



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, October 18, 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/308744365> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 308-744-365.**

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 Valley Library Service
7. (5 minutes) **Health Department Update – For Discussion and Possible Action**
8. (10 minutes) **Standardized Check Out Periods Policy Changes – For Discussion and Possible Action**
9. (5 minutes) **Director Evaluation and Grievance Procedure – For Discussion and Possible Action**
- 10.(5 minutes) **Director Search Update – For Discussion and Informational Purposes Only**
- 11.(10 minutes) **WVLS Expectations & Review Period Update – For Discussion and Informational Purposes Only**
- 12.(10 minutes) **Library Service Highlight: Central Wisconsin Book Festival Recap – For Discussion and Informational Purposes Only**
- 13.(5 minutes) **Marathon County MLK Day On Training – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
 • 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: October 13, 2021

FAXED TIME: 9:00 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Monday, September 20, 2021, at 11:30 a.m.
Library Headquarters, Wausau Community Room

Present: Sharon Hunter, Kari Sweeney, Scott Winch (remote)

Excused:

Others: Leah Giordano, Chad Dally, Heather Wilde

The meeting was called to order at 11:30 a.m. by Sharon Hunter.

Discussion of the Director evaluation and grievance procedure

The procedure was put together by a library staff member. They combined information from DPI and the County policy. Any complaints regarding the Library Director should be forwarded to the Library Board. We could have something stating this in the MOU's. We will have this on the agenda for the October meeting.

Next Meeting Dates

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY SCOTT WINCH TO ADJOURN THE MEETING AT 11:44 A.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 October 18, 2021.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 20, 2021. Library Headquarters, Wausau Community Room.

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

Excused:

Others: Chad Dally, Ben Krombholz, Heather Wilde, 13 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 BOARD OF TRUSTEE MINUTES FROM THE AUGUST 23, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY SCOTT WINCH TO APPROVE THE BILLS & SERVICES REPORT FOR AUGUST 2021. MOTION CARRIED.

Public Comments – None

President – No Report

Other Board Members – No Report

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

- The report format has change a bit.
- The roof is done!
- We have an IT Technician starting on October 4, we held interviews for the Support Services Manager, and we have interviews for the Business Specialist position next week and wrapped up interviews for the part-time Page.

Board Committees – The Personnel Committee met to review the Director evaluation and grievance procedure. We will be bringing that to the meeting on October 18 for review.

The Director position closes on October 1, the committee will be meeting the following week to review the applications, the questions and set up the interview committee.

The Nomination Committee will need to start meeting as there are two members' whose terms end this year and we will also need to have an election of officers.

Friends of the Library – The next meeting will be Monday, September 27. The 2022 programming request will be presented

MCPL Foundation – The Foundation met, but did not have a quorum so it was a casual meeting. They discussed the fundraising letter that would go out.

Wisconsin Valley Library Service – The strategic plan and budget was approved for 2022. MCPL and WVLS have been working together to plan the staff in-service day for Friday, October 15.

Health Department Update

I reached out to the Health Department and I explained what we are doing currently and they have no new guidance or recommendations. I also reached out to them recently about our staff in-service day. The precautions we have outlined are good, they are doing similar procedures at the Health Department.

No motion was made.

Referral of item to Library Board from Marathon County Education, Extension and Economic Development Committee for further consideration: to wit: Consideration of withdrawal from WVLS

The Education, Extension and Economic Development Committee has asked that the motion go back to the Library Board. Do we want to move forward and have a public campaign to move to South Central Library System. We could stay with WVLS for another year and do a probationary period. Outline the things the Task Force had concerns about, approach WVLS if they are willing and see if they are able to meet our expectations.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY DINO CORVINO TO POSPONE CONSIDERATION OF WITHDRAWAL FROM WVLS FOR ONE YEAR TO ALLOW FURTHER ASSESSMENT TO OCCUR. MOTION CARRIED.

We need to work on the expectations of WVLS, how do we want to make this happen. It was decided that Sharon, Kari and a few staff should work on identifying the expectations of WVLS.

2022 Resource Library Agreement Draft

Nothing has changed in with the agreement besides the year.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY DINO CORVINO TO ACCEPT THE 2022 RESOURCE LIBRARY AGREEMENT. MOTION CARRIED.

2022 Budget

The budget meeting went as expected. They suggested a cut based on what might be left over at the end of the year, but we suggested an increase based on health insurance and underfunded subscription services. None of us were happy and we agreed upon a flat budget. One thing that was brought up during the meeting was the way the library CIP project fund is used, how much is in there. The most prudent thing to do is make a policy which outlines what the library CIP project fund can and should be used for.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ACCEPT THE 2022 LIBRARY BUDGET AS PRESENTED. MOTION CARRIED.

County Department Memorandum of Understandings

Gary, Michelle, Sharon and Leah will review the MOU's and should have something in November to bring back to the Library Board.

No motion was made.

Library Services Highlight: Libby and Other Online Resources

Ben Kromholz gave an overview on Libby and our other online resources.

Announcements – None

Request for Future Agenda Items

- Director evaluation and grievance procedure
- Update on Library Director Position

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 1:03 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for October 20, 2021.

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Monday, October 4, 2021, at 11:00 a.m.

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

Present: Sharon Hunter, Scott Winch, Kari Sweeney

Excused:

Others: Molly Adzic

The meeting was called to order at 11:00 a.m. by Sharon Hunter.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY 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.

Kari Sweeney – Yes

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 KARI SWEENEY; 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

In addition staff from the library and one community member will be invited to be in the committee.

Interviews will be conducted at the Library in the Community Room. Tentative dates are October 14 and October 18.

The Personnel Committee would like to recommend that the full Board along with conduct second interviews the week of November 1.

Request for Future Agenda Items – None

Next Meeting Dates – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING MOTION CARRIED

/s/ Sharon Hunter

Library Board President or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for October 18, 2021.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, August 23, 2021. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastro (remote), Jeff Campo, Dino Corvino (remote), Kari Sweeney, Scott Winch (remote), Leah Giordano

Excused: Michelle Van Krey

Others: Chad Dally, Heather Wilde, Joshua Klingbeil, 5 remote visitors

The meeting was called to order at 12:02 p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JULY 19, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 2, 2021 MEETING. MOTION CARRIED.

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

Public Comments – None

President – The Library Director position will be posted at the end of August for six weeks. We will then screen the candidates and invite them for interviews starting November 1. We would like to have someone on board by January 1, 2022. We did reach out to Employee Resources with a number of different associations and publications that work directly with library's that WVLS was able to help us out with.

Other Board Members – No Report

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

- We are half way through our branch and Wi-Fi agreements and having them signed.
- LENA has met and decided on a virtual cohort for fall.
- We are conducting interviews for the Support Services Manager and IT Technician positions. The job postings for the Business Specialist and part-time Page positions close in a few days.
- The aquarium is running into some small problems. Tank Mates who services the aquarium has noticed a little bit of bubbling at the seams. It's nothing to be alarmed by, but it's something to keep an eye on.

Board Committees – The Nominating Committee will need to meet to bring forth nominations for President and Vice-President.

Friends of the Library – Interim Director Giordano reported the Friends held their big four day sale which was very successful. They raised approximately \$4,700 and gained 40 new memberships.

MCPL Foundation – Interim Director Giordano reported the Foundation met on July 8 and will be meeting September 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 WVLS discussed their plan and budget which is in their draft stages right now. Their next meeting is in September.

Health Department Update

I reached out to the Health Department and I explained what we are doing currently, asked them if they had any recommendations for changes or if there was something additional we wanted to do. What we are doing right now is working quite well. I've included the County guidelines that require all staff wear face coverings in public areas of county buildings. In house programming is on hold at the moment, we are continuing to do our grab & go programming along with our virtual programming. We are offering our study rooms and meeting rooms with the requirements from the Health Department. They feel we are doing well and should keep things as is.

No motion was made.

Staff In-Service Day

I have received guidance from many people and we are hoping to have a really great day. It is on the agenda, to ask that we close to the public on Friday, October 15, so we can have a staff development/in-service day here at the library. We want to focus on team building, positivity and safety/security. I have spoken with WVLS to get a couple ideas.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY DINO CORVINO TO CLOSE ON OCTOBER 15, 2021 FOR STAFF IN-SERVICE DAY. MOTION CARRIED.

Transfer of funds to Facilities and Capital Management

Before the roof was under way the library agreed to pay \$500,000 towards the new roof.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO MOVE \$500,000 FROM THE LIBRARY CIP TO THE FACILITIES AND CAPITAL MANAGEMENT CIP. MOTION CARRIED.

Personnel Committee appointment

Board Member Campo would like to resign from the Personnel Committee, but will remain on the Library Board of Trustees. Board Member Sweeney has stepped forward and would like to serve on the Personnel Committee. If there is another member that would like to serve on the committee please say so now, otherwise I would appreciate a motion to appoint Kari to the Personnel Committee.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY SCOTT WINCH TO APPOINT KARI SWEENEY TO THE PERSONNEL COMMITTEE. MOTION CARRIED.

Director Evaluation procedure

The current complaint and grievance procedure for County employees was sent out. There isn't a complaint and grievance procedure if a staff member has a complaint about the director. We wanted to think of some steps that could be put in place, so Leah came up with a draft policy which was sent out. How would you like to proceed, do we want to have the Personnel Committee review the policy, does the board want to work on this together? It was decided that the Personnel Committee will take a look at the policy and bring suggestions to the September meeting.

No motion was made.

Discussion – County Memorandums of Understanding

All of the MOU's were handed out and will be mailed out to those that were not in attendance. It was recommended that a task force be formed with two members of the board to review the MOU's.

No motion was made.

Central Wisconsin BookFest presentation – Chad Dally

Chad Dally gave a short presentation to the trustees on the Central Wisconsin BookFest, its history and the events for 2021.

Announcements – None

Request for Future Agenda Items – WVLS motion to leave and go to South Central, Onboarding for New Trustees, Strategic Plan and Onboarding for the new director.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:46 P.M. MOTION CARRIED.


Library Director or Designee

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	TIME WARNER CABLE	719.82
	INTERNET SERVICE	719.82
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	8.95
	CONTRACT SERV-DEBT COLLECTIONS	8.95
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY	
	MARSHFIELD PUBLIC LIBRARY	225.75
	LIBRARY FEES-REIMBURSE TO CNTY	225.75
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	SYSTEMS TECHNOLOGIES	600.00
	SUNDRY CONTRACTUAL SERVICES	600.00
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,332.28
	SUNDRY CONTR SERV-JACKETS LIBR	1,332.28
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	402.43
	SUNDRY CONTR SERV-PROC AV LIBR	402.43
101 000000000066593130	PRINTING/DUPLICATION	
	MARCO	390.68
	PRINTING/DUPLICATION	390.68
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	13,258.72
	INFOUSA	427.40
	AMAZON CAPITAL SERVICES	1,451.76
	UW EXT COOPERATIVE EXT MAR CO	440.00
	BOOKS LIBRARY	15,577.88
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	3,474.51
	AMAZON CAPITAL SERVICES	470.62
	MIDWEST TAPE LLC	800.42
	AUDIO-VISUAL MATERIALS	4,745.55
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	DEMCO INC	724.96
	STAPLES ADVANTAGE	435.30
	AMAZON CAPITAL SERVICES	353.05
	LIBRARY OPERATING SUPPLIES	1,513.31

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066595320	BUILDING/OFFICES RENT	
	EDGAR, VILLAGE	918.98
	ROTHSCHILD, VILLAGE	4,500.00
	MOSINEE WATER/SEWER	44.39
	WI PUBLIC SERVICE	665.07
	VILLAGE OF MARATHON CITY	371.24
	BUILDING/OFFICES RENT	6,499.68
	LIBRARY 665 TOTAL:	32,016.33

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	174.43
MCPL FOUNDATION	68,661.97
FRIENDS OF THE MC LIBRARY	4,987.00
TANK MATES LLC	649.00
AMAZON CAPITAL SERVICES	498.11
BOOKS LIBRARY	<u>74,970.51</u>
LIBRARY GIFTS 667 TOTAL:	<u>74,970.51</u>
Report Total:	<u><u>106,986.84</u></u>

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 9 ending September 30, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	557,794.00	23,889.60		314,271.81	314,271.81	243,522.19	56.3
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	53,022.34		501,740.83	501,740.83	247,037.17	67.0
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	46,477.14		409,997.17	409,997.17	275,969.83	59.8
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	8,638.69		87,076.42	87,076.42	67,303.58	56.4
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	7,551.90		75,492.45	75,492.45	48,455.55	60.9
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00	32,981.87		347,358.98	347,358.98	147,444.02	70.2
Act 1541 DENTAL INSURANCE	10,654.00	696.56		7,190.67	7,190.67	3,463.33	67.5
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	1,554.00		15,729.00	15,729.00	14,847.00	51.4
Act 1550 LIFE INSURANCE	1,128.00	29.61		316.37	316.37	811.63	28.1
Act 1560 WORKERS COMPENSATION PAY	1,039.00	71.19		368.33	368.33	670.67	35.5
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	122.58		1,202.35	1,202.35	815.65	59.6

