



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, November 16, 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/138600213> or number: [1 877 568 4106](tel:18775684106). Access Code for dialing in: 138-600-213.**

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) **Welcome new member – For Discussion and Informational Purposes Only**
8. (5 minutes) **Committee memberships to be determined at December meeting – For Discussion and Informational Purposes Only**
9. (5 minutes) **2021 Library Operational Calendar – For Discussion and Possible Action**
- 10.(10 minutes) **County Broadband expansion project and Wi-Fi at branch libraries update – For Discussion and Possible Action**
- 11.(10 minutes) **Main library facilities update, including public furnishing upgrades – For Discussion and Possible Action**
- 12.(10 minutes) **Re-opening status discussion – For Discussion and Possible Action**
- 13.(10 minutes) **Task Force update – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**
16. **Next Meeting Dates**
 - Monday 12/21/2020
 - Monday 01/25/2021
 - Monday 02/15/2021
 - Monday 03/15/2021

17. 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: November 10, 2020
FAXED TIME: 12:35 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 19, 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: Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 6 remote visitors

The meeting was called to order at 12:08 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 September 21, 2020 meeting. Seconded by Michelle Van Krey. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for September 2020. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

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

Board Committees – No Report

Friends of the Library – The Library Director reported that at their October meeting, the Friends were still considering having a by appointment only book sale in November.

MCPL Foundation – The Library Director reported that the Foundation has been given a timeline from Engberg Anderson for the furnishing.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Facilities Update

We are continuing with the windows and sealing the exterior of the building. The grand entrance stairwell is being used as a back-up for fall weather if it is raining out.

L.E.N.A Update

L.E.N.A is moving right along, there are four (4) different virtual cohorts this fall and as we start preparing for spring it will be virtual also.

Public Furnishing Project Update

Engberg Anderson has prepared a RFP for the interior furnishings. The MCPL Foundation has agreed to pay up to \$400,000 for those furnishings. The color schemes that Engberg Anderson worked with are the basic county color schemes. The facilities team has approved the structure of the RFP. The final RFP, with the Library Boards approval can be submitted. What I would ask is that the Library Board gives Engberg Anderson the authority to submit the RFP through the Facilities team.

A Motion was made by Kari Sweeney to have Engberg Anderson submit the RFP for furnishings. Seconded by Michelle Van Krey. Motion carried.

Re-Opening Conversation

Generally before our board meetings, I've had conversations with the Health Department if they recommend anything further. As you recall we are taking small groups two at a time at our branches by appointment for very limited service, including intentional browsing or computer usage. At the main library we are providing curbside pick-up and computer usage by appointment. The Library Services team worked on a proposal for a learning lab, we received approval from the Health Department shortly after the October Library Board meeting and since then the COVID-19 case number have rose. I don't recommend we change our service model.

No motion was made

Route to Recovery WI-Fi Project for Marathon County

Back in 2010 we did a study in Marathon County that determined that we badly needed broadband. We just finished doing the survey again in 2019 and they determined we are still in need of broadband. In the meantime we have COVID and there are some recovery funds available, the County is trying to put in an effort to bolster some of the capacity that we currently have in our rural communities to get more access to more people and get it there faster. The County has asked me to ask the Library Board to have conversations with the branch library municipals about possibly installing stronger antennas to have Wi-Fi access further into parking lots or beyond. The reason we want to do this with the Library Boards approval and in conjunction with the County's efforts and the reason I am asking you approve my talking to the municipal officials is because I can envision the municipal officials having different concerns and different responses.

There were additional discussions regarding this agenda item.

A Motion was made by Gary Beaström to allow a meeting with municipalities and get things going. Seconded by Kari Sweeney. Motion carried.

Task Force Update

Task Force Chair Arend reported there was a lot of good discussion this month. The Task Force did a SWOT Analysis this month of MCPL either going to SCLS or staying with WVLS. There were some very good points brought up and had some good discussion. Next month's meeting on the advantages and disadvantages will be very interesting.

No motion was made

January 2021 Board of Trustees Meeting

MLK Day On will be held virtually this year on January 18, which is the same day as the Library Board meeting. My recommendation to the Library Board would be to hold the January Board meeting on the 25.

A Motion was made by Gary Beastrom to move the January 18, 2021 Board of Trustees Meeting to January 25, 2021. Seconded by Michelle Van Krey. Motion carried.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:46 p.m. Seconded by Gary Beastrom. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 16, 2020.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 21, 2020. Library Headquarters, Wausau Community Room.

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

Excused: Mang Xiong

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 8 remote visitors

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

A motion was made by Scott Winch to approve the Board of Trustee minutes from the August 17, 2020 meeting. Seconded by Kari Sweeney. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for August 2020. Seconded by Scott Winch. 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 that the Friends are hoping to hold a book sale in November by appointment only.

MCPL Foundation – The Library Director reported the Foundation did meet. One of the managers from the North Central Health Care Adolescent Unit would like to work with the Foundation to get the unit their own appropriate library materials. The Foundation has agreed to a \$2,500 grant. The Friends group has also provided them with several boxes of books.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that the System Plan and the budget were passed. Both of the documents will be forwarded to DPI for their approval. If approved WVLS will receive its first state aid of 2021. If not approved WVLS will receive it back to make corrections, however since WVLS used a format for the plan that was previously accepted by DPI they do not foresee the plans being returned for further action. Following a suggestion by MCPL staff regarding weighted voting for the ILS consortium. Early in 2020 a committee was formed to

investigate the ways in which voting occurs. After several months of work the V-Cat Voting Models Committee is prepared to make a report to the WVLS V-Cat Steering Committee on September 29. Doug Lay was a long standing Marathon County representative on the WVLS Board, he resigned due to relocating out of state. He had served on the WVLS Board and the WLTF Board for decades. He was awarded Wisconsin Library Associations Trustee of the year back in 2008 and until recently a gubernatorial appointee to the council for the libraries in network development for several terms.

Board of Trustees Committee Assignments

The Library Director put together a description of the committees. There is a Personnel, Education, Building and Nominating Committee. Right now we are short one trustee and potentially another. Should we fill the committees or wait until the end of the year? Are there any questions on the descriptions that were sent out? Board Member Beaström suggested fill the fill the Nominating Committee and then wait for the new appointments to choose the committees. Board President Hunter asked for volunteers to serve on the Nominating Committee. Board Member Van Krey volunteered to be on the Nominating Committee along Board President Hunter and Board Member Sweeney.

No motion was made.

L.E.N.A Update

We have had challenges this year, we did not have summer cohorts like we usually do. There will be four (4) different virtual cohorts meeting this fall, we will be the base for everything. Library staff will be taking care of the coordination of the equipment, transfers and downloads. We will have one (1) cohort based here at the library and three (3) others based in the community.

Building Update

A majority of the windows have been installed, the work is progressing on the structural issues related to the roofing. The server room is being modernized. Work needs to be completed on the grand stairwell and windowsills once the windows are installed. Once we are finished we will work on having an article written with some pictures.

