



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, December 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/503293397> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 503-293-397.**

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) **Transfer of funds to the Friends of MCPL – For Discussion and Possible Action**
8. (5 minutes) **Transfer of funds to the MCPL Foundation – For Discussion and Possible Action**
9. (5 minutes) **MCPL Foundation Video – For Discussion and Informational Purposes Only**
- 10.(10 minutes) **Furnishings Project Update – For Discussion and Possible Action**
- 11.(5 minutes) **Patron records cleanup – For Discussion and Possible Action**
- 12.(10 minutes) **Wi-Fi enhancements at branches – For Discussion and Possible Action**
- 13.(5 minutes) **Library Director’s evaluation – For Discussion and Possible Action**
- 14.(10 minutes) **Re-opening status discussion – For Discussion and Possible Action**
- 15.(15 minutes) **Task Force for System Membership update – For Discussion and Possible Action**
16. **Announcements**
17. **Request for Future Agenda Items**

18. **Next Meeting Dates**
- Monday 01/25/2021
 - Monday 02/15/2021
 - Monday 03/15/2021
 - Monday 04/19/2021
19. **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: December 15, 2020

FAXED TIME: 2:55 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 16, 2020. Library Headquarters, Wausau Community Room.

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

Excused:

Others: Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, 12 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 October 19, 2020 meeting. Seconded by Scott Winch. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for October 2020. Seconded by Gary Beaström. 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 a couple months ago that a November book sale might happen by appointment only. Because COVID-19 has gotten worse they will not be holding this event. They do have a November meeting to sort out new officers for 2021.

MCPL Foundation – The Library Director reported the Foundation is committed to \$650,000 in grants for the library, with \$250,000 for technology and \$400,000 for the furnishings. The bids are under review and we are waiting for the final steps. We will be promoting everything and creating a huge thank you to everyone. We will have more to report in December on the Foundation.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet

Welcome new member

New Library Board of Trustees member Dino Corvino introduced himself.

Committee memberships to be determined at December meeting

In December we will ask for volunteers for the following committees; Personnel Committee, Education Committee, Building Committee and Nominating Committee.

2021 Library Operational Calendar

A Motion was made by Kari Sweeney to accept 2021 Library Operational Calendar as presented. Seconded by Michelle Van Krey. Motion carried.

County Broadband expansion project and Wi-Fi at branch libraries update

At the October meeting it was mentioned that the County is trying to expand access in the more rural areas and they would like us to run our Wi-Fi in those areas 24 hours a day. We have been working with the City County IT Center and County Administration as they are using Road to Recovery money for this project. Each branch is unique and we want to work with those municipalities and the County on this. We do have a meeting with the vendor on a possible plan. On our behalf of City County IT Center, the vendor has already been paid, County Administration has approved the payment.

No motion was made

Main library facilities update, including public furnishing upgrades

The RFP and bids are coming in. There are an abundance of other projects being done at the library, the grand stairwell is roughly four weeks from being finished.

No motion was made

Re-opening status discussion

Generally check on a monthly basis before the Board of Trustee meeting with the Health Department. The Health Department believes that our patrons will be more appreciative how diligent we've been with our safety guidelines. I did not offer any changes to our services model at this time, but it is a board decision. My thought is that we continue as we are, even being more careful as we have been.

Board Member Beaström, stay with the status quo if we can handle it.

No motion was made

Task force for System Membership review: Update, Progress on formulation of recommendation to the library board, timeline.

Board Member Winch reported that the Task Force reviewed the advantages and disadvantages of one system over the other. The December meeting will be held in person and a decision will be presented to the Board of Trustees in January 2021.

No motion was made

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Gary Beastron to adjourn the meeting at 12:34 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

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

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.

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	6,983.43
	INTERNET SERVICE	6,983.43
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	R.T.L ELECTRIC	429.07
	AREND, MARK	316.08
	SUNDRY CONTRACTUAL SERVICES	745.15
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,439.00
	SUNDRY CONTR SERV-JACKETS LIBR	1,439.00
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	189.25
	SUNDRY CONTR SERV-PROC AV LIBR	189.25
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	17,609.42
	AMAZON CAPITAL SERVICES	2,409.35
	BOOKS LIBRARY	20,018.77
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	1,345.40
	AMAZON CAPITAL SERVICES	1,068.12
	MIDWEST TAPE LLC	648.42
	AUDIO-VISUAL MATERIALS	3,061.94
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	22.00
	ADVERTISING	22.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	NASSCO	251.74
	STAPLES ADVANTAGE	165.32
	AMAZON CAPITAL SERVICES	462.55
	LIBRARY OPERATING SUPPLIES	879.61
101 000000000066595320	BUILDING/OFFICES RENT	
	STRATFORD, VILLAGE OF	3,649.66
	WI PUBLIC SERVICE CO	266.93
	METRO FIRE PROTECTION INC	32.50
	VILLAGE OF MARATHON CITY	1,248.33
	BUILDING/OFFICES RENT	5,197.42

Bills for Approval

Period: 11 2020

Org: 665 LIBRARY

<u>Vendor Name</u>	<u>Amount</u>
LIBRARY 665 TOTAL:	<u>38,536.57</u>

Bills for Approval

Period: 11 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	135.43
STAPLES ADVANTAGE	36.93
AMAZON CAPITAL SERVICES	597.59
BOOKS LIBRARY	<u>769.95</u>
LIBRARY GIFTS 667 TOTAL:	<u>769.95</u>
Report Total:	<u><u>39,306.52</u></u>

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	546,309.00	36,737.30		485,062.97	485,062.97	61,246.03	88.8
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	53,217.12		664,831.07	664,831.07	113,516.93	85.4
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	40,097.63		531,328.77	531,328.77	119,549.23	81.6
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	4,884.35		115,694.37	115,694.37	39,951.63	74.3
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	4,352.16		103,319.96	103,319.96	18,650.04	84.7
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00			401,818.08	401,818.08	87,048.92	82.2
Act 1541 DENTAL INSURANCE	11,929.00			9,070.27	9,070.27	2,858.73	76.0
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	903.00		20,649.62	20,649.62	11,018.38	65.2
Act 1550 LIFE INSURANCE	1,134.00	48.84		508.11	508.11	625.89	44.8
Act 1560 WORKERS COMPENSATION PAY	1,655.00	55.24		973.93	973.93	681.07	58.9
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	68.98		1,604.92	1,604.92	430.08	78.9
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	140,364.62		2,347,885.12	2,347,885.12	508,632.88	82.2
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	12,983.43		26,112.27	26,112.27	612.27-****	
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			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	****	
Act 2958 COUNTY NETWORK SUPPORT	4,000.00			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	949.60		17,124.07	17,124.07	8,124.07-****	
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00	362.80		3,668.33	3,668.33	168.33-****	
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,079.96		17,681.51	17,681.51	4,318.49	80.4
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	330.25		4,197.30	4,197.30	3,802.70	52.5

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			892.94	892.94	2,757.06	24.5
Act 3125 PAPER COPIER	2,250.00			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	360.46		5,960.48	5,960.48	3,039.52	66.2
Act 3161 BOOKS LIBRARY	282,250.00	26,775.80		211,976.40	211,976.40	70,273.60	75.1
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	4,709.38		42,678.77	42,678.77	21,321.23	66.7
Act 3190 OFFICE SUPPLIES	8,000.00			95.56	95.56	7,904.44	1.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00			4,185.49	4,185.49	15,814.51	20.9
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			17,514.10	17,514.10	7,485.90	70.1
Act 3240 MEMBERSHIP DUES		399.00		924.00	924.00	924.00	-
Act 3250 REGISTRATION FEES/TUITIO	5,000.00			603.00	603.00	4,397.00	12.1
Act 3260 ADVERTISING	6,000.00	22.00		646.57	646.57	5,353.43	10.8
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	37.03		866.66	866.66	3,133.34	21.7
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			859.56	859.56	1,140.44	43.0
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	2,059.39		36,163.74	36,163.74	16,163.74	****
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	5,698.04		42,982.28	42,982.28	12,017.72	78.2
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	56,767.14		623,626.02	623,626.02	162,473.98	79.3
Or2 665 LIBRARY	3,642,618.00	197,131.76		2,971,511.14	2,971,511.14	671,106.86	81.6

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00		23,426.56	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			42,153.00	42,153.00		****

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

Agy 0870 LIBRARY	3,684,771.00	197,131.76		3,013,664.14	3,013,664.14	671,106.86	81.8

