



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, November 15, 2021 at 12:00 noon
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into **the conference beginning ten (10) minutes prior to the start time indicated above using the following website <https://global.gotomeeting.com/join/893063669> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 893-063-669.**

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. (5 minutes) **Director Search Update – For Discussion and Informational Purposes Only**
9. (10 minutes) **WVLS Expectations Assessment – For Discussion and Possible Action**
- 10.(10 minutes) **Public Library Trustee Ethics Statement – For Discussion and Possible Action**
- 11.(5 minutes) **Athens New Building Proposal – For Discussion and Possible Action**
- 12.(5 minutes) **2022 MCPL Holiday Closures – For Discussion and Possible Action**
- 13.(10 minutes) **Library Service Highlight: Inclusivity and Incoming Refugees – For Discussion and Informational Purposes Only**
14. **Informational Purposes Only**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
- Monday 12/20/2021
 - Tuesday 01/18/2022
 - Monday 02/21/2022
 - Monday 03/21/2022
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: November 9, 2021
FAXED TIME: 3:25 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Thursday, October 14, 2021, at 7:45 a.m.
Library Headquarter, Wausau Community Room

Present: Sharon Hunter, Scott Winch, Kari Sweeney

Excused:

Others: Dave Eckmann, Kitty Roesler, Heather Wilde

The meeting was called to order at 7:53 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 OR AUTHORITY: NAMELY INTERVIEWING AND CONSIDERING APPLICATIONS FOR EMPLOYMENT 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 SCOTT WINCH; SECOND BY SHARON HUNTER TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcement(s) or Action resulting from Closed Session items

Interviews will continue on Monday, October 18.

Next Meeting Dates – Monday, October 18

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER TO
ADJOURN THE MEETING AT 10:04 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 November 15, 2021.

Meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Monday, October 18, 2021, at 10:45 a.m.
Library Headquarter, Wausau Community Room

Present: Sharon Hunter, Scott Winch, Kari Sweeney

Excused:

Others: Dave Eckmann, Kitty Roesler, Heather Wilde

The meeting was called to order at 10:46 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 OR AUTHORITY: NAMELY INTERVIEWING AND CONSIDERING APPLICATIONS FOR EMPLOYMENT FOR THE POSITION OF LIBRARY DIRECTOR.

Scott Winch – Yes

Kari Sweeney – Yes

Sharon Hunter – Yes

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

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

Recess for the purposes of attending the regular Library Board of Trustees meeting.

The meeting was called to order at 12:58 p.m. by Sharon Hunter.

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

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

Scott Winch – Yes

Sharon Hunter – Yes

Kari Sweeney – excused

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

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

Announcement(s) or Action resulting from Closed Session items

The Personnel Committee will refer finalists to the County Employee Resources department.

Next Meeting Dates – November 3, 2021

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY SHARON HUNTER TO ADJOURN THE MEETING AT 2:16 P.M. MOTION CARRIED

/s/ Sharon Hunter

Library Board President or Designee

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 18, 2021. Library Headquarters, Wausau Community Room.

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

Excused: Dino Corvino

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

The meeting was called to order at 12:04 p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE SEPTEMBER 20, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 20, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE OCTOBER 4, 2021 MEETING. MOTION CARRIED.

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

Public Comments – None

President – Personnel Committee met and reviewed the applications for the Library Director. There were nine applicants and four were invited to come for an interview. Two interviews were conducted on Thursday, October 14 and two on Monday, October 18. We are hoping to select two for second interviews on November 3 with all of the trustees.

Other Board Members – No Report

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

- Staff development day was Friday, October 15. The morning was spent doing team building exercises outside, while the afternoon we had guidance on safety, security and awareness while working on a public desk. Our special guest was Mayor Rosenberg.
- We are looking into the influx of refugees coming into our community.

Board Committees

- There was a meeting regarding the WVLS expectations that is expected to be ready for the November meeting.
- The Nominating Committee will need to meet to determine the election of officers and there are two members whose terms expire December 31 2021.
- There will be a meeting of the MoU taskforce within the next couple of weeks.

Friends of the Library – The Friends had their member only sale and received \$70 in new memberships along with \$343 in sales. The monthly sales have been going well for the group.

MCPL Foundation – No Report

Wisconsin Valley Library Service – WVLS will meet again on November 20. WVLS did help support and collaborate with MCPL for staff development day.

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 did mention to them that we would like to require masks if patrons are wanting one on one computer help.

No motion was made.

Standardized Check out Periods Policy Changes

We are aligning with the V-Cat recommendations for check out periods and we wanted to be consistent with our wording.

Library Card Registration Policy (10.01), Checkout Policies Fines and Fees (10.10), Laptop/Tablet Checkout Policy and Patron Agreement (10.12), E-Reader and Handheld Scanner Checkout Policy and Patron Agreement (10.14), User Fee – Photocopying, Printing, Faxing Fees (10.23), Interlibrary Loan Policy (10.24)

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ACCEPT ALL OF THE POLICIES THAT WERE LISTED. MOTION CARRIED.

Director Evaluation and Grievance Procedure

This is a new procedure to help address any grievances against the library director.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY MICHELLE VAN KREY TO ADOPT THE DIRECTOR EVALUATION AND GRIEVANCE PROCEDURE. MOTION CARRIED.

Director Search Update

Personnel Committee met and reviewed the applications for the Library Director. There were nine applicants and four were invited to come for an interview. Two interviews were conducted on Thursday, October 14 and two on Monday, October 18. We are hoping to select two for second interviews on November 3 with all of the trustees.

WVLS Expectations & Review Period Update

A report should be ready at the November meeting

Library Service Highlight: Central Wisconsin Book Festival Recap

Chad Dally gave a recap of the 2021 Book Festival events

Marathon County MLK Day On Training

The January 2021 trustee meeting falls on MLK Day. We could hold the meeting on that day, but the County will be holding an in-service day for staff. Moving the meeting to January 18 or January 24 would be another option.

It was decided to move the Library Board of trustees meeting to Tuesday, January 18 2022.

No motion was made.

Announcements

Board Member Beaström reminded the board of the potential move in Athens. The group met with the village board and the facilities committee, they would like a letter from MCPL indicating we would go along with the move. Leah will reach out to Athens to see what they need.

Request for Future Agenda Items

- Athens Branch Location
- MoU's
- Director update
- Debt Collection use data
- WVLS Expectations

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 12:49 P.M. MOTION CARRIED.


Library Director or Designee

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

A special meeting of the Marathon County Public Library Inter-departmental MoU Taskforce
Monday, October 25, 2021, at 11:00 a.m.
Library Headquarter, Wausau Community Room

Present: Sharon Hunter, Gary Beastrom, Leah Giordano

Excused: Michelle Van Krey

Others: Heather Wilde

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

Discussion on inter-departmental relationships

The taskforce had a general overview discussion of the current MoU's from 2011 and 2012.

Next Meeting Dates – Following the November 15 trustee meeting

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY GARY BEASTROM TO
ADJOURN THE MEETING AT 12:30 P.M. MOTION CARRIED**


Library Director or Designee

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

Meeting of the Marathon County Public Library Board of Trustees
Wednesday, November 3, 2021, at 8:45 a.m.
Library Headquarters, Wausau Community Room

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

Excused: Dino Corvino

Others: Stephanie Martell, Boly Vang, Heather Wilde

The meeting was called to order at 8:48 a.m. by Sharon Hunter.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO REQUEST TO CONVENE IN CLOSED SESSION

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

A roll call vote was taken:

Gary Beastrom – Yes

Scott Winch – Yes

Michelle Van Krey – Yes

Sharon Hunter – Yes

Jeff Campo – Yes

Kari Sweeney – Yes

A MOTION WAS MADE BY SCOTT WINCH; SECOND BY KARI SWEENEY TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcements from closed session – None

Request for Future Agenda Items – None

Next Meeting Dates – Monday, November 15

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 11:45 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 November 15, 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 Beastrom (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 changed 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 POSTPONE 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. 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

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

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 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

Bills for Approval

Period 10

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	35.80
	CONTRACT SERV-DEBT COLLECTIONS	35.80
101 000000000066592250	TELEPHONE	
	FRONTIER	602.90
	TELEPHONE	602.90
101 000000000066592957	COUNTY E-MAIL SERVICE	
	CITY/COUNTY INFORMATION TECH	7,950.00
	COUNTY E-MAIL SERVICE	7,950.00
101 000000000066592958	COUNTY NETWORK SUPPORT	
	CITY/COUNTY INFORMATION TECH	1,670.00
	COUNTY NETWORK SUPPORT	1,670.00
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	SYSTEMS TECHNOLOGIES	105.00
	WESTERN TAYLOR CO PUBL LIBRARY	13.00
	LOYAL PUBLIC LIBRARY	37.99
	SUNDRY CONTRACTUAL SERVICES	155.99
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	2,350.17
	SUNDRY CONTR SERV-JACKETS LIBR	2,350.17
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	398.02
	SUNDRY CONTR SERV-PROC AV LIBR	398.02
101 000000000066593126	PAPER - RECEIPTS	
	DISCOUNT PAPER PRODUCTS	1,370.00
	PAPER - RECEIPTS	1,370.00
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	496.00
	MARCO	466.04
	PRINTING/DUPLICATION	962.04

Bills for Approval

Period 10

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	23,169.52
	ROTHSCHILD, VILLAGE	96.00
	AMAZON CAPITAL SERVICES	1,393.78
	BOOKS LIBRARY	24,659.30
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,729.97
	AMAZON CAPITAL SERVICES	430.21
	MIDWEST TAPE LLC	146.19
	AUDIO-VISUAL MATERIALS	3,306.37
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	A TO Z DATABASES	12,420.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	12,420.00
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	25.00
	ADVERTISING	25.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	DEMCO INC	1,144.41
	STAPLES ADVANTAGE	472.06
	ELM USA	4,545.00
	AMAZON CAPITAL SERVICES	205.60
	LIBRARY OPERATING SUPPLIES	6,367.07
101 000000000066595320	BUILDING/OFFICES RENT	
	ATHENS, VILLAGE OF	2,198.51
	STRATFORD, VILLAGE OF	1,974.38
	MOSINEE WATER/SEWER	31.15
	WI PUBLIC SERVICE	342.22
	VILLAGE OF MARATHON CITY	2,480.99
	BUILDING/OFFICES RENT	7,027.25
	LIBRARY 665 TOTAL:	70,019.73