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	175,035.48		1,761,248.45	1,761,248.45	1,082,260.55	61.9
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	719.82		15,217.52	15,217.52	10,282.48	59.7
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	8.95		528.05	528.05	471.95	52.8
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00			5,189.42	5,189.42	3,310.58	61.1
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	225.75		4,108.65	4,108.65	4,891.35	45.7
Act 2954 RFID EQUIP MAINT FEES	36,000.00			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	600.00		5,402.44	5,402.44	3,597.56	60.0
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,332.28		13,620.00	13,620.00	8,380.00	61.9
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	402.43		3,988.84	3,988.84	4,011.16	49.9
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			625.23	625.23	3,024.77	17.1
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00					800.00	

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 9 ending September 30, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3127 RFID TAGS-LIBR	10,500.00			5,536.33	5,536.33	4,963.67	52.7
Act 3130 PRINTING/DUPLICATION	8,000.00	390.68		7,473.93	7,473.93	526.07	93.4
Act 3161 BOOKS LIBRARY	274,250.00	15,577.88		145,280.08	145,280.08	128,969.92	53.0
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	4,745.55		35,010.32	35,010.32	24,989.68	58.4
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			1,868.24	1,868.24	16,131.76	10.4
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			20,689.89	20,689.89	4,310.11	82.8
Act 3240 MEMBERSHIP DUES				313.00	313.00	313.00-	
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			557.00	557.00	3,443.00	13.9
Act 3260 ADVERTISING	4,000.00			133.71	133.71	3,866.29	3.3
Act 3321 PERSONAL AUTO MILEAGE	4,000.00			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			1,192.31	1,192.31	807.69	59.6
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	1,513.31		34,427.39	34,427.39	6,427.39-****	
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU				5,823.00	5,823.00	5,823.00-	
Act 5151 BUILDING & CONTENTS INSU				8,061.00	8,061.00	8,061.00-	
Act 5190 OTHER INSURANCE	32,500.00			18,606.00	18,606.00	13,894.00	57.3
Act 5320 BUILDING/OFFICES RENT	55,000.00	6,499.68		37,572.06	37,572.06	17,427.94	68.3
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	32,016.33		500,973.14	500,973.14	268,126.86	65.1
Or2 665 LIBRARY	3,612,609.00	207,051.81		2,262,221.59	2,262,221.59	1,350,387.41	62.6

GL787

LIB 21-OBL vs BUDGET HSW

Report Format 511

Period 9 ending September 30, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00		23,153.00	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	207,051.81		2,304,101.03	2,304,101.03	1,350,660.97	63.0

Sub 101 GENERAL FUND	3,654,762.00	207,051.81		2,304,101.03	2,304,101.03	1,350,660.97	63.0

GL787

LIB 21-OBL vs BUDGET HSW

Report Format 511

Period 9 ending September 30, 2021

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	147,873.00	74,970.51		164,561.04	164,561.04	16,688.04-****	

Or2 667 LIBRARY GIFTS	147,873.00	74,970.51		164,561.04	164,561.04	16,688.04-****	

Agy 0870 LIBRARY	147,873.00	74,970.51		164,561.04	164,561.04	16,688.04-****	

Sub 252 LIBRARY GIFTS	147,873.00	74,970.51		164,561.04	164,561.04	16,688.04-****	

Report Final Totals	3,802,635.00	282,022.32		2,468,662.07	2,468,662.07	1,333,972.93	64.9
=====							

GL787 LIB 21 MAINT OBL VS BUDGET HSW Report Format 511

Period 9 ending September 30, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00	30.00		270.00	270.00	150.00	64.3
Act 2210 WATER/SEWER	40,000.00	30,185.73		42,975.87	42,975.87	2,975.87	****
Act 2220 ELECTRIC	37,000.00	3,796.90		24,394.42	24,394.42	12,605.58	65.9
Act 2240 NATURAL/PROPANE GAS	10,000.00	595.02		7,776.28	7,776.28	2,223.72	77.8
Act 2460 BUILDING SERVICE EQUIP R	3,000.00			5,367.62	5,367.62	2,367.62	****
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			5,445.43	5,445.43	1,854.57	74.6
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	3.71		2,622.66	2,622.66	22.66	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	540.69		7,000.00	7,000.00		****
Act 3460 CLOTHING/UNIFORM	500.00	44.00		343.20	343.20	156.80	68.6
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			312.28	312.28	187.72	62.5
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	35,196.05		96,759.22	96,759.22	12,960.78	88.2
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	35,196.05		96,759.22	96,759.22	12,960.78	88.2
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	35,196.05		96,759.22	96,759.22	12,960.78	88.2
Sub 101 GENERAL FUND	109,720.00	35,196.05		96,759.22	96,759.22	12,960.78	88.2
Report Final Totals	109,720.00	35,196.05		96,759.22	96,759.22	12,960.78	88.2

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of September 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	744	1,428	91.94%	7,733	8,119	4.99%
EDGAR	1,385	1,393	0.58%	9,962	11,349	13.92%
HATLEY	1,734	1,739	0.29%	11,762	12,746	8.37%
MARATHON	1,610	1,959	21.68%	14,306	18,842	31.71%
MOSINEE	1,626	2,281	40.28%	13,822	18,564	34.31%
ROTHSCHILD	4,994	6,933	38.83%	45,044	57,986	28.73%
SPENCER	781	712	-8.83%	7,886	6,663	-15.51%
STRATFORD	1,185	1,751	47.76%	10,152	13,432	32.31%
WAUSAU	10,049	25,187	150.64%	134,979	165,384	22.53%
WAUSAU DRIVE UP	166	1,871	1027.11%	3,422	8,463	147.31%
HOMEBOUND	1,300	992	-23.69%	9,465	8,535	-9.83%
ILL	87	150	72.41%	499	1,449	190.38%
OVERDRIVE	12,314	12,677	2.95%	116,551	119,779	2.77%
GRAND TOTAL	37,975	59,073	55.56%	385,583	451,311	17.05%

**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

September 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	201	0	201	8,119	2.48%
EDGAR	0	0	18	0	0	0	0	18	11,349	0.16%
HATLEY	0	0	0	0	0	0	0	0	12,746	0.00%
MARATHON	3	0	8	0	0	0	0	11	18,842	0.06%
MOSINEE	10	0	0	73	0	0	0	83	18,564	0.45%
ROTHSCHILD	0	0	25	53	0	0	0	78	57,986	0.13%
SPENCER	368	0	0	0	0	12	11	391	6,663	5.87%
STRATFORD	3	0	0	0	0	0	34	37	13,432	0.28%
WAUSAU	94	0	1,396	299	0	58	47	1,894	165,384	1.15%
WAUSAU DRIVE UP	0	0	108	0	0	0	0	108	8,463	1.28%
MISC*									129,763	
TOTAL MCPL	478	0	1,555	425	0	271	92	2,821	451,311	0.63%
% of CIRC by COUNTY	0.11%	0.00%	0.34%	0.09%	0.00%	0.06%	0.02%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of September 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,503	64,725	0.34%
RESIDENT CHILD	9,248	8,317	-10.07%
HOMEBOUND	179	162	-9.50%
STAFF	64	62	-3.13%
TEMPORARY	417	462	10.79%
TOTAL FOR MARATHON COUNTY	74,411	73,728	-0.92%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,879	2,923	1.53%
CHILD	241	213	-11.62%
TEMPORARY	25	24	-4.00%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,145	3,160	0.48%
INTERLIBRARY LOAN			
ILL	434	402	-7.37%
GRAND TOTAL	77,990	77,290	-0.90%



Marathon County Public Library

Director Report

October 2021

September Highlights

Central Wisconsin Book Festival Summary

The 2021 Central Wisconsin Book Festival was a success! Nearly 600 people attended 38 events held in Wausau, Stevens Point, Wisconsin Rapids and virtually. Some of the highlights include the first public event for Wausau's inaugural Poet Laureate, Dawn Anderson, who spoke and read her work alongside Wisconsin Poet Laureate Dasha Kelly Hamilton in front of 40 people at Whitewater Music Hall in Wausau; a virtual panel discussion on children's literature with six writers and illustrators from the U.S. and Canada; and a virtual event with bestselling author Taylor Jenkins Reid that drew more than 100 viewers from across the U.S. and around the world (including attendees from Brazil, Poland, Mexico and Chile).

Youth & Teen Events

Virtual Teen Programs: Youth services staff recently joined a group of librarians from across the state who collaboratively plan monthly virtual events for teens. Each month has a different theme and the events are held on Zoom. The group meets every month to plan content and is currently 20 librarians strong. This initiative makes it possible for libraries to offer fun, engaging programs to their teen patrons and form connections between librarians working at different libraries.

Passport Service Rollout

Passport agents are ramping up to begin offering passport application services. We have several newer agents, so Team Lead and passport veteran Kitty R. has created a five week training plan to begin preparing them, including: passport room setup, forms and documents, accepting applications, day end processing, and scenario role playing. We hope to be ready for a soft opening by November 17th.



Recruitment

Our selected IT Technician applicant accepted our offer and will be starting on October 4th. Interviews were held for the Business Specialist position and we interviewed excellent candidates from which to choose from. The recently hired Support Services Manager will be starting in the next few weeks based on housing availability.

Redesign Update

Roof and window replacement has been completed! The final shelving and Youth Services desk pieces have arrived and been installed by LFI. Once we receive the art ledges and Friends ongoing sale shelving from Witmer Furniture, all major redesign project elements will be complete.

Branches

All eight branch locations are gearing up for a great fall. Grab and Go craft kits continue to be popular at all branch locations. In September, we collectively handed out 384 Straw Rocket kits for kids and 112 Lavender Sachet kits for adults. We celebrated Library Card Sign-Up Month with 21 children receiving brand new library cards and a free book. Each month, our staff create fun and engaging book displays for patrons of all ages – popular ones this month included *We Will Never Forget September 11th*, *Fall into a Great Book*, and *Help Yourself!* (a self-help book display with a silver platter featuring community resources). Several branch book clubs took advantage of the beautiful weather and held their monthly meetings outside. If the good weather continues for October, they will continue to be held outdoors, otherwise they will transition to virtual meeting. Rothschild and Stratford held outdoor family story times, which were well attended.



Library Services Statistics & Activities

Events and Programs

Youth Services Events

- Story Times
 - Aug. 31: Virtual Story Time – 24 total views on YouTube
 - Sep. 7: Virtual Story Time—22 total views on YouTube
 - Sep. 14: Virtual Story Time—44 total views on YouTube
 - Sep. 21: Virtual Story Time –105 total views on YouTube
 - Sep. 28: Virtual Story Time—20 total views on YouTube
- Other Programs
 - Sep. 1-30: Grab and Go Magpie Magnet—450
 - Sep. 7-14: LENA Materials Pick-up—21
 - Sep. 16: LENA—2
 - Sep. 23: LENA—2
 - Sep. 30: LENA—2
 - Number of September Youth Services programs – 9
 - Total attendance for September Youth Services programs – 692

Adult Events

- All of September: Little Treasures Grab and Go Lavender Sachet – 210 kits handed out at MCPL Wausau
- Sept. 2: Marathon County Historical Society Virtual History Chats: Cutler Post Statue – 15 live viewers
- Sept. 9: Marathon County Historical Society Virtual History Chats: World War Memorial – 14 live viewers
- Sept. 16: Marathon County Historical Society Virtual History Chats: Hmong-Lao Memorial – 8 live viewers
- Sept. 17-26: Central Wisconsin Book Festival: 38 events – total attendance 590
- Sept. 18: Marathon County Historical Society Virtual History Speaks: The Grand Army of the Republic – 10 live viewers
- Sept. 20: Women’s Night Out book club – 6
- Sept. 23: Marathon County Historical Society Virtual History Chats: Pine Grove Mausoleum – 17 live viewers
- Sept. 30: Marathon County Historical Society Virtual History Chats: Pomeranian Marker – 16 live viewers
 - Number of September programs – 46
 - Total participation/attendance – 886

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,348 likes/follows (+2)
- Twitter: 1,232 followers (+2)
- Pinterest: 974 followers (+1)
- Goodreads: 300 friends (+1); 1,352 reviews (+4)

- Instagram: 964 followers (-1)
- YouTube: 126 subscribers (+23)

Hot Happenings in the River District (email newsletter)

- September 1- Grab & Go Craft: Lavender Sachet
- September 8- Grab & Go Craft: Lavender Sachet
- September 15- 2021 Central Wisconsin Book Festival
- September 22- 2021 Central Wisconsin Book Festival
- September 29- Grab & Go Crafts for Adults-Felt Coasters

WJFW Channel 12

- September 21- Central Wisconsin Book Festival (Library Services, Chad Dally)
<https://www.youtube.com/watch?v=CSAjWQsL3p8>

