



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, August 23, 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/917248909> or number: [1 877 309 2073](tel:18773092073). Access Code for dialing in: 917-248-909.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (5 minutes) **Health Department Update – For Discussion and Possible Action**
8. (5 minutes) **Staff In-Service Day – For Discussion and Possible Action**
9. (5 minutes) **Transfer of funds to Facilities and Capital Management – For Discussion and Possible Action**
- 10.(5 minutes) **Personnel Committee appointment – For Discussion and Possible Action**
- 11.(10 minutes) **Director Evaluation procedure – For Discussion and Possible Action**
- 12.(10 minutes) **Discussion – County Memorandums of Understanding – For Discussion and Possible Action**
- 13.(10 minutes) **Central Wisconsin BookFest presentation – Chad Dally – For Discussion and Informational Purposes Only**
14. **Announcements**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
- Monday 09/20/2021
 - Monday 10/18/2021
 - Monday 11/15/2021
 - Monday 12/20/2021
17. **Adjournment**

Signed: 

Library Director or Designee

***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: August 18, 2021
FAXED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

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

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

Excused:

Others: Ben Deitz, Mary Stachowiak, Heather Wilde, Molly Adzic, Joshua Klingbeil, Brian Kowalski, Mike Leischner, Lance Leonhard, Mike Puerner, Shannon Schultz, Marla Sepnafski, 10 remote visitors

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

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE PERSONNEL COMMITTEE MINUTES FROM THE JUNE 21, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JUNE 21, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY MICHELLE VAN KREY TO APPROVE THE PERSONNEL COMMITTEE MINUTES FROM THE JULY 9, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO APPROVE THE PERSONNEL COMMITTEE MINUTES FROM THE JULY 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR JUNE 2021. MOTION CARRIED.

Public Comments – None

President – We interviewed five candidates last week and we've narrowed it down to two candidates. We are anticipating that we will have interviews on August 2, in the afternoon with the full board. Please mark your calendars. We will need another member on the personnel committee, if you are interested please let me know.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Interim Director Leah Giordano.

- July 16 attended the Resource Library Director meeting. They talked about ARPA funding.
- At the last board meeting, trustee Beastron mentioned the Athens building. I have a little bit of an update from the Village of Athens Clerk. There was a group of individuals that are willing to raise money to purchase the vacant U.S. Bank building. If they are able to raise the funds then we would have further discussion.

Board Committees – No Report

Friends of the Library – Interim Director Giordano reported the Friends held their second member's only sale was successful with \$800-\$900 raised. There were 14 new Friends member's with the sale. They will be having their big four day sale August 4-7, which is open to anyone in the community.

MCPL Foundation – Interim Director Giordano reported the Foundation met on July 8. The Foundation received an invoice for the furnishings and agreed to fund the additional pieces needed to complete to renovations.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported that the 2021-2023 biannual budget was approved earlier in July, the budget was increase for state and regional public library services. Wisconsin Trustee training week is August 23-27.

Health Department Update

I reached out to the Health Department to get recommendations. We are in the lower range to moderate as far as cases. We are comfortable and interested opening up to full occupancy, with opening meeting rooms to smaller groups. We would still like to wait on the in-house programming and possibly have optional in-house programming starting in the fall at those branches that have more room and feel comfortable.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO RETURN TO FULL OCCUPANCY ON AUGUST 1, REMOVING OFFICIAL BLOCKS OF CURBSIDE SERVICES AT FACILITIES, OFFERING MEETING ROOM SPACES WITH LIMITED OCCUPANCY IN THE ROOMS AND TAKE A LOOK AT IN-HOUSE PROGRAMMING OPTIONS STARTING IN FALL. MOTION CARRIED.

Branch Agreement Update

We have three signed branch agreements.

Director Recruitment

There are two finalists, Employee Resources will be reaching out to them to offer them a second interview. We would like all of the trustees on the second interview as well as Molly and Heather.

No motion was made

Library Board Trustee Presentation with Shannon Schultz from DPI

Shannon Schultz gave a short presentation to the trustees on their responsibilities. A question was asked if the library has any memorandum of understandings in place with the County.

County Administrator Leonhard, Corporation Counsel Puerner and Employee Resources Director Adzic discussed the agreements from 2011 and 2012. Agreements should be periodically reviewed.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY KARI SWEENEY TO REQUEST TO CONVENE IN CLOSED SESSION

- A. PURSUANT TO WIS. STATS. SEC. 19.85(1)(F) FOR THE PURPOSE OF “CONDUCTING 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.**

- B. PURSUANT TO WIS. STAT. SEC. 19.85(1)(G) FOR THE PURPOSE OF “CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENT 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.”**

A roll call vote was taken:

Kari Sweeney – yes

Michelle Van Krey – yes

Jeff Campo – yes

Scott Winch – yes

Gary Beastrom – yes

Dino Corvino – yes

Sharon Hunter – yes

MOTION TO RETURN TO OPEN SESSION and Possible Announcement(s) or Action resulting from Closed Session items

A MOTION WAS MADE BY SCOTT WINCH; SECOND BY GARY BEASTROM TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcement(s) from Closed Session

The Board of Trustees has decided to accept the report from von Briesen & Roper Law Firm. It will be available upon request.

Announcements – None

Request for Future Agenda Items – The next trustee meeting has been rescheduled for August 23.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 2:02 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for August 23, 2021.

Meeting of the Marathon County Public Library Board of Trustees
Monday, August 2, 2021, at 12:45 p.m.
Library Headquarters, Wausau Community Room

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

Excused:

Others: Lance Leonhard, Molly Adzic, Heather Wilde

The meeting was called to order at 12:45 p.m. by Sharon Hunter.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY DINO CORVINO TO REQUEST TO CONVENE IN CLOSED SESSION

A. PURSUANT TO WIS. STAT. § 19.85(1)(C) FOR THE PURPOSE CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR AUTHORITY: NAMELY INTERVIEWING AND CONSIDERING APPLICATIONS FOR EMPLOYMENT FOR THE POSITION OF LIBRARY DIRECTOR.

A roll call vote was taken:

Gary Beastrom – yes
Dino Corvino – yes
Jeff Campo – yes
Kari Sweeney – yes

Michelle Van Krey – yes
Scott Winch – yes
Sharon Hunter – yes

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

Announcements from closed session

We have agreed as a board to repost the position and have the position filled by January 2022.

Request for Future Agenda Items – None

Next Meeting Dates – None

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY GARY BEASTROM TO ADJOURN THE MEETING AT 1:49 P.M. MOTION CARRIED

/s/ Sharon Hunter

Library Board President or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for August 23, 2021.

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Monday, June 21, 2021 at 11:30 a.m. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Scott Winch, Jeff Campo

Excused:

Others: Michael Puerner, Molly Adzic, Leah Giordano, Heather Wilde, Ben Deitz,
7 remote Visitors

The meeting was called to order at 11:35 a.m. by Sharon Hunter.

Discussion of Library Director Hiring Process and Trait Criteria

The director position is posted on a number of sites, with the application deadline of July 6. The traits will be finalized along with the interview questions. There was a discussion as to who would be involved in the interview process.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO ADJOURN
THE MEETING AT 11:57 A.M. MOTION CARRIED.**

/s/ Sharon Hunter

Library Board President or Designee

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, June 21, 2021. Library Headquarters, Wausau Community Room.

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

Excused:

Others: Lance Leonhard, Molly Adzic, Michael Puerner, Joe Russell-von Briesen & Roper Law Firm (remote), Heather Wilde, Ben Deitz, Dan Richter, Mary Stachowiak, Brian Kowalski, 12 remote visitors

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

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MAY 17, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MAY 27, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY DINO CORVINO; SECONDED BY SCOTT WINCH TO APPROVE THE BILLS & SERVICES REPORT FOR MAY 2021. MOTION CARRIED.

Public Comments – None

A MOTION WAS MADE BY DINO CORVINO; SECONDED BY SCOTT WINCH TO REQUEST TO CONVENE IN CLOSED SESSION

- A. PURSUANT TO WIS. STATS. SEC. 19.85(1)(F) FOR THE PURPOSE OF “CONDUCTING 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.**
- B. PURSUANT TO WIS. STATS. SEC. 19.85 (1)(C)“CONSIDERING EMPLOYMENT, PROMOTIONS, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY,” TO WIT: LIBRARY DIRECTOR.**
- C. PURSUANT TO WIS. STAT. SEC. 19.85(1)(G) FOR THE PURPOSE OF “CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENT 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.”**

A roll call vote was taken:

Dino Corvino – yes

Scott Winch - yes

Jeff Campo - yes

Gary Beastrom - yes

Michelle Van Krey – yes

Sharon Hunter – yes

Kari Sweeney – was not present at the time of vote

MOTION TO RETURN TO OPEN SESSION and Possible Announcement(s) or Action resulting from Closed Session items

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

President – We are looking for a final report from von Briesen & Roper Law Firm regarding the investigation of our staff. The report is due by July 19.

Other Board Members – No Report

Interim Director’s Report – Presented in the Board packet and by Interim Director Leah Giordano.

Board Committees – No Report

Friends of the Library – The Interim Director reported the first sale went very well. The Friends raised about \$1,000 and plan to hold a monthly sale.

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported that WVLS will meet on August 21. Wisconsin Trustee week will be held August 23-27. There will be webinars every day at Noon on topics to help us be better trustees for the library. You can get information at WVLS.org. If you cannot make the sessions they will be archived for later listening.

Health Department and Reopening Update

There was a discussion with the Health Department and as long as cases are continuing to decline, moving to a 50% occupancy would be ok. We would still like to wait on the in-house programming and meeting room reservations.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO INCREASE OCCUPANCE TO 50% AND REVIEW AT THE NEXT MEETING IN JULY. MOTION CARRIED.

Cultural Action Plan

This is a very brief proposal with simple strategies to increase communication.

No motion was made.

Remodel Project Update

The contractor was kind enough to give an update via PowerPoint with pictures showing the progress.

Branch Agreement Update

Corporation Counsel gave an update on the branch agreements. The agreements have gone out to all of the municipalities and are starting to come back for signature. What I was hoping that the board would consider is a motion for the Library Board President and Interim Library Director to execute the branch agreements as they come in.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO FOR THE LIBRARY BOARD PRESIDENT AND THE INTERIM LIBRARY DIRECTOR TO SIGN THE BRANCH AGREEMENTS AS THEY COME IN. MOTION CARRIED.

Director Recruitment

Employee Resources Director gave an update that the director position has been posted on a number of sites, with the application deadline of July 6.

Sharon Hunter gave a brief overview of the Personnel Committee meeting. There was some discussion of who would be involved in the interview process. The recommendation is there would be two (2) different interview panels and the candidate screening will be done through Employee Resources.

No motion was made.

Virtual Story Time Presentation

Dan Richter gave a presentation on virtual story times. The presentation showed how our virtual story times started, to where we are now and what the future can look like.

Announcements – Board Member Beastro informed us that the US Bank building in Athens is available and a group in Athens would like to purchase it for the village offices. The invitation has been made, that if the village offices move to the new building the library would be invited to also move.

Request for Future Agenda Items – None

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY DINO CORVINO TO ADJOURN THE MEETING AT 1:28 P.M. MOTION CARRIED.


Library Director or Designee

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Friday, July 9, 2021, at 10:00 a.m.

Marathon County Courthouse
Employee Resources Conference Room
500 Forest St. Wausau, WI 54403

Present: Sharon Hunter, Scott Winch

Excused: Jeff Campo

Others: Kari Sweeney, Molly Adzic

The meeting was called to order at 10:00 a.m. by Sharon Hunter.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER
TO REQUEST TO CONVENE IN CLOSED SESSION**

**A. PURSUANT TO WIS. STAT. § 19.85(1)(C) FOR THE PURPOSE CONSIDERING
EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE
EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE
GOVERNMENTAL BODY HAS JURISDICTION: CONSIDERING APPLICATIONS FOR
THE POSITION OF LIBRARY DIRECTOR.**

Scott Winch – Yes

Sharon Hunter – Yes

MOTION TO RETURN TO OPEN SESSION and Possible Announcement(s) or Action
resulting from Closed Session items

**A MOTION WAS MADE BY SHARON HUNTER; SECOND BY SCOTT WINCH
TO RETURN TO OPEN SESSION. MOTION CARRIED.**

The following individuals were identified to be on the Interview Committee for the
Library Director:

Scott Winch

Sharon Hunter

Kari Sweeney

Mike Otten

Kitty Roesler

Heather Wilde will be asked to meet the candidates and provide a tour of the library.
She will also provide input in the selection process.

Interviews will be conducted at the Library in the Community Room on July 14, July 15, and July 19 (if necessary).

The Personnel Committee would like to recommend that the full Board along with Molly Adzic conduct second interviews the week of August 2.

