



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, February 15, 2021 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/649367133> or number: **1 877 568 4106**. Access Code for dialing in: **649-367-133**.**

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. (10 minutes) **2020 Annual report – For Discussion and Possible Action**
8. (10 minutes) **Statement Concerning System Effectiveness – For Discussion and Possible Action**
9. ( 5 minutes) **Year-end fund – For Discussion and Possible Action**
- 10.(15 minutes) **Re-opening conversation with Marathon County Health Dept. Liaison Russ Mech – For Discussion and Possible Action**
- 11.( 5 minutes) **Branch agreements and Wi-Fi augmentation process update – For Discussion and Possible Action**
- 12.( 5 minutes) **Committee assignments – For Discussion and Possible Action**
- 13.(15 minutes) **Library System review process – Request to DPI regarding effect of withdrawal - For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
- Monday 03/15/2021
  - Monday 04/19/2021
  - Monday 05/17/2021
  - Monday 06/21/2021
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: February 11, 2021  
FAXED TIME: 8:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 25, 2021. Library Headquarters, Wausau Community Room.

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

Excused:

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend (remote), Rebecca Frisch (remote), Shannon Schultz (remote), 41 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting and conducted a roll call of the Library Board of Trustees.

**A motion was made by Michelle Van Krey to approve the Board of Trustee minutes from the December 21, 2020 meeting. Seconded by Kari Sweeney. Motion carried.**

**A motion was made by Gary Beastrom to approve the Bills & Services report for December 2020. Seconded by Jeff Campo. Motion carried.**

Public Comments – There are two individuals that have requested to speak during public comments. Laurie Ollhoff submitted a letter and citizen petition to the MCPL Board, which can be found at the following link:

[https://www.mcpl.us/sites/default/files/attachments/20210125\\_letter-and-marathon-county-citizen-petition-from-laurie-ollhoff\\_0.pdf](https://www.mcpl.us/sites/default/files/attachments/20210125_letter-and-marathon-county-citizen-petition-from-laurie-ollhoff_0.pdf)

[https://www.mcpl.us/sites/default/files/attachments/20210125\\_letter-and-librarian-petition-from-antigo-pl-director\\_1.pdf](https://www.mcpl.us/sites/default/files/attachments/20210125_letter-and-librarian-petition-from-antigo-pl-director_1.pdf)

Dr. Keith Montgomery submitted a letter to the MCPL Board President, which can be found at the following link:

[https://www.mcpl.us/sites/default/files/attachments/20210125\\_letter-from-keith-montgomery-to-mcpl-board-president\\_0.pdf](https://www.mcpl.us/sites/default/files/attachments/20210125_letter-from-keith-montgomery-to-mcpl-board-president_0.pdf)

President – No Report

Other Board Members – No Report

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

- Last month I did mention that we are working on building our library programs and our story times into something more professional and more competitive with other kinds of story times. I have spoken with the Foundation to include this in the technology grant.
- A couple of videos in which the Library Services team has been working on as introductions to the programming were shared.

Board Committees – No Report

Friends of the Library – The Library Director reported there is new leadership on the board. They are still working on the book sale room and are hopeful to get to a point where they can have private book sale soon.

MCPL Foundation – Report included in the packet, Library Director also reported that the Foundation is prepared to make the payments on the furnishings as they are coming in. I did talk to them about including the programming upgrades in the grant request.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet, Board Member Sweeney also reported that there are two (2) new Marathon County representatives to the WVLS board. The Wild Wisconsin Winter Web will be held on January 27 and January 28, there will be 14 different webinars. The V-CAT council will discuss and possibly vote on the weighted voting models at the February meeting.

#### Furnishings Project update

If you walk through the building, it doesn't look quite the same inside. We have managed to move around a lot of parts of the collection to update with the new furnishings plans. The new furnishing should be showing up sometime in February, March and into April. Engberg Anderson was here to finalize details, we did do a walk-through of the building to finalize some things. We are expecting a report in the coming days.

#### Discussion of expired accounts pre-2014 postponement

We did discuss this at the last meeting, this is a process and maybe impacted by where we are as far as systems. We would like to postpone this conversation for another month or two.

#### Staffing update

We currently have eight (8) open positions. We operating very thin, we are offering a slight reduction and limitation in our services at this time. As we move forward we may encounter with some of our branches a reduction of service hours. We are not filling our open positions at this time. When we move towards June, we might be facing some fiscal challenges again.

#### Re-opening discussion

I did have the follow-up conversation like I always have with the Health Department. The Health Department doesn't feel like we are quite ready to open up further services. Unless the board feels otherwise, I certainly don't recommend we open the doors. Board Member Sweeney would like an update posted to the library website that this is an ongoing conversation.

No motion was made

### Wi-Fi enhancement project and new branch agreements update

We talked about the augmentation of our Wi-Fi and new access points that would be broadcasted out further into communities. Because of the layers of factors in doing this, we don't control anything at the branches besides what is inside of the buildings.

Conversations with Corporation Counsel led us all to believe that the agreements with each municipality expired at the end of 2020. They were updated five (5) years ago, the first time since 1994, with a new County Administrator. With one (1) extra layer included for the Wi-Fi we will be working with Corporation Counsel to develop a new agreement.

### County Strategic Plan alignments with System Membership Review/Rebecca Frisch, retired Marathon County Director of Conservation, Planning and Zoning Department

Rebecca Frisch presented information on the Marathon County strategic plan and the Marathon County comprehensive plan.

### Board discussion of Task Force recommendation

Task Force Chair Mark Arend gave the recommendation to the Library Board of Trustees and how the Task Force came to the decision.

President Hunter wanted to make sure all of the board member saw the report the task force put together and presented to everyone. Supervisor Van Krey did see the recommendation from the task force and at this time would like to make a motion.

**A Motion was made by Michelle Van Krey that MCPL maintain its membership with WVLS. Seconded by Kari Sweeney.** There was discussion before moving on to accepting the motion.

Board Member Van Krey has some comments she would like to share. Some of them have been shared from earlier in the meeting during the public comments session and if you have been reading the letters and comments that have been received earlier. This was an agonizing decision for me. I spent a lot of time researching this and going back since being semi new to the board, there was a lot I needed to catch up on. Our patrons will be affected with longer wait times for popular titles and haven't had a chance to weigh in on that. We never made a clear reason why we should be leaving WVLS. There is no guarantee on staffing cost savings without eliminating positions. We risk burning bridges with our region by leaving.

Board Member Corvino has some comments he would like to share. I did speak with Sharon on some of the historical perspective on the issue and I did speak to others this morning. The thing that stands out to me isn't the operational decision, but rather the clear lack of discussion between two organizations being MCPL and WVLS. The day I was appointed to the board I received a likened message from someone related to this very discussion asking me not to not vote to support leaving WVLS. Since then I have received both public and private messages related to this discussion publically shaming in tone. The information that was received this morning could have been sent six (6) months ago, but instead we receive the information the day of the vote. I absolutely resent that I received this information this morning.

Board Member Campo read a statement. It is of great concern that after reading page after page of emails and letters, the negative tone has taken on a life of its own. Newly appointed to this board, I can truly say that I am surprised to see the level of undermining that I have read. I started painting at the library in September, the leadership and professionalism of this staff in administration is impressive. What has been accomplished

here during the pandemic is a clear example of the intentions and dedications of this leadership of MCPL. I know change can be difficult, but one of two things will happen. You can embrace it and make the best of it working together or you can fight like hell against it. I choose to see the good in this.

Board Member Winch agrees with the lateness and abruptness of receiving the correspondences. It makes it very difficult especially with being part of the task force meetings for the last year. We need to embrace change and see where it goes. There is no saying that we can't be a good neighbor even if we aren't part of a system. I think those are things that we considered and talked about last month. I would still be in support of the move to South Central and not support this motion.

Board Member Sweeney has a statement in regards to why we should stay with WVLS. The fact that we received feedback from County residents and libraries statewide in terms of why we should stay with WVLS. This is showing that this has long lasting detrimental far reaching impacts not only to the residents of Marathon County but surrounding counties and statewide. It will cost MCPL more money, but also generate tax revenue outside of our region. Moving to South Central will affect neighboring libraries and severely hinder them from maintaining their current services they provide to patrons. This level of disruption is really worth what MCPL could potentially get from it.

Board Member Beastron has concerns that were in the letter from Keith Montgomery. There are a couple of things that aren't appreciated as well. The issue being an agenda item on the Extension Education Economic Development Committee already the first week in January, also on the Executive Committee of the Marathon County boards agenda, when this board hasn't had a chance to make a decision yet. A paragraph was excluded from the task force report that I would have liked included. There are three (3) people on the board that are very new and my concern is are they comfortable with making a decision of this magnitude this soon.

Mike Puerner stated that if there was a vote to withdraw then there would need to be a public hearing held. The Marathon County Board has designated the Education Extension Economic Development Committee to hold the hearing. There would need to be thirty (30) days written notice provided by registered mail to all of the affected municipalities along with the affected libraries and notice published. The issues would go to the full County Board. If the change would be effective January 2022, the vote would have to occur before July 1.

President Hunter feels this is an opportunity for everyone. This is an opportunity for us and WVLS. WVLS has an opportunity to look at other systems within their area. We are not leaving them to hang out to dry, they have an opportunity to go to other systems in their regions and expand their services. They can look at how they can bring more money into their system. We have an opportunity and it's a great opportunity to join another system that has more libraries our size to collaborate with. It may cost us more money, but it will be a wash in the end. I don't feel good about leaving the other libraries, but I do know that this staff will do everything in their power to work with the other libraries in this area.

Roll Call Vote for the following motion

**A Motion was made by Michelle Van Krey that MCPL maintain its membership with WVLS. Seconded by Kari Sweeney.**

Michelle – yes

Kari – yes

Dino – no  
Jeff – no  
Gary – yes  
Scott - no  
Sharon – no

There is a four (4) to three (3) vote to not maintain the membership with WVLS.

**A motion was made by Scott Winch to withdraw from WVLS and seek membership with SCLS. Seconded by Jeff Campo.**

Scott – yes  
Jeff – yes  
Kari – no  
Gary – no  
Dino – yes  
Michelle – no  
Sharon – yes

There is a four (4) to three (3) vote to withdraw from WVLS and seek membership with SCLS.

Corporation Counsel potential discussion of steps in the event of board recommendation to change system membership

The next step would be a public hearing with the Education Extension Economic Development Committee. There has to be at least 30 days' notice provided prior to that hearing. After the public hearing the County Board would need to hold a vote on the withdrawal and there would need to be two thirds majority of the quorum present must approve the withdrawal. This must be approved before June 30.

No motion was made

Announcements – none

Request for Future Agenda Items – none

**A Motion was made by Scott Winch to adjourn the meeting at 1:27p.m. Seconded by Gary Beaström. Motion carried.**



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Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 15, 2021.

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

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

Excused:

Others: Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 10 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting. New Board Member Campo was introduced.

**A motion was made by Scott Winch to approve the Board of Trustee minutes from the November 16, 2020 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Kari Sweeney to approve the Bills & Services report for November 2020. Seconded by Dino Corvino. 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 – No report

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported that at the November 21<sup>st</sup> meeting, the WVLS board encourages the MCPL Board of Trustees to read the rebuttal which was sent recently in regards to the financial report.

Transfer of funds to the Friends of MCPL

If donations are made to the library, by our policy they would go to the Friends of MCPL if they are of a certain amount. We need to transfer the funds with Board of Trustees approval. The amount we are asking to be transferred is \$4,987.00.

**A Motion was made by Michelle Van Krey to transfer \$4,987.00 to the Friends of MCPL. Seconded by Gary Beastrom. Motion carried.**



Transfer of funds to MCPL Foundation

Transfer \$44,661.97 to the MCPL Foundation.

**A Motion was made by Scott Winch to transfer \$44,661.97 to the MCPL Foundation. Seconded by Jeff Campo. Motion carried.**

MCPL Foundation Video

The Foundation video was played for everyone to view.

Furnishings Project Update

The Foundation has agreed to fund up to \$400,000 for the interior furnishing projects. This includes all of the service point desks at the main library and the public furnishings. The actual bill will be around \$383,000. The project manager at facilities has seen the proposals and Engberg Anderson is happy with what they are seeing. The bills are now being sent to Engberg Anderson, they are then forwarded to us (MCPL) for payment. We then ask the Foundation for reimbursement. We are asking the Board of Trustees to approve the payment of the bills up to \$383,000.

**A Motion was made by Scott Winch to approve payments of bills up to \$383,000 to purchase furniture for the library to be reimbursed by the Marathon County Public Library Foundation. Seconded by Kari Sweeney. Motion carried.**

Patron records cleanup

We have a significant amount of patrons who have not been here in many years. There are two factors in this; where patrons who have not used the library or their cards since the end of 2013 and the other where there is a significant amount of library fines. We have changed integrated library systems twice, not all of the information transfers forward. It is old enough that it is extremely difficult to collect any of that money. We would like to have three (3) to five (5) years of active data of relevant information.

**A Motion was made by Jeff Campo for approval for the staff to move forward with looking at the patron records cleanup and bring back a report. Seconded by Gary Beastrom. Motion carried.**

Wi-Fi enhancements at branches

We have notified this board that through County Administration and City County IT, there was a push to use the route to recover money to enhance our Wi-Fi at the branch locations. We do not control anything at the branches other than the interiors of the buildings of which we serve the public. We received further information for this project in a report from the vendor that was incomplete. What we are asking for today, is for the board to approve our sending out library staff to each of the branch locations to work with the municipalities.

**A Motion was made by Michelle Van Krey to authorize staff to continue the process and work directly with the municipalities. Seconded by Dino Corvino. Motion carried.**

Library Director's evaluation

Board President conducted an evaluation and wanted to thank everyone for their thoughts.

No motion was made

Re-opening status discussion

We haven't changed our status. We are still serving the public through appointments, curbside and drive up service. I have continued the conversation with the Health Department and I have been asked not to do anything differently at this time.

No motion was made

Task force for System Membership update

Task Force Chair Arend reported that the Task Force has been meeting since January reviewing information. This morning at the meeting voted to leave Wisconsin Valley Library Service and join South Central Library System. We will be coming to you with a formal recommendation and report at the January meeting. If you approve that, it will go to the County and the County Board. Does anyone on the Library Board have specific questions in which the Task Force report should address?

No motion was made

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Scott Winch to adjourn the meeting at 12:48 p.m. Seconded by Jeff Campo. Motion carried.**



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Library Director

Bills for Approval

Period: 1 Current Year

**Org: 665 LIBRARY**

|                        | <u>Vendor Name</u>   | <u>Amount</u>                |
|------------------------|--|------------------------------|
| 101 000000000066592164 | CONTRACT SERV-DEBT COLLECTIONS<br>UNIQUE MANAGEMENT SERVICES                                       | 53.70                        |
|                        | <b>CONTRACT SERV-DEBT COLLECTIONS</b>  | <b>53.70</b>                 |
| 101 000000000066593127 | RFID TAGS-LIBR<br>BIBLIOTHECA  | 2,333.33                     |
|                        | <b>RFID TAGS-LIBR</b>  | <b>2,333.33</b>              |
| 101 000000000066593130 | PRINTING/DUPLICATION<br>MARCO  | 383.55                       |
|                        | <b>PRINTING/DUPLICATION</b>  | <b>383.55</b>                |
| 101 000000000066593161 | BOOKS LIBRARY<br>AMAZON CAPITAL SERVICES   | 61.97                        |
|                        | <b>BOOKS LIBRARY</b>   | <b>61.97</b>                 |
| 101 000000000066593260 | ADVERTISING<br>WISCONSIN MEDIA (GANNETT)<br>WAUSAU AREA NEWCOMER SERVICE                           | 63.71<br>22.00               |
|                        | <b>ADVERTISING</b>   | <b>85.71</b>                 |
| 101 000000000066593497 | LIBRARY OPERATING SUPPLIES<br>STAPLES ADVANTAGE<br>ELM USA   | 104.65<br>1,217.95           |
|                        | <b>LIBRARY OPERATING SUPPLIES</b>  | <b>1,322.60</b>              |
| 101 000000000066595320 | BUILDING/OFFICES RENT<br>STRATFORD, VILLAGE OF<br>WI PUBLIC SERVICE CO<br>VILLAGE OF MARATHON CITY | 1,318.53<br>438.53<br>806.88 |
|                        | <b>BUILDING/OFFICES RENT</b>   | <b>2,563.94</b>              |
|                        | LIBRARY 665 TOTAL:   | 6,804.80                     |
|                        | Report Total:  | 6,804.80                     |

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 1 ending January 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                         | 2021<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|-------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 665 LIBRARY                     |                  |                        |                     |                |                          |                             |            |
| APR 711A LIBRARY LVL 1-PERS SERVICE |                  |                        |                     |                |                          |                             |            |
| Cat 910 PERSONAL SERVICES           |                  |                        |                     |                |                          |                             |            |
| Act 1110 SALARIES-PERMANENT-REGUL   | 557,794.00       | 29,121.28              |                     | 29,121.28      | 29,121.28                | 528,672.72                  | 5.2        |
| Act 1210 WAGES-PERMANENT-REGULAR    | 748,778.00       | 41,529.94              |                     | 41,529.94      | 41,529.94                | 707,248.06                  | 5.6        |
| Act 1211 WAGES-PERMANENT-REGULAR    | 685,967.00       | 35,370.42              |                     | 35,370.42      | 35,370.42                | 650,596.58                  | 5.2        |
| Act 1250 WAGES-TEMPORARY-REGULAR    | 24,794.00        |                        |                     |                |                          | 24,794.00                   |            |
| Act 1510 SOCIAL SECURITY EMPLOYER   | 154,380.00       | 9,384.95               |                     | 9,384.95       | 9,384.95                 | 144,995.05                  | 6.1        |
| Act 1520 RETIREMENT EMPLOYERS SHA   | 123,948.00       | 8,451.15               |                     | 8,451.15       | 8,451.15                 | 115,496.85                  | 6.8        |
| Act 1540 HOSPITAL/HEALTH INSURANC   | 494,803.00       | 72,442.19              |                     | 72,442.19      | 72,442.19                | 422,360.81                  | 14.6       |
| Act 1541 DENTAL INSURANCE           | 10,654.00        | 1,563.51               |                     | 1,563.51       | 1,563.51                 | 9,090.49                    | 14.7       |
| Act 1543 INCOME CONTINUATION INSU   | 7,630.00         |                        |                     |                |                          | 7,630.00                    |            |
| Act 1544 HLTH INS-CONVERSION, RET   |                  | 504.07                 |                     | 504.07         | 504.07                   | 504.07-                     |            |
| Act 1545 POST EMPLOYEE HEALTH PLA   | 30,576.00        | 1,722.00               |                     | 1,722.00       | 1,722.00                 | 28,854.00                   | 5.6        |
| Act 1550 LIFE INSURANCE             | 1,128.00         | 38.42                  |                     | 38.42          | 38.42                    | 1,089.58                    | 3.4        |
| Act 1560 WORKERS COMPENSATION PAY   | 1,039.00         | 66.29                  |                     | 66.29          | 66.29                    | 972.71                      | 6.4        |
| Act 1580 UNEMPLOYMENT COMPENSATIO   | 2,018.00         | 132.65                 |                     | 132.65         | 132.65                   | 1,885.35                    | 6.6        |
| -----                               |                  |                        |                     |                |                          |                             |            |
| APR 711A LIBRARY LVL 1-PERS SERVICE | 2,843,509.00     | 200,326.87             |                     | 200,326.87     | 200,326.87               | 2,643,182.13                | 7.1        |
| APR 711B LIBRARY LVL 1-OPERATING    |                  |                        |                     |                |                          |                             |            |
| Cat 920 CONTRACTUAL SERVICES        |                  |                        |                     |                |                          |                             |            |
| Act 2130 ACCOUNTING/AUDITING FEES   | 1,300.00         |                        |                     |                |                          | 1,300.00                    |            |
| Act 2141 INTERNET SERVICE           | 25,500.00        |                        |                     |                |                          | 25,500.00                   |            |
| Act 2164 CONTRACT SERV-DEBT COLLE   | 1,000.00         | 53.70                  |                     | 53.70          | 53.70                    | 946.30                      | 5.4        |
| Act 2190 OTHER PROFESSIONAL SERVI   | 6,500.00         |                        |                     |                |                          | 6,500.00                    |            |
| Act 2250 TELEPHONE                  | 8,500.00         |                        |                     |                |                          | 8,500.00                    |            |
| Act 2433 MAINTENANCE CONTRACTS      | 11,000.00        |                        |                     |                |                          | 11,000.00                   |            |
| Act 2561 LIBRARY FEES-REIMBURSE T   | 9,000.00         |                        |                     |                |                          | 9,000.00                    |            |
| Act 2954 RFID EQUIP MAINT FEES      | 36,000.00        |                        |                     |                |                          | 36,000.00                   |            |
| Act 2955 V-CAT FEES LIBR            | 76,500.00        |                        |                     |                |                          | 76,500.00                   |            |
| Act 2957 COUNTY E-MAIL SERVICE      | 8,500.00         |                        |                     |                |                          | 8,500.00                    |            |
| Act 2958 COUNTY NETWORK SUPPORT     | 4,000.00         |                        |                     |                |                          | 4,000.00                    |            |
| Act 2959 TIMING SOFTWARE MAINT-LI   | 1,800.00         |                        |                     |                |                          | 1,800.00                    |            |
| Act 2990 SUNDRY CONTRACTUAL SERVI   | 9,000.00         |                        |                     |                |                          | 9,000.00                    |            |
| Act 2995 COMPUTER MAINT. CONTRACT   | 8,000.00         |                        |                     |                |                          | 8,000.00                    |            |
| Act 2998 SUNDRY CONTR SERV-JACKET   | 22,000.00        |                        |                     |                |                          | 22,000.00                   |            |
| Act 2999 SUNDRY CONTR SERV-PROC A   | 8,000.00         |                        |                     |                |                          | 8,000.00                    |            |
| Cat 930 SUPPLIES & EXPENSE          |                  |                        |                     |                |                          |                             |            |
| Act 3110 POSTAGE/BOX RENT           | 3,650.00         | 134.34                 |                     | 134.34         | 134.34                   | 3,515.66                    | 3.7        |
| Act 3125 PAPER COPIER               | 2,000.00         |                        |                     |                |                          | 2,000.00                    |            |
| Act 3126 PAPER - RECEIPTS           | 800.00           |                        |                     |                |                          | 800.00                      |            |