City Pages

- September 2- Big Guide- All Locations: Grab & Go Craft for Adults-Lavender Sachet, History Chats-Hmong-Lao Veterans Memorial, History Speaks-The Grand Army of the Republic, Grab & Go Craft for Kids-Straw Rockets, Family Story Time-Counting!, Family Story Time-Oktoberfest!, Family Story Time-Apples and Applesauce!, Family Story Time-Going to the Zoo!; Wausau: CWBF-“Raft of Stars” with Andrew Graff, CWBF-An Evening with Taylor Jenkins Reid; Athens: Book-of-the-Month Club-“Driving Miss Norma;” Edgar: Book Club-“Normal People;” Hatley: Book Club-“The Great Gatsby,” Outdoor Story Time; Marathon City: Book Club-“Miss Benson’s Beetle;” Mosinee: Virtual Book Club-“A Stranger in the House;” Rothschild: Fabulous Fall Story Time; Stratford: Book Club-“102 Minutes”
- September 9- Big Guide- All Locations: Grab & Go Craft for Adults-Lavender Sachet, History Chats-World War I Memorial, History Speaks-The Grand Army of the Republic Grab & Go Craft for Kids-Straw Rockets, Family Story Time-Oktoberfest!, Family Story Time-Apples and Applesauce!, Family Story Time-Going to the Zoo!; Wausau: CWBF-“Raft of Stars” with Andrew Graff, CWBF-An Evening with Taylor Jenkins Reid; Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Driving Miss Norma;” Edgar: Book Club-“Normal People;” Hatley: Book Club-“The Great Gatsby,” Outdoor Story Time; Marathon City: Book Club-“Miss Benson’s Beetle;” Mosinee: Virtual Book Club-“A Stranger in the House;” Rothschild: Fabulous Fall Story Time; Stratford: Book Club-“102 Minutes”
- September 16- Highlights-Central Wisconsin Book Festival
Big Guide- All Locations: Grab & Go Craft for Adults-Lavender Sachet, History Chats-Hmong-Lao Veterans Memorial, History Speaks-The Grand Army of the Republic, History Chats-Hmong-The Pine Grove Mausoleum, History Chats-Hmong-The Pomeranian Settlement Marker, Grab & Go Craft for Kids-Straw Rockets, Family Story Time-Apples and Applesauce!, Family Story Time-Going to the Zoo!; Wausau: Friends of MCPL Members-Only Book Sale, CWBF-“Raft of Stars” with Andrew Graff, CWBF-“Modern Jungles” with Pao Lor, CWBF-“On the Go Awesomeness” with Lisl Detlefsen, CWBF-“Let’s Begin with Wonder” with Jaqueline Briggs Martin, CWBF-LGBTQ+ Activism with Jenny Kelvaitis and Kristen Whitson, CWBF-“To Know Her” with Mary Anne Noe, CWBF-“All the Adams in the World” with Sheila Silver, CWBF-“Bough Cutter” and Northern Lakes Mysteries with Jeff Nania, CWBF-“Litka-Memories of the War” with Julitta Szczepanska, CWBF-“The Weaver’s Revenge” with Kathleen Ernst, CWBF-“Beneath the Flames” with Gregory Renz, CWBF-“Correctional” with Ravi Shankar, CWBF-“From Page to Stage and Screen” with Suzanne Bradbeer and Jarrod Crooks, CWBF-Book Talks with Kate Allen and Anika Fajardo, CWBF-An

Evening with Wisconsin Poet Laureate Dasha Kelly Hamilton, CWBF-Talking Writing with Two Poets Laureate, CWBF-Interactive Story Time with Paul and Miranda Baptiste, CWBF-“The Greats” and the Power of Stories with Deborah Ellis, CWBF-“Hope is the Thing” Group Reading, CWBF-“Lady of the Seven Suns” with Tinney Heath, CWBF-Virtual Panel on Writing for Children, CWBF-“In the Village That Is Not Burning Down” with Travis Brown, CWBF-“Why Bushwick Bill Matters” with Charles Hughes, CWBF-A Talk with Steve Jenkins and Robin Page, CWBF-Cornerstone Press Author Panel, CWBF-“Astrid & Apollo” with V.T. Bidania, CWBF-Wisconsin Authors Book Fair, CWBF-“Nothing to Lose” with Kim Suhr, CWBF-“From Boxing Ring to Boardroom” with Hector Colon, CWBF-“Shadow Tracker” with Jonathan Barnett, CWBF-“The Streeel” with Mary Logue, CWBF-An Evening with Taylor Jenkins Reid, CWBF-“The Wizard of Oz” and L. Frank Baum’s Fairy Cinema with Cary Elza, CWBF-“Frank Meade” with Chris Gerboth, CWBF-“Writing Your Truth” with Wisconsin Poet Laureate Dasha Kelly Hamilton, CWBF-Draw Along Workshop with Matthew Forsythe, CWBF-Drawing Along with Graphic Artist Gillian Goerz; Athens: Book-of-the-Month Club-“Driving Miss Norma;” Mosinee: Virtual Book Club-“A Stranger in the House”

- September 23- Metro Briefs- Library Board decides on probation year for WVLS
Big Guide- All Locations: Grab & Go Craft for Adults-Lavender Sachet, History Chats-Hmong-The Pine Grove Mausoleum, History Chats-The Pomeranian Settlement Marker, Grab & Go Craft for Kids-Straw Rockets, Family Story Time-Going to the Zoo!; Wausau: CWBF- Interactive Story Time with Paul and Miranda Baptiste, CWBF-“The Greats” and the Power of Stories with Deborah Ellis, CWBF-“Hope is the Thing” Group Reading, CWBF-“Lady of the Seven Suns” with Tinney Heath, CWBF-Virtual Panel on Writing for Children, CWBF-“In the Village That Is Not Burning Down” with Travis Brown, CWBF-“Why Bushwick Bill Matters” with Charles Hughes, CWBF-A Talk with Steve Jenkins and Robin Page, CWBF-Cornerstone Press Author Panel, CWBF-“Astrid & Apollo” with V.T. Bidania, CWBF-Wisconsin Authors Book Fair, CWBF-“Nothing to Lose” with Kim Suhr, CWBF-“From Boxing Ring to Boardroom” with Hector Colon, CWBF-“Shadow Tracker” with Jonathan Barnett, CWBF-“The Streeel” with Mary Logue, CWBF-An Evening with Taylor Jenkins Reid, CWBF-“The Wizard of Oz” and L. Frank Baum’s Fairy Cinema with Cary Elza, CWBF-“Frank Meade” with Chris Gerboth, CWBF-Drawing Along with Graphic Artist Gillian Goerz; Athens: Book-of-the-Month Club-“Driving Miss Norma”
- September 30- Big Guide- All Locations: Grab & Go Craft for Adults-Lavender Sachet, All Locations: Grab & Go Craft for Adults-Felt Coaster, History Chats-Hmong-The Pomeranian Settlement Marker, History Chats-Win Brockmeyer, History Chats -Ingram S. Horgen, History Chats-Louise Elster, History Speaks on the Air-Apples-Botany-Cider, Grab & Go Craft for Kids-Straw Rockets, Grab & Go Craft for Kids-Blazing Star Spinner, Family Story Time-Nocturnal Animals!, Family Story Time-Fall Leaves!, Family Story Time-On the Farm!, Family Story Time-Stories with Surprises!; Athens: Book-of-the-Month Club-“Driving Miss Norma,” Book-of-the-Month Club-“The Once and Future Witches;” Hatley: Book Club-“There There;” Marathon City: Community Plant Swap, Book Club-“The Vanishing Half;” Mosinee: Virtual Book Club-“My Own Words;” Stratford: Book Club-“The Wonder Boy of Whistle Stop”

Mosinee Times

- September 2- Marathon County Public Library Youth Events- All Locations-Grab & Go Craft for Kids-Straw Rockets, Family Story Time-Oktoberfest!; Hatley: Outdoor Story Time; Rothschild: Fabulous Fall Story Time
- September 9- The Marathon County Historical Society and the Marathon County Public Library present-History Speaks On the Air-The Grand Army of the Republic; History Chats

- September 30- Marathon County Public Library to offer Grab & Go Craft for Adults-Felt Coaster
October 1-30

Portage County Gazette

- September 10- 2021 Central Wisconsin Book Festival to be held across the region Sept. 17-26
<https://stevenspoint.news/2021/09/10/2021-central-wisconsin-book-festival-to-be-held-across-the-region-sept-17-26>

Record Review

- September 1- Athens: Book Club-“Driving Miss Norma,” Grab & Go Craft for Adults-Lavender Sachet; Edgar: Book Club-“Normal People;” Marathon City: Grab & Go Craft for Adults-Lavender Sachet; Stratford: Book Club-“102 Minutes,” Grab & Go Craft for Kids-Straw Rockets
- September 8- Athens: Book Club-“Driving Miss Norma,” Grab & Go Craft for Kids-Straw Rockets; Edgar: CWBF-“Correctional” with Ravi Shankar, Book Club-“Normal People;” Marathon City: Book Club-“Miss Benson’s Beetle,” Grab & Go Craft for Adults-Lavender Sachet; Stratford: Book Club-“102 Minutes,” Grab & Go Crafts for Kids-Straw Rockets
- September 15- Athens: Book-of-the-Month Club-“Driving Miss Norma,” Grab & Go Craft for Adults-Lavender Sachet; Edgar: CWBF-“Correctional” with Ravi Shankar; Marathon City: Grab & Go Craft for Adults-Lavender Sachet; Stratford: Grab & Go Craft for Kids-Straw Rockets
- September 22- Athens: Book-of-the-Month Club-“Driving Miss Norma,” Grab & Go Craft for Adults-Lavender Sachet; Edgar: CWBF-Virtual Panel on Writing for Children, CWBF-“The Wizard of Oz” and L. Frank Baum’s Fairy Cinema with Cary Elza; Marathon City: Grab & Go Craft for Kids-Straw Rockets, Grab & Go Craft for Adults-Lavender Sachet; Stratford: Grab & Go Craft for Kids-Straw Rockets
- September 29- Athens: Book-of-the-Month Club-“The Once and Future Witches;” Edgar: History Chats- Win Brockmeyer, History Chats-Ingram S. Horgen, History Chats-Louise Elster, History Chats-Guest Speaker; Marathon City: History Speaks on the Air-Apples-Botany-Cider, Book Club-“The Vanishing Half,” Community Plant Swap

Wausau Pilot & Review

- September 7- Friends of MCPL to hold members-only book sale
<https://wausapilotandreview.com/2021/09/07/friends-of-mcpl-to-hold-members-only-book-sale>
- September 14- 2021 Central Wisconsin Book Festival to be held Sept. 17-26
<https://wausapilotandreview.com/2021/09/14/2021-central-wisconsin-book-festival-to-be-held-sept-17-26>
- September 23- Marathon County Public Library Book Clubs, October- Athens: Book-of-the-Month Club-“The Once and Future Witches;” Hatley: “There There;” Marathon City: “The Vanishing Half;” Mosinee: Virtual Book Club-“My Own Words;” Stratford: “The Wonder Boy of Whistle Stop”
<https://wausapilotandreview.com/2021/09/23/marathon-county-public-library-book-clubs-october>
- September 25- Marathon County Public Library’s Marathon Branch to hold plant swap
<https://wausapilotandreview.com/2021/09/25/marathon-county-public-librarys-marathon-branch-to-hold-plant-swap>
- September 28- Marathon County Public Library activities- All Locations: Grab & Go Crafts for Adults-Felt Coasters, Grab & Go Craft for Kids-Blazing Star Spinner, Family Story Time-Nocturnal

Animals!, Family Story Time-Fall Leaves!, Family Story Time-On the Farm!, Family Story Time-Surprise Stories!

<https://wausaupilotandreview.com/2021/09/28/marathon-county-public-library-activities-26>

History Speaks to cover apples, botany, cider

<https://wausaupilotandreview.com/2021/09/28/history-speaks-to-cover-apples-botany-cider>

Wausau Times/Buyers Guide

- September 1- History Speaks on the Air: Grand Army of the Republic: Union Veterans and America's Most Powerful Veterans; History Chats
MCPL Youth Events, September 2021- All Locations: Grab & Go Craft-Straw Rockets, Family Story Time-Counting!, Family Story Time-Oktoberfest!, Family Story Time-Apples and Applesauce!, Family Story Time-Going to the Zoo!; Rothschild: Fabulous Fall Story Time
- September 8- MCPL to offer lavender-scented sachet for next adult Grab & Go craft;
MCPL Book Clubs: September 2021- Athens: Book-of-the-Month Club-"Driving Miss Norma;" Edgar: "Normal People;" Hatley: "The Great Gatsby;" Marathon City: "Miss Benson's Beetle;" Mosinee: Virtual Book Club-"A Stranger in the House;" Stratford: "102 Minutes"
Events/Spectator Sports- Marathon City Book Club-"Miss Benson's Beetle"
- September 15- 2021 Central Wisconsin Book Festival to be held across the region Sept. 17-26- Draw Along Workshop with Matthew Forsythe, "Raft of Stars" with Andrew Graff, "Modern Jungles" with Pao Lor
- September 29- MCPL Marathon City to offer plant swap from September 29-October 2;
MCPL Book Clubs, October 2021- Athens: Book-of-the-Month-"The Once and Future Witches;" Hatley: "There There;" Marathon City: "The Vanishing Half;" Mosinee: Virtual Book Club-"My Own Words;" Stratford: "The Wonder Boy of Whistle Stop"

Wisconsin Rapids-City Times

- September 15- Community Calendar- CWBF-"On the Go Awesomeness" with Lisl Detlefsen, CWBF-"Bough Cutter" and Northern Lakes Mysteries with Jeff Nania, CWBF-"The Weaver's Revenge" with Kathleen Ernst, CWBF-"Beneath the Flames" with Gregory Renz