Request for Future Agenda Items – None

Next Meeting Dates – Interview schedule listed above.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER
TO ADJOURN THE MEETING AT 11:00 A.M. MOTION CARRIED**

/s/ Sharon Hunter
Library Board President or Designee

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Thursday, July 15, 2021, at 7:30 a.m.
Library Headquarters, Wausau Community Room

Present: Sharon Hunter, Scott Winch

Excused: Jeff Campo

Others: Kari Sweeney, Michael Otten, Kitty Roesler, Heather Wilde

The meeting was called to order at 7:31 a.m. by Sharon Hunter.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER TO REQUEST TO CONVENE IN CLOSED SESSION

- A. PURSUANT TO WIS. STAT. § 19.85(1)(C) FOR THE PURPOSE CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR AUTHORITY: NAMELY INTERVIEWING AND CONSIDERING APPLICATIONS FOR EMPLOYMENT FOR THE POSITION OF LIBRARY DIRECTOR.**

Scott Winch – Yes

Sharon Hunter – Yes

A MOTION WAS MADE BY SCOTT WINCH; SECOND BY SHARON HUNTER TO RETURN TO OPEN SESSION. MOTION CARRIED.

A MOTION WAS MADE BY SHARON HUNTER; SECOND BY SCOTT WINCH TO PAUSE THE PERSONNEL MEETING UNTIL 1:45 P.M. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER TO RECONVENE INTO CLOSED SESSION

- A. PURSUANT TO WIS. STAT. § 19.85(1)(C) FOR THE PURPOSE CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR AUTHORITY: NAMELY INTERVIEWING AND CONSIDERING APPLICATIONS FOR EMPLOYMENT FOR THE POSITION OF LIBRARY DIRECTOR.**

Scott Winch – Yes

Sharon Hunter – Yes

MOTION TO RETURN TO OPEN SESSION and Possible Announcement(s) or Action resulting from Closed Session items

A MOTION WAS MADE BY SCOTT WINCH; SECOND BY SHARON HUNTER TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcements from closed session

The Personnel Committee will be recommending the names of two (2) candidates to the Marathon County Public Library Board of Trustees. A potential interview date will be Monday, August 2.

Request for Future Agenda Items – None

Next Meeting Dates – August 2

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER TO ADJOURN THE MEETING AT 2:53 P.M. MOTION CARRIED

/s/ Sharon Hunter

Library Board President or Designee

Org: 665 LIBRARY

| | <u>Vendor Name</u> | <u>Amount</u> |
|------------------------|---------------------------------------|-----------------|
| 101 000000000066592141 | INTERNET SERVICE | |
| | WISCNET | 1,250.00 |
| | CHARTER COMMUNICATIONS | 719.82 |
| | INTERNET SERVICE | 1,969.82 |
| 101 000000000066592164 | CONTRACT SERV-DEBT COLLECTIONS | |
| | UNIQUE MANAGEMENT SERVICES | 8.95 |
| | CONTRACT SERV-DEBT COLLECTIONS | 8.95 |
| 101 000000000066592250 | TELEPHONE | |
| | FRONTIER | 568.95 |
| | TELEPHONE | 568.95 |
| 101 000000000066592561 | LIBRARY FEES-REIMBURSE TO CNTY | |
| | MARSHFIELD PUBLIC LIBRARY | 722.40 |
| | LIBRARY FEES-REIMBURSE TO CNTY | 722.40 |
| 101 000000000066592990 | SUNDRY CONTRACTUAL SERVICES | |
| | WESTBORO PUBLIC LIBRARY | 25.00 |
| | DEMME MEMORIAL LIBRARY | 33.99 |
| | SUNDRY CONTRACTUAL SERVICES | 58.99 |
| 101 000000000066592998 | SUNDRY CONTR SERV-JACKETS LIBR | |
| | BAKER & TAYLOR COMPANY | 678.75 |
| | SUNDRY CONTR SERV-JACKETS LIBR | 678.75 |
| 101 000000000066592999 | SUNDRY CONTR SERV-PROC AV LIBR | |
| | BAKER & TAYLOR COMPANY | 414.69 |
| | SUNDRY CONTR SERV-PROC AV LIBR | 414.69 |
| 101 000000000066593161 | BOOKS LIBRARY | |
| | BAKER & TAYLOR COMPANY | 7,446.71 |
| | AMAZON CAPITAL SERVICES | 1,763.79 |
| | BOOKS LIBRARY | 9,210.50 |
| 101 000000000066593168 | AUDIO-VISUAL MATERIALS | |
| | BAKER & TAYLOR COMPANY | 2,448.24 |
| | FINDAWAY WORLD | 42.74 |
| | AMAZON CAPITAL SERVICES | 459.20 |
| | MIDWEST TAPE LLC | 107.95 |
| | AUDIO-VISUAL MATERIALS | 3,058.13 |
| 101 000000000066593240 | MEMBERSHIP DUES | |
| | WISCONSIN LIBRARY SERVICES | 199.00 |
| | MEMBERSHIP DUES | 199.00 |

Org: 665 LIBRARY

| | <u>Vendor Name</u> | <u>Amount</u> |
|------------------------|--|------------------------------|
| 101 000000000066593260 | ADVERTISING WAUSAU AREA NEWCOMER SERVICE | 25.00 |
| | ADVERTISING | 25.00 |
| 101 000000000066593497 | LIBRARY OPERATING SUPPLIES DEMCO INC STAPLES ADVANTAGE AMAZON CAPITAL SERVICES | 593.24 211.25 656.80 |
| | LIBRARY OPERATING SUPPLIES | 1,461.29 |
| 101 000000000066595320 | BUILDING/OFFICES RENT EDGAR, VILLAGE WI PUBLIC SERVICE VILLAGE OF MARATHON CITY | 881.25 337.23 1,591.62 |
| | BUILDING/OFFICES RENT | 2,810.10 |
| | LIBRARY 665 TOTAL: | 21,186.57 |

Org: 667 LIBRARY GIFTS

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------------|-------------------------|
| 252 000000000066793161 BOOKS LIBRARY | |
| BAKER & TAYLOR COMPANY | 143.94 |
| STAPLES ADVANTAGE | 53.99 |
| BLACKSTONE AUDIOBOOKS | 470.20 |
| LIBRARY STORE INC | 1,909.38 |
| TANK MATES LLC | 642.00 |
| AMAZON CAPITAL SERVICES | 1,368.67 |
| PRICE, SAMUEL J | 250.00 |
| BOOKS LIBRARY | <u>4,838.18</u> |
| LIBRARY GIFTS 667 TOTAL: | <u>4,838.18</u> |
| Report Total: | <u><u>26,024.75</u></u> |

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 7 ending July 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|-------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 665 LIBRARY | | | | | | | |
| APR 711A LIBRARY LVL 1-PERS SERVICE | | | | | | | |
| Cat 910 PERSONAL SERVICES | | | | | | | |
| Act 1110 SALARIES-PERMANENT-REGUL | 557,794.00 | 23,889.60 | | 266,492.61 | 266,492.61 | 291,301.39 | 47.8 |
| Act 1210 WAGES-PERMANENT-REGULAR | 748,778.00 | 55,892.33 | | 396,726.77 | 396,726.77 | 352,051.23 | 53.0 |
| Act 1211 WAGES-PERMANENT-REGULAR | 685,967.00 | 46,393.61 | | 317,507.25 | 317,507.25 | 368,459.75 | 46.3 |
| Act 1250 WAGES-TEMPORARY-REGULAR | 24,794.00 | | | | | 24,794.00 | |
| Act 1510 SOCIAL SECURITY EMPLOYER | 154,380.00 | 8,868.68 | | 69,800.96 | 69,800.96 | 84,579.04 | 45.2 |
| Act 1520 RETIREMENT EMPLOYERS SHA | 123,948.00 | 7,697.34 | | 60,430.10 | 60,430.10 | 63,517.90 | 48.8 |
| Act 1540 HOSPITAL/HEALTH INSURANC | 494,803.00 | 32,981.87 | | 281,395.24 | 281,395.24 | 213,407.76 | 56.9 |
| Act 1541 DENTAL INSURANCE | 10,654.00 | 696.56 | | 5,797.55 | 5,797.55 | 4,856.45 | 54.4 |
| 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 | 1,617.00 | | 12,600.00 | 12,600.00 | 17,976.00 | 41.2 |
| Act 1550 LIFE INSURANCE | 1,128.00 | 29.04 | | 257.51 | 257.51 | 870.49 | 22.8 |
| Act 1560 WORKERS COMPENSATION PAY | 1,039.00 | 70.05 | | 224.36 | 224.36 | 814.64 | 21.6 |
| Act 1580 UNEMPLOYMENT COMPENSATIO | 2,018.00 | 125.92 | | 957.02 | 957.02 | 1,060.98 | 47.4 |
| ----- | | | | | | | |
| APR 711A LIBRARY LVL 1-PERS SERVICE | 2,843,509.00 | 178,262.00 | | 1,412,693.44 | 1,412,693.44 | 1,430,815.56 | 49.7 |
| 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 | 1,969.82 | | 7,683.48 | 7,683.48 | 17,816.52 | 30.1 |
| Act 2164 CONTRACT SERV-DEBT COLLE | 1,000.00 | 8.95 | | 501.20 | 501.20 | 498.80 | 50.1 |
| Act 2190 OTHER PROFESSIONAL SERVI | 6,500.00 | | | 6,500.00 | 6,500.00 | | **** |
| Act 2250 TELEPHONE | 8,500.00 | 1,166.97 | | 4,473.38 | 4,473.38 | 4,026.62 | 52.6 |
| Act 2433 MAINTENANCE CONTRACTS | 11,000.00 | | | 6,324.00 | 6,324.00 | 4,676.00 | 57.5 |
| Act 2561 LIBRARY FEES-REIMBURSE T | 9,000.00 | 1,354.50 | | 3,882.90 | 3,882.90 | 5,117.10 | 43.1 |
| Act 2954 RFID EQUIP MAINT FEES | 36,000.00 | 33,889.53 | | 33,889.53 | 33,889.53 | 2,110.47 | 94.1 |
| Act 2955 V-CAT FEES LIBR | 76,500.00 | | | 81,110.37 | 81,110.37 | 4,610.37- | **** |
| 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 | 96.98 | | 4,802.44 | 4,802.44 | 4,197.56 | 53.4 |
| Act 2995 COMPUTER MAINT. CONTRACT | 8,000.00 | | | | | 8,000.00 | |
| Act 2998 SUNDRY CONTR SERV-JACKET | 22,000.00 | 2,982.10 | | 10,153.95 | 10,153.95 | 11,846.05 | 46.2 |
| Act 2999 SUNDRY CONTR SERV-PROC A | 8,000.00 | 699.66 | | 3,099.45 | 3,099.45 | 4,900.55 | 38.7 |
| Cat 930 SUPPLIES & EXPENSE | | | | | | | |
| Act 3110 POSTAGE/BOX RENT | 3,650.00 | 101.00 | | 531.99 | 531.99 | 3,118.01 | 14.6 |
| Act 3125 PAPER COPIER | 2,000.00 | | | | | 2,000.00 | |
| Act 3126 PAPER - RECEIPTS | 800.00 | | | | | 800.00 | |

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 7 ending July 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|-----------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 665 LIBRARY | | | | | | | |
| APR 711B LIBRARY LVL 1-OPERATING | | | | | | | |
| Cat 930 SUPPLIES & EXPENSE | | | | | | | |
| Act 3127 RFID TAGS-LIBR | 10,500.00 | 2,474.00 | | 4,807.33 | 4,807.33 | 5,692.67 | 45.8 |
| Act 3130 PRINTING/DUPLICATION | 8,000.00 | 447.45 | | 6,434.08 | 6,434.08 | 1,565.92 | 80.4 |
| Act 3161 BOOKS LIBRARY | 274,250.00 | 30,799.03 | | 106,942.37 | 106,942.37 | 167,307.63 | 39.0 |
| Act 3168 AUDIO-VISUAL MATERIALS | 60,000.00 | 5,192.83 | | 25,160.88 | 25,160.88 | 34,839.12 | 41.9 |
| Act 3220 SUBSCRIPTIONS NEWSPAPER/ | 18,000.00 | | | 532.62 | 532.62 | 17,467.38 | 3.0 |
| Act 3221 SUBSCRIPTIONS-ELECTRONIC | 25,000.00 | | | 20,689.89 | 20,689.89 | 4,310.11 | 82.8 |
| Act 3240 MEMBERSHIP DUES | | 199.00 | | 313.00 | 313.00 | 313.00- | |
| Act 3250 REGISTRATION FEES/TUITIO | 4,000.00 | | | 358.00 | 358.00 | 3,642.00 | 9.0 |
| Act 3260 ADVERTISING | 4,000.00 | 25.00 | | 133.71 | 133.71 | 3,866.29 | 3.3 |
| Act 3321 PERSONAL AUTO MILEAGE | 4,000.00 | 138.38 | | 334.38 | 334.38 | 3,665.62 | 8.4 |
| Act 3350 MEALS | 400.00 | | | | | 400.00 | |
| Act 3360 LODGING | 400.00 | | | | | 400.00 | |
| Act 3390 MEETING EXPENSES | 2,000.00 | 97.90 | | 1,162.76 | 1,162.76 | 837.24 | 58.1 |
| Act 3497 LIBRARY OPERATING SUPPLI | 28,000.00 | 1,705.63 | | 31,654.80 | 31,654.80 | 3,654.80-**** | |
| Cat 950 FIXED CHARGES | | | | | | | |
| Act 5140 GENERAL LIABILITY PREMIU | | 5,823.00 | | 5,823.00 | 5,823.00 | 5,823.00- | |
| Act 5151 BUILDING & CONTENTS INSU | | 8,061.00 | | 8,061.00 | 8,061.00 | 8,061.00- | |
| Act 5190 OTHER INSURANCE | 32,500.00 | 18,606.00 | | 18,606.00 | 18,606.00 | 13,894.00 | 57.3 |
| Act 5320 BUILDING/OFFICES RENT | 55,000.00 | 5,205.68 | | 29,314.61 | 29,314.61 | 25,685.39 | 53.3 |
| APR 711B LIBRARY LVL 1-OPERATING | 769,100.00 | 121,044.41 | | 424,871.57 | 424,871.57 | 344,228.43 | 55.2 |
| Or2 665 LIBRARY | 3,612,609.00 | 299,306.41 | | 1,837,565.01 | 1,837,565.01 | 1,775,043.99 | 50.9 |