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 1 ending January 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                       | 2021<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|-----------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 665 LIBRARY                   |                  |                        |                     |                |                          |                             |            |
| APR 711B LIBRARY LVL 1-OPERATING  |                  |                        |                     |                |                          |                             |            |
| Cat 930 SUPPLIES & EXPENSE        |                  |                        |                     |                |                          |                             |            |
| Act 3127 RFID TAGS-LIBR           | 10,500.00        | 2,333.33               |                     | 2,333.33       | 2,333.33                 | 8,166.67                    | 22.2       |
| Act 3130 PRINTING/DUPLICATION     | 8,000.00         | 383.55                 |                     | 383.55         | 383.55                   | 7,616.45                    | 4.8        |
| Act 3161 BOOKS LIBRARY            | 274,250.00       | 61.97                  |                     | 61.97          | 61.97                    | 274,188.03                  |            |
| Act 3168 AUDIO-VISUAL MATERIALS   | 60,000.00        |                        |                     |                |                          | 60,000.00                   |            |
| Act 3220 SUBSCRIPTIONS NEWSPAPER/ | 18,000.00        |                        |                     |                |                          | 18,000.00                   |            |
| Act 3221 SUBSCRIPTIONS-ELECTRONIC | 25,000.00        |                        |                     |                |                          | 25,000.00                   |            |
| Act 3250 REGISTRATION FEES/TUITIO | 4,000.00         |                        |                     |                |                          | 4,000.00                    |            |
| Act 3260 ADVERTISING              | 4,000.00         | 85.71                  |                     | 85.71          | 85.71                    | 3,914.29                    | 2.1        |
| Act 3321 PERSONAL AUTO MILEAGE    | 4,000.00         |                        |                     |                |                          | 4,000.00                    |            |
| Act 3350 MEALS                    | 400.00           |                        |                     |                |                          | 400.00                      |            |
| Act 3360 LODGING                  | 400.00           |                        |                     |                |                          | 400.00                      |            |
| Act 3390 MEETING EXPENSES         | 2,000.00         |                        |                     |                |                          | 2,000.00                    |            |
| Act 3497 LIBRARY OPERATING SUPPLI | 28,000.00        | 1,322.60               |                     | 1,322.60       | 1,322.60                 | 26,677.40                   | 4.7        |
| Cat 950 FIXED CHARGES             |                  |                        |                     |                |                          |                             |            |
| Act 5190 OTHER INSURANCE          | 32,500.00        |                        |                     |                |                          | 32,500.00                   |            |
| Act 5320 BUILDING/OFFICES RENT    | 55,000.00        | 2,563.94               |                     | 2,563.94       | 2,563.94                 | 52,436.06                   | 4.7        |
| APR 711B LIBRARY LVL 1-OPERATING  | 769,100.00       | 6,939.14               |                     | 6,939.14       | 6,939.14                 | 762,160.86                  | .9         |
| Or2 665 LIBRARY                   | 3,612,609.00     | 207,266.01             |                     | 207,266.01     | 207,266.01               | 3,405,342.99                | 5.7        |

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 1 ending January 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                         | 2021<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|-------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 666 WVLS CONTRACTUAL SERVICE-LI |                  |                        |                     |                |                          |                             |            |
| APR 711B LIBRARY LVL 1-OPERATING    |                  |                        |                     |                |                          |                             |            |
| Cat 930 SUPPLIES & EXPENSE          |                  |                        |                     |                |                          |                             |            |
| Act 3169 E-BOOKS                    |                  | 23,153.00              |                     |                |                          | 23,153.00                   |            |
| Act 3240 MEMBERSHIP DUES            |                  | 19,000.00              |                     |                |                          | 19,000.00                   |            |
| -----                               |                  |                        |                     |                |                          |                             |            |
| APR 711B LIBRARY LVL 1-OPERATING    |                  | 42,153.00              |                     |                |                          | 42,153.00                   |            |
| -----                               |                  |                        |                     |                |                          |                             |            |
| Or2 666 WVLS CONTRACTUAL SERVICE-LI |                  | 42,153.00              |                     |                |                          | 42,153.00                   |            |
| -----                               |                  |                        |                     |                |                          |                             |            |
| Agy 0870 LIBRARY                    | 3,654,762.00     | 207,266.01             |                     | 207,266.01     | 207,266.01               | 3,447,495.99                | 5.7        |
| -----                               |                  |                        |                     |                |                          |                             |            |
| Sub 101 GENERAL FUND                | 3,654,762.00     | 207,266.01             |                     | 207,266.01     | 207,266.01               | 3,447,495.99                | 5.7        |

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 1 ending January 31, 2021 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

| Description                  | 2021<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 667 LIBRARY GIFTS        |                  |                        |                     |                |                          |                             |            |
| APR Z712 LIBRARY GIFTS (EXP) |                  |                        |                     |                |                          |                             |            |
| Cat 930 SUPPLIES & EXPENSE   |                  |                        |                     |                |                          |                             |            |
| Act 3161 BOOKS LIBRARY       | 100,000.00       |                        |                     |                |                          | 100,000.00                  |            |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Or2 667 LIBRARY GIFTS        | 100,000.00       |                        |                     |                |                          | 100,000.00                  |            |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Agy 0870 LIBRARY             | 100,000.00       |                        |                     |                |                          | 100,000.00                  |            |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Sub 252 LIBRARY GIFTS        | 100,000.00       |                        |                     |                |                          | 100,000.00                  |            |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Report Final Totals          | 3,754,762.00     | 207,266.01             |                     | 207,266.01     | 207,266.01               | 3,547,495.99                | 5.5        |
| =====                        |                  |                        |                     |                |                          |                             |            |

GL787 LIB 21 MAINT OBL VS BUDGET Report Format 511

Period 1 ending January 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

| Description                        | 2021<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>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                  |                     | 30.00          | 30.00                    | 390.00                      | 7.1        |
| Act 2210 WATER/SEWER               | 40,000.00        |                        |                     |                |                          | 40,000.00                   |            |
| Act 2220 ELECTRIC                  | 37,000.00        |                        |                     |                |                          | 37,000.00                   |            |
| Act 2240 NATURAL/PROPANE GAS       | 10,000.00        |                        |                     |                |                          | 10,000.00                   |            |
| Act 2460 BUILDING SERVICE EQUIP R  | 3,000.00         | 70.05                  |                     | 70.05          | 70.05                    | 2,929.95                    | 2.3        |
| Act 2470 BUILDING REPAIRS          | 1,000.00         |                        |                     |                |                          | 1,000.00                    |            |
| Act 2930 FIRE PROTECTION           | 300.00           |                        |                     |                |                          | 300.00                      |            |
| Act 2970 REFUSE COLLECTION         | 7,300.00         | 2,672.75               |                     | 2,672.75       | 2,672.75                 | 4,627.25                    | 36.6       |
| Act 2990 SUNDRY CONTRACTUAL SERVI  | 2,600.00         | 1,836.10               |                     | 1,836.10       | 1,836.10                 | 763.90                      | 70.6       |
| Cat 930 SUPPLIES & EXPENSE         |                  |                        |                     |                |                          |                             |            |
| Act 3440 HOUSEHOLD/JANITORIAL SUP  | 7,000.00         | 444.00                 |                     | 444.00         | 444.00                   | 6,556.00                    | 6.3        |
| Act 3460 CLOTHING/UNIFORM          | 500.00           | 17.60                  |                     | 17.60          | 17.60                    | 482.40                      | 3.5        |
| Act 3550 PLUMBING/ELECTRICAL SUPP  | 500.00           |                        |                     |                |                          | 500.00                      |            |
| Cat 940 BUILDING MATERIALS         |                  |                        |                     |                |                          |                             |            |
| Act 4250 SMALL HARDWARE/WIRE/NAIL  | 100.00           |                        |                     |                |                          | 100.00                      |            |
| APR 561F MAINT LIBR LVL 1-OPERATIN | 109,720.00       | 5,070.50               |                     | 5,070.50       | 5,070.50                 | 104,649.50                  | 4.6        |
| Or2 206 LIBRARY - BLDG MAINTENANCE | 109,720.00       | 5,070.50               |                     | 5,070.50       | 5,070.50                 | 104,649.50                  | 4.6        |
| Agy 0590 OTHER GENERAL GOVERNMENT  | 109,720.00       | 5,070.50               |                     | 5,070.50       | 5,070.50                 | 104,649.50                  | 4.6        |
| Sub 101 GENERAL FUND               | 109,720.00       | 5,070.50               |                     | 5,070.50       | 5,070.50                 | 104,649.50                  | 4.6        |
| Report Final Totals                | 109,720.00       | 5,070.50               |                     | 5,070.50       | 5,070.50                 | 104,649.50                  | 4.6        |



## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of January 2021

| Branch             | 2020 CURRENT MONTH | 2021 CURRENT MONTH | % CHANGE       | 2020 YEAR-to-DATE | 2021 YEAR-to-DATE | % CHANGE       |
|--------------------|--------------------|--------------------|----------------|-------------------|-------------------|----------------|
| ATHENS             | 2,127              | 651                | -69.39%        | 2,127             | 651               | -69.39%        |
| EDGAR              | 2,160              | 1,338              | -38.06%        | 2,160             | 1,338             | -38.06%        |
| HATLEY             | 2,209              | 1,167              | -47.17%        | 2,209             | 1,167             | -47.17%        |
| MARATHON           | 3,181              | 1,741              | -45.27%        | 3,181             | 1,741             | -45.27%        |
| MOSINEE            | 3,046              | 1,530              | -49.77%        | 3,046             | 1,530             | -49.77%        |
| ROTHSCHILD         | 9,615              | 5,598              | -41.78%        | 9,615             | 5,598             | -41.78%        |
| SPENCER            | 1,955              | 628                | -67.88%        | 1,955             | 628               | -67.88%        |
| STRATFORD          | 2,085              | 1,053              | -49.50%        | 2,085             | 1,053             | -49.50%        |
| WAUSAU             | 34,738             | 10,813             | -68.87%        | 34,738            | 10,813            | -68.87%        |
| WAUSAU DRIVE UP    | 1,035              | 102                | -90.14%        | 1,035             | 102               | -90.14%        |
| HOMEBOUND          | 1,425              | 980                | -31.23%        | 1,425             | 980               | -31.23%        |
| ILL                | 144                | 206                | 43.06%         | 144               | 206               | 43.06%         |
| OVERDRIVE          | 12,677             | 13,648             | 7.66%          | 12,677            | 13,648            | 7.66%          |
| <b>GRAND TOTAL</b> | <b>76,397</b>      | <b>39,455</b>      | <b>-48.36%</b> | <b>76,397</b>     | <b>39,455</b>     | <b>-48.36%</b> |

\*\*Because of the COVID-19 Pandemic, all MCPL Locations closed to the public on Tuesday, March 17, 2020

\*\*MCPL Started curbside pickup at all locations on Thursday, April 30, 2020

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

January 2021

|                 | 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          | 0                            | 0             | 0            | 0            | 0            | 17          | 0         | 17  | 651                     | 2.61%      |                     |
| EDGAR           | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0   | 1,338                   | 0.00%      |                     |
| HATLEY          | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0   | 1,167                   | 0.00%      |                     |
| MARATHON        | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0   | 1,741                   | 0.00%      |                     |
| MOSINEE         | 0                            | 0             | 0            | 12           | 0            | 0           | 0         | 12  | 1,530                   | 0.78%      |                     |
| ROTHSCHILD      | 0                            | 0             | 0            | 4            | 0            | 0           | 0         | 4   | 5,598                   | 0.07%      |                     |
| SPENCER         | 13                           | 0             | 0            | 0            | 0            | 3           | 3         | 19  | 628                     | 3.03%      |                     |
| STRATFORD       | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0   | 1,053                   | 0.00%      |                     |
| WAUSAU          | 0                            | 0             | 230          | 2            | 0            | 0           | 0         | 232 | 10,813                  | 2.15%      |                     |
| WAUSAU DRIVE UP | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0   | 102                     | 0.00%      |                     |
| MISC*           |                              |               |              |              |              |             |           |     | 14,834                  |            |                     |
| TOTAL MCPL      | 13                           | 0             | 230          | 18           | 0            | 20          | 3         | 284 | 39,455                  | 0.72%      |                     |
| % of CIRC       |                              |               |              |              |              |             |           |     |                         |            |                     |
| by COUNTY       | 0.03%                        | 0.00%         | 0.58%        | 0.05%        | 0.00%        | 0.05%       | 0.01%     |     |                         |            |                     |

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of January 2021

|   | 2020 CURRENT MONTH | 2021 CURRENT MONTH | % CHANGE      |
|---|--------------------|--------------------|---------------|
| <b>MARATHON COUNTY</b>                        |                    |                    |               |
| RESIDENT ADULT                                | 64,608             | 64,151             | -0.71%        |
| RESIDENT CHILD                                | 9,264              | 8,657              | -6.55%        |
| HOMEBOUND                                     | 190                | 178                | -6.32%        |
| STAFF   | 64                 | 64                 | 0.00%         |
| TEMPORARY                                     | 249                | 454                | 82.33%        |
| <b>TOTAL FOR MARATHON COUNTY</b>              | <b>74,375</b>      | <b>73,504</b>      | <b>-1.17%</b> |
| <b>NON-COUNTY ON SITE BORROWERS</b>           |                    |                    |               |
| ADULT   | 2,883              | 2,870              | -0.45%        |
| CHILD   | 243                | 224                | -7.82%        |
| TEMPORARY                                     | 16                 | 25                 | 56.25%        |
| <b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b> | <b>3,142</b>       | <b>3,119</b>       | <b>-0.73%</b> |
| <b>INTERLIBRARY LOAN</b>                      |                    |                    |               |
| ILL   | 533                | 413                | -22.51%       |
| <b>GRAND TOTAL</b>                            | <b>78,050</b>      | <b>77,036</b>      | <b>-1.30%</b> |

## 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      |
| 1/4/2021             | 111         | 23         | 3          | 1         | 4         | 6         | 3         | 0         | 13         | 4         | 10         | 2         | 33         | 12         | 0         | 6         | 3          | 0         |
| 1/5/2021             | 165         | 24         | 7          | 4         | 2         | 7         | 7         | 5         | 12         | 3         | 11         | 2         | 49         | 11         | 1         | 4         | 13         | 4         |
| 1/6/2021             | 113         | 24         | 2          | 3         | 4         | 4         | 6         | 3         | 11         | 3         | 10         | 4         | 36         | 16         | 2         | 3         | 11         | 5         |
| 1/7/2021             | 113         | 12         | 3          | 0         | 1         | 3         | 1         | 1         | 5          | 1         | 11         | 3         | 20         | 12         | 2         | 3         | 8          | 4         |
| 1/8/2021             | 108         | 17         | 5          | 0         | 5         | 3         | 7         | 7         | 8          | 1         | 5          | 3         | 24         | 7          | 1         | 2         | 4          | 1         |
| 1/11/2021            | 107         | 20         | 4          | 1         | 6         | 7         | 4         | 1         | 7          | 4         | 8          | 3         | 35         | 8          | 1         | 8         | 11         | 3         |
| 1/12/2021            | 130         | 20         | 3          | 4         | 5         | 5         | 7         | 2         | 16         | 4         | 4          | 7         | 50         | 4          | 5         | 6         | 11         | 4         |
| 1/13/2021            | 118         | 26         | 6          | 2         | 2         | 4         | 8         | 1         | 13         | 5         | 17         | 3         | 39         | 7          | 3         | 5         | 10         | 1         |
| 1/14/2021            | 126         | 13         | 4          | 2         | 5         | 4         | 2         | 2         | 8          | 2         | 11         | 4         | 33         | 13         | 3         | 4         | 5          | 7         |
| 1/15/2021            | 110         | 18         | 5          | 1         | 3         | 6         | 13        | 1         | 4          | 2         | 8          | 1         | 15         | 3          | 2         | 1         | 4          | 5         |
| 1/18/2021            | 0           | 0          | 0          | 0         | 0         | 0         | 0         | 0         | 0          | 0         | 0          | 0         | 0          | 0          | 0         | 0         | 0          | 0         |
| 1/19/2021            | 99          | 21         | 7          | 3         | 8         | 8         | 6         | 1         | 10         | 5         | 7          | 3         | 26         | 10         | 7         | 6         | 5          | 1         |
| 1/20/2021            | 155         | 15         | 7          | 1         | 4         | 1         | 3         | 2         | 12         | 4         | 19         | 2         | 27         | 8          | 2         | 4         | 10         | 1         |
| 1/21/2021            | 143         | 20         | 5          | 5         | 0         | 0         | 3         | 3         | 13         | 1         | 8          | 2         | 51         | 7          | 4         | 5         | 9          | 1         |
| 1/22/2021            | 134         | 23         | 5          | 1         | 3         | 8         | 6         | 5         | 3          | 4         | 3          | 4         | 44         | 8          | 1         | 5         | 3          | 3         |
| 1/25/2021            | 97          | 22         | 8          | 3         | 4         | 8         | 4         | 4         | 5          | 3         | 11         | 3         | 23         | 11         | 0         | 4         | 6          | 2         |
| 1/26/2021            | 140         | 21         | 10         | 1         | 7         | 7         | 4         | 3         | 9          | 2         | 10         | 6         | 53         | 10         | 3         | 4         | 10         | 5         |
| 1/27/2021            | 109         | 18         | 5          | 2         | 4         | 6         | 6         | 1         | 7          | 3         | 18         | 3         | 26         | 14         | 2         | 4         | 7          | 4         |
| 1/28/2021            | 103         | 16         | 6          | 0         | 2         | 4         | 5         | 2         | 9          | 2         | 9          | 2         | 27         | 11         | 0         | 3         | 8          | 1         |
| 1/29/2021            | 113         | 21         | 6          | 4         | 7         | 5         | 4         | 3         | 7          | 5         | 8          | 2         | 19         | 12         | 3         | 2         | 4          | 0         |
| <b>Total for Jan</b> | <b>2294</b> | <b>374</b> | <b>101</b> | <b>38</b> | <b>76</b> | <b>96</b> | <b>99</b> | <b>47</b> | <b>172</b> | <b>58</b> | <b>188</b> | <b>59</b> | <b>630</b> | <b>184</b> | <b>42</b> | <b>79</b> | <b>142</b> | <b>52</b> |

\* Branch Appointments = Browsing Appointments

\* Wausau Appointments = Computer Appointments

**Marathon County Public Library  
Director's Report  
February 2021**

**THE PAST MONTH**

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

**Library Services Report**

**January 2021**

**News**

- Leah held individual rounding with staff
- Leah hosted a virtual Branch Coordinator meeting
- Leah attended the virtual 'MLK Day On' county-wide all staff day
- Leah and Kate attended a meeting with Engberg Anderson
- Leah attended the Library Board meeting
- Leah participated in internal interviews for the RO Branch Assistant position
- Leah hosted a virtual 'Potential System Change' update meeting for branch coordinators
- Taylor's first Beanstack challenge was a success with 30+ people participating
- Tara created inventory spreadsheet for Traveling Tales to help youth staff determine what titles to replace/update
- Tara created and analyzed the results of youth collection surveys completed by branch coordinators and met virtually with the coordinators to discuss two main initiatives: holiday and Wonderbooks collections
- Chad met with the Wisconsin Central Time News editorial board and the Central Wisconsin Book Festival committee
- Inventory: Hatley, Mosinee, and Rothschild all have completed inventory.  
Stratford: Adult Large Print Biography, Adult Biography, Adult Wisconsin, Adult Wisconsin Reference, Adult Large Print Nonfiction, Adult Oversize, and Adult Spanish

## Events and Programs\*

### Youth Programming

#### Story Times

- Jan. 5: Virtual Story Time – average 8 views per hour (194 total views in 24 hours)
- Jan. 7: Virtual Story Time— average 6 views per hour (146 total views in 24 hours)
- Jan. 12: Virtual Story Time— average 8 views per hour (190 total views in 24 hours)
- Jan. 19: Virtual Story Time—40 total views on YouTube
- Jan. 26: Virtual Story Time—21 total views on YouTube

#### Other Programs

- Jan. 13: Virtual/Interactive Head Start Story Time via Ring Central—66
- Jan. 1-31: Winter Reading Challenge on Beanstack—36
- Jan. 1-31: Grab and Go Snowflakes—350
  - Number of January Youth Services programs – 8 (6 virtual, 2 socially distanced “in person”)
  - Total attendance for December Youth Services programs – 1043

### Adult Programs

- Jan. 4-29: Little Treasures Adult Grab/Go craft – 67 kits provided
- Jan. 5: Extension Marathon County “Site Selection” virtual gardening class – 24 participants
- Jan. 7: Extension Marathon County “Site Selection” virtual gardening class – 40 participants
- Jan. 7: Marathon County Historical Society “History Chats”: Hockey in Marathon County – 24 live viewers
- Jan. 14: Marathon County Historical Society “History Chats”: Ski Jumping in Marathon County – 20 live viewers
- Jan. 19: Extension Marathon County “Rotating and Mapping” virtual gardening class – 32 participants
- Jan. 21: Extension Marathon County “Rotating and Mapping” virtual gardening class – 30 participants
- Jan. 21: Marathon County Historical Society “History Chats”: Curling in Marathon County – 47 live viewers

- Jan. 28: Marathon County Historical Society “History Chats”: Snowmobiling in Marathon County – 25 live viewers
- Jan. 30: Marathon County Historical Society “History Speaks”: Shopping Around Wausau – 126 live viewers
  - Number of January programs – 10
  - Total attendance/participation for January programs – 435