Bills for Approval

Period 10

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	229.48
WISCONSIN MEDIA (GANNETT)	300.00
WORLD BOOK EDUCATIONAL PRODS	316.00
STAPLES ADVANTAGE	260.79
TANK MATES LLC	691.00
ELZA, CARY	100.00
HOLLARS, BJ	100.00
AMAZON CAPITAL SERVICES	580.29
HAMILTON, DASHA KELLY	1,925.00
ZASTROW, KARISSA	100.00
GOERZ, GILLIAN	300.00
GRAFF, ANDREW J	450.00
ALLEN, KATE	300.00
FAJARDO, ANIKA	300.00
PAUL, MIRANDA	550.00
PAUL, BAPTISTE	300.00
SILVER, SHEILA	550.00
JENKINS, STEVE	600.00
WHITSON, KIRSTEN	100.00
FORSYTHE, MATTHEW	300.00
MARTIN, JACQUELINE	300.00
RASMUSSEN, ERIC	100.00
GULIG, NICK	100.00
TRUDELL VASQUEZ, ANGELA C	100.00
LOR, PAO	250.00
SHANKAR, RAVI	500.00
COLON, HECTOR	250.00
KALVAITIS, JENNY	100.00
CROOKS, JARROD	300.00
BRADBEER, SUZANNE	300.00
BOOKS LIBRARY	10,652.56
LIBRARY GIFTS 667 TOTAL:	10,652.56
Report Total:	<u>80,672.29</u>

GL787

LIB 21-OBL vs BUDGET HSW

Report Format 511

Period 10 ending October 31, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	557,794.00	35,834.40		350,106.21	350,106.21	207,687.79	62.8
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	82,351.35		583,633.09	583,633.09	165,144.91	77.9
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	69,510.07		479,559.87	479,559.87	206,407.13	69.9
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	9,139.09		96,215.51	96,215.51	58,164.49	62.3
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	7,622.68		83,115.13	83,115.13	40,832.87	67.1
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00	2,568.76		349,927.74	349,927.74	144,875.26	70.7
Act 1541 DENTAL INSURANCE	10,654.00	66.36		7,257.03	7,257.03	3,396.97	68.1
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	3,366.00		19,095.00	19,095.00	11,481.00	62.5
Act 1550 LIFE INSURANCE	1,128.00	32.92		349.29	349.29	778.71	31.0
Act 1560 WORKERS COMPENSATION PAY	1,039.00	77.93		446.26	446.26	592.74	43.0
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	124.95		1,327.30	1,327.30	690.70	65.8

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	210,694.51		1,971,536.50	1,971,536.50	871,972.50	69.3
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		15,937.34	15,937.34	9,562.66	62.5
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	35.80		563.85	563.85	436.15	56.4
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	602.90		5,867.41	5,867.41	2,632.59	69.0
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			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	7,950.00		7,950.00	7,950.00	550.00	93.5
Act 2958 COUNTY NETWORK SUPPORT	4,000.00	1,670.00		1,670.00	1,670.00	2,330.00	41.8
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	155.99		5,558.43	5,558.43	3,441.57	61.8
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,350.17		15,970.17	15,970.17	6,029.83	72.6
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	398.02		4,386.86	4,386.86	3,613.14	54.8
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00	60.67		753.04	753.04	2,896.96	20.6
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00	1,370.00		1,370.00	1,370.00	570.00-	****

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 10 ending October 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3127 RFID TAGS-LIBR	10,500.00			5,536.33	5,536.33	4,963.67	52.7
Act 3130 PRINTING/DUPLICATION	8,000.00	962.04		8,435.97	8,435.97	435.97	****
Act 3161 BOOKS LIBRARY	274,250.00	24,659.30		170,143.35	170,143.35	104,106.65	62.0
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	3,306.37		38,316.69	38,316.69	21,683.31	63.9
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			1,908.14	1,908.14	16,091.86	10.6
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	12,420.00		33,109.89	33,109.89	8,109.89	****
Act 3240 MEMBERSHIP DUES				313.00	313.00	313.00	-
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			658.72	658.72	3,341.28	16.5
Act 3260 ADVERTISING	4,000.00	25.00		158.71	158.71	3,841.29	4.0
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			1,197.59	1,197.59	802.41	59.9
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	6,367.07		41,170.59	41,170.59	13,170.59	****
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	7,027.25		44,599.31	44,599.31	10,400.69	81.1
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	70,080.40		571,922.77	571,922.77	197,177.23	74.4
Or2 665 LIBRARY	3,612,609.00	280,774.91		2,543,459.27	2,543,459.27	1,069,149.73	70.4

GL787 LIB 21-OBL vs BUDGET HSW Report Format 511

Period 10 ending October 31, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00		23,153.00	23,153.00		****
Act 3240 MEMBERSHIP DUES		19,000.00		18,726.44	18,726.44	273.56	98.6

APR 711B LIBRARY LVL 1-OPERATING		42,153.00		41,879.44	41,879.44	273.56	99.4

Or2 666 WVLS CONTRACTUAL SERVICE-LI		42,153.00		41,879.44	41,879.44	273.56	99.4

Agy 0870 LIBRARY	3,654,762.00	280,774.91		2,585,338.71	2,585,338.71	1,069,423.29	70.7

Sub 101 GENERAL FUND	3,654,762.00	280,774.91		2,585,338.71	2,585,338.71	1,069,423.29	70.7

GL787

LIB 21-OBL vs BUDGET HSW

Report Format 511

Period 10 ending October 31, 2021

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	147,873.00	10,652.56		175,637.18	175,637.18	27,764.18-****	

Or2 667 LIBRARY GIFTS	147,873.00	10,652.56		175,637.18	175,637.18	27,764.18-****	

Agy 0870 LIBRARY	147,873.00	10,652.56		175,637.18	175,637.18	27,764.18-****	

Sub 252 LIBRARY GIFTS	147,873.00	10,652.56		175,637.18	175,637.18	27,764.18-****	

Report Final Totals	3,802,635.00	291,427.47		2,760,975.89	2,760,975.89	1,041,659.11	72.6
=====							

GL787

LIB 21 MAINT OBL VS BUDGET HSW

Report Format 511

Period 10 ending October 31, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00	30.00		300.00	300.00	120.00	71.4
Act 2210 WATER/SEWER	40,000.00			42,975.87	42,975.87	2,975.87	****
Act 2220 ELECTRIC	37,000.00	3,532.98		27,927.40	27,927.40	9,072.60	75.5
Act 2240 NATURAL/PROPANE GAS	10,000.00	736.75		8,513.03	8,513.03	1,486.97	85.1
Act 2460 BUILDING SERVICE EQUIP R	3,000.00			5,476.45	5,476.45	2,476.45	****
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		2,626.37	2,626.37	26.37	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			7,000.00	7,000.00		****
Act 3460 CLOTHING/UNIFORM	500.00	35.20		378.40	378.40	121.60	75.7
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	4,338.64		101,206.69	101,206.69	8,513.31	92.2
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	4,338.64		101,206.69	101,206.69	8,513.31	92.2
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	4,338.64		101,206.69	101,206.69	8,513.31	92.2
Sub 101 GENERAL FUND	109,720.00	4,338.64		101,206.69	101,206.69	8,513.31	92.2
Report Final Totals	109,720.00	4,338.64		101,206.69	101,206.69	8,513.31	92.2

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of October 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	780	1,179	51.15%	8,513	9,298	9.22%
EDGAR	1,216	1,561	28.37%	11,178	12,910	15.49%
HATLEY	1,853	1,684	-9.12%	13,615	14,430	5.99%
MARATHON	1,652	2,270	37.41%	15,958	21,112	32.30%
MOSINEE	1,684	2,398	42.40%	15,506	20,962	35.19%
ROTHSCHILD	5,191	7,251	39.68%	50,235	65,237	29.86%
SPENCER	718	753	4.87%	8,604	7,416	-13.81%
STRATFORD	1,014	1,639	61.64%	11,166	15,071	34.97%
WAUSAU	10,342	25,975	151.16%	145,321	191,359	31.68%
WAUSAU DRIVE UP	161	2,239	1290.68%	3,583	10,702	198.69%
HOMEBOUND	1,314	984	-25.11%	10,779	9,519	-11.69%
ILL	81	138	70.37%	580	1,587	173.62%
OVERDRIVE	12,902	12,852	-0.39%	129,453	132,631	2.45%
GRAND TOTAL	38,908	60,923	56.58%	424,491	512,234	20.67%

**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

October 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	217	0	217	9,298	2.33%	
EDGAR	0	0	18	0	0	0	0	18	12,910	0.14%	
HATLEY	0	0	0	0	0	0	0	0	14,430	0.00%	
MARATHON	3	0	8	0	0	0	0	11	21,112	0.05%	
MOSINEE	10	0	0	80	0	0	0	90	20,962	0.43%	
ROTHSCHILD	0	0	26	54	0	0	0	80	65,237	0.12%	
SPENCER	401	0	0	0	0	12	11	424	7,416	5.72%	
STRATFORD	3	0	0	0	0	0	34	37	15,071	0.25%	
WAUSAU	105	0	1,537	412	0	80	57	2,191	191,359	1.14%	
WAUSAU DRIVE UP	0	0	132	0	0	0	0	132	10,702	1.23%	
MISC*									143,737		
TOTAL MCPL	522	0	1,721	546	0	309	102	3,200	512,234	0.62%	
% of CIRC											
by COUNTY	0.10%	0.00%	0.34%	0.11%	0.00%	0.06%	0.02%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of October 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,663	64,816	0.24%
RESIDENT CHILD	8,906	8,293	-6.88%
HOMEBOUND	181	168	-7.18%
STAFF	66	60	-9.09%
TEMPORARY	439	461	5.01%
TOTAL FOR MARATHON COUNTY	74,255	73,798	-0.62%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,878	2,929	1.77%
CHILD	233	215	-7.73%
TEMPORARY	26	24	-7.69%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,137	3,168	0.99%
INTERLIBRARY LOAN			
ILL	434	402	-7.37%
GRAND TOTAL	77,826	77,368	-0.59%

Marathon County Public Library

Director Report

November 2021

October Highlights

Colossal Fossil Installation

From their collection of museum quality fossils and fossil reproductions, Colossal Fossils has installed a 9 foot Ice Age sloth in the 1st floor rotunda. The installation will be housed at the library for the next six months.



