



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, May 17, 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/734474941> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 734-474-941.**

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 conversation with Russell Mech from the Marathon County Health Department – For Discussion and Possible Action**
8. (15 minutes) **Catalog presentation by MCPL Librarian Julie Kinney – For Discussion and Informational Purposes Only**
9. (10 minutes) **Revised Meeting Room Policy – For Discussion and Possible Action**
10. (5 minutes) **\$24K donation transfer – For Discussion and Possible Action**
11. (5 minutes) **Branch Agreements updates – For Discussion and Informational Purposes Only**
12. (5 minutes) **Branch Wi-Fi agreements update – For Discussion and Possible Action**
13. (5 minutes) **Roofing update – For Discussion and Informational Purposes Only**
14. (5 minutes) **Renovations update – For Discussion and Informational Purposes Only**
15. **Announcements**
16. **Request for Future Agenda Items**

17. **Next Meeting Dates**
- Monday 06/21/2021
 - Monday 07/19/2021
 - Monday 08/16/2021
 - Monday 09/20/2021
18. **Adjournment**

Signed:  _____

Library Director

*All times are approximate and subject to change
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: May 11, 2021
FAXED TIME: 3:10 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 19, 2021. Library Headquarters, Wausau Community Room.

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

Excused: Dino Corvino

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Russell Mech, 29 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 KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR MARCH 2021. MOTION CARRIED.

Public Comments – None

President – I've heard from Corporation Counsel Corbett regarding the investigation that has been going on for personnel reasons. von Briesen will be ready in about two weeks to provide a draft report to the personnel committee. The personnel committee would then recommend that to the full board. What I would like to do when we get the draft report is to schedule a closed session meeting at the courthouse with the personnel committee meeting first and with the trustees meeting following.

Other Board Members – No Report

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

- We received the remainder of our furnishings for the public. We did need to wait on our shelving until the CIP funds were transferred.

Board Committees – No Report

Friends of the Library – The Library Director reported that the space where the Friends have their passive sales will be modified.

MCPL Foundation – The Library Director reported that another larger donation was received for the Foundation.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that WVLS met on March 20. WVLS does quite a few e-newsletters, they work with member libraries to share news and event happenings in the e-newsletters.

Re-opening discussion with Russell Mech from the Marathon County Health Department

Everyone should have received the capacity listing for our branches in their board packets. We did not include Wausau, because would not get to the capacity limit. All the feedback from urban library directors they aren't seeing the capacity limits exceeded. When we are in the branches and because of the staffing limitations, if we open our doors we would not be able to do curbside. In branches we would need to either open the doors with limited capacity or continue with curbside service.

Mr. Mech gave a report on the trends the health department is seeing. There was 50-60 cases in the middle of March. The week ending April 3 the cases jumped up to 85 and the week ending April 10 they jumped again to 154. Back in January there were 205 cases. Director Illick would like to discuss potentially suggesting opening up a little bit more after the next meeting in May or after Memorial Day. We are more confident now with more staff receiving their vaccinations. My suggestion would be to keep June 1 of a target date with limits for occupancy based on guidance from the health department.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY KARI SWEENEY FOR THE LIBRARY DIRECTOR TO MOVE FORWARD WITH THE TENTATIVELY REOPENING DATE OF JUNE 1 WITH LIMITED CAPACITY AS LONG AS THE MESSAGE IS VERY CLEAR THAT THIS IS TENTATIVE IN TERMS OF WHATS HAPPENING IN MARATHON COUNTY WITH COVID-19 INCREASE VACCANIATIONS. MOTION CARRIED.

Branch library agreements update

The branch agreements have gone out to each of the branches. They are like a lease agreement, they are for in-kind use of the facility. I have received one back that I have sent to corporation counsel for review as there were minor changes.

Branch library Wi-Fi agreements update

This is a separate Wi-Fi agreement. One of them came back and made it clear they do not any changes made to their building. Another agreement came back changed so that the library and the county would be responsible. It is written in the agreements that the library and county would install the Wi-Fi, but the municipalities would be responsible for maintaining it. A third agreement would like the Wi-Fi shut down between the hours of midnight and five o'clock a.m.

No motion was made.

Discussion about the library's third floor potential for community partner

The history of the third floor was explained for new members. We now have unfinished space with no community partner. We would have to build out the third floor for a tenant. For a build out to include HVAC, it could cost up to one million dollars. We do have a lot to offer, but there are also some challenges at a significant cost. I would like to work with facilities to put out a RFP to look for a community partner.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY KARI SWEENEY TO WORK WITH THE COUNTY ADMINISTRATOR AND CORPORATION COUNSEL TO START THE RFP PROCESS. MOTION CARRIED.

Follow-up on timeline for public hearing on system change motion

We have gone through the process with the task force of looking at system membership, our board has also gone through the process of voting. In my conversations with county administration, we felt the best plan moving forward would be to communicate with municipalities and have listening sessions so we can learn more from the public and also help them understand why this recommendation was made.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SHARON HUNTER TO ALLOW RALPH TO START THE PROCESS TO INFORM THE PUBLIC IN INFORMATIONAL MEETINGS ABOUT THE REASON WE MADE THE MOTION TO MOVE TO A NEW SYSTEM. MOTION CARRIED.

2021 WVLS agreement follow-up

We delayed signing the agreement not knowing what we were going to be looking at with the particulars as to when we would have a public hearing. We have learned through this process that we wouldn't meet the January 2022 deadline for system change. I ask this board to approve signing the 2021 agreement that we saw the draft in 2020. We would sign the agreement at the recommendation of DPI.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY BEASTROM TO APPROVE THE 2021 WVLS AGREEMENT WHICH IS A ONE YEAR CONTRACT FOR 2021. MOTION CARRIED.

WVLS Board President request for meeting

The guidance was requested of the board of trustees. Mr. Bobrofsky has not been in contact with me since the last meeting. It was at his suggestion that we postpone the meeting until after we hear from DPI at the March meeting.

It was suggested by board members to put it on hold. If they would like to have a meeting they will reach out again.

No motion was made.

Announcements – We want to welcome Board Member Van Krey's daughter, Eleanor. Board Member Beastrom was contacted regarding library's involvement in the One Wisconsin program in Eau Claire on April 20. We are listed as a major sponsor and Gary is wondering what our involvement is. Ralph explained that it started with Toward One Wausau and we have been involved for several years and now it evolved to Toward One Wisconsin. We give in-kind support to this program every year. It will be held October 12-13.

Request for Future Agenda Items – None

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 1:02 P.M. MOTION CARRIED.

A handwritten signature in black ink, appearing to be 'ERL', written above a horizontal line.

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for May 17, 2021.

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 Beastron, 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

The Personnel Committee will recommend to the Library Board of Trustees to hire a third party consulting firm 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 ADJOURNED
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

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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	420.65
	CONTRACT SERV-DEBT COLLECTIONS	420.65
101 000000000066592433	MAINTENANCE CONTRACTS CITY/COUNTY INFORMATION TECH	6,324.00
	MAINTENANCE CONTRACTS	6,324.00
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES TOMAHAWK PUBLIC LIBRARY COLBY PUBLIC LIBRARY	52.00 15.00
	SUNDRY CONTRACTUAL SERVICES	67.00
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	1,153.79
	SUNDRY CONTR SERV-JACKETS LIBR	1,153.79
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	320.33
	SUNDRY CONTR SERV-PROC AV LIBR	320.33
101 000000000066593130	PRINTING/DUPLICATION MARCO	426.06
	PRINTING/DUPLICATION	426.06
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY DC EVEREST SCHOOL DISTRICT STATE BAR OF WI WAUSAU EAST HIGH SCHOOL ROCKFORD MAP PUBLISHERS INC AMAZON CAPITAL SERVICES	13,293.48 55.00 198.00 57.00 74.70 2,579.27
	BOOKS LIBRARY	16,257.45
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	2,373.45 876.01 26.23
	AUDIO-VISUAL MATERIALS	3,275.69
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC PROQUEST INFOR & LEARNING CO TUMBLEWEED PRESS INC	3,779.36 1,920.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	5,699.36

Bills for Approval

Period: 4 2021

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	23.00
	ADVERTISING	23.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	NASSCO	136.84
	STAPLES ADVANTAGE	536.51
	AMAZON CAPITAL SERVICES	181.81
	LIBRARY OPERATING SUPPLIES	855.16
101 000000000066595320	BUILDING/OFFICES RENT	
	ROTHSCHILD, VILLAGE	4,527.84
	WI PUBLIC SERVICE CO	347.03
	BUILDING/OFFICES RENT	4,874.87
	LIBRARY 665 TOTAL:	39,697.36

Bills for Approval

Period: 4 2021

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	63.00
STAPLES ADVANTAGE	299.12
TANK MATES LLC	649.00
AMAZON CAPITAL SERVICES	353.68
BOOKS LIBRARY	<u>1,364.80</u>
LIBRARY GIFTS 667 TOTAL:	<u>1,364.80</u>
Report Total:	<u><u>41,062.16</u></u>

