



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 19, 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/414976053> or number: [1 877 309 2073](tel:18773092073). Access Code for dialing in: 414-976-053.**

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) **Re-opening discussion with Russell Mech from the Marathon County Health Department – For Discussion and Possible Action**
8. (5 minutes) **Branch library agreements update – For Discussion and Informational Purposes Only**
9. (10 minutes) **Branch library Wi-Fi agreements update – For Discussion and Possible Action**
- 10.(10 minutes) **Discussion about the library’s third floor potential for community partner – For Discussion and Possible Action**
- 11.(10 minutes) **Follow-up on timeline for public hearing on system change motion – For Discussion and Possible Action**
- 12.(10 minutes) **2021 WVLS agreement follow-up – For Discussion and Possible Action**
- 13.(5 minutes) **WVLS Board President request for meeting – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
- Monday 05/17/2021
 - Monday 06/21/2021
 - Monday 07/19/2021
 - Monday 08/16/2021
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: April 13, 2021
FAXED TIME: 11:10 a.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 15, 2021. Library Headquarters, Wausau Community Room.

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

Excused: Michelle Van Krey

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Shannon Schultz, 43 remote visitors

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

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY DINO CORVINO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE FEBRUARY 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE PERSONNEL COMMITTEE MINUTES FROM THE MARCH 5, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY DINO CORVINO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 5, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR FEBRUARY 2021. MOTION CARRIED.

Public Comments – None

President – I have been in contact with Mr. Bobrofsky, from the WVLS Board of Trustees. We were going to meet before this meeting, but he asked that we postpone the meeting until we hear from our DPI representative.

Other Board Members – No Report

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

- A video was shared on the story time programming progress.

Board Committees – The Personnel Committee met on March 5 2021. They recommended that we take action regarding a personnel issue. That will be done by an outside firm.

Friends of the Library – The Library Director reported that the Friends will meet next week, they have a new board president. They are aware of the impending opening that we are anticipating.

MCPL Foundation – Report included in the packet. The Library Director also reported that they are awaiting the invoices to start coming.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that WVLS will be meeting again on Saturday. Jamie Matczak will be teaching a continuing education course offered through UW Madison iSchool. This is a four week course called Creating a Positive Library Work Environment, this is the second time teaching this course and right now there are sixteen (16) people enrolled in the course. She will also teach Difficult Conversations for the iSchool this summer. Anne Hamland will be speaking at the 2021 WAPL Conference on how libraries can't and did provide the best service possible during the pandemic. This year's conference will be virtual May 4-7.

CIP Funds transfer update

This year we have had a little bit of a delay getting the funds transferred. At the beginning of February an email was sent to Finance to confirm the numbers. We received a response on March 12 saying they would look at the numbers. The latest we have received the transfers were August. This year's challenge, is we have invoices that have already started coming and a few of them are at the 30 days. A couple months ago, this board approved a check to be cut for \$44,000 to the Foundation and a few thousand to the Friends. The Foundation will be reimbursing us for the invoices we will be paying for the new furniture, but because we have not received the CIP Funds yet we cannot pay those invoices. The proposal is to use the money out of the gift account and it will be reimbursed once the CIP Funds are transferred.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SCOTT WINCH TO APPROVE THAT WE USE THE FUNDS IN THE LIBRARY GIFT ACCOUNT TO PAY THE VENDORS AND ONCE THE CIP FUNDS HAVE BEEN TRANSFERRED, THE CIP FUNDS WILL REPAY THE LIBRARY GIFT ACCOUNT. MOTION CARRIED.

Discussion with DPI Public Library Administration Consultant Shannon Schultz re: potential system change processes

All of the trustees were given a list of questions presented to Shannon Schultz. This is a list that was compiled by everyone's input of the trustees.

https://www.mcpl.us/sites/default/files/attachments/20210300_dpi-responses-to-mcpl-board-questions.pdf

No motion was made

COVID re-opening discussion with Russell Mech

Russell Mech was unable to attend the meeting today. He did say there has been a slight uptick in the cases here in Marathon County, but we are still below where we were last fall. He says best practice presently would be to maintain current level of services. What I would ask is everyone on the board consider that we are getting very close to more reopening. Some of the options that we have looked at include offering half day of curbside at all locations and for the second half of that day allow patrons inside of the facilities based on 25% capacity based on square footage.

No motion was made

Branch Agreements update

We have worked with Corporation Counsel on the branch agreements, a separate agreement will include the Wi-Fi project. They are written up as two agreements, but we will be discussing them with the municipalities at the same time.

No motion was made

Discussion – System effectiveness question on annual report to DPI

Last month we made a motion to sign the annual report and check the box of discussing this with DPI. Apparently we need to make a decision of Yes or No. Library Director Illick stated that he thinks we should check the box that says they were effective.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO CHECK THE BOX YES FOR SYSTEM EFFECTIVENESS. MOTION CARRIED.

Announcements – None

Request for Future Agenda Items – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:57 P.M. MOTION CARRIED.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for April 19, 2021.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 15, 2021. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), 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, Russell Mech, 32 remote visitors

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

A motion was made by Scott Winch to approve the Board of Trustee minutes from the January 25, 2021 meeting. Seconded by Jeff Campo. Motion carried.

A motion was made by Kari Sweeney to approve the Bills & Services report for January 2021. Seconded by Dino Corvino. Motion carried.

Public Comments – John Robinson is a member of the County Board of Supervisors and the Chair of the Broadband Task Force. He spoke to the Library Board regarding the broadband services in Marathon County. The task force appreciates the opportunities that have been presented through the potential expansion of Wi-Fi services at the library. We understand there are some technical issues and contractual issues that need to be resolved. We just wanted to express the appreciation of the task force to use the facilities in creating the hotspots and offer assistance working with the municipalities in anyway.

President – I did receive a letter from WVLS President Tom Bobrofsky, wanting us to get together. My recommendation is that Director Illick, myself, Chairman Gibbs, Corporation Counsel, County Administrator, WVLS Director and WVLS President have a meeting and discuss the letter.

Other Board Members – No Report

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

- Item number two (2) on the Business Report. Corporation Counsel is reviewing language for the agreements that County Supervisor Robinson was referencing earlier. I can note for all the members of the board that I did get a copy of the updated agreements that Corporation Counsel have been working on. It is addressed in the agreements the part about the Wi-Fi enhancement. What I can do is talk to the administrative specialist in the County Administrators office to start setting up the meetings. I would like to remind you that the vendor who would like to install the Wi-Fi units, would like the meetings done within a week.

Board Committees – No Report

Friends of the Library – The Library Director reported that he did ask the former Friends President about private sales as this was brought up at the last month’s meeting. Those that have a current Friends membership always get first option at the sales. She welcomed the input and would take that into consideration.

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet.

2020 Annual report

We finished the details and received the final report from WVLS.

A Motion was made by Jeff Campo to accept 2020 Annual Report and file it with DPI. Seconded by Gary Beastrom. Motion carried.

Statement Concerning System Effectiveness

This would be the Library Board decision, we haven’t seen much change in what happens here we have taken care what we needed to. We have been under a pandemic for most of the year and service has been limited. We have had some challenges with the way it has gone through the process of review. You can check yes for system effectiveness, you can check no or you can check a box that you would rather talk to DPI.

Roll Call Vote for the following motion

A motion was made by Michelle Van Kray to check the positive box that they have provided good leadership. Seconded by Kari Sweeney.

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

Roll Call Vote for the following motion

A motion was made by Scott Winch to check the box to talk to DPI. Seconded by Jeff Campo.

Gary – yes
Michelle – yes
Kari – yes
Dino – yes
Jeff - yes
Scott – yes
Sharon – yes

Year-end fund

We do not have final numbers yet. The information was turned over to County Finance and we have not heard from them.

No motion was made

Re-opening conversation with Marathon County Health Dept. Liaison Russell Mech

Russell Mech from the Marathon County Health Department introduced himself. Based on the request from the January meeting we wanted to have a comprehensive conversation on where we are. As a reminder for everyone at branches we have limited amount of patrons in the building by appointment only. They can use computers or browse the collection. At the main library we are doing computer appointments, drive up service and grab and go activities. Are the board members comfortable with what we are doing right now or would you like to see any changes and if so what would those changes be?

Do you think it is still necessary to quarantine books? It is still recommend that the materials still get quarantined.

With the availability of vaccines and schools reopening with proper precautions, would that affect your opinion about us reopening and having patrons in the library again? It is hard to say Marathon County has just recently gone down from Very High to High activity. There is now the question of the new variants out there. I would recommend maintaining current services that you have now and maybe see the status in a few weeks. We are much lower than we were in September.

Would it be possible to reopen on a limited basis or at 25% capacity? It's hard to say right now. Wisconsin Public Libraries and other branches will have some more guidance on that along with the CDC, the State and DHS. With a high activity, I would error on an abundance of caution to maintain where you are at a little bit longer and see where the trend continues.

We can bring a model to the March meeting. We would add limited services in a safe way.

No motion was made

Branch agreements and Wi-Fi augmentation process update

This was discussed in the Directors report. I will talk with County Administration and start setting up the meetings.

No motion was made

Committee assignments

I am hoping everyone saw the descriptions of the committees that are currently in place.

Personnel – Sharon, Scott and Jeff

Nominating – Dino, Michelle, and Gary

WVLS Reprehensive - Kari

A Motion was made by Scott Winch to keep the Personnel and Nominating Committees and remove the Building and Educating Committees. Seconded by Kari Sweeney. Motion carried.

Library System review process – Request to DPI regarding effect of withdrawal

Board President Hunter spoke on this agenda item. This was not on the EEEDC agenda which was to meet February 4. There was a lot of information circulating in the County in terms as to why we should not proceed to move to a new system. Unfortunately some of it is misinformation, I'm not sure where this information is coming from. I am very concerned because our board is split on their decision. I am thinking if it would be valuable if each of us brought up a topic we were concerned about. What if we invited DPI to our meeting? Board Member Campo has great concern with what has been read in the emails. I have a direct question. If WVLS, the staff and the board have said repeatedly that if MCLP moves to SCLS it would destroy the other WVLS libraries? Can DPI confirm this? It seems critical for our patrons, our board, and our county board for proper understanding.

Roll Call Vote for the following motion

A Motion was made by Jeff Campo for DPI to come before the Library Board of Trustees and talk about what the effect would be from withdrawing from WVLS. What the effect would be on WVLS and is it destroying the smaller libraries. Seconded by Scott Winch. Motion carried.

Gary – yes
Michelle – yes
Kari – yes
Dino – yes
Jeff – yes
Scott – yes
Sharon – yes

Corporation Counsel explained the process going forward.

There were additional discussions among the Library Director and Library Board Members regarding this agenda item.

Library Board President Hunter restated the motion after Corporation Counsel described the process.

Announcements – Board Member Van Krey will not be at the March meeting.

Request for Future Agenda Items – Invite DPI to the March meeting

A Motion was made by Scott Winch to adjourn the meeting at 1:12 p.m. Seconded by Jeff Campo. Motion carried.



Library Director

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Thursday, March 5, 2021 at 2:00 p.m.

Marathon County Courthouse
Assembly Room
500 Forest St. Wausau, WI 54403

Present: Sharon Hunter, Scott Winch, Jeff Campo

Excused:

Others: Gary Beastro, Dino Corvino, Kari Sweeney, Michelle Van Krey, Frank
Matel, Scott Corbett, Heather Wilde

The meeting was called to order at 2:00 p.m. by Sharon Hunter.

Sharon Hunter asked the group to introduce themselves.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO REQUEST TO CONVENE IN CLOSED SESSION PURSUANT TO SECTION 19.85(1)(F) WISCONSIN STATUTES FOR THE PURPOSE OF: "CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS, PRELIMINARY CONSIDERATION OF SPECIFIC PERSONNEL PROBLEMS OR THE INVESTIGATION OF CHARGES AGAINST SPECIFIC PERSONS. . . WHICH, IF DISCUSSED IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT UPON THE REPUTATION OF ANY PERSON REFERRED TO IN SUCH HISTORIES OR DATA, OR INVOLVED IN SUCH PROBLEMS OR INVESTIGATIONS." TO WIT: COMPLAINT OF EMPLOYEE OF MARATHON COUNTY PUBLIC LIBRARY.

ALSO A MOTION TO CONVENE IN CLOSED SESSION UNDER ANY OF THE TOPICS LISTED ABOVE, PURSUANT TO WIS. STAT. SEC. 19.85(1)(G) FOR THE PURPOSE OF: "CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED."

Scott Winch - Y
Jeff Campo - Y
Sharon Hunter - Y

Motion to return to Open Session

A MOTION WAS MADE BY SCOTT WINCH; SECOND BY JEFF CAMPO TO RETURN TO OPEN SESSION. MOTION CARRIED.

Possible Announcement(s) and/or Action Resulting from Closed Session Items

A third party consulting firm will be hired to do an investigation regarding the letter which was received.

Request for Future Agenda Items – None

Next Meeting Dates – None

Meeting adjourned at 2:34 p.m.

There being no further business to discuss, LIBRARY BOARD PRESIDENT ADJUORNED THE MEETING

/s/ Sharon Hunter

Library Board President or Designee

Meeting of the Marathon County Public Library Board of Trustees
Thursday, March 5, 2021 at 2:15 p.m. or immediately following conclusion of Personnel
Committee Meeting scheduled under separate agenda.

Marathon County Courthouse
Assembly Room
500 Forest St. Wausau, WI 54403

Present: Sharon Hunter, Gary Beastrom, Jeff Campo, Dino Corvino, Kari Sweeney,
Michelle Van Krey, Scott Winch

Excused:

Others: Frank Matel, Scott Corbett, von Briesen & Roper Law Firm (phone),
Heather Wilde

The meeting was called to order at 2:34 p.m. by Sharon Hunter.

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY DINO CORVINO TO
REQUEST TO CONVENE IN CLOSED SESSION PURSUANT TO SECTION 19.85(1)(F)
WISCONSIN STATUTES FOR THE PURPOSE OF: "CONSIDERING FINANCIAL, MEDICAL,
SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS,
PRELIMINARY CONSIDERATION OF SPECIFIC PERSONNEL PROBLEMS OR THE
INVESTIGATION OF CHARGES AGAINST SPECIFIC PERSONS. . . WHICH, IF DISCUSSED
IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT UPON THE
REPUTATION OF ANY PERSON REFERRED TO IN SUCH HISTORIES OR DATA, OR
INVOLVED IN SUCH PROBLEMS OR INVESTIGATIONS." TO WIT: COMPLAINT OF
EMPLOYEE OF MARATHON COUNTY PUBLIC LIBRARY.**

**ALSO A MOTION TO CONVENE IN CLOSED SESSION UNDER ANY OF THE TOPICS LISTED
ABOVE, PURSUANT TO WIS. STAT. SEC. 19.85(1)(G) FOR THE PURPOSE OF:
"CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS
RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY
THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME
INVOLVED."**

Jeff Campo - Y
Scott Winch - Y
Gary Beastrom - Y
Dino Corvino - Y
Michelle Van Krey - Y
Kari Sweeney - Y
Sharon Hunter - Y

Motion to return to Open Session

A MOTION WAS MADE BY GARY BEASTROM; SECOND BY DINO CORVINO TO RETURN TO OPEN SESSION. MOTION CARRIED.