2021 Budget

The budget meeting went well, it wasn't as dramatic as it could have been. The County was essentially asking us to come in with our budget flat. With enough money available to have the two (2) percent staff increase for 2021 we had to take that out of someplace else. There were open positions that were eliminated, because they were no longer needed. For the operations side, we lowered the public charges from \$67,000 to \$50,000 and a couple other areas. Because the state budget is a biannual fiscal year, we might be asked to make mid-year budget cuts again in 2021 unless things pick up.

A Motion was made by Michelle Van Krey to accept the 2021 Library Budget as presented. Seconded by Scott Winch. Motion carried.

Re-opening Status

I have had further contact with our liaison in the Health Services Department, maybe expanding some open areas where patrons could sit down and read or bringing patrons into the building without appointments, blocking off the stack so staff would need to retrieve materials for them. The Health Services Department asked that we not change anything this month. We did work with them on a plan that our library services team developed to put a learning lab with very socially distanced students that need homework help in our Wausau Community room. The Health Services Department put in place an awful lot of hygiene and cleaning protocol that the library services staff have agreed to. They have developed a plan that is mutually agreeable, we are going to attempt to start a small learning lab homework help center. We are ahead of some libraries in the state and behind some others. Portage County is open, but they have their stacks roped off and staff need to retrieve materials for patrons. There have been a couple of breakouts where they had to scale back and start over.

No motion was made.

Update on Foundation Grant for Interior Furnishings

We had to work with Marathon County to effectively get all of the changes done to the library. We needed to contribute some of the money from our own CIP funds. We've gotten a little over \$2,000,000 worth of work done over the last six (6) months. We still have interior furnishings that are needed and the Foundation committed \$400,000 for all of the new furnishings.

Task Force Update

Task Force Chair Arend reported we are headed into the home stretch. We have spent the last months gathering information and asking questions. The next two meetings we will be analyzing the information, clarifying their thinking and being ready to come up with a recommendation for the board. In October we will be doing a SWOT Analysis, in November we will be analyzing everything and discussing the advantages and disadvantages.

No motion was made.

Task Force Origins

The Library Director gave a history of why the task force was formed. Board Member Van Krey would like an easy to view comparison of WVLS and SCLS. Task Force Chair Arend stated that some of the questions Van Krey asked will be addressed in November.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Gary Beastron to adjourn the meeting at 12:46 p.m. Seconded by Scott Winch. 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 000000000066592250	TELEPHONE FRONTIER	1,110.73
	TELEPHONE	1,110.73
101 000000000066592957	COUNTY E-MAIL SERVICE CITY/COUNTY INFORMATION TECH	8,500.00
	COUNTY E-MAIL SERVICE	8,500.00
101 000000000066592958	COUNTY NETWORK SUPPORT CITY/COUNTY INFORMATION TECH	1,120.00
	COUNTY NETWORK SUPPORT	1,120.00
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES AREND, MARK	487.83
	SUNDRY CONTRACTUAL SERVICES	487.83
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	1,961.27
	SUNDRY CONTR SERV-JACKETS LIBR	1,961.27
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	302.30
	SUNDRY CONTR SERV-PROC AV LIBR	302.30
101 000000000066593125	PAPER COPIER WI VALLEY LIBRARY SERVICES	984.00
	PAPER COPIER	984.00
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY ROCKFORD MAP PUBLISHERS INC AMAZON CAPITAL SERVICES	18,866.09 138.45 1,222.12
	BOOKS LIBRARY	20,226.66
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	1,953.56 381.12 112.96
	AUDIO-VISUAL MATERIALS	2,447.64
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL HMONG TIMES	99.00
	SUBSCRIPTIONS NEWSPAPER/PERDCL	99.00

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	WI VALLEY LIBRARY SERVICES	5,324.46
	INFO USA MARKETING INC	8,626.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	13,950.46
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	WI VALLEY LIBRARY SERVICES	434.32
	CDW GOVERNMENT INC	14.64
	AMAZON CAPITAL SERVICES	374.71
	LIBRARY OPERATING SUPPLIES	823.67
101 000000000066595320	BUILDING/OFFICES RENT	
	ROTHSCHILD, VILLAGE	2,263.92
	MOSINEE WATER/SEWER	43.95
	WI PUBLIC SERVICE CO	173.73
	BUILDING/OFFICES RENT	2,481.60
	LIBRARY 665 TOTAL:	54,495.16

Org: 666 WVLS CONTRACTUAL SERVICE-LIBR

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693169	E-BOOKS	
	WI VALLEY LIBRARY SERVICES	23,426.56
	E-BOOKS	<u>23,426.56</u>
	WVLS CONTRACTUAL 666 TOTAL:	<u>23,426.56</u>

Bills for Approval

Period: 10 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	304.09
TANK MATES LLC	1,291.00
AMAZON CAPITAL SERVICES	731.00
BOOKS LIBRARY	<u>2,326.09</u>
LIBRARY GIFTS 667 TOTAL:	<u>2,326.09</u>
Report Total:	<u><u>80,247.81</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 10 ending October 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	60,829.63		448,325.67	448,325.67	97,983.33	82.1
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	83,913.20		611,613.95	611,613.95	166,734.05	78.6
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	68,336.08		491,231.14	491,231.14	159,646.86	75.5
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	10,523.33		105,844.97	105,844.97	49,801.03	68.0
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	9,062.63		94,549.34	94,549.34	27,420.66	77.5
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00			365,090.14	365,090.14	123,776.86	74.7
Act 1541 DENTAL INSURANCE	11,929.00			8,242.24	8,242.24	3,686.76	69.1
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		18,843.62	18,843.62	12,824.38	59.5
Act 1550 LIFE INSURANCE	1,134.00	48.84		459.27	459.27	674.73	40.5
Act 1560 WORKERS COMPENSATION PAY	1,655.00	113.90		862.62	862.62	792.38	52.1
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	142.26		1,465.91	1,465.91	569.09	72.0

APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	234,775.87		2,159,551.92	2,159,551.92	696,966.08	75.6
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			13,128.84	13,128.84	12,371.16	51.5
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			9,133.00	9,133.00	2,633.00-****	
Act 2250 TELEPHONE	8,500.00	1,110.73		10,689.66	10,689.66	2,189.66-****	
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00			340.00	340.00	2,160.00	13.6
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00			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	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		8,500.00	8,500.00		****
Act 2958 COUNTY NETWORK SUPPORT	4,000.00	1,120.00		1,120.00	1,120.00	2,880.00	28.0
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	487.83		16,174.47	16,174.47	7,174.47-****	
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	1,961.27		15,601.55	15,601.55	6,398.45	70.9
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	302.30		3,867.05	3,867.05	4,132.95	48.3