Materials

- Youth

	2021 Annual Budget	Monthly Allotment	Free Balance	Spent as of 10/04/21	% Spent
Juvenile Audiobooks	\$7,000.00	\$583.33	\$3,795.64	\$3,204.36	46%
Juvenile CDs	\$500.00	\$41.67	\$267.53	\$232.47	46%
Juvenile DVDs	\$12,000.00	\$1,000.00	\$6,035.87	\$5,964.13	50%
Juvenile Video Games	\$1,750.00	\$145.83	\$401.72	\$1,348.28	77%
Young Adult Audio Books	\$2,250.00	\$187.50	\$843.22	\$1,406.78	63%
Youth AV Subtotal	\$23,500.00	\$1,958.33	\$11,343.98	\$12,156.02	52%
Juvenile Fiction	\$18,500.00	\$1,541.67	\$1,737.60	\$16,762.40	91%
Juvenile NonFiction	\$33,500.00	\$2,791.67	\$13,972.66	\$19,527.34	58%
Juvenile Picture Books	\$31,000.00	\$2,583.33	\$9,828.95	\$21,171.05	68%
Juvenile Spanish	\$2,000.00	\$166.67	\$977.09	\$1,022.91	51%
Juvenile Standing Order Print	\$9,000.00	\$750.00	\$4,460.66	\$4,539.34	50%
Young Adult Fiction	\$9,000.00	\$750.00	\$2,278.09	\$6,721.91	75%
Young Adult Graphic Novels	\$3,750.00	\$312.50	\$192.83	\$3,557.17	95%
Young Adult NonFiction	\$4,000.00	\$333.33	\$1,438.21	\$2,561.79	64%
Youth Print Subtotal	\$110,750.00	\$9,229.17	\$34,886.09	\$75,863.91	69%
Youth Services TOTAL	\$134,250.00	\$11,187.50	\$46,230.07	\$88,019.93	66%

*Rollover from 2020 was not carried over, thus deducted from free balance

- Adult

	2021 Annual Budget	Monthly Allotment	Free Balance	Spent as of Oct. 7, 2021	% Spent
Adult Audiobooks	\$12,000.00	\$1,090.91	\$1,311.76	\$10,688.24	89.07%
Adult Music CD	\$7,500.00	\$681.82	\$3,274.86	\$4,225.14	56.34%
Adult DVD	\$26,000.00	\$2,363.64	\$9,990.65	\$16,009.35	61.57%
Adult Video Games	\$1,500.00	\$136.36	\$326.20	\$1,173.80	78.25%
Adult AV Subtotal	\$47,000.00	\$4,272.73	\$14,903.47	\$32,096.53	68.29%
Adult Paperbacks	\$1,875.00	\$170.45	\$394.17	\$1,480.83	78.98%
Adult Paperbacks S.O.	\$3,714.00	N/A	\$2,749.00	\$965.00	25.98%
Adult Fiction	\$45,000.00	\$4,090.91	\$2,501.76	\$42,498.24	94.44%
Adult LT Fiction	\$7,200.00	\$654.55	\$2,381.81	\$4,818.19	66.92%
Adult LT S.O.	\$15,300.00	\$1,390.91	\$5,640.79	\$9,659.21	63.13%
Adult Non-fiction	\$65,696.00	\$5,972.36	\$18,058.87	\$47,637.13	72.51%
Adult Non-fiction S.O.	\$2,715.00	N/A	\$1,314.89	\$1,400.11	51.57%
Adult Biographies	\$10,000.00	\$909.09	\$1,334.47	\$8,665.53	86.66%
Adult Spanish	\$750.00	\$68.18	-\$42.08	\$792.08	105.61%
Adult Hmong	\$750.00	\$68.18	\$2.76	\$747.24	99.63%
Adult Print Subtotal	\$153,000.00	\$13,909.09	\$34,336.44	\$118,663.56	77.56%
Adult Services TOTAL	\$200,000.00	\$18,181.82	\$49,239.91	\$150,760.09	75.38%

Support Services Statistics & Activities

Circulation Team

- 161 new library card applications have been processed by the Circulation team September 2021
- Circulation totals for Wausau First Floor 25,187
- Laura D processed 75 Interlibrary loan requests
- Ashley H and Paula L checked out 992 items for our Home bound customers.
- First Week of September Kitty R met with team members for rounding.
- 9/1, 9/15, 9/22 Leads meetings were held with the Interim Director.
- 9/2/21 V-Cat council meeting attended by Kitty R, Ollie C, Kitty R, Julie K, and Chris L
- Ashley H and Laura D enhanced their library skills through virtual webinars
- Colleen Y and Kitty R completed passport Acceptance Agent training.
- 9/15/21 Mary S, Chris L and Kitty, gathered to discuss/ prepare circulation policy changes, checkout times.
- 9/16/21 Kitty R had virtual meeting with Katie Z, ILS administrator to discuss notice process for policy update
- 9/20/21 MCPL Board of trustees meeting - Kitty R attended virtually
- 9/20/21 Kitty R and Mary S met to discuss damaged process.
- 9/20/21 The Main Desk Staff started a new two week rotating schedule.
- 9/22/21 Kitty R, Mary S, and Chris L met with Katie Z, ILS administrator to prep for loan rule changes
- James B is training with Laura D to learn Interlibrary loan process
- 9/29/21 Circulation Team Meeting held to discuss scheduling, new hires, renewal process, customer issues, passport startup. November 17th is the projected startup date to begin accepting applications. We will be accepting applications on Wednesdays, walk in 9-2, by appointment 2-7, and every other Saturday starting November 20th from 9-3. James B, Ken B, and Ollie C. are in the process of completing online New Passport Agent Training.

Support Services Team

- 9/1, 9/8, 9/15, 9/22, 9/29: Mary attended Leads and Librarians with Leah.
- 9/9: Mary attended a Ryan Dowd webinar entitled "Kicked Out How to Safely Ask Someone to Leave".
- 9/29/21: Pat assisted at the main desk during the circulation meeting.
- Chris, Kitty, and Mary finalized the various policies affected by the new check out times and maximum fine limit for check out. These were then sent to Leah and the policy committee for review and will go to the October Library Board meeting for their approval. In the course of this project, several miscellaneous AV equipment items needed addressing. Chris worked on that part of the project to clarify check out requirements and necessary packaging.
- Chris and Mary completed the semiannual deletion of paid order records which are located on bib records that have no MCPL holdings.
- Mary is working with a few companies to clarify the process and get a quote to have the Wausau Daily Herald microfilmed (previously provided by the WDH for decades but discontinued in 2020).
- Stephanie and Mary placed a call to the company that repairs the disc cleaner. We're waiting for a quote before proceeding. Hopefully it won't cost too much and we can resume our disc cleaning.

- 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 680
 - Faded label replacement and disc cleaning for Branches: in progress.
 - Clean Wausau adult DVDs: CEN

Page Team

- Ollie interviewed for the open page position September 2nd, 8th, and 9th.
- Assisted Support Services in relabeling adult non-fiction 600's.
- Ollie attended V-Cat Council meeting with Kitty R.
- Lynelle C.'s applesauce story time went live on September 21st. It had 69 views in the first 24 hours and 104 views by the end of September.
- Completed a weeding list for Adult Large Type Fiction.
- Pulled and changed New adult non-fiction to regular non-fiction.
- Finished attaching the acrylic sign sleeves to the end panels.
- September 28th LFI installed our final three shelving units! It was exciting to get the remaining items off of carts and out of bins.
- The page team shelved approximately 30,435 items in September.

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Straw Rockets: Throughout the month of September, children were welcome to pick up their own grab and go craft and make their own fun paper rockets at home. A total of 24 kits went out to the public.
- Lavender Sachets: A DIY lavender sachet grab and go craft was offered to adults and teens during the month of September. A total of 10 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 September was *Driving Miss Norma* by *Tim Bauerschmidt*.
- Summer Reading Program Tails & Tails: Athens had a total of 21 SLP participants complete and return reviews for the summer reading club.
- Library Card Sign – Up Month – During the month of September kids and teens received a free book when signing up for a library card. Athens had a total of 8 applicants and 8 free books go out.

Circulation Statistics

- Athens circulated 1,428 items in September 2021. This is a 91.94% increase from September 2020. In 2021 year-to-date, Athens has circulated 8,119 items. This is a 4.99% increase from 2020.

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.

- Athens staff pulled weeding items from Adult Large Print Fiction collection. These items were set to possible withdrawal and sent to Kathryn Sullivan in Wausau.
- Jennifer Triolo and Shahara Falk-LeFay completed Libby Review Training
- Laura Wood visited the Athens Branch on September 8th.
- Jennifer Triolo attended the Branch Coordinator GoToMeeting on September 17th.
- Crafts were displayed featuring each September grab and go craft near the circulation desk.
- A fall display is currently featured near the circulation desk with seasonal items.

Facilities Updates

- MCPL Branches were having issues starting Sierra during Sept 9th – Sept 15th

Edgar Monthly Report

Events and Programs

- Storytime Packets are being offered again starting in October
- Grab n Go crafts are a big hit with 48 children’s kits and 15 adult kits handed out in September.
- Home School Huddle Packets started again. Edgar served 15 families with 51 students in September.
- Book club was held at the Scotch Creek Park with 3 adults attending.

Circulation Statistics

- The circulation statistics for the month of September 1393 were items checked out. This is a .58% increase for the same month last year. A total of 11,349 items have been checked out so far this year. This is a 13.92% increase from 2020.

Library News

- There will be a Book Club in October
- Deb met with Laura in person for the monthly rounding session.
- Deb joined in the Youth Services meeting with WVLS libraries.

Facilities Updates

- Nothing to report.

Hatley Monthly Report

Events and Programs

- Our Last Outdoor Book Club – We had 5 adults and 1 child (child was the grandchild of one of our ladies) participate in our in person discussion of “The Great Gatsby.”
- Outdoor Story Time – The theme was Fall and we had 1 adults and 2 children.
- Grab N Go programs
 - a. Straw Rockets - 7 adults, 2 teens, and 17 children took a kit home
 - b. Lavender Sachets - 8 adults, 2 children and 5 teens took one of these home.
- We had one child sign up for a Library Card (Library Card Sign Up Month) and were able to give them a book.

Upcoming Programs

- Virtual Book Club on October 12
- Grab N Go Crafts – Shooting Star Spinners and Felt Coasters

Circulation Statistics

- Hatley circulated 1,739 items for the month of September. This is a 0.29% increase for the month. Year to date is 12,746 items. This is a 8.37% increase from last year.

Library News

- Sierra has been having issues with starting. WVLS has been wonderful at trying to help and figure out the issue.
- Laura W came to visit the branch.
- Thank you to both Julie G and Paula L for helping cover a couple of shifts.
- Heather attended the virtual Branch Coordinator Meeting.
- Heather did a virtual meeting with Laura W and Katie Zimmerman to go over placing multiple holds for patrons.

Facilities Updates

- None this month

Marathon City Monthly Report

Events and Programs

- **Book Club:** During the month of September, we again held our book club outdoors! The ladies really enjoyed getting together to chat and share their thoughts and enjoy the pleasant evening. Ten patrons joined in for a thoughtful discussion featuring *Miss Benson's Beetle* by Rachel Joyce. Megan facilitated the discussion this month and will continue to take over the reins moving forward. The next book discussion will be about the novel by Brit Bennett entitled *The Vanishing Half*. 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 September, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 75 of the children's Straw Rocket kits. The teen/adult kits were Lavender Sachets. We distributed 16 of those. These kits have been very popular with patrons of all ages. We hosted our second annual plant swap here in Marathon. The Take a Plant, Leave a Plant event was held from September 29 – October 2. Patrons were able to stop down anytime the library was open to swap a plant or give some helpful advice for growing plants, and then take home a plant of their choice. This again was very popular for those wanting to "clean out" existing plants from their homes and for those wanted to add to or start a plant collection. Over 25 people participated in this event in one way or another.

- During the month of October (and beyond), we will continue to 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 of the remaining months of 2021. Supplies for Blazing Star Spinners and Felt Coasters may be picked up at any of the nine branches during the month of October.

Circulation Statistics

- Marathon circulated 1,959 items during the month of September, which is a 21.68% increase from this time last year. So far in 2021, Marathon has circulated 18,842 items. This is a 31.71% increase over last year.

Library News

- Lisa Participated in the Bi-monthly coordinator's meeting on September 17.
- Both Lisa and Megan are looking forward to attending the Staff Development Day being held on October 15.