Recruitment & Staffing

Very pleased to report new hires and promotions: Stephanie Martell is our new Business Specialist, starting on November 1. Support Services Manager Alexander Johnson began Tuesday, November 2nd. James Bauer has been promoted to full time library assistant, beginning November 15th. Jen T., the Athens Branch Coordinator, had her last day at the library on November 3rd. We will miss her greatly, especially her enthusiasm and creative energy. Applications are being accepted for this open position through November 11th.

ARPA Grant Opportunity

The Wisconsin Department of Public Instruction recently announced the opening of a competitive grant application process for ARPA library pandemic relief funding. WVLS, IFLS, and NWLS have collaborated to apply for this funding on behalf of the libraries in our systems. They have worked to come up with options that they think both meet the grant requirements and will be useful to public libraries in our area.

If awarded grant funding, MCPL is hoping to receive external material pickup lockers to allow remote and after-hours pick-up of library materials. This is something that has been on the MCPL wish list for some time, and would allow greater opportunities for our patrons to get access to library materials. It includes a ten locker set with barcode reader/pin code accessible access. Other intriguing possibilities include a Solar Forma Design smart bench with USB and solar contact device charging, and a 20'x20' seasonal event tent with optional side walls.

Youth Events

Grab and go activities proved to be popular again, with over 800 Blazing Star Spinner engineering activity kits going out. Next month's activity will be a Marble Maze Run.



MCPL partnered with the Wisconsin Science Festival out of UW-Madison and gave away 50 science-at-home kits aimed at kids ages 8+.

LENA Start continued through the month of October and graduation will be the week of November 15th. Over 20 families will graduate and Mayor Katie Rosenberg will be the commencement speaker.

Virtual Story Times continued and averaged 20 views per week. Themes included nocturnal animals, fall leaves, farmyard fun, and surprising stories.

Staff Development Day Summary

On October 15, over 40 Marathon County Public Library employees took part in the organization's annual Staff Development Day. Most MCPL locations were closed to the public for the day so that employees could attend the in-service, which consisted of a series of team-building exercises, as well as a presentation on library safety and service.

After an opening introduction from MCPL's Interim Director, employees engaged in a morning of team-building games and activities, each of which focused heavily on the themes of communication, collaboration and purpose. Each exercise also included moments for self-reflection, and for employees to discuss any new perspectives they may have gained from the activities.

After a catered lunch, employees attended a talk on library service, awareness and patron interactions with Michelle Dennis and Jill Osmond-Groell from the Hedberg Public Library in Janesville, WI. A visit from City of Wausau Mayor Katie Rosenberg, who spoke about the importance libraries have had in her own life, rounded out the day.

Branches

Exciting things are happening at all eight branch locations! Grab and Go craft kits continue to be popular. At some of our locations, book club has transitioned back to a virtual program, while a few branches took advantage of the pleasant fall weather to continue to meet outside. Next month, most book clubs will meet virtually, while a few might try to brave the weather for one more month.



Rothschild held a book character pumpkin decorating contest. We had several entries, including these favorites – The Pidgeon, Piggie, Bluey, Captain Underpants, The Lorax, and a Ninja Turtle. More photos can be seen on the library's social media page.

Many members of the branch team attended a great staff development day in Wausau. As one team member stated, "It was great to have dedicated time to thoughtfully and

purposefully work on career skills while also being able to deepen professional relationships.”

Both collection development librarians visited Hatley to do some collection work and to swap out artwork. Kate and Tara plan to visit more locations in the upcoming months. 2021 federal tax forms have been ordered for all locations.

Library Services Report

News

- Several MCPL Wausau employees assisted as moderators with the Wisconsin Institute for Public Policy and Service’s Toward One Wisconsin virtual conference on Oct. 12-13
- Youth collection development: Site visit to HA branch. Weeded at WA (juv biographies and fiction), AT (YA fiction), HA (juv nonfiction and YA fiction), and MA (YA fiction). Updated WA's list of favorites and series to reflect current collections. Viewed YSS virtual tour of Tomahawk’s library and ALA webinar entitled "Graphic Novels for All." Distributed supplementary Thanksgiving materials to branches. Covered extra children's and reference shifts. Recorded virtual story time and Rhyme Time segments.
- Adult collection development: Inventory: Marathon: Juvenile Fiction and Juvenile Paperback Fiction Spencer: Juvenile Fiction and Juvenile Fiction Series Stratford: Juvenile DVD, Juvenile Fiction, Juvenile Fiction New, Juvenile Paperback Fiction, Juvenile Graphic Novels, and Juvenile Graphic Novels New. Weeding: WA Adult Nonfiction and Wausau Fiction. Other: Hatley Branch Visit on October 14th
- Proctoring: 2 Proctors
- Notary: 7 Notary appointments

Events and Programs*

Youth Services Events

- Story Times
 - Oct. 4: Live Virtual Head Start Story Time—210
 - Oct. 5: Virtual Story Time – 17 total views on YouTube
 - Oct. 12: Virtual Story Time—42 total views on YouTube
 - Oct. 19: Virtual Story Time—27 total views on YouTube
 - Oct. 26: Virtual Story Time –23 total views on YouTube
- Other Programs
 - Oct. 1-31: Grab and Go Blazing Start Spinner—400
 - Oct. 7: LENA—2
 - Oct. 14: LENA—2
 - Oct. 21: LENA—1
 - Oct. 28: LENA—3
 - Oct. 28: Virtual Tween Book Talk –10
 - Number of October Youth Services programs – 11
 - Total attendance for October Youth Services programs – 737

Adult/All Ages Programming

- All Month: Little Treasures Grab and Go Felt Coasters – 56 given out at MCPL Wausau
- Oct. 7: Marathon County Historical Society History Chats: Win Brockmeyer – 13 live viewers
- Oct. 14: Marathon County Historical Society History Chats: Ingram S. Horgen – 11 live viewers
- Oct. 18: Extension Marathon County Virtual Gardening: Winter Blooms – 5 live viewers
- Oct. 18: Women’s Night Out book club – 6
- Oct. 21: Marathon County Historical Society History Chats: Louise Elster – 16 live viewers
- Oct. 23: MCHS History Speaks: Apples, Botany & Cider w/Paul Whitaker – 6 live viewers
- Oct. 25: Extension Marathon County Virtual Gardening: Winter Blooms – 20 live viewers
- Oct. 28: Marathon County Historical Society History Chats: Mildred Barber Abel – 7 live viewers
 - Number of October programs – 8
 - Total participation/attendance – 140

**due to COVID-19, all onsite story times and programs were cancelled*

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,362 likes/follows (+14)
- Twitter: 1,230 followers (-2)
- Pinterest: 974 followers (+0)
- Goodreads: 300 friends (+0); 1,357 reviews (+5)
- Instagram: 963 followers (-1)
- YouTube: 195 subscribers (+69)

Hot Happenings in the River District (email newsletter)

- October 6- Grab & Go Craft for Adults: Felt Coasters
- October 13- Friends of MCPL Members-Only Book Sale
- October 20- Virtual Gardening: Preparing for Winter Flower Blooms
- October 27- Friends of MCPL Book Sale

WSAU 550 AM

- October 17- Marathon County Library Trustees to conduct interviews for director position Monday (Board of Trustees President, Sharon Hunter)
<https://wsau.com/2021/10/17/marathon-county-library-trustees-to-conduct-interviews-for-director-position-monday>

City Pages

- October 7- Big Guide- All Locations: 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-Blazing Star Spinner, Family Story Time-Fall Leaves!, Family Story Time-On the Farm!, Family Story Time-Stories with Surprises!
- October 14- Big Guide- All Locations: Grab & Go Craft for Adults-Felt Coaster, Virtual Gardening-Preparing for Winter Blooms, History Chats-Ingram S. Horgen, History Chats-Louise Elster, History Speaks on the Air-Apples-Botany-Cider, Grab & Go Craft for Kids-Blazing Star Spinner, Family Story Time-On the Farm!, Family Story Time-Stories with Surprises!; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“The Once and Future Witches;” Mosinee: Virtual Book Club-“My Own Words”

- October 21- Big Guide- All Locations: Grab & Go Craft for Adults-Felt Coaster, History Chats-Louise Elster, History Speaks on the Air-Apples-Botany-Cider, Virtual Gardening-Preparing for Winter Flower Blooms, Grab & Go Craft for Kids-Blazing Star Spinner, Family Story Time-Stories with Surprises!; Athens: Book-of-the-Month Club-“The Once and Future Witches”
- October 28- Big Guide- All Locations: Grab & Go Craft for Adults-Felt Coaster, Grab & Go Craft for Adults-Little Art Exhibit, History Speaks on the Air-Honor in the Air Grab & Go Craft for Kids-Blazing Star Spinner; Wausau: Friends of MCPL Book Sale; Athens: Book-of-the-Month Club-“The Once and Future Witches, Book-of-the-Month Club-“Two Old Women;” Edgar: Book Club-“ Raft of Stars;” Hatley; Book Club-“Educated;” Marathon City: Book Club-“The Night Watchman;” Mosinee: Virtual Book Club-“Playing Nice;” Stratford: Book Club-“Firekeeper’s Daughter”

Mosinee Times

- October 7- Marathon County Public Library Youth Events- All Locations: Family Story Time-Fall Leaves! Family Story Time-On the Farm!, Family Story Time-Stories with Surprises!
- October 14- Marathon County Public Library Youth Events-Family Story Time-On the Farm! Family Story Time-Stories with Surprises!