*\*due to COVID-19, all onsite story times and programs are postponed.*

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 4,256 likes/follows (+26)
- Twitter: 1,226 followers (-6)
- Pinterest: 971 followers (+2)
- Goodreads: 294 friends (+1); 1,311 reviews (6)
- Instagram: 869 followers (+17)
- YouTube: 66 subscribers (+6)

### Hot Happenings in the River District (email newsletter)

- January 6- Grab & Go: Felt Wall Hanging
- January 13- Grab & Go: Felt Wall Hanging
- January 20- History Chats: Winter Sports in Wisconsin-Curling
- January 27- History Speaks: Shopping Around Wausau – From Department Stores to the Mall

### WAOW Channel 9

- January 28- Marathon County library aims to make controversial switch (Library Services, Dan Richter)

<https://waow.com/2021/01/28/marathon-county-library-aims-to-make-controversial-switch>

### WJFW Channel 12

- January 27- Questions remain as MCPL pushes for library system switch

[https://www.wjfw.com/storydetails/20210127181635/questions\\_remain\\_as\\_mcpl\\_pushes\\_for\\_library\\_system\\_switch?fbclid=IwAR3cwTnzu198Jdn3mr3GX31yFp\\_SAA57CuNV5MI9asb25CNC0QyxlLCFys](https://www.wjfw.com/storydetails/20210127181635/questions_remain_as_mcpl_pushes_for_library_system_switch?fbclid=IwAR3cwTnzu198Jdn3mr3GX31yFp_SAA57CuNV5MI9asb25CNC0QyxlLCFys)

### WSAU News/Talk 550 AM

- January 29- MCPL Board votes to leave Wisconsin Valley Library Service (Library Director, Ralph Illick)

<https://wsau.com/2021/01/29/mcpl-board-votes-to-leave-wisconsin-valley-library-service-remaining-libraries-want-answers>

#### Wisconsin Public Radio – 90.9 FM

- January 8- Books, Movies and Shows to Beat Cabin Fever (Library Services, Dan Richter)

<https://www.wpr.org/shows/jan-8-books-movies-shows-beat-cabin-fever>

#### WXPR 91.9 FM Wausau

- January 29- MCPL Board votes to leave Wisconsin Valley Library Service, remaining libraries want answers (Library Director, Ralph Illick)

<https://www.wxpr.org/post/mcpl-board-votes-leave-wisconsin-valley-library-service-remaining-libraries-want-answers#stream/0>

#### City Pages

- January 7- Big Guide- All Locations: Grab & Go-Felt Wall Hanging, Grab & Go-Symmetrical Snowflake Craft
- January 14- Metro Briefs- Task force recommending library move to larger system (Library Director, Ralph Illick)  
Big Guide- All Locations: Grab & Go-Felt Wall Hanging, Grab & Go-Symmetrical Snowflake Craft; Wausau: History Speaks-Shopping Around Wausau
- January 21- Big Guide- All Locations: Grab & Go-Felt Wall Hanging, Grab & Go-Symmetrical Snowflake Craft; Wausau: History Speaks-Shopping Around Wausau
- January 28- Metro Briefs- Seeking outside services (Library Director, Ralph Illick);  
Big Guide- All Locations: Grab & Go-Felt Wall Hanging; Wausau: History Speaks-Shopping Around Wausau, Identity Theft and Protection Virtual Class; Hatley: Virtual Book Club-“Evicted;” Marathon City: Virtual Book Club-“Long Way Down;” Mosinee: Virtual Book Club-“The Coincidence of Coconut Cake;” Stratford: Online Book Club-“The Vanishing Half”

#### Mosinee Times

- January 7- MCPL to host virtual Winter Reading Challenge for kids, teens
- January 14- Marathon Public Library Book Clubs – January 2021- Athens: Book-of-the-Month Club-“The Pull of the Stars;” Hatley: Virtual Book Club-“Nine Perfect Strangers;” Marathon City: Virtual Book Club-Choose Your Own Book!; Mosinee: Virtual Book Club-“Close to Home;” Stratford: Online Book Club Chat-“The Great Alone”
- January 21- Trail Tales offered by the Marathon County Public Library and the Marathon County Parks, Recreation and Forestry Department;  
Felt Wall Hanging Craft for Adults to be Offered at All Nine MCPL Locations
- January 28- MCPL to offer solar system Grab & Go for kids in February;  
Decorative bauble magnet craft to be offered at all 9 MCPL locations; The Marathon County Historical Society and the Marathon County Public Library present History Speaks on the Air-Shopping Around Wausau



## Record Review

- January 26- Library board opts for new service (Library Director, Ralph Illick)  
<https://www.centralwinews.com/a-main/2021/01/26/library-board-opts-for-new-service/?destination=record-review>
- January 27- Marathon County eyes pulling out of Wisconsin Valley Library Service (Library Director, Ralph Illick)  
<https://www.centralwinews.com/starnews/2021/01/27/marathon-county-eyes-pulling-out-of-wisconsin-valley-library-service/?destination=star-news>

## Pilot & Review

- January 6- Marathon County Public Library book clubs: January- Athens: Book of the Month Club-“The Pull of the Stars;” Hatley: Virtual Book Club-“Nine Perfect Strangers;” Marathon City: Virtual Book Club-Choose Your Own Book!; Mosinee: Virtual Book Club-“Close to Home;” Stratford: Online Book Club Chat-“The Great Alone”  
<https://wausapilotandreview.com/2021/01/06/marathon-county-public-library-book-clubs-january-2>
- January 8- Beat cabin fever with ‘Route 51’ (Library Services, Dan Richter)  
<https://wausapilotandreview.com/2021/01/08/beat-cabin-fever-with-route-51>
- January 16- Trail Tales returns with reading path at Nine Mile Recreation Area  
<https://wausapilotandreview.com/2021/01/16/trail-tales-returns-with-reading-path-at-nine-mile-recreation-area>
- January 23- Decorative bauble magnet craft to be offered at all 9 MCPL locations  
<https://wausapilotandreview.com/2021/01/23/decorative-bauble-magnet-craft-to-be-offered-at-all-9-mcpl-locations>
- January 24- MCPL to offer solar system Grab & Go for kids in February  
<https://wausapilotandreview.com/2021/01/24/mcpl-to-offer-solar-system-grab-go-for-kids-in-february>
- January 27- MCPL book clubs: February 2021- Athens: Book of the Month Club-“The Vanishing Half;” Hatley: Virtual Book Club-“Evicted;” Marathon City: Virtual Book Club-“Long Way Down;” Mosinee: Virtual Book Club-“The Coincidence of Coconut Cake;” Stratford: Online Book Club Chat-“This Tender Land”  
<https://wausapilotandreview.com/2021/01/27/mcpl-book-clubs-february-2021>
- January 29- Controversy erupts over Marathon County Public Library vote to join South Central System (Library Director Ralph Illick, Library Board of Trustees Member Michelle Van Krey)  
<https://wausapilotandreview.com/2021/01/29/controversy-erupts-over-marathon-county-public-library-vote-to-join-south-central-system>

January 30- MCPL to offer virtual presentations on avoiding identity theft

<https://wausaupilotandreview.com/2021/01/30/mcpl-to-offer-virtual-presentations-on-avoiding-identity-theft>

## Materials

- Youth

|                                      | 2021 Annual Budget  | Rollover from 2020 | Total Appropriation | Monthly Allotment  | Free Balance        | Spent as of 2/2/2021 | % Spent    |
|--------------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|------------|
| <b>Juvenile Audiobooks</b>           | \$5,000.00          | \$905.40           | \$5,905.40          | \$416.67           | \$4,082.90          | \$1,822.50           | 31%        |
| <b>Juvenile CDs</b>                  | \$500.00            | \$16.96            | \$516.96            | \$41.67            | \$483.04            | \$33.92              | 7%         |
| <b>Juvenile DVDs</b>                 | \$13,000.00         | \$445.76           | \$13,445.76         | \$1,083.33         | \$12,554.24         | \$891.52             | 7%         |
| <b>Juvenile Video Games</b>          | \$1,750.00          | \$-                | \$1,750.00          | \$145.83           | \$1,750.00          | \$-                  | 0%         |
| <b>Young Adult Audio Books</b>       | \$1,250.00          | \$163.79           | \$1,413.79          | \$104.17           | \$568.52            | \$845.27             | 60%        |
| <b>Youth AV Subtotal</b>             | <b>\$21,500.00</b>  | <b>\$1,531.91</b>  | <b>\$23,031.91</b>  | <b>\$1,791.67</b>  | <b>\$19,438.70</b>  | <b>\$3,593.21</b>    | <b>16%</b> |
| <b>Juvenile Fiction</b>              | \$18,500.00         | \$381.78           | \$18,881.78         | \$1,541.67         | \$16,994.18         | \$1,887.60           | 10%        |
| <b>Juvenile NonFiction</b>           | \$37,500.00         | \$1,161.47         | \$38,661.47         | \$3,125.00         | \$36,346.45         | \$2,315.02           | 6%         |
| <b>Juvenile Picture Books</b>        | \$33,000.00         | \$479.79           | \$33,479.79         | \$2,750.00         | \$31,957.84         | \$1,521.95           | 5%         |
| <b>Juvenile Spanish</b>              | \$1,000.00          | \$51.90            | \$1,051.90          | \$83.33            | \$948.10            | \$103.80             | 10%        |
| <b>Juvenile Standing Order Print</b> | \$9,000.00          | \$987.72           | \$9,987.72          | \$750.00           | \$8,518.33          | \$1,469.39           | 15%        |
| <b>Young Adult Fiction</b>           | \$8,000.00          | \$165.66           | \$8,165.66          | \$666.67           | \$6,504.61          | \$1,661.05           | 20%        |
| <b>Young Adult Graphic Novels</b>    | \$3,750.00          | \$593.50           | \$4,343.50          | \$312.50           | \$2,478.11          | \$1,865.39           | 43%        |
| <b>Young Adult NonFiction</b>        | \$2,000.00          | \$557.00           | \$2,557.00          | \$166.67           | \$1,443.00          | \$1,114.00           | 44%        |
| <b>Youth Print Subtotal</b>          | <b>\$112,750.00</b> | <b>\$4,378.82</b>  | <b>\$117,128.82</b> | <b>\$9,395.83</b>  | <b>\$105,190.62</b> | <b>\$11,938.20</b>   | <b>10%</b> |
| <b>Youth Services TOTAL</b>          | <b>\$134,250.00</b> | <b>\$5,910.73</b>  | <b>\$140,160.73</b> | <b>\$11,680.06</b> | <b>\$124,629.32</b> | <b>\$15,531.41</b>   | <b>11%</b> |

\*Money left in the account is money from items that came in cheaper or cancelled. Encumbered money from 2020 will be rolled over into 2021 funds with approval from the board. Warehouses and shipping issues from Covid-19 caused delays in receiving our materials from B&T and other vendors.

\*\*Column D numbers are different numbers than December's report. December's report reflected the money that still hadn't been spent out (some 2020 invoices had not been paid at that point). This month's report Column D represents the amount of money we asked to be rolled over before any 2021 invoices were paid but after all 2020 invoices were paid.

\*\*\*Columns G, H, and I will not accurately reflect the free balance until the 2020 money has been rolled over. It appears we have spent more 2021 money than we have because it is accounting for the 2020 money that has been paid out in invoices in 2021.

- Adult

|                               | 2021 Annual Budget  | Rollover from 2020 | Total Appropriation | Monthly Allotment  | Free Balance        | Spent as of Feb. 2, 2021 | % Spent       |
|-------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|--------------------------|---------------|
| <b>Adult Audiobooks</b>       | \$12,000.00         | \$1,761.48         | \$13,761.48         | \$1,090.91         | \$9,091.96          | \$4,669.52               | 33.93%        |
| <b>Adult Music CD</b>         | \$7,500.00          | \$115.50           | \$7,615.50          | \$681.82           | \$6,861.96          | \$753.54                 | 9.89%         |
| <b>Adult DVD</b>              | \$26,000.00         | \$143.85           | \$26,143.85         | \$2,363.64         | \$24,266.64         | \$1,877.21               | 7.18%         |
| <b>Adult Video Games</b>      | \$1,500.00          |                    | \$1,500.00          | \$136.36           | \$1,500.00          | \$0.00                   | 0.00%         |
| <b>Adult AV Subtotal</b>      | <b>\$47,000.00</b>  | <b>\$2,020.83</b>  | <b>\$49,020.83</b>  | <b>\$4,272.73</b>  | <b>\$41,720.56</b>  | <b>\$7,300.27</b>        | <b>14.89%</b> |
| <b>Adult Paperbacks</b>       | \$1,875.00          | \$163.30           | \$2,038.30          | \$170.45           | \$1,702.28          | \$336.02                 | 16.49%        |
| <b>Adult Paperbacks S.O.</b>  | \$3,714.00          |                    | \$3,714.00          | N/A                | \$3,714.00          | \$0.00                   | 0.00%         |
| <b>Adult Fiction</b>          | \$45,000.00         | \$725.84           | \$45,725.84         | \$4,090.91         | \$39,214.14         | \$6,511.70               | 14.24%        |
| <b>Adult LT Fiction</b>       | \$7,200.00          | \$454.71           | \$7,654.71          | \$654.55           | \$6,164.74          | \$1,489.97               | 19.46%        |
| <b>Adult LT S.O.</b>          | \$15,300.00         | \$273.90           | \$15,573.90         | \$1,390.91         | \$14,393.80         | \$1,180.10               | 7.58%         |
| <b>Adult Non-fiction</b>      | \$65,696.00         | \$1,451.29         | \$67,147.29         | \$5,972.36         | \$59,020.12         | \$8,127.17               | 12.10%        |
| <b>Adult Non-fiction S.O.</b> | \$2,715.00          |                    | \$2,715.00          | N/A                | \$2,575.55          | \$139.45                 | 5.14%         |
| <b>Adult Biographies</b>      | \$10,000.00         | \$196.60           | \$10,196.60         | \$909.09           | \$8,392.49          | \$1,804.11               | 17.69%        |
| <b>Adult Spanish</b>          | \$750.00            |                    | \$750.00            | \$68.18            | \$750.00            | \$0.00                   | 0.00%         |
| <b>Adult Hmong</b>            | \$750.00            |                    | \$750.00            | \$68.18            | \$750.00            | \$0.00                   | 0.00%         |
| <b>Adult Print Subtotal</b>   | <b>\$153,000.00</b> | <b>\$3,265.64</b>  | <b>\$156,265.64</b> | <b>\$13,909.09</b> | <b>\$136,677.12</b> | <b>\$19,588.52</b>       | <b>12.54%</b> |
| <b>Adult Services TOTAL</b>   | <b>\$200,000.00</b> | <b>\$5,286.47</b>  | <b>\$205,286.47</b> | <b>\$18,181.82</b> | <b>\$178,397.68</b> | <b>\$26,888.79</b>       | <b>13.10%</b> |

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\*\*Column D numbers are different numbers than December's reports. December's report reflected the money that still hadn't been spent out (some 2020 invoices had not been paid at that point). This month's report Column D represents the amount of money we asked to be rolled over before any 2021 invoices were paid but after all 2020 invoices were paid.

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## Monthly Business Report – February, 2021

The February Bills and Services report, the Obligation vs. Budget report, and the Facilities and Capital Management Obligation vs. budget report. CIP funds are not yet transferred into 2021 and no money has been spent from any of those accounts leaving the balances unchanged from December, 2020.

Corporation Counsel continues to review language needed for agreements with the municipalities concerning the addition of outdoor internet antennas at the branches. The Marathon County Broadband Task Force chair John Robinson has called for updates and has asked that this project be completed as quickly as possible. Tom has offered to address their next meeting to better explain our inability to make changes to buildings Marathon County neither owns nor has control over.

A challenge has arisen with a major supplier of Summer Library Program Supplies. Amazon.com has suspended the Library and ADRC departments due to ADRC having outstanding invoices beyond seven months overdue. This is new territory we are navigating without control of the account ourselves. As of this writing it has been eleven days since an email and two phone calls were made to the Finance Department requesting assistance. We have not had any response to our inquiries.

Tom is overseeing the replacement of network switch gear to bring the speed of our internet service offered to patrons into line with the speed of the service we purchase. There has so far been a forty times increase in Wi-Fi network upload and download speeds at the Wausau location. More improvements are expected as the scope of challenges and opportunities are better understood and gear is updated.

As a co-project to the updating of network wiring in Wausau, the team of three internal people doing the project have taken on the wiring of HVAC controls connected to the computerized interface and the connection of electrically operated valves that will be replacing the last of the pneumatic control system. Our hope is to have this done in time for a plumbing contractor to replace the control valves as soon as the heating season draws to a close. The new system will positively impact our goal of reducing energy consumption and will allow the County HVAC team real-time monitoring and alerts related to all areas of MCPL Wausau.

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 new services. Again, all work is being done in-house.

An electrical contractor spent the majority of January piping electricity to new through-floor receptacles which will provide power to computer stations positioned too far away from perimeter walls to safely run power. Administration, IT and Pages have helped relocate furniture and fixtures as necessary to provide access to identified floor box locations.

Mid-February will bring with it the need for transferring year-end monies from both 2020 CIP and year-end funds not spent out of the prior year budgets. Timing will be more critical this year as bills are beginning to come in for furniture. The agreement with the MCPL Foundation was that we would pay project invoices and then be reimbursed periodically in order to simplify accounting as we have done in every major Foundation funded project over the last ten years. The timing of the transfer will dictate how this is handled going forward.

The V-Cat Bibliographic and Interface Committee has identified just under thirteen thousand records in the Integrated Library System database that do not have any subjects associated with them. The searching of the database by subject is only possible through subject field entries and without entries items will not be identified as a reasonable choice which might well satisfy the patron. One option put forward in the Committee meeting was the withdrawing of all associated items in order to save the time and efforts associated with adding necessary records information. Using the “rule of thumb” cost of items at twenty five dollars each, the items under consideration for disposal are valued at well over three hundred thousand dollars. It is an amount we would believe would make further review worth substantial effort before taking an irreversible action.

## **January Support Services 2021 Report**

### **Circulation Team**

- January curbside statistics were 2,294 pickups, for an average of 120.7 pickups per day. Curbside circulation was 10,915 items, a decrease of 106 items.
- The Circulation team has been sanitizing touchpoints for the safety of the scheduled 385 customers when entering and exiting the building for computer usage during the month of January.
- 4,106 telephone calls were answered by the team members, with an average of 216 calls per day, averaging 27 calls per hour.
- 73 new library card applications have been processed by the circulation team. 52 library cards have been verified by staff, and picked up by our customers at the drive thru window.

- Pam Stencil retired with 24 years of service at the library. Pam started employment at the Edgar branch, working as Branch Assistant, finishing her career at Wausau to work with the Circulation Team, and Homebound.
- 1/21/21 Kitty R, Mary S, and Ollie C attended the V-CAT Cooperative Circulation Virtual meeting.
- Jeff Peters, passport manager has sent in passport recertification papers for 2021.  
Jeff P, Kitty R, Laura D, Colleen Y, are current MCPL agents.
- Ashley Hetzel will be joining the Circulation Team starting February 8, 2021

### **Support Services Team**

- 1/18/21: Team members attended the virtual programs provided for Martin Luther King “Day On”.
- 1/21/21: Mary attended V-Cat Cooperative Circ meeting w/Kitty and Ollie.  
Topics discussed:
  - Item level holds timing out and being filled with another copy. More to come on this recent discovery.
  - Patron card expiration popup.
  - Possible changes to Shoutbomb notification schedule.
- Chris, Mary, Pat, and Stephanie met with Tara to discuss a juvenile holiday collection.
- Chris, Mary, and Pat completed the annual rollover process for the library materials budget. Kate and Tara have begun the 2021 ordering process.
- Chris and Pat completed another cataloging clean-up project for bib records missing subject headings. They thank Kathy G. for her assistance with the project.
- Stephanie put together a small box of audio books and two boxes of adult large print books for Forest Park Village Senior Living and twelve boxes of juvenile and young adult books for the local homeschool organization. Running total = 13,585 donated items.
- Michelle is able to do most of her processing while covering curbside.
- Various monthly, quarterly, and annual reports were completed in the month (damaged, display, lost and billed, lost and paid, parts missing, workroom plus reports pertaining to bib and order records – to name just a few). All of these reports help to keep the catalog/collection tidy.
- Curbside pickup continues to be a success, as well as the Grab ‘n’ Go crafts. We just received federal tax forms and instruction books to hand out as well. We thank Ollie and members of the Main Desk Team for their help covering curbside lunches and breaks.
- Team members continue to work on various projects:
  - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
    - Juvenile nonfiction: done to 790 (2<sup>nd</sup> time around: 398)
    - Juvenile picture books: first and second go-around is done.

- Juvenile graphic novels: done
  - Adult 400's: working on
- Faded label replacement and disc cleaning for Branches: to date we have received 14 bins of AV to clean and 18 bins of faded labels. All 32 bins were completed and returned to the respective Branches.
- Cleaning juvenile DVDs (WA): done
- Answering phones

### **Page Team**

- Attended MLK Day On
- Completed Quarter 3 Missing List
- Completed November Missing List
- Ollie covered shifts at the drive-thru every Wednesday and Thursday
- Ollie helped cover/manage the Circ Team while Kitty was out
- Worked with Katie at WVLS to develop a paperless pull-list (still not perfected but getting there)
- Attended the Cooperative Circ meeting on the 21st
- Finished re-labeling the remaining picture books and completed all of the juvenile graphic novels.
- Kelly, Lynelle, and Ollie worked on the yearly magazine purge
- Switched out nicer copies of items from branches for more used copies at Wausau.
- Moved the Large Type and Paperback collections from 1st to 2nd floor. Started moving Fiction.

### **Branch Libraries Report**

#### **January 2021**

#### **Athens Monthly Report**

##### Events and Programs

- Symmetrical Snowflakes: Children were welcome to pick up a Symmetrical Snowflake grab and go kit during the month of January. A total of 14 kits went out to the public.
- Felt Wall Hanging: A Felt Wall Hanging kit was offered to adults during the month of January. A total of 12 kits went out to the public.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for January was *The Pull of Stars* by Emma Donoghue.