Facilities Updates

- Maintenance came in to check out an odd smell. It was determined that the "P" trap may have been dried out and water needed to run in the maintenance room.
- Hurtis Heating/Cooling did a routine check early in September and then came back to look into a cooling issue. They replaced a damper.
- Outdoor lawn sprinklers were "blown out" and disconnected for the upcoming cold months.
- WVLS is looking into a server issue that is causing problems with Sierra loading and running properly.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: This month 5 patrons joined Sarah to discuss *A Stranger in the House*, on the 20th at our adjusted time of 2-3 p.m. to avoid GoToMeeting conflicts. Next month we will be reading *My Own Words* by Ruth Bader Ginsburg.
- This month we handed out 50 straw rockets and 16 lavender sachets grab and go craft kits, as many kits as we were given. As usual, the adult grab and go kits were gone within the first week due to their popularity and limited supply. The lavender sachets reached a new record this month actually: the initial 10 were gone within 2 days, and after a refresh of 6, patrons snagged those within two days as well, and kept asking for more even at the end of the month.
- Passive Programs: Our program this month asked patrons to vote between book and movie covers of 8 popular titles, including *The Hobbit*, *Life of Pi*, and more. Patrons cast 124 votes, with movie covers being the more popular choice overall.
- Staff continued to promote events across all MCPL locations, including Book Club, Family Story Time, Grab and Go Craft kits, and the Central Wisconsin Book Festival.
- Staff handed out leftover Summer Reading Program prize books to all children and teens who signed up for a library card throughout the month to celebrate Library Card Sign-up month!

Circulation Statistics

- Mosinee circulated 2,281 items in September 2021. This is a 40.28% increase. Mosinee has circulated 18,564 items in 2021. This is a 34.31% increase.

Library News

- Displays were changed over from Summer Reading Program themes. We made a large “Branch out and read” display behind the circulation desk, a “Tune into a Good Book” music centered display for children, had a large “Back to School” display for all ages, a “Help Yourself” display of nonfiction (complete with a real silver platter of resources!), and a display for Banned Books week (9/26-10/2). Our “Read the book then see the movie” display was changed over as well, our book bundles were updated, and our children’s book display was filled with stories about mythical creatures and fairy tales.
- Although specified curbside services ended, patrons can request them any time staff is available during normal business hours. Twelve patrons continued to utilize this popular service at Mosinee.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Sarah attended the Coordinator meeting on the 17th from home (and loved the opportunity to do so!).
- Mosinee became a LENA pickup for an area resident. Staff are happy to help offer this service to our community!
- Branch Team Lead Laura visited Mosinee on the 15th.
- Sarah toured the Mosinee Area Action Club Pavilion and several other River Park venues with the Mosinee City Clerk/Treasurer on the 29th to determine a possible Summer Reading Program venue for 2022.

Facilities Updates

- No updates at this time.

Rothschild Monthly Report

Events and Programs

- We handed out 80 grab-and-go straw rocket craft kits for kids and 18 grab-and-go lavender sachet craft kits for adults.
- September was National Library Card Sign Up month. We gave out 2 free books to children who signed up for brand new library cards.
- We had outdoor fall story time on September 16th. 11 people participated and had a fabulous fall time. Additionally, 12 children who could not attend story time, picked up grab-and-go fall craft kits.
- In September, we had book displays celebrating banned books week, historical fiction, ancient cities, and back to school.

Circulation Statistics

- In September, Rothschild circulated 6,933 items. This is 38.83% increase from last year. In 2021, Rothschild circulated 57,986 items. This is 28.73% increase from last year.

Library News

- Laura virtually attended the weekly team leads meetings and the branch coordinator meeting.
- Rothschild staff covered shifts in Hatley.
- Laura completed branch visits at all branch libraries.
- We weeded and shifted the adult large type, adult biographies, juvenile fiction, and J series.
- We started inventory for the second time and have completed the adult fiction and adult large type collections in September.
- For the disc cleaning project, we are working our way through the adult DVDs. We have finished re-labeling the adult fiction collection and have moved on to the adult large type collection.

Facilities Updates

- N/A

Spencer Monthly Report

Events and Programs

- In the month of September, a Grab N Go Craft, “Straw Rockets” was offered to children. Ten kits were handed out to the children.
- Also, in the month of September, a Grab N Go Craft, “Lavender Sachet” was available for teens and adults. The kits were all taken in the first few days, and we requested more. A total of 12 crafts were handed out.
- A passive program was held the week of September 6th-11th asking, “Where were you when you heard about the attacks on 9/11?” All 16 responses were so detailed, as everyone remembered exactly what they were doing.
- September is “Library Card Sign Up Month” was promoted at Spencer Library with only one book given out.

Circulation Statistics

- Spencer circulated 712 items in September 2021. This is an 8.83% decrease from September 2020. In 2021 year-to-date, Spencer has circulated 6,663 items. This is a 15.51% decrease from 2020.

Library News

- The Spencer Library did a tribute to September 11th. Displayed were many photos, articles from magazines and papers and books written about that day. Also displayed were personal photos that were taken while visiting the 9/11 Memorial.
- Laura Wood came to Spencer for a branch visit on September 15th.
- Audrey attended a virtual Branch Coordinators meeting on September 17th.
- Lue M. and Audrey K. finished a Libby training course.
- Inventory was worked on during the month. We are now working on the Children’s fiction books.

- We continue to send blue bins of books to Stephanie M. for new labels. Many books have faded labels or sideways labels.
- Audrey wrote an article for the Village Voice of Spencer with our library hours and promoting the Grab N Go crafts.
- Spencer Library staff created a book display of autumn themed books.
- The “Staff Picks” which is displayed are going out very quickly. Patrons enjoy seeing what we as staff like to read.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We held an outdoor book club gathering on the library’s green space on Sept. 15. Nine patrons met to discuss 102 Minutes, The Untold Story of the Fight to Survive Inside the Twin Towers, written by New York Times journalists Jim Dwyer and Kevin Flynn.
- We welcomed the new daycare in town, Stepping Stones Child Care Center, to its first library visit in September. We held an outdoors story time on Sept. 22 for 9 children and 2 adults, then gave them a tour of our library.
- St. Joseph’s school resumed biweekly and monthly visits and book check-outs at our library. On Sept. 3 and Sept. 24, the 6th/7th and 8th graders visited in separate classes, for a total of 36 students and four adults. On Sept. 8, the Pre-K and Kindergarten class visited for an outdoors story time and book check-out: 1 adult and 8 children were present. On Sept. 8 and Sept. 22, the 4th/5th graders visited together, with a total of 2 adults and 18 children. On Sept. 20, the 1st/2nd/3rd graders visited together, for a total of 1 adult and 7 children.
- We gave away 9 books for the September Library Card Sign Up Book Give Away.
- For MCPL social media, we created a video and photo of Halloween decorating in our children’s area, as well as a photo of a scary book display for adults.
- 71 patrons stopped by the Stratford Branch in September to pick up Straw Rockets Grab & Go craft kit for kids offered through MCPL.
- 10 patrons enjoyed the Lavender Sachet Grab & Go craft kit for teens and adults offered through MCPL in September.

Circulation Statistics

- We circulated 1,751 items in September. This is a 47.76% increase from last year. So far in 2021, we circulated 13,432 items. This is a 32.31% increase from last year.
- Though we no longer offer a specific time for curbside pick-up at our branch, we did receive and provided 1 request for a curbside pickup appointment in September.

Library News

- We created a *Fall into a Good Book* book display and a *We Will Never Forget Sept. 11* book display.
- We sent in juvenile fiction books for relabeling.
- MJ worked on Children’s DVD inventory and Juvenile Fiction book inventory.

- Laura Wood visited our branch on Sept. 15.
- MJ attended the virtual Branch Coordinator Meeting on Sept. 17.

Facilities Updates

- Sierra has been having issues with starting, and WVLS has been troubleshooting and providing solutions to get it back up and running.
- Stratford Village Public Works replaced some interior lights in September.
- MCPL ordered locks and the Stratford Village Public Works installed them on the storage benches in the children's area. The benches have very heavy wooden lids that slam down quickly, so it was decided it was best to secure them to prevent potential injuries.

GL787 LIB 21 CIP TRANS HSW Report Format 511

Period 9 ending September 30, 2021 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 848 MISCELLANEOUS REVENUE							
Act 8410 DONATIONS FROM PRIVATE O				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	142,337.00	1,371.50		429,765.95	429,765.95	287,428.95-****	

APR 777A LIBRARY CIP PROJECT	352,096.00	1,371.50		91,168.58	91,168.58	260,927.42	25.9
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	214,072.00-	1,371.50		91,168.58	91,168.58	305,240.58-42.6-	

Sub 604 LIBRARY CIP PROJECTS	214,072.00-	1,371.50		91,168.58	91,168.58	305,240.58-42.6-	

Report Final Totals	214,072.00-	1,371.50		91,168.58	91,168.58	305,240.58-42.6-	
=====							

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

August 21, 2021

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is September 18, 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*
Eileen Grunseth, member
Christy Janczewski, member*
Paul Knuth, member*
Louise Olszewski, member*
Diane Peterson, member
Kari Sweeney, member

Others Present

Marla Sepnafski, WVLS Director
Josh Klingbeil, WVLS staff
Susie Hafemeister, WVLS staff
Anne Hamland, WVLS staff*
Jamie Matczak, WVLS staff
Rachel Metzler, WVLS staff*
Kris Adams Wendt, WVLS staff*
Katie Zimmermann, WVLS staff*

*denotes remote attendance

Excused

Jessica Bernett, member
Peg Jopek, member
Mandy Wright, member

Vacant

Marathon County representative

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

CONSENT AGENDA APPROVAL: Pechura/Ackerman motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/Peterson motion to approve minutes from the May 15, 2021 WVLS Board meeting as presented. All aye. Motion carried.

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

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

APPROVAL OF PERFORMANCE EVALUATION OF WVLS DIRECTOR:

Otten/Grunseth motion to convene into closed session for consideration of the performance evaluation of the WVLS Director pursuant to WI Statutes Section 19.85(1)(c). All aye on a roll call vote. Motion carried.

The meeting was convened into closed session at 9:40 AM, with WVLS staff either being excused from the room or requested to leave the virtual meeting platform.

Ackerman/Grunseth motion to return to open session. All aye on a roll call vote. Motion carried.

The Board returned to open session at 10:13 AM with staff members rejoining the meeting. The following action from closed session was reported: **Grunseth/Peterson motion to approve raising Director Sepnafski's annual salary to \$95,000 retroactive to May 15 and adjust the 2021 WVLS budget accordingly. All aye. Motion carried.**

REPORTS:

Resource Library (Exhibit 9): **Sepnafski** drew the Board's attention to the report included in their packets. **Sweeney** provided a progress report on addressing the significant leadership changes at MCPL that occurred at the end of May. The director position interview team includes Sweeney and Otten. It has been decided to widen the applicant pool for the director search by reposting the position with the goal of hiring for a January 2022 start. Leah Giordano will continue as interim director through the end of the year. The system membership question remains paused per the MCPL board's February request to the Marathon Co. Extension and Education Committee.

COLAND (Exhibit 10): **Klingbeil** summarized the virtual Council on Libraries and Network Development meeting held in Rice Lake on July 9 and introduced the Wisconsin Libraries 2019-2021 Biennial Report found in the board packet. The new State Superintendent of Public Instruction **Jill Underly** took office on July 5 along with new Assistant Superintendent for DPI Division for Libraries and Technology **Tessa Michaelson Schmidt**.

Report from WVLS Director Marla Sepnafski (Exhibit 11): **Sepnafski** noted, in the interests of time and a need to focus on agenda items 10-12, that she and staff would not present their usual detailed oral reports and deferred to Exhibit 11 in the board packet.

V-Cat Council (Exhibit 12): Following Sepnafski's lead, **Zimmerman** referenced page 7-8 from Exhibit 11 as well as Exhibit 12.

Library Advisory Committee (Exhibit 13): **Matczak** reported that the Library Advisory Committee met on Wednesday, August 18. The 2022 WVLS system plan and budget proposals, as well as the 2023 Technology Planning Guide were reviewed, with all three recommended for Board of Trustees approval.

GRANT APPROVALS (Exhibits 14a-14b): Two grant applications that needed to be submitted to the Department of Public Instruction by July deadline dates and asked for retroactive approval from the board were reviewed by Klingbeil and Metzler.

Ackerman/Sweeney motion to retroactively approve submission of the LSTA Grant Application titled *Aggregation, Realignment and Consolidation (ARC) Phase 1* which was submitted on July 15, 2021. All aye, Motion carried.

Ackerman/Grunseth motion to retroactively approve submission of the LSTA Grant Application titled *2020 LSTA WPLC State & Regional Digital Collection Support* which was submitted on July 14, 2021. All aye. Motion carried.

2022 WVLS SYSTEM PLAN – draft (Exhibit 15): **Sepnafski** moderated a review of the 2022 WVLS System Plan with staff members taking turns speaking to changes in the respective sections for which they have primary oversight and responsibility for execution. **Sepnafski** explained that review and revision of system services is a continuous process. It is informed by state level meetings with staff from other systems, assessment of DLT-and WVLS-sponsored surveys, county and local public library board meeting minutes and less formal communications with colleagues from within WVLS and throughout the state. These opportunities keep WVLS current on national, state and regional trends; aware of operational, funding and service changes within other systems; and mindful of service challenges within WVLS membership. These opportunities and resources also help to challenge assumptions and jumpstart imaginations as staff works to improve the plan of service. It is anticipated that some changes may occur before final approval of the plan occurs at the September 18 meeting.

Sweeney/Peterson motion to accept the draft 2022 WVLS System Plan as presented. All aye. Motion carried.

2022 WVLS BUDGET – draft (Exhibit 16): **Sepnafski** walked board members through the 2022 budget documents in exhibit 16. It is a work in progress with incomplete income projections at this time. Maintaining a contingency strategy reflective of the paused MCPL system membership question is necessary given a MCPL exit from WVLS would mean a 40% reduction in state aid. Final approval of the budget will also occur at the September 18 meeting.

Pechura/Peterson motion to accept the draft 2022 WVLS Budget as presented. All aye. Motion carried.

Bobrofsky left the meeting at 11:31 AM and turned the chair over to **Pechura**.

2023 WVLS TECHNOLOGY PLANNING GUIDE – draft (Exhibit 17): **Klingbeil** reviewed the draft 2023 Technology Budget Planning Details for WVLS Member Libraries. The full narrative will be presented for approval in September.

Ackerman/Grunseth motion to accept the draft 2023 WVLS Technology Planning Guide as presented. All aye. Motion carried.

WLA ANNUAL CONFERENCE (Exhibit 18): **Sepnafski** drew the board’s attention to the registration form for the 2021 WLA Annual Conference found at Exhibit 18. Hotel reservations have opened. More information will soon be available at <https://www.wisconsinlibraries.org/wla-annual-conference>. Conference dates are Tuesday, November 16 through Friday, November 19.

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

Backus reminded the board about the August 23-27 Trustee Training Week. **Wendt** reported that Assistant Superintendent at the Division for Libraries and Technology **Tessa Michaelson Schmidt** attended her first WLA Library Development & Legislation Committee meeting on July 23 where she was warmly received. **Matczak** announced the WVLS Director’s Retreat originally scheduled as an in-person meeting on October 15 has been postponed.

REQUEST FOR FUTURE AGENDA ITEMS: Final approval for 2022 WVLS System Plan and Budget, 2023 WVLS Technology Planning Guide, draft Reserves Policy recommended by the auditor, and discussion on the Living Libraries project recommended by **Knuth**. For more background see <https://www.livinglibraries.uk/blog/what-is-living-libraries>.

Next meeting dates: September 18 and November 20.

ADJOURNMENT: Grunseth/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:46 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

ITEM NUMBER: 10.01
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIPR-1

Title: Library Card Registration Policy —~~Library Card~~
Effective Date: 1974
Authorized By: Library Board of Trustees/Library Director
Date of Last Revision: ~~03-2017~~ 10-2021

Library Card Registration:

- Marathon County Public Library (V-CAT) cards are available FREE to all residents of Wisconsin. Marathon County Public Library is a member of Wisconsin Valley Library Service's V-CAT system. Only one card is needed within the V-CAT system.

Juvenile Cards:

- A library card can be issued from birth onward. A parent or guardian must be present and must sign and provide their driver's license or state ID # for all children under the age of 18. The parent ~~must also be~~ must also have a library account in good standing with the Library (V-Cat) (see: Policy 101.10a-c). ~~under not exceeding \$10 \$5.00.~~ Exceptions may be made for school group visits. Parents are responsible for payment ~~or of any and all~~ fines and/or fees that appear in the juvenile's record kept by the library. Upon the child reaching the age of 18, the juvenile card will automatically expire. All fines and/or fees due and owed at the time of expiration will be ~~transformed~~ transferred to the parent's record kept by the library for payment.
- ~~Customer~~ Patrons must have a permanent mailing address.
- ~~Customer~~ Patrons must present their driver's license, state ID # or passport with their current address ~~or proof of current address when registering in person and to pick up the card.~~ If the patron's current address is not listed on their driver's license or state ID, then the patron must present official proof of current address. Staff reserve the right to verify place of residence.
- Online registration is available for adult ~~customers~~ patrons, ages 18 and up. For persons under 18, a parent or legal guardian must sign the application. ~~Customer~~ Patrons can pick up their library card by presenting proof of identification and current address the next business day at any Marathon County Public Library location.

Persons without a permanent residence in Wisconsin may register for a temporary card. Temporary registrations must be made in person, and they must provide their driver's license, state ID # or passport.

~~Please follow the link below to apply for a library card.~~

[https://www.mcpl.us/catalogs/apply for a library card](https://www.mcpl.us/catalogs/apply-for-a-library-card)

Procedures for Online Library Card Registration:

1. Customer completes the online registration form at the Marathon County Public Library website. The customer must be a Wisconsin resident and 18 years of age or older.
2. Customer can stop by any Marathon County Public Library location and pick up their card the next business day after presenting identification with current address.

Apply for a Library Card

Please complete and submit the following form to apply for an MCPL library card!

- ~~All fields are required unless otherwise noted.~~
- ~~If you are under the age of 18, you cannot use this form!~~ Your legal guardian must come to the library in person, present a valid ID, and sign our application on your behalf.
- ~~By submitting this form, you are acknowledging and agreeing to our Check-Out Policies.~~
- ~~You may pick up your card immediately after submitting this form! (Be sure to bring your ID and proof address.)~~
- ~~Please contact us if you have any questions!~~

Your Full Name: First: Middle: Last:

Any Previous/
Maiden Name(s): (Required, if applicable)

Home Address: Street: City:
State: ZIP: County:

Please Note: You will need to present proof of the address above when you pick up your card.
If your ID does not show current information, please bring other proof of address (paycheck, utility bill, etc.).

Contact Info.: Phone: Email:

Residency: "I live in the city | township | village of

Mailing Address: Street:

(only if different from "Home Address" above)

City: State: ZIP:

Date of Birth:

Date: Select One: MALE FEMALE

Identification:

Wisconsin Driver's License OR Wisconsin ID Card Number:

Please Note: You will also need to present this ID in person when you pick up your card!

Notification Preferences:

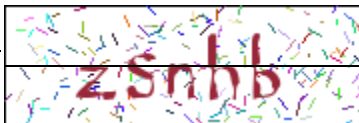
Send hold & overdue notices via EMAIL* | REGULAR MAIL

* If "EMAIL," be sure you have provided an email address in the "Contact Info." section above.

Pick-Up Location:

(Note: This will also be set as your "home" library.)

IMPORTANT: By submitting this form, you are agreeing to the following statement: "I agree to obey all Library rules and regulations, to promptly pay all charges incurred by this card, and to give immediate notice of any address/name change or card loss. I understand I will be unable to borrow Library materials or use certain other Library resources without presenting this card or other acceptable identification." (**Please review our Check-Out Policies for more information.**)



Enter this code in the box below:

What is this? This code is a security measure to prevent malicious automated form submissions (i.e. spam).

ITEM NUMBER: 10.10 a-c
 CHAPTER 10: Circulation
 CODE: Policy
 COMPUTER ID: CIBPR-1

Title: Checkout Policies, —Fines and Fees
 Effective Date: 02-06-95
 Authorized By: Library Board of Trustees
 Date of Last Revision: ~~6-2018~~ 10-2021

See also: ~~ITEM NUMBER 10.27 – Overdue, Lost or Damaged Library Materials~~

The Marathon County Public Library places limits on the number of items a patron can check out at one time and has set lending periods for each type of item. The maximum number of items a cardholder can check out at any given time is 100. Patrons with temporary library cards are limited to checking out two items at a time.

The ~~Marathon County Public Library~~ assesses daily overdue fines for days the Library is open according to the following table ~~schedule~~:

Item	How Many?	How Long?	Daily Fine?
New Books	No Max limit	14 days	.10
All Other Books	No Max limit	28 21 days	.10
DVDs - Movies	6	7 days	1.00
DVDs - TV Series	6	14 days	1.00
VHS Videos	No Max limit	44 7 days	.10
Video Games	1	14 days	1.00
Playaways	3	28 21 days	1.00
Playaway View/Launchpad	3	7 days	1.00
Music-CD's Musical Recordings CD & Cassette	25	14 days	.10
Books on Compact Disc Audiobooks CD & Cassette	No Max limit	28 21 days	.10
Books on Cassette	No limit	28 days	.10
All Other Audio-Visual	No limit	28 days	.10
AV Equipment	1	7 days	1.00
InterLibrary Loan	5 per mo	As listed	1.00
Magazines	No Max limit	44 7 days	.10

Pamphlets	No limit	28 days	.10
Artwork	40 5	56 days	1.00
Book Discussion Kits	No Max limit	56 days	.10
Stories to Go Boxes Traveling Tales	1	14 days	1.00
Book Discussion Kits	No limit	56 days	.10
E-readers / Scanner	1	14 days	1.00
Laptops /Tablets* (In-house use)	1	2 hrs	\$10.00 / hr.

See also: ITEM NUMBER 10.27 – Overdue, Lost or Damaged Library Materials

CIRCULATION MAXIMUMS ALLOWED:
OVERDUE FINES:

- 1) Maximum that can be checked out at one time including limits defined in 10.10A
 Adult: 100
 Juvenile: 100
 Homebound: 100

2) Overdue Fines

Library fines accrue according to the terms defined in 10.10a.

- Fine amounts are as follows:
 - ~~\$.10/day for all items except Interlibrary Loans, DVD's, Video Games, Playaways, Stories to Go Boxes and Artwork~~
 - ~~\$1.00/day for Interlibrary Loans, DVD's, Video Games, Playaways, Stories to Go boxes and Artwork~~
 - \$.10/day for all items except interlibrary loans, DVD's, video games, Playaway, Traveling Tales, AV equipment and artwork
 - \$1.00/day for interlibrary loans, DVD's, video games, Playaway, Traveling Tales, AV equipment and artwork

~~Maximum of \$5.00/item except Interlibrary Loans which can reach \$50.00 maximum.~~

- Each item can accrue a maximum late fine of \$5.00/item except for interlibrary loans, which can reach \$50.00 maximum.

~~When a customer reaches more than \$10.00 total fines, checkout will no longer be allowed.~~

- A library card is considered in good standing when fines do not exceed \$5.00. When a patron's fines exceed \$5.00, checkouts, renewals and item requests will not be possible. Having 25 or more overdue items will also prevent patrons from checking out, renewing or requesting items, even if their fines are below \$5.00.

A fee of \$10.00 will be assessed for any accounts sent to a debt collection agent.

- A fee of \$10.00 will be assessed for any accounts sent to a debt collection agent. Checks returned will be turned over to a collection agency. A reasonable fee will be assessed.

3) ~~Maximum number of items overdue: 25~~

4) ~~Overdue notices:~~

~~First notice at 7 days overdue (2 days for DVD, ILL, Video Games, Playaways)~~

~~Second notice at 21 days overdue~~

5) ~~Maximum claims returned for one customer: 5~~

6) ~~Maximum number of items that one patron customer can have on hold: 75-100~~

HOLDS AND RENEWALS:

The maximum number of items that one patron can have on hold at one time is 100 items.

Library materials, ~~except Video Games and 7-day DVD's, except for Lucky Day items,~~ can be renewed two times for 14 days per renewal. ~~Video games can be renewed one time for 14 days. 7-day DVD's can be renewed two times for 7 days per renewal.~~ Renewal times are of equal length to the original loan period. Materials can be renewed at self-check machines, by accessing the ~~Web Catalog~~ online catalog, by phone, or in person at the Library library.

~~Items on hold for another customer cannot be renewed.~~ An item cannot be renewed if another patron has it on hold.

Interlibrary loan items may be renewed one time for 14 days at the discretion of the lending library. Interlibrary loan items may be renewed by phone or in person at the library; they may not be renewed by using the self-check machines or by accessing the ~~Web Catalog~~ online catalog (see: Policy 10.24 a-d).

WAIVING LIBRARY FINES:

In order to responsibly serve the taxpayers of Marathon County, while sustaining the goodwill and cooperative relationship the Marathon County Public Library enjoys with its patrons, The Marathon County Public Library generally does not waive patron fines, but will under certain circumstances. The Library Board ~~adopts~~ has adopted a policy outlining conditions under which the option of granting a waiver of all, or charge assessed to a patron is authorized by the Board. Staff will not waive fines or fees from their own record or for a family member. Staff will not waive fines for another staff member unless written authorization from a manager is provided. or part of a fine, will be granted. Library employees are also subject to these conditions.

1. ~~Circumstances that would merit library staff exercising this option include hardship situations defined as follows:~~
2. ~~———— Natural or climatological conditions or disasters which impede a patron from accessing the library to return materials by the due date;~~
3. ~~Family tragedy, including death or other such traumatic circumstance;~~
 - a. ~~Fines may be waived if there is evidence that a library error may have resulted in an erroneous fine.~~
4. ~~Any similar unusual circumstances that cause patrons not to be able to meet their usual library obligations and responsibilities, including returning or renewing items by the due date, which fall in the general area of “compassionate response” on the part of the library. Fines over \$20.00 require a manager’s approval to be waived.~~

Circumstances that would merit library staff exercising the option to waive a fine include hardship situations defined as follows:

- Natural or climatological conditions or disasters which impede a patron from accessing the library to return materials by the due date;
- Family tragedy, including death or other such traumatic circumstances;
- If there is evidence that a library error may have resulted in an erroneous fine;
- Any other circumstances which fall under the general area of “compassionate response” on the part of the library. Fines over \$20.00 require a manager/lead’s approval to be waived.

Please Note: Library management may require a form of verification of extenuating circumstances.

CHECKS RETURNED: Will be turned over to a collection agency. A reasonable fee will be assessed.

ITEM NUMBER: 10.12 a-b
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIBPR-6

Title: Laptop/Tablet Checkout Policy and Patron Agreement
Effective Date: 1/1/2011
Authorized By: Library Director
Date of Last Revision: 12/19/2011 10-2021

Patron name (please print): _____

Marathon County Public Library Laptop/Tablet Checkout Policy and Patron Agreement

The Marathon County Public Library (MCPL) makes laptop computers available for use inside of any MCPL of our locations. Tablet devices will be available at the Wausau Headquarters library.

- You must have a valid MCPL (or V-CAT) library card in good standing (fines under \$10.00). (see Policy 10.10 a-c for definition of good standing).
- Before checking out a laptop or tablet for the first time, you patrons must sign a copy of the MCPL Laptop/Tablet Checkout Policy and Patron Agreement, which will be kept on file.
- Patrons must be 18 years old or older to check out a laptop or tablet. Exceptions to this may be made at the discretion of library staff.
- You Patrons must show library card AND your leave their current government-issued photo ID (drivers license, state ID, passport, etc.) each time you they check out a laptop or tablet. The ID will be returned to the patron when the equipment is returned.
 - For children under the age of 18, a parent must accompany the child the first time to sign the Patron Agreement and present a government-issued ID.
- MCPL laptops or tablets may not be removed from the library building.
- Please Patrons must keep the laptop or tablet and any additional equipment with you them at all times. If the laptop, tablet or other equipment is stolen and or damaged while checked out on your library card, you the patron will be held responsible for all costs involved up to the a maximum amount of \$1,000.
- Please do not DO NOT take the laptop or tablet into a public restroom. For safekeeping, you patrons may leave the laptop or tablet with a staff person at any desk for a brief time.

- Use only the provided power adapter and cable for charging. ~~Please return the laptop or tablet charged to at least 75% power.~~
- Data must be saved to a removable storage device unit (ex: USB/SanDisk). Any files saved to the device ~~may~~ will be automatically erased upon the device's return when the machine shuts down. The library accepts no responsibility for lost or stolen files.
- ~~You Patrons~~ are responsible for deleting any personal information from the device before returning, including logging into password protected accounts.
- ~~Do~~ DO NOT download, purchase, uninstall, delete, or move any files, software, or applications on the laptop or tablet. If the library's content is disturbed by a user patron, the charge to the user patron will be a minimum of \$25.00 to be as determined by library staff.
- ~~Do~~ DO NOT factory reset or restore the laptop or tablet. If applicable, ~~do~~ DO NOT change the security settings. If the library's registration is disturbed by a user patron, the charge to the user patron will be a minimum of \$25.00 to be as determined by library staff.
- ~~At this time it is not possible to print to any of the library's printers from the laptops or tablets.~~
- The loan period for a laptop or tablet is two hours. ~~You Patrons~~ may renew the laptop or tablet for one additional two-hour session if no one is waiting to use the laptop or tablet. ~~You Patrons~~ are allowed one check-out and renewal per day.
- Laptops or tablets must be returned to the desk where they were checked out at the time it is due, and/or at least 15 minutes prior to the library closing.
- If you patrons do not return the laptop or tablet on time, you patrons will be charged a fine of \$10.00 for every hour or portion of an hour after the time the laptop or tablet was due.
- Failure to return the laptop or tablet device will result in the patron being charged for the full cost of the laptop or tablet replacement, and a report of the theft to the appropriate law enforcement agency.

By signing this document, I verify that I have read and understand the Laptop/Tablet Checkout Policy and Patron Agreement. _____ (initials)

By signing this document, I understand that the Library wireless connections are not secure, and I will take appropriate caution with personal information while using a library computer. _____ (initials).

By signing this document, I acknowledge that I am financially responsible for the laptop or tablet and its accessories and acknowledge that I will be held criminally responsible for theft if the laptop is not returned. _____ (initials)

* A new agreement will need to be signed when changes are made to the policy.

Name (please print): _____

Library Card Number: _____

Government-Issued Photo ID: _____

Signature: _____

ITEM NUMBER: 10.14 a-c
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIBPR-7

Title:	E-Reader and Handheld Scanner Checkout Policy and Patron Agreement
Effective Date:	11-2018
Authorized By:	Library Director
Date of Last Revision:	11-2018 10-2021

Marathon County Public Library e-reader and handheld scanner checkout Policy and Patron agreement

- ~~You~~ Patrons must have a valid MCPL (or V-CAT) library card in good standing (~~fines under \$10.00~~). (see Policy 10.10 a-c for definition of good standing)
- Each time, before checking out an e-reader or handheld scanner, ~~you~~ the patron will need to sign a copy of the MCPL e-reader and handheld scanner checkout policy and patron agreement.
- Patrons must be 18 years old or older.
- ~~You~~ The patron must show library card AND ~~your~~ current government-issued photo ID (driver's license, state ID, passport, etc.) each time ~~you~~ they check out an e-reader device or handheld scanner. ~~For children under the age of 18, a parent/guardian must accompany the child to sign the agreement and check out the e-reader or handheld scanner.~~
- Overdue fines of \$1.00 a day will be applied to ~~you're~~ the account if not returned by the due date.
- E-reader devices and handheld scanners will circulate for 14 days, and can be renewed up to ~~2~~ two times for 14 days if there are no holds for another ~~customer~~ patron on the device.
- † The patron understands that e-reader devices and handheld scanners must be returned inside the library, to a **staff person**, at the same location and same desk as where ~~† checked-out the device~~ the item was checked out. If ~~† return the device~~ the device is returned to either an indoor or outdoor book drop, ~~† the patron~~ will be charged a minimum of \$25.00 for unnecessary risk to the device.

ITEM NUMBER: 10.14 b

- Return all parts of the device that are contained in the plastic box, including the box itself.
 - E-Reader: the E-reader, the USB cable, the charger and protective cover.
 - Handheld Scanner: handheld scanner, auto-feed dock, charging cable, AC adapter, microfiber cloth, quick start guide, user manual, micro SD card and micro SD card case.
- Any missing items may result in charges to be determined by library staff.
- Use only the provided power adapter and cable for charging. ~~Please return your e-reader or handheld scanner charged to at least 75% power.~~
- E-reader: if ~~you~~ **the patron** makes notes, creates bookmarks, ~~log-in~~ **logs into** to a password protected Wi-Fi spot, link ~~your~~ **their** email or social network account, ~~you~~ **they** are responsible for deleting ~~you're~~ **their** information from the device before return.
- DO NOT erase or deregister the device. If the library's registration is disturbed by a user, the charge to the user will be a minimum of \$25.00 to be determined by library staff.
- E-reader: **DO** NOT download/buy additional books or apps on the e-reader. Do NOT archive or delete books or apps from the device. If the library's content is disturbed by a user, the charge to the ~~user~~ **patron** will be a minimum of \$25.00 to be determined by library staff.
- E-reader: **DO** NOT connect the e-reader to ~~you're~~ a personal computer or laptop.
- E-reader: **DO** NOT change security settings.
- Handheld scanner: ~~you~~ **the patron** ~~are~~ **is** responsible for deleting any personal photos or scanned items from the device's SD card before return.

Name (please print):

I understand that the device will be inspected for condition and content before and after ~~customer~~ patron use. Any changes in condition or content while in the ~~customer's~~ patron's care will be the ~~customer's~~ patron's responsibility. The ~~customer~~ patron is responsible for damage, loss or theft and added content. Costs will vary depending on the device and must be paid immediately.

By signing this document, I verify that I have read and understand the e-reader and handheld scanner checkout policy and patron agreement. _____ (initials)

By signing this document, I acknowledge that I am financially responsible for the e-reader or handheld scanner and ~~their~~ its accessories and acknowledge that I may be held criminally responsible for theft if the e-reader or handheld scanner is not returned. _____ (initials)

*~~You~~ Patrons will need to sign this agreement each time ~~you~~ they checkout an e-reader device or handheld scanner.

Signature:

Library Card Number:

ITEM NUMBER: 10.17
CHAPTER 10: Circulation
CODE: Procedure
COMPUTER ID: CD-12

Title: Patron Linking Procedure
Effective Date: 7-15-13
Authorized By: Library Director
Date of Last Revision: ~~3-2017~~ 10-2021

~~Rules for linking patrons~~ Rules for Linking Patrons:

1. Patrons do not have to be related to link records.
2. Patrons must sign the linking authorization form, followed by their birthdate.
3. All ~~names~~ patrons that are going to be linked must be listed on the form.
4. All patrons must sign below their name. Minors must be signed for by a legal guardian.
5. All ~~adult~~ patrons 16 years old and older must be present to sign the form. Minors 15 years old and younger do not need to be present.
6. Patrons may pick up holds, renew items, and pay fines for people they are linked to. ~~Any checkouts must be done on the card of the person who is present at the time.~~ These holds may be checked out on the requester's card. All other checkouts must be checked out on the card of the person who is present.
7. When a patron asks to be linked, they will be informed that information regarding any of their library records can be shared with any person they are linked to.
8. ~~If a patron who has other people linked on their account is linked to another patron record all of the previously linked names will come over as well. If this happens, all of the names that are linked need to be signed for before they can be linked.~~ When a new linked patron is added to an account with existing linked patrons, all patrons involved must re-sign the Patron Linking Authorization Form before the linking becomes official.

ITEM NUMBER: 10.23
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIUSE-4

Title: User Fees - Photocopying, Printing, Computer, & Faxing Fees
Effective Date: 1-24-86
Authorized By: Library Director
Date of Last Revision: ~~9/2006~~ 10-2021

DEFINITION OF USER FEES:

Charge: ~~_____ To make liable for an error.~~
Fee: ~~_____ Charge for a service.~~
Fine: ~~_____ Sum of money paid as a penalty.~~
Disposition: ~~All revenues are returned to the Marathon County Public Library
General Revenue Fund.~~

Photocopying:

Photocopies ~~Black and white photocopies~~ made on the in-house photocopiers and reader-printers are \$.10 per page. ~~Color photocopies made on the in-house photocopiers are \$.50 per page.~~

Cost of faxing of information from library staff to customers patrons:

~~Patrons who request information be faxed to them will be charged the following amounts:~~

- ~~1) Faxing of up to ten pages to Marathon County individuals or businesses will be free.~~
 - ~~2) Faxing to out-of-county individuals or businesses will be charged a flat fee of \$5.00.~~
 - ~~3) Faxing to out-of-state individuals or businesses will be charged a flat fee of \$10.00.~~
- ~~• Faxing of up to 10 pages to Marathon County individuals or businesses will be free.~~
 - ~~• Faxing to out-of-county individuals or businesses will be charged a flat fee of \$5.00.~~
 - ~~• Faxing to out-of-state individuals or businesses will be charged a flat fee of \$10.00.~~

Note: For faxing costs charged to patrons for using a library fax machine, see Item Number 11.25 for “Non-Library Related Fax Service Policy”

Printing from computer printers:

- ~~• Printing of word processing documents, CD-ROM reference articles, full-text magazine articles and information from the Internet is \$.10 per side page.~~

~~2) Printing of bibliographic material from specified Library sources is free.~~

~~3) Printing of listings from Job Net is free.~~

~~Computer disks for word processing will be available for a \$1.00 charge at the check out desk.~~

ITEM NUMBER: 10.24
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIUSE-5

Title:	Interlibrary Loan Policy and General Procedures
Effective Date:	11-24-86
Authorized By:	Library Director
Date of Last Revision:	08/2011 10-2021

The Marathon County Public Library's interlibrary loan policy is in accordance with the Division for Libraries and ~~Community Learning~~ Technology's position on interlibrary loan fees. ~~(supporting Attorney General opinions and statutory provisions are included in this memo.)~~ The Division states that a public library charging fees to individuals for access to information services, including interlibrary loan, is a violation of legislative policy. As such, the Marathon County Public Library does not charge patrons for interlibrary loan services.

~~The charging of fees to individuals for access to the information services provided by a public library, including interlibrary loan, violates the legislative policy and specific statutory provisions of the Wisconsin statutes. This is true whether a public library is a member of a public library system or not. However, if the public library is a member of a public library system, it is also violating a requirement for participation in the system.~~

A public library that is a member of a public library system must provide its ~~users~~ patrons access to the interlibrary loan services ~~of the public library system~~, and it must fill interlibrary loan requests from other ~~system member~~ libraries within the system area. However, it is not required to forward an interlibrary loan request from a ~~library user~~ patron to any library or library organization that charges a fee for this service. If it does so, it cannot pass the fee on to the ~~library user~~ patron. Likewise, a public library system may not charge a member library or a patron for handling or filling an interlibrary loan request within the system service area, or for referring the interlibrary loan request to a library outside the system area.

~~A public library system may not charge a member library or a library user for handling or filling an Interlibrary Loan request within the system service area, or for referring the Interlibrary Loan request to a library outside the system area.~~

~~It would be legal, but not desirable, for a public library system to pass on an interlibrary loan charge from a library or library organization outside of the system service area to a member library. However, that charge could not be passed on to the library user, and the public library would not be under any obligation to pay the charge.~~

Public library systems and member public libraries are not required to fill or facilitate the filling of interlibrary loan requests received from other library systems or libraries outside of the system area. This is done on a voluntary, reciprocal basis, or through agreements between systems and libraries. However, without the cooperation involved in this program of reciprocal lending, ~~customer~~ patrons from all library system areas would be denied access to the information resources that they need.