Possible Announcement(s) and/or Action Resulting from Closed Session Items

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO HIRE VON BRIESEN & ROPER LAW FIRM AS A THIRD PARTY, TO INVESTIGATE A COMPLAINT OF A LIBRARY EMPLOYEE. THE LIMIT OF THE CONTRACT SHOULD NOT EXCEED \$20,000. A REPORT WILL BE GIVEN BACK TO THE LIBRARY BOARD OF TRUSTEES, THE PRESIDENT OF THE TRUSTEES SHOULD BE THE CONTACT PERSON. MOTION CARRIED

Request for Future Agenda Items – None

Next Meeting Dates – Monday, March 15, 2021

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 3:23 P.M. MOTION CARRIED

/s/ Sharon Hunter

Library Board President or Designee

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS	2,732.16
	INTERNET SERVICE	2,732.16
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	17.90
	CONTRACT SERV-DEBT COLLECTIONS	17.90
101 000000000066592250	TELEPHONE FRONTIER	1,661.25
	TELEPHONE	1,661.25
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	361.20
	LIBRARY FEES-REIMBURSE TO CNTY	361.20
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES BRO DART GREENWOOD, JEAN C AMERICAN DOOR OF WAUSAU INC MERRILL CITY TREASURER GRANTON COMMUNITY LIBRARY ANTIGO PUBLIC LIBRARY	217.05 -10.95 617.70 34.95 15.00 33.99
	SUNDRY CONTRACTUAL SERVICES	907.74
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	969.83
	SUNDRY CONTR SERV-JACKETS LIBR	969.83
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	421.86
	SUNDRY CONTR SERV-PROC AV LIBR	421.86
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC MARCO	96.00 391.98
	PRINTING/DUPLICATION	487.98
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY WAUSAU WEST HIGH SCHOOL	8,962.92 50.00
	BOOKS LIBRARY	9,012.92

Bills for Approval

Period: 3 2021

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,189.04
	MIDWEST TAPE LLC	47.99
	AUDIO-VISUAL MATERIALS	2,237.03
101 000000000066593321	PERSONAL AUTO MILEAGE	
	WINCH, SCOTT	117.60
	PERSONAL AUTO MILEAGE	117.60
101 000000000066593390	MEETING EXPENSES	
	THE MINT CAFE INC	89.90
	MEETING EXPENSES	89.90
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	ULINE	202.30
	STAPLES ADVANTAGE	658.02
	CDW GOVERNMENT INC	2,711.90
	STAPLES TECHNOLOGY SOLUTIONS	6,439.68
	LIBRARY OPERATING SUPPLIES	10,011.90
101 000000000066595320	BUILDING/OFFICES RENT	
	WI PUBLIC SERVICE CO	922.35
	VILLAGE OF MARATHON CITY	436.36
	VILLAGE OF HATLEY-SEWER & WATER	5,750.34
	BUILDING/OFFICES RENT	7,109.05
	LIBRARY 665 TOTAL:	36,138.32

Bills for Approval

Period: 3 2021

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	92.20
OLSON FLOOR COVERING INC	15,426.00
WITMER INDUSTRIES INC	12,336.00
SYSTEMS TECHNOLOGIES	21,000.00
CDW GOVERNMENT INC	12,295.56
TANK MATES LLC	642.00
BOOKS LIBRARY	<u>61,791.76</u>
LIBRARY GIFTS 667 TOTAL:	<u>61,791.76</u>
Report Total:	<u><u>97,930.08</u></u>

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	557,794.00	38,845.20		105,790.68	105,790.68	452,003.32	19.0
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	52,652.01		149,560.49	149,560.49	599,217.51	20.0
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	43,659.71		123,683.00	123,683.00	562,284.00	18.0
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	9,467.29		26,701.78	26,701.78	127,678.22	17.3
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	8,590.79		24,288.99	24,288.99	99,659.01	19.6
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00	36,249.99		145,886.23	145,886.23	348,916.77	29.5
Act 1541 DENTAL INSURANCE	10,654.00	728.74		3,055.74	3,055.74	7,598.26	28.7
Act 1543 INCOME CONTINUATION INSU	7,630.00					7,630.00	
Act 1544 HLTH INS-CONVERSION, RET				504.07	504.07	504.07-	
Act 1545 POST EMPLOYEE HEALTH PLA	30,576.00	1,722.00		5,145.00	5,145.00	25,431.00	16.8
Act 1550 LIFE INSURANCE	1,128.00	42.34		123.10	123.10	1,004.90	10.9
Act 1560 WORKERS COMPENSATION PAY	1,039.00	66.87		71.77-	71.77-	1,110.77	6.9-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	133.72		378.99	378.99	1,639.01	18.8

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	192,158.66		585,046.30	585,046.30	2,258,462.70	20.6
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	2,732.16		2,732.16	2,732.16	22,767.84	10.7
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	17.90		71.60	71.60	928.40	7.2
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	1,661.25		2,292.25	2,292.25	6,207.75	27.0
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00	361.20		1,896.30	1,896.30	7,103.70	21.1
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	1,590.45		1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	918.69		4,491.58	4,491.58	4,508.42	49.9
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,598.15		3,600.55	3,600.55	18,399.45	16.4
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	655.63		1,426.23	1,426.23	6,573.77	17.8
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			219.39	219.39	3,430.61	6.0
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 3 ending March 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3127 RFID TAGS-LIBR	10,500.00			2,333.33	2,333.33	8,166.67	22.2
Act 3130 PRINTING/DUPLICATION	8,000.00	487.98		1,303.54	1,303.54	6,696.46	16.3
Act 3161 BOOKS LIBRARY	274,250.00	14,453.70		34,102.31	34,102.31	240,147.69	12.4
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	3,907.48		9,294.24	9,294.24	50,705.76	15.5
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			801.54-	801.54-	18,801.54	4.5-
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			9,502.93	9,502.93	15,497.07	38.0
Act 3240 MEMBERSHIP DUES				50.00	50.00	50.00-	
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			243.00	243.00	3,757.00	6.1
Act 3260 ADVERTISING	4,000.00			85.71	85.71	3,914.29	2.1
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	117.60		196.00	196.00	3,804.00	4.9
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	2,000.00	89.90		303.02	303.02	1,696.98	15.2
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	10,011.90		16,859.62	16,859.62	11,140.38	60.2
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	7,109.05		10,474.94	10,474.94	44,525.06	19.1
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	45,713.04		108,767.61	108,767.61	660,332.39	14.1
Or2 665 LIBRARY	3,612,609.00	237,871.70		693,813.91	693,813.91	2,918,795.09	19.2

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00				23,153.00	
Act 3240 MEMBERSHIP DUES		19,000.00				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	237,871.70		693,813.91	693,813.91	2,960,948.09	19.0

Sub 101 GENERAL FUND	3,654,762.00	237,871.70		693,813.91	693,813.91	2,960,948.09	19.0

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 3 ending March 31, 2021 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	100,000.00	61,838.50		67,731.72	67,731.72	32,268.28	67.7

Or2 667 LIBRARY GIFTS	100,000.00	61,838.50		67,731.72	67,731.72	32,268.28	67.7

Agy 0870 LIBRARY	100,000.00	61,838.50		67,731.72	67,731.72	32,268.28	67.7

Sub 252 LIBRARY GIFTS	100,000.00	61,838.50		67,731.72	67,731.72	32,268.28	67.7

Report Final Totals	3,754,762.00	299,710.20		761,545.63	761,545.63	2,993,216.37	20.3
=====							

GL787 LIB 21 MAINT OBL VS BUDGET Report Format 511

Period 3 ending March 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00	60.00		90.00	90.00	330.00	21.4
Act 2210 WATER/SEWER	40,000.00	1,061.19		1,061.19	1,061.19	38,938.81	2.7
Act 2220 ELECTRIC	37,000.00	2,325.13		4,638.03	4,638.03	32,361.97	12.5
Act 2240 NATURAL/PROPANE GAS	10,000.00	2,363.86		3,898.74	3,898.74	6,101.26	39.0
Act 2460 BUILDING SERVICE EQUIP R	3,000.00			1,607.65	1,607.65	1,392.35	53.6
Act 2470 BUILDING REPAIRS	1,000.00	145.85		145.85	145.85	854.15	14.6
Act 2930 FIRE PROTECTION	300.00					300.00	
Act 2970 REFUSE COLLECTION	7,300.00			2,672.75	2,672.75	4,627.25	36.6
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	442.10		2,558.30	2,558.30	41.70	98.4
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			1,427.92	1,427.92	5,572.08	20.4
Act 3460 CLOTHING/UNIFORM	500.00	35.20		96.80	96.80	403.20	19.4
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			200.00	200.00	300.00	40.0
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	6,433.33		18,397.23	18,397.23	91,322.77	16.8
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	6,433.33		18,397.23	18,397.23	91,322.77	16.8
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	6,433.33		18,397.23	18,397.23	91,322.77	16.8
Sub 101 GENERAL FUND	109,720.00	6,433.33		18,397.23	18,397.23	91,322.77	16.8
Report Final Totals	109,720.00	6,433.33		18,397.23	18,397.23	91,322.77	16.8

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of March 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	1,055	782	-25.88%	5,128	2,116	-58.74%
EDGAR	1,401	1,317	-6.00%	5,587	3,905	-30.11%
HATLEY	1,510	1,183	-21.66%	5,795	3,432	-40.78%
MARATHON	1,912	1,884	-1.46%	7,956	5,345	-32.82%
MOSINEE	1,654	2,118	28.05%	8,064	5,578	-30.83%
ROTHSCHILD	6,188	6,448	4.20%	25,302	17,582	-30.51%
SPENCER	1,353	791	-41.54%	5,200	2,175	-58.17%
STRATFORD	1,167	1,427	22.28%	5,255	3,650	-30.54%
WAUSAU	21,750	11,488	-47.18%	91,700	32,241	-64.84%
WAUSAU DRIVE UP	646	109	-83.13%	2,628	317	-87.94%
HOMEBOUND	865	1,047	21.04%	3,214	2,839	-11.67%
ILL	66	148	124.24%	328	499	52.13%
OVERDRIVE	11,931	14,101	18.19%	36,046	40,815	13.23%
GRAND TOTAL	51,498	42,843	-16.81%	202,203	120,494	-40.41%

**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

March 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	41	0	41	2,116	1.94%	
EDGAR	0	0	0	0	0	0	0	0	3,905	0.00%	
HATLEY	0	0	0	0	0	0	0	0	3,432	0.00%	
MARATHON	0	0	0	0	0	0	0	0	5,345	0.00%	
MOSINEE	0	0	0	16	0	0	0	16	5,578	0.29%	
ROTHSCHILD	0	0	12	5	0	0	0	17	17,582	0.10%	
SPENCER	69	0	0	0	0	11	4	84	2,175	3.86%	
STRATFORD	0	0	0	0	0	0	0	0	3,650	0.00%	
WAUSAU	0	0	349	22	0	2	0	373	32,241	1.16%	
WAUSAU DRIVE UP	0	0	1	0	0	0	0	1	317	0.32%	
MISC*									44,153		
TOTAL MCPL	69	0	362	43	0	54	4	532	120,494	0.44%	
% of CIRC by COUNTY	0.06%	0.00%	0.30%	0.04%	0.00%	0.04%	0.00%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of March 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,692	64,288	-0.62%
RESIDENT CHILD	9,239	8,488	-8.13%
HOMEBOUND	178	183	2.81%
STAFF	63	62	-1.59%
TEMPORARY	257	477	85.60%
TOTAL FOR MARATHON COUNTY	74,429	73,498	-1.25%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,887	2,874	-0.45%
CHILD	243	222	-8.64%
TEMPORARY	17	28	64.71%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,147	3,124	-0.73%
INTERLIBRARY LOAN			
ILL	520	413	-20.58%
GRAND TOTAL	78,096	77,035	-1.36%

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
3/1/2021	99	20	5	4	4	8	3	2	9	5	12	5	20	12	1	5	6	4
3/2/2021	132	0	4	1	5	9	9	1	16	3	9	1	25	10	7	7	11	4
3/3/2021	121	0	5	2	7	14	5	2	5	6	13	4	45	11	1	5	12	4
3/4/2021	94	0	6	1	4	1	1	4	5	1	6	2	44	8	2	3	4	2
3/5/2021	98	0	10	2	1	1	3	2	10	3	5	4	32	5	1	5	4	4
3/8/2021	112	37	3	3	6	7	3	1	5	4	12	1	23	13	1	4	6	6
3/9/2021	139	21	5	4	6	12	8	2	11	2	10	0	49	10	5	7	12	3
3/10/2021	108	20	3	4	6	6	4	1	14	7	11	0	53	9	4	3	1	2
3/11/2021	105	14	0	1	3	5	2	4	4	4	7	1	29	10	1	4	12	2
3/12/2021	112	27	6	0	7	1	7	6	7	5	19	3	40	6	6	7	2	1
3/15/2021	98	20	7	0	1	12	8	5	3	3	12	4	31	10	4	7	9	2
3/16/2021	91	25	0	2	7	10	2	1	8	4	10	3	32	7	4	1	8	2
3/17/2021	117	23	1	3	6	6	5	2	9	4	7	3	41	7	2	6	4	2
3/18/2021	113	19	3	2	2	9	2	3	9	2	11	2	29	10	0	3	7	5
3/19/2021	109	22	4	5	5	8	5	3	12	3	9	5	35	8	0	3	9	1
3/22/2021	104	20	6	0	8	4	7	0	14	3	8	1	35	16	3	5	4	0
3/23/2021	104	24	8	3	5	10	3	5	4	1	7	3	46	14	1	4	10	5
3/24/2021	116	26	1	3	1	4	4	3	5	5	9	2	38	10	0	5	2	4
3/25/2021	92	27	1	2	0	1	5	2	10	2	11	1	30	9	2	6	7	2
3/26/2021	126	12	6	0	2	3	10	5	9	3	10	2	28	11	4	4	7	1
3/29/2021	95	19	1	1	1	4	3	2	3	2	10	5	35	9	5	7	5	1
3/30/2021	105	19	3	2	7	10	3	3	8	2	9	3	40	11	0	3	8	6
3/31/2021	65	18	5	1	3	0	6	4	6	4	7	2	30	8	0	5	5	3
Total for March	2455	413	93	46	97	145	108	63	186	78	224	57	810	224	54	109	155	66

* Branch Appointments = Browsing Appointments

* Wausau Appointments = Computer Appointments

Marathon County Public Library

Director's Report

April 2021

THE PAST MONTH

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

Library Services Report

March 2021

News

- Leah held monthly rounding with individual staff
- Leah, Heather and Taylor held interview for the open Library Specialist position
- Leah and Dan met with Mike Beck regarding renovation video ideas
- Leah attended the Library Board meeting
- Leah, Ralph and Kate met with a representative from Engberg Anderson to view progress
- Leah and Chad met with Ralph to discuss the future of BookFest
- Leah attended the V-Cat Steering Committee
- Leah hosted the Branch Coordinator meeting
- Leah met with Ralph to discuss updated and new documents from the Policy and Procedure Committee
- Leah researched lactation room options and met with a Mamava rep to discuss costs, installation and portability
- Leah, Heather and Lisa interviewed candidates for the open Marathon City branch assistant position
- Tara virtually attended the WSDLC's annual meeting
- Tara attended two virtual events hosted by School Library Journal: Middle Grade Magic, and a webcast on board books
- Chad met with the Central Time News editorial board on March 4 and the Central Wisconsin Book Festival committee on March 9
- Inventory: Athens: Inventory completed this month. Last collections completed: Large Print Fiction, Juvenile Spanish, Juvenile Kits (Fiction and Non-Fiction), and Young Adult Audiobooks. Marathon: Adult Non-Fiction, Adult DVD, Juvenile DVD, Wisconsin, Juvenile Board Books, Juvenile Biography, Adult Non-Fiction Large Print, Adult Reference, and Oversize. Spencer: Adult Fiction, Large Print Fiction, Adult Fiction Audiobooks, Adult Non-Fiction Audiobooks, Adult Biography Audiobooks, Adult New Biographies, Large Print Biographies, and Adult Biographies. Stratford: Young Adult Fiction, New Young Adult Fiction, New Young Adult Graphic Novels, Young Adult Graphic Novels, Young Adult Biographies, Young Adult Non-Fiction, and Young Adult Audiobooks.