- Family Fun: Athens staff teamed up with MCPL branch staff to create a Family Fun video for January which is featured on our library website and Facebook. Jennifer Triolo uploaded and submitted a Penguin and Polar Bears story time.
- Virtual Story Time: Jennifer Triolo submitted a Soup themed story time which was featured on MCPL's Facebook and website on January 26<sup>th</sup>.

#### Circulation Statistics

- Athens circulated 651 items in January 2021. This is a 69.39 decrease from January 2020. In 2021 year-to-date, Athens has circulated 651 items. This is a 69.39% decrease from 2020.
- Athens had a total of 38 browsing appointments, 18 computer appointments, 75 people in the library and 101 curbsides during the month of January.

#### Library News

- Athens is currently working with MCPL Support Services. We are pulling and sending in bins with faded spine labels and items that need AV cleaning.
- Athens staff finished weeding both adult and children's items during the month of January.
- Athens staff created more space in the children's area by pulling juvenile holiday items and sending them to Tara Hornbeack to be placed in storage.
- Jennifer Triolo attended the January Branch Coordinator meeting on January 15<sup>th</sup>.
- Jennifer Triolo and Shahara Falk- LeFay attended MLK Jr. Day On held on January 18<sup>th</sup>.
- Ralph Illick held a virtual meeting with Branch Coordinators on January 28<sup>th</sup> to discuss the recent system membership vote.

#### Facilities Updates

- Athens had numerous power outages during the month of January, we believe this was due to frost build up. The power outage took place on January 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup>.

### **Edgar Monthly Report**

#### Events and Program

- Storytime Packets Along with the Grab n Go crafts, 31 kits and 8 story time packet.
- Home School Huddle Packets have served 18 families with 38 students in November.

## Circulation Statistics

- The circulation statistics for the month of January were 1,338 items checked out. This is a 38.06% decrease for the same month last year. A total of 1,338 items have been checked out so far this year. This is a 38.06% decrease from 2020.

## Library News

- Curbside and appointments continue to be a success.
- Deb attended various webinars.
- 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.
- Deb and Dana worked on packets for the Home Schoolers.
- Deb put together items for programs and staffing for when she is on Medical leave.
- Deb has asked that the curbside appointment be changed, by one hour, on Mondays while she is on leave. This will help to get the work needed to be done, more efficiently.

## Facilities Updates

- The security system that the Edgar Village has put in is working fine. There were some issues at the beginning, but staff and customers are figuring them out.

## **Hatley Monthly Report**

### Events and Programs

- Virtual Book Club – We had 7 adults participate in our Virtual Book Club to discuss the book “Nine Perfect Strangers” by Liane Moriarty. This book had a mixed take on the book.
- Grab N Go programs
  - a. Felt Wall Hangings – all 20 kits were handed out about a week and half before the end of the month. 7 adults, 11 children, and 2 young adults grabbed the kits
  - b. Symmetrical Snowflakes – 22 kits went out. 6 adults and 16 children grabbed kits.

### Upcoming Programs

- Virtual Book Club on February 9<sup>th</sup>
- Grab N Go Crafts – Bauble Magnets and Our Solar System

### Circulation Statistics

- Hatley circulated 1,167 items for the month of January. This is a 47.17% decrease for the month. Year to date is 1,167 items. This is 47.17% decrease from last year.

#### Library News

- Heather weeded, YA non-fiction and graphic novels, board books, and adult fiction
- During the month of December we had 99 curbside appointments, 47 browsing/in-library pick-ups and 9 computer/copy appointments. This totaled out to be 66 patrons coming through our doors.
- Started working on Heather's Maternity Leave Schedule (end of March through end of June)
- We have been sending in bins every other week with items that need new labels and audio items that need cleaning
- Heather attended the Branch coordinator meeting
- Heather attended several of the Wild Winter Wisconsin webinars
- Working on sending in Juv Christmas items for Tara H.

#### Facilities Updates

- None

### Marathon City Monthly Report

#### Events and Programs

- **Book Club:** During the month of January, we held our book club virtually. Eight patrons joined in for a thoughtful discussion featuring everyone's favorite book. In February, the book club will meet again virtually to discuss the book *Long Way Down* by Jason Reynolds. 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 month of January, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out 30 of the children's kits, **Symmetrical Snowflakes**. The teen/adult kits were **Felt Wall Hangings** and distributed 17 of these.
- The collaborative **Winter Fun for the Family event** featuring themed stories, facts, finger plays and crafts focusing on Polar Bears and Penguins will be posted on the MCPL blog the beginning of February.
- During the month of February (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. Some of these events include events featuring gardening tips, identity theft and

Black History Month Children's book reading. We also feature monthly virtual book clubs and weekly story times. More information for these programs is available on the MCPL website. All branches will again be offering **Grab & Go** activities for children, teens and adults each month of 2021. Supplies for **Our Solar System** model and **Bauble Magnets** can be picked up at any of the nine branches during the month of February.

#### Circulation Statistics

- Marathon circulated 1,741 items during the month of January. This is a 45.27% decrease from this time last year. So far in 2021, Marathon has circulated 1,741 items. This is a 45.27% 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 January, we recorded **172** patron curbside pick-ups. Also, **58** regular and **16** computer appointments were scheduled with a total of **124** patrons visiting the library during our special in-house hours.
- We gave out **30** children's and **17** adult Grab & Go activity kits this month.
- Lisa is helping out in Edgar 2 days per week and Elizabeth every other Friday while Deb recovers from her surgery.
- We are working on inventory and weeding our children's collection.

#### Facilities Updates

- Nothing to report at this time.

### Mosinee Monthly Report

#### Events and Programs

- Regular programming was canceled due to the pandemic.
- Book Club: Three patrons attended the virtual session on the 25<sup>th</sup> to discuss *Close to Home* by Lisa Jackson.
- Our monthly Grab and Go craft kits started off very popular, with 26 felt wall hangings and 26 symmetrical snowflake kits taken. We appreciate everyone coordinating these craft kits for our patrons!
- Mosinee staff has been working hard to promote all programming offered at all locations, by hanging posters in our outside bulletin board, and by promoting programs via curbside with handouts. Programs we promoted this month were: our Mosinee Book Club, The Winter Reading Challenge, the History Speaks

presentation entitled Shopping Around Wausau, Trail Tales, 1000 Books Before Kindergarten via the Beanstalk App, our Grab and Go craft kits, and the Planning a Vegetable Garden programs.

#### Circulation Statistics

- Mosinee circulated 1,530 items in January 2021. This is a 49.77% decrease. Mosinee has circulated 1,530 items in 2021. This is a 49.77% decrease.

#### Library News

- Displays this month featured a Dr. Martin Luther King Jr. display, our continued “What’s Brewing at the Library?” display with books featuring a coffee theme, a “Lasso Up to a Good Book” display featuring western books and movies, and winter themed books in the children’s section. We also began promoting book bundles, where we bundle around five books together featuring a common theme, and give patrons an activity sheet with activities based on that theme.
- Curbside services and appointments continued throughout the month of January. At the end of the month we had a total of 188 curbsides, 59 browsing appointments, and 13 computer appointments with 97 total patrons in the library.
- Both Julie and Sarah attended the full day sessions of the Marathon County virtual Martin Luther King Jr. Day On from home. We enjoyed all of the informative and interesting sessions, and appreciated the opportunity to work from home for a day!
- Julie has volunteered to be an invaluable help to the Hatley Branch in the spring for extended coverage shifts, and we all really appreciate her example of shared purpose! Sarah will be covering the Mosinee Branch alone during these shifts, and is also scheduled to help out in Edgar next month.

#### Facilities Updates

- No updates at this time.

### **Rothschild Monthly Report**

#### Events and Programs

- We handed out 41 grab-and-go symmetrical snow flake craft kits for kids and 23 grab-and-go felt wall hanging craft kits for adults.
- Rothschild staff have been creating blog posts and content for our virtual family fun activities.

- In February, we will hand out the library-wide monthly craft kits for children and adults.

#### Circulation Statistics

- In January, Rothschild circulated 5,598 items. This is 41.78% decrease from last year. In 2021, Rothschild circulated 5,598 items. This is 41.78% decrease from last year.
- In January, we completed 630 curbside pickup appointments and had 359 people visit the library for in-person appointments.

#### Library News

- Laura attended the January virtual Branch Coordinator Meeting.
- Laura, Hannah, Robin, and Ashley attended the MLK Day-On activities. We were all impressed with the quality of content and learned new things.
- Laura participated in the interviews for the open 30 hour Branch Assistant position in Rothschild.
- Ashley's last day in Rothschild will be February 8<sup>th</sup>. We will miss her greatly, but we are excited for her to start her new position on the Wausau circulation team the following week!
- We have handed out approximately 100 sets of tax forms.

#### Facilities Updates

- None at this time

### **Spencer Monthly Report**

#### Events and Programs

- In the month of January, a Grab N Go craft, "Symmetrical Snowflakes" for children was offered. 23 crafts were handed out during the month.
- The month of January offered "Felt Wall Hanging" a Grab N Go craft for adults. 27 crafts were enjoyed by adults.
- 8 copies of the Winter Fun Guide made by the Girl Scouts were handed out to children.

#### Circulation Statistics

- Spencer circulated 628 items in the month of January. This is a decrease of 67.88%. Spencer has circulated 628 items in 2021. This is a decrease of 67.88%

#### Library News

- Wisconsin tax forms were available for those using a paper copy.

- The 2019 dots were removed from the spine of all DVD's.
- Audrey attended the Branch Coordinators meeting which was held on January 15<sup>th</sup> via GoToMeeting.
- Audrey attended the Marathon County Martin Luther King Day On, Monday, January 18<sup>th</sup>. Classes were virtual via Webex. The classes I attended were "I don't see color", "Native American Boarding Schools", "STS Training", and "Mental Health Stigma".
- Lue did a January Family Fun "Polar Bear" Exercise and a Penguin counting song.
- The 2019 magazines were withdrawn from the collection. Some of the educational magazines were sent to the Friends of the Library for their book sale.
- More books were pulled to have the spine label redone and Audio Books that needed cleaning as well as their spine labels.
- Audrey and Lue reviewed a section in the MCPL Branch Operations Manual.

#### Facilities Updates

- The fire extinguisher in the library was checked.

### **Stratford Monthly Report**

#### Events and Programs

- 37 patrons stopped by the Stratford Branch to pick up the STEM Symmetrical Snowflake craft kit for kids offered through MCPL.
- 20 patrons stopped by our branch to pick up the Felt Wall Hanging craft kit for adults offered through MCPL.
- We hosted our first online book chat through Goodreads throughout January. So far, 7 patrons have joined our Stratford Branch Goodreads Book Club, with 3 actively participating in discussion about January's book, The Great Alone by Kristen Hannah, along with Darla and MJ.
- We prepared, taped, and edited a book reading and action song by Darla about Groundhog Day for the virtual MCPL Story Time for Feb. 2.

#### Circulation Statistics

- We circulated 1,053 items in January. This is a 49.50% decrease from last year. In 2021, Stratford circulated 1,053 items. This is a 49.50% decrease from last year.
- We provided 142 curbside pickup appointments in January.
- We provided in-person appointments for 80 total patrons in January.

#### Library News

- MJ and Darla both attended Marathon County's MLK Day On Program on Jan. 18.

- MJ did inventory for adult biography, adult LP biography, adult Wisconsin collection, adult Wisconsin reference, adult nonfiction oversized, adult Spanish, and adult LP nonfiction.
- We sent in juvenile biography books and adult CDs and movies for cleaning and relabeling.
- We sent in our Christmas materials for storage until next season.
- MJ attended the Jan. 15 Branch Coordinator Meeting.

#### Facilities Updates

- No updates.



**Director's Activities:**

- 1-25-21 Marathon County Public Library Board of Trustees Meeting
- 2-2-21 Monthly agenda meeting with Library Board President
- 2-3-21 Priority Based Budgeting virtual workshop
- 2-4-21 EEEDC Meeting (Virtual)
- 2-5-21 Toward One Wisconsin Planning Committee Meeting
- 2-10-21 Priority Based Budgeting virtual workshop
- 2-15-21 Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

- 2-15-21 Marathon County Public Library Board of Trustees Meeting
- 2-19-21 Resource Library Directors Meeting (Virtual)
- 2-19-21 Marathon County Dept. Heads Meeting
- 3-5-21 Toward One Wisconsin Planning Committee Meeting
- TBD Policy reviews w/Managers
- TBD Monthly agenda meeting with Library Board President
- 3-15-21 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:**

Annual Conference & Exhibition (Virtual), June 23-29, 2021

LIBRARY LEGISLATIVE DAY 2021 - GOING VIRTUAL!  
Tuesday, February 16 - Thursday, February 18, 2021

**Any other issues or items of note:**

YS Programming team continuing upgrades.

**Marathon County Public Library  
Director's Report  
February 2021**

**THE PAST MONTH**

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

**Library Services Report**

**January 2021**

**News**

- Leah held individual rounding with staff
- Leah hosted a virtual Branch Coordinator meeting
- Leah attended the virtual 'MLK Day On' county-wide all staff day
- Leah and Kate attended a meeting with Engberg Anderson
- Leah attended the Library Board meeting
- Leah participated in internal interviews for the RO Branch Assistant position
- Leah hosted a virtual 'Potential System Change' update meeting for branch coordinators
- Taylor's first Beanstack challenge was a success with 30+ people participating
- Tara created inventory spreadsheet for Traveling Tales to help youth staff determine what titles to replace/update
- Tara created and analyzed the results of youth collection surveys completed by branch coordinators and met virtually with the coordinators to discuss two main initiatives: holiday and Wonderbooks collections
- Chad met with the Wisconsin Central Time News editorial board and the Central Wisconsin Book Festival committee
- Inventory: Hatley, Mosinee, and Rothschild all have completed inventory.  
Stratford: Adult Large Print Biography, Adult Biography, Adult Wisconsin, Adult Wisconsin Reference, Adult Large Print Nonfiction, Adult Oversize, and Adult Spanish

# Director's Report

## WVLS BOARD OF TRUSTEES MEETING

### January 16, 2021

## CORRESPONDENCE

### 2021 System Aid

In late November 2020, DPI informed WVLS that our 2021 Plan was approved and that our first (of two) 2021 state aid payments would be released. The first payment of \$681,518 was transferred electronically into a WVLS investment account at that time.

### WVLS Board Appointments

WVLS received notifications from Clark and Oneida Counties that their representatives to the WVLS Board, **Tom Bobrofsky** and **Pat Pechura**, have been reappointed. Marathon County appointed new trustees **Jessica Bennett** to fulfill the unexpired term of Elaine Younger who resigned in 2019 and whose term ends in 2021, and **Mandy Wright** to replace Douglas Lay whose term expired in 2020.

**Tyson Cain**, Marathon County representative to the WVLS Board, announced his resignation on November 24, 2020 (**Exhibit 12-A**). WVLS thanks him for his involvement on the Board and wish him all the best in the future.

### WLA Memberships Renewed for WVLS Trustees

**Sue Hafemeister** completed the 2021 Wisconsin Library Association membership forms for WVLS Board members and submitted the paperwork to the WLA Office this last week.

### Notes of Appreciation

**Marge Loch-Wouters**, South West Library System Consultant, sent **Anne Hamland** an email thanking her for her presentation on "School and Public Library Relationships." Marge stated, *"You did such a perfect job today. So many ideas and just practical support. You are an idea factory! Thanks for taking the time to share!!"*

**Michelle Johnson**, Hammond Community Library Director, sent an email of gratitude to **Anne Hamland** for the website support and training she provides to libraries in IFLS and WVLS. Michelle stated, *"Thank you for all you do to make sure our web-pages are maintained, and we (as librarians/webmasters) are doing what we need and supposed to do to maintain our sites."*

**Julie Westby**, Hedberg Public Library (Janesville) Children's Librarian, sent **Anne Hamland** a note of thanks for offering the "Realities of and Relationships with School Librarians: A Panel" webinar. She said that "It was wonderful to hear from our colleagues working in the school environments."

### Call to Include Library Workers in Phase 1b Vaccination Plans

Sherry Machones, Northern Waters Library System Director and Wisconsin Library Association President sent a letter to the State Disaster Medical Advisory Committee (SDMAC) asking that library workers in public, academic, and special libraries be included in state and local Phase 1b vaccine distribution plans. A copy of the letter is shared at the end of this report as **Exhibit 12-B**.

## COVID-19 Update

Initiated in March 2020, the **Staying Together** discussions with area colleagues will continue to be offered monthly in 2021. Recent topics have included marketing and mental and physical coping, and 2021 service changes. The **WVLS COVID-19 Update** emailed via the WVLS all-subscribers' list every Thursday at 9 a.m. in 2020 will be discontinued. Any COVID-19 news will be included in the WVLS *Monday Mentions* email. The **WVLS website** [COVID-19 Resources Page](#) will continue to be updated as needed.

## WVLS Newsletter Highlights

Published in the first week of the month, the **WVLS Newsletter** highlight ways that WVLS member libraries are supporting their communities. Several libraries have collaborated with local organizations.

The [December newsletter](#) announced registration was open for the 2021 Wild Wisconsin Winter Web Conference, Compassion Resilience Training, Abbotsford Holds In-Person Adult Book Club, Colby Holds "Foodsgiving" program, Antigo Public Library Showcases Recycled Art, and Minocqua Shares JOY Kits.

Features in the [January newsletter](#) included Library Legislative Day registration information, Portman Named National Library Week Honorary Chair, Merrill Distributes Bird Art Kits in partnership with the Leigh Yawkey Woodson Art Museum, Loyal Revamps Picture Book Section, MCPL Provides "Grab n Go" Craft Kits, and Libraries Find Success with Outdoor Storytimes.

WVLS libraries are welcome to submit upcoming or past programs, and new initiatives or services to **Jamie Matczak** for future newsletters. Current and past issues of the newsletter are available on the [WVLS website](#).

## MCPL Task Force Information

Since the November meeting of this WVLS Board, several updates were shared with the WVLS community regarding Marathon County Public Library's ongoing consideration of Marathon County membership in WVLS.

[The December Update](#) announced the December meetings of the MCPL Task Force and Library Board. It shared a letter from **Pat Pechura**, Oneida County Library Board Chair, to Sharon Hunter, MCPL Board President, regarding the OCLB's concerns about the Task Force investigation (**Exhibit 12-C**). Also included was a link to MCPL Business Manager, **Tom O'Neill's** December 18 response to MCPL Task Force and Board member, Gary Beaström, regarding how the library will cover the additional costs in service should Marathon County decide to join the South Central Library System. The December 18 MCPL Financial Report is shared at the end of this document as **Exhibit 12-D**.

WVLS submitted a response on December 21 to the MCPL Task Force and Board, as well as to members of the Marathon County Extension, Education and Economic Development Committee, shared as **Exhibit 12-E**.

[The January 2021 Update \(1 of 2\)](#) announced that the MCPL Task Force approved a recommendation for Marathon County to withdraw its membership from WVLS and to join the South Central Library System in a 3-1 vote during its December meeting. Votes to withdraw from WVLS were cast by MCPL Board President, **Sharon Hunter**, MCPL Trustee **Scott Winch**, and recently retired Marathon County Conservation, Planning & Zoning Director **Rebecca Frisch**. MCPL Trustee and Marathon County Board Supervisor **Gary Beaström** cast the dissenting vote. DPI Public Library Administration Consultant **Shannon Schultz** abstained. MCPL Task Force Chair **Mark Arendt**, whose consultant assistance as the retired Winnefox Library System Assistant Director was solicited by MCPL, also abstained after stating that he would vote only in case of a tie.

[The January 2021 Update \(2 of 2\)](#) announced the January 11 meeting of the MCPL Task Force and shared the MCPL Task Force Report (**Exhibit 12-F**) that would be discussed and approved during the meeting.

[A WVLS website](#) archives correspondence, presentations and other information related to this topic.

## PEOPLE IN THE NEWS

### New Hires

The Frances L. Simek Memorial Library (Medford) Board of Trustees hired **Maxx Handel** as the new director of the library. Maxx replaces **Erica Petersen** who left the position to assume the directorship to pursue a master's in library science. Handel's first day on the job was Monday, December 21.

**Angela Zimmermann** was hired as the new Executive Director of the Racine Public Library in November 2020 and stepped into the position in December. Prior to this position, Angela was Director of the Powers Memorial Library (Palmyra, WI). In the City of Racine press release, Angela stated:

*“One of my initial goals will be to immediately connect with stakeholders and build key relationships to in turn implement new ideas and projects which will meet the needs of the community. I very much look forward to embedding myself within the community to really understand what the citizens would like to see from their local library.*

*One of the areas that drew me to RPL was their new strategic plan and its 20 Great Leaps. The strategic plan was written based on a community-inclusive discovery approach. When I first read the plan, I said to myself “That is a library I want to work for!” The plan encompasses, what I believe, everything a 21st century library should strive for. I’m very eager to work closely with the RPL staff and the Board of Trustees to begin implementing this plan and leading the library into becoming a world-class organization.*

*“Other areas I have focused my library career on have been technology, innovation, and bridging the digital divide. Providing equitable services and access to learning and technology for all is one of my driving passions. Innovative thinking in these areas is needed now more than ever during COVID-19 and libraries have done a fantastic job at reinventing and adapting themselves to continue this work.*

Angela replaces **Jessica MacPhail** who retired in March 2020 following a 21 year career at the Racine Public Library. The Racine Public Library serves as the resource library for the Lakeshores Library System.

### Director Interviews

WVLS Director **Marla Sepnafski** was featured in the January 2021 *WLA (Wisconsin Library Association) Member Spotlight*. Read it [here](#).

Marathon County Public Library Director **Ralph Illick** was interviewed for the WPR segment, “With In-Person Services Limited, Wisconsin’s Libraries Check Out New Ways to Reach Their Communities.” During program, Illick stated, *“I think by about April, we’d been able to make sure that in our rural communities, the constituents there and the municipalities we serve there were made aware that we kept our Wi-Fi on 24 hours ... I just found out that one of our branch library book clubs, which meets virtually now, actually has a new member from Nebraska ... I do have to really strictly balance the whole spectrum of patron and staff safety.”* Also, he “noted that a number of his employees, including Illick himself, are in high-risk categories for COVID-19 because of their age or health factors. Some retired this year, spurred in part by health concerns, reducing his staff of 55 by 10 percent.” Listen to the program [here](#).