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 10 ending October 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	984.00		984.00	984.00	1,266.00	43.7
Act 3126 PAPER - RECEIPTS	800.00			1,299.80	1,299.80	499.80	****
Act 3127 RFID TAGS-LIBR	10,500.00			4,728.16	4,728.16	5,771.84	45.0
Act 3130 PRINTING/DUPLICATION	9,000.00			5,169.06	5,169.06	3,830.94	57.4
Act 3161 BOOKS LIBRARY	282,250.00	20,226.66		185,200.60	185,200.60	97,049.40	65.6
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	2,447.64		37,969.39	37,969.39	26,030.61	59.3
Act 3190 OFFICE SUPPLIES	8,000.00			95.56	95.56	7,904.44	1.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00	99.00		4,185.49	4,185.49	15,814.51	20.9
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	13,950.46		17,514.10	17,514.10	7,485.90	70.1
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			624.57	624.57	5,375.43	10.4
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	16.22		829.63	829.63	3,170.37	20.7
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	5.28		859.56	859.56	1,140.44	43.0
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	823.67		34,104.35	34,104.35	14,104.35	****
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	2,481.60		37,284.24	37,284.24	17,715.76	67.8
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	54,516.66		566,427.92	566,427.92	219,672.08	72.1
Or2 665 LIBRARY	3,642,618.00	289,292.53		2,725,979.84	2,725,979.84	916,638.16	74.8

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 10 ending October 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	23,426.56		23,426.56	23,426.56	273.56	****
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	23,426.56		42,153.00	42,153.00		****

Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00	23,426.56		42,153.00	42,153.00		****

Agy 0870 LIBRARY	3,684,771.00	312,719.09		2,768,132.84	2,768,132.84	916,638.16	75.1

Sub 101 GENERAL FUND	3,684,771.00	312,719.09		2,768,132.84	2,768,132.84	916,638.16	75.1

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 10 ending October 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	5,345.06		36,605.29	36,605.29	51,947.71	41.3

Or2 667 LIBRARY GIFTS	88,553.00	5,345.06		36,605.29	36,605.29	51,947.71	41.3

Agy 0870 LIBRARY	88,553.00	5,345.06		36,605.29	36,605.29	51,947.71	41.3

Sub 252 LIBRARY GIFTS	88,553.00	5,345.06		36,605.29	36,605.29	51,947.71	41.3

Report Final Totals	3,773,324.00	318,064.15		2,804,738.13	2,804,738.13	968,585.87	74.3
=====							

GL787

LIB 20 MAINT OBL VS BUDGET

Report Format 511

Period 10 ending October 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		300.00	300.00	120.00	71.4
Act 2210 WATER/SEWER	35,000.00	20,669.08		26,115.37	26,115.37	8,884.63	74.6
Act 2220 ELECTRIC	42,000.00	3,077.31		25,576.80	25,576.80	16,423.20	60.9
Act 2240 NATURAL/PROPANE GAS	10,000.00	315.39		5,938.79	5,938.79	4,061.21	59.4
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00			3,432.90	3,432.90	1,932.90	****
Act 2470 BUILDING REPAIRS	500.00	95.00		1,390.67	1,390.67	890.67	****
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	5.58		2,060.33	2,060.33	539.67	79.2
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	1,477.61		5,643.05	5,643.05	1,356.95	80.6
Act 3460 CLOTHING/UNIFORM	500.00	52.80		340.01	340.01	159.99	68.0
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	212.72		369.10	369.10	130.90	73.8
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	105,320.00	25,935.49		75,972.71	75,972.71	29,347.29	72.1
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	25,935.49		75,972.71	75,972.71	29,347.29	72.1
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	25,935.49		75,972.71	75,972.71	29,347.29	72.1
Sub 101 GENERAL FUND	105,320.00	25,935.49		75,972.71	75,972.71	29,347.29	72.1
Report Final Totals	105,320.00	25,935.49		75,972.71	75,972.71	29,347.29	72.1

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of October 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	2,208	780	-64.67%	16,792	8,513	-49.30%
EDGAR	2,138	1,216	-43.12%	19,204	11,178	-41.79%
HATLEY	2,950	1,853	-37.19%	26,657	13,615	-48.93%
MARATHON	3,755	1,652	-56.01%	34,401	15,958	-53.61%
MOSINEE	3,462	1,684	-51.36%	36,620	15,506	-57.66%
ROTHSCHILD	10,459	5,191	-50.37%	104,243	50,235	-51.81%
SPENCER	1,914	718	-62.49%	18,884	8,604	-54.44%
STRATFORD	2,231	1,014	-54.55%	20,739	11,166	-46.16%
WAUSAU	37,045	10,342	-72.08%	368,555	145,321	-60.57%
WAUSAU DRIVE UP	1,374	161	-88.28%	11,463	3,583	-68.74%
HOMEBOUND	1,135	1,314	15.77%	10,974	10,779	-1.78%
ILL	158	81	-48.73%	1,255	580	-53.78%
OVERDRIVE	11,545	12,902	11.75%	112,034	129,453	15.55%
GRAND TOTAL	80,374	38,908	-51.59%	781,821	424,491	-45.70%

**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

October 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	284	0	304	8,513	3.57%	
EDGAR	1	0	7	0	0	0	0	8	11,178	0.07%	
HATLEY	0	0	0	1,330	724	0	0	2,054	13,615	15.09%	
MARATHON	0	0	7	0	0	0	0	7	15,958	0.04%	
MOSINEE	0	0	9	30	0	0	3	42	15,506	0.27%	
ROTHSCHILD	18	2	41	1,182	44	9	8	1,304	50,235	2.60%	
SPENCER	707	0	0	0	0	22	42	771	8,604	8.96%	
STRATFORD	6	0	0	0	0	20	0	26	11,166	0.23%	
WAUSAU	560	254	2,518	975	1,027	231	123	5,688	145,321	3.91%	
WAUSAU DRIVE UP	2	0	185	0	1	2	0	190	3,583	5.30%	
MISC*									140,812		
TOTAL MCPL	1,302	256	2,779	3,517	1,796	568	176	10,394	424,491	2.45%	
% of CIRC by COUNTY	0.31%	0.06%	0.65%	0.83%	0.42%	0.13%	0.04%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of October 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,385	64,663	0.43%
RESIDENT CHILD	9,302	8,906	-4.26%
HOMEBOUND	189	181	-4.23%
STAFF	68	66	-2.94%
TEMPORARY	239	439	83.68%
TOTAL FOR MARATHON COUNTY	74,183	74,255	0.10%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,855	2,878	0.81%
CHILD	233	233	0.00%
TEMPORARY	16	26	62.50%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,104	3,137	1.06%
INTERLIBRARY LOAN			
ILL	533	434	-18.57%
GRAND TOTAL	77,820	77,826	0.01%