Record Review

- October 6- Athens: Book Club-“The Once and Future Witches;” Edgar: Virtual Gardening-Preparing for Winter Flower Blooms; History Chats-Ingram S. Horgen, History Chats-Louise Elster, History Chats-Special Guest; Marathon City: Book Club-“The Vanishing Half,” History Speaks on the Air-Apples-Botany-Cider, Community Plant Swap; Stratford: Book Club-“The Wonder Boy of Whistle Stop”
- October 13- Athens: Book Club-“The Once and Future Witches;” Edgar: Book Club-“Caddie Woodlawn,” Virtual Gardening-Preparing for Winter Flower Blooms; History Chats-Ingram S. Horgen, History Chats-Louise Elster, History Chats-Special Guest; Marathon City: Book Club-“The Vanishing Half,” Book Club-“The Night Watchman,” Community Plant Swap
- October 20- Athens: Book Club-“The Once and Future Witches;” Edgar: Virtual Gardening-Preparing for Winter Flower Blooms; History Chats-Louise Elster, History Chats-Special Guest; Marathon City: Book Club-“The Night Watchman,” History Speaks on the Air-Apples-Botany-Cider, Community Plant Swap, Grab & Go Craft for Adults-Felt Coaster
- October 27- Book Club-“Caddie Woodlawn;” Book Club-“The Night Watchman,” Community Plant Swap; Stratford: Book Club

Wausau Pilot & Review

- October 12- Friends of library sale coming up
<https://wausaupilotandreview.com/2021/10/12/friends-of-library-sale-coming-up>
- October 26- Marathon County Public Library Book Clubs, November- Athens: Book-of-the-Month Club-“Two Old Women;” Edgar: “Raft of Stars;” Hatley: “Educated;” Marathon City: “The Night Watchman;” Mosinee: Virtual Book Club-“Playing Nice;” Stratford: “Firekeeper’s Daughter”
<https://wausaupilotandreview.com/2021/10/26/marathon-county-public-library-book-clubs-november-3>
- October 27- Get creative with MCPL’s “Little Art Exhibit”
<https://wausaupilotandreview.com/2021/10/27/get-creative-with-mcpls-little-art-exhibit>
- October 28- Marathon County Public Library youth activities: November- All Locations: Grab & Go Craft for Kids-Marble Maze Run, Family Story Time-Birthdays!, Family Story Time-Bears!, Family Story Time-Pie!, Family Story Time-Sleep and Hibernation!, Family Story Time-Fishing!

<https://wausapilotandreview.com/2021/10/28/marathon-county-public-library-youth-activities-november>

Library Friends to hold book sale

<https://wausapilotandreview.com/2021/10/28/library-friends-to-hold-book-sale>

Wausau Times/Buyers Guide

- October 6- Marathon County Public Library Youth Events- All Locations: 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!
Events/Spectator Sports- Hatley: Book Club-"There There;" Marathon City: Book Club-"The Vanishing Half"
- October 20- Events- All Locations: Virtual Gardening-Preparing for Winter Flower Blooms

Materials

- Youth

	2021 Annual Budget	*Rollover from 2020	Monthly Allotment	Free Balance	Spent as of 11/01/21	% Spent
Juvenile Audiobooks	\$7,000.00	\$905.40	\$583.33	\$538.04	\$6,461.96	92%
Juvenile CDs	\$500.00	\$16.96	\$41.67	\$2.55	\$497.45	99%
Juvenile DVDs	\$12,000.00	\$445.76	\$1,000.00	\$6,035.87	\$5,964.13	50%
Juvenile Video Games	\$1,750.00	\$0.00	\$145.83	\$27.99	\$1,722.01	98%
Young Adult Audio Books	\$2,250.00	\$163.79	\$187.50	\$843.22	\$1,406.78	63%
Youth AV Subtotal	\$23,500.00	\$1,531.91	\$1,958.33	\$7,447.67	\$16,052.33	68%
Juvenile Fiction	\$18,500.00	\$381.78	\$1,541.67	\$20.50	\$18,479.50	100%
Juvenile NonFiction	\$33,500.00	\$1,161.47	\$2,791.67	\$7,129.72	\$26,370.28	79%
Juvenile Picture Books	\$31,000.00	\$479.79	\$2,583.33	\$3,833.06	\$27,166.94	88%
Juvenile Spanish	\$2,000.00	\$51.90	\$166.67	\$204.73	\$1,795.27	90%
Juvenile Standing Order Print	\$9,000.00	\$987.72	\$750.00	\$3,750.27	\$5,249.73	58%
Young Adult Fiction	\$9,000.00	\$165.66	\$750.00	\$290.05	\$8,709.95	97%
Young Adult Graphic Novels	\$3,750.00	\$593.50	\$312.50	\$198.50	\$3,551.50	95%
Young Adult NonFiction	\$4,000.00	\$557.00	\$333.33	\$227.91	\$3,772.09	94%
Youth Print Subtotal	\$110,750.00	\$4,378.82	\$9,229.17	\$15,654.74	\$95,095.26	86%
Youth Services TOTAL	\$134,250.00	\$5,910.73	\$11,187.50	\$23,102.41	\$111,147.59	83%

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

- Adult

	2021 Annual Budget	Final Allocation 2021	Monthly Allotment	Free Balance	Spent as of Oct. 3, 2021	% Spent
Adult Audiobooks	\$12,000.00	\$12,000.00	\$1,090.91	\$298.54	\$11,701.46	97.51%
Adult Music CD	\$7,500.00	\$6,000.00	\$681.82	\$1,030.05	\$6,469.95	86.27%
Adult DVD	\$26,000.00	\$21,000.00	\$2,363.64	\$2,716.25	\$23,283.75	89.55%
Adult Video Games	\$1,500.00	\$1,500.00	\$136.36	\$69.69	\$1,430.31	95.35%
Adult AV Subtotal	\$47,000.00	\$40,500.00	\$4,272.73	\$4,114.53	\$42,885.47	91.25%
Adult Paperbacks	\$1,875.00	\$1,875.00	\$170.45	\$394.17	\$1,480.83	78.98%
Adult Paperbacks S.O.	\$3,714.00	\$2,264.00	N/A	\$1,299.99	\$2,414.01	65.00%
Adult Fiction	\$45,000.00	\$47,950.00	\$4,090.91	\$1,194.79	\$43,805.21	97.34%
Adult LT Fiction	\$7,200.00	\$7,200.00	\$654.55	-\$299.33	\$7,499.33	104.16%
Adult LT S.O.	\$15,300.00	\$15,300.00	\$1,390.91	\$5,165.33	\$10,134.67	66.24%
Adult Non-fiction	\$65,696.00	\$70,696.00	\$5,972.36	\$15,541.56	\$50,154.44	76.34%
Adult Non-fiction S.O.	\$2,715.00	\$2,715.00	N/A	\$1,314.89	\$1,400.11	51.57%
Adult Biographies	\$10,000.00	\$10,000.00	\$909.09	\$1,291.83	\$8,708.17	87.08%
Adult Spanish	\$750.00	\$750.00	\$68.18	-\$29.23	\$779.23	103.90%
Adult Hmong	\$750.00	\$750.00	\$68.18	\$2.76	\$747.24	99.63%
Adult Print Subtotal	\$153,000.00	\$159,500.00	\$13,909.09	\$25,876.76	\$127,123.24	83.09%
Adult Services TOTAL	\$200,000.00	\$200,000.00	\$18,181.82	\$29,991.29	\$170,008.71	85.00%

Support Services Report

Circulation Team

- 119 new library card applications have been processed by the Circulation Team October 2021
- Circulation totals for Wausau First Floor 25975
- Laura D processed 138 Interlibrary loan requests
- Ashley H and Paula L checked out 984 items for our Home bound customers.
- 10/5, 10/12, 10/19, 10/26 Leads meetings were held with the Interim Director.
- 10/12/21 Colleen Y resigned her position
- 10/14/21 V-Cat Cooperative Circ meeting attended by Kitty R, Ollie C
- James B, Ollie C and Ashley H completed U.S. Department of State online training for facility passport agents.
- MCPL passport agents are attending weekly in-house refresher passport acceptance training on Wednesdays, 10/13- Equipment and Room set-up, 10/20 Documents review, 10/27 Passport process from start to finish. It is a 5 week training to prepare agents for passport acceptance starting 11/17/2021. MCPL will be accepting passports every Wednesday and every other Saturday.
- Circulation policy change drafts were completed by Mary S, Chris L, and Kitty R and sent to policy committee for final rewrite to send to the Library Board for approval.
- 10/18/21 Kitty R attended MCPL Board of Trustees meeting
- James B has been promoted to full time starting Nov 15.

Support Services Team

- 10/6, 10/13, 10/20, 10/27: Mary attended Leads with Leah.
- 10/5: new staff member David H. visited Support Services and received an overview of what our team does.
- 10/5 and 10/26: Chris and Pat attended V-Cat Bib Committee meetings. Topics discussed:
 - Volume field for magazine item records.
 - ILS functionality requirements for future/possible replacement ILS.
 - Pre-publication on-order records: how far in advance of the pub date can the bib be added to Sierra. MCPL currently adds books and spoken word 6 months in advance and AV 3 months in advance. This will be the recommendation to the V-Cat Council.
 - Various cataloging details for the new discover layer "Aspen".
- 10/15: all team members attended Staff Development Day.
- 10/18: Mary worked with Ollie on damaged library items.
- 10/25: Mary and Julie met to discuss the quotes received to microfilm the 2020 and 2021 Wausau Daily Herald newspapers.
- 10/27: Stephanie showed the Laura W. the nuances of our relabeling project. Laura will provide Support Services with a list of barcodes for items requiring updated labels. We in turn will provide the labels and Rothschild staff will apply. This will be a work in progress to see if the relabeling can be speeded up. We are not looking to add other Branches to this process at this time. Perhaps in the future when we are back to full staff.
- 10/29: Stephanie worked with James on the Outstanding Holds report.
- 10/29: the Team said good bye to Stephanie. She joins the Admin team on Monday as the Business Specialist. We wish her all the best in her new position.
- Chris cataloged the new artwork purchased through matching grants from the Friends of MCPL and the Wisconsin Valley Art Association. The artwork will be on display as soon as the new art ledges arrive.
- 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.
- Juvenile audio books: done through K.
- Faded label replacement and disc cleaning for Branches: in progress.
- Clean Wausau adult DVDs: COM

Page Team

- Finished the organization of Hmong and Spanish collections.
- Kayla and Kali worked together to complete the Quarter 2 and August 2021 Missing List.
- Switched over new non-fiction to regular non-fiction.
- Completed a weeding list for juvenile fiction.
- Assisted support services in relabeling the adult non-fiction 600's, juvenile board book, and juvenile audiobooks.
- Ollie trained with Mary S. on Damaged items so she could assist in the billing process for those items.
- Completed a weeding list for adult non-fiction.
- Completed a weeding list for adult fiction.
- The page team shelved approximately 26,280 items during October.