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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	39,650.88		143,293.08	143,293.08	414,500.92	25.7
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	54,330.40		203,532.64	203,532.64	545,245.36	27.2
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	41,777.23		166,200.43	166,200.43	519,766.57	24.2
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	9,835.83		36,537.61	36,537.61	117,842.39	23.7
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	8,534.31		32,823.30	32,823.30	91,124.70	26.5
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00			145,886.23	145,886.23	348,916.77	29.5
Act 1541 DENTAL INSURANCE	10,654.00			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	1,701.00		6,846.00	6,846.00	23,730.00	22.4
Act 1550 LIFE INSURANCE	1,128.00	42.34		165.44	165.44	962.56	14.7
Act 1560 WORKERS COMPENSATION PAY	1,039.00	67.00		4.77-	4.77-	1,043.77	.5-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	133.97		512.96	512.96	1,505.04	25.4

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	156,072.96		739,352.73	739,352.73	2,104,156.27	26.0
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	22,767.84	10.7
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	420.65		492.25	492.25	507.75	49.2
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00			2,323.84	2,323.84	6,176.16	27.3
Act 2433 MAINTENANCE CONTRACTS	11,000.00	6,324.00		6,324.00	6,324.00	4,676.00	57.5
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00			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	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	67.00		4,558.58	4,558.58	4,441.42	50.7
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,153.79		4,754.34	4,754.34	17,245.66	21.6
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	320.33		1,746.56	1,746.56	6,253.44	21.8
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			259.61	259.61	3,390.39	7.1
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 4 ending April 30, 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	426.06		1,729.60	1,729.60	6,270.40	21.6
Act 3161 BOOKS LIBRARY	274,250.00	16,257.45		50,359.76	50,359.76	223,890.24	18.4
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	3,275.69		12,569.93	12,569.93	47,430.07	21.0
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			796.26-	796.26-	18,796.26	4.4-
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	5,699.36		15,202.29	15,202.29	9,797.71	60.8
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	23.00		108.71	108.71	3,891.29	2.7
Act 3321 PERSONAL AUTO MILEAGE	4,000.00			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			935.02	935.02	1,064.98	46.8
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	855.16		19,358.89	19,358.89	8,641.11	69.1
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	4,874.87		15,349.81	15,349.81	39,650.19	27.9
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	39,697.36		150,818.17	150,818.17	618,281.83	19.6
Or2 665 LIBRARY	3,612,609.00	195,770.32		890,170.90	890,170.90	2,722,438.10	24.6

GL787 LIB 21-OBL vs BUDGET Report Format 511

Period 4 ending April 30, 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	195,770.32		890,170.90	890,170.90	2,764,591.10	24.4

Sub 101 GENERAL FUND	3,654,762.00	195,770.32		890,170.90	890,170.90	2,764,591.10	24.4

GL787

LIB 21-OBL vs BUDGET

Report Format 511

Period 4 ending April 30, 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	1,364.80		69,645.66	69,645.66	30,354.34	69.7

Or2 667 LIBRARY GIFTS	100,000.00	1,364.80		69,645.66	69,645.66	30,354.34	69.7

Agy 0870 LIBRARY	100,000.00	1,364.80		69,645.66	69,645.66	30,354.34	69.7

Sub 252 LIBRARY GIFTS	100,000.00	1,364.80		69,645.66	69,645.66	30,354.34	69.7

Report Final Totals	3,754,762.00	197,135.12		959,816.56	959,816.56	2,794,945.44	25.6
=====							

GL787 LIB 21 MAINT OBL VS BUDGET Report Format 511

Period 4 ending April 30, 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	30.00		120.00	120.00	300.00	28.6
Act 2210 WATER/SEWER	40,000.00			1,061.19	1,061.19	38,938.81	2.7
Act 2220 ELECTRIC	37,000.00	2,477.50		7,115.53	7,115.53	29,884.47	19.2
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,063.31		4,962.05	4,962.05	5,037.95	49.6
Act 2460 BUILDING SERVICE EQUIP R	3,000.00	28.25		1,635.90	1,635.90	1,364.10	54.5
Act 2470 BUILDING REPAIRS	1,000.00			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	45.81		2,604.11	2,604.11		4.11-****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	800.00		2,227.92	2,227.92	4,772.08	31.8
Act 3460 CLOTHING/UNIFORM	500.00	44.00		140.80	140.80	359.20	28.2
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	37.33		237.33	237.33	262.67	47.5
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	4,526.20		22,923.43	22,923.43	86,796.57	20.9
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	4,526.20		22,923.43	22,923.43	86,796.57	20.9
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	4,526.20		22,923.43	22,923.43	86,796.57	20.9
Sub 101 GENERAL FUND	109,720.00	4,526.20		22,923.43	22,923.43	86,796.57	20.9
Report Final Totals	109,720.00	4,526.20		22,923.43	22,923.43	86,796.57	20.9

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of April 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	33	796	2312.12%	5,161	2,912	-43.58%
EDGAR	34	986	2800.00%	5,621	4,891	-12.99%
HATLEY	105	1,002	854.29%	5,900	4,434	-24.85%
MARATHON	95	1,905	1905.26%	8,051	7,250	-9.95%
MOSINEE	57	1,908	3247.37%	8,121	7,486	-7.82%
ROTHSCHILD	193	5,447	2722.28%	25,495	24,030	-5.75%
SPENCER	12	665	5441.67%	5,212	2,840	-45.51%
STRATFORD	80	1,112	1290.00%	5,335	4,762	-10.74%
WAUSAU	993	10,097	916.82%	92,693	42,338	-54.32%
WAUSAU DRIVE UP	39	115	194.87%	2,667	432	-83.80%
HOMEBOUND	615	903	46.83%	3,829	3,742	-2.27%
ILL	0	136	100.00%	328	635	93.60%
OVERDRIVE	13,494	12,994	-3.71%	49,540	53,809	8.62%
GRAND TOTAL	15,750	38,066	141.69%	217,953	159,561	-26.79%

**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

April 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	82	0	82	2,912	2.82%	
EDGAR	0	0	0	0	0	0	0	0	4,891	0.00%	
HATLEY	0	0	0	0	0	0	0	0	4,434	0.00%	
MARATHON	0	0	0	0	0	0	0	0	7,250	0.00%	
MOSINEE	0	0	0	23	0	0	0	23	7,486	0.31%	
ROTHSCHILD	0	0	14	7	0	0	0	21	24,030	0.09%	
SPENCER	108	0	0	0	0	12	4	124	2,840	4.37%	
STRATFORD	0	0	0	0	0	0	0	0	4,762	0.00%	
WAUSAU	10	0	384	44	0	2	2	442	42,338	1.04%	
WAUSAU DRIVE UP	0	0	1	0	0	0	0	1	432	0.23%	
MISC*									58,186		
TOTAL MCPL	118	0	399	74	0	96	6	693	159,561	0.43%	
% of CIRC by COUNTY	0.07%	0.00%	0.25%	0.05%	0.00%	0.06%	0.00%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of April 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,678	64,317	-0.56%
RESIDENT CHILD	9,235	8,458	-8.41%
HOMEBOUND	177	182	2.82%
STAFF	64	62	-3.13%
TEMPORARY	252	479	90.08%
TOTAL FOR MARATHON COUNTY	74,406	73,498	-1.22%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,885	2,877	-0.28%
CHILD	243	220	-9.47%
TEMPORARY	17	28	64.71%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,145	3,125	-0.64%
INTERLIBRARY LOAN			
ILL	520	413	-20.58%
GRAND TOTAL	78,071	77,036	-1.33%

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
4/1/2021	99	16	4	4	0	0	2	2	9	3	6	3	12	12	1	4	9	2
4/2/2021	117	17	15	2	1	3	3	2	4	5	9	2	24	8	3	5	5	4
4/5/2021	95	18	4	1	4	5	7	1	5	1	6	1	34	10	3	6	4	2
4/6/2021	109	20	3	1	11	6	2	1	10	2	14	2	33	8	2	3	5	2
4/7/2021	79	13	4	2	0	7	4	1	6	4	9	2	29	7	4	5	5	1
4/8/2021	77	19	5	3	2	0	7	7	7	3	12	4	25	13	0	4	6	5
4/9/2021	79	22	14	1	6	5	10	4	4	5	13	3	27	9	1	5	11	3
4/12/2021	88	28	4	3	3	6	6	0	5	5	7	2	14	9	0	7	3	3
4/13/2021	127	13	7	3	5	4	5	0	9	3	14	2	24	15	0	4	6	5
4/14/2021	93	13	2	4	2	0	3	4	4	10	11	4	36	10	3	6	5	3
4/15/2021	109	15	5	5	1	4	5	3	6	4	12	6	35	11	2	3	9	0
4/16/2021	102	16	10	0	2	5	6	1	6	3	15	2	40	9	1	6	6	0
4/19/2021	123	17	7	1	4	6	6	2	6	5	5	2	25	7	1	5	5	4
4/20/2021	113	23	5	0	7	2	5	2	8	2	9	4	28	10	3	4	2	5
4/21/2021	99	26	4	2	1	0	2	3	10	6	6	2	34	9	1	5	8	3
4/22/2021	111	20	0	3	3	5	1	4	8	2	9	0	21	8	3	5	7	2
4/23/2021	145	22	0	2	2	6	2	3	10	5	8	1	33	14	4	1	9	0
4/26/2021	81	19	6	0	3	6	7	1	5	2	7	0	23	9	1	7	3	3
4/27/2021	112	19	7	0	5	5	2	1	3	5	11	4	28	12	1	7	5	4
4/28/2021	83	22	8	1	3	3	4	1	9	7	8	4	34	10	3	3	2	1
4/29/2021	71	17	1	0	0	1	2	3	10	7	10	5	27	9	2	4	9	1
4/30/2021	107	25	6	3	3	3	6	2	7	5	11	3	43	11	6	2	5	2
Total for April	2219	420	121	41	68	82	97	48	151	94	212	58	629	220	45	101	129	55