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
10/1/2020	118	17	7	4	1	12	5	13	8	6	11	3	30	17	2	3	5	0
10/2/2020	101	15	5	3	3	3	4	4	8	1	6	11	39	9	0	5	4	2
10/5/2020	95	29	6	7	1	9	7	3	8	3	7	2	25	15	0	8	4	0
10/6/2020	127	18	8	0	4	3	7	5	15	9	6	2	39	15	2	6	12	4
10/7/2020	104	22	4	1	7	13	10	3	15	2	7	14	39	13	0	3	7	0
10/8/2020	94	20	5	3	2	10	5	3	6	1	10	3	30	15	0	4	6	6
10/9/2020	113	20	4	2	2	8	3	8	9	11	7	3	30	7	0	4	2	1
10/12/2020	78	19	4	4	3	13	5	5	5	6	7	7	18	12	1	9	3	2
10/13/2020	118	21	5	5	1	7	9	1	13	7	6	5	28	14	1	10	6	5
10/14/2020	128	20	3	3	6	16	4	6	8	7	11	3	52	10	1	3	3	1
10/15/2020	129	19	5	0	2	6	4	9	16	6	10	7	45	24	0	8	4	8
10/16/2020	106	20	4	2	0	5	0	5	9	6	12	4	31	27	0	4	5	3
10/19/2020	75	20	5	8	2	2	3	5	9	4	13	5	27	16	0	8	6	5
10/20/2020	130	24	3	3	3	15	7	5	11	6	12	9	44	6	0	10	6	2
10/21/2020	120	16	2	5	6	7	8	11	6	8	7	2	32	15	0	7	5	3
10/22/2020	87	16	3	3	0	3	4	6	13	12	10	2	17	18	0	5	3	2
10/23/2020	101	17	3	4	3	8	3	5	7	4	6	2	31	14	0	5	1	5
10/26/2020	100	16	5	2	1	6	7	9	2	5	13	3	11	7	1	11	5	4
10/27/2020	129	17	3	5	4	11	8	0	8	1	6	10	41	7	2	11	7	13
10/28/2020	122	21	6	7	2	12	5	9	7	11	16	6	31	16	4	8	7	8
10/29/2020	103	18	4	6	2	11	4	5	3	12	8	11	27	13	0	2	4	10
10/30/2020	109	20	4	12	5	4	5	16	6	6	6	10	25	18	0	5	4	3
Total for Oct	2387	425	98	89	60	184	117	136	192	134	197	124	692	308	14	139	109	87

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

* Wausau Appointments = Computer Appointments

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

THE PAST MONTH

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

Library Services Report

October 2020

News

- Leah attended weekly operations meetings
- Leah held rounding with individual staff
- The 2021 Friends programming budget request was submitted for approval
- Leah, Chad, Dan, Ben, Ollie and Julie attended the Toward One Wisconsin moderator training
- Leah attended the System Task Force meeting
- Leah attended the Library Board meeting
- Leah met with Dan R to discuss virtual story time enhancements
- Dan, Chad, Taylor, Laura and Rose met twice to discuss changes and improvements to our virtual story time presentations
- The Policy and Procedure committee met to discuss progress
- Chad met with the Central Wisconsin Book Festival committee on Oct. 13 for a wrap-up of the 2020 festival
- Inventory: Athens: J Fiction, J Paperbacks, J Non-Fiction and Adult Graphic Novels
Hatley: Wisconsin Collection Mosinee: Adult Non-Fiction Rothschild: Adult Music CDs and Artwork

Events and Programs

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

Youth Services Events

- Story Times
 - Oct. 1: Virtual Story Time—average 5 views per hour (113 total views in 24 hours)
 - Oct. 6: Virtual Story Time—average 5 views per hour (124 total views in 24 hours)
 - Oct. 8: Virtual Story Time—30 total views on YouTube
 - Oct. 13: Virtual Story Time—average 5 views per hour (125 total views in 24 hours)
 - Oct. 15: Virtual Story Time—average 4 views per hour (90 total views in 24 hours)

- Oct. 20: Virtual Story Time—16 total views on YouTube
- Oct. 22: Virtual Story Time—37 total views on YouTube
- Oct. 27: Virtual Story Time—average 5 views per hour (117 views in 24 hours)
- Oct. 29: Virtual Story Time—average 8 views per hour (207 views in 24 hours)
- Other Programs
 - Oct. 7: Virtual/Interactive Head Start Story Time via Ring Central—49
 - Oct. 21: Virtual/Interactive Head Start Story Time via Ring Central—40
 - Sep. 28-Oct. 9: Grab and Go Pumpkin Program—193 kits given out via drive thru
 - Oct. 12-Oct. 23: Grab and Go Tween Catapults—200 kits given out via drive thru
 - Oct. 12-Oct. 23: Grab and Go Preschool Earthworm Coding—200 kits given out via drive thru
 - Oct. 6: Colossal Fossils via Zoom—7
 - Oct. 13: Colossal Fossils via Zoom—7
 - Oct. 20: Colossal Fossils via Zoom—9
 - Oct. 27: Colossal Fossils via Zoom—5
 - Number of October Youth Services programs – 18 (15 virtual, 3 socially distanced “in person”)
 - Total attendance for October Youth Services programs – 1363 total

Adult/All Ages Events

- Oct. 1: Marathon County Historical Society History Chats: 20th Century Schools of Marathon County – 28 live viewers
- Oct. 8: Marathon County Historical Society History Chats: The Normal School and Extension – 20 live viewers
- Oct. 12-23: Little Treasures for Adults: DIY Gnome Peg Doll – 93 kits picked up
- Oct. 12-23: Six Spooky Words Story Contest – 11 submissions
- Oct. 12: Virtual Gardening with Extension Marathon County: Forcing Bulbs – 10 live viewers
- Oct. 17: Marathon County Historical Society “History on the Air”: The Lincoln-Douglas Debates – 72 live viewers
- Oct. 22: Marathon County Historical Society History Chats: Ticket Hospitals and Early Medicine – 37 live viewers
- Oct. 29: Marathon County Historical Society History Chats: 20th Century Hospitals in Marathon County – 32 live viewers
- Oct. 31: Marathon County Historical Society “History on the Air”: At Rest – Death and Mourning Customs – 36 live viewers
 - Total programs/events for October – 9
 - Total attendance/participation – 339 people

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,196 likes/follows (+16)
- Twitter: 1,221 followers (+0)
- Pinterest: 969 followers (+3)
- Goodreads: 290 friends (+1); 1,299 reviews (+5)
- Instagram: 808 followers (+29)
- YouTube: 38 subscribers (+2)

Hot Happenings in the River District (email newsletter)

- October 7- Six Spooky Words Story Contest
- October 14- History Speaks on the Air: The Lincoln-Douglas Debates
- October 21- History Chats: Hospitals and Early Medicine in Marathon County
- October 28- History Speaks on the Air: Death and Mourning Customs

WAOW Channel 9

- October 1- Marathon County library hosting study labs for students (Library Services, Dan Richter)
<https://waow.com/2020/10/01/marathon-county-library-hosting-study-labs-for-students>
- October 9- Area library offers job-related proofreading services (Library Services, Dan Richter)
<https://waow.com/2020/10/16/area-library-offers-job-related-proofreading-services>

