,000	4,000
Act 3350 MEALS	248	500	500		500	400
Act 3360 LODGING	2,364	600	600	294-	600	400
Act 3390 MEETING EXPENSES	5,660	2,000	2,000	854	2,000	2,000
Act 3497 LIBRARY OPERATING SUPPLIES	33,873	20,000	20,000	30,383	20,000	28,000
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Cat 930 SUPPLIES & EXPENSE	463,502	463,550	463,550	231,297	463,550	445,000
Cat 950 FIXED CHARGES						
Act 5140 GENERAL LIABILITY PREMIUM	3,454	9,250	9,250	4,587	9,250	
Act 5151 BUILDING & CONTENTS INSURANC	10,964	14,000	14,000	6,990	14,000	
Act 5190 OTHER INSURANCE	10,749	1,800	1,800	18,392	1,800	32,500

GL787

2021 REQUESTED BUDGET

Report Format 544

As of August 31, 2020

Transaction status 1
Rounding to Whole Dollars

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 ACTUAL	2020 ADOPTED	2020 MODIFIED	Actual as of run date	2020 ESTIMATE	2021 REQUESTED
Or2 665 LIBRARY						
Cat 950 FIXED CHARGES						
Act 5320 BUILDING/OFFICES RENT	61,516	55,000	55,000	34,068	55,000	55,000

Cat 950 FIXED CHARGES	86,683	80,050	80,050	64,037	80,050	87,500

Total Expenses	3,465,033	3,642,618	3,642,618	2,204,658	3,642,618	3,624,206

Or2 665 LIBRARY	3,379,141	3,575,618	3,491,599	2,176,624	3,491,599	3,574,206

GL787

2021 REQUESTED BUDGET

Report Format 544

As of August 31, 2020

Transaction status 1
Rounding to Whole Dollars

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2019 ACTUAL	2020 ADOPTED	2020 MODIFIED	Actual as of run date	2020 ESTIMATE	2021 REQUESTED
Or2 666 WVLS CONTRACTUAL SERVICE-LIBR						
Cat 848 MISCELLANEOUS REVENUE						
Act 8290 OTHER RENTS	42,153-	42,153-	42,153-	21,077-	42,153-	42,153-

Total Revenues	42,153-	42,153-	42,153-	21,077-	42,153-	42,153-

Cat 930 SUPPLIES & EXPENSE						
Act 3169 E-BOOKS	28,085	23,153	23,153		23,153	23,153
Act 3240 MEMBERSHIP DUES	18,726	19,000	19,000	18,726	19,000	19,000

Cat 930 SUPPLIES & EXPENSE	46,811	42,153	42,153	18,726	42,153	42,153

Total Expenses	46,811	42,153	42,153	18,726	42,153	42,153

Or2 666 WVLS CONTRACTUAL SERVICE-LIBR	4,658			2,350-		

Agy 0870 LIBRARY	3,383,799	3,575,618	3,491,599	2,174,274	3,491,599	3,574,206

Sub 101 GENERAL FUND	3,383,799	3,575,618	3,491,599	2,174,274	3,491,599	3,574,206

GL787

2021 REQUESTED BUDGET

Report Format 544

As of August 31, 2020

Transaction status 1
Rounding to Whole Dollars

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2019 ACTUAL	2020 ADOPTED	2020 MODIFIED	Actual as of run date	2020 ESTIMATE	2021 REQUESTED
Or2 667 LIBRARY GIFTS						
Cat 848 MISCELLANEOUS REVENUE						
Act 8110 INTEREST & DIVIDENDS ON INVE	3,502-			2,176-		
Act 8410 DONATIONS FROM PRIVATE ORG&I	73,179-			46,345-		

Cat 848 MISCELLANEOUS REVENUE	76,681-			48,521-		
Cat 849 OTHER FINANCING SOURCES						
Act 9900 TRANSFERS FROM FUND BALANCE		100,000-	88,553-		88,553-	100,000-

Total Revenues	76,681-	100,000-	88,553-	48,521-	88,553-	100,000-
Cat 930 SUPPLIES & EXPENSE						
Act 3161 BOOKS LIBRARY	88,128	100,000	88,553	20,735	88,553	100,000

Total Expenses	88,128	100,000	88,553	20,735	88,553	100,000

Or2 667 LIBRARY GIFTS	11,447			27,786-		

Agy 0870 LIBRARY	11,447			27,786-		

Sub 252 LIBRARY GIFTS	11,447			27,786-		

Report Final Totals	3,395,246	3,575,618	3,491,599	2,146,488	3,491,599	3,574,206
=====						