## DPI Selects WVLS Team for Compassion Resilience Facilitator Training

**Jamie Matczak** (WVLS Education Consultant), **Laurie Ollhoff** (T.B Scott Free Library [Merrill] Assistant Director) and **Lyn Pietila** (Demmer Memorial Library [Three Lakes] Assistant Director), were recently informed that their team was accepted to participate in the Compassion Resilience Facilitator Training. The training will help librarians in Wisconsin gain tools to help people manage expectations, set professional and personal boundaries, build effective collegial relationships and practice real-time and organized self-care.

The Appleton Public Library started using the toolkit in 2019. Assistant Director Tash Saeker reports *“The toolkit will change how you approach public library service by giving you a common language to better care for yourself, your coworkers, and your community.”*

Jamie, Laurie and Lyn will be required to attend four online trainings in January and February. This training is conducted by Rogers InHealth and sponsored by the Department of Public Instruction using LSTA funding from IMLS.

## Hamland to Present for a Southwest Library System Workshop

**Anne Hamland** will be the featured speaker for a Southwest Library System continuing education event in March called “Wordpress Basics: A First-Class Tour.” The program description states:

*Is your website stressing you out? Does website work make you nervous? Take a relaxed tour of WordPress with Anne Hamland to learn the basics: navigating the backend, adding website administrators, adjusting the settings, customizing the appearance. Dive into website best practices that ensure a positive user experience and website accessibility. Great design = accessible design!*

A link to register to attend will be shared soon.

## NEWS FROM AROUND THE STATE

### Racine Public Library Awarded Resilient Communities Grant!

The Racine Public Library has been selected to participate in Resilient Communities: Libraries Respond to Climate Change, an initiative of the American Library Association to help libraries engage their communities in programs and conversations on the climate crisis. “We are proud to be selected from a pool of more than 70 applicants to bring Resilient Communities to the Racine Public Library,” said City of Racine Mayor, Cory Mason. “This is a dynamic time for the Racine Public Library – we will be welcoming a new Executive Director, Angela Zimmermann, in a few weeks, and in a time when climate change is beginning to affect our everyday lives, we are eager to bring these fact-based, educational programs and dialogues to our community.”

The Racine Public Library will also have a collection of climate change-related DVDs for checkout and will be designated as a Climate Resilient Hub by the organization Communities Responding to Extreme Weather (CREW). This will position the library to provide ongoing education about building resilience to climate change and community resilience during extreme weather events. With a population of 78,000, Racine, Wisconsin is the fifth largest municipality in the state of Wisconsin. <https://www.wisbusiness.com/2020/racine-public-library-wins-grant-to-support-climate-change-programs/>

## LEGISLATIVE UPDATE

### Library Legislative Day Update

Registration for Wisconsin Library Association's **February 16-18** (Virtual) Library Legislative Day is now open at <https://www.wisconsinlibraries.org/library-legislative-day>. If you have not previously registered for a WLA event online, you will be asked to create a new user profile, which includes entering your senate and assembly districts, to enable payment of \$25/person. To verify your correct Senate and Assembly districts, enter your home address in the search box at <https://maps.legis.wisconsin.gov/>.

More information about this event will be shared later in the agenda under "WLA Library Legislative Day and State Budget update."

Library Legislative Day is just one of 365 days during which there are opportunities to build legislative relationships. If your library offers public meeting space, remind your legislators that it can host town hall style listening sessions. Invite legislators to special events at the library and send library newsletters to his/her office. Look for opportunities to introduce yourself at other public local events attended by legislators and thank them for their support of state library aids and programs.

## WVLS PROJECTS

### Survey on Effectiveness of V-Cat from the User's Perspective

WVLS recently conducted a survey of library users to determine needs and priorities for search and discovery of library materials, database content and e-books/digital audiobooks. Following is a brief overview of survey results.

- Over 1,900 responses were collected, including responses from every V-Cat library and location.
- The survey results indicated most patrons surveyed use the Classic V-Cat catalog (approximately 95%) and the vast majority (90%) report they are satisfied with the user experience. Many report satisfaction with the V-Cat Discovery Catalog as well (44%), however a slight majority report that they never use the V-Cat Discovery Catalog (54%).
- Library users surveyed are most often looking for physical library materials when they search the catalog (54%), but some reported that they sometimes look for digital items as well (26%). When asked if they would like to see in their search results, a slight majority preferred to see both physical materials and digital items (54%) and many preferred to see only physical library materials (40%).
- Library users were given several search features to select as important when using a library catalog search. The top features include ability to search by series (58%), having a single search for all digital items and physical materials (54%), a spell check or "did you mean" suggestions (52%), and recommendations for other items of interest (50%). Other features of interest include the ability to browse all recently added materials (40%) and searching suggestions for related topics (34%).
- Library users were asked to choose from several limiters that could be used to narrow down search results. The most popular limiters were limit to physical material to check out (74%), limit to format (50%), limit to available now (46%), and limit to library location (40%).

### Thanks to Libraries, Individuals for Supporting the WVLS Overdrive Advantage Collection!

In April 2020, when the COVID-19 pandemic first began to influence public library service, **Anne Hamland** and the WVLS OverDrive Advantage Selection (OAS) Committee invited donations to purchase e-book/audio titles for the WVLS OverDrive Advantage Collection for users seeking information and entertainment they could

enjoy safely at home. This marketing effort generated generous donations from libraries and users until June totaling \$6,344. As the trend of unprecedented use continued through November, the OAS Committee decided to close out 2020 with another campaign for funds and sent marketing tools to libraries to share in their social media and website communications. These efforts brought in \$10,500 in donations to support the WVLS OverDrive Advantage Collection in 2020!

A special thanks goes to the Rhinelander District Library team of Assistant Director **Debbie Valine** and Director **Virginia Roberts** for pursuing the generous grant from the Rhinelander Women's Club to finish out the year!

**Exhibit 12-G** lists donations to the WVLS OverDrive Advantage Collection since 2018.

## External Projects - LEAN WI Partners, Member Libraries

### Redefining "Normal" Support Services

We continue to monitor and review pandemic-related pressures and needs against historical pressures and needs to better understand which adjustments to parts of our overall support services may enable us to better serve libraries going forward over the next several months and year irrespective of pandemic-related library operational states and Library System staff operations.

### Statistics Data Collection and Dashboard Presentation

An initial Sierra transactional data pull and store has been established for NWLS which enables persistent historical statistics reporting capabilities using the same mechanism in place for IFLS and WVLS that feeds their respective Statistics Dashboards (<http://dashboard.iflsweb.org> and <http://dashboard.wvls.org>). A temporary dashboard view has been established and will be further developed and refined to production status.

Research of alternative third-party statistics presentation applications and services continues. However, the NWLS dashboard exercise above has strengthened our overall awareness and capabilities with the current in-house application. We will continue maintaining and improving the current application until an appropriate alternative is chosen to replace.

### WiFi coverage adjustments/expansion and peripheral equipment procurement support

The application and review process for libraries interested in projects for improving wifi coverage (including local network improvements) and for peripheral equipment procurement support is opening during the week of January 11 - 15.

### Infrastructure Upgrades

A scheduled 10Gbps upgrade on one of the WiscNet interconnects at the datacenter was postponed due to COVID exposure and self-quarantine measures by a key engineer. Much of the staging effort is already completed. Coordination to reschedule is pending another datacenter project's scheduling, related to the support of the Statewide Backup project.

## V-Cat Project Update

The **V-Cat Bibliographic Committee** met on Tuesday, December 15. Two new members were welcomed to the committee to allow for each county to have a representative: **Laurie Renel-Faledas** (Crandon/Forest) and **Anne Kuipers** (Thorp/Clark). The committee outlined a plan to address bibliographic records without subject headings and plans to ask libraries to address the records where they have the only attached items. The Committee also discussed what to do with a MARC field that can create a confusing link in the V-Cat online



catalog. The committee decided to hide this field in the V-Cat online catalog. This way V-Cat retains the data, but it no longer displays to patrons and no procedural changes are needed for V-Cat library catalogers.

**V-Cat Voting Models Exploratory Committee** will meet on Thursday, January 14 to make any necessary revisions to the proposed bylaw changes. The committee will bring a final recommendation for action to the February V-Cat Council meeting.

During the November 19 **V-Cat Cooperative Circulation Committee** meeting, members reviewed the best practices for service changes document and made necessary edits, and also reviewed holds settings and functionality. DPI's mandate that patron records be purged every three years was reviewed as well as the V-Cat guidelines for patron record expiration dates. The committee will continue to discuss patron record expiration dates and purging at the next meeting.

#### **Discovery Layer Review and Evaluation continues**

Product demonstrations for Aspen Discovery, Bibliocore, and Pika were hosted, and recordings were shared with the V-Cat Bibliographic and Interface Committee, V-Cat Cooperative Circulation Committee and WVLS Database Advisory Group. A Discovery Layer Advisory meeting will be held ahead of the February V-Cat meeting for member libraries and WVLS staff to provide feedback on the products.

#### **V-Cat Training Offered**

**Rachel Metzler** provided two advanced cataloging trainings for cataloging partners Maria Pregler - Antigo Public Library and Cindy Wendt - Minocqua Public Library who will be assisting with converting brief MarcAlert bibliographic records into more complete records.

#### **Training Received**

**Katie Zimmermann** attended Innovative's WebPAC Administration training in November.

**Shoutbomb Voice** telephone notification and renewal system was implemented to replace the Teleforms product December 4-8. Instructional documents for libraries, patron handouts, social media and website promos were provided to libraries.

The following libraries have transitioned to the new **uniform checkout periods**, or have reached out to begin the process:

- Granton (first set completed earlier this year)
- Loyal – completed 12/15/2020
- Rib Lake – completed 12/22/2020
- Abbotsford – completed 1/5/2020
- Three Lakes
- Greenwood
- Antigo

### **Workforce Development Services**

**Anne Hamland** represented WVLS, IFLS, and NWLS at the NW Wisconsin One Stop Partner virtual meeting on Friday, December 11 at the invitation of **Mari Kay-Nabozny**, Chief Executive Officer of the Northwest Wisconsin Workforce Investment Board (NWWIB). This is an annual meeting where attendees "share information/updates on partner resources and services, methods of referral to ensure optimal systemic delivery of services to maintain a competitive workforce that meets the needs of citizens and businesses." Hamland learned about other organizations working with NWWIB and other Workforce Development Board regions and shared how libraries are continuing to support workforce development in their communities.

## Collaborative Backup Project

**Dan Jacobson** will be leaving the South Central Library System in January 2021 to pursue an opportunity in the private sector. Dan has been a key participant and co-leader in the engineering and implementation of the Statewide Backup and Archival resource project. LEAN WI partners are working to ensure project continuity after Dan's departure.

## Inclusive Services Update

**Sherry Machones** shared an Inclusive Services Update with member libraries at the beginning of December. The update shared links about racist murals in libraries, diversity hiring practices, self-care and time management, and the best American Indians Children Literature list of 2020. The update also shared several inclusive continuing education opportunities and upcoming diverse holidays.

Machones attended the *Toward One Conference*, Wisconsin's Inclusivity Conference, in November. It was very interesting to hear from other professions about what is happening in Wisconsin about inclusivity, diversity, and accessibility particularly considering the global pandemic. Following are just a few of the good sessions she attended:

***Creating a supportive and inclusive workplace during a pandemic*** – great discussion on how to address staff anxiety and accommodating mental health conditions.

***Waking up white, regional community learning collaborative*** – a multi-year effort in La Crosse. There are three main components: the creating a healthier multicultural community project, a regional community read of Debby Irving's book "Waking Up White," and the white privilege symposium to be held in December.

***New voices in Oshkosh*** – Interesting first-hand accounts from youth who are refugees and immigrants on how the public school resources are failing them and the support they need throughout the summer when schools are not in session.

***Breaking down barriers through storytelling*** – very powerful interactive session with attendees sharing stories about how they had not been listened to or bias was shown to them. It was eye opening for many attendees who were hearing the differences based on who was sharing. This program was led by the Toward One Wausau Project.

## Grant Projects Summary

### FY20/21 CARES Act Grants to States (G2S) – COVID Response Support

In June, LEAN WI partners submitted a joint application to DPI for \$158,257 based on the [Wisconsin Libraries CARES Act Distribution Allocation Tables](#) established by DPI. We are starting the communications effort regarding applications for reimbursement for eligible expenditures already realized and to work with members that indicated a preference for system-managed projects to refine plans (in order of indicated priorities) to:

- procure various peripheral equipment to support safety through technology and the safe use of technology.
- expand wireless internet coverage and capabilities and adjust network cabling infrastructure to support rearrangement of existing and deployment of new technology resources.
- employ managed remote public (and staff) printing capabilities.

### **FY20/21 LSTA – Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid**

LEAN WI partners were awarded \$23,190 to be used for Faronics licensing alignment and subscription renewals and \$20,000 to be used for core network transport equipment expansion. Capital expenditures exceeding \$5,000 per unit for network equipment has received pre-approval through DPI. The Faronics licensing subproject is underway. Network switching capital will either be procured with assistance from this grant by the end of March 2021 or the remaining \$20,000 allocation will be repurposed toward one or more other eligible projects with a budget revision request.

### **FY21/22/23 TEACH Infrastructure – Supplemental funding support for technology infrastructure projects in schools and libraries**

Revised applications for 12 sites for 11 libraries were submitted in December. If approved, specified technology infrastructure assessment and improvement projects from July 2021 through March 2023 will receive partial reimbursement.

### **Website Services**

**Anne Hamland** and **Reb Kilde** of IFLS worked together to jumpstart measuring and collecting data on broadband speeds across Wisconsin by placing a link to the [Measurement Lab Speed Test tool](#) on participating library websites. The Department of Instruction asked for help and organization in this way as “Districts, researchers, broadband advocacy groups, and the general public can use this data to understand the state of internet connectivity in Wisconsin and advocate for initiatives to improve broadband access across the state.”

Want to help? Take the [home internet speed test](#) today. Three clicks, no questions. It’s that easy. See [DPI Digital Equity Gap](#) for further details.

## **CONTINUING EDUCATION & TRAINING OPPORTUNITIES**

### **New Digital Bytes**

Several new *Digital Bytes*, short training sessions produced by WVLS staff, have been recorded and made available online. *Digital Bytes* developed since the November Board meeting include:

- [Theme Options for Google Slides](#)
- [Wispublib](#)
- [Creating a Bitmoji Library](#)
- [Wheel Decide](#)

### **Register for the 2021 Wild Wisconsin Winter Web Conference**

The list of 14 presentations for the Wild Wisconsin Winter Web Conference (WWWWC) was shared with the state public library system Continuing Education Coordinators last fall, and like past years, all 16 library systems are overwhelmingly supporting this year’s conference. The cost requested per system, approximately \$250, covers such costs as speaker fees, thank you gifts, webinar captioning, the conference logo, the conference website domain, and the conference website. Support will also be provided by the Wisconsin Department of Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.

Tracks for the 2021 WWWWC will be in Public Services, Small Libraries, Library Management and Marketing, and will include the following sessions:

Opening Session: Libraries Lift Limits on Learners  
 Nitty Gritty Policy Makeover  
 Connecting the Community – Digital Inclusion  
 Library Director Jenga: The Perpetual Challenge  
 A Whole Lotta Sugar in My Library Lemonade  
 Decreasing Barriers to Library Use  
 Grant Writing 101: Practical Steps & Strategies  
 Introduction to Inclusive Marketing  
 Impacting Small Business Success in Your Community  
 The Accidental Library Marketer  
 Supporting People with Mental Illness  
 “Emojis”: What Are They and How They Help with Marketing  
 Different Tries for Your Size: Finding the Right Teen Engagement Fit for You  
 Closing Session: Staying True to Yourself in Times of Stress

**NEW! "Short Stretch Breaks"** will be featured from 12 - 12:15 p.m. each day of the conference. Attendees can register for these as they regularly would for a webinar.

Registration for the conference is going well. Several of the sessions already have over 100 people registered. For more information about the 2021 WWWWC, and to register, visit <https://www.wildwiscwinterweb/>.

## ADDITIONAL INFORMATION

- **New Study Links More Than \$1 Billion in Library Funding to Census Results**  
 The population count in the decennial census determines the level of funding allotted to each state through the Library Services and Technology Act (LSTA). The legislation’s Grants to States program provides federal funding to state library agencies to support libraries in their state. The program is one of more than 300 federal programs that allocates funding to local communities based on data derived from the Census.
- **FY 2020 Library Budget signed; Final bill includes increases for LSTA and other programs**  
 Congress provided the largest increase for the Institute and Library Services (IMLS) and LSTA in 12 years!

## UPCOMING EVENTS

- **January 12 – WVLS/IFLS Website Office Hours** (Hamland)
- **January 16 – WVLS Board of Trustees meeting** (Sepnafski, Wendt, Klingbeil, Matczak, Hafemeister, Hamland, Zimmermann)
- **January 18 – (Virtual) Orientation for new Western Taylor County (Gilman) Public Library director** (Sepnafski, Hafemeister)
- January 19 – System Directors/DPI discussion (Sepnafski)
- January 21 – “Compassion Resistance Toolkit Training” session (Matczak)
- **January 21 – WVLS V-Cat Cooperative Circulation Committee meeting** (Zimmermann)

- **January 21 – WVLS/IFLS Website Office Hours** (Hamland)
- January 22 – WLA’s (LD&L) Library Development and Legislation Committee meeting (Wendt)
- January 22-26 – “ALA Midwinter Meeting & Exhibits (virtual); Dr. Jill Biden, Closing Session Speaker  
<https://2021.alamidwinter.org/>
- January 25 – Marathon County Public Library Board of Trustees meeting (WVLS Team)
- **January 27-28 – “2020 Wild Wisconsin Winter Web Conference”** (Matczak, Hamland)
- **January 28 – WVLS V-Cat Discovery Layer Advisory Committee meeting** (Zimmermann, Metzler, Hamland)
- February 2 – System Directors/DPI discussion (Sepnafski)
- February 2 – Rib Lake Public Library “Adventure Corner” Celebration (Hamland, Sepnafski)
- **February 4 – WVLS V-Cat Council meeting** (Zimmermann, Metzler, Klingbeil)
- February 8 – “Compassion Resistance Toolkit Training” session (Matczak)
- February 9 – System Directors/DPI discussion (Sepnafski)
- **February 9 – WVLS V-Cat Bibliographic Control and Interface Committee meeting** (Metzler)
- **February 9 – WVLS/IFLS Website Office Hours** (Hamland)
- February 10 – “Compassion Resistance Toolkit Training” session (Matczak)
- February 11 – Oneida County Library Board meeting (Wendt)
- February 15 – Marathon County Public Library Board of Trustees meeting (WVLS Team)
- February 16 – System Directors/DPI discussion (Sepnafski)
- February 16 – LAWDS Super Pac meeting (Hamland)
- February 16-18 – WLA’s (Virtual) Library Legislative Day (WVLS Team)
- **February 18 – WVLS/IFLS Website Office Hours** (Hamland)
- February 18 – WLA’s YSS (Youth Services Section) Virtual Tour: Elkhorn and Shawano (Hamland)
- **February 22 – Deadline for public library annual reports to reach the WVLS office**
- **March 9 – WVLS/IFLS Website Office Hours** (Hamland)
- March 11 – Present at Southwest Library System’s “Websites” webinar (Hamland)
- March 12 – COLAND meeting (Klingbeil)
- March 15 – Marathon County Public Library Board of Trustees Team (WVLS Team)
- March 16 – LAWDS Super Pac meeting (Hamland)
- **March 18 – WVLS/IFLS Website Office Hours** (Hamland)
- **March 20 – WVLS Board of Trustees meeting** (Sepnafski, Wendt, Klingbeil, Matczak, Hafemeister, Hamland, Metzler, Zimmermann)

Best wishes for 2021!

Marla

5206 Riverfront Pl  
Weston WI 54476-1522

November 24, 2020

Marla Sepnafski  
Tom Bobrofski  
Wisconsin Valley Library Service  
300 N 1st St  
Wausau WI 54403

Marla and Tom,

As you know, a new endeavor has taken me to Ohio where I expect to study philosophy until 2025 and to teach in higher education thereafter. Sadly I must therefore resign from the board of trustees at this time.

Leaving a fine organization like WVLS is difficult, as all such farewells tend to be. I have very much enjoyed my time on the board, both its business and the chance conversations with its members. Fond memories will long endure.

Please pass on my good wishes to the board, and to both of you I especially wish all the best in the years to come.

Sincerely,



Tyson Cain



WISCONSIN  
LIBRARY  
ASSOCIATION

4610 South Biltmore Lane, Suite 100  
Madison, Wisconsin 53718-2153  
wla.wisconsinlibraries.org

To the State Disaster Medical Advisory Committee (SDMAC):

I am writing to you on behalf of the Wisconsin Library Association and its members to ask that librarians and library workers in public, academic, and special libraries be included in state and local Phase 1b of vaccine distribution plans to protect staff and minimize risk to patrons and users.

The SDMAC's recommendations on January 13th listed public facing essential workers be included in Phase 1b, and essential workers would include education workers. The Wisconsin Library Association affirms that library staff fit both criteria. Furthermore, the CDC's Advisory Committee on Immunization Practices (ACIP) July 2020 working group report had included librarians in its definition of "essential workers". Librarians and library workers were identified as among the "workers at greatest risk for exposure to infectious diseases" and among those whose "occupational groups most likely to be exposed to infection or disease more than one time per month". The ACIP Interim Guidance grouped all "education, training, and library" workers alongside healthcare practitioners and technical, healthcare support, protective services, personal care and service, and community support workers as "essential".