City Pages

- October 1- Big Guide- Wausau: MCPL & Colossal Fossils Present-Women of Science, MCPL & Colossal Fossils Present-First Life; Marathon City: Grab & Go: Notes of Encouragement
- October 8- Big Guide- Wausau: Grab & Go: DIY Gnome Peg Dolls, MCPL & Colossal Fossils Present-First Life, MCPL & Colossal Fossils Present-Sea Monsters; Marathon City: Grab & Go-Notes of Encouragement
- October 15- Big Guide- Wausau: Grab & Go-DIY Gnome Peg Dolls, MCPL & Colossal Fossils Present-Sea Monsters, Six Spooky Words Story Contest, MCPL & Colossal Fossils Present-Sky Monsters
- October 22- Big Guide- Wausau Grab & Go-DIY Gnome Peg Dolls, History Speaks on the Air-Death and Mourning Customs, MCPL & Colossal Fossils Present-Sky Monsters
- October 29- Big Guide- Wausau: History Speaks on the Air-Death and Mourning Customs, MCPL & Colossal Fossils Present-Cave Art 101; Athens: Grab & Go-Wet Felting Acorn

Mosinee Times

- October 1- Marathon County Public Library Youth Events- Edgar: Grab & Go-Do You Own Story Time; Mosinee: Preschool Pine Cleaner Palooza!
- October 8- MCPL's Writing Contest-Six Words or Less!

- October 15- MCPL, Alzheimer's Association to offer free informational webcast; The Marathon County Historical Society and the Marathon County Public Library present History Speaks on the Air-The Lincoln-Douglas Debates
- October 22- Job-related proofreading services offered at MCPL Wausau; The Marathon County Historical Society and the Marathon County Public Library present History Speaks on the Air-At Rest-Death and Mourning Customs
- October 29- Marathon County Public Library Youth Events- Wausau: MCPL & Colossal Fossils Present-The Mammoth Hunter, National Adoption Month Read Aloud; Marathon City: Grab & Go-Make Your Own Notebook; Rothschild: Grab & Go-Letter of the Week; Spencer: Grab & Go-Pan Flute

Wausau Pilot & Review

- October 5- County library postpones opening new learning lab
<https://wausapilotandreview.com/2020/10/05/county-library-postpones-opening-new-learning-lab>
- October 6- Marathon County Public Library activities- Wausau: Grab & Go-DIY Gnome Peg Doll, Grab & Go-Catapults, Grab & Go-Earthworm Coding, Six Spooky Words Story Contest, MCPL & Colossal Fossils Present-Sea Monsters; Edgar: Grab & Go-Do Your Own Story Time; Rothschild: Grab & Go-Letter of the Week; Spencer: Grab & Go-Handmade Greeting Cards; Stratford: Grab & Go-We Love Leaf Man!
<https://wausapilotandreview.com/2020/10/06/marathon-county-public-library-activities-12>
- October 16- Job-related proofreading services offered at MCPL Wausau
<https://wausapilotandreview.com/2020/10/16/job-related-proofreading-services-offered-at-mcpl-wausau>
- October 17- Marathon County Public Library activities- Wausau: Grab & Go-Pokémon Suncatcher, MCPL & Colossal Fossils Present-Sky Monsters; Athens: Grab & Go-Coffee Filter Bat Craft; Edgar: Grab & Go-Do Your Own Story Time; Hatley: Grab & Go-Origami Bookmarks; Rothschild: Grab & Go-Letter of the Week, Virtual Dementia Conversations
<https://wausapilotandreview.com/2020/10/17/marathon-county-public-library-activities-13>

October 30- History Chats continue with people you should know, other topics

<https://wausapilotandreview.com/2020/10/30/history-chats-continue-with-people-you-should-know-other-topics>

Materials

• Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 11/2/2020	*% Spent	Budget Holdback	Free Balance w/ Budget Holdback
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$1,612.39	\$2,887.61	64%	\$400.00	\$1,212.39
Juvenile CDs	\$500.00	\$205.37	\$705.37	\$45.45	\$281.13	\$424.24	60%	\$-	\$281.13
Juvenile DVDs	\$13,000.00	\$166.88	\$13,166.88	\$1,181.82	\$4,631.52	\$8,535.36	65%	\$1,820.00	\$2,811.52
Juvenile DVDs Standing Order	\$1,000.00	\$12.00	\$1,012.00	\$90.91	\$657.42	\$354.58	35.04%	\$-	\$657.42
Juvenile Video Games	\$2,000.00		\$2,000.00	\$181.82	\$544.61	\$1,455.39	73%	\$300.00	\$244.61
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$168.57	\$331.43	66%	\$-	\$168.57
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$7,895.64	\$13,988.61	64%	\$2,520.00	\$5,375.64
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$3,618.99	\$16,440.00	82%	\$1,080.00	\$2,538.99
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$11,603.88	\$30,004.70	72%	\$5,500.00	\$6,103.88
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$10,899.51	\$24,143.80	69%	\$5,700.00	\$5,199.51
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$249.41	\$320.59	56%	\$-	\$249.41
Juvenile Print Standing Order	\$9,000.00	\$684.00	\$9,684.00	\$818.18	\$3,581.54	\$6,102.46	63.02%	\$-	\$3,581.54
Young Adult Fiction	\$8,000.00	\$153.42	\$8,153.42	\$727.27	\$1,292.59	\$6,860.83	84%	\$200.00	\$1,092.59
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$1,097.39	\$3,260.28	75%	\$-	\$1,097.39
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$247.62	\$889.10	78%	\$-	\$247.62
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$32,590.93	\$88,021.76	73%	\$12,480.00	\$20,110.93
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$40,486.57	\$102,010.37	72%	\$15,000.00	\$25,486.57
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%		

- Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Amount Deducted	Current Free Balance	Spent as of Nov. 3, 2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$5,302.23	\$1,500.00	\$1,773.14	\$11,304.68	86.44%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$4,318.70	\$2,500.00	\$333.46	\$7,691.65	95.84%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$17,149.89	\$10,400.00	\$3,059.97	\$28,526.27	90.31%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$700.12	\$350.00	-\$204.26	\$1,744.25	113.26%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$27,470.94	\$14,750.00	\$4,962.31	\$49,266.85	90.85%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,112.26	\$750.00	\$158.48	\$2,186.24	93.24%
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	\$4,746.06	\$41,811.59	89.81%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,314.40	\$800.00	-\$36.79	\$7,691.27	100.48%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$4,748.53	\$0.00	\$3,148.29	\$12,151.71	79.42%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$25,469.76	\$6,500.00	\$6,822.64	\$61,911.22	90.07%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,709.05	\$0.00	\$1,549.63	\$1,450.37	48.35%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$3,179.77	\$1,500.00	-\$222.86	\$10,393.14	102.19%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$564.66	\$350.00	-\$12.66	\$794.42	101.62%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$624.63	\$350.00	\$114.16	\$635.84	84.78%
Adult Print Subtotal	\$154,589.00	\$4,417.75	\$159,006.75	\$14,053.55	\$56,992.70	\$10,250.00	\$19,015.95	\$139,990.80	88.04%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$84,463.64	\$25,000.00	\$23,978.26	\$189,257.65	88.76%

WVLS Adult Book	\$6,500.00	6.43	\$6,112.90		\$2,596.47			\$3,516.43	57.52%
WVLS Adult AV	\$1,000.00	n/a	\$1,000.00		\$1,006.43			-\$6.43	-0.64%

Monthly Business Report – November, 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.