* Branch Appointments = Browsing Appointments
 * Wausau Appointments = Computer Appointments

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

THE PAST MONTH

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

Library Services Report

April 2021

News

- Leah held rounding with individual staff
- Leah held orientation for newly promoted employee Elizabeth L
- Leah attended WVLS webinar “From Plexiglass to Physical Distancing: Library Spaces in 2021”
- Leah attended Library Board meeting
- Leah, Sarah and Heather held interview for Mosinee Branch Assistant position
- Leah attended ‘Procedure Refresher’ weekly class in preparation for reopening
- Leah attended the county’s “Culture Survey Results” management retreat
- Policy and procedure committee met on April 21
- Kate helped with planning for upcoming collection move and other renovation items
- Paula L. and the Homebound program distributed their own word searches and craft projects to about a dozen assisted living and memory care patrons
- Chad met with the Wisconsin Central Time newsletter board
- Chad met with the Central Wisconsin Book Festival committee
- Proctoring: Julie proctored one test in April
- Inventory: Spencer New Adult Non-Fiction, Stratford Juvenile Picture Books, Juvenile New Picture Books

Events and Programs*

Youth Events

- Story Times
 - Apr. 6: Virtual Story Time – 39 total views on YouTube
 - Apr. 13: Virtual Story Time—16 total views on YouTube
 - Apr. 20: Virtual Story Time—28 total views on YouTube
 - Apr 27: Virtual Story Time –23 total views on YouTube

- Other Programs
 - Apr. 6: Virtual Family Night with Franklin Elementary—30
 - Apr. 7: LENA—7
 - Apr. 14: LENA—7
 - Apr. 14: Virtual/Interactive Head Start Story Time via Ring Central—42
 - Apr. 21: LENA—7
 - Apr. 26: Virtual Family Night with DC Everest—40
 - Apr. 28: LENA—7
 - Apr. 28: Virtual/Interactive Head Start Story Time via Ring Central—28
 - Apr. 1-6: Grab and Go Pasta Sculptures—128
 - Apr. 7-30: Grab and Go Polliwog Craft—200
 - Number of April Youth Services programs – 14 (12 virtual, 2 socially distanced “in person”)
 - Total attendance for April Youth Services programs – 602

Adult Events

- April 1-30: Little Treasures wrap bracelet craft kit – 105 kits distributed
- April 1: Marathon County Historical Society History Chats: Wausau Excelsior – 29 live viewers
- April 8: Marathon County Historical Society History Chats: Wausau Papers – 36 live viewers
- April 8: Wisconsin Fellowship of Poets “Sheltering in Place” book launch/poetry reading – 23 live viewers
- April 8: Extension Marathon County gardening class – direct sowing & transplanting – 10 participants
- April 15: Extension Marathon County gardening class – direct sowing & transplanting – 17 participants
- April 15: Marathon County Historical Society History Chats: Wausau Snow Plow – 26 live viewers
- April 22: Marathon County Historical Society History Chats: Wausau Homes – 26 live viewers
- April 24: Marathon County Historical Society History Speaks: Stories Seldom Told: Women & The Civil War – 23 live viewers
- April 29: Marathon County Historical Society History Chats: Wausau Insurance: 25 live viewers
 - Number of March programs – 10
 - Total participation/attendance – 302

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,298 likes/follows (+9)
- Twitter: 1,236 followers (-4)
- Pinterest: 972 followers (+1)
- Goodreads: 298 friends (+0); 1,324 reviews (+5)
- Instagram: 948 followers (+22)
- YouTube: 77 subscribers (+3)

Hot Happenings in the River District (email newsletter)

- April 7- Virtual Poetry Reading with the Wisconsin Fellowship of Poets
- April 14- Grab & Go: Beaded Wrap Bracelet Kit
- April 21- Stories Seldom Told: Women & the Civil War
- April 28- Grab & Go: Beaded Wrap Bracelet Kit

WSAU News/Talk 550 AM

- April 19- Marathon County Public Library branches to consider lifting COVID-19 restrictions by June 1 (Library Director, Ralph Illick)
<https://wsau.com/2021/04/19/marathon-county-public-library-branches-to-consider-lifting-covid-19-restrictions-by-june-1st>

City Pages

- April 1- Big Guide- All Locations: Grab & Go Craft for Adults-Beaded Wrap Bracelet; Wausau: History Chats-Wausau Excelsior, Virtual Gardening-Sowing Seeds and Transplanting, Virtual Poetry Reading; 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-“The Splendid and the Vile”
- April 8- Big Guide- Wausau: Virtual Gardening-Sowing Seeds and Transplanting, Virtual Poetry Reading; 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-“The Splendid and the Vile”
- April 15- Big Guide- Wausau: Virtual Gardening-Sowing Seeds and Transplanting, Stories Seldom Told-Women and the Civil War; Athens: Book-of-the-Month Club-“The End of October;” Mosinee: Virtual Book Club-“Dewey;” Stratford: Online Book Club-“The Splendid and the Vile”
- April 22- Big Guide- All Locations-Grab & Go Craft-Beaded Wrap Bracelets, Grab & Go Craft: Pasta Sculptures; Wausau: Stories Seldom Told-Women and the Civil War, History Chats-Homes, History Chats-Wausau Insurance; Athens: Book-of-the-Month Club-“The End of October;” Stratford: Online Book Club-“The Splendid and the Vile”
- April 29- Big Guide- Athens: Book-of-the-Month Club-“The End of October;” Stratford: Online Book Club-“The Splendid and the Vile”

Mosinee Times

- April 8- The Marathon County Historical Society and the Marathon County Public Library present History Speaks on the Air-Stories Seldom Told-Women and the Civil War

Wausau Pilot & Review

- April 2- History Chats lined up for April
<https://wausapilotandreview.com/2021/04/02/history-chats-lined-up-for-april>
- April 23- Marathon County Public Library book clubs: May- Athens: Book-of-the-Month Club-“The Glass Hotel;” Hatley: Virtual Book Club-“Becoming;” Marathon City: Virtual Book Club-“A Woman is No Man;” Mosinee: Virtual Book Club-“Before She Knew Him;” Stratford: Online Book Club Chat-“When Breath Becomes Air”
<https://wausapilotandreview.com/2021/04/23/marathon-county-public-library-book-clubs-may-2>
- April 30- Marathon County Public Library activities- All Locations-Grab & Go Craft-Flowergrams
<https://wausapilotandreview.com/2021/04/30/marathon-county-public-library-activities-23>

Wausau Times/Buyers Guide

- April 8- Parks and Rec Spring 2021 Guide- Wausau: Trail Tales, Family Story Time, Library Card Pool Day

Materials

- Youth

	2021 Annual Budget	Rollover from 2020	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 5/3/2021	% Spent
Juvenile Audiobooks	\$5,000.00	\$905.40	\$5,905.40	\$416.67	\$2,740.73	\$3,164.67	54%
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	\$11,036.92	\$2,408.84	18%
Juvenile Video Games	\$1,750.00	\$-	\$1,750.00	\$145.83	\$1,130.06	\$619.94	35%
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	\$15,945.16	\$7,086.75	31%
Juvenile Fiction	\$18,500.00	\$381.78	\$18,881.78	\$1,541.67	\$14,445.55	\$4,436.23	23%
Juvenile NonFiction	\$37,500.00	\$1,161.47	\$38,661.47	\$3,125.00	\$30,770.29	\$7,891.18	20%
Juvenile Picture Books	\$33,000.00	\$479.79	\$33,479.79	\$2,750.00	\$28,908.52	\$4,571.27	14%
Juvenile Spanish	\$1,000.00	\$51.90	\$1,051.90	\$83.33	\$1,004.84	\$7.06	4%
Juvenile Standing Order Print	\$9,000.00	\$987.72	\$9,987.72	\$750.00	\$8,333.43	\$1,654.29	17%
Young Adult Fiction	\$8,000.00	\$165.66	\$8,165.66	\$666.67	\$5,552.65	\$2,613.01	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	\$730.79	\$1,826.21	71%
Youth Print Subtotal	\$112,750.00	\$4,378.82	\$117,128.82	\$9,395.83	\$92,829.46	\$24,299.36	21%
Youth Services TOTAL	\$134,250.00	\$5,910.73	\$140,160.73	\$11,680.06	\$108,774.62	\$31,386.11	22%