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 7 ending July 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|-------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 666 WVLS CONTRACTUAL SERVICE-LI | | | | | | | |
| APR 711B LIBRARY LVL 1-OPERATING | | | | | | | |
| Cat 930 SUPPLIES & EXPENSE | | | | | | | |
| Act 3169 E-BOOKS | | 23,153.00 | | 23,153.00 | 23,153.00 | | **** |
| Act 3240 MEMBERSHIP DUES | | 19,000.00 | | 18,726.44 | 18,726.44 | 273.56 | 98.6 |
| ----- | | | | | | | |
| APR 711B LIBRARY LVL 1-OPERATING | | 42,153.00 | | 41,879.44 | 41,879.44 | 273.56 | 99.4 |
| ----- | | | | | | | |
| Or2 666 WVLS CONTRACTUAL SERVICE-LI | | 42,153.00 | | 41,879.44 | 41,879.44 | 273.56 | 99.4 |
| ----- | | | | | | | |
| Agy 0870 LIBRARY | 3,654,762.00 | 299,306.41 | | 1,879,444.45 | 1,879,444.45 | 1,775,317.55 | 51.4 |
| ----- | | | | | | | |
| Sub 101 GENERAL FUND | 3,654,762.00 | 299,306.41 | | 1,879,444.45 | 1,879,444.45 | 1,775,317.55 | 51.4 |

GL787

LIB 21-OBL vs BUDGET HSW

Report Format 511

Period 7 ending July 31, 2021

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 667 LIBRARY GIFTS | | | | | | | |
| APR Z712 LIBRARY GIFTS (EXP) | | | | | | | |
| Cat 930 SUPPLIES & EXPENSE | | | | | | | |
| Act 3161 BOOKS LIBRARY | 147,873.00 | 7,907.68 | | 84,274.60 | 84,274.60 | 63,598.40 | 57.0 |
| ----- | | | | | | | |
| Or2 667 LIBRARY GIFTS | 147,873.00 | 7,907.68 | | 84,274.60 | 84,274.60 | 63,598.40 | 57.0 |
| ----- | | | | | | | |
| Agy 0870 LIBRARY | 147,873.00 | 7,907.68 | | 84,274.60 | 84,274.60 | 63,598.40 | 57.0 |
| ----- | | | | | | | |
| Sub 252 LIBRARY GIFTS | 147,873.00 | 7,907.68 | | 84,274.60 | 84,274.60 | 63,598.40 | 57.0 |
| ----- | | | | | | | |
| Report Final Totals | 3,802,635.00 | 307,214.09 | | 1,963,719.05 | 1,963,719.05 | 1,838,915.95 | 51.6 |
| ===== | | | | | | | |

GL787 LIB 21 MAINT OBL VS BUDGET HSW Report Format 511

Period 7 ending July 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 206 LIBRARY - BLDG MAINTENANCE | | | | | | | |
| APR 561F MAINT LIBR LVL 1-OPERATIN | | | | | | | |
| Cat 920 CONTRACTUAL SERVICES | | | | | | | |
| Act 2170 PEST EXTERMINATION | 420.00 | 30.00 | | 210.00 | 210.00 | 210.00 | 50.0 |
| Act 2210 WATER/SEWER | 40,000.00 | 11,728.95 | | 12,790.14 | 12,790.14 | 27,209.86 | 32.0 |
| Act 2220 ELECTRIC | 37,000.00 | 3,928.01 | | 16,461.10 | 16,461.10 | 20,538.90 | 44.5 |
| Act 2240 NATURAL/PROPANE GAS | 10,000.00 | 427.58 | | 6,702.83 | 6,702.83 | 3,297.17 | 67.0 |
| Act 2460 BUILDING SERVICE EQUIP R | 3,000.00 | 1,537.60 | | 3,477.99 | 3,477.99 | 477.99 | **** |
| Act 2470 BUILDING REPAIRS | 1,000.00 | | | 145.85 | 145.85 | 854.15 | 14.6 |
| Act 2930 FIRE PROTECTION | 300.00 | | | 105.61 | 105.61 | 194.39 | 35.2 |
| Act 2970 REFUSE COLLECTION | 7,300.00 | 2,772.68 | | 5,445.43 | 5,445.43 | 1,854.57 | 74.6 |
| Act 2990 SUNDRY CONTRACTUAL SERVI | 2,600.00 | 3.71 | | 2,615.24 | 2,615.24 | 15.24 | **** |
| Cat 930 SUPPLIES & EXPENSE | | | | | | | |
| Act 3440 HOUSEHOLD/JANITORIAL SUP | 7,000.00 | 1,800.00 | | 6,459.31 | 6,459.31 | 540.69 | 92.3 |
| Act 3460 CLOTHING/UNIFORM | 500.00 | 44.00 | | 264.00 | 264.00 | 236.00 | 52.8 |
| Act 3550 PLUMBING/ELECTRICAL SUPP | 500.00 | | | 287.32 | 287.32 | 212.68 | 57.5 |
| Cat 940 BUILDING MATERIALS | | | | | | | |
| Act 4250 SMALL HARDWARE/WIRE/NAIL | 100.00 | | | | | 100.00 | |
| APR 561F MAINT LIBR LVL 1-OPERATIN | 109,720.00 | 22,272.53 | | 54,964.82 | 54,964.82 | 54,755.18 | 50.1 |
| Or2 206 LIBRARY - BLDG MAINTENANCE | 109,720.00 | 22,272.53 | | 54,964.82 | 54,964.82 | 54,755.18 | 50.1 |
| Agy 0590 OTHER GENERAL GOVERNMENT | 109,720.00 | 22,272.53 | | 54,964.82 | 54,964.82 | 54,755.18 | 50.1 |
| Sub 101 GENERAL FUND | 109,720.00 | 22,272.53 | | 54,964.82 | 54,964.82 | 54,755.18 | 50.1 |
| Report Final Totals | 109,720.00 | 22,272.53 | | 54,964.82 | 54,964.82 | 54,755.18 | 50.1 |

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of July 2021

| Branch | 2020 CURRENT MONTH | 2021 CURRENT MONTH | % CHANGE | 2020 YEAR-to-DATE | 2021 YEAR-to-DATE | % CHANGE |
|--------------------|--------------------|--------------------|---------------|-------------------|-------------------|--------------|
| ATHENS | 590 | 1,045 | 77.12% | 6,397 | 5,613 | -12.26% |
| EDGAR | 808 | 1,385 | 71.41% | 7,492 | 8,545 | 14.05% |
| HATLEY | 1,349 | 1,987 | 47.29% | 8,516 | 9,026 | 5.99% |
| MARATHON | 1,549 | 2,739 | 76.82% | 11,224 | 14,473 | 28.95% |
| MOSINEE | 1,304 | 2,714 | 108.13% | 10,791 | 13,940 | 29.18% |
| ROTHSCHILD | 4,608 | 7,928 | 72.05% | 34,934 | 44,072 | 26.16% |
| SPENCER | 687 | 887 | 29.11% | 6,580 | 5,067 | -22.99% |
| STRATFORD | 1,147 | 2,169 | 89.10% | 7,665 | 9,809 | 27.97% |
| WAUSAU | 10,054 | 31,127 | 209.60% | 115,431 | 110,666 | -4.13% |
| WAUSAU DRIVE UP | 98 | 1,851 | 1788.78% | 2,933 | 4,755 | 62.12% |
| HOMEBOUND | 1,126 | 947 | -15.90% | 6,979 | 6,591 | -5.56% |
| ILL | 2 | 174 | 8600.00% | 370 | 1,121 | 202.97% |
| OVERDRIVE | 13,924 | 13,275 | -4.66% | 90,589 | 94,057 | 3.83% |
| GRAND TOTAL | 37,246 | 68,228 | 83.18% | 309,901 | 327,735 | 5.75% |

**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

**MCPL reopened their doors on Tuesday, June 1, 2021

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

July 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 | 153 | 0 | 153 | 5,613 | 2.73% | |
| EDGAR | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 18 | 8,545 | 0.21% | |
| HATLEY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,026 | 0.00% | |
| MARATHON | 1 | 0 | 8 | 0 | 0 | 0 | 0 | 9 | 14,473 | 0.06% | |
| MOSINEE | 0 | 0 | 0 | 70 | 0 | 0 | 0 | 70 | 13,940 | 0.50% | |
| ROTHSCHILD | 0 | 0 | 24 | 46 | 0 | 0 | 0 | 70 | 44,072 | 0.16% | |
| SPENCER | 285 | 0 | 0 | 0 | 0 | 12 | 9 | 306 | 5,067 | 6.04% | |
| STRATFORD | 0 | 0 | 0 | 0 | 0 | 0 | 34 | 34 | 9,809 | 0.35% | |
| WAUSAU | 72 | 0 | 1,069 | 183 | 0 | 13 | 27 | 1,364 | 110,666 | 1.23% | |
| WAUSAU DRIVE UP | 0 | 0 | 58 | 0 | 0 | 0 | 0 | 58 | 4,755 | 1.22% | |
| MISC* | | | | | | | | | 101,769 | | |
| TOTAL MCPL | 358 | 0 | 1,177 | 299 | 0 | 178 | 70 | 2,082 | 327,735 | 0.64% | |
| % of CIRC by COUNTY | 0.11% | 0.00% | 0.36% | 0.09% | 0.00% | 0.05% | 0.02% | | | | |

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of July 2021

| | 2020 CURRENT MONTH | 2021 CURRENT MONTH | % CHANGE |
|--|--------------------|--------------------|---------------|
| MARATHON COUNTY | | | |
| RESIDENT ADULT | 64,684 | 64,560 | -0.19% |
| RESIDENT CHILD | 9,237 | 8,320 | -9.93% |
| HOMEBOUND | 179 | 162 | -9.50% |
| STAFF | 65 | 62 | -4.62% |
| TEMPORARY | 274 | 470 | 71.53% |
| TOTAL FOR MARATHON COUNTY | 74,439 | 73,574 | -1.16% |
| NON-COUNTY ON SITE BORROWERS | | | |
| ADULT | 2,883 | 2,909 | 0.90% |
| CHILD | 243 | 209 | -13.99% |
| TEMPORARY | 20 | 25 | 25.00% |
| TOTAL FOR NON-COUNTY ON SITE BORROWER | 3,146 | 3,143 | -0.10% |
| INTERLIBRARY LOAN | | | |
| ILL | 520 | 402 | -22.69% |
| GRAND TOTAL | 78,105 | 77,119 | -1.26% |

Marathon County Public Library

Director Report

August 2021

Director Activities

July 2021

- Attended Marathon County Extension, Education, and Economic Development Committee Meeting
- Held weekly team lead meetings and individual rounding with staff
- Attended Marathon County Public Library Foundation meeting
- Met with County Administration to discuss county/board responsibility overview
- Held orientation for new Library Specialist
- Met with Employee Resources to discuss personnel strategy
- Hosted Branch Coordinator meeting
- Attended Library Resource Director meeting
- IT Technician transition meeting
- Attended Library Board meeting
- Met with CCITC to discuss Wi-Fi antenna agreements
- Attended Marathon County Department Head meeting
- Met with WVLS to go over system technology membership services
- Attended Friends of the Library Board meeting

Other Updates of Note

- Action plan progress: continued individual rounding, continued weekly team lead meetings, continued bi-monthly all staff updates. Met to discuss staff development day themes-tentatively set for October 15.
- Mid-year reviews have been delivered and submitted.
- Friends of the Library hosted their seasonal four day sale on August 4-7. Friends President Sharon Behle reported that the event was very successful, with puzzles, children's books and history books being among the top sellers. This sale raised approximately \$4,700, and gained about forty new memberships.
- All open positions have been posted and are currently listed, or have closed and are being

reviewed. Interviews to commence when final applicants have been selected.

- All branch municipalities have been contacted regarding agreements. Currently, four municipalities have reviewed and signed lease and/or Wi-Fi antenna agreements.
- Work on the roof is ongoing and progressing as expected, with completion estimates at four weeks.