The substantial decrease in revenue associated with our safety precautions, as previously reported, shows little signs of easing and now warrants further monitoring as related to revenue scheduled to offset expenses in 2021. While numbers are impossible to predict at this time, consideration of the possibility and remedies are worthy of our efforts. In a situation similar in that it may well impact 2021 expenses at a time when the budget for that year has been completed, a City County IT Department project is installing a fiber optic connection to the Hatley Branch. We have been told that the focus so far has been entirely on the burying of the fiber before the onset of winter and that consideration of the costs of use and maintenance will be considered at a later date. While the size of the service will rival the service at the downtown Wausau Library, it is unknown what the cost for the service will be. The service size will be about ten times the speed of our current download speed and forty times our current use. If our costs are comparable to Wausau we will need to reallocate approximately five thousand dollars from other operating expenses to pay for the increase.

Tom is 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.

Analog security cameras throughout the building are being replaced by staff as time permits with the help of City County IT professional Wally G. The old cameras are each at least twelve years old and they are characterized by poor picture quality and substantial digital storage needs. The new cameras offer amazing clarity with a storage signature that is a fraction of the old ones thanks to modern compression technology.

The network wiring in the Wausau building is being reviewed, relabeled, and as appropriate, removed. Twenty five years of abandoned network, video, and telephone cabling is being removed for the purpose of simplifying troubleshooting and easier location of available services.

The ten year old computer monitors are being replaced at all nine locations. Computer monitors throughout the nine locations are being replaced with monitors that better meet current needs and reliability standards. The monitors being replaced are ten years old which is well beyond the expected useful life expectancy. The project which is being completed with in-house staff includes a review and replacement of associated cabling connecting the monitors to the computers and the computers to power and network connections.

October Support Services 2020 Report

Circulation Team

- October curbside statistics are 2,387 pickups, for an average of 109 pickups per day. This is a decrease of 23 pickups from the prior month. Curbside circulation was 10,584 items, an increase of 282 items. Families are checking out larger amounts of items for school age children.
- Team members continued to call customers with reminders to pick up items that have been on the hold shelf with dates ready to expire.
- The Circulation team has been sanitizing any touchpoints that the scheduled 434 customers may have encountered when entering and exiting the building for computer usage during the month of October.
- 4,431 telephone calls were answered by the team members, with an average of 201 calls per day, averaging 25.1 calls per hour.
- 55 new library card applications have been processed. An average of 2.5 arrive through email daily and are being processed by the Circulation team members, verified by staff, and picked up by our customers at the drive thru window, and branches.
- Ken Block is helping out with the OCLC project.
- Colleen Y, Jeff P, Laura D, Pam S and Kitty R helped the Support West team cover the Drive Up window.
- Colleen Y has started mail sorting, and periodical processing training for all Circulation Team members.
- It's annual Passport Certification time. Passport Agents will be taking their online training course over the next month to recertify our MCPL facility for 2021.
- Pam S and Paula L have been busy, checking out, and packaging 1,300 Homebound items to happy recipients.
- Laura D has all old ILL returns sent back and has the Interlibrary loan program up and going again.

Support Services Team

- 10/13 & 10/27/20: Mary attended Leads meeting with Kitty and Ollie. We reviewed a V-Cat document regarding best practices during COVID and then started a similar document for MCPL – Wausau.
- 10/15/20: Kitty, Mary and Ollie attended the V-Cat Cooperative Circ meeting. We continued work on the V-Cat best practices during COVID document.
- 10/19/20: Mary continued the vacation holds on several newspaper subscriptions.
- 10/21/20: Kitty, Mary, and Ollie attended Leads meeting with Matt.
- 10/27/20: Chris and Pat attended the V-Cat Bib Committee meeting. Topics discussed:
 - Discover Layer process update.
 - Juvenile Subject indexing update
 - Outdated Subject Headings
- Curbside pickup continues to be a success. Ollie and members of Main Desk Team helped cover during the month.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project.

- D.C. Everest school district picked up roughly 70 boxes of withdrawn juvenile books.
- Team members continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Adult yearbook: in progress
 - Adult nonfiction: 200's done
 - Juvenile nonfiction: done to 649 (2nd time around: 220)
 - Juvenile beginning chapter books: done
 - Cleaning juvenile DVDs
 - Answering phones
 - Withdrawals
- Team members:
 - Took advantage of the County's free flu shot clinic.
 - Worked on past learning goals.

Page Team

- Assisted Support Services with re-labeling Juvenile Non-Fiction, Adult Non-Fiction 200's, Reference Yearbook collection, and we finished the Beginning Chapter books
- Continued on with daily duties of sorting, shelving, and pull lists.
- Leads meeting specifically working on a chart about what MCPL did during COVID
- Searched for missing/missing in inventory books
- Shelf Read in Fiction and the CD's.
- Punched and labeled new jacks
- Mapped 1st and 2nd floor jacks.

Branch Libraries Report

October 2020

Athens Monthly Report

Events and Programs

- Mini Fall Wreath: During the week of October 5th – 9th adults were welcome to pick up a grab and go fall themed mini wreath craft. A total of 8 adults participated in this event.
- Tear Art Wreaths: Athens also offered a kids wreath craft which was featured during the week of October 5th- 9th. Children were invited to pick up a simple grab and go wreath decorating kit with all supplies provided. A total of 11 kits went out to the public.

- Coffee Filter Bats: During the week of October 26th- October 30th Athens had grab and go coffee filter bat kits. Kids were invited to learn about endangered bats and create a craft using coffee filters, markers, clothespins and construction paper. A total of 14 kits went out to the public.

Circulation Statistics

- Athens circulated 780 items in October 2020. This is a 64.67 decrease from October 2019. In 2020 year-to-date, Athens has circulated 8,513 items. This is a 49.30% decrease from 2019.
- Athens had a total of 49 browsing appointments, 27 computer appointments, 89 people in the library and 98 curbsides during the month of October.

Library News

- Athens staff finished inventory for Juvenile Chapter Books, and Juvenile Non Fiction. Athens staff is currently working on Graphic Novels, Young Adult, Board Books and Juvenile Series for inventory.
- Jennifer Triolo attended a Go To meeting on October 23rd with the Deb Gauerke, Lisa Haessly and Sarah Moscatello. As a branch team we are currently organizing a Family for All Seasons video that will be documented on the MCPL website and Facebook. This video will contain fun facts, crafts, a virtual story time and book recommendations.
- During the month of October Athens had a number of Cvoid-19 cases reported. Due to the increased numbers of students, families, and staff affected, Athens Middle/High and Athens Elementary schools were closed October 5th- 16th. During this time Athens library noticed a decrease in curbside and appointments.

Facilities Updates

- Athens had a small water leakage from the back window near the exit. Lisa Czech in the village clerk's office informed maintenance and snow was removed from the roof preventing any further leakage.