- Adult

	2021 Annual Budget	Rollover from 2020	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 5/4/2021	% Spent
Adult Audiobooks	\$12,000.00	\$1,761.48	\$13,761.48	\$1,090.91	\$7,382.59	\$6,378.89	46.35%
Adult Music CD	\$7,500.00	\$115.50	\$7,615.50	\$681.82	\$5,942.18	\$1,673.32	21.97%
Adult DVD	\$26,000.00	\$143.85	\$26,143.85	\$2,363.64	\$20,244.02	\$5,899.83	22.57%
Adult Video Games	\$1,500.00		\$1,500.00	\$136.36	\$1,260.04	\$239.96	16.00%
Adult AV Subtotal	\$47,000.00	\$2,020.83	\$49,020.83	\$4,272.73	\$34,828.83	\$14,192.00	28.95%
Adult Paperbacks	\$1,875.00	\$163.30	\$2,038.30	\$170.45	\$1,615.64	\$422.66	20.74%
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	\$23,771.58	\$21,954.26	48.01%
Adult LT Fiction	\$7,200.00	\$454.71	\$7,654.71	\$654.55	\$5,527.03	\$2,127.68	27.80%
Adult LT S.O.	\$15,300.00	\$273.90	\$15,573.90	\$1,390.91	\$8,550.68	\$7,023.22	45.10%
Adult Non-fiction	\$65,696.00	\$1,451.29	\$67,147.29	\$5,972.36	\$49,024.50	\$18,122.79	26.99%
Adult Non-fiction S.O.	\$2,715.00		\$2,715.00	N/A	\$2,330.04	\$384.96	14.18%
Adult Biographies	\$10,000.00	\$196.60	\$10,196.60	\$909.09	\$5,949.14	\$4,247.46	41.66%
Adult Spanish	\$750.00		\$750.00	\$68.18	\$750.00	\$0.00	0.00%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$593.47	\$156.53	20.87%
Adult Print Subtotal	\$153,000.00	\$3,265.64	\$156,265.64	\$13,909.09	\$101,826.08	\$54,439.56	34.84%
Adult Services TOTAL	\$200,000.00	\$5,286.47	\$205,286.47	\$18,181.82	\$136,654.91	\$68,631.56	33.43%

Monthly Business Report – May, 2021

The April 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 along with a CIP funds report.

Ralph has reached 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 standardized agreements. One of the three responding communities has asked that we limit the hours that Wi-Fi is available at their location. The hours were standardized and approved by the Board of Trustees after a request had been made to make the service available twenty four hours a day.

Branch internet service speeds have all at least doubled over the last month as new terms were negotiated by Tom to increase each branch to 200mb download service. This is a two to three times increase depending on location. The cost of the substantially increased service will ironically drop by just over thirty percent making the project worthwhile in terms of cost savings and value for those costs. The next step in the project concerns a review of what traffic is tunneled back to the Wausau location and what goes directly out to the internet from the branches. A review conducted earlier in the year by Tom revealed that Integrated Library System traffic has continued to be routed through Wausau despite the WVLS servers having been moved to Eau Claire several years ago. The reason for concern in the previous method having been carried forward stems from the potential fail point if the Wausau internet service goes down. In that case all branch service activity that uses the ILS would be lost even if that branch still has working internet service. The goal of this review, and the in-process action items, is to remove as many potential weak links in existing systems as quickly and inexpensively as possible. This project has also afforded a very good opportunity to replace several beyond end-of-life pieces of equipment at all locations. In some cases the old equipment acted as a bottleneck limiting service capacity and quality at many locations.

April 2021 Support Services Report

Circulation Team

- April curbside statistics:
 - 2,219 pickups, for an average of 101 pickups per day.
 - The Circulation team continues to sanitize touchpoints for the safety of the scheduled 422 customers when entering, and exiting the building for computer usage during the month of April.
 - 3,989 telephone calls were answered by the team members, with an average of 181 calls per day, averaging 23 calls per hour.
 - 31 new library card applications have been processed by the circulation team.
 - 31 library cards have been verified by staff, and picked up by our customers at the drive thru window.
 - Wausau circulation total for April 2021 – 10,212
 - Laura D processed 136 Interlibrary loan requests for customers.
 - Ashley H and Paula L sent out 903 items for Homebound customers.
- 4/1/2021 Kitty R, Mary S, and Ollie C attended the V-CAT Council Virtual meeting.
- Ken Block continues to help out at the Rothschild Branch on Thursdays and Fridays until staffing is to capacity.
- The circulation team practiced the tornado drill for Severe Weather Alert week on 4/15/2021.
- 04/20/2021 Kitty R & Ollie C met with the Director Illick to discuss Loan rules & SMS text notification process.
- 4/21/2021 James B started working with the Circulation Team. He flew through the rigors of first day orientation. Friday, 4/23/2021 James met with different departments to be familiarized with library operations, procedures, policies, and team workings.
- 4/29/2021 Kitty attended a virtual webinar "Reopening Insights and Experiences" presented by Mike Kuhr from Unique Management.

Support Services Team

- 4/1/21: Mary and Chris attended V-Cat Council meeting. Topics discussed:
 - Claims return function: recommendation approved that libraries do not set other library's materials to this status.
 - Shoutbomb notices: changes to time of day and number of notices sent. See Katie's email sent 4/29/21.
 - Upcoming upgrade to Sierra: we'll be notified.
 - Give Precedence to Local Holds: voted to discontinue. This function limited sending items in transit during library closings however MCPL locations didn't benefit from this option.

- Prioritize Hold Fulfillment at the Pickup Location: voted to continue. Libraries want their patron's hold filled by their copy not another copy that happens to get checked in elsewhere.
- 4/7/21: Janice worked at the Mosinee Branch.
- 4/15/21: Mary attended a webinar entitled From Plexiglass to Physical Distancing put on by the Brown County Library Facilities Manager. The webinar and various detailed documents covering their steps throughout the pandemic and cleaning procedures are available on the WVLS website.
- 4/20/21: Chris met with Katie Z to test out possible new artwork functionality.
- 4/23/21: new Main Desk staff person James B. visited Support Services and received an overview of what our team does.
- 4/27/21: Chris worked at the Hatley Branch.
- Chris, Pat, and Stephanie completed their respective Gale courses/SMART goals. Congratulations!
- Michelle began her Gale course/SMART goal.
- Chris created a report to add dummy item records to our order records. This will alleviate patron's inability to place a hold when another library adds their high demand copy ahead of us. Pat is adding dummy item records to our standing orders for the same reason.
- Stephanie put together five boxes of softcover fiction for the Marathon County jail.
- Curbside pickup continues to be a success, as well as the Grab 'n' Go crafts.
- 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: 799)
 - Juvenile easy readers – red dots: in progress
 - Adult 300's: 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 relabeling Adult Nonfiction and Juvenile Nonfiction collections.
- Completed Missing/Missing in Inventory Quarter 4 & February 2021 List
- Finished shelf-reading YA collection. Began shelf-reading Juvenile Nonfiction.
- In an ongoing effort to digitize previous physical paper documents Ollie made a folder for all "Change of Schedule" forms. It is located on the N-Drive for ease of access to all.
- Had a Page Team Meeting April 16th to go over the updated process for change of schedules, call in procedure, and our plan for completing shelf-reading.
- Ollie covered shifted at the drive-thru every Wednesday and Thursday.
- MCPL posted a listing for our open page position.

- After the reduced quarantine time for transit bins that occurred in March the hold shelves saw a more even, steady amount of items. We were able to condense the shelves, take back the extra shelf and give it back to the paperback collection.
- Katie Z. with WVLS was able to add new location codes for the Seasonal Collection. We switched the current collection, typically kept in storage, over to the new codes for Tara H. We also began pulling any seasonal books from the picture book collection.
- The entire page team attended Kitty's first meeting in her reopening sessions on April 28th.
- Shifted the Adult Reference collection after it was weeded to better fit the space.
- Cleared all end cap displays and shelf displays from fiction to prepare for the upcoming move.

Branch Libraries Report

April 2021

Athens Monthly Report

Events and Programs

- Pasta Sculptures & Mosaics: Children were welcome to pick up their own grab and go colored pasta kit during the month of April. The kit included instructions with ideas to turn pasta into a sculpture or mosaic. A total of 9 kits went out to the public.
- Beaded Wrap Bracelet: A colorful beaded wrap bracelet craft was offered to adults and teens during the month of April. A total of 11 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 April was *The End of October* by Lawrence Wright.

Circulation Statistics

- Athens circulated 796 items in April 2021. This is a 2312.12 increase from April 2020. In 2021 year-to-date, Athens has circulated 2,912 items. This is a 43.58% decrease from 2020.
- Athens had a total of 41 browsing appointments, 31 computer appointments, 91 people in the library and 121 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.