Library Services Report for July

News

- Inventory: Marathon: Juvenile Graphic Novels and New Juvenile Graphic Novels Spencer: Juvenile Graphic Novels, Juvenile Kits, and Juvenile Paperbacks
- Proctoring: one exam
- Adult collection weeding: Rothschild: Adult Fiction, Paperbacks, and Adult DVD Edgar: Adult DVD Spencer: Adult Audiobook Athens: Adult Fiction
- Youth collection weeding: MO (YA fiction) and SP (YA fiction)
- Renovation: Completed attaching sign holders to Adult Non-Fiction
- Virtual story times and various outdoor programming is ongoing in lieu of in-house events

Events and Programs*

Youth Services Events

- Story Times
 - July 6: Virtual Story Time – 37 total views on YouTube
 - July 13: Virtual Story Time—29 total views on YouTube
 - July 20: Virtual Story Time—26 total views on YouTube
 - July 27: Virtual Story Time –18 total views on YouTube
 - July 31: Story Time at Airport Park– 6
- Other Programs
 - July 22: Goat-a-Palooza craft and stories with Marathon County Parks and Rec – 35
 - July 1-31: Grab and Go Bug Hotel—600
 - Number of June Youth Services programs – 7 (4 virtual, 3 socially distanced “in person”)
 - Total attendance for July Youth Services programs – 751

Adult/All Ages Events

- July 1-30: Little Treasures Grab & Go: Fairy Dolls – 105 kits handed out
- July 1: Marathon County Historical Society History Chats – Favorite Pictures: Staff Favorites – 19 live viewers
- July 8: Marathon County Historical Society History Chats – Favorite Pictures: Ben’s Favorites – 15 live viewers
- July 10: Marathon County Historical Society History Speaks: Impressions of Poland w/Rick Lohr - 13 live viewers
- July 15: Marathon County Historical Society History Chats – Favorite Pictures: Gary’s Favorite –

- 16 live viewers
- July 22: Marathon County Historical Society History Chats – Favorite Pictures: Your Favorites – 9 live viewers
- July 29: Marathon County Historical Society History Chats – Favorite Pictures: Guest Bob Becker – 15 live viewers
 - Number of July programs – 7
 - Total participation/attendance – 192

**due to COVID-19, there were no in-house events or programs*

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,340 likes/follows (+10)
- Twitter: 1,225 followers (-1)
- Pinterest: 972 followers (+0)
- Goodreads: 299 friends (+0); 1,342 reviews (+4)
- Instagram: 960 followers (+2)
- YouTube: 98 subscribers (+4)

Hot Happenings in the River District (email newsletter)

- July 14- Friends of MCPL Members-Only Sale!
- July 21- Grab & Go: Bug Hotel
- July 28- Friends of MCPL Public Book Sale

WSAW Channel 7

- July 14- Book sales return to Marathon County Library this summer (Library Marketing Specialist, Dan Richter)
<https://www.wsaw.com/2021/07/14/book-sales-return-marathon-county-library-this-summer>

WSAU 550 AM

- July 12- Nearly a double applications for Marathon County Library director position (Library Board President, Sharon Hunter)
<https://wsau.com/2021/07/12/nearly-a-dozen-applications-for-marathon-county-library-director-position>
- July 19- Marathon County Library branches to reopen to full capacity August 1st, search for new director continues (Interim Library Director, Leah Giordano)
<https://wsau.com/2021/07/19/marathon-county-library-branches-to-reopen-to-full-capacity-august-1st-search-for-new-director-continues>

City Pages

- July 1- Metro Briefs- Process underway to hire new library director (MCPL Board Chair, Sharon Hunter)
 Big Guide- Athens: Book-of-the-Month Club-“The Weight of Ink”
- July 8- Big Guide- All Locations: Grab & Go Craft-Fairy Doll, Grab & Go Craft-Bug Hotel, Family Story Time-Hats!, Family Story Time-Vacation!, Family Story Time-Fractured Fairy Tales!; Wausau: History Speaks-Impressions of Poland; Athens: Book-of-the-Month Club-“The Weight of Ink;” Hatley: Book Club-“The Tattooist of Auschwitz,” Beach Party Story Time; Marathon City: Book Club-“The Giver of Stars;” Stratford: Fiction in the Fresh Air Book Club-“American Dirt,” Beach

Party Story Time

- July 15- Big Guide- All Locations: Grab & Go Craft: Mini Fairy Doll, Grab & Go Crafts-Bug Hotel; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“The Weight of Ink”
- July 22- Metro Briefs- Library to open to full capacity (Library Interim Director, Leah Giordano); New Library Director could be named in August
Big Guide- Athens: All Locations: Grab & Go Craft: Mini Fairy Doll, Grab & Go Crafts-Bug Hotel, Family Story Time-Fractured Fairy Tales; Wausau: Goatapalooza; Book-of-the-Month Club-“The Weight of Ink”
- July 29- Big Guide- All Locations: Grab & Go-Mini Fairy Doll, Grab & Go-Macramé Keychain; Wausau: Friends of MCPL Book Sale; Athens: Book-of-the-Month Club-“The Weight of Ink,” Book-of-the-Month Club-“In Five Years”

Mosinee Times

- July 1- Marathon County Public Library Youth Events- All Locations: Grab & Go-Bug Hotel, Family Story Time-In a Bad Mood!, Family Story Time-Hats!, Family Story Time-Vacation!, Family Story Time-Fractured Fairy Tales!; Hatley: Beach Party Story Time; Stratford: Beach Party Story Time
- July 8- MCPL to offer mini fairy doll Grab & Go craft for adults in July
- July 29- Macramé keychain craft for adults to be offered at all MCPL locations

Record Review

- July 7- Athens: Book Club; Edgar: Grab & Go-Bug Hotel, Grab & Go-Fairy Doll; Marathon City: History Speaks-Impressions of Poland, Book Club-“The Giver of Stars;” Stratford: Beach Party Story Time, Grab & Go-Fairy Doll
- July 14- Athens: Book Club; Edgar: Grab & Go-Bug Hotel, Grab & Go-Fairy Doll; Stratford: Grab & Go Craft-Fairy Doll
- July 21- Athens: Book Club; Stratford: Edgar: New Assistant Librarian-Dana Chadderdon (with photo), History Chats-Favorite Photos from the Historical Society, Grab & Go-Bug Hotel, Grab & Go-Fairy Doll; Marathon City: Book Club-“The Story of the Trapp Family Singers;” Stratford: Grab & Go Craft-Fairy Doll
- July 28- Athens: Book Club; Edgar: Story Time for Dragon Lovers!, Book Club; Marathon City: Book Club-“The Story of the Trapp Family Singers”

Wausau Pilot & Review

- July 6- Marathon County Public Library offers mini fairy doll craft for adults
<https://wausapilotandreview.com/2021/07/06/marathon-county-public-library-offers-mini-fairy-doll-craft-for-adults>
- July 13- Friends of MCPL to host members-only book sale July 17
<https://wausapilotandreview.com/2021/07/13/friends-of-mcpl-to-host-members-only-book-sale-july-17>
- July 23- Marathon County Public Library Book Clubs: August- Athens: Book-of-the-Month Club-“In Five Years;” Edgar: “The Air You Breathe;” Hatley: “The Great Peshtigo Fire;” Marathon City: “The Story of the Von Trapp Family Singers;” Mosinee: Virtual Book Club-“Where the Crawdads Sing;” Stratford: Fiction in the Fresh Air-“The Vanishing Half”
<https://wausapilotandreview.com/2021/07/23/marathon-county-public-library-book-clubs-august-2>

- July 25- Marathon County Public Library kids' activities- All Locations: Grab & Go-Feathered Magpie Magnet, Family Story Time-Beach Party!, Family Story Time-Music!, Family Story Time-Pizza!, Family Story Time-Friendship!, Family Story Time-Outdoors!; Wausau: Library Card Pool Day; Edgar: Story Time for Dragon Lovers; Hatley: Outdoor Story Time, Sidewalk Chalk Art; Stratford: Chalk Art Story Time
<https://wausapilotandreview.com/2021/07/25/marathon-county-public-library-kids-activities>
- [July 27- Macramé keychain craft for adults to be offered at MCPL](https://wausapilotandreview.com/2021/07/27/macrame-keychain-craft-for-adults-to-be-offered-at-mcpl)
<https://wausapilotandreview.com/2021/07/27/macrame-keychain-craft-for-adults-to-be-offered-at-mcpl>

Wausau Times/Buyers Guide

- July 28- MCPL Book Clubs: August 2021- Athens: Book-of-the-Month Club-"In Five Years;" Edgar: "The Air You Breathe;" Hatley: "The Great Peshtigo Fire;" Marathon City: "The Story of the Trapp Family Singers;" Mosinee: Virtual Book Club-"Where the Crawdads Sing;" Stratford: Fiction in the Fresh Air-"The Vanishing Half"

Materials

- Youth

| | 2021 Annual Budget | Rollover from 2020 | Total Appropriation | Monthly Allotment | Free Balance | Spent as of 8/3/2021 | % Spent |
|-------------------------------|---------------------|--------------------|---------------------|--------------------|--------------------|----------------------|------------|
| Juvenile Audiobooks | \$5,000.00 | \$905.40 | \$5,905.40 | \$416.67 | \$2,701.04 | \$3,204.36 | 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 | \$8,463.29 | \$4,982.47 | 37% |
| Juvenile Video Games | \$1,750.00 | \$- | \$1,750.00 | \$145.83 | \$466.97 | \$1,283.03 | 73% |
| 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 | \$12,668.75 | \$10,363.16 | 45% |
| Juvenile Fiction | \$18,500.00 | \$381.78 | \$18,881.78 | \$1,541.67 | \$6,748.01 | \$12,133.77 | 64% |
| Juvenile NonFiction | \$37,500.00 | \$1,161.47 | \$38,661.47 | \$3,125.00 | \$25,510.81 | \$13,150.66 | 34% |
| Juvenile Picture Books | \$33,000.00 | \$479.79 | \$33,479.79 | \$2,750.00 | \$21,746.60 | \$11,733.19 | 35% |
| Juvenile Spanish | \$1,000.00 | \$51.90 | \$1,051.90 | \$83.33 | \$2.38 | \$1,049.52 | 100% |
| Juvenile Standing Order Print | \$9,000.00 | \$987.72 | \$9,987.72 | \$750.00 | \$6,727.18 | \$3,260.54 | 33% |
| Young Adult Fiction | \$8,000.00 | \$165.66 | \$8,165.66 | \$666.67 | \$3,672.01 | \$4,493.65 | 55% |
| Young Adult Graphic Novels | \$3,750.00 | \$593.50 | \$4,343.50 | \$312.50 | \$1,569.53 | \$2,773.97 | 64% |
| Young Adult NonFiction | \$2,000.00 | \$557.00 | \$2,557.00 | \$166.67 | \$364.70 | \$2,192.30 | 86% |
| Youth Print Subtotal | \$112,750.00 | \$4,378.82 | \$117,128.82 | \$9,395.83 | \$66,341.22 | \$50,787.60 | 43% |
| Youth Services TOTAL | \$134,250.00 | \$5,910.73 | \$140,160.73 | \$11,680.06 | \$79,009.97 | \$61,150.76 | 44% |

- Adult

| | 2021 Annual Budget | Rollover from 2020 | Total Appropriation | Monthly Allotment | Free Balance | Spent as of August 2, 2021 | % Spent |
|-------------------------------|---------------------|--------------------|---------------------|--------------------|--------------------|----------------------------|---------------|
| Adult Audiobooks | \$12,000.00 | \$1,761.48 | \$13,761.48 | \$1,090.91 | \$4,057.32 | \$9,704.16 | 70.52% |
| Adult Music CD | \$7,500.00 | \$115.50 | \$7,615.50 | \$681.82 | \$4,630.63 | \$2,984.87 | 39.19% |
| Adult DVD | \$26,000.00 | \$143.85 | \$26,143.85 | \$2,363.64 | \$15,247.30 | \$10,896.55 | 41.68% |
| Adult Video Games | \$1,500.00 | | \$1,500.00 | \$136.36 | \$715.90 | \$784.10 | 52.27% |
| Adult AV Subtotal | \$47,000.00 | \$2,020.83 | \$49,020.83 | \$4,272.73 | \$24,651.15 | \$24,369.68 | 49.71% |
| Adult Paperbacks | \$1,875.00 | \$163.30 | \$2,038.30 | \$170.45 | \$865.99 | \$1,172.31 | 57.51% |
| Adult Paperbacks S.O. | \$3,714.00 | | \$3,714.00 | N/A | \$2,749.00 | \$965.00 | 25.98% |
| Adult Fiction | \$45,000.00 | \$725.84 | \$45,725.84 | \$4,090.91 | \$8,743.65 | \$36,982.19 | 80.88% |
| Adult LT Fiction | \$7,200.00 | \$454.71 | \$7,654.71 | \$654.55 | \$4,236.98 | \$3,417.73 | 44.65% |
| Adult LT S.O. | \$15,300.00 | \$273.90 | \$15,573.90 | \$1,390.91 | \$6,738.11 | \$8,835.79 | 56.73% |
| Adult Non-fiction | \$65,696.00 | \$1,451.29 | \$67,147.29 | \$5,972.36 | \$29,170.07 | \$37,977.22 | 56.56% |
| Adult Non-fiction S.O. | \$2,715.00 | | \$2,715.00 | N/A | \$2,201.98 | \$513.02 | 18.90% |
| Adult Biographies | \$10,000.00 | \$196.60 | \$10,196.60 | \$909.09 | \$4,474.91 | \$5,721.69 | 56.11% |
| Adult Spanish | \$750.00 | | \$750.00 | \$68.18 | \$358.79 | \$391.21 | 52.16% |
| Adult Hmong | \$750.00 | | \$750.00 | \$68.18 | \$240.47 | \$509.53 | 67.94% |
| Adult Print Subtotal | \$153,000.00 | \$3,265.64 | \$156,265.64 | \$13,909.09 | \$59,779.95 | \$96,485.69 | 61.74% |
| Adult Services TOTAL | \$200,000.00 | \$5,286.47 | \$205,286.47 | \$18,181.82 | \$84,431.10 | \$120,855.37 | 58.87% |