Edgar Monthly Report

Events and Program

- Storytime Packets Along with the Grab n Go crafts are off to a slow start, 20 kits and 4 story time packet.
- Home School Huddle Packets have served 28 families with 72 students in October.

Circulation Statistics

The circulation statistics for the month of October were 1,216 items checked out. This is a 43.12% decrease for the same month last year. A total of 11,178 items have been checked out so far this year. This is a 41.79% 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.
- Deb attended various webinars.
- Dana the new assistant for the Edgar Branch, is doing a great job.
- Deb worked on a family program with other staff throughout the county.
- Deb along with all staff throughout the county are working on Grab n Go projects for 2021.

Facilities Updates

- The village of Edgar planning on putting a security entrance system in the village hall. It would allow the hall to be locked down and only allow people that buzz into enter.
- The Village has installed large televisions in both the board room and the large meeting room. These will give the village the ability to offer online meetings, such as zoom, for public use.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 5 adults participate in our Virtual Book Club to discuss the book “The Witch Elm” by Tana French. It was a mutually agreed upon that this book was very long and slow moving and not a favorite.
- Grab N Go programs
 - a. Pony Bead Pumpkins had 4 adults and 17 children grab a bag
 - b. Origami Bookmarks had 2 adults, 14 children, and 2 young adults grab a bag

Upcoming Programs

- Virtual Book Club on November 10th
- Grab N Go Crafts – Button Turkeys (Nov 9-13)

Circulation Statistics

- Hatley circulated 1,853 items for the month. This is a 37.19% decrease for the month. Year to date is 13,615 items. This is 48.93% decrease from last year.

Library News

- Heather has working on inventory. In September the following sections were completed: all adult new books, and started adult large print.
- 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 October we had 117 curbside appointments, 74 browsing/in-library pick-ups and 17 computer appointments. This totaled out to be 136 patrons coming through our doors.
- The library had to close early on 10/16 due to unexpected circumstances.

- Thank you to Dana and Chad for filling in last minute for us.
- We are starting to really dig in and go through all of the craft supplies we have in our staff room. We are working on sending supplies to WA that will be used for the 2021 grab n gos.

Facilities Updates

- None

Marathon Branch Monthly Report

Events and Programs

- **Book Club:** During the month of October, we went back to holding our book club event virtually. Six patrons joined in for a thoughtful discussion of the book, *A Thousand Splendid Suns* by Khaled Hosseini. In November, the book club will meet again virtually to discuss *The Library Book* by Susan Orlean. The book club usually meets the second Monday of the month from 5:45 PM – 6:45 PM.
- During the week of October 5-9, we offered kids and families a chance to say “thank you” to our local health care workers by picking up a Grab & Go kit of supplies to create greeting cards and “Notes of Encouragement.” We collected those cards throughout the month of October. We delivered 27 cards to the United Way of Marathon County to be delivered to brave health care workers in the area.
- During the month of November (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. More information for these programs is available on the MCPL website. To celebrate National Picture Book Month, during the week of November 2-6, we are offering a Make Your Own Notebook Grab & Go project. Children, tweens and teens can pick up accordion-style notebooks made from recycled materials to use as a journal or to write stories, poems or create artwork. During the week of November 16-20, you can visit the Marathon Branch to pick up a Gratitude Jar. Instructions and materials are provided for this wonderful family activity.

Circulation Statistics

- Marathon circulated 1,652 items during the month of October. This is a 56.01% decrease from this time last year. So far in 2020, Marathon has circulated 15,958 items. This is a 53.61% 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 and curbside pickup each day.

Library News

- During the month of October, we recorded 192 patron curbside pick-ups and 134 patrons visited the library during our special hours.
- We gave out 38 Grab & Go activity kits this month.

Facilities Updates

- The fire inspector came to do an inspection.
- The sprinkler system was winterized.
- Village maintenance came in to fix an emergency light that was not working.

Mosinee Monthly Report

Events and Programs

- Regularly scheduled programs were canceled due to the closure, but one of our programs was converted to a virtual program, with additional time and dates added as planned presentations at other locations went virtual as well. Janell Wehr, UW-Extension Marathon County's horticulture educator, gave a presentation on the fall preparation regarding flowering bulbs. She gave a presentation on the 8th and two presentations on the 12th. Our Mosinee specific time brought in 10 virtual participants.
- Book Club: 4 patrons joined us for a virtual discussion about *Something in the Water* by Catherine Steadman.
- This month's grab and go kit was a Preschool Pipe Cleaner Palooza, where 25 kits were taken, packed full of multiple STEAM activities for preschool aged children. Our area Head Start were excited to pick up multiple kits after Julie connected with our local daycare centers and Head Start to talk about our current services and resources.

Circulation Statistics

- Mosinee circulated 1,684 items in October 2020. This is a 51.36% decrease. Mosinee has circulated 15,506 items in 2020. This is a 57.66% decrease.

Library News

- Displays: Julie made a "Who dunnit?" display, asking patrons what their favorite detective was. She also promoted *Because of Winn-Dixie* in her ongoing "Read the book, then see the movie!" display and featured books and movies in a "There's a monster in my book" display over the children's fiction section. Sarah converted our outdoor enclosed bulletin board that typically displays our hours into a bulletin board promoting all of our upcoming programming so all patrons can easily see what's happening soon. This also helped clear up space on our door that is being used for all of the necessary signage during the pandemic.
- Rounding was completed on 10/21.
- Inventory: Sarah continued working on the adult nonfiction section, and finished on the 14th. This completes all inventory sections for Mosinee.
- Curbside services and appointments continued throughout the month of October, with curbside continuing as the popular service. At the end of the month we had a total of 197 curbside pickups and 82 appointments with 124 patrons. Our nights after 5 p.m., especially 6 p.m. until 7 p.m., remain very slow, with only occasional, if any, phone calls or service requests.

- Special thanks to Julie for helping out Rothschild several times and for covering Mosinee alone several times!

Facilities Updates

- After our fire alarms were going off on September 29th, Per Mar Security was able to come out on October 8th to inspect our system. It was determined that one or several of the first floor smoke detectors may be having sensitivity issues due to their age. If the problem continues, Per Mar advised the dated units be replaced.

Rothschild Monthly Report

Events and Programs

- Due to lack of interest, we did not hold an October virtual book club. In November, our virtual book club will be discussing *The Rules of Magic* by Alice Hoffman on Wednesday, November 16th at 11:00am. Unless interest picks up, we will plan to discontinue our virtual book club in 2021.
- We handed out 27 grab-and-go letter of the week crafts for our preschool aged patrons. We also helped coordinate a two-part virtual program put on the ADRC about dementia.
- We have a few upcoming grab-and-go programs including a make your own painting kit for adults, a sock gnome kit for adults, and a tissue paper painting kit for preschoolers. We will also continue our letter of the week crafts through the remainder of the year. The UW-Extension also has a few upcoming sessions of a gardening presentation planned about heirloom plants.