Events and Programs*

Youth Services Events

- Story Times
 - Mar. 2: Virtual Story Time – 83 total views on YouTube
 - Mar. 9: Virtual Story Time— 59 total views on YouTube
 - Mar. 16: Virtual Story Time—57 total views on YouTube
 - Mar. 23: Virtual Story Time—97 total views on YouTube
 - Mar. 30: Virtual Story Time—28 total views on YouTube
- Other Programs
 - Mar. 3: LENA—7
 - Mar. 10: LENA—7
 - Mar. 10: Virtual/Interactive Head Start Story Time via Ring Central—66
 - Mar. 17: LENA—7
 - Mar. 22: Virtual Family Night at Lincoln Elementary—40
 - Mar. 22: Virtual Family Night at John Marshall Elementary—40
 - Mar. 24: Virtual/Interactive Head Start Story Time via Ring Central—36
 - Mar. 24: LENA—7
 - Mar. 31: LENA—7
 - Mar. 1-22: Grab and Go 3D Rainbow Mobile—400
 - Number of March Youth Services programs – 15 (14 virtual, 1 socially distanced “in person”)
 - Total attendance for March Youth Services programs – 941

Adult/All Ages Events

- March 1-31: Little Treasures grab and go pompom garland – 79 kits picked up
- March 4: Marathon County Historical Society History Chats: Local railroad maps – 26 live viewers
- March 11: Extension Marathon County virtual gardening: Building healthy soil – 13
- March 11: MCHS History Chats: Plat maps – 22
- March 18: Extension Marathon County virtual gardening: Building healthy soil – 14
- March 18: MCHS History Chats: Street namesakes – 32
- March 25: MCHS History Chats: Sanborn maps – 22
- March 27: MCHS History Speaks: Grocery stores of Marathon County – 38
 - Number of March programs – 8
 - Total participation/attendance – 246

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,289 likes/follows (+28)
- Twitter: 1,240 followers (+5)
- Pinterest: 971 followers (+1)
- Goodreads: 298 friends (+2); 1,319 reviews (+4)
- Instagram: 926 followers (+27)
- YouTube: 74 subscribers (+2)

Hot Happenings in the River District (email newsletter)

- March 3- Grab & Go- Little Treasures: Pompom Garland craft
- March 10- Grab & Go- Little Treasures: Pompom Garland craft
- March 17- History Chats: Street Maps of Wausau
- March 24- Checking Out: The Grocery Stores and Supermarkets of Marathon County
- March 31- Grab & Go-Beaded Wrap Bracelet Kit

City Pages

- March 4- Big Guide- All Locations-Grab & Go-3D Rainbow Mobile craft; Wausau: Virtual Gardening-Healthy Soil and Composting; Athens: Book-of-the-Month Club-"The Henna Artist;" Virtual Book Club-"Where the Crowdads Sing;" Marathon City: Virtual Book Club-"Dear Edward;" Mosinee: Virtual Book Club-"The Secrets of Midwives;" Stratford: Online Book Club-"Ask Again, Yes"
- March 11- Big Guide- Athens: Book-of-the-Month Club-"The Henna Artist;" Mosinee: Virtual Book Club-"The Secrets of Midwives;" Stratford: Online Book Club-"Ask Again, Yes"
- March 18- Big Guide- Wausau: Virtual Gardening-Healthy Soil and Composting; Athens: Book-of-the-Month Club-"The Henna Artist;" Stratford: Online Book Club-"Ask Again, Yes"
- March 25- Big Guide- All Locations: Grab & Go Craft for Adults-Beaded Wrap Bracelet, Grab & Go Craft for Kids-3D Rainbow Mobile, Grab & Go Craft for Kids-Pasta Sculptures; Wausau: Virtual Gardening-Sowing Seeds and Transplanting; Athens: Book-of-the-Month Club-"The Henna Artist," Book-of-the-Month Club-"The End of October;" Hatley: Virtual Book Club-"Refugee;" Marathon City: Virtual Book Club-"A Tree Grows in Brooklyn;" Mosinee: Virtual Book Club-"Dewey;" Stratford: Online Book Club-"Ask Again, Yes," Online Book Club-"The Splendid and the Vile"

Mosinee Times

- March 11- Decorative pompom garland craft to be offered by MCPL this March; MCPL to offer 3D rainbow mobile craft for kids this March
- March 25- Marathon County Public Library activities- All Locations: Grab & Go-Pompom Garland Craft

Wausau Pilot & Review

- March 24- Marathon County Public Library Book Clubs: April- Athens: Book-of-the-Month Club-"The End of October;" Hatley: Virtual Book Club-"Refugee;" Marathon City: Virtual Book Club-"A Tree Grows in Brooklyn;" Mosinee: Virtual Book Club-"Dewey;"

Stratford: Online Book Club Chat-“The Splendid and the Vile”

<https://wausapilotandreview.com/2021/03/24/marathon-county-public-library-book-clubs-april-2>

- March 27- Marathon County Public Library activities, April- All Locations: Grab & Go Craft-Beaded Wrap Bracelet. Grab & Go Craft: Pasta Sculptures; Wausau: Virtual Poetry Reading with the Wisconsin Fellowship of Poets, Planting the Garden-Direct Sowing and Transplanting
<https://wausapilotandreview.com/2021/03/27/marathon-county-public-library-activities-april>

Materials

- Youth

	2021 Annual Budget	Rollover from 2020	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 4/2/2021	% Spent
Juvenile Audiobooks	\$5,000.00	\$905.40	\$5,905.40	\$416.67	\$4,999.30	\$906.10	15%
Juvenile CDs	\$500.00	\$16.96	\$516.96	\$41.67	\$284.49	\$232.47	45%
Juvenile DVDs	\$13,000.00	\$445.76	\$13,445.76	\$1,083.33	\$11,576.40	\$1,869.36	14%
Juvenile Video Games	\$1,750.00	\$-	\$1,750.00	\$145.83	\$1,190.05	\$559.95	32%
Young Adult Audio Books	\$1,250.00	\$163.79	\$1,413.79	\$104.17	\$752.96	\$660.83	47%
Youth AV Subtotal	\$21,500.00	\$1,531.91	\$23,031.91	\$1,791.67	\$18,803.20	\$4,228.71	18%
Juvenile Fiction	\$18,500.00	\$381.78	\$18,881.78	\$1,541.67	\$14,436.26	\$4,445.52	24%
Juvenile NonFiction	\$37,500.00	\$1,161.47	\$38,661.47	\$3,125.00	\$30,786.47	\$7,875.00	20%
Juvenile Picture Books	\$33,000.00	\$479.79	\$33,479.79	\$2,750.00	\$31,432.37	\$2,047.42	6%
Juvenile Spanish	\$1,000.00	\$51.90	\$1,051.90	\$83.33	\$1,004.84	\$47.06	4%
Juvenile Standing Order Print	\$9,000.00	\$987.72	\$9,987.72	\$750.00	\$8,386.31	\$1,601.41	16%
Young Adult Fiction	\$8,000.00	\$165.66	\$8,165.66	\$666.67	\$5,564.14	\$2,601.52	32%
Young Adult Graphic Novels	\$3,750.00	\$593.50	\$4,343.50	\$312.50	\$3,083.39	\$1,260.11	29%
Young Adult NonFiction	\$2,000.00	\$557.00	\$2,557.00	\$166.67	\$2,000.00	\$557.00	22%
Youth Print Subtotal	\$112,750.00	\$4,378.82	\$117,128.82	\$9,395.83	\$96,693.78	\$20,435.04	17%
Youth Services TOTAL	\$134,250.00	\$5,910.73	\$140,160.73	\$11,680.06	\$115,496.98	\$24,663.75	18%

- Adult

	2021 Annual Budget	Rollover from 2020	Total Appropriation	Monthly Allotment	Free Balance	Spent as of April 4, 2021	% Spent
Adult Audiobooks	\$12,000.00	\$1,761.48	\$13,761.48	\$1,090.91	\$8,967.51	\$4,793.97	34.84%
Adult Music CD	\$7,500.00	\$115.50	\$7,615.50	\$681.82	\$6,669.40	\$946.10	12.42%
Adult DVD	\$26,000.00	\$143.85	\$26,143.85	\$2,363.64	\$22,055.07	\$4,088.78	15.64%
Adult Video Games	\$1,500.00		\$1,500.00	\$136.36	\$1,320.03	\$179.97	12.00%
Adult AV Subtotal	\$47,000.00	\$2,020.83	\$49,020.83	\$4,272.73	\$39,012.01	\$10,008.82	20.42%
Adult Paperbacks	\$1,875.00	\$163.30	\$2,038.30	\$170.45	\$1,630.60	\$407.70	20.00%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$3,714.00	\$0.00	0.00%
Adult Fiction	\$45,000.00	\$725.84	\$45,725.84	\$4,090.91	\$28,572.77	\$17,153.07	37.51%
Adult LT Fiction	\$7,200.00	\$454.71	\$7,654.71	\$654.55	\$5,495.04	\$2,159.67	28.21%
Adult LT S.O.	\$15,300.00	\$273.90	\$15,573.90	\$1,390.91	\$8,621.98	\$6,951.92	44.64%
Adult Non-fiction	\$65,696.00	\$1,451.29	\$67,147.29	\$5,972.36	\$51,992.34	\$15,154.95	22.57%
Adult Non-fiction S.O.	\$2,715.00		\$2,715.00	N/A	\$2,442.04	\$272.96	10.05%
Adult Biographies	\$10,000.00	\$196.60	\$10,196.60	\$909.09	\$7,302.23	\$2,894.37	28.39%
Adult Spanish	\$750.00		\$750.00	\$68.18	\$750.00	\$0.00	0.00%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$651.22	\$98.78	13.17%
Adult Print Subtotal	\$153,000.00	\$3,265.64	\$156,265.64	\$13,909.09	\$111,172.22	\$45,093.42	28.86%
Adult Services TOTAL	\$200,000.00	\$5,286.47	\$205,286.47	\$18,181.82	\$150,184.23	\$55,102.24	26.84%

Monthly Business Report – April, 2021

The March Bills and Services report, the Obligation vs. Budget report, and the Facilities and Capital Management Obligation vs. budget report are all included in this packet. CIP funds and 2020 year-end balances have now been transferred into the 2021 CIP account making that report available once again. Funds that were paid out of the Gift account to cover unavailable funds needed to pay CIP related invoices prior to these funds being made available leaving the balance shown artificially high until CIP to gift account transfers are complete.

Ralph has begun to reach out to contacts in the eight municipalities where our branches are located. The first response encourages me to reiterate my statement from my last month's report. It would be worth Board consideration concerning allowance of variances to the agreements.

March Support Services 2021 Report

Circulation Team

- March curbside statistics:
2,455 pickups, for an average of 107 pickups per day.
- The Circulation team continues to sanitize touchpoints for the safety of the scheduled 413 customers when entering, and exiting the building for computer usage during the month of March.
- 4,461 telephone calls were answered by the team members, with an average of 194 calls per day, averaging 24 calls per hour.
- 41 new library card applications have been processed by the circulation team.
- 35 library cards have been verified by staff, and picked up by our customers at the drive thru window.
- Wausau circulation total for March 2021 - 11,597
- Laura D processed 148 Interlibrary loan requests for customers.
- Ashley H worked diligently to send out 1,047 items for Home bound customers.
- 3/11/21 Kitty R, Mary S, and Ollie C attended the V-CAT Cooperative Circulation Virtual meeting.
- Ken Block continues to help out at the Rothschild Branch on Thursdays and Fridays until staffing is to capacity.
- 3/17/21 Kitty R and Heather W interviewed perspective applicants for the 20 hour Main desk position.
- 3/24/21 Kitty R met with the Director Illick to discuss passport facility questions.

- 3/30/21 Ollie C, Mary S, and Kitty R held a Leads meeting to prepare for future reopening prep procedures, and then met with Director Illick on 3/31/21 to discuss a timeline to get policies and procedures back to pre-Covid standards.

Support Services Team

- 3/11/21: Mary attended V-Cat Cooperative Circ meeting. Topics discussed:
 - Use of the claims return status.
 - Patron registration fields.
- 3/23/21: Chris and Mary met with Katie Z to test out possible new artwork functionality.
- 3/30/21: Mary met with Kitty and Ollie to discuss possible reopening changes.
- Chris, Pat, and Stephanie have begun their respective Gale courses/SMART goals.
- Chris spearheaded several cataloging cleanup projects:
 - Branch staff searched for old magazines that were still listed in Sierra. They were marked for deletion.
 - Kathy and Ollie completed a search throughout the building for pieces of artwork that were withdrawn from Sierra but not removed from the “N” drive.
 - Pat corrected several irregularities found in the large print collection.
 - The juvenile “special collection” was weeded and the remaining collection was moved to adult nonfiction. Pat made the necessary changes.
- Stephanie put together two boxes of YA fiction and juvenile chapter books the Marathon County juvenile detention center. Running total is just over 14,000 donated items.
- Curbside pickup continues to be a success, as well as the Grab ‘n’ Go crafts. Tax forms are in demand too.
- 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 799+ (2nd time around: 398)
 - Adult 300’s: in progress
 - Adult Wisconsin collection: done
 - Faded label replacement and disc cleaning for Branches: in progress
 - New seasonal collection: Branches are sending their books and DVDs in. These items are being relabeled and/or discs cleaned if necessary.

Page Team

- Assisted Support Services in finishing re-labeling the Wisconsin collection, continued re-labeling sections of Juvenile and Adult non-fiction
- Ollie attended the Cooperative Circ meeting with Mary and Kitty on March 13th.
- Shifted CD shelves.

- Laura Wood reached out and expressed an interest in the digital pull-list and how we could replicate it at branches. Ollie set up the Rothschild Sierra terminal with the new print template and provided basic instructions for use. Ben D. sent a tablet that could be dedicated to that use.
- Ollie attended Leads meeting on March 30 and 31 with Kitty and Mary to discuss different plans to prepare for re-opening and getting back to normal procedure.
- Moved the “Shelf-Reading Log” onto an Excel spreadsheet located on the N-Drive for more accurate and legible records.
- Began shelf-reading in Teen. Our goal is to shelf-read the entire library again before we open. We are starting with any collection that is in their final spots and won’t be moved again in the upcoming collection relocation.
- Thanks to Julie Kinney for sending a great new resource about shelving with the Dewey Decimal System to Ollie for page training. Ollie took the course to make sure that it would of benefit to new pages and will be adding it to new page training. It takes no more than an hour and provides a fantastic base of knowledge to really prepare new pages for proper shelving. While training already consists of receiving this information verbally and visually the course will supplement the information being shown to them.

Branch Libraries Report

March 2021

Athens Monthly Report

Events and Programs

- 3D Rainbow Mobile: Children were welcome to pick up their own 3D rainbow mobile grab and go kit during the month of March. A total of 10 kits went out to the public.
- Pom Pom Garland: A colorful pom pom garland craft was offered to adults and teens during the month of March. A total of 9 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 March was *The Henna Artist by Alka Joshi*.

Circulation Statistics

- Athens circulated 782 items in March 2021. This is a 25.88 decrease from March 2020. In 2021 year-to-date, Athens has circulated 2,116 items. This is a 58.74% decrease from 2020.
- Athens had a total of 46 browsing appointments, 29 computer appointments, 97 people in the library and 93 curbsides during the month of March.