It is important for state and local public health officials to recognize that public, academic, and special libraries perform regular and necessary "frontline services" every day. State and local vaccination plans should consider both the nature of the work librarians do as well as the clear social and educational benefits that libraries accrue. Including librarians and library workers in the Phase 1b of distribution plan will allow our sector to fully reopen public libraries to public service and campus libraries to all students while protecting staff and vulnerable populations. Waiting to inoculate librarians and library workers will continue to put our colleagues on the front lines to unnecessary risk and delay significant benefits to our society.

The CDC's "COVID-19 Vaccination Program Interim Playbook" from October 2020 has identified libraries as appropriate and eligible sites for vaccination administration mobile clinics. This follows earlier guidance from the CDC that libraries should be considered by local health officials for mobile COVID testing sites as well. The CDC has also recognized that libraries, as trusted anchor institutions, should play an important role in sharing accurate information about approved vaccines and community vaccination activities. Hosting both mobile testing sites and vaccination clinics at the library lowers barriers to healthcare for many patrons and neighbors. Providing Phase 1b vaccinations to all library workers, staff, and librarians not only protects individuals and mitigates our collective risk, but it also helps to legitimize the perception of vaccines as a core component of public health services.

We are calling on you to include librarians and library workers in the Phase 1b vaccination plans. Libraries are eager to help our state and we welcome any questions you may have or ideas on how we can help during this time.

Thank you for your consideration,

Sherry Machones, WLA President (715-682-2365, smachones@northernwaters.org)

Plumer Lovelace, WLA Executive Director (608-245-3640, lovelace@wisconsinlibraries.org)

December 17, 2020

Dear Ms. Hunter,

This letter is being written on behalf of Oneida County Library Board (OCLB) Trustees to express our concerns regarding the MCPL Library System Task Force process and upcoming system membership decision by the Marathon County Public Library Board.

Oneida County has been affiliated with what is now WVLS since 1961 when Wausau's library anchored the Wisconsin Valley Library Regional Reference Service. The OCLB was established by the Oneida County Board of Supervisors in 1973 to provide general oversight of equitable public library service for all county residents, as well as a platform for coordination among the Minocqua, Rhinelander, and Three Lakes libraries. We recognize our responsibility for quality library service does not end at the county line and includes maintaining a healthy regional consortium of library partners. Our interaction with WVLS is overwhelmingly positive and we have full confidence in the professionalism of WVLS staff.

All but one of the county board appointed OCLB members, which include two Oneida Co. Supervisors, are current or former library board trustees for one of the county's three libraries. In addition to OCLB President, I personally also serve as WVLS Board of Trustees Vice-President and as a Minocqua Public Library Trustee. My personal professional training as a licensed CPA with significant corporate experience, as well as my Deputy Treasurer duties for the Town of Minocqua (\$3.9M budget) have taught me to pay close attention to the details of all library related financials. This includes the complex WVLS budget which has been routinely audited and executed to the highest accounting standards during my 10 years on the WVLS Board.

OCLB members have discussed the MCPL Library System Task Force process with the directors of our three libraries and thoroughly explored documents posted to both the MCPL and WVLS websites. It is our understanding that a MCPL Task Force recommendation will be made December 21, followed by a short meeting scheduled in January to approve a written report. The MCPL Board will take up the report for discussion in January. As Oneida County Library Board Trustees we come to you with the following observations:

- MCPL does not have a strategic plan laying out specific future goals and objectives crucial to informing the system membership decision. Without a strategic planning process and resulting guidance document in place, it is impossible to determine what success looks like. OCLB is required by state statute to update its Plan of Service every 5 years. We wonder how a large resource library can fully function without one – much less aspire to greatness – irrespective of library system affiliation.
- The Task Force process as it has evolved is no substitute for an honest problem-solving process between MCPL and WVLS administrators. In November 2019, the MCPL director stated, *"we are not aware of any service issues we seek to resolve at the present time."* After 11 months and 10 hours of Task Force meetings, it appears more emphasis may have been placed on *not seeking to resolve* any service issues with WVLS rather than defining the issues themselves. The reasons for exploring system change in general, as well as for leaving WVLS to join SCLS in particular, have remained unclear and confusing. We wonder why an open invitation from WVLS leaders to MCPL leaders to identify and discuss their concerns has so far been declined.
- Analysis of Task Force documents indicates significantly higher costs through SCLS membership for every MCPL mission critical library service. We understand that for the December MCPL Task Force meeting MCPL administration will provide a draft budget outlining the financial impact to MCPL should Marathon County decide to withdraw from WVLS. We wonder why this comparison document is being prepared by MCPL employees who have made no pretense of objectivity where leaving WVLS is concerned, rather than requesting an outside third party perform a comprehensive cost benefit analysis.

The courtesy of your reply would be much appreciated.

Sincerely,

**Pat Pechura, Oneida County Library Board President;** on behalf of Oneida County Supervisors Bob Thome and Tom Kelly (also a Rhinelander library trustee), Dianne Blicharz and Paul Kaiser (current and former Three Lakes library trustees), Jean Mejerle (Minocqua library board president), and Dennis Carriere (Rhinelander library board president).



Good morning all,

This is my reply to the request by County Board Supervisor and Marathon County Public Library Trustee Gary Beastrom that I better define anticipated costs associated with a potential move to the South Central Library System. I understand, appreciate, and respect any concern for getting the best possible value for each of Marathon County's tax dollars we spend. It is with that in mind I would like to now demonstrate that both in terms of dollar cost, and more importantly value for each dollar spent, a move makes good financial sense.

I say this knowing that there has been a barrage of letters and public comments pointing out that in the writer's estimation a move would be financially foolish; with them I respectfully disagree. I would point out that while my submission to you is tainted by my passion for best using our limited resources, theirs is without exception in their interest in best using the resources of Marathon County to supplement those of our neighboring counties.

The dollar amounts I used are primarily based on the system cost spreadsheets provided earlier in the year to the Task Force by each of the two systems. To this I have added other known historical costs in order to better make an "apples to apples" comparison. My example of this supplemental information would be to add the costs previously paid to WVLS to augment their delivery service to the level that would be provided by SCLS.

When compared, the cost for both Overdrive and deliveries are so comparable they do not reasonably dictate an advantage of either system given that the costs when comparable service levels are considered. This brings us to the costs for the Integrated Library System and the Network fees, and the addition back in of anticipated grants. An additional cost, that of a one-time fee, will be addressed later in the report.

To that end we have:

|                | <b>SCLS</b>             | <b>WVLS</b>            |
|----------------|-------------------------|------------------------|
| <b>ILS</b>     | 105,037                 | 74,738                 |
| <b>Network</b> | 25,768                  | 6,900                  |
| <b>Grants</b>  | -6,749                  | -10,000                |
| <b>Total</b>   | <b><u>\$124,056</u></b> | <b><u>\$71,638</u></b> |

**Difference**                      **\$52,418**

Rent currently paid by WVLS to MCPL is another significant dollar amount to bring into consideration. That amount is \$42,153.00 annually. While significant, I would point to several factors making it a minor point in the decision at hand. It is important to note that the dollars received are at a reasonable market rate for the rented facilities. We have had several exploratory conversations with the new County Administrator considering augmenting both the Library's and the County's budgets through rental income for the 3<sup>rd</sup> floor and it would be reasonable to think finished office space would be marketable to another City, County, or State agency. My point is that simply because a leasee leaves, the value of the rental property is not diminished. Further, it may well be that the highest value for the area currently rented by WVLS would be to use the square footage for library programs. The area has both elevator and grand staircase access along with not having the load restrictions of the third floor. This may well be the perfect spot for a maker space we have long desired but not had an acceptable location for.

In addition, and this is the hardest for me to write because it could so easily be construed as a plan rather than my reporting of facts. As has been discussed previously, one of the great advantages of SCLS is their taking on the completion of services we now must now complete in-house. The two areas of most significance are the cataloging of books and technology support services. As I try to assert at every juncture, no one is, or has, suggested that the saving of monies on either of these two job categories suggests in any way the laying off of

staff. In fact, it is just the opposite, we would very much like to have our skilled employees out front helping the citizens of Marathon County rather than in a back office doing work that could be done for us by skilled professionals who are also doing the same job for some of the premiere libraries in the state. It is through routine attrition that money would be saved. The cost for the four positions in these two categories is \$269,433 annually, five times the amount of the difference between the two systems costs mentioned earlier.

As is my way, I would point out that we could keep two of the four positions as they are, substantially augmenting our current public facing staff, not rent out the space currently rented by WVLS, and still have another \$12,000.00 to put into collections or prepare for a budgeting downturn.

While my previous words were written as the financial accountant, I would be remiss if I did not present my view as the Business Manager as well. Nothing in the numbers above speak to value in the sense of the quality of the collections which would be quickly and easily available to our patrons. Nor does this speak to the value of having the benefit of working with peers at similar size libraries, or to other advantages which have difficult to quantify values. I would ask that non-financial values be added to the more easily stated dollar amounts presented.

Lastly two more important items. The southwest corner of the county has many hundred residents who now pay substantial dollar amounts to buy access to the Marshfield Public Library for the benefit of having a larger library without a substantial road trip to Wausau. As part of the South Central Library System all services and programs at the Marshfield Public Library would be available for free to residents of Marathon County. This alone would save MCPL just under \$10,000 in annual payments for the half of the user fees we pay for those patrons and it would put another \$10,000 dollars back in the hands of our county residents who now buy library service in a neighboring county. The second and final discussion is that of the one-time ILS migration fee, \$63,675. Current intention is to ask the Marathon County Public Library Foundation for help in paying this one-time expense. It may be that it would need to be paid out of end of year funds, but either way it is a cost of admission rather than an impediment to forward movement.

As is always the case, I would be more than happy to answer any questions and or clarify anything in this paper. I do hope it helps in the making of this important decision.

Respectively,

Tom O'Neill CNAP

MCPL Business Manager

WVLS is obligated to correct misinformation shared by any member library administration with their boards of trustees, particularly those regarding library law, policies, system services, and DPI reports.

### **Just How Does MCPL Anticipate Making this a Wash if Marathon County Decides to Go to SCLS?**

(Question Raised by MCPL Trustee and Task Force Member Gary Beaström at November 2020 MCPL Task Force Meeting)

Information from the MCPL Business Manager's response, shared below *in bold blue italics*, is offered with additional events, facts and WVLS commentary inserted. Areas **highlighted (in yellow)** and/or **in bold** draw attention to portions of the response contradicted by information in other documents presented to the Task Force. WVLS comments are provided to correct misinformation or to illustrate a point.

**Paragraph 1:** *This is my reply to the request by County Board Supervisor and Marathon County Public Library Trustee Gary Beaström that I better define anticipated costs associated with a potential move to the South Central Library System. I understand, appreciate, and respect any concern for getting the best possible value for each of Marathon County's tax dollars we spend. It is with that in mind I would like to now demonstrate that both in terms of dollar cost, and more importantly value for each dollar spent, a move makes good financial sense.*

**Paragraph 2:** *I say this knowing that there has been a barrage of letters and public comments pointing out that in the writer's estimation a move would be financially foolish; with them I respectfully disagree. I would point out that while my submission to you is tainted by my passion for best using our limited resources, theirs is without exception in their interest in best using the resources of Marathon County to supplement those of our neighboring counties.*

#### **WVLS Comments:**

- Public library system legislation was deliberately crafted using the "co-op" or "consortium" model so that no single library – including the largest resource library – is unilaterally subsidizing all the other member libraries. **The entire cooperative subsidizes all members.** Everyone wins.
- The cost benefit realized by all consortium members is not totally reflected by the cost shares on the annual spreadsheets dividing fees among the 25 libraries. For example, while MCPL might contribute the largest share of the V-Cat consortium budget under a formula based on collection size and circulation, MCPL would need to invest considerably more in a stand-alone ILS system. Based on use, MCPL pays less into Wisconsin's digital collection than many other libraries and yet reaps the same benefit as everyone else.
- MCPL benefits from "subsidization" by the other counties in approximate balance to its cooperative membership share. This would be true in any system in which Marathon County is a member.

**Paragraph 3:** *The dollar amounts I used are primarily based on the system cost spreadsheets provided earlier in the year to the Task Force by each of the two systems. To this I have added other known historical costs in order to better make an "apples to apples" comparison. My example of this supplemental information would be to add the costs previously paid to WVLS to augment their delivery service to the level that would be provided by SCLS.*

#### **WVLS Comments:**

- What "costs previously paid to WVLS to augment their delivery service" are being referenced here? What does this mean?
- MCPL Administration dropped several courier stops in 2018 citing budget challenges and dropped even more in September 2019. They are now receiving only the stops that are completely paid for by WVLS, unlike any other large library in the state.
- If the financial constraints that reduced MCPL delivery service levels from WVLS to its branches are still present, why does the MCPL Business Manager's response appear to indicate (absent the math and details for actual dollar-to-dollar comparison) that an expanded service level from SCLS is both desired and affordable?

• **Notes from WVLS SWOT Analysis Response:**

- SCLS shared an **\$18,870** cost estimate for delivery services with the MCPL Task Force which considered: 5-day per week delivery for Wausau, Mosinee, and Rothschild and 3-day per week delivery to the other six branches, and an assumption of rent to MCPL based on the successful establishment of a satellite delivery location.
- SCLS will charge Portage County \$26,763 for 19 stops per week in 2021 averaging \$1,409 per stop per week. Utilizing that calculated rate, the more realistic estimate for MCPL to use in cost planning for 33 stops per week will be approximately **\$46,500** per year.
- It is unlikely SCLS will be able to establish a viable, cost-economical satellite delivery location in Wausau in direct competition with the established Central Wisconsin delivery-hub partnership between WVLS and WALTCO. However, MCPL could use the implied rental promise of approximately \$27,600 per year as a target for potential revenue in future years.

**Paragraph 4:** *When compared, the cost for both Overdrive and deliveries are so comparable they do not reasonably dictate an advantage of either system given that the costs when comparable service levels are considered.*

**WVLS Comment:**

This statement groups two things together that are not at all alike. Overdrive, otherwise known as the Wisconsin Digital Library, is a Wisconsin Public Library Consortium (WPLC) project and has no bearing on cost comparison analysis of SCLS and WVLS services. Delivery services are system sponsored and are extraordinarily cost different. Whether intentional or unintentional, the attempt to correlate Overdrive with delivery services without underlying financial details is incomplete and potentially misleading. (See notes from WVLS SWOT Analysis Response above.)

**Paragraph 4 (continued):** *This brings us to the costs for the Integrated Library System and the Network fees, and the addition back in of anticipated grants. An additional cost, that of a one-time fee, will be addressed later in the report.*

*To that end we have:*

|                | <i>SCLS</i>                | <i>WVLS</i>     |
|----------------|----------------------------|-----------------|
| <i>ILS</i>     | <i>105,037</i>             | <i>74,738</i>   |
| <i>Network</i> | <i>25,768</i>              | <i>6,900</i>    |
| <i>Grants</i>  | <i>-6,749</i>              | <i>-10,000</i>  |
| <i>Total</i>   | <i>\$124,056</i>           | <i>\$71,638</i> |
|                | <i>Difference \$52,418</i> |                 |

**WVLS Comments:**

A few more “apples to apples” need to be added to the MCPL Business Manager’s comparison. The comparison below expands the base fees orchard to include delivery, additional CE and SLP grant expenses, and WVLS databases. See also notes under Paragraph 6 regarding the expected offset of additional SCLS membership costs through swapping SCLS cataloging and technology support for costs associated with MCPL performing these functions in-house.

|                  | <b>SCLS</b>   | <b>WVLS</b> |   |
|------------------|---------------|-------------|---|
| <b>ILS</b>       | 105,037       | 74,738      |   |
| <b>Network</b>   | 25,768        | 6,900       |   |
| <b>*Delivery</b> | 18,870        | 0           | (WVLS subsidizes all courier stops for MCPL)  |
| <b>Grants</b>    | (6,749)       | (10,000)    | (Collection Development)  |
|                  |               | (2,160)     | (Annual SLP grant at \$240 to 9 locations)  |
|                  |               | (4,700)     | (scholarships available to MCPL for staff expenses to attend WLA/WAPL/ARSL conferences and Library Legislative Day)       |
| <b>Databases</b> | 0             | (39,521)    | (Gale Courses, Small Engine Repair Reference Center, Ancestry Library Edition, Novelist Select, Foundations in Wisconsin) |
|                  | (not offered) |             |   |
| <b>Total</b>     | \$142,926     | \$25,257    |   |

**Minimum Annual Loss \$117,669**

\*SCLS shared an **\$18,870** cost estimate for delivery services with the MCPL Task Force which considered: 5-day per week delivery for Wausau, Mosinee, and Rothschild and 3-day per week delivery to the other six branches, and an assumption of rent to MCPL based on the successful establishment of a satellite delivery location. As SCLS's rental needs remain unknown, this cost is likely the low end based on available information.

**Paragraph 5:** *Rent currently paid by WVLS to MCPL is another significant dollar amount to bring into consideration. That amount is \$42,153.00 annually. While significant, I would point to several factors making it a minor point in the decision at hand. It is important to note that the dollars received are at a reasonable market rate for the rented facilities. We have had several exploratory conversations with the new County Administrator considering augmenting both the Library's and the County's budgets through rental income for the 3rd floor and it would be reasonable to think finished office space would be marketable to another City, County, or State agency. My point is that simply because a lessee leaves, the value of the rental property is not diminished. Further, it may well be that the highest value for the area currently rented by WVLS would be to use the square footage for library programs. The area has both elevator and grand staircase access along with not having the load restrictions of the third floor. This may well be the perfect spot for a maker space we have long desired but not had an acceptable location for.*

#### **WVLS Comments:**

- There has been available space in the Wausau location for several years. As it is a speculative venture, it would be prudent to not include this as a benefit in this report. Many employers and companies have made the work from home option available to staff during the pandemic which has affected demand for current office space. It remains unknown whether MCPL will be able to rent space to a third party and at what cost.
- The estimated cost to turn 3<sup>rd</sup> floor into "finished office space," as well as whose costs those are, must also be considered.
- WVLS has learned from the experiences of other directors who manage a library with multiple levels that adding another service on another floor is neither efficient nor cost effective because more levels require increased supervision and maintenance costs. This aspect requires further analysis.
- While WVLS is paying MCPL \$16.25/square foot/year, a search of office space for rent indicates costs as low as \$5.00/sf/yr. Examples of rent in buildings that are close in proximity to the MCPL Wausau location include: the 3<sup>rd</sup> Street Lifestyle Center (office space from \$10-\$16/sf/yr.), the 119 Scott Street building (office space at \$10.95/sf/yr.), and at 500 3<sup>rd</sup> Street (office space available from \$8.00-\$30.00/sf/yr.). See [www.loopnet.com/search/office-space/marathon-co-wi](http://www.loopnet.com/search/office-space/marathon-co-wi)

**Paragraph 6:** *In addition, and this is the hardest for me to write because it could so easily be construed as a plan rather than my reporting of facts. As has been discussed previously, one of the great advantages of SCLS is their taking on the completion of services we now must now complete in-house. The two areas of most significance are the cataloging of books and technology support services. As I try to assert at every juncture, no one is, or has, suggested that the saving of monies on either of these two job categories suggests in any way the laying off of staff. In fact, it is just the opposite, we would very much like to have our skilled employees out front helping the citizens of Marathon County rather than in a back office doing work that could be done for us by skilled professionals who are also doing the same job for some of the premiere libraries in the state. It is through routine attrition that money would be saved. **The cost for the four positions in these two categories is \$269,433 annually, five times the amount of the difference between the two systems costs mentioned earlier.***

#### **WVLS Comments:**

- The more inclusive budget presented by WVLS above contradicts the statement highlighted in yellow.
- **MCPL has had the largest negative change in employee benefits of all other Wisconsin counties.** (See fourth bullet below for more details.)
- The potential loss of salaried positions for Marathon Co. residents not only means the permanent loss of local control over those revenues, but also subtracts jobs from regional economic growth.

- A Wisconsin Policy Report [\*"By the Book: How Wisconsin's libraries are adapting in 2020 and beyond"\*](#) in the February 2020 issue of *The Wisconsin Taxpayer* reports service and financial trends in Wisconsin's public libraries. "On the financial front, state data show that public library systems are holding their own in terms of overall funding. Yet, deeper analysis also reveals some financial and staffing challenges may become more onerous in the future." ... There are "indications that libraries may be hiring more part-time staffers. From 2011 to 2018, Wisconsin's libraries paid \$2.1 million less in benefits to their employees." The changes in benefits from 2011-2018 per FTE, provided in a Wisconsin map of counties indicates **that Marathon County had the largest negative change in benefits of any other county in Wisconsin.** **"Whether this is an optimal strategy for staffing libraries – as opposed to a financially necessary one – is unknown."** While "... figures suggest that municipalities and counties have viewed libraries as a priority and have kept up their commitments of local taxes and discretionary state aid, ...whether that prioritization can be sustained in the face of growing budget challenges is uncertain." ... "Statewide, there has been a recent push by library officials to begin to eliminate fines for overdue materials, as they have increasingly been seen as an economic barrier to access for some patrons as well as an administrative burden. Though fines do not account for large portions of total library funding, a continued push to eliminate them removes one stream of funding."
- While MCPL ranks 5<sup>th</sup> in service population when compared with the largest library in each of the 16 public library systems, it ranks 13 in FTEs per capita. (2019 Public Library Annual Report data; <https://dpi.wi.gov/pld/data-reports/service-data>)
- **A note about Technology Support.** The MCPL Business Manager's response does not mention the potential for additional required SCLS technology support costs. Also not mentioned is the fact that MCPL chooses not to utilize its access to the same full complement of technology support that WVLS provides to its members at *no additional cost*. MCPL administration has argued that they might eventually be able to save enough money to offset the higher cost of SCLS services by eliminating staff positions, and presents it as an option only available by moving to SCLS. Centralized system-based cataloging has not been discussed and taking full advantage of WVLS technology support has been rejected. In November 2018, the MCPL Director casually suggested that MCPL staff might assume ordering and cataloging chores for all V-Cat libraries. He neither followed up on that thought nor suggested WVLS staff take over MCPL ordering and cataloging similar to what SCLS could do. A sound plan would incorporate the potential options for staff position offsets available via both systems and would present the dollar cost/savings estimates clearly and comparatively.