Circulation Statistics

- In October, Rothschild circulated 5,191 items. This is 50.37% decrease from last year. In 2020, Rothschild circulated 50,235 items. This is a 51.81% decrease from last year.
- In October, we completed 692 curbside pickup appointments and had 308 people visit the library for in-person appointments.

Library News

- Ben and Tom visited the library to replace the computer keyboards and monitors. We also moved the self-check machine and rearranged the staff work area at the circulation desk to increase our social distancing.
- Rothschild staff weeded the J board books, J fiction, and some of the adult nonfiction. We are currently working on shifting collections.
- We also completed inventory by finishing the adult music CD collection.
- Rothschild staff covered a shift in Hatley.
- Laura completed rounding with branch staff and checked in with our three new branch assistants.

Facilities Updates

- The Rothschild village offices remain closed to the public. They will only be letting people in via appointment.

Spencer Monthly Report

Events and Programs

- The week of October 12th – 16th a Grab N Go adult craft, DIY Handmade Greeting Cards, were handed out. All 21 Grab n Go crafts were taken and we had requests for more!

Circulation Statistics

- Spencer circulated 718 items in the month of October. This is a decrease of 62.49%. Spencer has circulated 8,604 items in 2020. This is a decrease of 54.44%
- In the month of October, Spencer had 14 curbside appointments, 114 browsing appointments, 10 computer appointments with a total of 139 total people in the library.

Library News

- The week of October 12th- 16th reference questions were tallied for the DPI.
- On October 14th, the Village of Spencer accidentally cut the WI-FI access wires while do some excavating. Spectrum/Charter came a few hours later to fix the wires.
- On October 21st, a Go To Meeting was held for new staff and the coordinators. Attending the meeting was Laura W., MJ and Darla R. from Stratford, and Lue M and myself from Spencer. It was a great chance for the new employees to meet other branch employees.
- The RFID Tag Reader did not respond. Ben Dietz, came to Spencer and replaced a box, which did not solve the problem. We are currently awaiting a response from the company.

Facilities Updates

- New blacktop was poured in front of the building and behind in the parking lot.

Stratford Monthly Report

Events and Programs

- Our Virtual Story Time about Autumn Leaves was shared on the library's social media Oct. 20.
- We offered coordinating Take & Go Craft Kits in Stratford for this story time, and 19 patrons picked these up from our branch the week of Oct. 19.
- We distributed 17 Take & Go Halloween fun bags with items such as pencils, stickers, plastic bugs, Halloween riddles, and coloring sheets the week of Oct. 26.

Circulation Statistics

- We circulated 1,014 items in October. This is a 54.55% decrease from last year. In 2020, Stratford circulated 11,166 items. This is a 46.16% decrease from last year.
- We provided 109 curbside pickup appointments in October.
- We provided in-person appointments for 87 total patrons in October.
- Both services continue to go very well and patrons are very appreciative as well as respectful of the COVID 19 safety precautions.

Library News

- We set up a Halloween Book Display and an Autumn Book Display and shared images of both on social media for patrons.
- We prepared and taped a Snowman Story Time for Wausau for December and planned a coordinating Craft Take & Go Kit for Stratford.
- We taped and prepared a craft video for social media to demonstrate and promote our December Paper Bag Snowflake craft for teens and adults.
- We brainstormed and worked on a new book club format for patrons to use during the pandemic. We submitted the idea of using an online book chat format through Goodreads that was approved and will begin in January.

Facilities Updates

- Ben visited on Oct. 20 to bring us the medical grade keyboards and mice for our computers as well as larger monitors. The monitors provide more efficiency in work, and the new keyboards and mice work great and are easier to clean. Thank you!
- While here, Ben also replaced the door counter batteries and collected some information for a network project he is working on.

Director's Activities:

10-19-20	MCPL System Membership Review Task Force Meeting
10-19-20	Marathon County Public Library Board of Trustees Meeting
10-30-20	WiLS City Library Collective Idea Meeting
11-4,5-20	Wisconsin <i>Virtual</i> Digital Government Summit 2020
11-6-20	County Department Heads Meeting
11-9-20	Monthly agenda meeting with Library Board President
11-10-20	Furnishings and electrical projects bid opening
11-12,13-20	Toward One Wisconsin Virtual Inclusivity Conference
11-16-20	MCPL System Membership Review Task Force Meeting
11-16-20	Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

11-16-20	MCPL System Membership Review Task Force Meeting
11-16-20	Marathon County Public Library Board of Trustees Meeting
11-20-20	Resource Library Directors Meeting
TBD	Policy reviews w/Managers
TBD	Monthly agenda meeting with Library Board President
11-30-20	SRLAAW Virtual Meeting
12-18-20	County Department Heads Meeting
12-21-20	MCPL System Membership Review Task Force Meeting
12-21-20	Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Library windows replacement and building sealing/flashing repairs continue. Staff projects include: Staff and public monitors are being replaced. 10 yr old network switches are being replaced. Network plates and jacks being replaced. Ancient phone cabling being removed. Replacing 36 analog cameras that are 15 yrs old with new wiring and digital cameras, saving 10's of thousands of dollars. Replacing network firewall appliances. Mapping networks and rebuilding wiring system. Installing network management hardware and software.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Mid-Winter Virtual Conference is Jan. 22-26.

Any other issues or items of note:

GL787 LIB 20 CIP TRANS Report Format 511

Period 10 ending October 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			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	30,945.41		121,453.03	121,453.03	614,964.97	16.5

APR 777A LIBRARY CIP PROJECT	957,240.00	30,945.41		251,400.22	251,400.22	705,839.78	26.3

Or2 934 CIP PROJECTS	957,240.00	30,945.41		251,400.22	251,400.22	705,839.78	26.3

Sub 604 LIBRARY CIP PROJECTS	957,240.00	30,945.41		251,400.22	251,400.22	705,839.78	26.3

Report Final Totals	957,240.00	30,945.41		251,400.22	251,400.22	705,839.78	26.3
=====							

Marathon County Public Library 2021 Official Closings

New Year's Eve	Thursday	December 31, 2020	Close at 5:00
*New Year's Day	Friday	January 1, 2021	Closed
MLK Jr Day On	Monday	January 18	Closed
Memorial Day Weekend	Saturday	May 29	Closed
Memorial Day Weekend	Sunday	May 30	Closed
*Memorial Day	Monday	May 31	Closed
Independence Day	Sunday	July 4	Closed
*Independence Day Observed	Monday	July 5	Closed
Labor Day Weekend	Saturday	September 4	Closed
Labor Day Weekend	Sunday	September 5	Closed
*Labor Day	Monday	September 6	Closed
Thanksgiving Eve Day	Wednesday	November 24	Close at 5:00
*Thanksgiving Day	Thursday	November 25	Closed
*Christmas Eve Observed	Thursday	December 23	Closed
*Christmas Day Observed	Friday	December 24	Closed
Christmas Day	Saturday	December 25	Closed
*New Year's Day Observed	Friday	December 31, 2021	Closed
New Year's Day	Saturday	January 1, 2022	Closed

* Indicates a paid holiday