- On April 28th Jennifer Triolo attended a GoToMeeting with Kitty Roesler and Heather Wilder to discuss reopening refreshers. The topics of discussion included meeting room policies, safety protocols, and donation policies.
- Jennifer and Shahara created a craft display for patrons featuring examples for the April grab and go kits.

Facilities Updates

- As of April 20th a stretch of Caroline Street, directly in front of the Athens Branch, is currently under construction. Because of this, accessing the library has been slightly different. Patrons visiting by appointment or for curbside pickup have been advised to park their vehicle along Elm Street, then walk along Caroline Street to the branch.

On April 29th construction workers began pouring concrete in front of the Athens Branch. The front entrance to library was inaccessible to patrons. **Staff were unable to offer any browsing or computer appointments. The outside book drop was also unavailable during this time.** Staff continued to do curbside on Maple Street during normal business hours.

Edgar Monthly Report

Events and Program

- Storytime Packets Along with the Grab n Go crafts, 15 kits and 4 story time packet.
- Home School Huddle Packets have served 24 families with 60 students in November.
- Adult Grab n Go craft, 10 kits.

Circulation Statistics

- A total of 4,891 items have been checked out so far this year. This is a 12.99% decrease from 2020.

Library News

- Curbside and appointments continue to be a success.
- Dana worked on Grab n Go packets for the month.
- Dana worked on Home School Huddle packets.
- Deb was out the month of April on sick leave. Dana, along with other staff have been filling in at the branch.

Facilities Updates

- The village of Edgar is looking at replacing some of the carpet in the library. They have been in contact with Ralph.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 6 adults participate in our Virtual Book Club to discuss the book “Refugee” by Alan Gratz. We got positive feedback on the temporary change in organizers. May’s club will be discussing “Becoming” by Michele Obama.
- Grab N Go programs
 - a. Pasta Mosaics - 5 adults and 5 children grabbed the kits.
 - b. Beaded Wrap Bracelets – 14 kits went out. 4 adults and 10 children grabbed kits.
 - c. Polliwog Plates- 5 kits hopped away to children this month.

Upcoming Programs

- Virtual Book Club on May 11th
- Grab N Go Crafts – Flower grams and Needlepoint Mandala

Circulation Statistics

- Hatley circulated 1,002 items for the month of April. This is an 854.29% increase for the month. Year to date is 4,434 items. This is 24.85% decrease from last year.

Library News

- Everything is going well as the subs continue to fill in while Heather is on maternity leave.
- During the month of April we had 97 curbside appointments, 48 browsing/in-library pickups and 13 computer/copy appointments. This totaled out to be 80 patrons coming through our doors.
- A patron left a comment about our continuing to remain open by appointments only. She stated how grateful she was that we’ve made that decision. She doesn’t currently have health care and can’t afford to get sick yet she depends on the library for all her computer usage. She is given a private appointment every week and wanted us to know how much that means to her.
- Robin attended the virtual reopening refresher on 4/28.

Facilities Updates

- After a false alarm with the fire detection system. Batteries will be replaced in some of the building zone detectors starting in May.

Marathon City Monthly Report

Events and Programs

- **Book Club:** During the month of April, we had planned to hold the book club outdoors, but the weather did not cooperate and we again held our book club virtually. Nine patrons joined in for a thoughtful discussion featuring *A Tree Grows in Brooklyn* by Ann Napolitano. Elizabeth is continuing to conduct the book club here in Marathon until our

new assistant starts. In May, the book club will meet, hopefully outdoors (weather permitting) to discuss the book *A Woman is No Man* by Etaf Rum. 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 April, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out 20 of the children’s kits, **Pasta Mosaics**. The teen/adult kits were **Beaded Wrap Bracelets** and we distributed 20 of those.
- During the month of May (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. Some of these include events feature **Growing Veggies in Small Spaces** with UW-Extension’s horticulture special Janell Wehr 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 **Flowergrams** and **Needlepoint Mandalas** can be picked up at any of the nine branches during the month of May.

Circulation Statistics

- Marathon circulated 1,905 items during the month of April. So far in 2021, Marathon has circulated 7,250 items. This is a 9.95% 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 April, we recorded **138** patron curbside pick-ups. Also, **86** regular and **17** computer appointments were scheduled with a total of **178** patrons visiting the library during our special in-house hours.
- We gave out **20** children’s and **20** adult/teen Grab & Go activity kits this month.
- Lisa has been helping out in Edgar 2 days per week.
- I greatly appreciate those that have helped out to cover 2 branches during this busy time.
- We anxiously await the new branch assistant that will start later in May

Facilities Updates

- Nothing to report at this time.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the pandemic.

- Book Club: This month 3 patrons joined us to discuss the book *Dewey* by Vicki Myron.
- Passive Programs: 30 patrons picked up the beaded wrap bracelet craft kit before we ran out on the 21st, and 11 patrons picked up the pasta sculptures craft kit. Because we ran out of kits so early in the month again, we handed out 30 frog craft kits the rest of the month.
- Mosinee staff promoted all MCPL programs throughout the month, including book clubs, craft kits, History Chat presentations, virtual poetry reading by the Wisconsin Fellowship of Poets, and the Extension's presentation on direct sowing and transplanting.
- Upcoming Programs: Our upcoming craft kits will be a needlepoint mandala and a flower-gram. We will also host our Mosinee Book Club as usual, and will promote virtual events available for all patrons like our ongoing virtual Story Times as well as the next virtual gardening presentation about growing vegetables in small spaces.

Circulation Statistics

- Mosinee circulated 1,908 items in April 2021. This is a 3,247.37% increase. Mosinee has circulated 7,486 items in 2021. This is a 7.82% decrease.

Library News

- Displays: Sarah got the branch ready for spring with a "Great books are in bloom" display over the fireplace, a "Let your imagination bloom" display featuring fantasy and science fiction books, and a "These books will quack you up" display featuring comedy books and movies for all ages. In the children's section, Harry Potter was promoted for the "Read the book then watch the movie" display, as well as a "Don't bug me I'm reading" display featuring fiction and nonfiction children's items about bugs, along with several handmade caterpillar crafts. Sarah also made a fun "Read with your peeps" display that was a hit, where children could check out one copy of a book and have a sibling, friend, or caregiver read the other copy. Sarah also began a Mosinee trivia for patrons which has had several enthusiastic responses so far.
- Rounding between Branch Coordinator and Branch Team Lead took place on April 2nd.
- Curbside services and appointments continued throughout the month of April. At the end of the month we had a total of 212 curbsides, 58 browsing appointments, and 22 computer appointments with 110 patrons.
- Special thanks to Jen, Shahara, Julie Kinney, Chad, Janice, Laura D., 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 12 grab-and-go pasta sculpture craft kits for kids, 20 grab-and-go polliwog craft kits for kids, and 15 grab-and-go bracelet craft kits for adults.
- Rothschild staff have been creating blog posts and content for our virtual family fun activities.
- In May, we will hand out the library-wide monthly craft kits for children and adults.

Circulation Statistics

- In April, Rothschild circulated 5,447 items. This is 2722.28% increase from last year. In 2021, Rothschild circulated 24,030 items. This is 5.75% decrease from last year.
- In April, we completed 629 curbside pickup appointments and had 388 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!
- Rothschild staff have been covering shifts in Hatley and Marathon.
- We weeded and shifted the YA collection.
- Laura attended the virtual culture survey rollout meeting on April 29th.
- Robin and Julie attended the first refresher training on April 28th.

Facilities Updates

- The parking lot is currently being used by construction workers that are working on the new fire station across the street. Parking nearest the building is reserved for library patrons, but the parking lot and road are quite busy at this time.
- At the end of May, the village office will transition to summer hours – closing at 11am on Fridays rather than 4:30pm.

Spencer Monthly Report

Events and Programs

- In the month of April, a Grab N Go craft “Pasta Sculptures & Mosaics” for children was offered. A total of 18 crafts were handed out to children.
- In the month of April, a Grab N go craft “Beaded Wrap Bracelet” for adults was offered. A total of 24 kits were handed out to adults.

Circulation Statistics

- Spencer circulated 665 items in the month of April. This is an increase of 5441.67%. Spencer has circulated 2,840 items in 2021. This is a decrease of 45.51%.

- In April, Spencer had 49 curbside pickup appointments and had 124 people visit inside the library for browsing and computer use.