Sub 101 GENERAL FUND	3,684,771.00	197,131.76		3,013,664.14	3,013,664.14	671,106.86	81.8

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 11 ending November 30, 2020 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	88,553.00	829.84		37,435.13	37,435.13	51,117.87	42.3

Or2 667 LIBRARY GIFTS	88,553.00	829.84		37,435.13	37,435.13	51,117.87	42.3

Agy 0870 LIBRARY	88,553.00	829.84		37,435.13	37,435.13	51,117.87	42.3

Sub 252 LIBRARY GIFTS	88,553.00	829.84		37,435.13	37,435.13	51,117.87	42.3

Report Final Totals	3,773,324.00	197,961.60		3,051,099.27	3,051,099.27	722,224.73	80.9
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GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 11 ending November 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00	30.00		330.00	330.00	90.00	78.6
Act 2210 WATER/SEWER	35,000.00			26,115.37	26,115.37	8,884.63	74.6
Act 2220 ELECTRIC	42,000.00	2,558.25		28,135.05	28,135.05	13,864.95	67.0
Act 2240 NATURAL/PROPANE GAS	10,000.00	600.30		6,539.09	6,539.09	3,460.91	65.4
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	258.00		3,690.90	3,690.90	2,190.90	****
Act 2470 BUILDING REPAIRS	500.00			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	45.81		2,106.14	2,106.14	493.86	81.0
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	800.00		6,443.05	6,443.05	556.95	92.0
Act 3460 CLOTHING/UNIFORM	500.00	26.40		366.41	366.41	133.59	73.3
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			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	4,318.76		80,291.47	80,291.47	25,028.53	76.2
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	4,318.76		80,291.47	80,291.47	25,028.53	76.2
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	4,318.76		80,291.47	80,291.47	25,028.53	76.2
Sub 101 GENERAL FUND	105,320.00	4,318.76		80,291.47	80,291.47	25,028.53	76.2
Report Final Totals	105,320.00	4,318.76		80,291.47	80,291.47	25,028.53	76.2

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of November 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,846	720	-61.00%	18,638	9,233	-50.46%
EDGAR	1,963	1,181	-39.84%	21,167	12,359	-41.61%
HATLEY	2,462	1,306	-46.95%	29,119	14,921	-48.76%
MARATHON	3,288	1,689	-48.63%	37,689	17,647	-53.18%
MOSINEE	3,085	1,507	-51.15%	39,705	17,013	-57.15%
ROTHSCHILD	9,438	5,237	-44.51%	113,681	55,472	-51.20%
SPENCER	1,761	705	-59.97%	20,645	9,309	-54.91%
STRATFORD	1,673	930	-44.41%	22,412	12,096	-46.03%
WAUSAU	34,278	10,370	-69.75%	402,833	155,691	-61.35%
WAUSAU DRIVE UP	1,121	155	-86.17%	12,584	3,738	-70.30%
HOMEBOUND	920	956	3.91%	11,894	11,735	-1.34%
ILL	101	117	15.84%	1,356	697	-48.60%
OVERDRIVE	10,921	12,284	12.48%	122,955	141,737	15.28%
GRAND TOTAL	72,857	37,157	-49.00%	854,678	461,648	-45.99%

**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

November 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	321	0	341	9,233	3.69%	
EDGAR	1	0	7	0	0	0	0	8	12,359	0.06%	
HATLEY	0	0	0	1,437	749	0	0	2,186	14,921	14.65%	
MARATHON	0	0	7	0	0	0	0	7	17,647	0.04%	
MOSINEE	0	0	9	35	0	0	3	47	17,013	0.28%	
ROTHSCHILD	18	3	41	1,308	46	9	8	1,433	55,472	2.58%	
SPENCER	722	0	0	0	0	25	45	792	9,309	8.51%	
STRATFORD	6	0	0	0	0	22	0	28	12,096	0.23%	
WAUSAU	587	254	2,606	1,003	1,134	232	124	5,940	155,691	3.82%	
WAUSAU DRIVE UP	2	0	201	0	1	2	0	206	3,738	5.51%	
MISC*									154,169		
TOTAL MCPL	1,344	257	2,883	3,783	1,930	611	180	10,988	461,648	2.38%	
% of CIRC by COUNTY	0.29%	0.06%	0.62%	0.82%	0.42%	0.13%	0.04%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of November 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,455	64,716	0.40%
RESIDENT CHILD	9,321	8,871	-4.83%
HOMEBOUND	189	181	-4.23%
STAFF	69	65	-5.80%
TEMPORARY	243	462	90.12%
TOTAL FOR MARATHON COUNTY	74,277	74,295	0.02%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,866	2,880	0.49%
CHILD	234	230	-1.71%
TEMPORARY	16	24	50.00%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,116	3,134	0.58%
INTERLIBRARY LOAN			
ILL	533	422	-20.83%
GRAND TOTAL	77,926	77,851	-0.10%

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
11/2/2020	95	20	5	4	1	7	5	2	7	8	9	2	24	12	0	6	6	3
11/3/2020	103	18	0	0	1	6	4	8	10	5	10	3	35	20	1	5	3	3
11/4/2020	126	15	6	6	2	6	7	1	5	10	8	5	40	11	1	8	3	1
11/5/2020	116	17	2	3	2	3	3	2	11	4	8	3	17	11	2	5	4	7
11/6/2020	116	23	4	9	2	4	3	5	7	3	9	2	34	24	0	2	2	2
11/9/2020	102	26	6	2	1	4	4	3	11	19	12	8	29	14	2	10	5	6
11/10/2020	133	16	3	3	3	9	10	7	20	3	5	8	43	21	0	5	4	7
11/11/2020	106	13	3	5	3	4	2	11	11	7	11	3	45	13	1	9	7	5
11/12/2020	101	15	5	5	2	4	9	9	7	7	7	7	26	22	0	3	1	4
11/13/2020	124	17	5	5	2	3	1	4	7	10	6	3	20	12	0	3	3	2
11/16/2020	93	18	6	3	0	12	5	6	2	4	9	2	16	14	2	5	2	6
11/17/2020	145	16	4	3	5	9	6	8	15	4	8	2	43	23	1	7	3	4
11/18/2020	134	17	4	1	1	7	5	2	11	12	9	1	41	14	1	10	13	3
11/19/2020	95	13	2	0	0	3	7	6	10	2	5	3	34	14	1	5	5	3
11/20/2020	117	11	4	2	4	7	3	4	13	7	9	1	25	11	2	4	6	5
11/23/2020	124	19	7	4	1	7	5	11	6	8	13	3	35	10	3	8	8	1
11/24/2020	167	21	5	6	4	7	4	0	8	7	7	2	52	14	0	4	3	5
11/25/2020	126	15	12	5	0	6	1	4	10	9	13	9	40	14	1	3	2	9
11/26/2020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/27/2020	80	21	1	1	1	2	8	4	6	7	3	4	20	13	0	3	0	5
11/30/2020	125	24	3	6	2	18	3	3	12	5	14	2	32	15	1	11	11	5
Total for Nov	2328	355	87	73	37	128	95	100	189	141	175	73	651	302	19	116	91	86

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

* Wausau Appointments = Computer Appointments

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

THE PAST MONTH

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

Library Services Report

November 2020

News

- Leah held rounding with individual staff
- Leah and Library Services collaborated with other library teams to clean during the custodial absence
- Leah, Chad, Julie, Ben, Dan and Ollie attended virtual Toward One Wisconsin meetings in preparation for moderating sessions at the conference
- Leah, Chad, Julie, Ben, Dan and Ollie moderated their designated sessions on November 12 and 13 for the Toward One Wisconsin Inclusivity conference
- Leah virtually attended the Library System Task Force meeting
- Leah virtually attended the Library Board Meeting
- Leah hosted the bi-monthly virtual Library Branch Coordinator meeting
- Tara attended the Library Con Live virtual event
- Inventory: Trained MJ at Stratford Athens: Board Books, YA Fiction, YA Graphic Novels, YA Non-Fiction, Juvenile Series, Easy Readers, Favorites, Juvenile Audiobooks, Adult Audiobooks, Adult Music CDs, and Juvenile Music CDs Hatley: Adult New Fiction, Adult Large Print, New Large Print, New Adult Non-Fiction, New Adult Biographies, Adult Music CDs, Adult Large Print Non-Fiction, Adult Graphic Novels, Wisconsin Collection, Hatley Adult Audiobooks and Juvenile New Non-Fiction Mosinee: Juvenile Biographies, Juvenile New Fiction, and New Adult Non-Fiction
- Proctoring: Julie proctored 3 exams

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:

- Nov. 3: Virtual Story Time—average 5 views per hour (118 total views in 24 hours)