Branch Report

Athens Monthly Report

Events and Programs

- Blazing Star Spinner: Throughout the month of October, children were welcome to pick up their own grab and go craft and create their own spinning shooting star. A total of 10 kits went out to the public.
- Felt Coasters: A DIY felt coaster grab and go craft was offered to adults and teens during the month of October. A total of 8 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 October was *The Once and Future Witch* by Alix E. Harrow.

Circulation Statistics

- Athens circulated 1,179 items in October 2021. This is a 51.15 increase from October 2020. In 2021 year-to-date, Athens has circulated 8,513 items. This is a 9.22% 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 YA Non Fiction and Fiction. These items were set to possible withdrawal and sent to Tara Hornbeack in Wausau.
- Halloween themed books were put on display in the children's area. A seasonal fall display featuring new books and staff picks were displayed near the circulation desk.
- Athens had a total of 7 curbsides during the month of October

Facilities Updates

- None to report

Edgar Monthly Report

Events and Program

- Storytime Packets were offered in October, we didn't have any requests for this but have had more teacher requests
- Grab n Go crafts are a big hit with 35 children's kits and 10 adult kits handed out in October.
- Home School Huddle Packets started again. Edgar served 20 families with 68 students in October.
- Book club was held outside in the back Parking lot of the Library with 6 adults attending.

Circulation Statistics

The circulation statistics for the month of September 1561 were items checked out. This is a 28.37% increase for the same month last year. A total of 12,910 items have been checked out so far this year. This is a 15.49% increase from 2020.

Library News

- There will be a Book Club in November will read Raft of Stars by Andrew Graff
- Deb & Dana attended Staff Day at the MCPL -Wausau Headquarters.
- Deb attended a webinar on the Homeless.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 3 adults participate in our discussion of “There There” the consensus was that it a clunky read.
- Grab N Go programs
 - a. Blazing Star Spinners - 5 adults, 3 teens, and 16 children took a kit home
 - b. Felt Coasters - 4 adults, 2 children and 4 teens took one of these home.

Upcoming Programs

- Virtual Book Club on November 9th
- Grab N Go Crafts – Marble Maze Run and Art Kits

Circulation Statistics

- Hatley circulated 1,684 items for the month of October. This is a 9.12% decrease for the month. Year to date is 14,430 items. This is a 5.99% increase from last year.

Library News

- Sierra has been running fine. Only have to clear jar cache every so often.
- Heather and Robin both participated in the Staff Training.
- Robin helped cover a shift in Mosinee
- Kate S and Tara H did a branch visit. Both did some weeding and we updated our artwork.
- Heather did rounding with Laura W.

Facilities Updates

- None this month

Marathon City Monthly Report

Events and Programs

- **Book Club:** During the month of October, we again held our book club outdoors-we dodged the rain and gained a new member! The ladies really enjoyed getting together to chat and share their thoughts. We had to reschedule the first meeting due to rain but 6 members (2 virtually and 4 in person) joined in for a thoughtful discussion featuring *The Vanishing Half* by Brit Bennett. The next book discussion will focus on the novel by Louise Erdrich entitled *The Night Watchman*. The book club will meet outdoors (weather permitting). Social distancing protocols will be in place. The book club meets on the second Monday evening of the month from 5:45 – 6:45 pm.
- During the month of October, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out over 75 of the children’s Blazing Star Spinner kits. The teen/adult kits were Felt Coasters. We distributed 10 of those. These kits have been very popular with patrons of all ages.
- With the start of the school year, we have had many more children and families stopping in after school to check out books, use computers and study space. We created an interactive display asking patrons to tell us their favorite place to read. The display was called “Fall into a Good Book” and 35 folks participated making the fall desk display very colorful.
- During the month of November (and beyond), we will continue to showcase monthly virtual History Chats, gardening tips, 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 Marble Maze Run and Little Art Exhibit may be picked up at any of the nine libraries during the month of November.

Circulation Statistics

- Marathon circulated 2,270 items during the month of October, which is a 37.41% increase from this time last year. So far in 2021, Marathon has circulated 21,112 items. This is a 32.30% increase over last year.

Library News

- Lisa and Megan attended the Staff Development Day held on October 15. They really enjoyed the team building activities and meeting and seeing staff members from the branches and main headquarters again.
- Lisa will participate in the bi-monthly coordinator’s meeting on November 19.

Facilities Updates

- Village maintenance came in to replace light bulbs.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the pandemic.
- Book Club: No patrons were able to join Sarah to discuss *In Her Own Words* by Ruth Bader Ginsburg this month. Next month we'll be reading *Playing Nice* by J.P. Delaney.
- This month's Grab and Go craft kits were as popular as ever! All 50 Blazing Star Spinners and 16 Felt Coasters were taken.
- Passive Programs: This month we asked patrons what book changed their life. Eighteen patrons responded, with the most voted for book being the Harry Potter series, which Katie and Sarah agreed was one of the pivotal reads in their lives as well!

Circulation Statistics

- Mosinee circulated 2,398 items in October 2021. This is a 42% increase. Mosinee has circulated 20,962 items in 2021. This is a 35.19% increase.

Library News

- Displays: We featured a colorful "Adventure Awaits at the Library" display behind the circulation desk, complete with balloons and an 'Up' inspired house in the clouds that many patrons commented on! "Killer Thrillers" were displayed with caution tape for the adult fiction section, and a "Check me out before you dough dough" baking display was created for the fireplace. Fall children's books were displayed, Halloween items were displayed (complete with bats flying away from the area!), and a "Get a Clue, Read a Mystery" display was featured in the children's section.
- Rounding was completed on the 12th between Katie and Sarah, and the 13th between Laura and Sarah.
- Curbside services continued throughout the month. At the end of the month we had a total of 11 curbsides, as patrons still love this convenient and safe service.
- Mosinee continues to be a LENA pickup and drop off location for our community, with Sarah personally dropping off the LENA device in Wausau for the patron each week, as our delivery system no longer has pickup on Fridays and therefore cannot get the device back to Wausau staff in time.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Katie and Sarah re-started Inventory, although several issues with the system were found. The collection development specialists will be doing a branch visit soon and will be investigating the problem, as no one can figure out what's causing it to malfunction at the moment. Inventory is temporarily paused until then.
- Sarah ordered Federal tax forms on the 22nd.
- Special thanks to Katie for covering several days for Sarah this month!

Facilities Updates

- OTIS Elevator came on the 5th. No issues were found, although annual testing is overdue since they initially sent a proposal to the City of Mosinee in January of this year. OTIS will send another proposal to hopefully get the elevator tested soon.

Rothschild Monthly Report

Events and Programs

- We handed out 62 grab-and-go blazing star spinners craft kits for kids and 6 grab-and-go felt coaster craft kits for adults.
- Throughout the month of October, we held a book character pumpkin decorating contest. We had 6 non-staff entries celebrating these favorites – The Pidgeon, Piggie, Bluey, Captain Underpants, The Lorax, and a Ninja Turtle. Photos can be seen on the library’s social media page.
- October book displays featured books for Halloween and fire safety month, as well as a collection of adult horror books.

Circulation Statistics

- In October, Rothschild circulated 7,251 items. This is 39.68% increase from last year. In 2021, Rothschild circulated 65,237 items. This is 29.86% increase from last year.

Library News

- During the month of October, we proctored one exam and created 23 new library card registrations.
- Laura virtually attended the weekly team leads’ meetings.
- Rothschild staff attended staff day on October 15th.
- Rothschild staff covered shifts in Mosinee.
- Laura went to Wausau on October 27th to meet with the support services team about the relabeling project. Starting in November, we will begin re-labeling books with updated spine labels at the branch. We continue to work on the adult large type collection. For the disc cleaning project, we are working our way through the adult DVDs.
- We began inventory of the picture book collection for the second time.

Facilities Updates

- Village staff replaced a panel of lights.

Spencer Monthly Report

Events and Programs

- In the month of October, a Grab N Go Craft for adults was offered. This month’s craft was, “Felt Coasters” with all 8 crafts being handed out.
- Also in the month of October was a craft for children, “Blazing Star Spinner”. Fourteen kits were given to children.

Circulation Statistics

- Spencer circulated 753 items in the month of October. This is an increase of 4.87%. Spencer has circulated 7,416 items in 2021. This is a decrease of 13.81%.

Library News

- A display of Halloween thrillers for adults and children were displayed. The adult display also had fun facts of the history of Halloween.
- Audrey did an article for the local paper, "The Village Voice" promoting our next month's Grab N Go and the current hours for the library.
- Audrey and Lue continue to work on inventory. The Junior paperbacks, new books, graphic novels, hardcover fiction and series is complete.
- We continue to send two bins of books needing new labels to Stephanie M for replacement.
- Laura Wood and Audrey did rounding on October 13th and Audrey and Lue doing rounding on October 21st.
- A tally of reference questions were held during the week of October 18th – 23rd.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We held a Virtual Book Club via Go-To Meeting on Oct. 13. Nine patrons met to discuss The Wonder Boy of Whistle Stop by Fannie Flagg.
- On Oct. 4 and Oct. 18, the 1st/2nd/3rd graders from St. Joe's visited together, for a total of 2 adults and 15 children.
- On Oct. 6 and Oct. 20, the 4th/5th graders from St. Joe's visited together, with a total of 2 adults and 17 children.
- On Oct. 6, the Pre-K and Kindergarten class visited for an outdoor story time and book check-out: 1 adult and 8 children were present. Each child also received a Take & Go Puppet Leaf craft kit that coordinated with the book.
- On Oct. 8, the 6th/7th and 8th graders visited in separate classes, for a total of 19 students and 2 adults.
- 63 patrons stopped by the Stratford Branch in October to pick up Blazing Star Spinner Grab & Go craft kits for kids offered through MCPL.
- 10 patrons enjoyed the Felt Coasters Grab & Go craft kit for teens and adults offered through MCPL in October.
- We handed out 33 Trick or Treat bags the week of Halloween that were filled with small trinkets, bookmarks, coloring pages, and Halloween puns and jokes.
- Nine children enjoyed a pumpkin passive craft while visiting the library.