Support Services Report for July

Circulation Team

- 223 new library card applications have been processed by the circulation team from July 1 to July 31, 2021.
- July 2021 Wausau Circulation was 31,127. June 2021 Circulation 28,045 items, showing an increase of 9.9%.
- Laura D processed 174 Interlibrary loan requests
- Ashley H and Paula L checked out 947 items for our home bound customers.
- 7/7, 7/14, 7/21, 7/28 Leads meetings were held with the Interim Director.
- 7/12/21 New employee, Cathy P, Adult Services had Sierra orientation with Kitty R.
- 7/13/21 Kitty R virtually attended a webinar called Patron Service, Top Priority, how does it stack up?
- 7/16/21 Colleen Y spoke at Branch Head Meeting to discuss Snags/Missing/Damage process.
- 7/19 Kitty R attended Library Board meeting virtually
- 7/28 Kitty R and James B met with Jim O'Connell for Librarian internship meeting
- James B & Jeff P are working through the 2002 & 2003 juvenile to adult account merge process.

Support Services Team

- 7/7, 7/14, 7/21, & 7/28: Mary attended Leads and Librarians with Leah.
- 7/13/21: Pat showed Katie and Rachel (WVLS) how Baker & Taylor electronic ordering interacts with the Sierra acquisitions module. Katie and Rachel are working on a solution to adding an item record at the same time as adding a bib record.
- 7/13/21: new staff member Cathy P. visited Support Services and received an overview of what our team does.
- 7/21/21: Northern Valley Workshop picked up 40 boxes of withdrawn library books in addition to several boxes the Friends have deemed not sale worthy.
- 7/27/21: Support Services team meeting to review/revisit various tasks not needed during the Covid closing. Stephanie shared recent patron experiences at the D/T. Pre-Covid, the D/T did not have patron issues and lately there have been three. We thank Colleen for covering the D/T during the meeting.
- Baker & Taylor has ramped up their handling of our orders. We have received well over 100 boxes in the last two weeks.
- Stephanie packed up more withdrawn books and DVDs: 5 boxes/200 children's books for the United Way. Three boxes/90 adult and children's books and DVDs for the Women's Community. Three boxes/120 juvenile non-fiction books for the Salvation Army.
- Team members continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Adult non-fiction 600's: done through 625
 - Faded label replacement and disc cleaning for Branches: in progress.
 - Clean Wausau adult DVDs: BLU

Page Team

- Kali R. completed the Missing or Missing in Inventory List from June 2021
- The page team assisted Support Services with re-labeling adult non-fiction 600's.
- Ollie virtually attended the board meeting on July 19th and relayed any pertinent information to the pages.
- Ollie met with Lynelle and Kayla to discuss the addition of Saturday hours for the two of them.

- July 10th Kayla covered Saturday hours for Kali.
- A big thank you to Laura D. on the circ team for offering much needed help on her Saturday's by doing a lot of page work.
- Ollie attended the Librarians and Leads meetings every Wednesday.
- Ollie worked with Bibliotecha to resolve sorter issues.
- Throughout the month of July the pages shelved approximately 30,525 items.

Branch Report for July

Athens Monthly Report

Events and Programs

- Bug Hotel: Throughout the month of July, children were welcome to pick up their own grab and go 3D paper bug hotel out of scrapbook paper, stickers, step by step instructions, along with directions to make a real bug hotel using supplies from nature. A total of 12 kits went out to the public.
- Little Treasures Fairy Doll: A DIY fairy doll grab and go craft was offered to adults and teens during the month of July. A total of 6 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 July was *The Weight of Ink* by Rachel Kadish.
- Summer Reading Program Tails & Tails: Athens had a total of 17 SLP participants complete and return reviews for the summer reading club.

Circulation Statistics

- Athens circulated 1,045 items in July 2021. This is a 77.12% increase from July 2020. In 2021 year-to-date, Athens has circulated 6,397 items. This is a 12.26% decrease from 2020.
- Athens reopened the library on July 1st at 50% capacity limit. There was a total of 14 curbsides throughout the month of July.

Library News

- Athens is currently working with MCPL Support Services pulling and sending in bins with faded spine labels and items that need AV cleaning.
- Jennifer Triolo recorded and submitted a Paper Plate Snake Virtual Craft for MCPL's Family Fun programming.
- Jennifer Triolo attended the Branch Coordinator meeting on July 18th
- Crafts were displayed featuring each July grab and go craft near the circulation desk.
- A variety of summer themed books were put out on display and featured by the circulation desk.
- A colorful SLP display was made near the circulation desk which included details about signing up for the program, completing reviews and featured book prizes available.

Facilities Updates

- After a heavy rain on July 23rd water damage occurred on the carpet in the children's area. Athens staff were able to soak up the water using towels, a vacuum and fan. No children's books

were damaged.

- On July 31st Athens staff noticed water dripping inside from the window in the children's area. One damage book was noted. Lisa Czech was informed and maintenance took a look at the issue on August 2nd.

Edgar Monthly Report

Events and Program

- Grab n Go crafts, 18 adult, and 26 children kits.
- The Sumer Reading Program has children, of all ages, reading and turning in slip, to receive a book for their home libraries.
- There were 3 curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of July were 1385 items checked out. This is a 71.41% increase for the same month last year. A total of 8545 items have been checked out so far this year. This is a 14.05% increase from 2020.

Library News

- The Edgar Branch will be holding an outside Storytime on August 17, at 10:30am at Scotch Creek Park.
- The Edgar Branch will be holding an outside Book Club on August 17, at Scotch Creek Park at noon.
- Curbside has slowed down as more people are feel comfortable coming in the building.
- Deb worked on a family program with other branch staff throughout the county. This month Dana recorded a story for this program.
- Patrons are excited about the library being open, and picking out their own books.

Facilities Updates

- The security system that the Edgar Village to lock the doors is now being left open during the day so that customers and come in. It will be used if needed to monitor the number of people in the building at a time.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 8 adults participate in our Virtual Book Club to discuss the book “The Tattoolist of Auschwitz” by Heather Morris. August’s club will be discussing “The Great Peshitgo Fire” by Peter Pernin. The group was very happy to be able to meet in person and hopes this can continue but has said they will also still continue virtually as well.
- Outdoor Story Time – This was our first Story Time since we closed down last year and this was well received. The theme was Beach Day and we had 11 adults, 17 children, and 2 teens attend.
- Grab N Go programs

- a. Bug Hotel – 4 teens and 36 children took a kit home
- b. Flower Fairies – 4 adults, 8 children, and 4 teens took one of these home. We did not have any kits left.

Upcoming Programs

- Book Club on August 10th
- Outdoor Story Time – Cats and Dogs themed
- Grab N Go Crafts – Macrame Key Chains and Magpie Magnets

Circulation Statistics

- Hatley circulated 1,987 items for the month of July. This is a 47.29% increase for the month. Year to date is 9,026 items. This is a 5.99% increase from last year.

Library News

- July 1st we opened up to 50% capacity! This seems to have been going well and we did not hit capacity. We still offered curbside services on Mondays 5p-7p. During those hours we only had 1 person utilize curbside services. Starting August 1st we will be open 100% with no specific curbside times scheduled.
- Heather attended the Branch Coordinator Meeting on July 16th
- July 1st we were able to start handing out books for SLP. We gave out 12 books.

Facilities Updates

- None this month

Marathon City Monthly Report

Events and Programs

- Book Club: During the month of July, we again held our book club outdoors! The ladies really enjoyed getting together to chat and share their thoughts and enjoy the pleasant evening. Six patrons joined in for a thoughtful discussion featuring *The Giver of Stars* by JoJo Moyes. Lisa facilitated the book club this past month. Elizabeth again, graciously agreed to host the book club in August with Megan and will lead the discussion of *The Story of the Trapp Family Singers* by Maria Augusta Trapp. The book club will meet outdoors (weather permitting). Social distancing protocols will be in place. At this time, the book club is open to anyone and meets outdoors and via “GoToMeeting” the second Monday of the month from 5:45 PM – 6:45 PM.
- During the month of July, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 80 of the children’s Bug Hotel kits. The teen/adult kits were Fairy Doll kits. We distributed 15 of those. These kits have been very popular with patrons of all ages.
- During the month of August (and beyond), we will 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 Magpie Magnets and Macramé Keychains can be picked up at any of the nine branches during the month of August.

Circulation Statistics

- Marathon circulated 2,739 items during the month of July, which is a 76.82% increase from this time last year. So far in 2021, Marathon has circulated 14,473 items. This is a 28.95% increase over last year.

Library News

- As of June 1, we have been open without appointments. Patrons are so excited to be able to drop into the library again. Our drive-up is open without appointments, as well. We do not need to have special curbside hours because we have the drive-up window. This has been very convenient for everyone.
- A condensed version of the Summer Library Program (SLP) began June 1. Children can bring in 2 completed book review forms to receive their reward book beginning July 1. They can bring in two more reviews in August to receive a second reward.
- So far, 32 students have returned book reviews to receive their book reward.
- Lisa participated in the Branch Coordinator's meeting on July 16.

Facilities Updates

- Nothing to report at this time.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: on the 19th two patrons joined Sarah to discuss *Missing You* by Harlan Coben. Next month we will be reading *Where the Crawdads Sing*. Starting in September we will be changing the virtual book club start time to 2 p.m., to avoid the scheduling conflict with the Library Board's monthly meetings.
- This month staff continued to promote all virtual programs including Book Clubs, Family Story Time, this month's History Chats presentation on "Favorite Photos from the Historical Society", and this month's Grab and Go craft kits, which continued to be really popular! We handed out as many kits as we were given, including 74 Bug Hotel kits and 17 Fairy Doll Kits, by the end of the month, and had to be re-supplied several times.
- Our passive program asking patrons to tell us about their pets at home and/or their favorite animal story continued, with 18 submissions so far to our ever growing (and very cute!) wall of pets!
- Sarah made several crafts at the end of June that correlated with our Summer Reading Program theme of Tales and Tails, and made directions available for patrons to take home. Twenty directions were picked up, along with 83 coloring sheets that also correlated to our animal theme.
- Fifteen patrons signed up for the Summer Reading Program and picked up their prize book for July (with some picking up their August selections too after completing all 4 book reviews!).

Circulation Statistics

- Mosinee circulated 2,714 items in July 2021. This is a 108.13% increase. Mosinee has circulated 13,940 items in 2021. This is a 29.18% increase.

Library News

- Displays: Our plant based cookbooks and animal themed stories for adults and children continued to be popular, along with our *Read the Book then See the Movie* display. We also kept up our interactive display featuring animal heroes and wildlife rescuers, as well as our large "Swing into Reading" display behind our circulation desk.
- Curbside services were reduced to only Thursday nights from 5-7, with 11 pickups by the end of the month.
- Capacity limits at all MCPL Locations were increased to 50% on July 1st.
- Sarah attended the July Coordinator meeting on the 16th.
- Special thanks to Katie for being flexible and covering several shifts for Sarah this month!

Facilities Updates

- The elevator was inspected on July 2nd.
- The water connections in the basement were looked at on July 7th.
- WPS changed out our gas meters to the building on July 7th.

Rothschild Monthly Report

Events and Programs

- We handed out 109 grab-and-go bug hotel craft kits for kids and 19 grab-and-go flower fairy craft kits for adults.
- In July, 32 kids turned in SLP book reviews and collected prize books.
- Rothschild staff have been planning and creating blog posts and content for our virtual family fun activities. We have another outdoor story time planned for fall and will continue to hand out the monthly grab-and-go craft kits.

Circulation Statistics

- In July, Rothschild circulated 7,928 items. This is 72.05% increase from last year. In 2021, Rothschild circulated 44,072 items. This is 26.16% increase from last year.
- In July, we started our transition away from curbside pickup. We only completed 2 curbside pickup appointments during the month. In August, we will return to traditional open hours, but we will continue to accommodate patrons that desire curbside pickup on an as needed basis.