Although the State Superintendent is required to contract with library resource providers in and outside of the state for specialized library materials and information not available at the reference and loan library, the extent of those contracts is determined by the amount of funding which is made available by the legislature for this purpose.

Public libraries and public library systems are required to certify each year to the Division for Libraries and Community Learning that public library service is free to inhabitants of the municipality and the system. A public library which charges fees for information services including interlibrary loan cannot make this certification. Failure to do so could result in penalties to the public library and the public library system.

Supporting Attorney General Opinions

In an opinion issued in 1984 (OAG 26-84) the Wisconsin Attorney General adopted the following guideline which was utilized by the California Attorney General in a 1978 opinion for determining which services provided by a library were required to be free under s. 43.52 (2), Wis. Stats:

If the transaction involves the satisfaction, with library resources, of a customer's request for information (whether for educational, recreational, or entertainment purposes), such transaction is a "library service". Other transactions, not involving the furnishing of information, though carried out by a library, would not be a "library service". . . . Perhaps the essential distinction that is operative here, is between those services which are reflective of a library's inherent information providing function and those ancillary services which are not unique to libraries and which can be just as effectively provided in non-library settings. Examples of such non-library services might include the furnishing of meeting rooms, allowing the use of typewriters and copying machines, rental of audiovisual equipments, etc.

In the same opinion, the Wisconsin Attorney General went on to indicate specifically that a library could not charge for borrowing 16mm films and for holding materials on reserve. It could, however, charge for the use of framed pictures, projectors, screens, and audio cassette players. The opinion also indicated that a library could charge for the rental of best sellers as long as it also made available a "reasonable number" of copies of the same item that circulated without charge.

In a 1989 opinion (OAG 30-89), the Wisconsin Attorney General indicated that a library could not charge fees for renting videocassettes or for online searching of remote commercial bibliographic and information databases. The opinion indicated that a library could charge a fee for videocassettes that are in addition to a "reasonable number" of permanent collection cassettes.

In a 1990 opinion (OAG 5-90), the Wisconsin Attorney General issued the opinion that a public library system may not charge fees for services that are inconsistent with the provisions of section 43.52 (2), Wis. Stats.

Statutory provisions

Section 43.001 (1) (a), Wis. Stats., states:

~~The legislature recognizes: The importance of free access to knowledge, information, and diversity of ideas by all residents of this state.~~

Section 43.52 (2), Wis. Stat., states in part:

~~Every public library shall be free for the use of the inhabitants of the municipality by which it is established and maintained, subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number.~~

~~Section 43.52 (2) also applies to joint libraries created under s. 43.53 and county libraries created under s. 43.57.~~

~~Public libraries which participate in public library systems are required to offer free service to all members of the public library system, and to participate in Interlibrary Loan under s. 43.15 (4) (c) 4, Wis. Stats.~~

~~Section 43.24 (2) (a) requires library systems to ensure Interlibrary Loan of materials among all participating public libraries.~~

~~Section 43.24 (2) (b) requires library systems to ensure the referral or routing of reference and Interlibrary Loan requests from libraries within the system to libraries within and outside the system.~~

Section 43.18 (2m) states:

~~With the approval of the division, a public library system may expel, or reduce aids or services to, a municipality or county that fails to meet the requirements under s. 43.15 (2) and (4).~~

Section 43.24 (3) states in part:

~~The division may reduce state aid payments when any system or any participant thereof fails to meet the requirements of sub (2).~~

INTERLIBRARY LOAN POLICIES AND GENERAL PROCEDURES

Interlibrary Loan Policies:

The following guidelines should be used when deciding which materials may be requested through interlibrary loan. These guidelines are from the document: Wisconsin Interlibrary Loan Guidelines 2005 2016, which can be found on ~~issued by~~ the Wisconsin Department of Public Instruction website. They may be seen in their entirety at: http://www.dpi.wi.gov/rll/ill_gd_pref.html

MCPL Limitations to Requesting Materials:

Requesting libraries will train ~~customers~~ patrons to use their ~~local or shared online interlibrary loan~~ catalog to effectively determine if an interlibrary loan request is appropriate. If the ~~customer~~ patron finds the item in the ~~local or shared~~ catalog, the ~~customer~~ patron should see library staff for assistance in determining if an interlibrary loan request should be placed.

Items not available through interlibrary loan:

- materials which are owned, but in use at the requesting library;
- materials which are owned, but in use within the requesting library's shared automated system or consortium;
- materials which are on order at the requesting library;
- materials which are on order within the requesting library's ~~shared automation system or consortium~~;
- titles that have not yet been published but have prepublication information in verification sources;
- computer or video games in any format;
- periodicals (entire issues);
- materials published in the current or previous calendar year;
- materials published more than 75 years ago;
- feature films and TV series in any format;
- items which are owned at institutions that charge a lending fee;
- items which are owned outside of our regional borrowing consortium (WI, MN, ND, SD);
- print items valued at under \$10;
- materials that are deemed in excess of "fair use" as defined in the United States Copyright Law, section 108, and;
- the same title may not be requested more than once for a ~~customer~~ patron within any 3 month period of time;
- textbooks

Interlibrary loan requests in these situations are made only if special conditions or considerations apply. Borrowing multiple copies of titles for group use (e.g.: book clubs) is

an exception to the general guidelines of not borrowing what the Library owns.

CUSTOMER ACCOUNTS ARE BLOCKED FROM MATERIAL CHECKOUTS IF:

Patron Accounts are Blocked from Material Checkouts If:

- Customer has \$10.00 in fines and/or lost/damaged materials.
- The patron's account is not in good standing (see: Policy 10.10 a-c).

CUSTOMER ARE BLOCKED FROM ELECTRONIC RESOURCES IF:

Patrons are Blocked from Electronic Resources If:

- Customer The patron owes \$25.00 or more.

DATE DUE

Due Date:

1. ~~Date due~~ Due date indicated on the label is the date to be observed.
2. ~~Date due~~ Due date indicated in the item is the date due back at the lending library.
3. If an ~~ILL~~ interlibrary loan received has a due date of less than a week, the date shown on the ~~ILL~~ interlibrary loan band label will include extra time given so that the ~~customer~~ patron may use the item for at least one week. ~~Branch/Customer Services staff~~ Staff should not change the due dates on ~~ILL~~ interlibrary loan items without first contacting ~~ILL Staff~~ interlibrary loan staff.

Photocopies: PHOTOCOPY CHARGES

1. ~~Customers~~ Patrons will not be charged for photocopies.

RENEWALS OF MCPL MATERIALS AT OTHER LIBRARIES

Renewals of MCPL Interlibrary Loan Materials at Other Libraries:

~~After checking V-CAT,~~ ~~ILL~~ Interlibrary loan staff may renew MCPL materials **ONCE** once for a 2 two-week period if the item is not on hold for an MCPL patron.

1. ~~Is not on~~ **HOLD** for another customer.

RENEWAL OF ITEMS FROM OTHER LIBRARIES FOR A MCPL CUSTOMER

Renewal of Items from Other Libraries for a MCPL Patron:

1. If item is stamped **NO RENEWAL**, "no renewal," no renewal will be given.
2. Items may be renewed **ONCE** once for a 2 two-week period after ~~ILL Staff~~ interlibrary loan staff has received permission from the lending library.
3. Requests for renewals should be referred to ~~ILL Staff in Support Services~~ interlibrary loan staff.
4. If a renewal is requested on an evening or weekend, ~~Customer Services Staff~~ staff may give the ~~customer~~ patron one two-week renewal for the item. ~~Customer Services Staff~~ Staff must inform the ~~customer~~ patron that the item is subject to recall if the lending library denies the renewal request or ~~provides~~ gives a shorter renewal period than given to ~~customer~~ patron. In such cases, the ~~customer~~ patron will be notified promptly by library staff of the recall. ~~Customer Services Staff~~ Staff must provide the following information to ~~ILL Staff~~ interlibrary loan staff on the next open day so that they may process the renewal request promptly: ~~customer~~ patron name, title of item, ~~ILL~~ interlibrary loan request number, and new due date given for the item.

5. Upon request for renewal, the ILL Staff interlibrary loan staff will submit an online renewal request to the lending library.;
6. If a renewal is given, Customer Services Staff staff will change due date in customer's patron's borrower record, and record and /initial the renewal on the ILL interlibrary loan band label

FINES FOR LATE/LOST/DAMAGED ILLS – MCPL CUSTOMERS

Fines for Late/Lost/Damaged Interlibrary Loans – MCPL Customers:

Failure to return interlibrary loan items ~~on time~~ on time will result in:

1. Late fines of \$1.00 per item, per day, up to a maximum of \$50.00 per item.;
2. Charge of \$1.00 per item returned without barcode ~~and/or~~ and/or paperwork

CHARGES FOR LOST/DAMAGED ILLS – MCPL CUSTOMERS

Charges For Lost/Damaged Interlibrary Loans - MCPL Patrons:

1. Charges to the customer patron for lost/damaged ILL interlibrary loan items will be as billed to MCPL by the lending library.
2. Charges are determined by the lending library; payments by a customer patron for lost/damaged items before a bill is received by MCPL from the lending library are to be discouraged. The minimum charge for lost/damaged ILL interlibrary loan items paid for before a bill arrives is \$50.
3. If the bill arrives after payment has been made and is lower than the \$50, no refund will be issued to the customer patron. If the bill arrives after payment has been made and is higher than the \$50 already paid, the customer patron will be charged the remaining portion of the bill.
4. Charges will not be refunded for Interlibrary Loans interlibrary loans that have been lost and paid for and then found.

FEES FOR CENSUS AND GENEALOGY REQUESTS

Fees for Census and Genealogy Requests:

~~The position of the Division for Libraries and Community Learning states: “It (the library), is not required to forward an interlibrary loan request from a library user to any library or library organization which charges a fee for this service.”~~

Library staff will carry out census and genealogy requests for patrons at no cost but will not carry out requests for libraries or other organizations that charge a fee for these services.

MULTIPLE REQUESTS FROM A CUSTOMER

Multiple Requests from a Patron:

Customers Patrons may request up to 5 Interlibrary Loan five interlibrary loan items per person, ~~per month, for a total of 60 items per year~~ per month, for a total of 60 items per year. ILL Staff Interlibrary loan staff may suspend ILL interlibrary loan privileges for ILL interlibrary loan abuse-examples. Examples include failure to pick up multiple ILL interlibrary loan items, multiple lost ILL interlibrary loan items, or requesting over 5 five ILL interlibrary loan items per month on a regular basis.

Library Director Evaluation and Grievance Procedure

The Marathon County Public Library Board is responsible for the hiring, supervision and evaluation of the Library Director.

Evaluation

Annually, the Library Board will complete a performance evaluation of the Library Director that will be based on an assessment of how well goals and expectations were met and the regular performance of the Library Director.

Areas to be considered by Library Board members when evaluating the Library Director (as recommended by the Association of Library Trustees, Advocates, Friends and Foundations. "Tools for Trustees: Tip Sheet #6", pg. 3):

- *Staff relationships and management*
- *Board relationship*
- *Accomplishment of objectives set forth in the library's strategic plan*
- *Financial responsibility and oversight*
- *Overall quality of library services*
- *Community relations*
- *Facilities management*

The Library Board will actively discuss areas of concern with the director as issues come up to allow the Library Director to appeal or improve areas before the annual evaluation.

When considering the Library Director's performance, Library Board members may need additional information. The Library Board Personnel Committee, at any time, may request a copy of any of the Library Director's previous performance evaluations from the Marathon County Employee Resources Director to inform any decision on evaluating of the Library Director's performance.

Complaint & Grievance Procedure

Purpose:

This complaint and grievance procedure is established to alert the Library Board to the reasons for employee complaints against the Library Director and to provide effective means for resolving them. The purpose of this procedure is to treat employees fairly and equitably, and to provide employees with fair means to seek redress of alleged violations, misinterpretations or inequitable applications of the Marathon County Public Library's policies, rules, and expectations of conduct relative to employee discipline, termination, or workplace safety.

Procedure:

If a library employee has a complaint and has failed to reach a viable resolution directly with the Library Director, or there is a justifiable reason as to why the employee cannot discuss the complaint directly with the Library Director, a written complaint may be filed with the Marathon County's Employee

Resources Director. If a complaint is filed with the Marathon County's Employee Resources department, the Library Board requires the complaint to be forwarded on to the Library Board's Personnel Committee.

The Library Board Personnel Committee will decide to meet in a closed session at the next board meeting or meet in a special closed personnel meeting (as allowed by the provision in Wisconsin Statute 19.85(1)) to discuss if any action needs to be taken. The Personnel Committee will then review the complaint and decide if the complaint has merit.

The Personnel Committee will then recommend a solution or disciplinary action if needed, such as: admonition, reprimand, training, a performance improvement plan, suspension, or removal.

Once the recommendation is made, the Library Director has fourteen (14) calendar days from the day they are notified to appeal. Within sixty (60) calendar days, the Personnel Committee will review the appeal, seek outside counsel if necessary, and make its final decision.

The Library Board's decision shall be final. There shall be no subsequent right of appeal. A grievance can be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied. All settlements shall be documented in writing and signed by the employee(s) in question.