**Paragraph 7:** *As is my way, I would point out that we could keep two of the four positions as they are, substantially augmenting our current public facing staff, not rent out the space currently rented by WVLS, and still have another \$12,000.00 to put into collections or prepare for a budgeting downturn.*

#### **WVLS Comments:**

- Didn't MCPL reduce the library materials budget to recoup loss in revenues from not collecting fines? How much is that loss? What is the plan to recoup those dollars going forward?
- While MCPL ranks 5<sup>th</sup> in service population when compared with the largest library in each of the 16 public library systems, it ranks 13 in per capita expenditures for library materials (2019 Public Library Annual Report data; <https://dpi.wi.gov/pld/data-reports/service-data>)
- MCPL has been unavailable to support the system OverDrive Advantage Collection even as use by Marathon County residents has increased significantly over the years.

**Paragraph 8:** *While my previous words were written as the financial accountant, I would be remiss if I did not present my view as the Business Manager as well. Nothing in the numbers above speak to value in the sense of **the quality of the collections which would be quickly and easily available to our patrons.** Nor does this speak to the value of having the benefit of **working with peers at similar size libraries, or to other advantages** which have difficult to quantify values. I would ask that non-financial values be added to the more easily stated dollar amounts presented.*

#### **WVLS Comments:**

- As has been stated previously by DPI and WVLS, the collections available from SCLS are currently available to MCPL.
- Considering the populations served and the number of registered borrowers in each system, the collection available to patrons is relatively smaller in SCLS than in WVLS. SCLS serves 54 member libraries in seven counties, 48 of which

are members of their shared consortium catalog called LINKcat. These metrics, reinforced by circulation and high-demand holds data, indicate with near certainty that borrowers in other SCLS counties will draw more materials away from MCPL and Marathon County residents.

- What does “benefit of working with peers at similar size libraries” mean? This statement continues to be undefined. As WVLS stated in its December 2018 report to the MCPL Board and several times since, there are no barriers to MCPL doing outreach to peers across the state, whether as a member of WVLS or any system across the state.
- What does “similar size libraries” mean?

|                    | Resident Population | Extended County Population |
|--------------------|---------------------|----------------------------|
| Madison            | 255,650             | 275,445                    |
| MCPL               | 132,311             | 132,311                    |
| Portage Co.        | 70,613              | 70,613                     |
| Sun Prairie        | 34,926              | 46,765                     |
| McMillan WI Rapids | 18, 708             | 36,716                     |

- MCPL is configured more like the Brown County Public Library – a consolidated county library with 8 branches and the central library in Green Bay serving as resource library for the Nicolet Federated Library System (NFLS) – than the three largest libraries in SCLS. NFLS also shares a border with Marathon County but was not suggested to the MCPL Board or Task Force as an alternate system option by MCPL administration. BCPL serves a population of 260,828 with a circulation of 1,660,228.
- In addition to MCPL, other resource libraries across the state that do not have similar size libraries within their systems include those in Appleton, Eau Claire, Green Bay (Brown County PL), Kenosha, La Crosse, Madison, Manitowoc, Milwaukee, Oshkosh, Racine, Sheboygan, Superior, and Waukesha.
- MCPL Branches are essentially community libraries rather than “urban.”
- Other resource libraries are very supportive of the medium and smaller size libraries in their regions. MCPL walking away from resource library status in pursuit of SCLS membership and “peer libraries,” especially when it’s already possible to freely connect with similar size libraries across system borders, belies any pretense by MCPL administration of choosing to maintain 58 years of leadership building a strong regional library network in North Central Wisconsin.
- System resource libraries currently meet once/month to discuss matters. Should MCPL relinquish its role as a resource library and join SCLS, this opportunity will be lost to them.
- Should MCPL withdraw as WVLS resource library, it will no longer be a member of the System and Resource Library Administrators’ Association of Wisconsin (SRLAAW), a group that meets four times a year to address statewide legislative and policy issues that impact public library services in Wisconsin.
- Has MCPL joined the Wisconsin Library Association’s “Urban Libraries Special Interest Group” to collaborate and network with colleagues from urban libraries across the state?
- What does this “other advantages which have difficult to quantify values” refer to? Regarding this statement, “I would ask that non-financial values be added to the more easily stated dollar amounts presented,” how can non-financial values be added if they are not listed?

**Paragraph 9:** *Lastly two more important items. The southwest corner of the county has many hundred residents who now pay substantial dollar amounts to buy access to the Marshfield Public Library for the benefit of having a larger library without a substantial road trip to Wausau. As part of the South Central Library System all services and programs at the Marshfield Public Library would be available for free to residents of Marathon County. This alone would save MCPL just under \$10,000 in annual payments for the half of the user fees we pay for those patrons and it would put another \$10,000 dollars back in the hands of our county residents who now buy library service in a neighboring county.*

**WVLS Comments:**

- How are the Marathon County residents using the public library in Marshfield different from the Marathon County residents who now use the Colby, Abbotsford and Dorchester libraries in Clark County as their neighborhood libraries?

- If Marathon County leaves WVLS, would MCPL be willing to pay Clark County libraries for their residents' use similar to the current Marshfield agreement?

**Paragraph 9 (continued):** *The second and final discussion is that of the one-time ILS migration fee, \$63,675. Current intention is to ask the Marathon County Public Library Foundation for help in paying this one-time expense. It may be that it would need to be paid out of end of year funds, but either way it is a cost of admission rather than an impediment to forward movement.*

#### **WVLS Comments:**

- Asking the MCPL Foundation to pay for a one-time operational expense might not be welcomed by those who have contributed to the foundation.
- Since moving to another system has been a goal of MCPL Administration for almost two years, shouldn't there have been a plan in place to build up in reserve contingency funds rather than being forced to make a desperate plea to the foundation for support?
- MCPL leaves behind its investment share in the V-Cat Resource Development, Special Projects, and Contingency funds (approximately \$460,000 in 2020) if it migrates to SCLS.

#### **Conclusion**

If there are no MCPL service targets, how does the MCPL Task Force and Board define the library's success? How would they know the decision to leave WVLS was worth it? Providing a budget is not the same as doing a cost benefit analysis.

The MCPL financial report provides an incomplete narrative that aggregates selected financial elements accompanied by previously challenged talking points. It scans as an argument for a move to SCLS while choosing to take a reactive rather than a proactive approach to MCPL's future wants and needs. It omits significant elements in the so called "apples to apples" comparison of basic system services. It offers neither a detailed cost/benefit analysis that addresses anticipated growth of the library within the context of a strategic plan and discernable service metrics, nor establishes a clear financial forecast. It does a disservice to decisionmakers at the Task Force, Library Board and County Board level by not seeking to provide a solid fiscal foundation upon which to make an important choice.

It also does not address how MCPL plans to maintain service continuity when considering potential budget challenges in 2022 and beyond. The global pandemic has motivated libraries to find new and innovative ways of connecting and serving their communities. What new services is MCPL providing? Will they continue to be offered? What additional services are planned for the future? What partnerships will the library forge? What changes and additions can the library budget support? Beyond the stated intent to reevaluate the current Marshfield agreement as a possible fiscal benefit to system migration, what unanticipated or unresearched political and public relations "non-financial values" might subtract from the more easily stated dollar amounts in the partial analysis presented?

A complex, monumental decision on system membership requires an objective, thorough and detailed review of all potential options and outcomes. This has not occurred. Given that MCPL has not identified service issues with WVLS, the lack of a library strategic plan, and pending funding and economic uncertainties, how is it possible for library leaders to make a sound decision on system membership at this juncture?

WVLS recommends that the MCPL Task Force and Board base any decision about system membership upon facts and data rather than subjective personal opinions and speculation. Prior to deciding to withdraw membership from WVLS, we further suggest that MCPL develop a strategic plan that clearly articulates its performance metrics and service standards. Such a plan could serve as a compass for decision-making and advocacy efforts while also providing a vehicle for accountability and evidence-based success. WVLS is available to assist MCPL in a strategic planning process upon request.



To: Marathon County Public Library Board of Trustees  
 From: Library System Task Force  
 Re: Recommendation to the Library Board  
 Date: 11 January 2021

In 2019 the Marathon County Public Library (MCPL) Library Board established a task force to examine whether the Library should remain a member of the Wisconsin Valley Library Service (WVLS) or become a member of the South Central Library System (SCLS). While the needs of other WVLS member libraries and the library community as a whole was considered, the Task Force's goal was to determine what was best for MCPL and the people it serves.

At their meeting on 21 December 2020 the Task Force voted 3 to 1 (with one abstention) to recommend to the Library Board that the Library should leave WVLS and become a member of SCLS. The remainder of this memo will explain the process the Task Force used and their reasons for this decision.

### **Task Force**

The following persons were appointed to the Task Force by the Library Board:

- Sharon Hunter, Library Board President
- Gary Beaström, Library trustee and Marathon Co. Supervisor
- Scott Winch, Library trustee and Stratford School District Administrator
- Rebecca Frisch, Director, Marathon County Conservation, Planning, & Zoning Department (retired)
- Shannon Schultz, Public Library Administration Consultant, Wisconsin Department of Public Instruction Division for Libraries & Technology
- Mark Arend, Assistant Director, Winnefox Library System (retired), Task Force Chair

Beginning in January 2020 the Task Force met monthly, except for April.

### **Process**

The Charge from the MCPL Board was to prepare a "comprehensive list of pros and cons regarding whether the Marathon County Public Library should move to the South Central Library System or remain with the Wisconsin Valley Library Service. The Task Force shall also assess the pros and cons and shall formulate a final recommendation to the Library Board regarding the ultimate question."

Among the factors the Task force examined were:

- Employee Attraction and Retention: When looking at library systems, does system membership impact MCPL's ability to attract and retain exceptional employees?
- Technology: What are the capacities of each system for identifying, promoting, and supporting existing and emerging technologies to ensure that MCPL is positioned to be an industry leader in Wisconsin.
- Financial: What is the Cost/Benefit for MCPL for each choice.
- Institutional Culture
- Innovation (Organizational Excellence).
- System Governance, including organization and decision-making.
- Service to Customers (Internal)/SWOT analysis/summary.

Extensive information was provided by both systems, for which the Task Force gives warm thanks. The Task Force also thanks the many library directors, trustees, system staff, and others who provided information and comments.

### **Reasons for Moving to SCLS**

After examining all factors, the Task Force concluded that MCPL would be better-served by joining SCLS than by staying with WVLS for these reasons:

- SCLS would be more cost-effective than WVLS. Although the stated cost would be greater, this would be offset by savings elsewhere in the library budget.
- SCLS has a larger, more specialized staff for MCPL to call on.
- Because of its larger staff, SCLS is able to offer more services of use to MCPL than WVLS does.
- Unlike WVLS, SCLS contains several other county libraries and other similar-sized libraries, offering more chances for collaboration.
- SCLS offered more continuing education and professional development opportunities relevant to the size of MCPL
- The SCLS catalog contains a larger collection of library materials.
- The SCLS ILS (shared library catalog, patron database, and system for checking items in and out) would serve MCPL better.
- The organizational culture of SCLS aligns more closely with that of MPLC and Marathon County.

### **Task Force Documents**

The documents listed below had significant influence on the Task Force's decision.

- Final analysis of fees charged by systems (Included in July meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-07.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-07.pdf)
- Advantages and disadvantages of staying with WVLS or moving to SCLS, as identified by Task Force members <https://wvls.org/wp-content/uploads/2020/11/Advantages-and-Disadvantages.docx>
- SWOT Analysis by the Task Force  
[https://www.mcpl.us/sites/default/files/attachments/swot\\_analysis\\_2020-10.pdf](https://www.mcpl.us/sites/default/files/attachments/swot_analysis_2020-10.pdf)
- Marathon County Public Library Attributes and Outcomes as approved by the Library Board, to be used for strategic planning purposes. (included in February meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-02.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-02.pdf)
- Organizational charts and information on key staff for SCLS and WVLS (included in February meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-02.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-02.pdf)
- Revised organizational charts for both systems (Included in July meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-07.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-07.pdf)
- Analysis of each systems' decision-making process (Included in July meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-07.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-07.pdf)

- Statements from MCPL staff (Included in September meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-09.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-09.pdf)
- Report from Shannon Schultz (included in November meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-11.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-11.pdf)
- Summary of comments received from WVLS library directors and trustees (included in November meeting packet)  
[https://www.mcpl.us/sites/default/files/attachments/mcpl\\_task\\_force\\_library\\_system\\_inquiry\\_packet\\_2020-11.pdf](https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-11.pdf)

All documents relating to the Task Force can be found at <https://wvls.org/mcpl-system-exploration/> and <https://www.mcpl.us/about/board/library-system-task-force>

## 2018-2020 WVLS OverDrive Advantage Account Donations

| <b>Donor</b>                  | <b>Contact</b>          | <b>Donation Date</b> | <b>Amount</b>   |
|-------------------------------|-------------------------|----------------------|-----------------|
| Phyllis Christensen           | WVLS                    | 2018                 | \$1,000         |
| <b>Antigo Public Library*</b> | Dominic Frandrup        | 2018                 |                 |
| Library User                  | T.B. Scott Free Library | 12/3/2019            | \$100           |
| Three Lakes Foundation        | Erica Brewster          | 12/3/2019            | \$4,550         |
| Granton Community Library     | Kay Heiting             | 4/9/2020             | \$200           |
| Granton School District       | Kay Heiting             | 4/9/2020             | \$400           |
| T.B.Scott Free Library        | Stacy Stevens           | 4/15/2020            | <b>\$500</b>    |
| Abbotsford Public Library     | Jenny Jochimsen         | 4/16/2020            | <b>\$350</b>    |
| Minocqua Public Library       | Peg O'Connell           | 4/20/2020            | \$500           |
| Granton School District       | Kay Heiting             | 4/20/2020            | \$600           |
| Greenwood Public Library      | Kim Metzke              | 4/27/2020            | \$3,000         |
| Owen Public Library           | Loralee Petersen        | 5/15/2020            | \$300           |
| Library User                  | Loralee Petersen        | 5/15/2020            | \$300           |
| Withee Public Library         | Brandon Hardin          | 5/18/2020            | \$100           |
| Library User                  | Katie Zimmermann        | 5/19/2020            | \$50            |
| Library User                  | MCPL User               | 6/23/2020            | \$60            |
| Loyal Public Library          | Teresa Hall             | 12/15/2020           | \$100           |
| Rhineland Women's Club        | Virginia Roberts        | 12/16/2020           | \$4,000         |
|                               |                         | <b>Total</b>         | <b>\$16,110</b> |

\*Under the leadership of Director Dominic Frandrup, the Antigo Public Library transferred its digital library into the WVLS OverDrive Advantage account from a different platform. The Antigo Public Library donated six audiobooks and 255 ebooks for all WVLS digital library users to enjoy.



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-21)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2020**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

| I. GENERAL INFORMATION                                      |   |  |  |  |                       |
|---|---|--|--|--|-----------------------|
| 1. Name of Library<br>Marathon County Public Library        |   |  | 2. Public Library System<br>Wisconsin Valley Library Service |  |                       |
| 3a. Head Librarian First Name<br>Ralph                      | 3b. Head Librarian Last Name<br>Illick  | 4a. Certification Grade<br>Grade 1                                       | 4b. Certification Type<br>Regular                            | 5. Certification Expiration Date<br>04/30/2026 |                       |
| 6a. Street Address<br>300 N. First St.                      | 6b. Mailing Address or PO Box<br>300 N. First St.   | 7. City / Village / Town<br>Wausau                                       | 8a. ZIP<br>54403   | 8b. ZIP4<br>5405                               | 9. County<br>Marathon |
| 10. Library Phone Number<br>7152617200                      | 11. Fax Number<br>(715)261-7210   | 12. Library E-mail Address of Director<br>ralph.illick@co.marathon.wi.us |  |  |                       |
| 13. Library Website URL<br>www.mcpl.us                      |   | 14. No. of Branches<br>8   | 15. No. of Bookmobiles Owned<br>0                            | 16. No. of Other Public Service Outlets<br>0   |                       |
| 17. Does the library operate a books-by-mail program?<br>No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?<br>No |  |  |  |                       |
| 20. Square Footage of Public Library<br>82,700              | 21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?<br>No   |  | 22. DUNS Number <i>Nine digits</i><br>001713882              |  |                       |

| HOURS OF OPERATION                          |  |                 |   |
|---|--|-----------------|---|
|   | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
| 19a. Winter Hours Open per Week             | 60   |                 |   |
| 19b. Number of Winter Weeks                 | 38   |                 |   |
| 19c. Summer Hours Open per Week             | 60   |                 |   |
| 19d. Number of Summer Weeks                 | 14   |                 |   |
| 19e. Total Weeks per Year                   | 52   |                 |   |
| 19f. Total Hours per year for this location | 3,120  |                 |   |

|  |                 |  |
|--|-----------------|--|
|  | <b>COVID-19</b> |  |
|--|-----------------|--|

Did the library provide the following services during the COVID-19 pandemic?

|   | Yes / No | Number of Interactions<br>(if known) |
|---|----------|--------------------------------------|
| 1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.) | Yes      |                                      |
| 1b. providing reference service   | Yes      |                                      |
| 1bi. reference service provided via email   | Yes      |                                      |
| 1bii. reference service provided via chat   | Yes      |                                      |
| 1biii. reference service provided via text message  | No       |                                      |
| 1biv. reference service provided via telephone  | Yes      |                                      |
| 1bv. reference service provided via another method (e.g., online service or form)                                   | No       |                                      |
| 1bvi. describe "another method of reference service":   |          |                                      |
| 1c. hosting virtual programming or recorded content   | Yes      |                                      |
| 1d. offering curbside pickup  | Yes      | 6,208                                |
| 1e. offering drive-thru circulation of physical materials   | Yes      | 17,642                               |
| 1f. offering vestibule/porch pickups  | Yes      | 5,048                                |
| 1g. offering delivery of materials (mail or drop-off)   | Yes      |                                      |
| 1h. managing IT services for external Wi-Fi access  | Yes      |                                      |
| 1i. providing other types of online and electronic services   | No       |                                      |
| 1ii. describe "other services":   |          |                                      |

|  |   |  |
|--|---|--|
|  | <b>ELECTRONIC MATERIALS ADDED DUE TO COVID-19</b> |  |
|--|---|--|

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

|  | Yes / No | Number Added (if known) |
|--|----------|-------------------------|
| 2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally   | No       |                         |
| 2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia  | No       |                         |
| 2c. increasing the number of electronic materials and holdings purchased locally   | No       |                         |
| 2d. increasing the number of electronic materials and holdings purchased by the library system or consortia  | Yes      |                         |
| 2e. augmenting the public's ability to use electronic materials in another way   | Yes      |                         |
| 2f. describe "augmenting in another way":<br><small>Library users were able to access Ancestry Library from home with their library card. Access is usually limited to in library.</small> |          |                         |

|  |                                 |  |
|--|---------------------------------|--|
|  | <b>PUBLIC SERVICES COVID-19</b> |  |
|--|---------------------------------|--|

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

|  | Yes / No |
|--|----------|
| 3. Electronic Library Cards Issued Before COVID-19 | Yes      |
| 4. Electronic Library Cards Issued During COVID-19 | Yes      |
| 5. External Wi-Fi Access Before COVID-19           | Yes      |
| 6. External Wi-Fi Access Added During COVID-19     | Yes      |
| 7. External Wi-Fi Access Increased During COVID-19 | Yes      |
| 8. Staff Re-Assigned During COVID-19               | Yes      |

|  |                          |  |
|--|--------------------------|--|
|  | <b>COVID-19 CLOSURES</b> |  |
|--|--------------------------|--|

|  |            |
|--|------------|
| Initial date closed due to COVID-19                              | 2020-03-17 |
| First date reopened following initial COVID-19 closure           | 2020-06-22 |
| Additional building closure and reopening dates, please describe |            |

| <b>II. LIBRARY COLLECTION</b>  |                             |                 |
|--|-----------------------------|-----------------|
|  | a. Number<br>Owned / Leased | b. Number Added |
| 1. Books in Print <i>Non-periodical printed publications</i>   | 285,243                     | 18,309          |
| 2. Electronic Books <i>E-books</i>   | 153,292                     |                 |
| 3. Audio Materials   | 20,336                      | 996             |
| 4. Electronic Audio Materials <i>Downloadable</i>  | 58,539                      |                 |
| 5. Video Materials   | 27,456                      | 1,727           |
| 6. Electronic Video Materials <i>Downloadable</i>  | 573                         |                 |
| 7. Other Materials Owned <i>Describe</i><br>Art, Video Games, Lucky Day Books & DVDs, Hmong Books and DVDs, Spanish Books and DVDs | 15,620                      |                 |
| 8a. Electronic Collections <i>Locally owned or leased</i>  | 3                           |                 |
| 8b. Electronic Collections <i>Purchased by library system or consortia</i>   | 6                           |                 |
| 8c. Electronic Collections <i>Provided through BadgerLink</i>  | 64                          |                 |
| 9. Total Electronic Collections <i>Local, regional, and state</i>  | 73                          |                 |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>                                    | 419                         |                 |



**III. LIBRARY SERVICES**

|  |  |   |  |   |  |                 |
|--|--|---|--|---|--|-----------------|
| 1. Circulation Transactions  |  |   |  |   |  |                 |
| a. Total Circulation   | b. Children's Materials                                |   |  |   |  |                 |
| 345,579  | 142,330  |   |  |   |  |                 |
| 2. Interlibrary Loans (ILL)  |  |   |  |   |  |                 |
| Method for Counting ILL Transactions   |  |   |  |   |  |                 |
| Categorized ILL Transactions   |  |   |  |   |  |                 |
| Mode of ILL Transaction<br>(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) |  | Items Loaned to Other Libraries<br><i>Provided to</i> |  | Items Borrowed from Other Libraries<br><i>Received from</i> |  |                 |
| Integrated Library System (ILS)  |  | 62,776  |  | 82,005  |  |                 |
| WISCAT   |  | 595   |  | 385   |  |                 |
| Other (includes OCLC, manual tracking, or other methods)   |  | 0   |  | 0   |  |                 |
| Total  |  | 63,371  |  | 82,390  |  |                 |
| 3. Number of Registered Users  |  |   | 4. Reference Transactions                      |   | 5. Library Visits                          |                 |
| a. Resident  | b. Nonresident   | c. Total  | a. Method                                      | b. Annual Count   | a. Method                                  | b. Annual Count |
| 73,540   | 3,116  | 76,656  | Survey Week(s)                                 | 15,028  | Did Not Collect                            |                 |
| 6. Uses of Public Internet Computers   |  |   |  |   | 7. Uses of Public Wireless Internet        |                 |
| a. Number of Public Use Computers  | b. Number of Public Use Computers with Internet Access |   | a. Method                                      | b. Annual Count   | a. Method                                  | b. Annual Count |
| 151  | 97   |   | Actual Count                                   | 15,189  | Not Counted                                |                 |
| 8. Website Visits  | 9a. Local Electronic Collection Retrievals             | 9b. Other Electronic Collection Retrievals            | 9c. Statewide Electronic Collection Retrievals |   | 9d. Total Electronic Collection Retrievals |                 |
| 253,099  | 0  | 18,534  | 3,921  |   | 22,455                                     |                 |
| 10. Uses of Electronic Materials by Library Users  |  |   |  |   |  |                 |
| a. E-Books   | b. E-Audio   | c. E-Video  | d. Total Uses of Electronic Materials          | e. Uses of Children's Electronic Materials                  |  |                 |
| 92,411   | 61,689   | 88  | 154,188  | 13,009  |  |                 |

|  |  |  |
|--|--|--|
|  | <b>LIBRARY PROGRAMS AND ATTENDANCE</b> |  |
|--|--|--|

11. Programs and Program Attendance Annual Count  
 Method for Counting Number of Programs and Attendance  
 In-person, virtual, and pre-recorded program statistics

### Total Program and Attendance Statistics

|                          | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|--------------------------|--------------------|------------------------|---------------------|----------|
| Number of Programs       | 769                | 2                      | 236                 | 1,007    |
| Total Program Attendance | 13,072             | 34                     | 2,706               | 15,812   |

Describe the library's programs

### In-person, Virtual, and Pre-recorded Program Statistics

#### In-Person Programs and Program Attendance Annual Count

|                          | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|--------------------------|--------------------|------------------------|---------------------|----------|
| Number of Programs       | 351                | 1                      | 80                  | 432      |
| Total Program Attendance | 6,054              | 17                     | 699                 | 6,770    |

Describe the library's in-person programs:

Before March 17, in-person programs included story times, book clubs and special events.