Circulation Statistics

- We circulated 1,639 items in October. This is a 61.64% increase from last year. So far in 2021, we circulated 15,071 items. This is a 34.97% increase from last year.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 2 requests for curbside pickup appointments in October.

Library News

- We created a *These Books Will Scare Your Pants Off* book display for adults. We also converted our large, cylinder cork message board into a giant mummy and filled it with Halloween books for children.
- We sent in more juvenile fiction books for relabeling.
- MJ completed the Juvenile Fiction and Juvenile Paperback book inventory, as well as the Juvenile Graphic Novels and the new Juvenile Fiction books.
- MJ and Darla attended the Staff Day in Wausau on Oct. 15. It was great to have dedicated time to thoughtfully and purposefully work on career skills while also being able to deepen professional relationships.

Facilities Updates

- Sierra has been running much better this month.

GL787 LIB 21 CIP TRANS HSW Report Format 511

Period 10 ending October 31, 2021 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 848 MISCELLANEOUS REVENUE							
Act 8410 DONATIONS FROM PRIVATE O				338,597.37-	338,597.37-	338,597.37	
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	18,389.00		448,154.95	448,154.95	305,817.95-****	

APR 777A LIBRARY CIP PROJECT	352,096.00	18,389.00		109,557.58	109,557.58	242,538.42	31.1
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-	18,389.00		109,557.58	109,557.58	323,629.58-51.2-	

Sub 604 LIBRARY CIP PROJECTS	214,072.00-	18,389.00		109,557.58	109,557.58	323,629.58-51.2-	

Report Final Totals	214,072.00-	18,389.00		109,557.58	109,557.58	323,629.58-51.2-	
=====							

Director's Report

WVLS BOARD OF TRUSTEES MEETING

September 18, 2021

PEOPLE and LIBRARIES IN THE NEWS

Jamie Matczak is a member of a newly formed “private courier” sub-group of the **DPI Delivery Workgroup**. In this capacity, she joins other delivery service consultants, whose system contracts with private courier service, to offer their expertise and guidance on matters related to regional and statewide delivery. This subgroup’s work will support implementation elements of the Public Library System Redesign (PLSR) statewide delivery model to create greater efficiencies in statewide delivery. The “private courier” subgroup will be active over the next several months.

Marla Sepnafski has joined the **Wisconsin Public Library Consortium (WPLC) Technology Collaboration Steering Committee**. The group meets quarterly and is charged with reviewing proposals from the Technology Operations Committee. For the full position description, as well as recent meeting notes, visit the [Technology Collaboration Steering Committee page](#). The Committee’s next meeting will be on November 2, 2021.

WVLS Members to Participate in Online Course

Julie Kinney (Marathon County Public Library), and **Jessica Zellers** and **Laurie Ollhoff** (T.B. Scott Free Library, Merrill) will be taking an online course called “**Equity in Action: Fostering an Antiracist Library Culture**.” Offered by Library Journal, the course provides live, two-hour training sessions on September 23 and 28, and October 5 and 12.

Julie, Jessica, and Laurie will learn about the concrete actions library leaders take to make their libraries antiracist today and in the future, and become familiar with tools to make this possible. Practical coursework, along with targeted support, will take them from theory to application, helping them to transform their libraries’ services to better meet the needs of-current and new users.

Joy Schwarz from the Winnefox Library System organized a group rate for librarians in Wisconsin to participate. In June, WVLS offered to cover the cost for one person at each WVLS member library to take the course.

Matczak to Present at WLA Fall Conference

Jamie Matczak was notified that her presentation “**Providing Great Customer Service (During a Pandemic)**” was accepted as a program for the WLA Conference in November. The presentation will be given on Friday, November 19 from 10 - 10:45 a.m.

Handel Receives Scholarship

The Information School at UW-Madison has announced that the following directors will be awarded scholarships to take a Wisconsin Public Library Director certification course through the iSchool.

Linda Alsum-O'Donovan, Oakfield Public Library

Maxx Handel, Frances L. Simek Memorial Library (Medford)

Jacqueline Pysarenko, Hillsboro Library

Congratulations to all fall 2021 award winners!

Tomahawk's Backpack Program Featured in *Parade* Article

The **Tomahawk Public Library's popular Nature Backpack Program** is featured in *Parade's* August 27, 2021 article "[8 creative ways to use your library card \(in addition to checking out books\).](#)" Director **Heidi O'Hare** states, "*Part of our job is to have enjoyable materials of all kinds that encourage curiosity.*"

Hawaii Libraries to Require Vaccinations or Negative COVID-19 Test Results For Visitors

The Hawaii State Public Library System will comply with Governor David Ige's [executive order](#) requiring government contractors and visitors at state facilities to show proof they've been vaccinated or tested negative for COVID 19. While in the library, visitors 5 years and older must also wear a face mask covering their nose, mouth, and chin, remain physically distanced from others and practice hand hygiene. Enforcement of the executive order begins on Monday, September 20.

Last month, Ige issued an executive order requiring all government employees, including state and county workers, to be vaccinated or undergo regular COVID 19 testing.

(from the *Star Advisor*, [September 10, 2021](#) and [September 9, 2021](#))

MCPL SYSTEM INVESTIGATION

September Meeting

The next meeting of the Marathon County Public Library Board of Trustees will be on **Monday, September 20 at 12:00pm.** The agenda for the meeting includes this item:

8. (10 minutes) 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** – For Discussion and Possible Action

The information packet is available [here](#). Persons wishing to attend the meeting may join by computer using this link: <https://global.gotomeeting.com/join/492850717> or by calling 1 866 899 4678. The access code for the meeting is 492-850-717.

System Investigation Appeared to Be on Hold

A WVLS [April 15 Update](#) alerted readers that the **April 19** MCPL Board meeting agenda included this item: **"(10 minutes) Follow-up on timeline for public hearing on system change motion - For Discussion and Possible Action."**

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

"Follow-up on timeline for public hearing on system change motion. We have gone through the process with the task force of looking at system membership, our board has also gone through the process of voting. In my conversations with county administration, we felt the best plan moving forward would be to communicate with municipalities and have listening sessions so we can learn more from the public and also help them understand why this recommendation was made. A motion was made by Jeff Campo; seconded by Sharon Hunter to allow Ralph to start the process to inform the public in informational meetings about the reason we made the motion to move to a new system. Motion carried." (The speaker using "my" is former MCPL Director Ralph Illick)

WVLS is not aware of any scheduled informational meetings or listening sessions with the public, nor have agendas for the June-August meetings of the MCPL Board of Trustees indicated further discussion and/or action regarding its vote to leave WVLS to join SCLS.

The MCPL Board is currently undergoing a search for a new director. Former director, **Ralph Illick**, resigned in May and MCPL Public Services Manager **Leah Giordano** was subsequently named Interim Director.

WVLS PROJECTS

Summer Library Programs: Youth and Adult

Summer library programs are wrapping up and **Anne Hamland** is now gathering statistics for LEAN WI libraries that participated in the Page Turner Adventures contract as well as the performance contract with Mr. Yasu Ishida. Anne is also aggregating several years of website data specific to summer program webpages to share comparisons with curious youth and adult services librarians. Websites of LEAN WI libraries are being checked to ensure expired summer content has been updated with fall services.

Librarians serving youth will meet September 28 at 10 a.m. to review summer successes and slumps, programs and performers, and plans for fall services and programs.

Public Library In-service Assistance

NOTE OF THANKS

"Hello Ms. Sepnafski, Thank you so much for allowing Jamie Matczak to use WVLS time to prep and present "Giving Great Customer Service (During a Pandemic)" at our all-staff in-service event on Thursday, September 9. We are so appreciative of the talents of staff

from the library systems in Wisconsin, and the willingness for systems to share that talent with libraries around the state.

Jamie started our day of presentations, and the Door County Library staff enjoyed her comfortable presentation demeanor and informative slides. One point in particular was made about internal and external customer service, something that all staff need(ed) to hear and understand.

Jamie's presentation really started the day off with a positive note, and I heard great comments from staff afterwards. We also enjoyed stretching and relaxing with the chair exercises afterwards. Many thanks and appreciation!"

- Tina Kakuske, Director; Door County Library

MCPL Staff In-Service Day

Jamie is working with Marathon County Public Library Interim Director **Leah Giordano** on coordinating an in-service day for MCPL staff on Friday, October 15. The day will focus on team building and diffusing escalating situations with patrons.

Marquette Libraries Requests Customer Service Training

Jean Zanoni, Associate Dean of Marquette University Libraries, recently met with Jamie to discuss a presentation on customer service as part of an in-service for all Marquette University Libraries staff. The staff has not had a library-wide training in this area in almost 10 years. Training is set to take place in January 2022 while students are on holiday break.

Technology Projects Overview

NOTE OF APPRECIATION

"I just wanted to thank you again for the time and consideration you gave as a part of our IT Technician interviews yesterday. You had great insights on the candidates and having you there gave an added layer of expertise to our interview panel, especially while we do not currently have a Support Services Manager. It meant a lot that you made the time in your incredibly busy schedule for us- we appreciate you!" - from MCPL Interim Director **Leah Giordano** to **Josh Klingbeil** for his involvement with and contributions to the MCPL interview process.

Grants Projects

FY20/21 CARES Act Grants to States (G2S) – Covid Response Support. Projects review and preparation of project support documentation is in progress for the generation of the Final Project Report. An extension for revision, reimbursement, and reporting process completion was granted through September 24, 2021. The final budget revision request draft was submitted, and a minor rounding error caught. The corrected revision request was submitted September 17, 2021 along with a corresponding reimbursement request to DPI.

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

Additional funding was allocated to each of the LEANWI partner systems. A final budget revision

request was submitted to DPI prior to July 31, 2021, but approval is pending the generation by DPI of the official subaward letter. Pending receipt of that formal award letter and the revision request approval, the final reimbursement request and reports will be submitted.

FY20/21 ECF – [Emergency Connectivity Fund Program](#). After much back and forth concerning interpretations of ambiguity in FCC interpretations of statues establishing the ECF Program, we decided to “test eligibility” by applying for funding to support a maximum of \$400 per laptop for 110 laptops. If we pass eligibility, we will receive award notification and will be able to initiate procurement with guarantee of funding. We have a custom-tailored configuration from Dell which meets reasonable performance minimums and costs approximately \$470 per device. With the ECF support, that results in a local cost of approximately \$70 per device. We do not have a completed device distribution plan, but if awarded, our desire is to make the 110 devices available equitably to any of the eligible member public libraries within the LEAN WI partnership that are willing to accept and follow the program rules for data gathering, device lending, and 10-year maintenance of usage history.

FY21/22 ARPA Grants to States (G2S) – Additional Covid Response Support. DPI continues working with stakeholders throughout the Wisconsin Library Community to determine service needs and begin developing project proposals. At the time of this writing, DPI DLT still does not have an ARPA information aggregation page for Public Library Systems and Libraries. The resources below have been shared during various stakeholder discussions and are via the [LEAN WI landing page for ARPA](#) <https://leanwi.org/arpa2021>.

- American Rescue Plan Act of 2021 (ARPA) Project Funding Details and Ideas
- ARPA 2021 DRAFT Budget April 2021
- Project Funding List of Ideas - ARPA, LSTA, E-rate, Build America's Libraries, etc.

V-Cat and ILS Administration Projects

WORDS OF THANKS

Katie Zimmerman received an email from **Chris Luebbe**, MCPL Library Specialist, regarding the large print recommendation and explanation document she and **Rachel Metzler** developed and shared with V-Cat Bibliographic Control and Interface Committee members. Chris stated, *“Thank you very much for putting this explanation together and making it so clear! We are grateful for all you do for us!”*

September 2 V-Cat Council Meeting Highlights

The V-Cat Chair position is currently vacant. **Jenny Jochimson**, Abbotsford Public Library Director, is filling the meeting facilitator role as Chair. V-Cat Bylaws allow for V-Cat to hold a special election at the earliest convenience. The Council determined it is most convenient to proceed with the usual process of electing a new Chair Elect at the February V-Cat Council meeting.

The V-Cat Council reviewed a recommendation to follow the Library of Congress standard for Large Print Materials. Only items with 14-point font or larger should be given a large print material type or subject

heading. For full details, please see the [Recommendation on Large Print Materials](#) on the [V-Cat Guidelines page](#). They also reviewed a [Recommendation for Library Cards](#) to have an annual expiration date.

The V-Cat Council passed [Standardized Billing and Courtesy Notice Recommendations](#) as well as a recommendation to send [Library Card Renewal Notices](#) to patrons who use phone and text message notices. Changes will be made beginning the week after Labor Day.

A **Draft V-Cat Strategic Plan for 2021-2023** (shared later in the agenda as **Exhibit 20**) was presented for review and feedback at the November V-Cat meeting.

An overview of the [Sierra ILS Survey results](#) was given. Overall satisfaction with Sierra is good, with 80% or more reporting they are satisfied or very satisfied in each area. Slightly more than half of the survey respondents are open to, or in favor of a change. Ability of library staff to participate fully in supporting a migration process may be limited at this time.

Additional Projects Update

Sierra and Aspen trainings are scheduled for September-December. A [full listing](#) is available on the [V-Cat Training Page](#). Libraries should plan to have all staff who assist the public attend Aspen Patron Experience Training in December.

Aspen Discovery. A survey was sent out to library directors to identify customization and training needs for each library. An implementation outline was shared with V-Cat Council. A soft launch is tentatively planned for December, and we anticipate the new discovery catalog will go live in January 2022.

Credit from Innovative. Contractually we were required to pay Innovative for SMS subscription in 2020-2021 annual renewal, however we were able to negotiate a credit as we were not using the service. The credit is for additional services and cannot be applied to our annual maintenance invoice.

We finally received an official credit memo verifying a credit of \$12,619.81 in July of 2021. The credit has been applied to the following invoices:

- INV-INC27658: \$1,600.00 Load Profile Training – Rachel May 10-13, 2021
- INV-INC27633: \$2,400.00 Data Indexing Services – J Subject Headings February 12, 2021
- INV-INC26881: \$700.00 WebPAC Administration Training – Katie November 17-18, 2020

Payment for these invoices would normally have been distributed from the 5-6250 Training and Travel account and the 5-6340 Special Projects fund as approved by V-Cat Council.

The remaining balance is \$7,919.81 and can be applied to additional training or add-on products and services. Libraries interested in training from Innovative or with suggestions about add-on products, are asked to reach out to WVLS staff.

Database Authority Work Completed. A database project conducted by **Backstage** with oversight by **Rachel Metzler** was completed on September 8. Backstage is an Authority Control vendor. WVLS sends bibliographic records to them for updates quarterly. These updates include converting the records to a more current form of cataloging, adding Lexile and/or Accelerated Reader information when available, and updating authority records. Authority records can be for authors, subject headings, series, or genre and are maintained by the Library of Congress. By sending our records for updates we are keeping updated with the most current authority records from the Library of Congress. In our most recent routine process, a problem with the authority records was discovered. Backstage offered to do an entire database update to be sure that all authorities were as up to date as possible, since it was unclear when the problem started.

WVLS will be reviewing **committee and advisory group membership for 2022**. If individuals are interested in joining a V-Cat Committee, they are invited to contact WVLS staff.

The transition to uniform checkout periods is over 50% complete, and all V-Cat libraries have scheduled a transition date in the next few months.

Completed (in order):	Scheduled:
Loyal Rib Lake Abbotsford Three Lakes Antigo Greenwood Crandon Minocqua Granton Owen Withee Thorp Laona Rhinelander	September Colby, Wabeno, Westboro, Gilman, Stetsonville October Medford, Neillsville, Tomahawk November Merrill, Dorchester, Marathon County

Marketing Support

With the recent V-Cat Council decision to unify loan periods, Anne Hamland developed a handout to assist libraries in communicating **New Standardized Loan Periods** with their users. A copy of the handout is available as **Exhibit 11a** at the end of this report and also available [here](#).

An **Aspen Discovery Layer Implementation Plan 1.0** has been created to communicate the timeline for WVLS work and member library training leading up to the implementation. WVLS will be integrating Aspen Discovery Layer into the V-CAT ILS this fall. Additional versions of the implementation plan will be

released as trainings and other project dates are finalized. The Aspen Discovery Layer Implementation Plan is shared as [Exhibit 11b](#) at the end of this report.

Public Library Building Project Consult

The **Greenwood Public Library** is planning either to expand its current space or build a new facility and is undergoing initial work of developing floorplan options and gathering community feedback. Anne Hamland is consulting with the library along the way, and thus far has assisted with drafting a public feedback survey and with facilitating distribution, organization and collection. She also helped the library create a vision and need statement and a floorplan evaluation. The Greenwood Public Library hopes to begin building in 2025.

Inclusive Services Update

Sherry Machones shared a lengthy Inclusive Services Update with member libraries in September. The update featured:

- resources on the new American Library Association’s Code of Ethics Principle on racial and social justice
- mental health resources
- the Department of Instruction’s new Informational Dyslexia Guidebook
- a new Native American publisher
- several articles on current intellectual freedom challenges in Wisconsin libraries
- information on hiring biases
- how libraries can work with police and jails
- lists of upcoming continuing education offerings and diverse holidays for the month

Website Services

KIND WORDS

“Ann ... keeps me informed about all of your valuable insights and help. Just want you to know I’m aware and so very grateful. You are seriously one in a million! – from Molly Lank-Jones, Sherman & Ruth Weiss Community Library (Hayward) Director, to Anne Hamland for her website support to LEAN WI libraries

Recent Projects

Anne Hamland assisted in transitioning the **Eleanor Ellis Public Library (Phelps)** website from its current provider to the LEAN WI website service in an amazing one-week turnaround! The websites for the **Spooner** and **Deer Park** public libraries will follow suit shortly.

Alerts were recently placed on most IFLS Library System member library websites to communicate a major **Sierra Upgrade on September 7 that would leave** the MORE catalog, most online resources, and the digital library temporary unavailable.

Details regarding the LEAN WI Website Service are available [here](#).

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

“Compassion Resilience” Training for WVLS Staff

WVLS planned to have staff trained on “Compassion Resilience” by undergoing one 2-hour training session each month until the end of the year. While Jamie led an initial training staff in July, scheduling the next training has been a challenge, and scheduling conflicts have disrupted the timetable. It is hoped that this training can begin again sometime within the next few months.

Compassion Resilience Training is intended to help library workers in Wisconsin gain tools to manage expectations, set professional and personal boundaries, build effective collegial relationships and practice real-time and organized self-care. Earlier in 2021, several system and library staff from around the state participated in a compassion resilience train-the-trainer program sponsored by the WI Department of Public Instruction.

Staff Empowerment Series

Based on feedback from a Spring Continuing Education series, WVLS has developed a fall Staff Empowerment webinar series with Northern Waters Library Service and the Southwest Wisconsin Library System. The series will provide a webinar on three consecutive Wednesdays, September 22 and 29, and October 6, and will be recorded for later viewing. The series includes:

- Compassion Resilience and Anxiety Management During Tough Times – September 22
- Hiring in 2021 and Beyond - September 29
- Best Practices in Volunteer Management – October 6

Each webinar provides one contact hour for library certification. Webinar details and registration information is available [here](#).

CE Opportunities in the Works

The following workshops and webinars are in the planning stages:

- The **Annual WVLS Youth Services Workshop** will be held virtually for the second year and is set for December 9. Minocqua Public Library Youth Services Librarian, **Erica Dischinger**, and Teen Services Librarian **Jennifer Davis** will be showcasing their successful youth programs and explaining how they were developed.
- **Wild Wisconsin Winter Web Conference:** Planning for speakers is underway for the annual state conference scheduled for January 26-27, 2022. The session tracks are Marketing, Public Services, Small Libraries and Wellbeing. Registration for the conference will open in late November.