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.
- Jennifer and Shahara are currently working with Taylor Weinfurter and a Spanish speaking family who are dropping off and picking up their LENA device.
- Athens staff worked with Kathryn Sullivan and completed inventory on March 17th
- Jennifer Triolo attended the Branch Coordinator Meeting on March 19th
- Jennifer and Shahara created a craft display for patrons featuring examples for the March grab and go kits.

Facilities Updates

- Upcoming construction will take place on Caroline Street in Athens, the date is to be determined. With Caroline Street blocked off, construction may have an effect on the libraries services. Curbside location will eventually need to relocate.

Edgar Monthly Report

Events and Program

- Storytime Packets Along with the Grab n Go crafts, 47 kits and 8 story time packet.
- Home School Huddle Packets have served 28 families with 56 students in March.

Circulation Statistics

- The circulation statistics for the month of March were 1317 items checked out. This is a 6.0 % decrease for the same month last year. A total of 3905 items have been checked out so far this year. This is a 30.11% decrease from 2020.

Library News

- Patrons continue to like the curbside service.
- Deb was out on medical leave for most of the month of March.
- Dana worked on packets for the Home School Huddle.
- Dana has been working on keeping thing up while Deb is out.
- Dana pulled the old magazines from the shelf.

Facilities Updates

- No updates to report

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 7 adults participate in our Virtual Book Club to discuss the book “Where the Crawdads Sing” by Delia Owens. Members asked if during the summer we could possibly meet in person outdoors. All agreed to bring their own chairs and sit 6ft apart if allowed to do so. Next month the club will be discussing “Refugee” by Alan Gratz.
- Grab N Go programs
 - a. Pom Pom Garland - 5 adults and 7 children grabbed the kits
 - b. 3D Rainbow – 26 kits went out. 12 adults and 14 children grabbed kits.

Upcoming Programs

- Virtual Book Club on April 13th
- Grab N Go Crafts – Beaded Wrap Bracelets and Pasta Mosaics

Circulation Statistics

- Hatley circulated 1,183 items for the month of March. This is a 21.66% decrease for the month. Year to date is 3,432 items. This is 40.78% decrease from last year.

Library News

- Schedules through end of June were completed. Thank you to Sarah M, Julie G, Hannah D, Robin W, MJ N, and Lisa H for helping fill shifts while Heather is on Maternity Leave
- During the month of March we had 108 curbside appointments, 63 browsing/in-library pick-ups and 15 computer/copy appointments. This totaled out to be 107 patrons coming through our doors.
- We have been sending in bins every other week with items that need new labels and audio items that need cleaning
- Robin and Heather both joined in on the discussions that Taylor W held regarding the Dr. Seuss books
- Robin completed a webinar about service animals
- Heather attended the Branch Coordinator Meeting.
- Heather will be gone from March 29th through June 29th
- On a more personal note: The Bain Family welcomed daughter Berkeley Anne on March 31. She weighed in at 6lb 2oz. Mother and baby are doing well. Berkeley joins big brother Ben. Congratulations to Heather and her family

Facilities Updates

- None

Marathon Branch Monthly Report

Events and Programs

- **Book Club:** During the month of March, we again held our book club virtually. Eight patrons joined in for a thoughtful discussion featuring *Dear Edward* by Ann Napolitano. In April, the book club will meet, hopefully outdoors (weather permitting) to discuss the book *A Tree Grows in Brooklyn* by Betty Smith. Social distancing protocols will be in place. At this time, the book club is open to anyone and meets via “GoToMeeting” the second Monday of the month from 5:45 PM – 6:45 PM. Moving forward, if weather permits, we will hold a socially distanced outdoor book club meeting that will also include a virtual option.
- During the month of March, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out 42 of the children’s kits, **3D Rainbow Mobiles**. The teen/adult kits were **Pom Pom Garlands** and we distributed 16 of those.
- During the month of April (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. Some of these include events featuring **Virtual Poetry Reading** with the Wisconsin Fellowship of Poets and the **Marathon County Historical Society’s** series of **History Chats**. We also showcase 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 **Pasta Sculptures & Mosaics** and **Beaded Wrap Bracelets** can be picked up at any of the nine branches during the month of March.

Circulation Statistics

- Marathon circulated 1,884 items during the month of March. This is a 1.46% decrease from this time last year. So far in 2021, Marathon has circulated 5,345 items. This is a 32.82% 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 March, we recorded **156** patron curbside pick-ups. Also, **64** regular and **23** computer appointments were scheduled with a total of **156** patrons visiting the library during our special in-house hours.
- We gave out **42** children’s and **16** adult/teen Grab & Go activity kits this month.
- Lisa is continuing to help out in Edgar 2 days per week.
- We congratulate Elizabeth on her promotion to Library Specialist at the Wausau Headquarters. She will be missed by the entire library community in Marathon City.
- We anxiously await the new branch assistant that will start sometime soon.

Facilities Updates

- The Fire Inspector came to assess the building. Everything was in “working order.”

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the pandemic.
- Book Club: 3 patrons joined Sarah for a discussion on *The Secrets of Midwives*. Next month's book will be *Dewey: the small-town library cat who touched the world*.
- Our grab and go craft kits remained popular throughout the month of March, with us running out again before the month was over! All 27 Rainbow Mobile kits were taken and all 20 Pom Pom Garland kits were taken before the middle of the month.
- Programming we promoted to patrons included our craft kits, book club, and the presentation on building healthy soil and composting.

Circulation Statistics

- Mosinee circulated 2,118 items in March 2021. This is a 28.05% increase. Mosinee has circulated 5,578 items in 2021. This is a 30.83% decrease.

Library News

- Displays: Julie made an "Ides of March" display with books featuring betrayal for our fiction section, while the fireplace and children's section displays held books about pie in honor of National Pie day on March 14th. Near our computer section, Julie made a display with nonfiction and fiction books featuring knitting, crochet, and yarn. Above the children's section Julie featured "Matilda" in her "Read the book, then see the movie!" display. Julie also updated her fun "Library Laughs" display with new librarian themed jokes!
- Curbside services and appointments continued throughout the month of March. At the end of the month we had a total of 224 curbsides, 57 browsing appointments, and 14 computer appointments with a total of 103 patrons.
- Mosinee staff worked as a temporary LENA drop off and pickup location.
- Sarah attended the Branch Coordinator meeting on the 19th.
- Starting the week of March 22nd, Julie transferred to the Rothschild Branch. We'll miss her in Mosinee but wish her all the best at her new branch!
- Special thanks to Jen, Shahara, Julie Kinney, Chad, Janice, and Robin Wesenick for ongoing coverage at the Mosinee branch!

Facilities Updates

- No updates at this time.

Rothschild Monthly Report

Events and Programs

- We handed out 35 grab-and-go rainbow craft kits for kids and 18 grab-and-go pom-pom craft kits for adults.

- Rothschild staff have been creating blog posts and content for our virtual family fun activities.
- In April, we will hand out the library-wide monthly craft kits for children and adults.

Circulation Statistics

- In March, Rothschild circulated 6,448 items. This is 4.2% increase from last year. In 2021, Rothschild circulated 17,582 items. This is 30.51% decrease from last year.
- In March, we completed 810 curbside pickup appointments and had 418 people visit the library for in-person appointments.

Library News

- Ken from Wausau will be helping at the Rothschild Branch on Thursdays and Fridays while we are short staffed and the main library is closed for browsing. This is much appreciated!
- Julie from Mosinee transferred to Rothschild to fill the open 20 hour assistant position. We are excited to have her join our team!
- We are working with Ollie to transition to using a digital pull list to conserve paper and ink.
- Laura attended the virtual branch coordinator meeting on March 19th.
- We worked with Tara to rearrange shelving in the children's area.
- Ben visited to library to troubleshoot the self-check machine.

Facilities Updates

- None

Spencer Monthly Report

Events and Programs

- In the month of March a Grab N Go craft, "3D Rainbow Mobile" for children was offered. All 13 kits were handed out during the month.
- In the month of March a Grab N Go craft, "Pom Pom Garland" for adults was offered. All 10 kits were handed out during the month.

Circulation Statistics

- Spencer circulated 791 items in the month of March. This is a decrease of 41.54%. Spencer has circulated 2,175 items in 2021. This is a decrease of 58.17%.
- In March, Spencer had 54 curbside pickup appointments and had 136 people visit inside the library.

Library News

- A display of spring time books for children are being well received.
- Audrey and Lue continue to work on inventory. Completed are the YA fiction, Adult paperbacks, Adult DVD, Adult fiction and Adult LT fiction.

- Audrey completed an online Gale Course on Writing Essentials on March 22nd.
- Holiday Juvenile materials were set to storage, and then sent to Tara H to store in Wausau.
- Lue and Audrey continue to pull books that need new spine labels and discs that need cleaning to Stephanie M.
- Audrey and Laura Wood did rounding on March 31st.
- Audrey and Lue M. did rounding on March 26th.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We participated in the March 4 virtual *Fun for the Family* branch project by submitting a video story time by MJ about Arctic and Antarctic animals.
- We prepared, taped, and edited a book reading by Darla about spring for the *Fun for the Family* branch project for April.
- 34 patrons stopped by the Stratford Branch to pick up the Rainbow craft kit for kids offered through MCPL.
- 16 patrons stopped by our branch to pick up the Pom Pom Garland craft kit for adults offered through MCPL.
- We hosted our online book chat through Goodreads throughout March. So far, 10 patrons have joined our Stratford Branch Goodreads Book Club, with 3 actively participating in discussion about March's book, Ask Again, Yes by Mary Beth Keane, along with Darla and MJ.

Circulation Statistics

- We circulated 1,427 items in March. This is a 22.28% increase from last year. In 2021, we circulated 3,650 items. This is a 30.54% decrease from last year.
- We provided 155 curbside pickup appointments in March.
- We provided 79 in-person appointments for 110 total patrons in March.

Library News

- We did inventory for YA fiction, YA non-fiction, YA graphic novels, and New Children's Picture Books.
- We weeded Juvenile Non-Fiction, Juvenile Fiction, and Juvenile Readers.
- We sent in YA graphic novels and adult CDs and movies for cleaning and relabeling.
- We put together a Women's History Month book display for patrons.
- Darla adjusted her hours to work on a Friday in Stratford so MJ could sub in Hatley March 30.
- We desensitized and recycled withdrawn magazines.

- Darla and MJ took part on March 10 in a virtual meeting led by Taylor about Dr. Seuss and other problematic images and themes in children's literature. It also turned into a broader conversation about censorship, books that may be deemed controversial, and where we, as a library, stand on these issues.
- MJ attended the Branch Coordinator Meeting on March 19th.

Facilities Updates

- The Fire Dept. inspected our building on March 24. The inspector's only concern was that the back room that houses the furnace, water heater, and electric panels was also being used for storage. We were told we had two weeks to rectify this. He said nothing can be around those items within a 3 foot circumference. We cleaned out the back room and discarded what we could, and are currently assessing the remaining items and determining if we need additional shelving/cupboards somewhere else in the library.

DIRECTOR'S ACTIVITIES

- 3-15-21 Marathon County Public Library Board of Trustees Meeting
- 3-19-21 Resource Library Directors Meeting
- 3-19-21 Marathon County Dept. Heads Meeting
- 3-22-21 Friends of the Marathon County Public Library Board Meeting
- 3-29-21 System an resource Library Administrators Association Meeting
- 4-1-21 Education, Environment, and Economic development Committee Meeting
- 4-2-21 Toward One Wisconsin Planning Committee Meeting
- 4-7-21 Monthly agenda meeting with Library Board President
- 4-19-21 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 4-19-21 Marathon County Public Library Board of Trustees Meeting
- 5-4-21 Cross-border Agreement with Marshfield Library/SCLSW
- 5-7-21 Toward One Wisconsin Planning Committee Meeting
- 5-16-21 Resource Library Directors Meeting
- 5-16-21 Marathon County Dept. Heads Meeting
- TBD Monthly agenda meeting with Library Board President
- 5-19-21 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:

ALA Annual Conference & Exhibition (Virtual), June 23-29, 2021
Toward One Wisconsin
Building Bridges and Breaking Barriers. October 12-13, 2021, Eau Claire, Wisconsin

Any other issues or items of note:

New public seating furniture, and some booth style furnishings were installed last week.

GL787

LIB 21 CIP TRANS

Report Format 511

Period 3 ending March 31, 2021

Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	208,911.00					208,911.00	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	642,337.00					642,337.00	

APR 777A LIBRARY CIP PROJECT	852,096.00					852,096.00	

Or2 934 CIP PROJECTS	852,096.00					852,096.00	

Sub 604 LIBRARY CIP PROJECTS	852,096.00					852,096.00	

Report Final Totals	852,096.00					852,096.00	
=====							

Director's Report

WVLS BOARD OF TRUSTEES MEETING

March 20, 2021

CORRESPONDENCE

WVLS Board of Trustees Appointments

In January, following the WVLS Board of Trustees meeting, an announcement of 2021 WVLS Board Appointments was submitted to all the newspapers in the WVLS seven-county service area. The announcement also included the names of the newly elected officers and WVLS Executive Committee members.

V-Cat Year in Review - 2020 Accomplishments

As Wisconsin and libraries tentatively approach a "new normal," WVLS staff recently spent time reflecting on our accomplishments over the last year and exploring ways to improve services in the new year. During this exercise, we recognized that considerable progress was made in the areas of V-Cat-related services and ILS administration, and that our ILS support and V-Cat committee work remained strong throughout a very challenging 12 months. To celebrate the extraordinary achievements made by leaders in the WVLS area in 2020, WVLS is sharing a *2020 Top 10 Accomplishments* list with the WVLS community over the next several weeks. It is shared with this report as **Exhibit 12A**.

Public Library Annual Reports – Compliance Issues and System Effectiveness

All public library annual reports were submitted to DPI by the March 1 statutory deadline. The WVLS audit of members' 2020 annual reports revealed no issues of noncompliance. Also, all 25 member public libraries indicated in the system effectiveness section of the annual report that WVLS provided effective leadership in 2020. Favorable comments were reported in the areas of consulting, customer service, ILS administration and technology support.

Notes of Appreciation

2021 WWWWC

Several people shared thoughts about the 2021 Wild Wisconsin Winter Web Conference (WWWWC) with conference planner **Jamie Matczak**:

Teresa Hall, Loyal Public Library Director stated: *"I missed getting to attend the closing session on the actual day during the Wild Wisconsin Winter Web Conference. I finally got a chance today to go back and listen to it. SO GLAD I DID!! WOW!!! That was amazing. ... I am so thankful that these sessions are recorded. The timing makes us focus on taking time for ourselves. The fact that they are recorded means we can go back to what we missed (or even listen a second time). We really get the best of both worlds. I was very pleased with all the sessions I attended, but the closing one was the cherry on top. Thank you for being part of the committee that puts the conference together."*

Ann Burlingame, Wake County Public Libraries Deputy Director (Raleigh, NC) and WWWWC presenter said: *"Katrina, Sarah, and I so enjoyed being part of the Wild Wisconsin Conference and presenting the webinar on*

Decreasing Barriers to Library Service. It was such a professional conference and we so appreciate all the support we received from everyone involved."