- Nov. 5: Virtual Story Time—8 total views on YouTube
- Nov. 10: Virtual Story Time— average 5 views per hour (125 total views in 24 hours)
- Nov. 12: Virtual Story Time—12 total views on YouTube
- Nov. 17: Virtual Story Time—14 total views on YouTube
- Nov. 19: Virtual Story Time—average 4 views per hour (100 total views in 24 hours)
- Nov. 24: Virtual Story Time—average 7 views per hour (173 total views in 24 hours)

Other Programs:

- Nov. 4: National Adoption Month Read-Aloud—67 total views on YouTube
- Nov. 4: Virtual/Interactive Head Start Story Time via Ring Central—33
- Nov. 18: Virtual/Interactive Head Start Story Time via Ring Central—65
- Oct. 26-Nov. 6: Grab and Go Craft: Pokemon Suncatcher—200
- Nov. 9-Nov. 20: Grab and Go Activity: Marble Maze Run—216
- Nov. 3: Colossal Fossils via Zoom—7
- Nov. 10: Colossal Fossils via Zoom—9
- Nov. 17: Colossal Fossils via Zoom—8
- Nov. 24: Colossal Fossils via Zoom—5
- Sep. 14-Nov. 19: LENA Fall Cohort—20 graduated families
 - *Number of November Youth Services programs – 17 (15 virtual, 2 socially distanced “in person”)*
 - *Total attendance for November Youth Services programs – 1180*

Adult/All Ages Events

- Nov. 5: Marathon County Historical Society History Chats: 20th Century County Health Care – 34 live viewers
- Nov. 9-20: Little Treasures Grab and Go: DIY Mason Jar Luminaries – 55 kits given out via drive-thru
- Nov. 10: Extension Marathon County Virtual Gardening: Heirloom Biographies – 15 live viewers
- Nov. 12: MCHS History Chats: People You Should Know: Father Daniels – 20 live viewers
- Nov. 17: Virtually Silent Book Club – 0 live viewers
- Nov. 19: MCHS History Chats: People You Should Know: George Cook – 13 live viewers
 - *Total programs/events for November – 6*
 - *Total attendance/participation – 137*

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,208 likes/follows (+12)
- Twitter: 1,227 followers (+6)
- Pinterest: 968 followers (-1)
- Goodreads: 292 friends (+2); 1,302 reviews (+3)
- Instagram: 833 followers (+25)

- YouTube: 44 subscribers (+6)

Hot Happenings in the River District (email newsletter)

- November 4- Grab & Go: DIY Mason Jar Luminaries
- November 11- Grab & Go: DIY Mason Jar Luminaries
- November 18- Grab & “Glow”: Glowing Star Constellation
- November 25: Grab & “Glow”: Glowing Star Constellation

City Pages

- November 5- Big Guide: Wausau: MCPL & Colossal Fossils Present-Cave Art 101, MCPL & Colossal Fossils Present-Flintknapping Basics; Athens: Grab & Go-Wet Felting Acorns
- November 12- Big Guide- Wausau: MCPL & Colossal Fossils Present-Flintknapping Basics, MCPL & Colossal Fossils Present-Fire with Friction; Athens: Grab & Go-Wet Felting Acorns
- November 19- Big Guide- Wausau: MCPL & Colossal Fossils Present-Fire with Friction; Rothschild: Grab & Go-Sock Gnomes
- November 25- Big Guide- Mosinee: Grab & Go-Colorful Winter Hat; Rothschild: Grab & Go-Letter of the Week

Mosinee Times

- November 5- The Marathon County Historical Society announces new topics for weekly History Chats with MCPL; MCPL, Extension Marathon Co. to offer virtual class on heirloom plants
- November 12- MCPL Wausau to offer Grab & Go luminary jar craft November 9-20; Marathon County Public Library youth events- Wausau: MCPL & Colossal Fossils Present-Flintknapping Basics; Athens: Grab & Go-Pinecone Owls; Marathon City: Grab & Go-Gratitude Jars; Rothschild: Grab & Go-Letter of the Week, Grab & Go-Tissue Paper Painting; Stratford: Grab & Go-Hibernation Craft
- November 19- Marathon County Public Library youth events- Wausau: Grab & Go-Glowing Star Constellation Craft, MCPL & Colossal Fossils Present-Fire with Friction; Athens: Grab & Go-Pinecone Owls; Rothschild: Grab & Go-Letter of the Week
- November 26- Marathon County Public Library youth events- Wausau-MCPL & Colossal Fossils Present-Ancient Music; Athens: Grab & Go-Make Your Own Harmonica; Rothschild: Grab & Go-Letter of the Week;

Wausau Pilot & Review

- November 3- Marathon County Public Library activities- Wausau: MCPL & Colossal Fossils Present-The Mammoth Hunter, National Adoption Month Story Time, MCPL & Colossal Fossils Present-Cave Art 101; Athens: Grab & Go-Wet Felting Acorns; Hatley: Grab & Go-Felt Button Turkeys; Marathon City: Grab & Go-Make Your Own Notebook; Mosinee: Grab & Go-Kindness is “Wonder”-ful!; Rothschild: Grab & Go-Letter of the Week; Spencer: Grab & Go-Pan Flute
<https://wausapilotandreview.com/2020/11/03/marathon-county-public-library-activities-14>
- November 7- Marathon County Public Library activities- Wausau: Virtual Gardening-Heirloom Biographies, Grab & Go-DIY Mason Jar Luminaries, MCPL & Colossal Fossils Present-Flintknapping Basics; Marathon City: Grab & Go-“Thank You, Omu” Gratitude

Jars; Rothschild: Grab & Go-Make Your Own Painting, Grab & Go-Letter of the Week, Grab & Go-Tissue Paper Painting; Stratford: Grab & Go-Hibernation Station
<https://wausapilotandreview.com/2020/11/07/marathon-county-public-library-activities-15>

- November 19- Marathon County Public Library activities- Wausau: Grab& Go-Glowing Star Constellation, MCPL & Colossal Fossils Present-Fire with Friction, MCPL & Colossal Fossils Present-Ancient Music; Athens: Grab & Go-Felt Owls, Grab & Go-Make Your Own Harmonica; Rothschild: Grab & Go-Letter of the Week, Grab & Go-Sock Gnomes
<https://wausapilotandreview.com/2020/11/19/marathon-county-public-library-activities-16>
- November 24- Marathon County Public Library activities- Wausau: Gran & Go-Eight-Armed Octopus and Eight Year-Old Aquarium, MCPL & Colossal Fossils Present-Ancient Music; Athens: Grab & Go-Winter Greeting Cards; Mosinee: Grab & Go-Colorful Winter Hat Craft; Rothschild: Grab & Go-Letter of the Week; Spencer: Grab & Go-Magical Snowman; Stratford: Grab & Go-Paper Bag Snowflakes
<https://wausapilotandreview.com/2020/11/24/marathon-county-public-library-activities-17>

Materials

- Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 12/3/2020	*% Spent	Budget Holdback	Free Balance w/ Budget Holdback
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$404.60	\$4,095.40	91%	\$400.00	\$4.60
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	\$4,663.89	\$8,502.99	65%	\$1,820.00	\$2,843.89
Juvenile DVDs Standing Order	\$1,000.00	\$12.00	\$1,012.00	\$90.91	\$657.42	\$354.58	#####	\$-	\$657.42
Juvenile Video Games	\$2,000.00		\$2,000.00	\$181.82	\$580.83	\$1,419.17	71%	\$300.00	\$280.83
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$4.78	\$495.22	99%	\$-	\$4.78
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$6,592.65	\$15,291.60	70%	\$2,520.00	\$4,072.65
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$2,113.31	\$17,945.68	89%	\$1,080.00	\$1,033.31
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$6,292.87	\$35,315.71	85%	\$5,500.00	\$792.87
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$7,583.36	\$27,459.95	78%	\$5,700.00	\$1,883.36
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	\$3,449.60	\$6,234.40	#####	\$-	\$3,449.60
Young Adult Fiction	\$8,000.00	\$153.42	\$8,153.42	\$727.27	\$258.03	\$7,895.39	97%	\$200.00	\$58.03
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$9.17	\$4,348.50	100%	\$-	\$9.17
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$260.54	\$876.18	77%	\$-	\$260.54
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$20,216.29	\$100,396.40	83%	\$12,480.00	\$7,736.29
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$26,808.94	\$115,688.00	81%	\$15,000.00	\$11,808.94