Library News

- Laura virtually attended the weekly team leads meeting and the branch coordinator meeting.
- Rothschild staff covered shifts in Stratford and Edgar.
- We weeded and shifted the adult fiction and adult paperback collections.
- For the disc cleaning project, we are working on J CDs and audiobooks. We are almost through with the labeling project for adult fiction.
- Our self-check machine was updated by 3M and now works with the new RFID tags.

Facilities Updates

- The village gave us a vacuum to keep in the library to use as needed in addition to the weekly cleaning they provide.

Spencer Monthly Report

Events and Programs

- In the month of July, a Grab N Go craft, "Bug Hotel" was offered to children. Children were very anxious to do this craft with 27 kits given out.
- Also in the month of July, a Grab N Go craft, "Fairy Doll" was available for adults and teens. All 9 of our crafts were gone very quickly.
- As part of the Summer Reading Program 10 books were given to children who returned two book reviews.

Circulation Statistics

- Spencer circulated 887 items in the month of July. This is an increase of 29.11%. Spencer has circulated 5,067 items in 2021. This is a decrease of 22.99%.
- In the month of July, Spencer did not have any curbside pickup appointments.

Library News

- Audrey wrote a short article for the Village Voice Newsletter in Spencer promoting the Grab N Go crafts and the current hours for the library.
- Audrey attended the GoToMeeting for Branch Coordinators on July 16th.
- The Junior paperbacks, Wonderbooks, Children's Kits both fiction and non-fiction were completed for inventory.
- Audrey did a rounding with Laura Wood, and did a rounding with Lue Miller.
- We have for the grilling season, a display of grilling cookbooks with a picnic scene displayed.
- Audrey watched tutorials on using Badgerlink for different magazines and newspapers.
- Books needing new labels because of being faded or incorrectly labeled are still being sent to Stephanie every two weeks.

Facilities Updates

- The Village of Spencer washed all the library windows on the inside as well as the outside.

Stratford Monthly Report

Events and Programs

- We held our second Family Story Time for summer on July 14 on the green space outside the library. 40 patrons joined us for our *Beach Party*-themed program. We read books, sang songs, played games, and made crafts.
- We held our second *Fiction in the Fresh Air* book club gathering on the library's green space on July 14. Nine patrons met to discuss *American Dirt* by Jeanine Cummins.

- 44 patrons stopped by the Stratford Branch in July to pick up the Bug Hotel craft kit for kids offered through MCPL.
- 18 patrons enjoyed the Fairy Doll Grab & Go craft kit for teens and adults offered through MCPL.
- We handed out 39 more Tails & Tales Summer Library Program booklets in July, bringing the total to 177 so far this summer in Stratford.
- Currently, 28 children are actively participating in the reading program and we have handed out 32 prize books to them for submitting their book reviews.

Circulation Statistics

- We circulated 2,169 items in July. This is an 89.10 % increase from last year. So far in 2021, we circulated 9,809 items. This is a 27.97% increase from last year.
- We provided 6 curbside pickup appointments in July.

Library News

- We put together a *What's Cooking* book display and a *Dog Days of Summer* book display for adults.
- Darla worked overhours in July to cover for MJ's vacation.
- Hannah from the Rothschild branch kindly covered our Saturday, July 10 shift out here in Stratford so MJ and Darla could each attend special family events.
- MJ attended the July 16 Branch Coordinator meeting.
- We created a video featuring the highlights of our July Beach Party Story Time for our library's social media sites.
- We sent in children's non-fiction and fiction books for relabeling.

Facilities Updates

- No updates this month.

GL787 LIB 21 CIP TRANS HSW Report Format 511

Period 7 ending July 31, 2021 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

| Description | 2021 MODIFIED | Current Mth Expense | YTD Encumbrances | YTD Expense | YTD Total Obligations | Unobligated Budgeted Amt | % Expen |
|------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 934 CIP PROJECTS | | | | | | | |
| APR 777A LIBRARY CIP PROJECT | | | | | | | |
| Cat 848 MISCELLANEOUS REVENUE | | | | | | | |
| Act 8410 DONATIONS FROM PRIVATE O | | 338,597.37- | | 338,597.37- | 338,597.37- | 338,597.37 | |
| 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 | 47.50 | | 422,323.45 | 422,323.45 | 220,013.55 | 65.8 |
| ----- | | | | | | | |
| APR 777A LIBRARY CIP PROJECT | 852,096.00 | 338,549.87- | | 83,726.08 | 83,726.08 | 768,369.92 | 9.8 |
| APR 779A LIBR CAPITAL IMPROVEMENTS | | | | | | | |
| Cat 849 OTHER FINANCING SOURCES | | | | | | | |
| Act 9900 TRANSFERS FROM FUND BALA | 566,168.00- | | | | | 566,168.00- | |
| ----- | | | | | | | |
| Or2 934 CIP PROJECTS | 285,928.00 | 338,549.87- | | 83,726.08 | 83,726.08 | 202,201.92 | 29.3 |
| ----- | | | | | | | |
| Sub 604 LIBRARY CIP PROJECTS | 285,928.00 | 338,549.87- | | 83,726.08 | 83,726.08 | 202,201.92 | 29.3 |
| ----- | | | | | | | |
| Report Final Totals | 285,928.00 | 338,549.87- | | 83,726.08 | 83,726.08 | 202,201.92 | 29.3 |
| ===== | | | | | | | |

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

May 15, 2021

Held by remote attendance only

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 August 21, 2021.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Pat Pechura, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member
 Christy Janczewski, member
 Peg Jopek, member
 Paul Knuth, member
 Louise Olszewski, member
 Diane Peterson, member
 Kari Sweeney, member
 Mandy Wright, member

Others Present

Marla Sepnafski, WVLS Director
 Josh Klingbeil, WVLS staff
 Susie Hafemeister, WVLS staff
 Jamie Matczak, WVLS staff
 Kris Adams Wendt, WVLS staff
 Katie Zimmermann, WVLS staff

Excused

Eileen Grunseth, member
 Jessica Bernett, member

Vacant

Marathon County representative

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

CONSENT AGENDA APPROVAL:

Bobrofsky requested and received consensus to postpone the performance evaluation of the WVLS Director (agenda items 6, 7 and 8) until the August 21 agenda. **Knuth/Pechura motion to approve the agenda as amended to table items 6, 7 and 8. All aye. Motion carried.**

APPROVAL OF MINUTES (Exhibit 1):

Jopek/Peterson motion to approve minutes from the March 20, 2021 WVLS Board meeting as presented. All aye. Motion carried.

Pechura/Otten motion to approved minutes from the April 30, 2021 Executive Committee meeting as presented. All aye. Motion carried.

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

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

TREASURER'S REPORT - revised (Exhibit 9):

Pechura/Wright motion to approve the 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** shared that building repairs and renovations are continuing, with a tentative target date of June 1 for adjusting current COVID-19 occupancy protocols. Next steps at the county level regarding the system membership question were paused at the request of the

Marathon County Public Library Board, pending the scheduling of community conversations by MCPL Director Illick. The statutorily required public hearing which was to be managed by the County Board Extension Education and Economic Development Committee remains on hold.

WLTF: Backus had nothing new to report.

WAPL and Promoting Early Childhood Conferences (Exhibits 11a and 11b): Members were directed to the reports from **Hamland** and **Matczak** in their packets. Stetsonville Public Library Director **Carla Huston** presented on the topic of mental health which will be captured as a future WVLS webinar.

COLAND: Klingbeil summarized the virtual Council on Libraries and Network Development meeting from May 14. Upcoming meetings will be held in Rice Lake on July 9 and Three Lakes on September 10, pandemic permitting. There are several vacant council seats; more representation from north central Wisconsin is needed. **Klingbeil** and **Wendt** will be happy to assist with applications for this gubernatorial appointment (https://evers.wi.gov/Pages/Application_Process.aspx).

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:

- WVLS was notified by the Wisconsin Department of Public Instruction that the second 2021 State Aid Payment in the amount of \$220,079 was approved. This payment confirms there are no issues of non-compliance and allows WVLS to continue carrying out this year's system plan as approved earlier by DPI's Library Services Team. Public library system funding is provided from the Universal Service Fund.
- Granton Community Library Director **Kay Heiting** let **Anne Hamland** know how much she appreciated the infographic she created that focused on welcoming patrons back to the library's space. Kay's email stated: *"Thank you so much! This looks fantastic! I love it. This would have taken me weeks."*
- Mercer Public Library Director and WAPL Conference Chair **Teresa Schmidt** thanked **Matczak** for her "Top Tips for Online Presentations" webinar for conference presenters stating, *"That was great, Jamie! ... Thank you again for all the time and effort you put into this, and for offering to help our presenters with sound checks and slide deck reviews, too. I really appreciate that you're willing to contribute that time to our conference."*
- **Updates since March 20 regarding MCPL consideration of WVLS membership:**

The minutes from the March 15 MCPL Board meeting regarding the "Statement Concerning Public Library System Effectiveness" state: *"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."* The motion passed 6-0.

A [WVLS April 15 Update](#) announced the April 19 MCPL Board meeting and alerted readers that the agenda included this item: "(10 minutes) Follow-up on timeline for public hearing on system change motion - For Discussion and Possible Action." The next meeting of the Marathon County Public Library Board of Trustees will be on [Monday, May 17 at 12:00 pm](#).

The minutes from the April 19 MCPL Board meeting, received on May 11, state:

“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.”* (The speaker using “my” is MCPL Director Ralph Illick.) WVLS has not yet been made aware of any dates and times for the anticipated informational meetings/listening sessions with the public.

WVLS has noticed that the draft April 2021 South Central Library System Board meeting minutes state: *“Marathon County has postponed making a decision to join SCLS. M. Nelson inquired how this decision will affect the northern delivery hub. PLSR is moving forward on their statewide delivery plan with the southern hub to be completed first and the northern hub later. SCLS is interested in having the northern delivery hub at Marathon County and we can pursue it independently of PLSR.”* This is puzzling because the Wisconsin Public Library System Redesign Project (PLSR) being implemented by DPI resulted from a three-year study process whereby workgroups of experts and other stakeholders thoroughly studied how public library system services are provided in Wisconsin and around the country. Workgroups identified desired service outcomes, designed service models to improve how services are delivered and determined how new service models could be implemented in the most equitable and affordable way for all public libraries and public library systems across the state. When SCLS shared a price quote for their courier service with representatives from MCPL, WVLS, IFLS Library System and Northern Waters Library Service in early 2019, their projected cost to replace Waltco as MCPL courier was significantly higher than what WVLS currently pays Waltco for the same routes. At that time, the proposal was rejected.

- **Sepnafski** drew the board’s attention to the following additional information:
 - The **T.B. Scott Free Library (Merrill) 2020 Annual Report** (shared as **Exhibit 12-A**) does an excellent job of combining strategic plan priorities with outcomes and service data in a visually appealing format.
 - The **L.E. Phillips Memorial Public Library (Eau Claire) Annual Report 2020** (shared as **Exhibit 12- B**) is also interesting as it used these headings to itemize 2020 Outcomes: of “Equity Initiatives,” “Pandemic Pivot,” “People First,” and “More Room for Everyone.”
 - **State of America’s Libraries** – Released annually during National Library Week in April by the American Library Association, this year’s issue, “2021 State of America’s Libraries Special Report: COVID 19,” focuses on the impact of the coronavirus on all types of libraries in 2020. [Read more.](#)
 - The **Racine Public Library** is featured in the March 2021 *Public Libraries* article “Collaborating to Close the Digital Divide.” In this article (shared as **Exhibit 12-C**), the library shares how its collaborations with the Racine Public Library Foundation, Racine Unified School District, Girls Who Code, Gateway Technical College and the City of Racine are helping to bridge the digital divide in the communities it serves.
 - ["Can Libraries Require Staff and Patrons to Show Proof of Vaccination?": LJXpress; May 4, 2021.](#)

Report from Education Consultant Jaime Matczak:

- Effective Monday, April 19, Waltco (the vendor used by WVLS for intra-system delivery service) ended its quarantine of materials for WVLS libraries, based on the recommendation in the Wisconsin Public Libraries Reopening Guide. Bins continue to be labeled with the time and date they are closed.
- The WVLS Newsletter is published the first week of each month and showcases ways that WVLS member libraries are providing service and supporting their communities. It is circulated throughout the state. 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.
 - The [April newsletter](#) shared these articles: “Antigo Celebrates National Library Week,” “Library Director Completes Gale Course for Certification,” “MCPL Revamps Virtual Storytimes,” “WAPL Conference Registration Now Open,” and “Public Services Webinar Series this Month.”
 - The [May issue](#) featured this news: “MCPL Creates Poet-Tree Program,” “Owen Welcomes a Furry Friend,” “New Makerspace Kits Added,” “WVLS Members Participate in Library Stories,” and “ARSL Conference to Be Held In-Person.”
- **Matczak** will be teaching a Continuing Education course called ***Having Difficult Workplace Conversations*** for the iSchool at UW-Madison this summer. This four-week course examines topics such as when it is time to have a difficult conversation, starting a difficult conversation, how to stay calm, and approaching people resistant to talking. This is the fifth occasion she has taught this course for the iSchool. Director of the Door County Public Library **Tina Kakuske** asked Matczak to speak about **customer service for a 90 minute staff training** on September 9. Door County is a consolidated county library system with 8 locations. **Katharine Clark**, Head of Programming and Community Engagement at the Beloit Public Library, asked Matczak to speak about **difficult conversations** at a virtual 75 minute monthly staff training on September 24.
- The **Libraries Activating Workforce Development Skills (LAWDS)** project is revisiting opportunities for workforce development and library teams to meet each other with virtual options in 2021. Anne Hamland continues to work with partners from library systems and workforce development to offer virtual workshops for staffs from each agency to learn more about what their partner offers in serving job seekers and employers. Browse the [Meet Your Partners: Workforce Resources webpage](#) to tour the content from the April 27 workshop, the first in a series of three opportunities for WVLS member libraries to attend.
- In January 2020, the West Central, Northwest, and Central Wisconsin 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, library systems will participate on regional task forces 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.” Currently, Project Coordinators from each workforce region are presenting “Support to Communities: Recovery through Workforce Development” program details and eligibility at each of the three **Meet Your Partners: Workforce Resources** workshops.
- Several **new Digital Bytes**, short training sessions produced by WVLS staff, have been recorded since the March WVLS Board of Trustees meeting and made available online.
 - **Scheduling Facebook Posts on Your Mobile Device** - Part 2: using Facebook Business Suite

- **Sliders Accessibility and Mobile Friendly Design:** how to create a website slider while keeping accessibility in mind
- **Captioning Library Videos:** basic tips and overview of caption importance
- **Any IDEA? Laurie Ollhoff** of the T.B. Scott Free Library (Merrill) talks about inclusivity, diversity, equity, accessibility and common terminology. First byte in a series of trainings created by the NWLS / WVLS IDEA Team.
- In March, **Matczak** shared online presentation tips with this year's WAPL (Wisconsin Association of Public Libraries) virtual conference speakers in a "Top Tips for Online Presentations" webinar. This presentation is now available as a WVLS recorded webinar available to anyone and counts as 1 contact hour toward public library certification. [View it here.](#)
- **Matczak, Laurie Ollhoff** and **Lyn Pietila** from Demmer Memorial Library (Three Lakes) participated in four Compassion Resilience Facilitator Trainings in January and February designed to provide Wisconsin librarians with tools to help people manage expectations, set professional/personal boundaries, build effective collegial relationships and practice real-time and organized self-care. The four sessions covered the training circles/modules and best practices in facilitating. Matczak will implement six modules for WVLS staff between June - December of 2021, with Ollhoff and Pietila introducing the information to their own library staffs.
- On April 15, 22 and 29, WVLS, Southwest Library System and Northern Waters Library Service held their **2021 Spring Webinar Series** focused on public service which featured webinars on reopening libraries, diversifying library collections, and reader's advisory service. All were well received with live attendance at 72, 66 and 80.
- The following workshops and webinars are in the planning stages:
 - August 23-27: **Wisconsin Trustee Training Week**
 - September 15-16, 2021: **Tech Days** (virtual) featuring David Kee King
 - October 15, 2021: **WVLS Director's Retreat** (in person in Wausau)
 - January 26-27, 2022: **Wild Wisconsin Winter Web Conference.** WVLS is working with **Jean Anderson** (SCLS) and **Leah Langby** (IFLS) on topics and speakers for this annual state conference.

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

- The Wisconsin Library Association's Library Development and Legislation (LD&L) Committee fielded teams at three in-person public hearings scheduled by the legislative Joint Finance Committee (JFC). Click on the following links for video clips of their excellent two minutes of testimony linking state public library system aid to local library success.
 - Beloit Public Library Director **Nick Dimassis** and Oconomowoc Public Library Director **Betsy Bleck** covered [JFC - Whitewater](#) on April 9.
 - Northern Waters Library Service Director Sherry Machones and Mercer Public Library Director Teresa Schmidt covered [JFC - Rhinelander](#) on April 21.
 - River Falls Public Library Adult Services & Circulation Librarian **Heather Johnson** and IFLS Library System Director **John Thompson** covered [JFC - Menomonie](#) on April 22.
- On May 6, JFC members removed more than 380 new fiscal policy items from the Governor's executive budget in a party-line vote, signaling an anticipated reset to using current spending levels approved in 2019 as a starting point. JFC revisions to individual state agency requests are underway. The WLA LD&L budget team continues to meet with legislative leadership and staff, as well as keep in touch with key library champions at the JFC table who can gather support for and make the

necessary motions to secure increased system aid and other library item requests in the committee's version of the budget. The committee's recommendations will then be debated in the Assembly and Senate with the legislature's final package forwarded to the Governor's desk. The majority party in both houses lacks sufficient votes to override gubernatorial line-item vetoes. To meet the state's budgetary cycle, the final version should be signed and effective by July 1. However, if that deadline is not met, the current budget remains in effect until a new one is signed as there is no government shutdown provision under Wisconsin statute.

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

- **The WLVS/V-Cat Steering Committee** met on Thursday, March 18 to discuss the proposed 2022 V-Cat Budget. Minutes of the meeting are provided in the meeting packet under Reports.
- The **V-Cat Council** met on Thursday, April 1. Meeting highlights include:
 - The proposed 2022 V-Cat Budget was reviewed and will be presented for approval at the June meeting.
 - **Jenny Jochimson** (Abbotsford) was elected as the 2021 V-Cat Council Chair Elect / 2022 V-Cat Council Chair.
 - A recommendation from the Cooperative Circulation Committee that member libraries should not use Claims Returned for items owned by other libraries was passed.
 - Due to significantly reduced materials quarantine, the Council voted to discontinue use of the 'Give Precedence to Local Holds' function.
 - The Council asked WVLS, with assistance from the V-Cat Bibliographic and V-Cat Cooperative Circulation Committees, to begin preliminary stages of ILS evaluation and review.
 - Information about a new Innovative mobile app available for libraries and consortiums to purchase was shared.
- WVLS will begin a preliminary **ILS evaluation and review** by first gathering feedback from member libraries to assess challenges experienced with Sierra, and then investigating the functionality of Sierra and other products in the reported challenge areas. Following the investigation, a report will be presented to the V-Cat Council, and next steps will be determined. If V-Cat Council chooses to pursue another product, committees will be formed to review potential products, and prepare for migration.
- Milwaukee County Federated Library Service is currently involved in an ILS evaluation and review process and WVLS has been invited to participate. A staff survey to evaluate user experience with Sierra, areas for product improvement, and openness to change is being developed for each system. At the April meeting, OWLSNet administrator Amanda Lee shared about their system's experience with and process for ILS review, evaluation, selection, and migration from Sierra to CARL-X.
- **Rachel Metzler** continues to work with libraries on the subject headings project. Libraries already using Z39.50 for cataloging have received consultations and training. Consultations have also been offered to libraries who are not currently using Z39.50 cataloging. A form has been created for libraries to request assistance when an item does not have an available record with subject headings or when available subject headings are offensive or outdated.
- **Zimmermann** attended the March 2021 Innovative User Group Conference. **Metzler** attended Load Profile training with Innovative in May. Metzler provided MARC Alert Cataloging training to V-Cat libraries in April and will provide Z39.50 training in May.
- An error was discovered in the V-Cat Circulation Report calculation: 'Total Circ of ILL items sent to another library (PCode 4-ILL Circ)', 'Total Circ of Items Sent to WISCAT

and V-Cat Libraries', and 'Total Circ of Items Sent to Other V-Cat Libraries.' This only affects the V-Cat Totals Report. The error does not affect any information necessary for DPI reports, cost per circulation, or county reimbursements for nonresident circulations. Corrections will be shared for the 2020 and 2021 Year to Date V-Cat Circulation Reports.

- Libraries were offered options for the schedule and frequency of Shoutbomb text and phone notices in April, based on results from a survey of member libraries' preferences. All requested changes have been made.
- After learning about holds functionality issues present in Sierra 5.2 that would affect multiple libraries, WVLS staff determined it would be beneficial to wait to upgrade until Sierra 5.3 is available. Sierra 5.3 is expected for release in April 2021 and will offer improved functionality for managing holds.
- The transition to uniform checkout periods passed by the V-Cat Council in February and September of 2020 continues. **Completed:** Abbotsford, Antigo, Crandon, Greenwood, Loyal, Minocqua, Rib Lake, Three Lakes. **Scheduled:** Granton (June); Thorp (August); Colby, Gilman, Stetsonville, Wabeno (September); Medford and Tomahawk (October); Merrill (November). **Not yet scheduled:** Dorchester, Laona, Marathon County, Neillsville, Owen, Rhinelander, Westboro.

Report from Chief Information Officer Josh Klingbeil:

- **Infrastructure upgrades:** The 10Gbps upgrade to one of the WiscNet interconnects at the datacenter (previously postponed due to COVID exposure and self-quarantine measures by a key engineer) is being rescheduled for the week of May 24, 2021. Much of the staging effort is already completed.
- **Service explorations:** Document and Documentation Management within the Github suite of services is being reviewed. The Github service is already in use for storing certain code and scripts (e.g., for the Dashboard) and Github supports a powerful documentation system.
- **FY20/21 CARES Act Grants to States (G2S) – COVID Response Support:** WVLS is in the process of collecting project overviews and reporting surveys, and in aggregating web submissions. Submitted data will be published on the LEAN WI – CARES Act Grant page.
- **FY20/21 LSTA – Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid:** Network switching capital has not yet been procured. LEAN WI technology administrators are meeting mid-May to discuss options for repurposing the aid balance originally designated for those switches to one or more other eligible projects with a budget revision request to DPI.
- **FY21/22 ARP Act Grants to States (G2S) – Additional COVID Response Support:** DPI is working with stakeholders throughout the Wisconsin library community to scope out service needs and begin developing project proposals. Although DPI does not currently have an ARP Act information aggregation page similar to its CARES Act page for public library systems and libraries, information will soon be aggregated and shared at <https://leanwi.org/arpa2021> These resources have been shared during various stakeholder discussions:
 - **American Rescue Plan Act of 2021 (ARPA) Project Funding Details and Ideas** <http://leanwi.org/arpa-1>
 - **ARPA 2021 DRAFT Budget April 2021** <http://leanwi.org/arpa-2>
 - **Project Funding List of Ideas - ARPA, LSTA, E-rate, Build America's Libraries, etc.** <http://leanwi.org/arpa-3>

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

WVLS/V-Cat Steering Committee (Exhibits 14 & 14a): **Zimmerman** drew the board's attention to V-Cat Steering Committee agendas and minutes from March 18, 2021 and September 29, 2020 included in this month's meeting packet.

Library Advisory Committee (Exhibit 15): The agenda and minutes from the April 8 meeting are included in the board packets. **Matczak** reported fourteen members were present virtually. This committee is an important part of WVLS multi-type governance structure in that public, school, academic and specialty libraries are all represented. The next meeting date is August 18.

2020 WVLS AUDITOR'S REPORT – retroactive approval (Exhibits 16): **Sepnafski** reviewed the 2020 WVLS Audit report from Kerber Rose S.C. as distributed to board members. Helpful suggestions from the auditor to streamline process documentation, improve policy guidelines regarding reserves and implement additional procedures regarding segregation of fiscal duties geared to WVLS staff size were appreciated. The DPI auditor also reviews system financial reports prior to issuing state aid checks. Both processes have historically run smoothly and without issue.

Pechura/Wright motion to accept the Kerber Rose S.C. report as presented. All aye. Motion carried.

2022 V-Cat BUDGET – draft (Exhibit 17): Zimmerman provided an overview of the draft 2021 V-Cat Budget which was approved by the V-Cat Steering Committee on March 18 and presented to the V-Cat Council on April 1. It reflects a 2% increase.

Ackerman/Knuth motion to approve the 2022 V-Cat budget as presented. All aye. Motion carried.

2021 MCPL/WVLS RESOURCE LIBRARY AGREEMENT – draft (Exhibit 18): Sepnafski reviewed previous conversations regarding the agreement, which reflects no changes other than substituting the correct year for the previous year wherever they appear in the document. It was approved by the MCPL Board on April 19, 2021.

Pechura/Olszewski motion to approve the 2021 MCPL/WVLS Resource Library Agreement as presented. All aye. Motion carried.

UPDATED WVLS INFORMATION: An updated 2021 WVLS Budget with March 2021 adjustments (Exhibit 19), 2020 WVLS Statistics Booklet (Exhibit 20), and 2021 Glossary and Acronyms (Exhibit 21) were included in the board packet.

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

Backus commented on the expansion of access to library meetings, conferences, book discussion groups, continuing education and programming through virtual technology, a new tool that is cost effective and likely to remain in the post-pandemic toolbox. **Bobrofsky** commented on the Loyal Public Library story walk and other activities for young readers.

REQUEST FOR FUTURE AGENDA ITEMS: Evaluation of WVLS Executive Director, 2022 WVLS System Plan and 2022 WVLS budget.