Library News

- Audrey and Lue continue to work on inventory. Currently, working on adult nonfiction.
- Audrey wrote a short article for the Village Voice Newsletter in Spencer promoting the Grab N Go crafts and the current hours for appointments and curbside.
- Lue and I reviewed the MCPL policy on expired holds.
- Lue and I held our month rounding.
- The Children's new books and Adult 14 day were changed to 28 day.
- A Mother's Day display was created using both children books and adult book focused on mothers and families. In a webinar that I watched, they suggested making one display with both children books and adult.
- More DVD's and books were pulled to have spine labels replaced and discs that need cleaning.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We participated in the April virtual *Fun for the Family* branch project by submitting a video story time by Darla about spring.
- We prepared, taped, and edited an Earth Day Craft project tutorial by Darla for our MCPL website and social media April 22 that also promoted our collection of craft books.
- We prepared, taped, and edited a story time by MJ for our MCPL website and social media for May 4.
- 17 patrons stopped by the Stratford Branch in April to pick up the Pasta Sculpture & Mosaic craft kit for kids offered through MCPL.
- 14 patrons stopped by the Stratford Branch this month to pick up the frog craft kit for kids offered through MCPL.
- 28 patrons stopped by our branch in April to pick up the Beaded Wrap Bracelet craft kit for adults offered through MCPL.
- We hosted our online book chat through Goodreads throughout April. So far, 10 patrons have joined our Stratford Branch Goodreads Book Club, with 1 actively participating in discussion about April's book, The Splendid & the Vile by Erik Larson, along with Darla and MJ.
- We planned three family Story Times for summer to be held on the green space outside the library for June/July/August.

- We planned three *Fiction in the Fresh Air* book club gatherings to be held on the library's green space for June/July/August for adult patrons.

Circulation Statistics

- We circulated 1,112 items in April. This is a 1290% increase from last year. In 2021, we circulated 4,762 items. This is a 10.74% decrease from last year.
- We provided 129 curbside pickup appointments in April.
- We provided 64 in-person appointments for 82 total patrons in April.

Library News

- We completed inventory for Children's Picture Books and began inventory for Children's Non-Fiction books.
- We weeded Juvenile Favorites, Juvenile Fiction, and Adult Large Type.
- We sent in adult fiction and adult CDs and movies for cleaning and relabeling.
- We put together a *Spring into a Good Book!* display and an Earth Day book display for patrons.
- Darla adjusted her hours to work so MJ could sub in Marathon City on April 8 and Hatley April 16.
- Ben K visited the branch April 6 to study the branch and plan a way to improve collection labeling for patrons.
- Darla and MJ attended the First Reopener Refresher on April 28 to review the meeting room policy, the donation policy, and safety protocols.

Facilities Updates

- The village administrative assistant stopped over on April 2 to discuss adding some additional cupboards and closet space due to our back rooms with furnaces and water heater not being allowed for any storage following fire inspection in March. The public works director stopped over April 13 to look over the storage issues and we brainstormed ideas. He said to check first with the library about budgeting and he would take the information to the village board.
- The village public works replaced our paper towel dispensers in the bathrooms on April 13 to be more COVID-19 prevention compliant. They also changed the lock on our back furnace room and provided us with a new key.

DIRECTOR'S ACTIVITIES

- 4-19-21 Marathon County Public Library Board of Trustees Meeting
- 4-29-21 County Management Retreat to review results of the Culture Survey
- 5-4-21 Cross-border Agreement with Marshfield Library/SCLSW
- 5-5-21 Monthly agenda meeting with Library Board President
- 5-6-21 EEEDC (Environment, Education, and Economic Dev. Committee) Meeting
- 5-7-21 Toward One Wisconsin Planning Committee Meeting
- 5-11-21 Main building walk-thru with Russell Mech of M.C. Health Dept.
- 5-13-21 Marathon County Public Library Foundation Board Meeting
- 5-16-21 Resource Library Directors Meeting
- 5-17-21 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 5-17-21 Marathon County Public Library Board of Trustees Meeting
- 5-18-21 Early Years Coalition Planning Committee
- 5-21-21 Resource Library Directors Meeting
- 5-21-21 Marathon County Dept. Heads Meeting
- 6-4-21 Toward One Wisconsin Planning Committee Meeting
- TBD Monthly agenda meeting with Library Board President
- 6-21-21 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 roof at main library well under way. Final placement of all shelving is under way, Expected to be mostly complete at the time of the May Board Meeting.

The Denison Culture Survey was completed, and the management team will be working together on communicating the results to staff over the coming weeks.

GL787 LIB 21 CIP TRANS Report Format 511

Period 4 ending April 30, 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	12,437.51		12,437.51	12,437.51	629,899.49	1.9

APR 777A LIBRARY CIP PROJECT	852,096.00	12,437.51		12,437.51	12,437.51	839,658.49	1.5

Or2 934 CIP PROJECTS	852,096.00	12,437.51		12,437.51	12,437.51	839,658.49	1.5

Sub 604 LIBRARY CIP PROJECTS	852,096.00	12,437.51		12,437.51	12,437.51	839,658.49	1.5

Report Final Totals	852,096.00	12,437.51		12,437.51	12,437.51	839,658.49	1.5
=====							

MCPL Foundation Board Minutes

March 11, 2021

GotoMeeting (Virtual)

Present: Pam Kolasinski, Ralph Ilick, Lacey Severson, Nicole Dunbar, Amy Szarkowitz, Ashley Bauman

Called to order by Pam at Noon.

Motion by Nicole and second by Amy to adopt Meeting minutes from January 14, 2021, with one correction. Beth should be Ben under the Fundraising Report.

Treasurer's Report:

Pam asked about the proxy card sent by Marathon Savings Bank. They are looking to go public and be a holding company and need yes votes. There were not objections. Nicole will fill out the proxy card and send it in.

Nicole distributed financial report via email before meeting. Total contributions are lower than last year at this time, but total amount of contributions is not far off. She also mentioned that the Foundation was listed as a beneficiary for the Betty Blumenkamp Survivors Trust. It appears the Foundation will be receiving \$80,563.16.

Motion made by Amy and Ashley seconded to accept Treasurer's report.

Fundraising Report:

Pam mentioned that she is trying to clean up the database before Amy takes over in May. Pam thanked Amy for volunteering.

Library Director's Report:

Library has been receiving furnishings and appreciates the Foundation's grant to cover the cost. The County Finance Department has yet to transfer the necessary funds to cover the bills thus far, so they are being held and will be passed on once paid.

The Library has acquired very nice video equipment to help promote the library and provide a virtual option for story times. Ralph will be forwarding videos in the future, when ready.

The Central Wisconsin Book Festival has grown to the point that it should probably have its own Board.

The Library will not be loosening restrictions on its service model quite yet.

Old Business:

Ralph checked the bylaws and there is nothing preventing Mary from moving to the President role in May. We will need someone to take over the Vice President role at the May meeting.

New Business:

None.

Nicole makes motion to adjourn meeting, Pam seconds. Motion carried.

Meeting adjourned.

Next meeting: May 13, 2021

WISCONSIN VALLEY LIBRARY SERVICE**Board of Trustees Meeting**

March 20, 2021

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is May 15, 2021.

President Tom **Bobrofsky** called the meeting to order at 9:32 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Pat Pechura, Vice-President
 Mike Otten, Treasurer
 Jim Backus, member (remote)
 Jessica Bernett, member (remote)
 Eileen Grunseth, member (remote)
 Christy Janczewski, member (remote)
 Peg Jopek, member (remote)
 Paul Knuth, member (remote)
 Louise Olszewski, member (remote)
 Diane Peterson, member
 Kari Sweeney, member (remote)
 Mandy Wright, member

Others Present

Marla Sepnafski, WVLS Director
 Josh Klingbeil, WVLS staff
 Susie Hafemeister, WVLS staff
 Jamie Matczak, WVLS staff (remote)
 Kris Adams Wendt, WVLS staff (remote)
 Katie Zimmermann, WVLS staff (remote)
 Sherry Machones, NWLS (remote)

Excused

Sonja Ackerman, member

Vacant

Marathon County representative

NOTE: All exhibits may be accessed at <https://wvls.org/bot-agenda-exhibits/>.

CONSENT AGENDA APPROVAL:

Pechura/Knuth motion to approve the agenda as printed. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/Grunseth motion to approve minutes from the January 16, 2021 WVLS Board meeting as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-8):

Pechura/Backus motion to approve the financial reports and current bills as presented. All aye. Motion carried.

2020 TREASURER'S REPORT - revised (Exhibit 9):

Pechura/Backus motion to approve the revised 2020 Treasurer's Report as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 10): **Sepnafski** drew the Board's attention to the report included in their packets. **Sweeney** reported that MCPL is in the process of working out a reopening plan. On February 9, **Bobrofsky** again wrote to MCPL Board president **Sharon Hunter** indicating WVLS Board members were still willing and ready to meet with MCPL Board members. Hunter deferred a reply until after DPI consultant **Shannon Schultz** answered questions related to system membership at the Board's March 15 meeting. Sweeney will share a copy of the Schultz report with WVLS Board members.

WLTF: Backus reported that WLTF is “in a state of suspended animation,” except for participating on the WLA Board and the group’s Facebook page.

COLAND (Exhibit 11): **Klingbeil** shared highlights of the March 12, 2021 virtual meeting, the agenda for which is exhibit 11. The [DPI report shared at that meeting is linked here](#). It is anticipated that federal stimulus awards earmarked for library programs in the American Rescue Plan Act (ARPA) passed by Congress on March 10 will be distributed to states in a manner similar to LSTA appropriations.