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 12/02/2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$5,302.23	\$1,500.00	\$25.98	\$13,051.84	99.80%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$4,318.70	\$2,500.00	\$334.42	\$7,690.69	95.83%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$17,149.89	\$10,400.00	\$1,363.94	\$30,222.30	95.68%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$700.12	\$350.00	-\$204.18	\$1,744.17	113.26%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$27,470.94	\$14,750.00	\$1,520.16	\$52,709.00	97.20%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,112.26	\$750.00	\$8.94	\$2,335.78	99.62%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$2,749.00	\$0.00	\$0.00	\$3,714.00	100.00%
Adult Fiction	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$12,520.64	\$0.00	\$3,448.26	\$43,109.39	92.59%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,314.40	\$800.00	-\$59.30	\$7,713.78	100.77%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$4,748.53	\$0.00	\$2,734.63	\$12,565.37	82.13%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$25,469.76	\$6,500.00	\$1,985.74	\$66,748.12	97.11%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,709.05	\$0.00	\$256.00	\$2,744.00	91.47%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$3,179.77	\$1,500.00	-\$192.64	\$10,362.92	101.89%
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	\$8,283.13	\$150,723.62	94.79%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$84,463.64	\$25,000.00	\$9,803.29	\$203,432.62	95.40%

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 – December, 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 City County IT Department project is installing a fiber optic connection to our Hatley Branch as a waypoint on the way to a school. We have now heard that the fiber is in, but have had no communication concerning when it will be made live or how much our assessed cost will be going forward. While the size of the service will rival the service at the downtown Wausau Library, the inexpensive cable internet service already at that location is many times larger than necessary for the location and still may be the most cost efficient option for the foreseeable future. While we have been told that there is no way to anticipate what this project will cost until after construction is complete, I believe it would be prudent to transfer money out of an account where spending could be curtailed in order to ensure funds for this project.

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 in-house staff as time permits with only four outside cameras remaining as part of the old system. 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.

Computer monitors have been replaced at all being replaced at all eight branches. The only remaining monitors are attached to out-of-service patron computers. As the re-imaging project comes to fruition we will purchase new monitors for the exact amount of machines used with the new furniture. s 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.

November Support Services 2020 Report

Circulation Team

- November curbside statistics are 2,328 pickups, for an average of 116.4 pickups per day. This is an increase of 5 pickups per day from the prior month. Curbside circulation was 10,642 items, an increase of 58 items. Families are checking out larger portions for school age children.
- The Circulation team has been sanitizing any touchpoints that the scheduled 370 customers encounter when entering and exiting the building for computer usage during the month of November.
- 4,196 telephone calls were answered by the team members, with an average of 209.8 calls per day, averaging 26.2 calls per hour.
- 73 new library card applications have been processed. An average of 3.6 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.
- 11/5/2020 Kitty R virtually attended the V-CAT Council Meeting.
- 11/11/2020 Ollie C, Mary S, and Kitty R gathered for a Leads meeting to create and discuss COVID best practice sheet.
- 11/25/2020 Support Teams Leads met with Ralph I to discuss upcoming annual appraisal procedure.
- Circulation Team members are assisting with Support West Drive Thru Window breaks.

- Ken Block continues to work with the OCLC project.
- Colleen Y has completed the mail sorting, periodical processing procedure, and periodical spreadsheet for 2021. Colleen has trained Jeff, Laura, and Pam as mail backups when she is out for the day.
- It's annual Passport Certification time. Passport Agents are taking their online training course to recertify our MCPL facility for 2021. Kitty R, Laura D, have completed the course thus far.
- Pam S, and Paula L have been busy checking out, and packaging 956 Home bound items to appreciative recipients.

Support Services Team

- 11/5/20: Chris and Mary attended the V-Cat Council meeting. Topics discussed:
 - The quality of bib records in the Sierra database.
 - Best practices during COVID document: additions made but document was returned to the V-Cat Coop. Circ. Committee for additional clarification.
 - By-Laws revision: this document addressed the change to the V-Cat voting model from 1 vote per library to a weighted model. After discussion, the document was returned to the Voting Models Exploratory Committee for additional clarification.
 - Discovery Layer survey results and future demonstration dates.
 - Teleforms replacement product (Shoutbomb) to go into effect the first weekend in December.
 - Future upgrades to Sierra. More information to come via the V-Cat listserv.
- 11/11/20: Mary attended Leads meeting with Kitty and Ollie. We finished our document regarding best practices during COVID.
- 11/16/20: Mary continued the vacation holds on several newspaper subscriptions.
- 11/19/20: Mary attended the V-Cat Cooperative Circ. meeting. Topics discussed:
 - Best practices during COVID document.
 - Discussed library due dates shortened by the patron card expiration date. Discovered that some V-Cat libraries do not receive the future expiration date pop up at checkout.
- 11/25/20: Mary met with Ralph to discuss annual appraisals.
- Curbside pickup continues to be a success, as well as the Grab 'n' Go crafts. We thank members of the Main Desk Team for their help covering curbside. I forgot to mention last month, staff members of South Central Library System videotaped our curbside pickup. They were creating a video showcasing how libraries are offering services during the pandemic.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project.

- Newman Catholic schools picked up a box of withdrawn juvenile books. This brings the total of donated books to over 12,000.
- 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: done
 - Juvenile nonfiction: done to 790 (2nd time around: 398)
 - Juvenile picture books: done through E
 - Cleaning juvenile DVDs. We moved the disc cleaner near the D/T and we're making better progress. Done through O.
 - Answering phones
 - Withdrawals

Page Team

- Assisted Support Services with re-labeling Juvenile Non-Fiction and Juvenile Picture books
- Continued on with daily duties of sorting, shelving, and pull lists.
- Leads Meeting November 11 finishing up "Best Practices during a Shutdown" document
- Ollie trained and then moderated sessions for the Toward One Wisconsin Conference the 12th and 13th
- Attended Cooperative Circ meeting Nov 19th
- Shelf read Adult Non-Fiction from the beginning to the 200's.
- Lynelle developed a virtual story time for National Adoption Week and it had 67 views in the first 24 hours.

Branch Libraries Report

November 2020

Athens Monthly Report

Events and Programs

- Felted Fall Acorns: During the week of November 9th-13th all ages were welcome to pick up a grab and go fall themed felted acorn craft kit. A total of 7 adults and 5 children participated in this event.
- Pinecone Owls: Athens offered a fall kids craft which was featured during the week of November 18th-25th. Children were invited to pick up a grab and go kit with all supplies

provided to make their very own owl craft using pine cones, felt, and cotton balls. A total of 15 kits went out to the public.

Circulation Statistics

- Athens circulated 720 items in November 2020. This is a 61.00 decrease from November 2019. In 2020 year-to-date, Athens has circulated 9,233 items. This is a 50.46% decrease from 2019.
- Athens had a total of 36 browsing appointments, 20 computer appointments, 73 people in the library and 87 curbsides during the month of November.

Library News

- During the month of November Athens staff finished inventory for Adult and Juvenile Music CDs, Juvenile Series, Adult Audio Books, Graphic Novels, Board Books, Young Adult Fiction and Non-Fiction. Staff is currently working on Adult Paperbacks, Wisconsin Collection, and Adult Non-fiction for inventory.
- Jennifer Triolo attended the Branch Coordinator Go to Meeting on Friday November 20th.

Facilities Updates

- None to report

Edgar Monthly Report

Events and Program

- Storytime Packets Along with the Grab n Go crafts, 10 kits and 4 story time packet.
- Home School Huddle Packets have served 24 families with 60 students in November.

Circulation Statistics

- The circulation statistics for the month of November were 1,181 items checked out. This is a 39.84% decrease for the same month last year. A total of 12,359 items have been checked out so far this year. This is a 41.61% decrease from 2019.

Library News

- Curbside and appointments continue to be a success.
- Deb attended various webinars.
- Deb attended the branch coordinator meeting on November 20, 2020
- Deb worked on a family program with other branch 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 will be putting in a security entrance system in the village hall. It would allow the hall to be locked down and only allow people that buzz in to enter. This will happen in December as part of a grant.
- The village has replaced the board room table and chairs, to make the use of the TV more accessible for meeting.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 5 adults participate in our Virtual Book Club to discuss the book “Killers of the Flower Moon” by David Grann. Everybody agreed this was a topic that we did not know much about. We had one new person join us as well! I have also had two more of or regular contact me about joining in as well starting in December!
- Grab N Go programs
 - a. Button Turkeys had 1 adult and 12 children grab a bag.

Upcoming Programs

- Virtual Book Club on December 8th
- Grab N Go Crafts – Paper Bag Volcanoes (Dec 28-31)

Circulation Statistics

- Hatley circulated 1,306 items for the month. This is a 46.95% decrease for the month. Year to date is 14,921 items. This is 48.76% decrease from last year.

Library News

- Heather has been slowly working on inventory. All collections but artwork are done!
- All of our appointment numbers went down for the month. During the month of November we had 95 curbside appointments, 55 browsing/in-library pick-ups and 19 computer/copy appointments. This totaled out to be 100 patrons coming through our doors.
- Almost all of our supplies and the staff room has been organized just a few more things to go through.
- Heather attended the “Serving All Adults: Dementia Friendly Business Training & Customer Service in the Library” webinar that WVLS hosted in conjunction with the ARDC.
- Robin attended the webinar on Ornerly Teenagers.
- Heather attended the Branch Coordinator Meeting

Facilities Updates

- We are only a step away from being hooked up to Fiber Optic for our internet!

Marathon City Monthly Report

Events and Programs

- **Book Club:** During the month of November, we held our book club virtually. Eight patrons joined in for a thoughtful discussion of the book, *The Library Book* by Susan Orlean. In December, the book club will meet again virtually to discuss *Front Desk* by Kelly Yang. We had some new folks join in this month. At this time, the book club is open to anyone and usually meets the second Monday of the month from 5:45 PM – 6:45 PM.
- During the week of **November 2-6**, we offered kids and families a chance to **Make Your Own Notebook**. During the week of **November 16-20** materials were provided to **Make Your own Gratitude Jar**. Kits could be picked up in-house or via curbside pick-up and a total of 36 kits were given out for these two events.
- During the month of December (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. Some of these events include the virtual gardening event “Tips & Care for Your Winter Plants” and the History Chat’s “People You Should Know” series. More information for these programs is available on the MCPL website. The annual Audubon Christmas Bird Count takes place in December. To commemorate the 120th anniversary of this event, we will be offering a **Grab & Go Bird’s Nest** activity Kit to be picked up during the week of **December 14-18**.
- We are collaborating with teams from the other MCPL branches to create a special seasonal **Fun for the Family** story time event. Each virtual event includes the reading of themed stories, fun and informational facts, songs & finger plays and instructions to make crafts for the family to enjoy together. Our first event **Fall Fun for the Family** can be accessed through the library webpage and was a definite learning experience and a lot of fun for all of us to create. Our next event, **Winter Fun for the Family** will be available later in December. We are planning to do 2 events per season.

Circulation Statistics

- Marathon circulated 1,689 items during the month of November. This is a 48.63% decrease from this time last year. So far in 2020, Marathon has circulated 17,647 items. This is a 53.18% decrease over last year. **Due to the Covid-19 Pandemic. We are only open for limited “by appointment” hours and curbside pickup each day.

Library News

- During the month of November, we recorded **189** patron curbside pick-ups. Also, **69** regular and **35** computer appointments were scheduled with a total of **131** patrons visiting the library during our special in-house hours.
- We gave out **30** Grab & Go activity kits this month.

Facilities Updates

- Village maintenance came to decorate the front entrance for the holidays.
- Water meter was checked.
- Marathon Plumbing came in to do a yearly check.

Mosinee Monthly Report

Events and Programs

- Regularly scheduled programming was either canceled or turned into virtual presentations due to the pandemic. Janell Wehr, Extension Marathon County's horticulture educator, gave 3 presentations on heirloom plants. Our Mosinee specific time slot on November 9th brought in 7 patrons. Her two other presentations, originally scheduled for in person presentations at Rothschild and Wausau, brought in 15 participants on the 10th and 25 participants on the 12th.
- Book Club: 3 patrons, including 1 new member, joined us for a virtual book club about *Hidden figures: the American dream and the untold story of the Black women mathematicians who helped win the space race*.
- Our grab and go this month, "Wonder"-ful Kindness, celebrated both World Kindness day on November 13th and the book *Wonder* by R.J. Palacio with a plethora of activities like making kindness clouds, sending letters to loved ones, creating a kindness chain, and more. Twenty-one kits were picked up.
- Sarah completed several book reviews and made a blog post on how patrons can make homemade journals and notebooks using common household materials, and Julie completed an excellent book review as well.
- Upcoming programming: We will be hosting another virtual gardening program with Janell Wehr from the Marathon County Extension, called "Tips and Care for your Favorite Winter Plants". We'll also have two grab and go craft kits: "Colorful Winter Hats", where kids can make a creative paper hat, complete with a yarn pompom, and a "Feed the Penguin" STEAM craft kit, where kids can make a cute penguin to practice letters, shapes, and colors.

Circulation Statistics

- Mosinee circulated 1,507 items in November 2020. This is a 51.15% decrease. Mosinee has circulated 17,013 items in 2020. This is a 57.15% decrease.

Library News

- Displays: Julie made an "Every Vote Count" display over our fireplace as well as a display featuring books on hunting for the start of the season. She also made a display in the children's section featuring books on the moon, with a quote from Jane Yolen's *Owl Moon*: "...and the moon was so bright the sky seemed to shine". We continued asking

patrons who their favorite detective was, in honor of Julie's "Whodunnit?" display and 7 people participated.

- Sarah attended the Coordinator meeting on the 20th.
- Self-reviews were completed and sent to the appropriate staff, in preparation for annual performance reviews.
- Curbside services and appointments continued throughout the month of July. At the end of the month we had a total of 175 curbsides, 40 browsing appointments, and 13 computer appointments with a total of 73 patrons inside the library.

Facilities Updates

- Patrons have been commenting on the new computer monitors, keyboards, and mice. We appreciate the new equipment and how much easier the keyboards and mice are to disinfect!

Rothschild Monthly Report

Events and Programs

- Due to lack of interest, we did not hold a November virtual book club. We plan to discontinue our virtual book club for the first part of 2021. We hope to restart book club later in the year when there is more interest.
- We handed out 16 grab-and-go letter of the week crafts for our preschool aged patrons, 11 DIY adult painting kits, and 36 tissue paper art kits for kids.
- In December, we will hand out a few more letter of the week crafts and a grab-and-go make your own gnome kit for adults. In 2021, we will transition to the library-wide monthly craft kits for children and adults.

Circulation Statistics

- In November, Rothschild circulated 5,237 items. This is 44.51% decrease from last year. In 2020, Rothschild circulated 55,472 items. This is a 51.2% decrease from last year.
- In November, we completed 651 curbside pickup appointments and had 302 people visit the library for in-person appointments.

Library News

- Ben visited the library to fix a receipt printer. He also helped us remotely to update the 3M self-check software and do some work on the printer.
- Rothschild staff weeded the J graphic novels and the adult DVDs.
- Leah visited the branch to drop off some supplies and check on our curbside and appointment set up.
- Laura attended the virtual branch coordinator meeting on 11/20.

Facilities Updates

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

- Village staff replaced burnt out light bulbs and fixed a running toilet in the library bathroom.
- Per Mar was in the library to complete maintenance on the alarm system.

Spencer Monthly Report

Events and Programs

- The week of November 2nd – 6th, a Grab N Go craft, “Make Your Own Pan Flute” for children was offered. This craft was a great STEM project. 18 crafts were handed out during the week.

Circulation Statistics

- Spencer circulated 705 items in the month of November. This is a decrease of 59.97%. Spencer has circulated 9,309 items in 2020. This is a decrease of 54.91%.

Library News

- Audrey did rounding with Lue M. on November 20th.
- Audrey attended a Library Branch Coordinator meeting via Go To Meeting on November 20th.
- Audrey read an interesting article called, “Realm Project Stacked Books” and “Realm Resources for Libraries Open during Covid”.
- Both Lue M. and Audrey finished their Self-Appraisals.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- Our Virtual Story Time about Hibernation was shared on the library’s social media Nov. 17.
- We offered coordinating Take & Go Craft Kits in Stratford for this story time, and 18 patrons picked these up from our branch the week of Nov. 16.
- We distributed 73 Take & Go craft kits Nov. 16-27 that included supplies to help patrons create Notes of Encouragement Cards for Health Care workers.

Circulation Statistics

- We circulated 930 items in November. This is a 44.31% decrease from last year. In 2020, Stratford circulated 12,096 items. This is a 46.03% decrease from last year.
- We provided 91 curbside pickup appointments in November.
- We provided in-person appointments for 86 total patrons in November.

Library News

- We set up a No Shave November display and shared images on social media for patrons.
- We prepared and taped a Snowman Snowball Shooter craft video for our patrons for a craft we will be offering in December.
- We worked on setting up and preparing our first online book chat through Goodreads that will begin in January, and have submitted the next book selections for February and March.
- MJ and Darla both compiled and submitted their self-appraisals.
- MJ was trained on inventory by Kate on Nov. 18 and we have begun doing inventory at our branch.
- MJ attended the virtual November Branch Coordinator's Meeting on Nov. 20.

Facilities Updates

- Salt was dropped off at our front door for winter!

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
- 11-30-20 SRLAAW Virtual Meeting
- 12-10-20 Monthly agenda meeting with Library Board President
- 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

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 12-18-20 Resource Library Directors 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
- TBD Policy reviews w/Managers
- TBD Monthly agenda meeting with Library Board President
- 1-25-20 MCPL System Membership Review Task Force Meeting
- 1-25-20 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Replacement of network firewall appliances continues.
Mapping networks and rebuilding wiring system project continues.

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 11 ending November 30, 2020 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	219,974.00			11,062.64	11,062.64	208,911.36	5.0
Act 8400 MAIN LIBRARY CUST SERVIC		21,950.43		140,834.98	140,834.98	140,834.98-	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	736,418.00	20,283.13		141,736.16	141,736.16	594,681.84	19.3

APR 777A LIBRARY CIP PROJECT	957,240.00	42,233.56		293,633.78	293,633.78	663,606.22	30.7

Or2 934 CIP PROJECTS	957,240.00	42,233.56		293,633.78	293,633.78	663,606.22	30.7

Sub 604 LIBRARY CIP PROJECTS	957,240.00	42,233.56		293,633.78	293,633.78	663,606.22	30.7

Report Final Totals	957,240.00	42,233.56		293,633.78	293,633.78	663,606.22	30.7
=====							

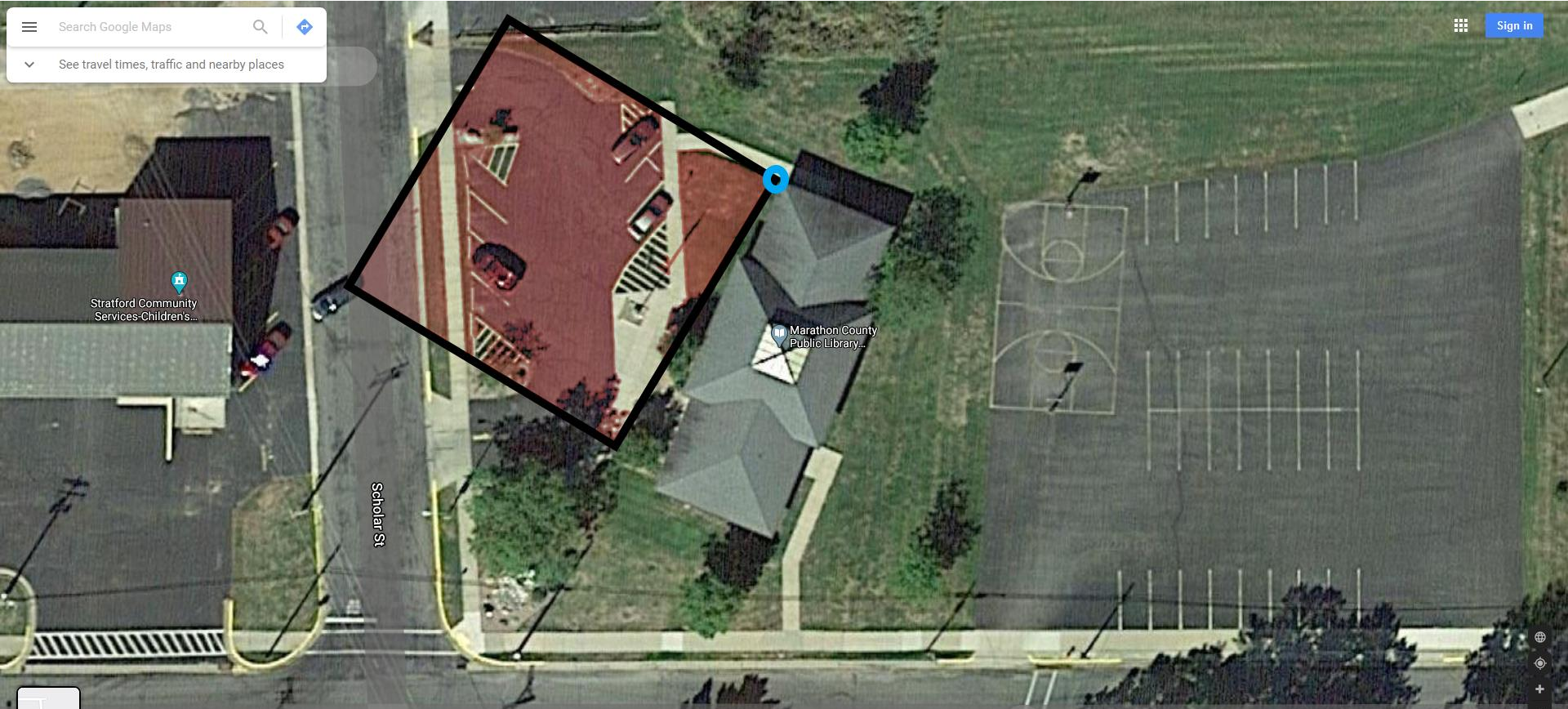
Stratford:

I could not get an image of the estimated location so I just put the AP near the door as an example. The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.

Search Google Maps

See travel times, traffic and nearby places

Sign in



Stratford Community Services-Childrens...

Marathon County Public Library...

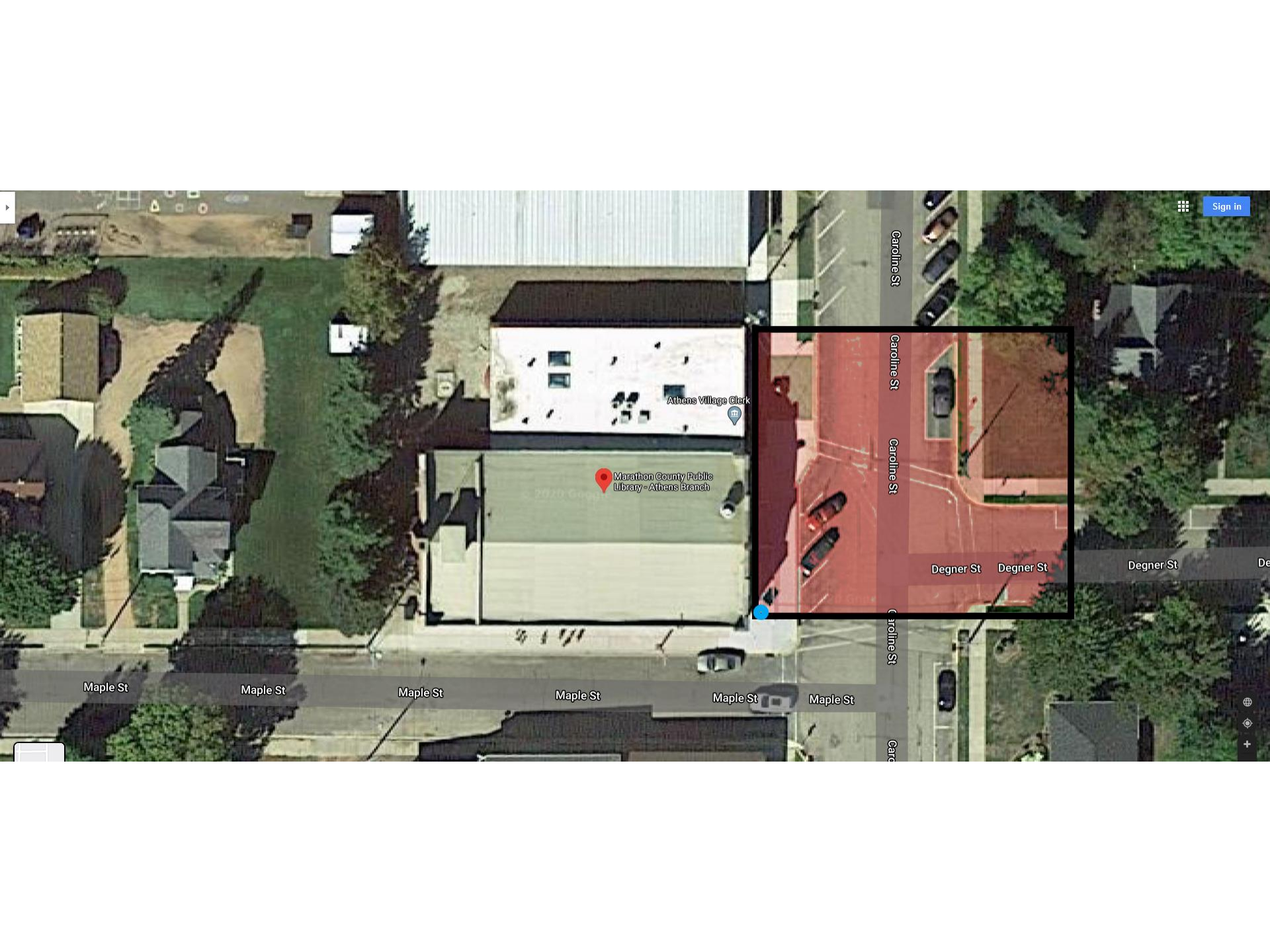
Scholar St



STRATFORD
BRANCH LIBRARY

Athens:

I could not get an image of the estimated location so I just put the AP near the door as an example. The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.