STAFF CALENDAR

- September 14 – System Director/DPI discussion
- **September 14 – WVLS/IFLS/NWLS Website Office Hours**
- **September 15 – “Tech Days 2021” webinars sponsored by public library systems**
- **September 16 – “Tech Days 2021” webinars sponsored by public library systems**
- **September 16 – WVLS/IFLS/NWLS Website Office Hours**
- **September 17 – In-Service Training for Beloit Public Library staff**
- September 17 – DPI Delivery Sub-group meeting
- **September 18 – WVLS Board of Trustees meeting**
- September 20 – MCPL Board of Trustees meeting
- September 21 – Aspen Training Preparation meeting
- September 21 – System Directors/DPI Discussion
- **September 22 – NWLS/SWLS/WVLS webinar “Compassion Resilience and Anxiety Management During Tough Times”**
- September 23 – Oneida County Library Board meeting
- September 24 – WLA’s Library Development and Legislation (LD&L) Committee meeting
- September 26-October 2 – **BANNED BOOKS WEEK**
<https://www.ala.org/advocacy/bbooks/banned>
- **September 28 – WVLS Youth Services Meet Up**
- September 28 – System Directors/DPI Discussion
- September 28 – Libraries Activating Workforce Development Skills (LAWDS) SuperPac meeting
- **September 29 – NWLS/SWLS/WVLS webinar “Hiring in 2021 and Beyond”**
- **September 30 – “Actively Anti-Racist Library Service to Leisure Readers: A Discussion” webinar sponsored by public library systems**
- **October 5 – WVLS V-Cat Bibliographic and Interface Committee**
- October 6 – Deadline to submit application for Library Marketing Plan Mini-Grant
(<https://library-marketing.owlswp.org/>)
- October 11 – System Office Managers and Business Administrators of Wisconsin (SOMBAW) Meeting
- **October 12 – WVLS/IFLS/NWLS Website Office Hours**
- **October 14 – WVLS V-Cat Cooperative Circulation Committee meeting**
- **October 15 – MCPL Staff In-service**
- October 17 – 24 – **NATIONAL FRIENDS OF THE LIBRARIES WEEK**
www.ala.org/united/events_conferences/folweek
- October 18 – MCPL Board of Trustees meeting
- **October 20 – V-Cat Sierra MARC Alert Catalog Training**
- **October 20 – V-Cat Sierra Create Lists Training – Part I**
- **October 21 – WVLS/IFLS/NWLS Webmaster Office Hours**
- October 25 – WPLC Board meeting

- October 26 – System Directors/DPI Discussion
- October 26 – LAWDS SuperPac meeting
- **October 27 – V-Cat Sierra Z39.50 Cataloging Training**
- **October 27 – V-Cat Sierra Create Lists Training – Part II**
- November 2 – System Directors/DPI Discussion
- November 2 – WPLC Technology Steering Committee
- **November 4 – WVLS V-Cat Council meeting**
- November 9 – System Directors/DPI Discussion
- November 9 – WISCAT User Group meeting
- **November 9 – WVLS/IFLS/NWLS Website Office Hours**
- **November 12 – Statewide “Library Marketing Plan” workshop**
- November 12 – WLA’s Library Development and Legislation (LD&L) Committee meeting
- November 12 – COLAND meeting
- November 15 – MCPL Board of Trustees meeting
- **November 16 – 19 – Wisconsin Library Association Fall Conference**
- **November 18 – WVLS/IFLS/NWLS Website Office Hours**
- **November 20 – WVLS Board of Trustees meeting**

Thank you for reading! See you soon!

Marla

New Standardized Check Out Periods

"WHEN ARE MY ITEMS DUE?"



7 DAYS

2 renewals*

DVDs
(Not TV series, etc.)

Magazines



14 DAYS

2 renewals*

New Books

Series DVDs
(TV Series, etc.)

Music CDs



21 DAYS

2 renewals*

Audiobooks

Books
(Not New/Popular)

*Renewals are limited if someone is waiting for the item.

Don't see your item listed? Check with your local library about loan periods and renewals for items not listed.

FOR ALL V-CAT LIBRARY LOCATIONS

Abbotsford	Elcho	Marathon City	Rhineland	Three Lakes
Antigo	Gilman	Medford	Rib Lake	Tomahawk
Athens	Granton	Merrill	Rothschild	Wabeno
Colby	Greenwood	Minocqua	Spencer	Wausau
Crandon	Hatley	Mosinee	Stetsonville	Westboro
Dorchester	Laona	Neillsville	Stratford	White Lake
Edgar	Loyal	Owen	Thorp	Withee



Implementation Plan



Aspen
Discovery



Training Preparation Meeting

For WVLS Staff

September 21, 2021



Administration and Configuration Training

October - November 2021



Introduction Training

For WVLS staff

October 6, 2021



Discover More Training

For WVLS staff and select libraries

October - November 2021



Catalog Training

For WVLS staff and all libraries

November 2021



Advanced Catalog Training

For WVLS staff and select libraries

November 2021



Patron Experience Training

For WVLS staff and all staff serving the public at all libraries

December 2021



Soft Launch

For WVLS staff and all libraries

December 2021



Go Live!

January 2022

Email questions to: help@librarieswin.org

2022 WVLS EXPECTATIONS ASSESSMENT WORKSHEET

GENERAL SYSTEM EXPECTATIONS (WISCONSIN STATUTES 43.24[2])

Reference, Referral, and Interlibrary Loan

- Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

Continuing Education & Consultation

- In-service training for participating public library personnel and trustees and professional consultation services to participating public libraries.
- Professional consultant services to participating public libraries.

Delivery

- Electronic delivery of information.
- Physical delivery of library materials to participating libraries.

Service Agreements

- Service agreements with all adjacent library systems.

Other Service Programs

- Any other service program/s designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
 - Collection Development
 - Youth Services

Inclusive Services

- Promotion and facilitation of library service to users with special needs.

Other Types of Libraries

- Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

Library Technology and Resource Sharing

- Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000 and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - Technology/Network
 - ILS Administration

Administration

- Ensure that the library system operates in accordance with Chapter 43 of the Wisconsin Statutes and other related Wisconsin and Federal laws.
- Continue to participate in the statewide PLSR project.

MCPL SYSTEM TASK FORCE SPECIFIC ITEMS AND ADDITIONAL SUPPORT

Increase opportunities to collaborate with like-size libraries

- Wisconsin Valley Library Service (WVLS) will work with Marathon County Public Library (MCPL) to create opportunities to collaborate with similar-sized libraries state wide.
- WVLS will facilitate partnerships between key players and mentors at similar-sized libraries.

Improve communication between WVLS & MCPL

- WVLS will schedule monthly meetings with MCPL to discuss service goals.
- MCPL will be invited to participate in WVLS sub-committees and work groups.
- A representative from WVLS will attend MCPL board meetings on a quarterly basis and give updates on expectations progress.
- WVLS will help MCPL create an “onboarding” in-person/virtual training for new MCPL Board Members.
- WVLS will work with our Adult Services Librarian to come up with a viable plan for MCPL to digitize their Wisconsin collection and assist with any relevant grants needed (Project ION).
- WVLS will increase communication about the IDEA team (<https://nwls.wislib.org/join-the-idea-team/>) and what the team is currently working on to help reach our goal of a more inclusive library environment.

Improved Integrated Library System (ILS) functionality

- Improved record subject headings.
- More user friendly interface for the public.
- Biennial review of new ILS products.
- Work with ILS product developers to fix the issue of missing cover images in the catalog.
- Create weighted voting system to accurately represent our service population.

Collaborative collection development to encourage a timely, broad, and extensive collection

- Continue annual grant to provide MCPL with additional funding for physical holdings to broaden the scope of the fiction and nonfiction collections.
- Increase communication between member libraries to collaborate on collection development in order to work towards a less repetitive catalog and work together to provide complementary collections.
- Help libraries collaborate to create services and collections that respond to needs of underserved populations.
- Assist in the weeding of outdated materials at member libraries to maintain a healthy collection across the system and to prevent outdated and superseded materials from overloading the catalog and confusing patrons.
- Work with MCPL to find a solution for preserving our community's paper of record, the Wausau Daily Herald.

Increased continuing education and professional development geared for larger libraries

- WVLS should survey MCPL staff on continuing education needs and desires.
- WVLS will host an annual in-service day for MCPL staff covering continuing education programming that is relevant MCPL staff members with specialized knowledge and roles.
- WVLS will create a system orientation for new MCPL employees to improve awareness of WVLS services, staff and assistance that can be given to each staff member based on their role.
- WVLS will create Digital Byte training videos specific to MCPL professional development requests.

Technology and website support

- WVLS should work with MCPL's Library Services IT Technician to configure new discovery layer to work with MCPL's website to create a seamless transition with maximum functionality.

Fiscal

- Annual cost-benefit analysis presented to MCPL's Library Board describing the services provided and the associated costs.
- Assist MCPL in finding and applying for grant opportunities as applicable.



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Marathon County Public Library 2022 Official Closings

*New Year's Day Observed	Friday	December 31, 2021	Closed
New Year's Day	Saturday	January 1, 2022	Closed
MLK Jr Day On	Monday	January 17	Closed
Memorial Day Weekend	Saturday	May 28	Closed
Memorial Day Weekend	Sunday	May 29	Closed
*Memorial Day	Monday	May 30	Closed
*Independence Day	Monday	July 4	Closed
Labor Day Weekend	Saturday	September 3	Closed
Labor Day Weekend	Sunday	September 4	Closed
*Labor Day	Monday	September 5	Closed
Thanksgiving Eve Day	Wednesday	November 23	Close at 5:00
*Thanksgiving Day	Thursday	November 24	Closed
*Christmas Eve Observed	Friday	December 23	Closed
Christmas Eve	Saturday	December 24	Closed
Christmas Day	Sunday	December 25	Closed
*Christmas Day Observed	Monday	December 26	Closed
New Year's Day	Sunday	January 1, 2023	Closed
*New Year's Day Observed	Monday	January 2, 2023	Closed

* Indicates a paid holiday