ADJOURNMENT: Otten/Pechura motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:33 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

Chapter 13

Complaint & Grievance Procedures

Section 1 Complaint Procedure for Issues other than Suspensions, Terminations, and Workplace Safety

- A. Purpose: It is the policy of the County to deal promptly and fairly with employee complaints. This complaint procedure is established to alert management to the reasons for employee complaints and to provide an effective means for resolving them. The procedure is as follows:

Step 1: An employee having a complaint may, within ten (10) calendar days of the event causing the complaint, discuss and attempt to resolve the matter with the supervisor. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor. Within ten (10) calendar days of receipt of the complaint, the supervisor shall meet with and transmit an answer to the employee.

Step 2: If the complaint is not settled by discussions with the supervisor, the employee may, within ten (10) calendar days of receipt of the supervisor's response, submit a written complaint to the department head who shall discuss it with the employee within ten (10) calendar days and attempt to settle the complaint with the employee and the supervisor. The department head shall, within ten (10) calendar days of the meeting, issue a written decision to the employee.

Step 3: If the complaint has not been resolved by discussion with the department head, the employee may, within ten (10) calendar days of receipt of the department head's reply, appeal in writing to the Employee Resources Director with a copy of the appeal sent to the department head. The Employee Resources Director shall, within fifteen (15) calendar days, meet with the employee and the department head and attempt to settle the complaint. The Employee Resources Director shall, within ten (10) calendar days of such meeting, issue a written decision to the employee.

Step 4: If the complaint has not been resolved by discussion with the Employee Resources Director, the employee may, within ten (10) calendar days of receipt of the Employee Resources Director's reply, appeal in writing to the Human Resources Committee with copies of the appeal to the Employee Resources Director and the department head. Within thirty (30) calendar days, the Human

Resources Committee shall meet with the employee, the Employee Resources Director and the department head and attempt to resolve the complaint. The Committee shall, within ten (10) calendar days of such meeting, issue a written decision which shall be final.

Section 2 Grievance Procedure for Employee Discipline, Terminations and Workplace Safety Issues.

- A. Purpose: Marathon County’s policy is to treat employees fairly and equitably and to provide employees with a fair means through which to seek local administrative redress for alleged violations, misinterpretations, or inequitable applications of Marathon County policies, rules, and expectations of conduct relative to employee discipline, termination, or workplace safety. This procedure provides all regular full and part-time employees with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Marathon County Board of Supervisors. An employee shall use the Grievance Procedure for resolving disputes regarding employee termination, employee discipline, or workplace safety issues covered by this procedure. Marathon County expects an employee and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure. The terms of this Policy shall control unless another valid and enforceable grievance procedure exists in a collective bargaining agreement or statutory dispute resolution procedure. Employees are to use the Employee Complaint Procedure for any other type of employment complaint. An employee has a right to use this Grievance Procedure without retaliation. This Grievance Procedure does not create a legally binding contract or limit or modify Marathon County’s “at – will” employment policy.
- B. Definitions: A grievance is defined as a dispute or misunderstanding regarding the actions of County officials with regard to the following:
1. Employee Termination: “Termination” includes an involuntary end to employment. Termination does not include a voluntary quit; a layoff or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as “no-call, no-show,” or failure to report to work; any workforce reduction activities; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract, casual, or seasonal employee.

2. Employee discipline: “Discipline” includes suspensions with or without pay, disciplinary demotions, and disciplinary terminations. Discipline does not include oral and written warnings, changes in job duties, non-disciplinary wage, benefit or salary adjustments, performance evaluations, performance improvement plans, or counseling (verbal or written) regarding job performance.
3. Workplace safety: “Workplace safety” includes conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, environmental hazards, safety of physical work environment, personal protective equipment, and workplace violence

C. Preliminary Procedures:

1. Preliminary Grievance Steps:

Step 1: Prior to filing a written grievance, employees must discuss within ten (10) calendar days any problem or complaint with their Immediate Supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Department Head no later than ten (10) calendar days from the date the employee first becomes aware of the termination, discipline, or workplace safety condition causing the grievance. The written grievance shall include: (1) a summary of the facts pertaining to the grievance; (2) a listing of all parties involved; (3) the remedy sought by the employee; and (4) the employee’s signature. The Department Head shall meet with the employee and supervisor within ten (10) calendar days and then respond to the grievance in writing within ten (10) calendar days of the meeting.

Step 3: If the grievance cannot be resolved at Step 2, the employee may appeal a denial by filing a written appeal with the Employee Resources Director within ten (10) calendar days from the date of the Department Head’s decision. The Employee Resources Director shall respond to the grievance in writing within ten (10) calendar days of receipt of the written grievance.

2. Appeal to Human Resources Committee:

Step 4: If the grievance is not resolved at Step 3, the employee

may appeal the decision of the Employee Resources Director by filing a written appeal of the grievance with the Human Resources Committee within ten (10) calendar days from the Employee Resources Director's decision. The appeal should be sent to the Chairperson of the Human Resources Committee with a copy sent to the Employee Resources Director. The Human Resources Committee shall meet with the parties to discuss the matter as soon as practicable. Within ten (10) calendar days of the meeting, the Human Resources Committee shall issue a written decision sustaining or denying the grievance.

D. Impartial Hearing Officer Proceedings:

1. Appeal To Impartial Hearing Officer:

Step 5: If the grievance is not resolved at Step 4, the employee may appeal a denial by filing a written request for a hearing before an Impartial Hearing Officer. This request must be received by the Employee Resources Director no later than fourteen (14) calendar days after the employee receives the Human Resource Committee's written response.

On appeal, the Employee Resources Director shall transmit the grievance, all grievance responses, and this Grievance Procedure to the Hearing Officer. As soon as is practicable thereafter, the Impartial Hearing Officer shall schedule a date for a hearing. The hearing shall be held at a mutually agreeable time in a public building.

2. Hearing Procedure: The Impartial Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena from the Impartial Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath. Each party is responsible for its own costs in proceeding to hearing. The Impartial Hearing Officer may only recommend overruling a disciplinary action if the action taken was arbitrary or capricious. The Impartial Hearing Officer may not change or modify any discipline imposed.

3. Impartial Hearing Officer Recommendation: The Impartial Hearing Officer shall submit their recommendation affirming or reversing the action with the reasons therefore in writing to the Human Resources Committee and the employee within thirty (30)

calendar days of the close of the hearing or the submission of the parties' written briefs, if any, whichever is later, or on a later date mutually agreed upon by the parties.

E. County Board Review:

1. Appeal to County Board:

Step 6: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the County Board a written notice of appeal of the Impartial Hearing Officer's determination to the County Board. Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the County Board within twenty (20) calendar days of the notice of appeal. No formal hearing shall be held before the County Board. The Board shall receive no further evidence on the matter but may request additional written submittals of the parties on matters which were raised before the Impartial Hearing Officer or, at its discretion, meet with the parties to review the matter. The County Board may retain outside counsel if necessary during the process.

2. County Board Decision:

Step 7: Within sixty (60) calendar days of the receipt of the written record, the County Board shall make and file its written decision with the Employee Resources Director. The Employee Resources Director or designee shall, within ten (10) calendar days, mail a copy of the decision to the last known address of the employee or the employee's representative and provide a copy of the decision to the Human Resources Committee. The Hearing Officer's determination may be affirmed, modified, or reversed by a majority vote of the County Board. The County Board's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

F. Impartial Hearing Officer Selection:

1. Qualifications/Selection: The County may contract with an Impartial Hearing Officer to hear and determine appeals at Step 5.

Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Employee Resources Director or

designee, shall attempt to find an Impartial Hearing Officer who is mutually agreeable to both parties. If the parties cannot mutually agree on an Impartial Hearing Officer, the Employee Resources Director shall provide the name of the individual who shall serve as an Impartial Hearing Officer.

2. Compensation: Marathon County will be responsible for the expenses of the Impartial Hearing Officer but any additional expenses will be the responsibility of the requesting party.
- G. Employee Representation: Employees may be accompanied by a representative of their choice at any level of the grievance procedure after the appeal to the department head provided the employee notifies the Employee Resources Director at least 24 hours ahead of the meeting that the representative will attend. The representative is allowed to help the employee present their grievance but no step in the procedure is a legal proceeding. Employees may opt to have the grievance proceedings occur in open or closed session as permitted by law. Employees may contact their representative to discuss their problem only during non- work time.
- H. Settlement of Grievance: A grievance shall be considered waived if not filed or appealed within the designated grievance timelines. Dissatisfaction is implied in recourse from one step to the next step. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. The parties can mutually agree to skip steps or extend timelines. All settlements shall be in writing and signed by the employee in question and the appropriate County official(s) involved at the step level that the grievance was settled.
- I. Revisions/Updating: This Policy may be revised, updated, or repealed as permitted by law.

Section 3

Grievance Procedure for Complaints of Alleged Discrimination on the Basis of Disability: This procedure is intended to inform the public and employees of the process for filing complaints of discriminatory action on the basis of disability in the delivery of Marathon County Government services, programs, and activities, including employment.

Step 1: Person(s) who believe that they have been discriminated against by Marathon County on the basis of their disability shall within one hundred and eighty (180) calendar days of the event causing the complaint, provide a written summary of the issue which contains:

1. Complainant's name and address;

2. Name of department involved;
3. A summary of facts describing the alleged discrimination in detail (who, what, when, why, where, how);
4. Witnesses names (if any) and addresses and phone numbers;
5. Name(s) of victims of alleged discrimination;
5. Name, address and phone number of attorney/designee (if any);
6. Dated and signed by complainant.

The complaint shall be mailed or delivered to:

Marathon County Administrator's Office
500 Forest Street
Wausau WI 54403

Upon receipt, the County Administrator's Office shall designate and assign the appropriate department head to investigate the complaint. The designated department head shall review the complaint and meet with the complainant and/or the complainant's legal counsel or designee, and other witnesses as deemed necessary by the department head.

Within fifteen (15) calendar days of the date the complaint was received, the department head shall prepare an internal memorandum summarizing the matter, the investigation efforts and findings and forward it to the County Administrator. The County Administrator shall review the investigation and recommendation of the department head. The County Administrator shall issue a written determination stating what action should be taken to remedy the complaint. A copy of the County Administrator's determination shall be mailed to the complainant no later than thirty (30) calendar days after the receipt of the complaint.

If the County Administrator determines, after consultation with the Corporation Counsel, that s/he lacks the legal authority to implement a determination without approval of the County Board, the County Administrator shall immediately refer the determination to the Executive Committee for action and contemporaneously notify the complainant of said referral.

The Executive Committee shall add such matters referred to it by the County Administrator to the agenda of their next scheduled meeting. The Executive Committee shall review the complaint, the County Administrator's determination

and any other information deemed relevant by the Committee. A written explanation of action taken by the Executive Committee shall be mailed to the complainant within thirty (30) calendar days of the meeting held to review the County Administrator's determination.

Step 2: If the complainant is not satisfied with the response provided under Step 1, the complainant may be provided an opportunity for appeal to the Marathon County Human Resources Committee. Written notice of the desire for an appeal shall be provided to the Marathon County Clerk, Courthouse, 500 Forest Street, Wausau, WI 54403 within thirty (30) calendar days of the determination provided under Step 1.

The Human Resources Committee shall meet within thirty (30) days of receipt of the written appeal to review the evidence and consider any argument provided by the parties. A written determination of the Human Resources Committee shall be mailed to the complainant within thirty (30) calendar days of the hearing.

Complaints filed by current and past employees of Marathon County involving issues arising out of their County employment will not be subject to a Step 2 appeal.

Step 3: If the complainant is not satisfied with the response(s) provided under the grievance procedure, the complainant may pursue further action by filing a complaint with the Civil Rights Division of the U.S. Department of Justice, the Equal Employment Opportunity Commission, or with other appropriate federal agencies that provide financial assistance for the program or service in question. The County Administrator shall provide a list of appropriate designated agencies that may be requested by the Complainant.

Complaints under the Americans with Disabilities Act may be sent to:

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| US Department of Justice 950 Pennsylvania Avenue, NW Civil Rights Division Disability Rights Section – 1425 NYAV Washington, D.C. 20530 | and/or | Equal Employment Opportunity Commission Milwaukee District Office 310 W Wisconsin Av, Ste 800 Milwaukee WI 53203-2292 |
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Complaints may also be sent to agencies that provide financial assistance to the program in question, such as the following agencies and functional areas:

1. Department of Agriculture: Farming and the raising of livestock, including Extension services.
2. Department of Education: Education systems and institutions (other than health-related schools), and libraries.

3. Department of Health and Human Services: Schools of medicine, dentistry, nursing, and other health-related schools; health care and social services providers and institutions, including "grass-roots" and community services organizations and programs; and preschool and day care programs.
4. Department of Housing and Urban Development: State and local public housing, and housing assistance and referral.
5. Department of Interior: Land and natural resources, including parks and recreation, water and waste management, environment protection, energy, historic and cultural preservation, and museums.
6. Department of Justice: Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning development, and regulation (unless otherwise assigned); state and local government support services; and all other government functions not assigned to other designated agencies.
7. Department of Labor: Labor and the work force.
8. Department of Transportation: Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver's licensing.