Sign in

Athens Village Clark

Marathon County Public Library - Athens Branch

Caroline St

Caroline St

Caroline St

Caroline St

Caroline St

Maple St

Maple St

Maple St

Maple St

Maple St

Maple St

Degner St

Degner St

Degner St

Degner St



ATHENS MUNICIPAL BUILDING

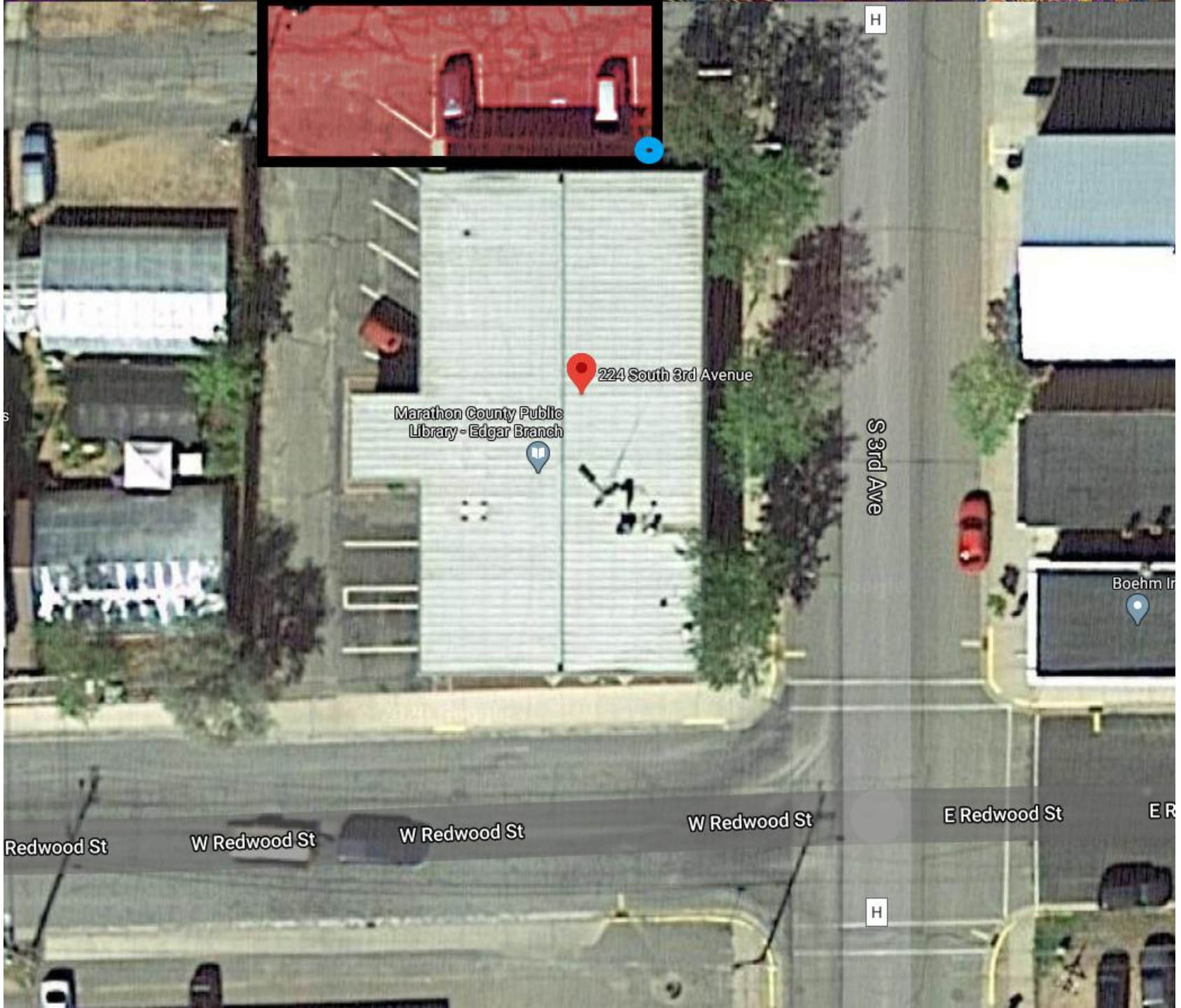
MARATHON COUNTY BRANCH LIBRARY

POLICE DEPARTMENT

CLERKS OFFICE/BOARDROOM

Edgar:

The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.



H

224 South 3rd Avenue

Marathon County Public Library - Edgar Branch

S 3rd Ave

Boehm Ir

Redwood St

W Redwood St

W Redwood St

W Redwood St

E Redwood St

E R

H



Hatley:

The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.

Search Google Maps

See travel times, traffic and nearby places

Sign in



Curtis Ave

Curtis Ave

Curtis Ave

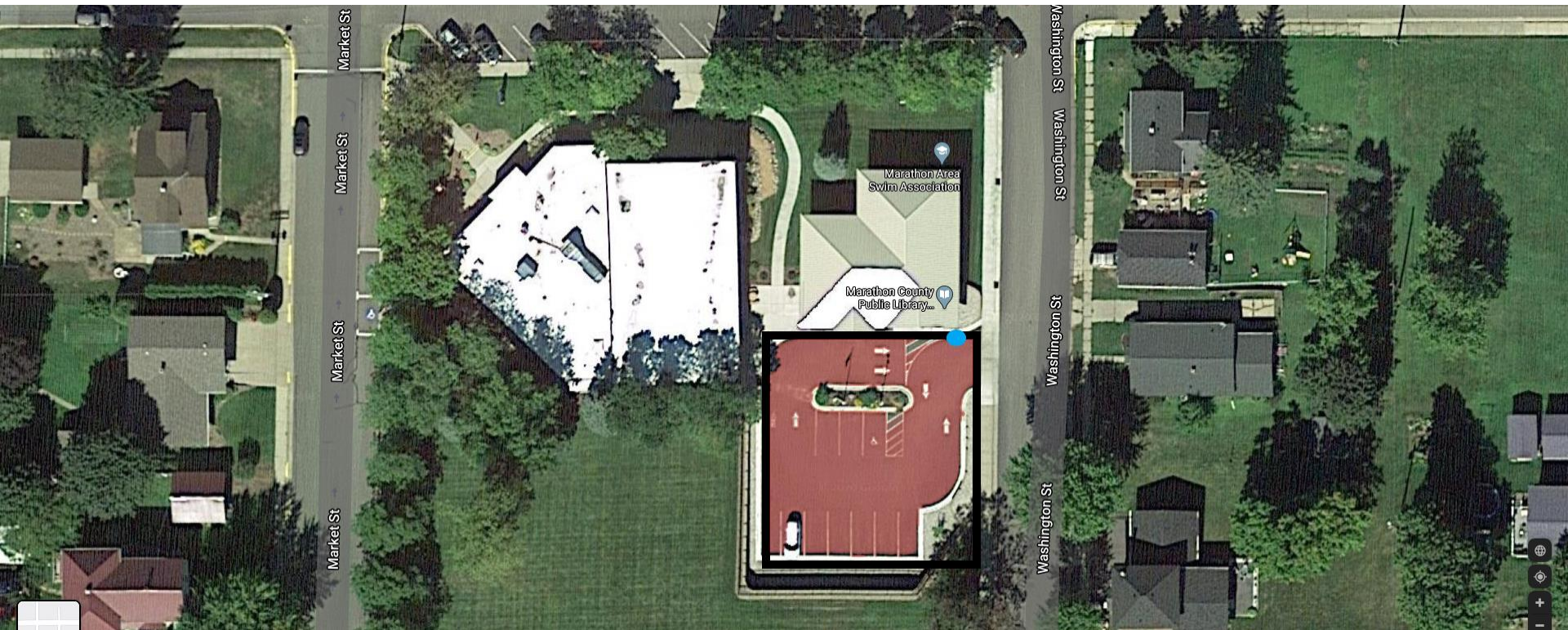
Marathon County Public Library - Hatley Branch

Y



Marathon City:

The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.