Report from **WVLS Director Marla Sepnafski** (Exhibit 12): **Sepnafski** noted the following highlights from the Director’s Report before calling on staff members for updates on their assigned areas of expertise:

- 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.
- As Wisconsin and libraries tentatively approach a "new normal," WVLS staff recently reflected on 2020 accomplishments and explored ways to improve services in 2021. During this exercise, it was recognized that considerable progress occurred in the areas of V-Cat-related services and ILS administration, with ILS support and V-Cat committee work remaining strong throughout a very challenging year. The extraordinary achievements made by leaders in the WVLS area in 2020 is celebrated in a **2020 Top 10 Accomplishments** and shared with this report as Exhibit 12A.
- All **WVLS member public library 2020 annual reports** were submitted to DPI by the March 1 statutory deadline with no issues of noncompliance. **All 25 WVLS member 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.
- Several notes of appreciation regarding the 2021 Wild Wisconsin Winter Web Conference (WWWWC) were shared with conference planner **Jamie Matczak** and are found in Exhibit 12.
- **Updates since January 16 regarding MCPL consideration of WVLS membership:**

The [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.

The [January 26 Update](#) announced that the seven-member MCPL Board 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.'"

The [February 23 Update](#) shared the MCPL Board of Trustees plan to invite DPI to its March 2021 meeting to respond to concerns they had been hearing about the impact a withdrawal by Marathon County will have on other system libraries. 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.

- 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 shared during this meeting will be shared once DPI's written responses to MCPL's questions is received.

- **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.
- **Retirements.** The T.B. Scott Library (Merrill) Board of Trustees 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.

Report from Education Consultant Jaime Matczak (also reporting for Anne Hamland):

- **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 [here](#).
- **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 **Matczak** for future newsletters. Current and past issues of the newsletter are available on the [WVLS website](#).

- **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 Bibliocommons Vice President of Library Engagement **Erica Reynolds** to facilitate a Happy Hour Break Out Room during Biblio Con 2021 (<https://www.bibliocommons.com/bibliocon2021-agenda>). Bibliocommons is a company based in Toronto, Canada, that develops front-end, interactive, catalog and web services for libraries. Matczak chose the theme of “Travel Dreaming” and led a discussion with attendees on travel wishes for 2021, concerns about travel safety, and former vacation destinations.
- 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, 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.
- **Hamland** continues to host “**Website Office Hours**” twice a month for IFLS Library System and WVLS member library webmasters. 2021 website office hours have so far addressed such topics as Accessibility Tools and Tips, Image Optimization, Creating New Pages, Adding Linked Documents, and [Website Donation Tools](#). There were 35 participants in February. Recordings of these tutorials can be found on the [WVLS YouTube Channel](#).
- Representatives from sixteen WVLS and NWLS libraries met on February 28 to discuss 2021 **summer youth programs**. Like 2020, many programs are being loosely planned and prepared to allow for service changes at any moment. WVLS continues 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.
- The **Libraries Activating Workforce Development Skills (LAWDS) project** is revisiting opportunities for workforce development and library teams to meet each other virtually in 2021. These virtual opportunities are in the early planning stages with no dates set.
- **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 follow.

- **Home Internet Speed Test Project.** 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.
- **Upcoming webinars. Streamline for Success: Library Programs & Services Reboot;** April 6 or 7/April 20 or April 21 (two 3-hour sessions offered two weeks apart). 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 and will also be able to continue working with the presenters during select open office hours.
- **Health Information Online: Finding Information You Can Trust--Train the Trainer;** April 14 and 15. These presentations will enhance participants' confidence in helping others, especially those from underserved populations at risk for low health literacy. Participants will discover how to identify and effectively use trustworthy online health information sources. **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.
- **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 provide one contact hour for library certification.
 - April 15; 1:00 pm ***From Plexiglass to Physical Distancing: Library Spaces in 2021.*** Speaker: Curt Beyler, Facilities Manager for the Brown County Library.
 - April 22; 1:00 pm ***Diversifying Your Collection as a Small Library*** Speaker: Elizabeth Timmins, Director of the Muehl Public Library, Seymour, WI.
 - April 29; 1:00 PM ***RA (Readers Advisory) for All: Flip the Script and Think Like a Reader [Covid Edition].*** Speaker: Becky Spratford, International Reader's Advisory Expert and Trainer.
- **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. Thanks in part to a contribution from DPI, the cost per system was \$250, an incredible value.

Report from Inclusive Services Consultant Sherry Machones:

- **Machones** shared a lengthy Inclusive Services Update with member libraries in early March. The update included links addressing 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 **Matczak** on a training rollout for member libraries. Machones has also 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.

Report from ILS Administrator Katie Zimmermann (also reporting for Rachel Metzler):

- **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.
- **Metzler** provided consultations for cataloging staff at libraries working on Bibliographic Records without Subject Headings. Bibliographic Record Overlay Training was offered for libraries. **Zimmermann** offered Create Lists and Rapid Update training with a focus on updating patron records when library users turn 18.
- 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 on 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 **Metzler** and **Zimmermann** following the meeting.
- The **V-Cat Cooperative Circulation Committee** met on January 21 and will next meet on March 11. The Committee finalized a "best practices for service changes" document to guide libraries and 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 allowing 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 January 28. Aspects of the demonstrated discovery layers (Aspen Discovery, Bibliocore, and Pika) were discussed 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.

- **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.
- Ten member libraries have transitioned to the new **uniform checkout periods**, or have reached out to begin the process. For progress report list see Exhibit 12.

Report from Chief Information Officer Josh Klingbeil:

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

Report from Local & State Advocacy Consultant Kris Adams Wendt (Exhibit 12d):

- **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. **Nineteen WVLS attendees** included member library staff and trustees 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 Sonja Ackerman, Tom Bobrofsky,

Louise Olszewski and WVLS staff members Anne Hamland, Josh Klingbeil, Jamie Matczak, Marla Sepnanski, Kris Adams Wendt, Katie Zimmermann.

- Three videos produced for the Library Legislative Day morning briefing by LD&L member **Vicki Teal Lovely** and her son Thomas illustrated how Wisconsin Libraries have remained essential to their communities throughout the last challenging year and included patron interviews and scenes from **WVLS member libraries in Crandon, Rib Lake, Marathon County, and Three Lakes**. [Lifelong Learning & Literacy](#) (4:50) [Access, Workforce Development & Technology](#) (4:57) [The Pillar of a Community Through a Pandemic](#) (4:22)
- **Governor 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 has been meeting individually with JFC members since January. Three in person [JFC public hearings](#) have been scheduled for UW-Stout (April 9), Rhinelander's Hodag Dome (April 21) and UW-Whitewater (April 22) with a virtual session on April 28. More details are pending.
- 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](#)
- Governor Evers is holding six weekly virtual [Badger Bounceback live discussion sessions](#) on various aspects of the Executive Budget from March 18 through April 21.

V-Cat Council (Exhibit 13): See Report from ILS Administrator **Katie Zimmermann** above.

WVLS/V-Cat Steering Committee (Exhibit 14): Zimmerman reported the V-Cat Steering Committee last met on March 18. Voting models progress and potential V-Cat By-Laws changes were discussed. (See also Exhibit 16.) A 2022 V-Cat budget draft was submitted to the V-Cat Council for review before coming before the WVLS Board of Trustees.

2020 WVLS ANNUAL REPORT – retroactive approval (Exhibits 15a,15b):

The 2020 WVLS Annual Report to DPI was submitted by the March 1 statutory deadline. The WVLS staff was commended for their work on the annual report. **Otten/Sweeney motion to retroactively approve the 2020 WVLS Annual Report. All aye. Motion carried.**

V-CAT BY-LAWS; revision approved by the V-Cat Council in February 2021 (Exhibit 16)

Knuth/Jopek motion to approve the revised V-Cat By-laws recommended by the V-Cat Council as presented in Exhibit 16. All aye. Motion carried.

DISPOSITION OF 2020 UNENCUMBERED BALANCE/2021 BUDGET REVISIONS (Exhibit 17):

Sepnanski drew the board's attention to the recommendations and details enumerated in Exhibit 17. **Pechura/Olszewski motion to accept the recommendation for disposition of 2020 unencumbered balance and corresponding 2021 budget revisions as presented. All aye. Motion carried.**

WVLS DIRECTOR EVALUATION PROCESS (Exhibit 18) and SELECTION OF EXECUTIVE COMMITTEE MEETING DATE:

Bobrofsky outlined the WVLS Director Evaluation Process to be completed at the May 15 meeting. It was suggested that the Executive Committee be polled to select a meeting date in early May to review board member input and salary comparison information from other library systems.

CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:

Pechura reminded board members that National Library Week is April 4-10 with Tuesday, April 6 designated as National Library Workers Day. Bobrofsky promoted the virtual WAPL Conference on May 4-7 and mentioned that the WLA Fall Conference will be held November 16-19, and that it might be in-person.