Jacqueline Pooler, from the Iron River (WI) Public Library said, *"Thank you for access to the Wild Wisconsin webinars. I was not able to participate during the live webinars, and the recordings have been very helpful."*

V-CAT ADMINISTRATION

Janay Ziebell □ Neillsville Public Library Director, sent **Rachel Metzler** a note of appreciation for the cataloging training provided. She said, *"Thanks so much for the training today! Great information that I need very much in my position! ... Every little bit of learning helps!"*

In an email request from **Chris Luebbe**, MCPL Library Specialist and Chair of the V-Cat Bibliographic Control and Interface Committee, to **Katie Zimmermann** to present a Bib Committee report for an upcoming V-Cat Council meeting on her behalf, she stated, *"I really appreciate how responsive and knowledgeable you [and Rachel] both are. It is a pleasure to work with you."*

PUBLIC LIBRARY ANNUAL REPORTS

Susie Hafemeister received a thank-you card from Rhinelander District Library Director **Virginia Roberts** which said, *"I want to thank you and everyone at WVLS who made what could have been a harrowing, difficult, and stressful annual report as normal as it could have possibly been."*

Colby Community Library Director **Vicky Calmes** sent a thank-you card to the **WVLS Annual Report Team** stating, *"Thank you for your help with the DPI Annual Report for 2020. It was quite a year, but I surely appreciated your response to all my questions. It is nice to have the report completed."*

Teresa Hall, Loyal Public Library sent a note to "all of you who work on our annual reports" which said, *"Thank you hardly seems like enough. From the numbers and data that you gather and enter, to the previews of everything that we enter (or forgot to enter). All of your time and effort is very much appreciated. This year's data seemed so much harder, knowing you all were behind us made it easier. Thank You!!"*

WEBSITE SUPPORT

Anne Hamland received the following notes of appreciation:

"Thank you for your help today. I am disappointed this is the first webmaster office hours I have attended. I should have taken advantage of these long ago. There is so much to learn." -- **Beth Vold**, Youth Services Librarian at the Milltown Public Library

"I was scheduling Facebook posts and went to our site to grab the web address and saw [your] update. It is fantastic. You do such a great job for us. I appreciate your talent! Thanks so much. I'll see you next week for office hours." -- **Christy Rundquist**, Pepin Public Library Director

COVID-19 Update

Effective Monday, March 8, WVLS recommended a **24-hour quarantine** for library materials received by courier. Libraries are free to quarantine longer than this recommendation based on staff comfort levels and/or if following local/municipal/county guidelines. Courier bins should continue to be labeled with the time and date that it was last closed. The [WVLS courier guidelines](#) have been updated to reflect this change and shared with member libraries.

Due to smaller attendance for the monthly **Staying Together** gatherings in January, February, and March, these discussions will be scheduled as needed. An archive of these discussions is available [here](#).

Information related to COVID-19 continues to be shared 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** showcases ways that WVLS member libraries are providing service and supporting their communities.

The [March newsletter](#) shared these articles: “Virtual Library Legislative Day a Success,” “Getting to Know: Jim Backus,” “WLA Spring Virtual Conferences,” “Three Lakes Holds Story Walk Campfire,” and “Crandon Creates Tablet Training for Seniors.”

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 last WVLS Board meeting in January, five updates were shared with the WVLS community regarding Marathon County Public Library’s ongoing consideration of Marathon County membership in WVLS.

A [January 23 Update](#) announced the January 25 meeting of the MCPL Board and that the information packet indicated discussion and possible action on the MCPL Task Force recommendation that Marathon County leave WVLS.

A later [January 26 Update](#) announced that the seven-member MCPL Board of Trustees struck down a motion for Marathon County to continue its membership in WVLS in a 3-4 vote. Votes to stay with WVLS were cast by Marathon County Supervisors **Gary Beastrom** and **Michelle Van Krey**, and **Kari Sweeney**, MCPL (resource library) liaison to the WVLS Board. Dissenting votes were cast by MCPL Board President **Sharon Hunter**, and trustees **Scott Winch**, **Dino Corvino** and **Jeff Campo**. The recommendation moves to the Marathon County Extension, Education and Economic Development Committee (Marathon County EEED Committee) for further study.

The [February 5 Update](#) shared news that while the Marathon Co. EEED Committee had planned to set a date for a public hearing (the next step in a process for Marathon County to withdraw from WVLS), the MCPL Board requested the Committee postpone the public hearing until further notice. The update referenced a [WSAU news post](#) in which Committee Chair Sara Guild said *"she had received an email request from the Library Board in the morning to postpone setting a date for the public hearing. 'They would like to continue conversations at the Library Board level to gather additional information before a public hearing is scheduled.' Guild did not have details about what type of information the Library Board would be gathering regarding the request to change library systems. But she did mention the public hearing issue could come before the Committee again. 'Once the Library Board garners whatever information they are looking for, then at that time it could come back to this committee.'"*

A [February 23 Update](#) announced the MCPL Board’s plan to invite DPI to its March 2021 meeting to respond to concerns they had been hearing regarding the impact to other libraries should Marathon County withdraw from the system. This action was taken following a discussion regarding agenda item: *Library System Review Process – request to DPI regarding effect of Withdrawal – For Discussion and Possible Action*. A summary follows.

Jeff Campo made a motion to invite DPI to come before the board to talk about what the effect would be for withdrawing from WVLS, specifically if Marathon County's departure would destroy the smaller libraries in the system.

Sharon Hunter stated, *"...I feel strongly we need to continue this process and move on with this process, and by that I mean, educating our patrons and the community, the county board. Sure, we can go ahead and have the public meeting, but if it's not going to go anywhere and it's going to be set backwards, why would we proceed with that? So that's why I'm thinking, let's slow down. If we don't go before the county board this year, we can do it next year. We are in no rush to leave WVLS, but we do need to do some kind of a marketing campaign to help our patrons understand why it benefits them to move with a new system. ...When we do a contract with WVLS, I feel like they are a vendor. We are contracting with them. They are to provide services to us. And if we are not happy with those services, or if we find another vendor that can do a better job, who will provide us different services, that will help us expand what we want to do, then we have a right to do that."*

Scott Winch seconded the motion.

Sharon Hunter then stated *"...at the March meeting, if we want, we can decide if we still want to move forward to the county board, or if we want to postpone, and sign the contract with WVLS for another year, and then proceed with moving forward with our motion to leave WVLS."*

A roll call vote was taken with all board members voting yes.

In preparation for Its March meeting, MCPL administration submitted a list of questions to **Shannon Schultz**, DPI Public Library Administration Consultant. The list follows.

- What is DPI's role when it comes to library systems?
- What is the role of a library system?
- Do all library systems operate the same?
- What is the role of a resource library?
- Can a library be a resource library to a system it is not affiliated with?
- What happens to all the libraries in Northeast Wisconsin that MCPL is currently serving as a resource library if we change system membership, and what is their step-by-step process to find a new resource library and how much inconvenience would that create for them, or not?
- WVLS and its proxies have been telling the public that our leaving for the SCLS would damage or harm the other WVLS member libraries. Is that true? Please elaborate.
- During the past 30 years, have any other libraries changed systems, and did the remaining libraries survive? Which systems and libraries can you identify that have done so?
- What structural mechanisms are in place to regulate the actions of state agency library systems when a member library chooses to explore its options for system membership? Are there any policies, procedures, or guidelines to inform or regulate the actions of that system, its board members, or proxies in that community? How would an ethics complaint be pursued against a library system for their actions if it were warranted?
- Did the PLSR have to account for the impact of any changes if libraries were to change systems, or if they were merged without consent of a member library?

The [March 12 Update](#) announced the MCPL Board's March 15 meeting and shared a reminder that DPI was invited to attend to respond to the above questions. This update also shared a letter that MCPL Board

members received from Owen Public Library Director **Loralee Petersen**. It is included with this report as **Exhibit 12B**.

An update that summarizes the information presented during this meeting will be shared with the WVLS Community once DPI's written response to MCPL's questions is received.

PEOPLE and LIBRARIES IN THE NEWS

WVLS Staff Assignment Change

Effective February 1, WVLS ILS and Database Support Specialist **Rachel Metzler** became the WVLS representative on the WPLC (Wisconsin Public Library Consortium) board. She replaces WVLS Public Library Services Consultant **Anne Hamland**. **Exhibit 12C** shares more information about WPLC, including an Organization Chart, Explanation of Governance and WPLC Board Position Description.

Cataloging Assistance

The Antigo and Minocqua libraries are partnering with WVLS to provide temporary cataloging assistance. Trained in December 2020 and under oversight by **Rachel Metzler**, **Maria Pregler** from Antigo and **Cindy Wendt** from Minocqua are now providing up to 10 hours each week on cataloging tasks. WVLS appreciates their support.

Speaking Engagements

WVLS Continuing Education Consultant **Jamie Matczak** is teaching a continuing education course offered through the iSchool at UW-Madison. The four-week course, "**Creating a Positive Library Work Environment**," examines such topics as work culture, handling stress during a pandemic, work ethics, collaboration, work-life balance and more. This is the second time Jamie has taught this course. The 16 learners enrolled are from public and academic libraries across the U.S. Jamie will teach "**Difficult Conversations in the Library**" for the iSchool this summer.

Matczak was asked by **Erica Reynolds**, Vice President of Library Engagement for Bibliocommons, to facilitate a Happy Hour Break Out room during [BiblioCon '21](#). Bibliocommons is a company based in Toronto, Canada, that develops front-end, interactive, catalog and web services for libraries. The theme of Jamie's break out room was called "Travel Dreaming." (Jamie has traveled to 32 states and 40 countries. You can follow her adventures at thetravelingcheesehead.com). Erica wrote to Jamie, "Of course, when I thought of fun topics to discuss for these breaks outs, I thought of travel, and I immediately thought of you." For the Break Out, Jamie led a discussion with attendees on travel wishes for 2021, concerns about travel safety, and former vacation destinations.

Anne Hamland will be speaking at the **2021 Wisconsin Association for Public Libraries (WAPL) Conference** on "How libraries can (and did!) use their website to provide the best service possible during the pandemic." This year's conference is slated for May 4-7 and will again be virtual.

Retirements

The T.B. Scott Library (Merrill) Board of Trustees has selected **Jessica Zellers** to be the new director of the library. She will replace **Stacy Stevens** who plans to retire on June 1. Jessica was a Collection Development Librarian at Western Carolina University and Content Writer for the EBSCO NoveList database. Her first day on the job will be April 19.

Wisconsin Library Association Executive Director **Plumer Lovelace** resigned on February 26 to take on a new position at UW-Madison. The WLA Board has formed a search committee to find a replacement □

During the March 12 COLAND (Council for Libraries and Network Development) meeting, Assistant State Superintendent **Kurt Kiefer** announced he will be retiring on July 5.

Antigo and Three Lakes Awarded “Libraries Transforming Communities” Grants

The Antigo Public Library and E.U. Demmer Library (Three Lakes) are among the 200 small and rural libraries across the nation selected to receive a \$3,000 “Libraries Transform Communities” grant. Open to all types of libraries serving small and/or rural communities in the U.S. and U.S. territories, this grant opportunity is an initiative of the American Library Association (ALA) in collaboration with the Association of Rural and Small Libraries (ARSL). The goal of the grant is to help libraries to better serve their communities.

Participating libraries receive training in how to lead conversations, a skill vital to 21st-century librarianship. Library workers complete a free ALA e-course on basic facilitation skills; host at least one conversation with community members on a chosen topic; and receive \$3,000 to support community engagement efforts. Grant funds may cover a range of expenses, including staff time and collections and technology purchases.

Congratulations to Antigo, Three Lakes and the nine other Wisconsin libraries chosen from a very competitive field to receive a grant! More information is available [here](#).

NEWS FROM AROUND THE STATE

New! Library Services Team at DPI

Two library teams at DPI, the Public Library Development team and Resources for Libraries and Lifelong Learning team, have consolidated to become the **Library Services Team**. Ben Miller was hired as the new director of this unified team at the end of 2020. The [March 2, 2021 WI Libraries for Everyone blog post](#) shares more information about this change.

New! Magazines Now Available in Wisconsin’s Digital Library!

Due to a cooperative purchase by a few WI systems and libraries, over 3,000 magazine titles have been added to Wisconsin's Digital Library for the whole state to enjoy. All are simultaneous use and can be accessible via the website, the Libby and OverDrive apps. The collection can be searched or browsed by clicking on the Collections tab at the top of the [Wisconsin’s Digital Library](#) home page.

WVLS thanks the following libraries and systems for this generous cooperative purchase:

- Brookfield Public Library
- Brown County Library (Green Bay)
- Kenosha County Public Library
- McMillan Memorial Library (Wisconsin Rapids)
- Milwaukee County Federated Library System
- Manitowoc-Calumet Library System
- Monarch Library System
- Nicolet Library System

(adapted from a WPLC news release)

Wisconsin's Digital Library Sees Significant Increase in Usage in 2020

In 2020, [Wisconsin's Digital Library](#), provided through a collaboration of all 16 of the state's public library systems, broke records by lending nearly 7 million digital books and audiobooks. This total ranks as the fourth highest digital circulation worldwide for public library system. For each of the last six years, Wisconsin's Digital Library has seen steady usage growth between 10% and 20%, highlighting the value of public library lending of ebooks and digital audiobooks. Last year, with access to physical library buildings limited throughout the state and many school districts teaching students virtually due to the pandemic, the digital library's importance to the residents of Wisconsin was even more clear. New users of the library jumped 30% and checkouts increased nearly 20% over 2019.

Readers in Wisconsin just need a valid library card to access digital books from Wisconsin's Digital Library, powered by OverDrive, using any major device, mobile or desktop. Users can visit <https://wplc.overdrive.com/> to download the [Libby app](#), or call their local library to start borrowing ebooks and audiobooks anytime, anywhere, for free.

(edited from WOLC press release; Feb 8, 2021)

WVLS PROJECTS

Legislative Update (Exhibit 12D)

IFLS/WVLS "Lend-Items" Collection to Grow

Rachel Metzler is working with staff at the Northern Waters Library Service to add the system's collection of **memory kits** to the LEAN WI "lend-items" collection of **literacy kits** from IFLS Library System and **makerspace items** from WVLS. Once complete, 99 libraries in the northern half of the state will have access to specialized materials that may be used to support member libraries' programs for their communities.

Movie Licensing Coordination

The annual process of coordinating WVLS member library contract renewals with **Movie Licensing USA (MLUSA)** was recently completed by **Anne Hamland**. Rather than an annual contract as in the past, the renewal period is extended to run from April 2021 through December 2022. Information distributed to member libraries in early January included contract quotes for existing and new customers, and a continued outdoor movie allowance that offers select films for outdoor showings at no extra cost. Eighteen WVLS libraries are participating in this group offer in 2021-22.

Planning for Summer Youth Programs Underway

Sixteen libraries representing WVLS and NWLS met on February 28 to talk about plans for summer programs in 2021. Like 2020, many programs are being loosely planned and prepared to allow for service changes at any moment.

With support from the WVLS Board of Trustees, the 2021 WVLS Budget continued to offer each member library and branch a \$240 **Summer Library Program Performer Grant** to support its programming initiatives. WVLS libraries have already begun to send in signed contracts for in-person or virtual performers depending on local safety guidelines in place.

WVLS Technology – Internal Projects

Staff Computer Lifecycle Replacement is underway

New computers were procured to replace targeted computers during the end of 2020. The remaining replacements were intended to be procured and deployed in February, but this effort has been pushed back to March.

Technology Training Priorities

- Infinity Task Management App Tutorial to resume in March/April timeframe.
- Active Directory and System Center Config Manager certification options: Early 2021 training start for **Achraf Ben Khalifa** and **Joshua Klingbeil** with certification support for Achraf.

V-Cat Project

The **V-Cat Voting Models Exploratory Committee** met on January 14 and brought a final set of recommended bylaw changes for action to the February V-Cat Council meeting.

During the February 9 **V-Cat Bibliographic Control and Interface Committee** meeting, members reported on their experiences working with lists of bibliographic records without subject headings. The committee further developed a plan to ask libraries to address the records where they have the only attached items. Libraries have the option of updating the records or weeding the items, especially in the case of items missing for the shelf or no longer needed. WVLS is investigating the cost and feasibility of outsourcing subject heading work. Libraries may begin receiving their lists in February, with a goal of completing the project by November 30, 2021. Committee members expressed the need for help with subject headings on local or unique items. The committee also discussed outdated and potentially offensive subject headings and will begin developing a process for request and implementation. A process for requesting local and alternative subject headings was developed by R. Metzler and K. Zimmermann following the meeting.

The **V-Cat Cooperative Circulation Committee** met on January 21, and will meet again on Thursday, March 11. The Committee finalized a “best practices for service changes” document to guide libraries. The committee discussed options for varying the schedule and frequency of telephone and text message notices. An expired cards alert and pop-up message was introduced and put in place for all libraries. This was recommended to allow due dates beyond a library card’s expiration date to prevent truncated due dates for library users with nearly expired cards. After success with passing standard check out periods in 2020, the committee will consider additional circulation practices for consistency across all libraries. The committee will also review patron record fields to consider changes in training documents and promote consistent use of fields and data entry.

During its meeting on February 4, the **V-Cat Council**:

- appointed a nominating committee to search for a 2022 V-Cat Council Chair.
- approved to allow due dates to be applied beyond patron card expiration date instead of truncating due date to the expiration date of the patron record.
- adopted the bylaw changes as recommended by the Voting Models Exploratory Committee. If passed by the WVLS Board of Trustees, the bylaw changes may be in effect as early as April 2021.
- voted to continue with the Ebsco Discovery Service through June of 2021 and re-evaluate when a discovery layer recommendation is brought to the council.

Discovery Layer Review and Evaluation continues. A Discovery Layer Advisory meeting was held on Thursday, January 28. Aspects of the demonstrated discovery layers were discussed (Aspen Discovery, Bibliocore, and Pika) by members of the V-Cat Bibliographic and Interface Committee, V-Cat Cooperative Circulation Committee, and WVLS Database Advisory Group. The group expressed a desire to move forward with a layer that is focused on public libraries and meets the needs of the patrons as expressed in the library user survey.

Pika and Aspen were selected as the preferred products and will be receiving and in-depth review by WVLS staff. The committee members present agreed to postpone a decision on a new discovery product until the June 2021 V-Cat Council meeting.

Rachel Metzler provided **cataloging consultations** for cataloging staff at libraries working on Bibliographic Records without Subject Headings. Bibliographic Record Overlay Training was offered for libraries. **Katie Zimmermann** offered **Create Lists** and **Rapid Update** training with a focus on updating patron records when library users turn 18.

Shoutbomb Voice telephone notification and renewal system is working well. Changes were made to increase patron privacy and accommodate quarantine and book drop check in. Some libraries have requested changes to the schedule and frequency of notices. A survey has been offered to help select schedules that will work for multiple libraries. We anticipate that preferences for the frequency and schedule of notices may change after we are through with COVID-related service adjustments.

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 – completed 2/15/2021
- Antigo – completed 2/8/2021
- Greenwood – scheduled for April
- Minocqua – schedule TBD
- Colby – scheduled for September
- Wabeno – Scheduled for September

Workforce Development Services

LAWDS Workforce Development Project Continues

The Libraries Activating Workforce Development Skills (LAWDS) project is revisiting opportunities for workforce development and library teams to meet each other with virtual options in 2021. These virtual opportunities are in the early planning stages with no dates set.

Support to Communities: Recovery through Workforce Development

In January 2020, the West Central and Northwest Workforce Development Boards approached WVLS, IFLS, and NWLS to join as partners in a \$1 million grant for opioid work in the area. Over the next four years, the northern library systems will participate on regional taskforces as a “partner to implement innovative approaches for addressing the economic and workforce-related impacts on local communities affected by the opioid and substance misuse and abuse epidemic.” More information to come.

Home Internet Speed Test Project Continues

As a member of the Governor’s Task Force on Broadband Access, the Department of Public Instruction is taking the lead on collecting data on broadband speeds to help broadband advocacy groups, researchers and the public understand the state of internet connectivity in Wisconsin. To assist, WVLS and the IFLS Library System marketed this project to libraries, and placed a link to a [Measurement Lab Speed Test Tool](#) on 35 member library websites for patrons to test and record their home internet speeds.

Collaborative Backup Project

LEAN WI partners are working to ensure overall project continuity after **Dan Jacobson's** departure from SCLS in January. Technical implementation work has not been impacted by Dan's departure but the impact on general collaboration coordination remains undetermined at this time.

Inclusive Services

Sherry Machones shared a lengthy *Inclusive Services Update* with member libraries in early March. The update shared links about the appropriateness of Dr. Seuss programs and resources, accessible gaming resources, and ALA accessible covid information from the CDC. The update also shared several continuing education opportunities, articles, and upcoming diverse holidays related to inclusive topics. Machones participated in the Compassion Resilience Training opportunity in January and February and will work with **Jamie Matczak** on a training rollout for member libraries. Also, on the education front, Machones has been working with a group of continuing education coordinators and Inclusive Services Consultants from systems around the state on an inclusivity training module with funding from LSTA. More details to come!

Grant Projects

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

A landing page resource: <https://leanwi.org/grants/cares2020/> has been established in support of grant activities and reimbursement requests progress. The initial round of reimbursement requests from libraries has been received and is in process. Additional reimbursement rounds and new project planning and coordination is in progress for:

- 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.

Y20/21 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 complete. 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

Several approvals were received for applications submitted. We will be reviewing the awards, working with the awardees to coordinate projects and funding allowances, and reporting more details on this project after June 2021.

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. Following are the *Digital Bytes* developed thus far in 2021.

[Claiming Your Library's Information Online](#): In this *Digital Byte*, Anne Hamland talks about why a library should claim or remedy its online information for basic internet searches.

[Facebook Insights](#): Jamie Matczak talks about how to find your library's Facebook Insights and what they mean for your library's Facebook page.

[Animated Canva Templates](#): Anne Hamland shows viewers how to animate and add some pizzazz to their templates in Canva.

Website Services

Anne Hamland continues to host “**Website Office Hours**” twice a month for IFLS Library System and WVLS member library webmasters. The first portion of each office hour covers a topic of interest suggested by webmasters. Thus far, 2021 website office hours have addressed such topics as Accessibility Tools and Tips, Image Optimization, Creating New Pages, Adding Linked Documents, and [Website Donation Tools](#).

Recordings of these tutorials can be found on the [WVLS YouTube Channel](#). The Website Office Hours on February 18 gathered 23 webmasters, while the February 9 event gathered 12.

Webinars Coming Soon

Streamline for Success: Library Programs & Services Reboot; April 6 or 7/April 20 or April 21

Sponsored by all 16 public library systems and DPI, this workshop will lead participants through perspectives on creating and implementing mission-driven library services with a design thinking lens. Participants will have an immediate opportunity to put their learning into practice in this interactive workshop. The workshop will include two 3-hour sessions, with two weeks between sessions. Participants will also be able to continue working with the presenters during select open office hours after the workshops. [Read more and Register](#).

Health Information Online: Finding Information You Can Trust--Train the Trainer; April 14 and 15

These presentations will help participants feel confident in helping others, especially from underserved populations and those at risk for low health literacy. Participants will discover how to identify and effectively use trustworthy sources of online health information. **Caitlyn Mowatt** from Wisconsin Literacy will share information on such topics as: health literacy; digital health literacy; communication techniques; and community-based health online workshops.

There are **two options** for learning about this material and participants may select whichever one works best for their schedule/learning style:

- **Webinar Presentations** - these two sessions are not interactive and will be recorded. The content is spread over two webinars, so to get it all, join for both (or listen to the recording):
 - April 14, 10 - 11 a.m. Part One [Register here](#) 1 contact hour
 - April 15, 10 - 11 a.m. Part Two [Register here](#) 1 contact hour
- **Interactive Virtual Workshops** - these two sessions are more interactive and a little longer. They will not be recorded.
 - April 14, 2:30 - 4 p.m. Part One [Register here](#) (for both parts) 1.5 contact hours
 - April 15, 2:30 - 4 p.m. Part Two [Register here](#) (for both parts) 1.5 contact hours

Public Services Webinar Series

WVLS, Southwest Library System and Northern Waters Library Service are excited to announce their 2021 Spring Webinar Series. Each webinar will focus on one aspect of public service and will count toward one contact hour for library certification.

From Plexiglass to Physical Distancing: Library Spaces in 2021

Speaker: Curt Beyler, Facilities Manager for the Brown County Library

April 15; 1:00 pm ([Register](#))

Diversifying Your Collection as a Small Library

Speaker: Elizabeth Timmins, Director of the Muehl Public Library, Seymour, WI

April 22; 1:00 pm ([Register](#))

RA (Readers Advisory) for All: Flip the Script and Think Like a Reader [Covid Edition]

Speaker: Becky Spratford, International Reader's Advisor Expert and Trainer

April 29; 1:00 pm ([Register](#))

2021 Wild Wisconsin Winter Web Conference Recap

The Wild Wisconsin Winter Web Conference held on January 27-28, 2021 was a big success. There were 14 presentations over the two days, focused on marketing, library management, small libraries and public services.

- Total attendance for the conference was 1,748, with an average of 125 attendees per session. In comparison, 2020 attendance was 1,222 and 2019 attendance was 1,307.
- Session evaluations were positive, with most speakers scoring above 8.0 (on a 10.0 scale) if attendees found the webinar helpful in their library positions. The presentations were ranked as “mostly interesting/engaging.”
- The **NEW** “Short Stretch Breaks” sessions had 31 attendees on the first day of the conference and 25 on the second.
- As of March 8, there have been over 1,200 views of the webinar recordings on the conference YouTube channel.

Additional information is available at <https://www.wildwiscwinterweb.com/>. The 2022 conference will be held on January 26 and 27.

ADDITIONAL INFORMATION

- “Where Are We: The Latest on Library Reopening Strategies”; [Library Journal](#)
- 2021 WVLS Organization Chart (shared as Exhibit 19)
- 2021 WVLS Fact Sheet (shared as Exhibit 20)

UPCOMING EVENTS

- March 9 – System Directors/DPI discussion (Sepnafski)
- March 9 – Present at Southwest Library System’s “Websites” webinar (Hamland)
- March 11 – **WVLS V-Cat Cooperative Circulation Committee meeting (Zimmermann)**
- March 12 – COLAND (Council for Libraries and Network Development) meeting (Klingbeil)
- March 15 – Marathon County Public Library Board of Trustees meeting (WVLS Team)
- March 16 – System Directors/DPI discussion (Klingbeil)

- March 16 – LAWDS Super Pac meeting (Hamland)
- March 17 – COLAND Network Development Subcommittee meeting (Klingbeil)
- **March 18 – WVLS/V-Cat Steering Committee meeting** (Zimmermann, Klingbeil, Sepnafski)
- **March 18 – WVLS/IFLS Website Office Hours** (Hamland)
- March 18 – PLSR Delivery meeting with DPI (Matczak, Sepnafski)
- March 19 – WLA Library Development and Legislation Committee meeting (Wendt)
- **March 20 – WVLS Board of Trustees meeting** (Sepnafski, Wendt, Klingbeil, Matczak, Hafemeister, Metzler, Zimmermann)
- March 23 – Public Library System Marketing Cohort meeting (Matczak)
- March 23 – System Directors/DPI discussion (Klingbeil)
- March 23 – **Virtual Orientation for new Frances L. Simek Memorial Library Director** (Hafemeister, Sepnafski)
- March 23 – LAWDS (Libraries Activating Workforce Development Skills) Advisory Council meeting (Hamland)
- March 24 – System Continuing Education Consultants/DPI meeting (Matczak)
- March 24 – System ILL (Interlibrary Loan) Coordinators/DPI meeting (Metzler)
- March 24 - COLAND Network Development Subcommittee meeting (Klingbeil)
- **March 25 – WVLS Youth Services Meetup** (Hamland)
- March 30 – System Directors/DPI discussion (Sepnafski)
- March 30 – WAPL (Wisconsin Association of Public Libraries) Conference Panelist Training (Matczak)
- March 30 – PLSR (Public Library System Redesign) Professional Learning meeting (Matczak)
- March 31 – COLAND Network Development Subcommittee meeting (Klingbeil)
- **April 1 – WVLS V-Cat Council meeting** (Zimmermann, Metzler, Klingbeil)
- April 2 – WVLS office closed
- April 4 – 19 - **NATIONAL LIBRARY WEEK** – The theme “*Welcome to Your Library,*” promotes the idea that libraries extend far beyond the four walls of a building – and that everyone is welcome to use their services. Information and resources are available [here](#).
- **April 6 or April 7 – “Streamline for Success: Library Programs and Services Reboot (Session 1)”** – a webinar co-sponsored by all Wisconsin’s library systems and DPI (Matczak)
- **April 8 – WVLS Library Advisory Committee meeting** (Matczak, Sepnafski, Klingbeil, Hamland, Metzler, Zimmermann)
- April 12 – WI’s 4K Leadership Forum and Networking Event (Hamland)
- April 13 – System Directors/DPI discussion (Sepnafski)
- **April 13 – WVLS/IFLS Website Office Hours** (Hamland)
- April 14 – WVLS AUDIT (Sepnafski, Hafemeister, Metzler)
- **April 14 – “Health Information Online: Finding Information You Can Trust: Train the Trainer (Part 1)”** webinar. See details above. (Matczak)
- April 15 – **“Health Information Online: Finding Information You Can Trust: Train the Trainer (Part 2)”** webinar. See details above. (Matczak)
- **April 15 – NWLS/SWLS/WVLS webinar “From Plexiglass to Physical Distancing: Library Spaces in 2021”** (Matczak)
- April 19 – Marathon County Public Library Board of Trustees meeting (WVLS Team)

- April 20 – System Directors/DPI discussion (Sepnafski)
- **April 20 or 21 – “Streamline for Success: Library Programs and Services Reboot (Session 2)”** – a webinar co-sponsored by all Wisconsin’s library systems and DPI (Matczak)
- **April 22 – NWLS/SWLS/WVLS webinar “Diversifying Your Collection as a Small Library”** (Matczak)
- April 27 – Meet Your Partners: Workforce Resources (LAWDS) North Central Regional meeting (Hamland)
- April 27 – LAWDS Project Advisory Council meeting (Hamland)
- April 28 – System Continuing Education Consultants/DPI meeting (Matczak)
- **April 29 – NWLS/SWLS/WVLS webinar “RA for All: Flip the Script and Think Like a Reader [Covid Edition]”** (Matczak)
- April 29 – WPLC (Wisconsin Public Library Consortium) Annual Membership meeting (Metzler, Hamland)
- **May 4 – WVLS V-Cat Bibliographic Graphic Control and Interface Committee meeting** (Metzler)
- **May 4-7 – WAPL (Wisconsin Association of Public Libraries) Virtual Conference** (all WVLS trustees and staff may attend)
- **May 4 – WVLS V-Cat Bibliographic Control and Interface Committee meeting** (Metzler)
- May 6 – WISCAT User Group meeting (Metzler)
- May 11 – (Virtual) WiscNet Connections 2021 (Klingbeil)
- **May 11 – WVLS/IFLS Website Office Hours** (Hamland)
- **May 13 – WVLS V-Cat Cooperative Circulation Committee meeting** (Zimmermann)
- May 14 – COLAND meeting (Klingbeil)
- May 14 – WLA’s Library Development and Legislation Committee meeting (Wendt)
- May 14 – SOMBAW (System Office Managers and Business Administrators of Wisconsin) meeting (Metzler)
- **May 15 – WVLS Board of Trustees meeting** (Sepnafski, Klingbeil, Wendt, Hafemeister, Hamland, Matczak, Metzler, Zimmermann)

Happy Spring!

Marla

2020 TOP 10 ACCOMPLISHMENTS

Exhibit 12a



UNPRECEDENTED SUPPORT DURING PANDEMIC

WVLS ILS Administration Team provided additional technical support and system modifications to assist libraries with service adjustments throughout the COVID pandemic.

- Transitioned to 100% remote meetings in March of 2020.
- Responded to over 800 requests for support.



VOTING MODEL RESEARCH COMPLETED

Thank you to the Voting Models Exploratory Committee Chairs Erica Petersen of Medford and Dominic Frandrup of Antigo.

The Committee researched and recommended a more equitable representation based on libraries' relative size, circulation, and contribution to V-Cat.



\$10,000 REBATE THROUGH CONTRACT RENEGOTIATION

A revised budget and change to the contract for OCLC Cataloging Utility will result in a projected one-time rebate of \$10,000 for V-Cat member libraries in 2021.



SURVEYED USERS & EVALUATED ONLINE SEARCH

Thank you to the V-Cat Discovery Layer Advisory Group for their leadership on this project.

Library users were asked to share their experience using the V-Cat online catalog and the EBSCO Discovery Service.

- 1,933 users responded with over 90% reporting satisfaction with the V-Cat catalog search experience.



IMPROVED SEARCH & DISCOVERY OF LIBRARY ITEMS

Changed the V-Cat online catalog so that subtitles with series and volume information are displayed in search results, improving search and discovery for library users.

CONTINUED...

February 26, 2021

Dear MCPL Board of Trustees,

During discussion of the proposed Marathon County move to SCLS at your February 15 meeting, I heard the library board president say, “this is about our library, not about the small libraries.” She referred to Wisconsin Valley Library Service as a “vendor,” stating that if board members were unhappy with a vendor’s services, they could change vendors.

As the director of the Owen Public Library – one of those “small libraries” – I beg to differ. A *vendor* is a person or business making or purchasing products to sell to other people or businesses with a goal of making a profit. A regional public library system like WVLS is a *community*, like the community of Marathon County departments. Similar to a game of Jenga, you cannot remove a piece without risk of destabilizing the whole structure. While you must, of course, make the best possible decision for your library, it is unwise to do so without considering its effect on the other members of the community it’s a part of because those effects may circle back to harm your institution down the road.

As librarians, we collect materials and offer services, but it is not the number of materials, the size of the buildings they are housed in, or the services themselves that are of utmost importance. It is the people we serve. How much time did the task force spend on discerning the needs of MCPL library patrons?

I invite you to consider whether your patrons might be better served by another path. Rather than being a mere buyer of library services, please come back to being a leader in WVLS. I have been a library director in this system long enough to remember when MCPL was a true leader and collaborator. The whole system was better off for it. I agree with what Wausau School Board member Beth Martin wrote, “No other resource library has ever left a library system because it no longer wanted to provide regional leadership. This library’s blatant disregard for the welfare of the region and the smaller libraries in neighboring counties (which are very much like its own branches), as well as little regard for the partnerships its library system has forged with other systems, is a reckless abstention of leadership.”

You have a great staff that is more than capable of leadership. I have interacted with MCPL staff as a visitor in your libraries, as a colleague at conferences and other events and as a fellow committee member on WVLS projects. Would not more be gained by investing in your own professional, knowledgeable, and helpful staff than in contracting with professionals far away in Madison? Your staff, who interact with the members of the community every day, as well as the WVLS staff located just down the hall in your own main branch, are much more attuned to the needs of your patrons than someone in a city two hours away could ever be.

Director of the University of South Carolina’s School of Information Science, R. David Lankes said “Bad libraries build collections, good libraries build services, great libraries build communities.” Please reconsider your future vision for Marathon County Public Library.

Loralee Petersen, Director
Owen Public Library



NEW PHONE & TEXT MESSAGE SERVICE

A transition to a new telephone and text message notification system will result in a cost savings of 50% for 2021.



CHECKOUT CONSISTENCY FOR V-CAT LIBRARY USERS

Thank you to the Cooperative Circulation Committee and Co-Chairs Mary Stachowiak and Kitty Roesler of MCPL for their leadership on this project. V-Cat Council approved standard check out periods for most material formats across all V-Cat libraries.



LAUNCHED CATALOGING PARTNERSHIP

Sped up the review of temporary records by launching a cataloging partnership with experienced cataloging staff at select libraries.



SUBJECT HEADINGS PROJECT

Thank you to the Bibliographic Control and Interface Committee and Chair Chris Luebbe of MCPL for their leadership on this project.

The Committee began a project to add subject headings, where appropriate, to 14,300 records brought over from previous ILS software. (This is less than 3% of total records.) The WVLS degreed cataloging librarian will guide select V-Cat library staff to complete this project in 2021.



FOUND A SOLUTION

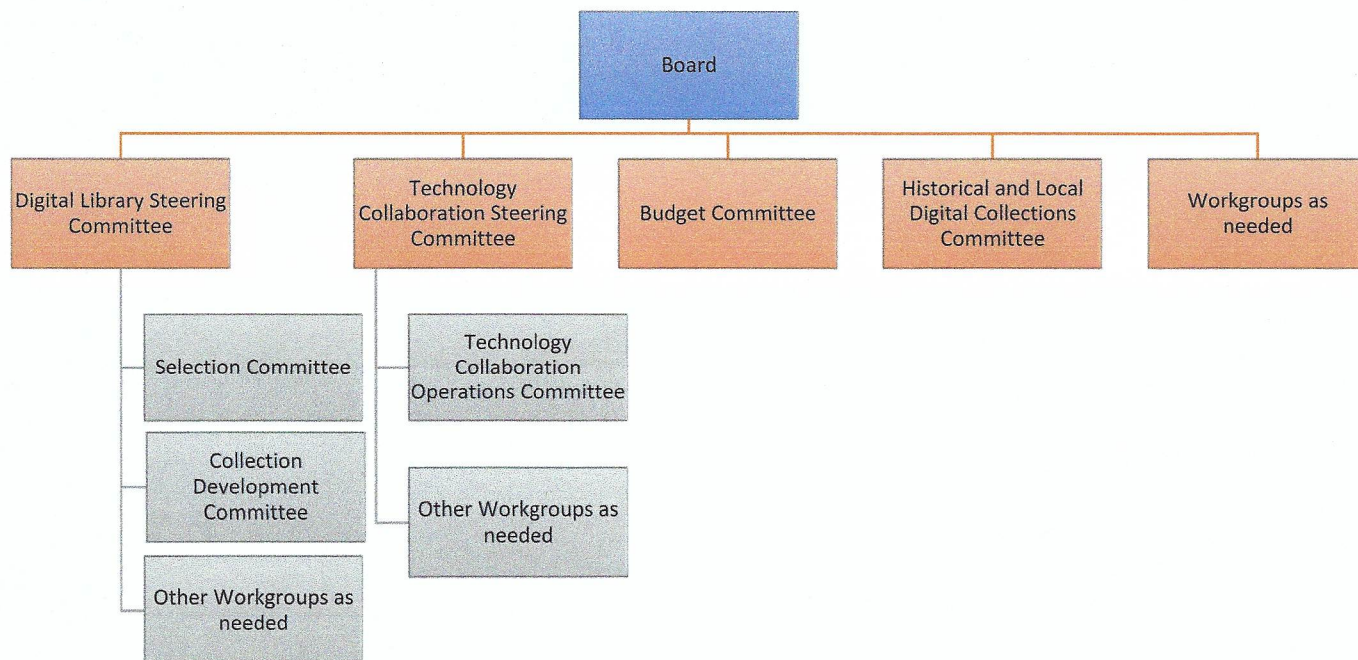
The WVLS ILS Administration Team resolved a major Sierra software issue that had been impacting users across the globe.

THANK YOU TO MEMBER LIBRARIES FOR SHARING RESOURCES!

Thank you to V-Cat Council Chair Dominic Frandrup (Antigo), Chair-Elect Stephanie Schmidt (Crandon), and Past-Chair Tammie Blomberg (Rib Lake) for their leadership.

- In 2019, V-Cat libraries circulated 229,192 items from other V-Cat libraries to their local users (including renewals).
- In 2020, the pandemic year, V-Cat libraries circulated 167,127 items from other V-Cat libraries to their local users (including renewals).

WPLC Organization Chart



Body	Makeup	Charge	Reports to
Board	The Board consists of one representative for each Partner (public library system) with sixteen total members. A chair among the representatives is elected each year.	The Board is charged with conducting all official business of the WPLC. They make decisions regarding the assessment of fees, expenditure of funds, and determine eligibility for participation in WPLC projects and services. They may undertake other projects and make decisions regarding such projects. The Steering Committee, Budget Committee, and Historical and Local Digital Collections Committee report to the Board.	N/A
Digital Library Steering Committee	The Digital Library Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five members. The number of representatives from each Partner shall be determined by the aggregate annual investment in the Digital Library Buying Pool made by each Partner and its Members. A chair among the representatives is elected each year.	The Digital Library Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval, makes all decisions relating to the day-to-day operation of the Digital Library and is empowered to establish, specify composition, and specify duties for any committees needed for the continuing operation of the Digital Library. The Selection Committee and other current committees relating to the operation of the Digital Library report to the Steering Committee.	Board

Body	Makeup	Charge	Reports to
Technology Collaboration Steering Committee	Membership on the Technology Collaboration Steering Committee will be open to one administrative-level representative appointed by each Wisconsin public library system. The Committee shall have a minimum of seven members, with a liaison from the WPLC Board. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint up to two staff members to participate on this Committee on a standing, advisory basis.	<p>The Technology Steering Committee will review proposals from the Operations Committee. They will be responsible for:</p> <ul style="list-style-type: none"> • Developing member agreements for members participating in a collaboration initiative • Soliciting legal advice when necessary • Developing budgets and breakdown of costs and fees for a collaboration initiative • Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative. <p>The Technology Steering Committee will work with members of the Operations Committee on the above responsibilities as appropriate. The Technology Steering Committee will submit collaboration initiative proposals to the WPLC Board. It is not authorized to sign agreements or expend funds.</p>	Board
Budget Committee	The committee includes WPLC Chair, Steering Committee Liaison, a representative from any standing committees, and at least one additional WPLC Board member.	The Budget Committee is constituted annually to develop the budget for WPLC. It is populated in February and presents a budget to the Board in early May. The Committee determines the recommendation for operating expenditures for the following year and utilizes the recommendation of the Steering Committee for the annual buying pool.	Board
Historical and Local Digital Collections Committee	This Committee consists of at least one Board representative along with partner and member representatives with interest in the Committee's charge.	<p>This committee will consider ways to leverage collaborative projects and partnerships to foster enhanced digital access and preservation services for these collections. Specifically, the committee will:</p> <ul style="list-style-type: none"> • Provide direction for existing WPLC projects related to aspects of historical and local collections including the historical newspaper project and development of digitization training and guidelines. • Develop projects, supporting budget requests, and collaborative efforts to foster enhanced digital access and preservation services for historical and local collections in an efficient manner. 	Board
Selection Committee	The Selection Committee consists of two representatives from each of the 16 public library systems in Wisconsin.	The Selection Committee is charged with the selection and purchase of materials for Wisconsin's Digital Library.	Digital Library Steering Committee

Body	Makeup	Charge	Reports to
Collection Development Committee	The Committee consists of three representatives from each of the following bodies: Board, Steering Committee, and Selection Committee.	To evaluate the composition of the collection purchased by the digital buying pool with particular attention on known concerns and potential additions to the collection. Specifically, the workgroup will: <ul style="list-style-type: none"> • Solicit feedback from the community regarding collection areas. • Create recommendation of allocation of the buying pool to go to the Steering Committee. • Develop an updated selection policy. • Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation. 	Digital Library Steering Committee
Technology Collaboration Operations Committee	Membership is open to any technology professional from any Wisconsin Public Library System. Members may contribute in any capacity and on any project. Members may come and go as appropriate. Members are responsible to their Public Library Systems. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint one staff member to participate on this Committee on a standing, advisory basis. Membership shall not exceed more than 25.	The Operations Committee will be responsible for driving technology collaboration. They will identify appropriate projects for collaboration, create implementation plans, solicit proposals from vendors and present proposals to the Technology Collaboration Steering Committee. It is important that the Operations Committee be free to be creative and be open to all ideas and viewpoints. This Committee will submit collaboration initiative proposals to the Technology Collaboration Steering Committee. It is not authorized to sign agreements or expend funds.	Technology Steering Committee

WPLC Board & Steering Committees

Roles & Other Information, January 2021

The chart below outlines basic information about the WPLC Board and Steering Committees. For more information about the WPLC governance, including links to meeting agendas and notes, members, chair information, and bylaws, see <http://www.wplc.info/governance>

For questions or concerns regarding WPLC governance, please contact the chairs of the bodies, or WiLS (wplc-info@wils.org). WiLS, as project manager for WPLC, provides coordination for all WPLC governance activities, and can answer questions or relay information to the appropriate body.

	Number of members	How members are selected	Meeting frequency	Role of the governance body (from WPLC Bylaws)
WPLC Board	One representative per system partner (currently 16)	System selects staff member to represent them.	5 meetings per year.	<ul style="list-style-type: none"> Conduct all official business of the WPLC. The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms. The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.
WPLC Digital Library Steering Committee	<p>25 total representatives.</p> <p>Number of reps per system are determined by amount contributed to the buying pool with a maximum of 25.</p> <p>In addition, there is one WPLC Board member elected each year as the Steering Representative Liaison.</p>	Each system chooses who will represent them by whatever process they deem appropriate. It is the intent that these reps be from the public libraries and systems that contribute funds to the Digital Library.	6 meetings per year.	<ul style="list-style-type: none"> The Digital Library Steering Committee is established to oversee WPLC's Digital Library program. The Digital Library Steering Committee shall make policy and budget recommendations for the Digital Library Buying Pool and the Digital Library to the WPLC Board for formal approval. The Steering Committee shall make all decisions relating to the day-to-day operation of the Digital Library. The Digital Library Steering Committee shall establish and oversee a Selection Committee to select materials for inclusion in the Digital Library, and the Selection Committee shall report to the Steering Committee.

<p>WPLC Technology Collaboration Steering Committee</p>	<p>No more than 25 total representatives with a minimum of seven members and a DPI, Division for Libraries and Technology, rep on a standing, advisory basis.</p> <p>In addition, there is one WPLC Board member elected each year as the Steering Representative Liaison.</p>	<p>Representatives appointed by each Wisconsin public library system.</p>	<p>4 meetings per year.</p>	<ul style="list-style-type: none"> • The Technology Steering Committee is responsible for the following: <ul style="list-style-type: none"> • Reviewing and approving proposals from the Technology Operations Committee. • Developing member agreements for members participating in a collaboration initiative • Soliciting legal advice when necessary • Developing budgets and breakdown of costs and fees for a collaboration initiative • Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative.
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WPLC Board Representative Job Description

- Board representatives support the consortium in its purpose and mission as stated in the consortium bylaws:
 - To maintain a decision-making and fiscal model for public library cooperation that will allow libraries to explore and implement collaborative projects, sharing the costs as well as the knowledge and resources.
 - To provide Wisconsin citizens with access to a collection of electronically published materials in a wide range of subjects, which they may access from home, work or school or from any Member library.
 - To undertake such other collaborative projects, primarily concerned with research and development and/or the advancement of public libraries, as the Consortium shall from time to time determine. The Consortium may choose to provide ongoing maintenance for a project or may choose to transition this maintenance to another entity at the discretion of the Board.
 - To increase public awareness about the availability and advantages of projects and services the Consortium may from time to time undertakes.
 - To increase public library staff understanding of Consortium undertakings, and to develop training programs so that staff may help the public understand and use these products and services.

- Board representatives participate in the board's role as stated in the consortium bylaws:
 - Conduct all official business of the WPLC.
 - The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.
 - The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.

- Board representatives are expected to attend and be prepared for board meetings, which occur not less than quarterly.

- Board representatives will be responsible for reporting information to the libraries they represent and gathering feedback and input as needed.

- Board representatives have the authority to represent the system and to vote on budgetary and other issues brought to the WPLC board.

WLA promotes State Library Funding Priorities for 2021-2023 Budget



Governor Tony Evers delivered his Executive Budget proposal to a joint session of the legislature on February 16 where it became [AB68/SB111](#) and moved immediately to the legislature's [Joint Finance Committee \(JFC\)](#). The 16 JFC members' primary responsibility is to serve as the principal legislative committee charged with the review of all state appropriations and revenues. **WVLS area Senators Mary Felzkowski and Kathy Bernier are members of JFC.** The WLA LD&L Budget Team began meeting with JFC members in January.

As anticipated, the Executive Budget proposed an additional \$2.5 million in FY22 and \$4 million in FY23 for **public library system aid** to help local libraries innovate and increase their ability to respond to emerging community needs. The **state resource contracts** line item for the Cooperative Children's Book Center, Wisconsin Talking Book and Braille Library, and inter-library loan access to Milwaukee Public Library and UW-Madison collections reflects a modest cost-to-continue increase. **Recollection Wisconsin** received its own line item in the budget for an additional \$100,000 in FY23 over and above the Governor's recommendation to reallocate \$150,000 in FY22 and \$200,000 in FY23 from WISELearn to support public library digital archiving efforts. ([See Executive Budget DPI Section: doc pp. 506-07, Items 38, 40 and 41](#)) WLA budget papers are linked here: [2021-2023 State Budget Priorities](#)

What happens next in the state budget process? Legislative Fiscal Bureau prepares a comprehensive analysis of the Governor's budget bill for JFC. In mid to late March, JFC schedules committee hearings where agency heads appear for testimony and Q&A. Beginning in early April, JFC usually holds three to five crowded **public hearings** in locations around the state. On February 18 [a news release from 105 Wisconsin organizations](#) requested safer alternatives to in-person attendance at these hearings; WLA will apprise members of JFC's decision. Once agency and public hearings are concluded, the committee will meet through the end of May to debate and vote on various pieces of the budget bill. JFC changes to the current budget will then be introduced as a substitute amendment to AB68/SB111 and sent to the full legislature for floor votes in each house. The legislature usually delivers its final product to the governor by the end of June. The governor completes his veto review within 30 days of receiving the bill, and then signs it into law.

2021 Library Legislative Day(s)



WLA [2021 Library Legislative Day](#) was entirely virtual with a videoconference program on February 16, followed by three days of Zoom and Go-to-Meeting appointments with legislators.

Three videos produced by LD&L member Vicki Teal Lovely and her son Thomas to illustrate how Wisconsin Libraries have remained essential to their communities throughout the last challenging year **included patron interviews and scenes from WVLS member libraries in Crandon, Rib Lake, Marathon County, and Three Lakes.**

STRONG LIBRARIES = STRONG COMMUNITIES: LIBRARY PATRON STORIES

[Lifelong Learning & Literacy](#) (4:50)

[Access, Workforce Development & Technology](#) (4:57)

[The Pillar of a Community Through a Pandemic](#) (4:22)

WVLS Member Library attendees (10): Nancy Amacher (Withee Public Library trustee), Erica Brewster (Demmer Memorial Library, Three Lakes), Carla Chropkowski (Rhineland District Library trustee), Dominic Frandrup (Antigo Public Library), Leah Giordano (Marathon Co. Public Library), Brandon Hardin (Withee Public Library), Heidi O'Hare (Tomahawk Public Library), Laurie Ollhoff (T.B. Scott Free Library, Merrill), Virginia Roberts (Rhineland District Library), Stephanie Schmidt (Crandon Public Library). **WVLS Trustees (3):** Sonja Ackerman, Tom Bobrofsky, Louise Olszewski. **WVLS Staff (6):** Anne Hamland, Josh Klingbeil, Jamie Matczak, Marla Sepnafski, Kris Adams Wendt, Katie Zimmermann **(19 Total)**

Below is the email I received from Marathon County Health Officer Joan Theurer regarding the recommended steps to take for re-opening the library. We can use this guidance and the included chart for the conversation with Mr. Mech at the upcoming board meeting.

The Library Board's policy decision in determining when to open up is dependent upon the resources that will be needed to reduce the risk of exposure to their customers and employees. CDC has mitigation and control measures guidance beyond the following practices for employees and customers which include measures such as:

- Screening customers for signs/symptoms prior to entering the library
- Requiring customers to wear masks
- Marking floors and counters to encourage 6 foot distancing among customers and between customer and employee interactions
- Cleaning of frequently touched surfaces
- Placing hand sanitizer throughout the library
- Limiting the number of customers in given areas within the library and for library as a whole
- Maximizing ventilation in library buildings
- Being prepared to share in the media that the library was a source of possible exposure in the event a patron is unable to name who they had close contact with

We have learned from schools and businesses 6' distancing and masking are key in lowering risk for in-person transmission. Drivers for transmission in a community include: activity level, prevalence of variants, and percent of the population vaccinated, the Snapshot below is as of today. The current picture will change by mid-May – we can count on the percentage of the population vaccinated to increase; the unknown is what impact will the variants have on cases activity.

Snapshot

- Case Activity Level
Marathon County's case activity level remains high. For the time period of 3/24 – 4/6/2021, there is an increase trajectory of cases occurring in the county. Based on the high activity and DHS mitigation guidance, the library if they are to open at this time will want to consider limiting capacity to 25% and include the measures listed above. The number of cases is forecast to exceed 100 for the week of 4/4-4/10. This will be the first time this has occurred since the week of 2/1-2/6/2021.
- Prevalence of Variants
WI is seeing an increase in the prevalence of variants – all part of WI are impacted. Variants spread more easily and quickly.
- Immunization Percent
29 % of residents have received at least their first dose of vaccine, having 17 % of residents have completed their series as of March 8.

Per our conversation, please see the below chart of occupancy limits at our branches. Most of these are based on the occupancy calculator supplied by the Wisconsin DPI using the branch's square footage. In the cases of halves, I rounded up.

BRANCH	100%	50%	25%
Athens	34	17	9
Edgar	22	11	6
Hatley	55	28	14
Marathon	50	25	13
Mosinee	60	30	15
Rothschild	40	20	10
Spencer	26	13	7
Stratford	32	16	8

2020 2021
STATUTORY RESOURCE LIBRARY AGREEMENT
Between the
MARATHON COUNTY PUBLIC LIBRARY
And the
WISCONSIN VALLEY LIBRARY SERVICE

Article I: INTENT

The Marathon County Public Library (hereinafter referred to as MCPL) agrees to remain a member in good standing of the Wisconsin Valley Library Service (hereinafter referred to as WVLS) for the duration of this contract. MCPL further agrees to fulfill all the responsibilities required for system membership in accordance with the signed membership agreement between MCPL and WVLS and in compliance with Chapter 43 of the *Wisconsin Statutes*. In return, WVLS agrees to provide to MCPL the full range of goods and services offered to other member public libraries on the same basis as those goods and services are offered to those other member public libraries.

The provisions which follow are intended to formalize the relationship between the WVLS and the MCPL in its role as resource library for the WVLS for the year of ~~2020~~ 2021. This document incorporates by specific reference, as if set forth in full, all the terms and conditions of the WVLS Member Participation Agreement and is not intended to conflict therewith.

Signatures on this Agreement indicate that WVLS has designated MCPL as the resource library for WVLS and that MCPL has agreed to serve in that capacity. These actions are in accord with Wis. Stats. 43.16.

Article II: RESOURCE LIBRARY SERVICES

MCPL agrees to make its total collection available for the reference and interlibrary loan services which are provided to member libraries by WVLS staff. Access includes providing to any resident of the system area the same library services, on the same terms, that it provides its own residents. MCPL is entitled to make use of the collections of other system member libraries for general interloan purposes on the same terms that other system members are entitled to make use of MCPL materials for interloan purposes as a basic condition of system membership.

In accordance with Wis. Stats. 43.16(2) MCPL, as the resource library, is required to: (a). have a collection of at least 100,000 volumes; (b) be open to the public at least 50 hours each week; and (c). employ at least one full-time permanent reference librarian with a master's degree in library science. Should MCPL fail to meet all of the above requirements, the WVLS board shall enter into a supplementary contract with the academic library with the largest operating budget of all academic libraries in the system area, or with a resource library in an adjacent system.

Article III: SYSTEM SERVICES

WVLS is obligated by Wis. Stat. 43.24(2)(b) to provide backup reference, information and interlibrary loan services from the resource library, including the development of and access to specialized collections.

Article IV: OTHER PROVISIONS

A. Negotiations for renewal or revision of this contract for ~~2021~~ 2022 shall begin no later than July 1, ~~2020~~ 2021. This Agreement may be modified by mutual written consent of both parties.

B. The term of this Agreement shall be January 1 – December 31, ~~2020~~ 2021. If no Agreement for ~~2021~~ 2022 can be reached through the negotiation process, this contract can be extended through ~~2021~~ 2022 by the Department of Public Instruction’s Division for Libraries and Technology in accordance with Wis. Stat. 43.16(1)(a).

SIGNED: MARATHON COUNTY PUBLIC LIBRARY

By: _____ Date _____
SHARON HUNTER, President, MCPL Board of Trustees

By: _____ Date _____
RALPH ILLICK, Director, MCPL

SIGNED: WISCONSIN VALLEY LIBRARY SERVICE

By: _____ Date _____
TOM BOBROFSKY, President, WVLS Board of Trustees

By: _____ Date _____
MARLA SEPNAFSKI, Director, WVLS

**MCPL/WVLS SUPPLEMENTARY SERVICES AGREEMENT
(January 1, 2020 2021 – December 31, 2020 2021)**

Article I: INTENT

The provisions which follow are intended to formalize the relationship between the Wisconsin Valley Library Service (hereinafter referred to as WVLS) and the Marathon County Public Library (hereinafter referred to as MCPL) in its role as resource library for the WVLS. These provisions concern services and transactions which are of mutual benefit to both parties and are not part of the Statutory Resource Library Agreement between these parties.

This document incorporates, by specific reference as if set forth in full, all of the terms and conditions of the Wisconsin Valley Library Service Member Participation Agreement and is not intended to conflict therewith.

Article II: FACILITIES AND SUPPORT SERVICES PROVIDED BY MCPL

A. Rent

MCPL agrees to provide to WVLS space in their Wausau location for use as general WVLS office and storage space. Refer to Exhibit A for the specific areas occupied by WVLS.

The annual rental charge includes utilities, janitorial services, use of the staff lounge, restrooms, and MCPL's public meeting room on a scheduled basis for WVLS business. WVLS staff shall refer requests for repair/maintenance services to MCPL Director. The Marathon County Facilities and Capital Management Department retains the discretion as to any action taken on maintenance and repair services. If a request is denied, the MCPL Director will explain denial to WVLS and attempt to work out alternative actions.

It is the responsibility of WVLS to furnish those areas which it rents, and MCPL and WVLS will each maintain proper ownership records for their own equipment, furniture, etc.

MCPL reserves the right to lease space to WVLS on a semi-annual basis. Under this arrangement, WVLS will pay its rent within the first and third quarters of the year upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Likewise, WVLS reserves the right to lease space from MCPL on a quarterly basis. Under this arrangement, WVLS will pay its rent quarterly upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Should either agency wish to sever this landlord/tenant relationship within the term of this agreement, a 90-day notice shall be provided to the board of trustees of each agency.

B. Photocopying

MCPL will attempt to include WVLS in MCPL copier contracts. As provided by those contracts, agrees to try to provide the WVLS office with a working photocopy machine of similar age and with similar features as other MCPL machines; and agrees to invoice WVLS for the use it makes of these photocopy machines at a rate which is no higher than that paid to the vendor by MCPL.

C. Telecommunications

WVLS participates in the telephone services in place in the main facility of MCPL. WVLS shall pay all its telecommunication charges upon receipt of bill. WVLS utilizes and controls specified lines and will pay all ongoing charges arising from their use. WVLS will pay all costs arising from any WVLS-requested changes to this configuration (including possible installation of high-speed data lines).

D. Payments

All payments by WVLS to MCPL pursuant to this section shall be paid as set forth in Exhibit B attached hereto and incorporated by specific reference.

Article III: SUPPORT SERVICES PROVIDED BY WVLS

Collection Development

WVLS provides MCPL with a collection development grant to enhance its specialized collections. This grant will be spent, in its entirety, during the term of this agreement.

Article IV: GOVERNANCE

MCPL recognizes its unique position as the resource library for the WVLS and its statutory requirement to provide, at all times, at least one member of its library board to serve as a member of the WVLS Board of Trustees.

Directors of both MCPL and WVLS shall share all minutes of open session board meetings with the other's governing board. They shall also make themselves available to various committees of each other's boards for purposes of planning which affects both agencies, acting as information providers, etc.

The MCPL representative to the WVLS board shall, in the course of his/her duties, attend board meetings of each agency and, in so doing, report on the status and current operations of the agency represented.

MCPL holds a permanent seat on the WVLS Library Advisory Committee.

Article V: OTHER PROVISIONS

A. Future Agreements

Negotiations for renewal or revision of this Agreement for ~~2021~~ 2022 shall begin no later than July 1, ~~2020~~ 2021. This Agreement may be modified by mutual written consent by both parties.

B. Term of Agreement

The term of this Agreement shall be January 1 – December 31, ~~2020~~ 2021.

SIGNED: MARATHON COUNTY PUBLIC LIBRARY

By: _____ Date _____
SHARON HUNTER, President, MCPL Board of Trustees

By: _____ Date _____
RALPH ILLICK, Director, MCPL

SIGNED: WISCONSIN VALLEY LIBRARY SERVICE

By: _____ Date _____
TOM BOBROFSKY, President, WVLS Board of Trustees

By: _____ Date _____
MARLA SEPNAFSKI, Director, WVLS

EXHIBIT A

2021 RENT FOR WVLS OFFICE SPACE IN MCPL'S WAUSAU FACILITY

Kitchen	155	square feet
Server Room	104	" "
Office Suite I	1,992	" "
Office Suite II	297	" "
Delivery Area	46	" "
	<hr/>	
	2,594	square feet

The space occupied by WVLS and the cost of renting that space will be addressed annually by the MCPL and WVLS Board of Trustees.

In ~~October~~ August ~~2019~~ 2020, the MCPL Board agreed to rent space to WVLS for \$16.25/sq. ft. for a one-year period (~~2020~~ 2021).

2,594 sq. ft. x \$16.25/sq. ft. = **\$42,153** (~~2019~~ 2021 annual rent).

EXHIBIT B

FINANCIAL IMPACT OF MCPL/WVLS ~~2020~~ 2021 SUPPLEMENTARY SERVICES AGREEMENT

Re: Article II: Facilities & Support Services Provided by MCPL to WVLS

A. Rent As determined by MCPL Board of Trustees, WVLS pays MCPL in ~~2020~~ 2021:

January 1- March 31, 2020 2021	\$10,538.25
April 1 - June 30, 2020 2021	\$10,538.25
July 1 - September 30, 2020 2021	\$10,538.25
October 1 - December 31, 2020 2021	\$10,538.25

B. Photocopying Based on WVLS use at MCPL internal per copy cost.
Invoiced by MCPL in ~~2020~~ 2021. **Per use**

C. Telecommunications Based on WVLS use.
Invoiced by Marathon County in ~~2020~~ 2021. **Per use**

Re: Article III: Support Services Provided by WVLS to MCPL

Collection Development WVLS' contribution to enhance specialized collections of the resource library.
Invoiced by MCPL in ~~2020~~ 2021. **\$10,000**