**MARATHON CITY
BRANCH LIBRARY**

DRIVE-THRU

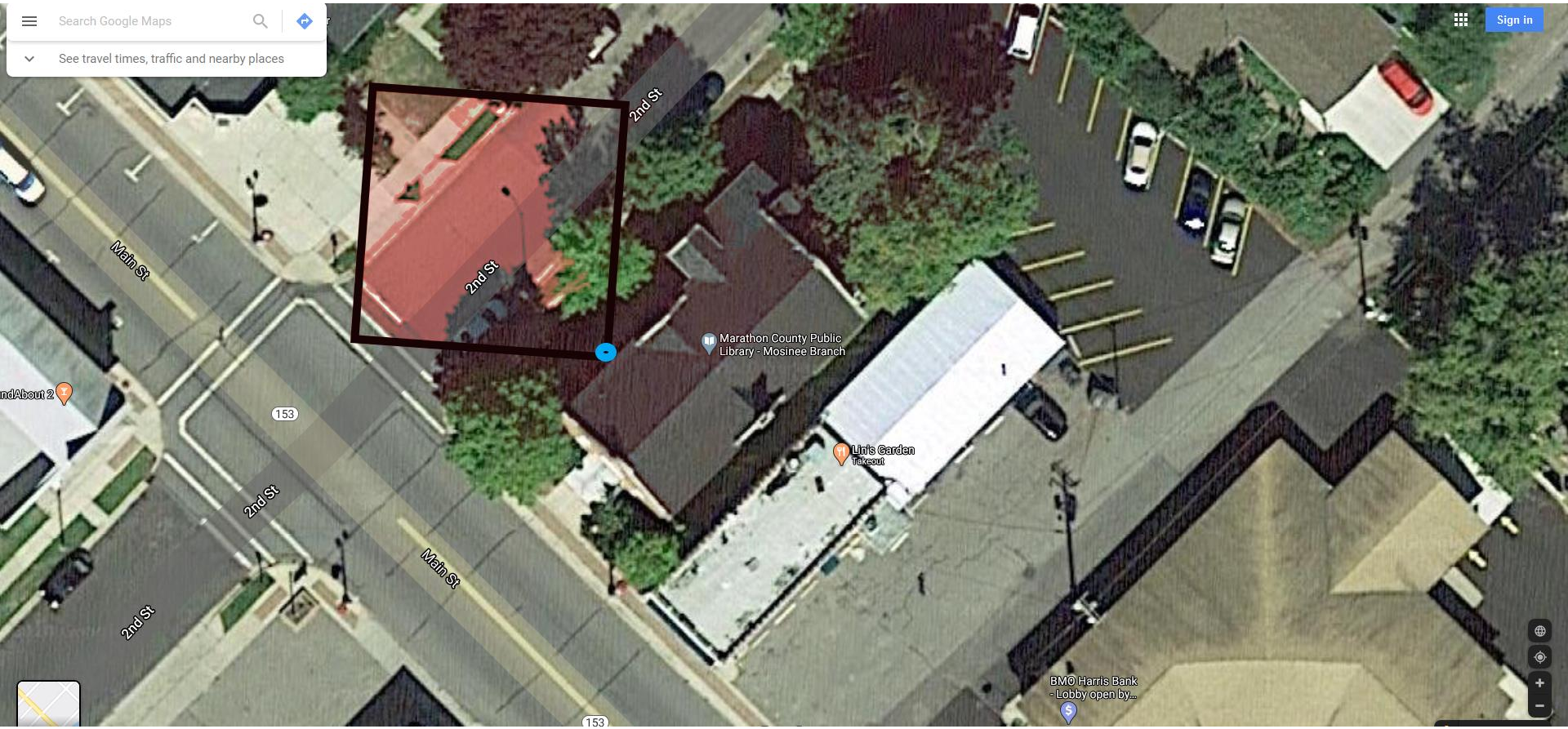
Mosinee:

We talked about mounting the AP in the window. I think it will have to be on the first floor to shoot under the trees. The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.

Search Google Maps

See travel times, traffic and nearby places

Sign in



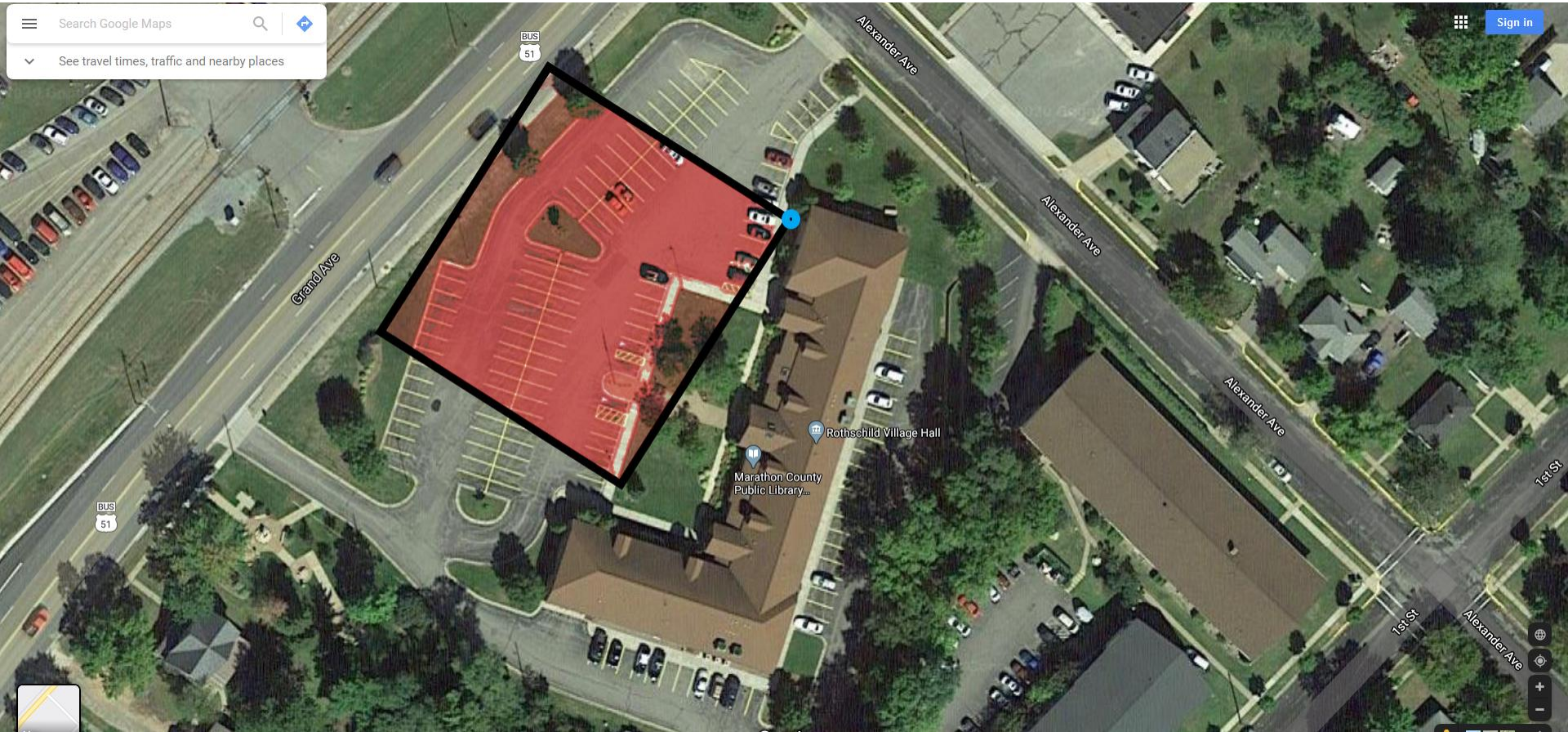
Rothschild:

The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.

Search Google Maps

See travel times, traffic and nearby places

Sign in



Grand Ave

Alexander Ave

Alexander Ave

Alexander Ave

Alexander Ave

1st St

1st St

BUS
51

BUS
51

Marathon County
Public Library...

Rothschild Village Hall



Library

Spencer:

The blue dot is the estimated location on the coverage map. Coverages are an estimate just for example.

Search Google Maps

See travel times, traffic and nearby places

Sign in





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