UPDATED WVLS INFORMATION (Exhibits 19, 20): An updated WVLS organization Chart and Fact Sheet were included in the board packet.

REQUEST FOR FUTURE AGENDA ITEMS: Evaluation of WVLS Executive Director, annual audit, System Information and Public Library Statistics booklet, updated WVLS Glossary of Acronyms & Library/System Related Terms.

ADJOURNMENT: Grunseth/Pechura motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:51 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

ITEM NUMBER: 8.01 a-h
CHAPTER 8: Facility and
Equipment
Management
CODE: Policy
COMPUTER ID: FMPRO-1

Title:	Meeting Room Policy
Effective Date:	1-1995
Authorized By:	Library Director
Date of Last Revision:	5-2017 5-2021

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

USES AND PRIORITIES AMONG USERS:

Meeting rooms may be used for programs sponsored by groups or individuals.

Use of the room is free.

The priorities are as follows:

Priority 1: LIBRARY: Any part of the Library's own program: staff and board meetings, story hours and programs conducted by the staff, instruction or guidance in the use of the Library.

Priority 2: LIBRARY SPONSORED: A program in which the Library is a sponsor, participant, or co-operating agency such as Friends of the Library, Wisconsin Valley Library Service, The Literacy Council, and other library organizations.

Priority 3: GOVERNMENT: Use by Marathon County and other governmental units.

Priority 4: OTHERS: Use by service agencies, non-profit agencies, ~~the~~ general public, and businesses.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission or other fee or tuition is charged by a group/individual other than the Library itself, the Library Foundation or the Friends of the Library.

ITEM NUMBER: 8.01 b

3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. ~~Private parties.~~ A return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.
5. These meeting rooms are not an appropriate venue for the following activities, including but not limited to: private parties, for profit meetings, testing, marketing, promotions, interviewing (in general), depositions or other discovery-related proceedings, attorney-client interviews, guardian ad-litem interviews or wards, mediation or other alternative dispute resolution proceedings, or private for-profit tutoring.

MEETINGS IN SEQUENCE:

~~It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.~~

1. ~~A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, up to a maximum of twelve (12) meetings, and for a maximum of two (2) meetings per month.~~
2. ~~If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.~~

ROOM RESERVATIONS:

Meeting rooms are available at all nine library locations in the County. Reservations for Wausau, Mosinee and Stratford meeting rooms must be made ~~with the Library staff at that location~~ by submitting an electronic application from our website. Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located.

~~Applications are available both online and at Library Service Desks, and may be picked up in person or downloaded from the Library's website. The completed application form may be mailed or faxed to the Library, or turned in at any Library service desk must be submitted 10 calendar days prior to the meeting date to allow sufficient time for processing. Reservations will be confirmed during the Library's open hours. They must be received at least 10 calendar days prior to the meeting date to allow sufficient time for processing.~~

The application must be signed by an authorized adult representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Repeated cancellations may affect a group's ability to reserve meeting rooms in the future.

Meeting rooms may be reserved up to 90 days in advanced.

- A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, with a maximum of two (2) meetings per month.

Use of the meeting room is restricted to the hours reserved.

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EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own laptop computer and projector or reserve the Library's equipment. Setup and technical support is not provided by the Library.

Groups may bring their own AV equipment to use. Additional equipment may be reserved from the Library depending on current availability. No charge will be made for use of the equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

CAPACITY:

The Wausau Community Room has a maximum seating capacity of 99 persons.
The **minimum number of users is 20 persons** for the Wausau Community Room.
The Second Floor Conference Room (Wausau) has a maximum capacity of 20 persons.
Stratford Branch has a maximum seating capacity of 30 adults, 50 children.
Mosinee Branch has a maximum seating capacity of 99 persons.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Meetings must adjourn no later than 30 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS FOOD AND BEVERAGES:

~~Refreshments may be served in all Library meeting rooms.~~ Covered beverages are allowed in all meeting rooms.

A kitchen unit is available at Stratford, Mosinee, and the Wausau Community Room at Wausau.

No alcoholic beverages will be permitted.

All Marathon County Public Library buildings are smoke-free.

GENERAL RULES OF USE

Room Arrangement and Maintenance. Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the Library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and clean up is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with the Reference Desk in Wausau or with staff at Mosinee and Stratford immediately prior to obtaining access to the meeting room. Staff will unlock the room and checkout any reserved equipment to the contact person or his/her representative. Any equipment checked out is to be returned to the Reference Desk or designated area at a Branch.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

~~No group may consider the Library its permanent meeting place or use the Library's mailing address or telephone number as its contact information.~~ The library's name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. Marathon County Public Library may not be used as the official address or headquarters of any group.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out name and contact information to the public. The library will communicate scheduled meetings (group name, time, date and place of meeting) in the meeting room reservation calendar. The information may also be posted digitally in the library where the meeting is being held.

Failure to observe the policy may result in loss of meeting room privileges.

The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

A Meeting Room is not considered reserved until the Application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

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Only Marathon County Public Library cardholders are eligible to book Meeting Rooms and Study Rooms. Other groups will be reviewed on a case by case basis.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meetings is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.

Parents or caregivers who bring children to meetings in the Library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. Please refer to Unattended Customer Policy.

The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment are not available.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.

No cooking may be done. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.

No gambling is permitted.

The Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Liability for Damages. The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

Insurance and Exception. Any meeting or event which will be attended by 75 or more persons shall be subject to a risk assessment by the Marathon County Risk Manager. The scope of the proposed use may require a certificate of insurance, hold harmless agreement or contract. The Marathon County Risk Manager may elect to waive the insurance requirement if he or she determines that the planned meeting or event does not present a substantial or significant liability or property damage exposure to the library or Marathon County.

This policy shall not be construed to apply to meetings or events involving expressive activity which enjoy the protection of the U.S. and Wisconsin Constitutions. To qualify for this exception, applicant shall be required to either:

1. Agree to indemnify, protect, defend, and hold harmless the library, Marathon County, their officers and employees against all claims, damages, expenses, loss or liability arising out of the proposed use and determine to be proximately caused by the acts or omissions of the applicant and/or any participants in the planned meeting or event who are determined to be reasonably under control of the applicant, or any organization applicant represents. This indemnity shall not foreclose claims made against the county by the applicant, or any organization applicant represents, and shall not foreclose claims made by third parties; or
2. Agree to redesign or reschedule the permitted meeting or event to respond to specific risks, hazards, and dangers to the public health and safety identified by the Marathon County Risk Manager as being reasonably foreseeable consequences of the meeting or event.

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**Marathon County Public Library
Meeting Room Application**
www.mcpl.us
300 N 1st St., Wausau WI 54403
715-261-7200 FAX 715-261-7204

How to Apply

Complete Name of Group & Name of Workshop (if applicable)

Name of contact person: _____ MCPL Card #:

Email of contact person:

Address of contact person:

Street

City/State/Zip

Phone number of contact person:

Purpose of meeting (Detailed Description):

Room Requested

Wausau Community Room (capacity
99/minimum 20)

Mosinee Branch (capacity 99)

Wausau Second Floor Conference Room
(capacity 20)

Stratford Branch (capacity 30 adults or 50 children)

Meeting date _____ Day of the Week _____

Time: Start time _____ End time _____ (**no later than 30 minutes prior to library closing**)

Expected Attendance _____ There is a 3-hour limit on parking in the Wausau Library lot.
Please use one of the nearby parking ramps to avoid fines. In consideration of others, groups
of 20 or more are kindly asked to park in other locations near the Library.

Equipment Needed

Laptop

Projector

TV

The undersigned, on behalf of the above named organization, ~~has read and agrees to comply with these policies, procedures and regulations~~ governing the use of the Library meeting rooms. The applicant shall indemnify and hold harmless the Marathon County Public Library, its employees, and board of trustees from any damages for personal injury or property damage. The applicant assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from the use of a meeting room at the Marathon County Public Library.

Please notify the Library or email rooms@mcpl.us to request special accommodations prior to your meeting.

Contact Person _____ Date _____

MCPL Staff _____ Date _____

Application forms are available either at the library or on the Website at www.mcpl.us. Completed forms should be submitted by email (rooms@mcpl.us), or in person to any Library service desk, or by mail to 300 N. 1st Street, Wausau, WI 54403, or by fax to (715) 261-7204.

NOTE: This is an application, not a reservation form. No plans should be made regarding the use of meeting rooms and no advertising should be done until a written confirmation is received. If the application is not filled out completely, it will be returned unprocessed. Please refer to the Meeting Room Policy or ask for assistance if you have questions. (715-261-7200)

Reservations will be confirmed during the Library's open hours Monday through Friday. They must be received at least 10 calendar days prior to the meeting date to allow sufficient time for processing.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meeting is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

PLEASE NOTE: These meeting rooms are not an appropriate venue for the following activities, including but not limited to: parties, testing, marketing, promotions, interviewing (in general), depositions or other discovery-related proceedings, attorney-client interviews, guardian ad-litem interviews of wards, mediation or other alternative dispute resolution proceedings, or private for-profit tutoring.