#### Live Views of Virtual Programs and Virtual Program Attendance Annual Count

|  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|--|--------------------|------------------------|---------------------|----------|
| Number of Live Virtual Programs                                | 67                 | 0                      | 76                  | 143      |
| Total Live Virtual Program Attendance                          | 964                | 0                      | 1,308               | 2,272    |
| Total Views of Live Programs Recorded for Asynchronous Viewing | 18,991             | 0                      | 8,762               | 27,753   |

Which platforms does the library use to host the library's live, virtual programs:

Go to Meeting, Facebook Live, and Zoom

Describe the library's live, virtual programs:

Lena Start on Zoom, aquarium trivia on facebook live, storytime on facebook live, and author Q&A on go to meeting

#### Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

|                                  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|----------------------------------|--------------------|------------------------|---------------------|----------|
| Number of Pre-recorded Programs  | 40                 | 0                      | 8                   | 48       |
| Total Pre-recorded Program Views | 5,954              | 0                      | 3,491               | 9,445    |

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

Story times are pre-recorded, edited, and then posted on YouTube.

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

| First Name       | Last Name | Street Address             | City      | ZIP+4 | Email Address                      |
|------------------|-----------|----------------------------|-----------|-------|------------------------------------|
| <b>PRESIDENT</b> |           |                            |           |       |                                    |
| 1. Sharon        | Hunter    | 1006 Shenandoah Ridge Road | Wausau    | 54403 | sharon.hunter@dpi.wi.gov           |
| 2. Dino          | Corvino   | 5016 Chadwick Street       | Schofield | 54476 | covinod@protonmail.com             |
| 3. Gary          | Beastrom  | PO Box 1                   | Athens    | 54411 | gary.beastrom@co.marathon.wi.us    |
| 4. Scott         | Winch     | D3291 Rusty Road           | Stratford | 54484 | swinch@stratford.k12.wi.us         |
| 5. Michelle      | Van Krey  | 2413 Oakwood Blvd          | Wausau    | 54403 | michelle.vankrey@co.marathon.wi.us |
| 6. Jeff          | Campo     | 141402 Moon Road           | Mosinee   | 54455 | nate120510@icloud.com              |
| 7. Kari          | Sweeney   | 609 Gray Place             | Wausau    | 54403 | stolijones@gmail.com               |
| 8.               |           |                            |           |       |                                    |
| 9.               |           |                            |           |       |                                    |
| 10.              |           |                            |           |       |                                    |
| 11.              |           |                            |           |       |                                    |
| 12.              |           |                            |           |       |                                    |

Number of Library Board Members  
*Include vacancies in this count*

7

**V. LIBRARY OPERATING REVENUE**  
*Report operating revenue only. Do not report capital receipts here.*

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

| Municipality Type | Name | Amount |
|-------------------|------|--------|
|                   |      | \$0    |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
| Subtotal 1        |      | \$0    |

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$3,764,482

b. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|-------------|--------|-------------|--------|
|             | \$0    |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
| Subtotal 2b |        | \$0         |        |

3. State Funds

a. Public Library System State Funds

| Description                                 | Amount  | Description                   | Amount |
|---|---------|-------------------------------|--------|
| SLP Performer Grant                         | \$1,600 |                               |        |
|   |         |                               |        |
|   |         |                               |        |
|   |         |                               |        |
| b. Funds Carried Forward from Previous Year | \$0     | c. Other State Funded Program | 0      |
| Subtotal 3                                  |         | \$1,600                       |        |

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

| Program or Project | Amount |     |
|--------------------|--------|-----|
|                    | \$0    |     |
|                    |        |     |
|                    |        |     |
|                    |        |     |
| Subtotal 4         |        | \$0 |

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

| Name              | Amount   | Name             | Amount   |
|-------------------|----------|------------------|----------|
| Rent              | \$42,153 | Collection Grant | \$10,000 |
| Photocopy Charges | \$790    |                  |          |
| Subtotal 5        |          | \$52,943         |          |

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*  
 \$105,508

7. All Other Operating Income  
 \$28,727

8. Total Operating Income *Add 1 through 7*  
 \$3,953,260

9. What is the current year annual appropriation provided by governing body(ies) for the public library?  
 \$3,764,482

10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*  
 No

**VI. LIBRARY OPERATING EXPENDITURES**

*Report operating expenditures from all sources. Do not report capital expenditures here.*

|  |                         |   |                                |                    |  |            |  |             |  |
|--|-------------------------|---|--------------------------------|--------------------|--|------------|--|-------------|--|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i>   |                         | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> |                                |                    |  |            |  |             |  |
| \$1,844,360  |                         | \$736,537   |                                |                    |  |            |  |             |  |
| 3. Library Collection Expenditures   |                         |   |                                |                    |  |            |  |             |  |
| a. Print Materials   | b. Electronic Materials | c. Audiovisual Materials  | d. All Other Library Materials | e. Subtotal 3      |  |            |  |             |  |
| \$280,663  | \$17,967                | \$55,980  | \$0                            | \$354,610          |  |            |  |             |  |
| 4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i> |                         |   |                                |                    |  |            |  |             |  |
| Provider   |                         | Amount  |                                | Provider           |  | Amount     |  |             |  |
| WPLC E-Content   |                         | \$28,751  |                                | County Service Fee |  | \$18,726   |  |             |  |
| V-Cat Annual Maintenance   |                         | \$74,738  |                                | Other Misc.        |  | \$984      |  |             |  |
| V-Cat Barcodes / Patron Cards  |                         | \$869   |                                |                    |  |            |  |             |  |
| Technology / Enterprise Services   |                         | \$6,900   |                                |                    |  |            |  |             |  |
| Technology / Equipment Purchased   |                         | \$10,539  |                                |                    |  |            |  |             |  |
| Delivery   |                         | \$1,961   |                                |                    |  |            |  |             |  |
|  |                         |   |                                |                    |  | Subtotal 4 |  | \$143,468   |  |
| 5. Other Operating Expenditures  |                         |   |                                |                    |  |            |  | \$358,487   |  |
| 6. Total Operating Expenditures <i>Add 1 through 5</i>   |                         |   |                                |                    |  |            |  | \$3,437,462 |  |
| 7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?                                    |                         |   |                                |                    |  |            |  | \$0         |  |

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income.  
*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

| Source             | Brief Description of Expenditure    | Revenue       | Expenditure       |
|--------------------|-------------------------------------|---------------|-------------------|
| a. Federal         |                                     | \$0           | \$0               |
| b. State           |                                     | \$0           | \$0               |
| c. Municipal       |                                     | \$0           | \$0               |
| d. County          | Marathon County CIP                 | \$311,336     | \$311,336         |
| e. Other           |                                     | \$0           | \$0               |
| 2. Debt Retirement | 3. Rent Paid to Municipality/County | Total Revenue | Total Expenditure |
| \$0                | \$0                                 | \$311,336     | \$311,336         |

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year  
 \$645,904

1. Total Amount of Trust Funds Held by the Library Board at End of Year

**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

| Position                  | Type of Staff | Annual Salary | Hours Worked per Week | Position         | Type of Staff | Annual Salary | Hours Worked per Week |
|---------------------------|---------------|---------------|-----------------------|------------------|---------------|---------------|-----------------------|
| Director / Head Librarian | MLS (ALA)     | \$99,591      | 40.00                 | Business Manager | Other         | \$78,890      | 40.00                 |
| Library Services Manager  | MLS (ALA)     | \$77,530      | 40.00                 |                  |               |               |                       |
| Support Services Manager  | MLS (ALA)     | \$57,037      | 40.00                 |                  |               |               |                       |
| Librarian                 | MLS (ALA)     | \$47,942      | 40.00                 |                  |               |               |                       |
| Librarian                 | MLS (ALA)     | \$58,078      | 40.00                 |                  |               |               |                       |
| Librarian                 | MLS (ALA)     | \$54,993      | 40.00                 |                  |               |               |                       |
| Librarian                 | MLS (ALA)     | \$54,743      | 40.00                 |                  |               |               |                       |
| Librarian                 | MLS (ALA)     | \$33,733      | 24.00                 |                  |               |               |                       |

b. Other Paid Staff *See instructions*

| Position                   | Type of Staff | Total Annual Wages | Hours Worked per Week | Position | Type of Staff | Total Annual Wages | Hours Worked per Week |
|----------------------------|---------------|--------------------|-----------------------|----------|---------------|--------------------|-----------------------|
| IT Technician              | Other         | \$92,847           | 80.00                 | Page     | Other         | \$72,220           | 204.00                |
| Library Coordinator        | Other         | \$309,827          | 254.00                |          |               |                    |                       |
| Administrative Coordinator | Other         | \$48,565           | 40.00                 |          |               |                    |                       |
| Library Specialist         | Other         | \$376,494          | 364.00                |          |               |                    |                       |
| Library Assistant          | Other         | \$393,358          | 693.00                |          |               |                    |                       |

2. Library Staff Full-Time Equivalent (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

7.60

Other Persons Holding the Title of Librarian (FTE)

1.00

Subtotal 2a

8.60

b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*

40.88

c. Total Library Staff (FTE)

49.48

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident 14,124

|   |  |   |                            |             |
|---|--|---|----------------------------|-------------|
| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. |  | a. Those with a Library   | b. Those without a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in the Library's County   |  | 0   | 0                          | 0           |
| 3. Circulation to Nonresidents Living in Another County in the Library System   |  | 2,487   | 3,503                      | 5,990       |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System   |  | 6,110   | 562                        | 6,672       |
| 5. Circulation to All Other Wisconsin Residents<br>1,377  |  | 6. Circulation to Persons from Out of the State<br>85                                       |                            |             |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample?<br><br>Actual   | 8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? |                            |             |

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

| Name of County | Circulation | Name of County | Circulation |
|----------------|-------------|----------------|-------------|
| a. Clark       | 919         | f. Langlade    | 0           |
| b. Lincoln     | 1,836       | g.             |             |
| c. Taylor      | 455         | h.             |             |
| d. Portage     | 506         | i.             |             |
| e. Wood        | 56          | j.             |             |

**XII. TECHNOLOGY**

|  |  |  |
|--|--|--|
| 1. Does the library provide wireless Internet access?<br><br>Yes | 2. Library type of Internet connection<br><i>Mark all that apply</i><br><input type="checkbox"/> a. State TEACH line<br><input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i> | 3. Library use of Internet filtering software or service<br><input type="checkbox"/> a. Yes, on all Internet workstations<br><input type="checkbox"/> b. Yes, on some Internet workstations<br><input checked="" type="checkbox"/> c. No filtering on any Internet workstation |
|--|--|--|

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

|   |  |                    |                        |                     |          |
|---|--|--------------------|------------------------|---------------------|----------|
| 1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> |  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|   | Number of Self-directed Activities         | 84                 | 0                      | 49                  | 133      |
|   | Total Self-directed Activity Participation | 3,305              | 0                      | 847                 | 4,152    |

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

|                         |                            |   |
|-------------------------|----------------------------|---|
| a. First Name<br>Taylor | b. Last Name<br>Weinfurter | c. Email Address<br>taylor.weinfurter@co.marathon.wi.us |
|-------------------------|----------------------------|---|

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

|                        |                        |  |
|------------------------|------------------------|--|
| a. First Name<br>Julie | b. Last Name<br>Kinney | c. Email Address<br>julie.kinney@co.marathon.wi.us |
|------------------------|------------------------|--|

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH  
SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

|   |  |             |
|---|--|-------------|
| President, Library Board of Trustees Signature <i>or designee</i> | Name of President or Designee <i>Print or type</i>     | Date Signed |
| ➤   | Sharon Hunter  |             |
| Library Director / Head Librarian Signature                       | Name of Director / Head Librarian <i>Print or type</i> | Date Signed |
| ➤   | Ralph Illick   |             |



**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

|          |
|----------|
| County   |
| Marathon |

The Marathon County Public Library Board of Trustees hereby states that in 2020 the Wisconsin Valley Library Service  
Name of Public Library Name of Public Library System / Service

- did** provide effective leadership and adequately met the needs of the library.
- did not** provide effective leadership and **did not** adequately meet the needs of the library.

*Indicate with an X one of the above two statements.*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

|   |  |             |
|---|--|-------------|
| President, Library Board of Trustees Signature <i>or designee</i>                   | Name of President or Designee <i>Print or type</i> | Date Signed |
|  | Sharon Hunter                                      |             |

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**COMMENTS**

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offering delivery of materials (mail or drop-off)

Homebound mailings continued while no drop off service was made available.--2021-02-08

increasing the number of electronic materials and holdings purchased by the library system or consortia

Donations of \$10,462.70 were received from libraries in the system and library users to increase the number of titles purchased for the WVLS Overdrive Advantage Collection.--2021-02-08

External Wi-Fi Access Added During COVID-19

WiFi antennas were added to augment reception in the parking lots of our branches.--2021-02-08

External Wi-Fi Access Increased During COVID-19

WiFi antennas were relocated to all for better reception in the parking lots of our branches.--2021-02-08

Staff Re-Assigned During COVID-19

Staff throughout the building worked to complete facilities improvement projects while patron interaction counts declined.--2021-02-08

**SECTION\_II**

2. Electronic Books (E-books)

MCPL has advantage account with some items only available to MCPL cardholders--2021-02-10

4. Electronic Audio Materials (downloadable)

MCPL has advantage account with some items only available to MCPL cardholders--2021-02-10

**SECTION\_III**

4a. Method Used to Count Reference Transactions

Note included under #4b--2021-02-10

4b. Reference Transactions

Reference questions declined because of traffic loss possibly precipitated by Pandemic--2021-02-10

**SECTION\_V**

Other Revenue

Includes e-commerce funds collected by the system.--2021-02-08

Revenue greatly reduced by being closed.--2021-02-03

**SECTION\_VI**

1. Salaries and Wages

8 Empty positions not filled during COVID reduced salary costs--2021-02-04

2. Employee Benefits

Includes substantially increased insurance costs and benefit expenses.--2021-02-08

**SECTION\_XI**

Circulation

MCPL had 50 circulations to Langlade County residents who live outside the city of Antigo.--2021-02-08

**SECTION\_XII**

b. Other Broadband connection

8 Branches have local cable high speed internet connections--2021-02-03

Number of Drop-in Activities for Young Adults 12-18

No self directed activities were offered for young adults--2021-02-10

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# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon County Public Library

3. Branch Email Address

ralph.illick@co.marathon.wi.us

4. Salutation

Mr.

5. Branch Head First Name

Ralph

6. Branch Head Last Name

Illick

## II. ADDRESS

1. Branch Street Address

300 N. First St.

2. Branch Mailing Address or PO Box

300 N. First St.

3. City / Village / Town

Wausau

4a. ZIP Code

54403

4b. ZIP4

5405

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 261-7200

4. Branch Square Footage

82,700

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 60   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 60   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input checked="" type="checkbox"/> hosting virtual programming or recorded content   | <input checked="" type="checkbox"/> offering curbside pickup                       | <input checked="" type="checkbox"/> offering drive-thru circulation of physical materials   |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input checked="" type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Athens Branch

3. Branch Email Address

Jennifer Triolo

4. Salutation

Ms.

5. Branch Head First Name

Jennifer

6. Branch Head Last Name

Triolo

## II. ADDRESS

1. Branch Street Address

221 Caroline St.

2. Branch Mailing Address or PO Box

PO Box J

3. City / Village / Town

Athens

4a. ZIP Code

54411

4b. ZIP4

0910

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 257-7292

4. Branch Square Footage

2,750

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Edgar Branch

3. Branch Email Address

deb.gaureke@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Deb

6. Branch Head Last Name

Gauerke

## II. ADDRESS

1. Branch Street Address

224 S. Third Ave.

2. Branch Mailing Address or PO Box

PO Box 228

3. City / Village / Town

Edgar

4a. ZIP Code

54426

4b. ZIP4

0228

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 352-3155

4. Branch Square Footage

2,046

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Hatley Branch

3. Branch Email Address

heather.bain@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Heather

6. Branch Head Last Name

Bain

## II. ADDRESS

1. Branch Street Address

435 Curtis Ave.

2. Branch Mailing Address or PO Box

435 Curtis Ave.

3. City / Village / Town

Hatley

4a. ZIP Code

54440

4b. ZIP4

9784

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 446-3537

4. Branch Square Footage

3,707

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon Branch

3. Branch Email Address

lisa.haessly@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Lisa

6. Branch Head Last Name

Haessly

## II. ADDRESS

1. Branch Street Address

515 Washington St.

2. Branch Mailing Address or PO Box

PO Box 245

3. City / Village / Town

Marathon

4a. ZIP Code

54448

4b. ZIP4

0245

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 443-2775

4. Branch Square Footage

3,050

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input checked="" type="checkbox"/> offering drive-thru circulation of physical materials   |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Joseph Dessert Branch

3. Branch Email Address

Sarah.Moscatello@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Sarah

6. Branch Head Last Name

Moscatello

## II. ADDRESS

1. Branch Street Address

123 Main St.

2. Branch Mailing Address or PO Box

123 Main St.

3. City / Village / Town

Mosinee

4a. ZIP Code

54455

4b. ZIP4

1441

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 693-2144

4. Branch Square Footage

5,942

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:





# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Rothschild Area Branch

3. Branch Email Address

laura.wood@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Laura

6. Branch Head Last Name

Wood

## II. ADDRESS

1. Branch Street Address

211 Grand Ave.

2. Branch Mailing Address or PO Box

211 Grand Ave.

3. City / Village / Town

Rothschild

4a. ZIP Code

54474

4b. ZIP4

1173

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 359-6208

4. Branch Square Footage

3,240

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 46   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 46   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Spencer Branch

3. Branch Email Address

audrey.kohlbeck@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Audrey

6. Branch Head Last Name

Kohlbeck

## II. ADDRESS

1. Branch Street Address

105 Park St.

2. Branch Mailing Address or PO Box

PO Box 398

3. City / Village / Town

Spencer

4a. ZIP Code

54479

4b. ZIP4

0398

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 659-3996

4. Branch Square Footage

2,072

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Stratford Branch

3. Branch Email Address

Mary Jo Netzer

4. Salutation

Ms.

5. Branch Head First Name

Mary Jo

6. Branch Head Last Name

Netzer

## II. ADDRESS

1. Branch Street Address

400 N. 4th Ave.

2. Branch Mailing Address or PO Box

PO Box 74

3. City / Village / Town

Stratford

4a. ZIP Code

54484

4b. ZIP4

0074

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 687-4420

4. Branch Square Footage

3,000

## IV. HOURS OF OPERATION

|                            | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|----------------------------|--|-----------------|---|
| Winter hours open per week | 34   |                 |   |
| Number of Winter Weeks     | 38   |                 |   |
| Summer Hours open per week | 34   |                 |   |
| Number of Summer Weeks     | 14   |                 |   |

## V. PUBLIC SERVICES DURING COVID-19

|   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.) | <input type="checkbox"/> hosting virtual programming or recorded content   | <input type="checkbox"/> offering curbside pickup                                  | <input type="checkbox"/> offering drive-thru circulation of physical materials              |
| <input checked="" type="checkbox"/> offering vestibule / porch pickups  | <input type="checkbox"/> offering delivery of materials (mail or drop-off) | <input checked="" type="checkbox"/> managing IT services for external Wi-Fi access | <input checked="" type="checkbox"/> providing other types of online and electronic services |

## VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure  
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe: