



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, December 20, 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/839672437> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 839-672-437.**

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) **Athens New Building Letter of Interest – For Discussion and Possible Action**
9. (5 minutes) **WVLS Expectations Update – For Discussion and Informational Purposes Only**
- 10.(10 minutes) **Library Trustee Essentials Review & Public Library Trustee Ethics Statement – For Discussion and Possible Action**
11. (10 minutes) **Nominating Committee – For Discussion and Possible Action**
12. (10 minutes) **Library Service Highlight: Social Media and Marketing – For Discussion and Informational Purposes Only**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Tuesday 01/18/2022
 - Monday 02/21/2022
 - Monday 03/21/2022
 - Monday 04/18/2022
15. **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: December 14, 2021
FAXED TIME: 12:35 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

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

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

Excused: Kari Sweeney

Others: Heather Wilde, Stephanie Martell, Josh Klingbeil, Chad Dally, David Hahn,
Alexander Johnson, Taylor Weinfurter, 8 remote visitors

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

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE OCTOBER 14, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE OCTOBER 18, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE, INTERDEPARTMENTAL MOU TASKFORCE MINUTES FROM THE OCTOBER 25, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SCOTT WINCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 18, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 3, 2021 MEETING. MOTION CARRIED.

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

Public Comments – None

President – The Board of Trustees announced Leah Giordano as the new Library Director.

Other Board Members – No report

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

- Additional information was shared about Unique, the collection service used by the library. Unique's primary goal is to recover the library's materials.

- Seven of eight branch lease and Wi-Fi agreements have been completed and signed. Corporation Counsel is reviewing proposed changes by Marathon City. CCITC will start the Wi-Fi antenna install soon.

Board Committees – The nominating committee is nominating Sharon Hunter as president and Kari Sweeney as Vice President. They would also like the director to ask the County Administrator to reappoint Scott Winch and Kari Sweeney to the Board of Trustees.

Friends of the Library – The Friends had their 3 day weekend sale and made \$4412.88.

MCPL Foundation – The Foundation will be sending out their annual letter before the end of the year requesting donations.

Wisconsin Valley Library Service – Josh Klingbeil stated that WVLS is happy to continue working with MCPL.

Health Department Update - The Health Department does not propose any changes at this time.

Director Search Update – On October 18th the personnel committee interviewed several candidates and narrowed down the search to two candidates. On November 3rd the Board of Trustees interviewed these two candidates. The candidates completed a psychological evaluation, references were checked and then the position was offered to Leah Giordano. November 15th was her first day as the permanent Library Director.

WVLS Expectations Assessment - The director assembled a list of items for WVLS to look over based on the task force's recommendations. Items highlighted during conversation included:

- WVLS will help increase opportunities for MCPL to collaborate with like size libraries
- Communication between MCPL and WVLS will be increased
- ILS improvements will be looked at
- MCPL would like additional collaboration in collection development
- WVLS will help with professional development of our staff
- MCPL needs versus smaller libraries needs in the system will be addressed
- Quarterly reports by WVLS at Board meetings will be requested starting in January, 2022

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY GARY BEASTROM TO PRESENT THE LIST OF EXPECTATIONS TO WVLS. MOTION CARRIED.

Public Library Trustee Ethics Statement - Discussion on *United for Libraries Public Library Trustee Ethics statement, Trustee Essentials* and *Twelve Golden Rules of the Board Members*. It was agreed that Board members would review and sign the ethics statement annually.

Athens New Building Proposal - Leah met with Tracy Westfall to discuss the proposed move of the Athens branch if Athens procures the US Bank building. The new library space would be about 2100-2200 square feet while the current library space is 2024 square feet. The village would like a letter of support saying that MCPL would be interested in exploring the

possibility of moving to the new facility. MCPL cannot provide any financial help with the renovations, but we would be responsible for the moving of library contents. One concern brought up was whether the lease will continue to be with the village or will it change to the Progress Athens group.

2022 MCPL Holiday Closures - Library holidays coincide with the county's holidays except for two floating holidays that the library is open while the rest of the county is closed.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE HOLIDAY SCHEDULE AS PRESENTED. MOTION CARRIED.

Library Service Highlight: Inclusivity and Incoming Refugees - Taylor Weinfurter, youth services librarian shared what the library is doing to help the Afghan refugees that will be coming as soon as next week. She approached New Beginnings to see how the library can help and determined that the needs were twofold:

- Current residents may want education on what to expect. Book lists have been created and additional books added to the collection to fulfill these needs.
- New arrivals will need to feel welcome and have materials that they can use. In light of this we did a diversity audit of our collection and have increased materials to try to fill gaps. We may also offer tours to refugees when they arrive.

Announcements – None

Request for Future Agenda Items – None

Next meeting date – December 20, 2021 at 12:00pm.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 12:55 P.M. MOTION CARRIED.


Library Director or Designee

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

A special meeting of the Marathon County Public Library Inter-departmental MoU Taskforce

Monday, November 15, 2021 at 1:00pm

Library Headquarter, Wausau Community Room

Present: Sharon Hunter, Gary Beastrom, Michelle Van Krey, Leah Giordano

Excused:

Others: Heather Wilde, Stephanie Martell

The meeting was called to order at 1:00pm by Sharon Hunter.

Discussion on inter-departmental relationships – MCPL’s relationship with CCIT was discussed. Leah Giordano will discuss with Lance Leonhard his thoughts on the MoUs to ensure that the county and the library have the same expectations.

Next Meeting Dates – As needed

**A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY GARY BEASTROM TO
ADJOURN THE MEETING AT 1:17 P.M. MOTION CARRIED**


Library Director or Designee

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

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

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

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

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

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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	TIME WARNER CABLE	959.76
	INTERNET SERVICE	959.76
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	44.75
	CONTRACT SERV-DEBT COLLECTIONS	44.75
101 000000000066592250	TELEPHONE	
	FRONTIER	590.51
	TELEPHONE	590.51
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	FRANCES L SIMEK MEMORIAL LIB	29.99
	SUNDRY CONTRACTUAL SERVICES	29.99
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	2,233.10
	SUNDRY CONTR SERV-JACKETS LIBR	2,233.10
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	512.54
	SUNDRY CONTR SERV-PROC AV LIBR	512.54
101 000000000066593110	POSTAGE/BOX RENT	
	ATHENS POSTMASTER	-120.00
	POSTAGE/BOX RENT	-120.00
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	80.00
	PRINTING/DUPLICATION	80.00
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	25,674.87
	AMAZON CAPITAL SERVICES	2,827.63
	BOOKS LIBRARY	28,502.50
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	4,217.07
	FINDAWAY WORLD	1,999.63
	AMAZON CAPITAL SERVICES	1,122.02
	MIDWEST TAPE LLC	627.51
	AUDIO-VISUAL MATERIALS	7,966.23

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL EBSCO INFORMATION SERVICES	13,144.84
	SUBSCRIPTIONS NEWSPAPER/PERDCL	13,144.84
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC WISCONSIN LIBRARY SERVICES	2,708.16
	SUBSCRIPTIONS-ELECTRONIC RESRC	2,708.16
101 000000000066593240	MEMBERSHIP DUES DEPT OF PUBLIC INSTRUCTION	-50.00
	MEMBERSHIP DUES	-50.00
101 000000000066593260	ADVERTISING WAUSAU AREA NEWCOMER SERVICI	-22.00
	ADVERTISING	-22.00
101 000000000066593390	MEETING EXPENSES WI VALLEY LIBRARY SERVICES	544.01
	MEETING EXPENSES	544.01
101 000000000066593497	LIBRARY OPERATING SUPPLIES WI VALLEY LIBRARY SERVICES STAPLES ADVANTAGE AMAZON CAPITAL SERVICES	435.62 532.25 67.29
	LIBRARY OPERATING SUPPLIES	1,035.16
101 000000000066595320	BUILDING/OFFICES RENT ATHENS, VILLAGE OF CITY OF MOSINEE MOSINEE WATER/SEWER WI PUBLIC SERVICE CO METRO FIRE PROTECTION INC WAUSAU AREA NEWCOMER SERVICI VILLAGE OF MARATHON CITY VILLAGE OF HATLEY-SEWER &WATEI	3,505.46 3,104.17 43.95 348.49 32.50 -285.19 485.61 1,602.48
	BUILDING/OFFICES RENT	8,837.47
	LIBRARY 665 TOTAL:	66,997.02

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	45.35
WORLD BOOK EDUCATIONAL PRODS	538.40
STAPLES ADVANTAGE	47.74
TANK MATES LLC	912.00
MULTI MEDIA CHANNELS LLC	684.00
AMAZON CAPITAL SERVICES	471.02
HUGHES, CHARLES	350.00
BOOKS LIBRARY	<u>3,048.51</u>
LIBRARY GIFTS 667 TOTAL:	<u>3,048.51</u>
Report Total:	<u><u>70,045.53</u></u>

GL787

LIB 21-OBL vs BUDGET SM2

Report Format 511

Period 11 ending November 30, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	557,794.00	28,631.20		378,737.41	378,737.41	179,056.59	67.9
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	58,338.99		641,972.08	641,972.08	106,805.92	85.7
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	45,971.81		525,531.68	525,531.68	160,435.32	76.6
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	9,457.97		110,080.10	110,080.10	44,299.90	71.3
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	8,005.64		94,951.09	94,951.09	28,996.91	76.6
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00	33,233.12		416,303.28	416,303.28	78,499.72	84.1
Act 1541 DENTAL INSURANCE	10,654.00	733.89		8,691.63	8,691.63	1,962.37	81.6
Act 1543 INCOME CONTINUATION INSU	7,630.00					7,630.00	
Act 1544 HLTH INS-CONVERSION, RET				504.07	504.07	504.07-	
Act 1545 POST EMPLOYEE HEALTH PLA	30,576.00	1,596.00		21,636.00	21,636.00	8,940.00	70.8
Act 1550 LIFE INSURANCE	1,128.00	29.69		361.24	361.24	766.76	32.0
Act 1560 WORKERS COMPENSATION PAY	1,039.00	79.17		563.67	563.67	475.33	54.3
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	132.96		1,522.60	1,522.60	495.40	75.5

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	186,210.44		2,200,854.85	2,200,854.85	642,654.15	77.4
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	959.76		17,116.01	17,116.01	8,383.99	67.1
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	44.75		608.60	608.60	391.40	60.9
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	620.58		6,574.61	6,574.61	1,925.39	77.4
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	550.00	93.5
Act 2958 COUNTY NETWORK SUPPORT	4,000.00			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	29.99		5,588.42	5,588.42	3,411.58	62.1
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,233.10		18,203.27	18,203.27	3,796.73	82.7
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	512.54		4,899.40	4,899.40	3,100.60	61.2
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00	2.23		795.11	795.11	2,854.89	21.8
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00			1,370.00	1,370.00	570.00-	****

GL787

LIB 21-OBL vs BUDGET SM2

Report Format 511

Period 11 ending November 30, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3127 RFID TAGS-LIBR	10,500.00			5,536.33	5,536.33	4,963.67	52.7
Act 3130 PRINTING/DUPLICATION	8,000.00	484.42		8,920.39	8,920.39	920.39	****
Act 3161 BOOKS LIBRARY	274,250.00	28,502.50		198,645.85	198,645.85	75,604.15	72.4
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	7,966.23		46,282.92	46,282.92	13,717.08	77.1
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	13,144.84		15,052.98	15,052.98	2,947.02	83.6
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	2,708.16		35,818.05	35,818.05	10,818.05	****
Act 3240 MEMBERSHIP DUES		50.00-		263.00	263.00	263.00-	
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			658.72	658.72	3,341.28	16.5
Act 3260 ADVERTISING	4,000.00	22.00-		136.71	136.71	3,863.29	3.4
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	544.01		1,746.88	1,746.88	253.12	87.3
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	1,035.16		42,205.75	42,205.75	14,205.75	****
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	8,837.47		53,436.78	53,436.78	1,563.22	97.2
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	67,553.74		639,827.16	639,827.16	129,272.84	83.2
Or2 665 LIBRARY	3,612,609.00	253,764.18		2,840,682.01	2,840,682.01	771,926.99	78.6

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 11 ending November 30, 2021 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

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

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

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

Agy 0870 LIBRARY	3,654,762.00	253,764.18		2,882,561.45	2,882,561.45	772,200.55	78.9

Sub 101 GENERAL FUND	3,654,762.00	253,764.18		2,882,561.45	2,882,561.45	772,200.55	78.9

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 11 ending November 30, 2021 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	147,873.00	3,048.51		179,478.62	179,478.62	31,605.62-****	

Or2 667 LIBRARY GIFTS	147,873.00	3,048.51		179,478.62	179,478.62	31,605.62-****	

Agy 0870 LIBRARY	147,873.00	3,048.51		179,478.62	179,478.62	31,605.62-****	

Sub 252 LIBRARY GIFTS	147,873.00	3,048.51		179,478.62	179,478.62	31,605.62-****	

Report Final Totals	3,802,635.00	256,812.69		3,062,040.07	3,062,040.07	740,594.93	80.5
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GL787

LIB 21 MAINT OBL VS BUDGET SM2

Report Format 511

Period 11 ending November 30, 2021

Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00			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	3,070.07		30,997.47	30,997.47	6,002.53	83.8
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,119.33		9,632.36	9,632.36	367.64	96.3
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	21.05		2,647.42	2,647.42	47.42	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			7,000.00	7,000.00		****
Act 3460 CLOTHING/UNIFORM	500.00	8.80		387.20	387.20	112.80	77.4
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	4,219.25		105,425.94	105,425.94	4,294.06	96.1
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	4,219.25		105,425.94	105,425.94	4,294.06	96.1
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	4,219.25		105,425.94	105,425.94	4,294.06	96.1
Sub 101 GENERAL FUND	109,720.00	4,219.25		105,425.94	105,425.94	4,294.06	96.1
Report Final Totals	109,720.00	4,219.25		105,425.94	105,425.94	4,294.06	96.1

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of November 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	720	1,163	61.53%	9,233	10,461	13.30%
EDGAR	1,181	1,599	35.39%	12,359	14,509	17.40%
HATLEY	1,306	1,765	35.15%	14,921	16,195	8.54%
MARATHON	1,689	2,342	38.66%	17,647	23,454	32.91%
MOSINEE	1,507	2,332	54.74%	17,013	23,294	36.92%
ROTHSCHILD	5,237	7,131	36.17%	55,472	72,368	30.46%
SPENCER	705	1,104	56.60%	9,309	8,520	-8.48%
STRATFORD	930	1,999	114.95%	12,096	17,070	41.12%
WAUSAU	10,370	24,527	136.52%	155,691	215,886	38.66%
WAUSAU DRIVE UP	155	2,147	1285.16%	3,738	12,849	243.74%
HOMEBOUND	956	920	-3.77%	11,735	10,439	-11.04%
ILL	117	170	45.30%	697	1,757	152.08%
OVERDRIVE	12,284	12,922	5.19%	141,737	145,553	2.69%
GRAND TOTAL	37,157	60,121	61.80%	461,648	572,355	23.98%

**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

November 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	272	0	272	10,461	2.60%
EDGAR	0	0	18	0	0	0	0	18	14,509	0.12%
HATLEY	0	0	0	0	0	0	0	0	16,195	0.00%
MARATHON	3	0	8	0	0	0	0	11	23,454	0.05%
MOSINEE	10	0	0	82	0	0	0	92	23,294	0.39%
ROTHSCHILD	0	0	28	57	0	0	0	85	72,368	0.12%
SPENCER	456	0	0	0	0	12	12	480	8,520	5.63%
STRATFORD	3	0	0	0	0	0	34	37	17,070	0.22%
WAUSAU	106	0	1,627	488	0	100	67	2,388	215,886	1.11%
WAUSAU DRIVE UP	0	0	141	0	0	0	0	141	12,849	1.10%
MISC*									157,749	
TOTAL MCPL	578	0	1,822	627	0	384	113	3,524	572,355	0.62%
% of CIRC by COUNTY	0.10%	0.00%	0.32%	0.11%	0.00%	0.07%	0.02%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of November 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,716	64,946	0.36%
RESIDENT CHILD	8,871	8,295	-6.49%
HOMEBOUND	181	165	-8.84%
STAFF	65	62	-4.62%
TEMPORARY	462	464	0.43%
TOTAL FOR MARATHON COUNTY	74,295	73,932	-0.49%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,880	2,918	1.32%
CHILD	230	211	-8.26%
TEMPORARY	24	24	0.00%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,134	3,153	0.61%
INTERLIBRARY LOAN			
ILL	422	402	-4.74%
GRAND TOTAL	77,851	77,487	-0.47%

Marathon County Public Library

Director Report

December 2021

November Highlights

Virtual Gardening

Since June 2020, the Marathon County Public Library (MCPL) has partnered with Extension Marathon County to offer a series of free virtual gardening classes for the public. These classes are held via the Zoom app, with two identical sessions of the class offered on two different dates and times each month. All classes are led by Janell Wehr, Extension Marathon County's horticulture educator.

Class topics change from month-to-month throughout the year. Examples of previous topics include heirloom plant biographies, healthy soil and composting, growing vegetables in small spaces, and managing weeds. Timely topics for December's classes will feature winter plants like Christmas cacti, poinsettias and even your own Christmas tree!



The partnership has been mutually beneficial for both organizations, allowing MCPL to offer quality virtual programming for adults during a time that most in-person programming remains on hold while also providing the Extension opportunities to reach community members who may not be familiar with the organization and what they have to offer.

Government Official Visit



Wisconsin State Superintendent of Public Instruction Dr. Jill Underly and Deputy State Superintendent Dr. John Johnson visited the library on Thursday, December 3rd for a meet & greet. We gave them a tour of the library and got the opportunity to discuss services, opportunities, and challenges of the last two years. Many thanks to Dr. Underly and Dr. Johnson for taking the time to visit our facility!

Youth Events & LENA

Youth grab and go kits continued to be popular with over 700 given away county-wide. We are in the process of planning our 2022 grab and go activities. 19 families graduated from LENA Start in mid-November. We are going to start up recruitment after the new year and try to hit a goal of 40-50 families. Spring cohorts will start the first week of March 2022. We continued doing virtual family story times that premiered on Tuesday mornings. We also continued doing a live virtual story time for Head Start at the beginning of the month. The refugee booklists and displays are proving to be very popular. Patrons are interested in sharing these books with their children and families! We are still waiting on further guidance from New Beginnings to see how else we can be a support to incoming refugees, but we will continue to be a source for educating the public on refugees and doing what we can to help our new neighbors.

Recruitment

Interviews for the open Athens Branch Coordinator position were held on November 29th. Interviews for the full-time Library Assistant position were held in early December. Both postings garnered excellent applicants and we are looking forward to confirming our top choices for those positions. The part-time page search is ongoing. The Library Services Manager posting is live and will run through the end of December.

Branches

Grab and Go craft kits continue to be popular at all locations. In November, branches collectively handed out 277 marble maze kits for kids and 89 little art exhibit kits for adults. At some of our locations, book club has transitioned back to a virtual program, while a few branches braved the weather to meet outside. Individual branches also provided a variety of activities for patrons including seasonal book displays, homeschool huddle packets, a collection of acts of kindness, and a “Dinovember” dinosaur themed library scavenger hunt.

The collection development youth librarian visited Spencer and Stratford to do some collection work. 2021 federal and state tax forms have been ordered for all locations. Some locations are having connectivity issues with Sierra, but MCPL, WVLS, and Marathon County are working on a long term solution. HarderTec (contracted by the County) has done installations of Wi-Fi antennas for the county at Edgar, Mosinee, and Stratford branch locations, who have approved and signed the WiFi Agreement.

Library Services Statistics & Activities

News

- Inventory: Edgar: Juvenile Series, Juvenile Kits Fiction, Juvenile Kits Non-Fiction, Juvenile Spanish, Juvenile Board Books New, and Juvenile Board Books Marathon: Juvenile Fiction Series and Juvenile Fiction New Spencer: Juvenile Fiction Series and Juvenile Music CD Stratford: Juvenile Board Books, Juvenile Board Book New, Adult Music CD, Juvenile Music CD, Juvenile Audiobooks Fiction, and Juvenile Audiobooks Non-Fiction
- Proctoring: 4 Proctored tests
- Notary: 12 Notary Appointments
- Youth Collection Development: Site visits to Stratford and Spencer. Weeded at WA (juvenile nonfiction), AT (YA nonfiction), HA (juvenile fiction), RO (juvenile nonfiction, picture books, and YA fiction), SP (juvenile biographies and YA nonfiction and graphic novels), and ST (juvenile biographies, graphic novels, and picture books, and YA nonfiction and graphic novels). Viewed several of SLJ's LibraryCon Live sessions, including "Just for Kids" and "Studio Spotlight: Anu Chouhan." Attended virtual WVLS Youth Meetup. Distributed supplementary Christmas materials to branches.

Events and Programs*

Youth Services Events

- Story Times
 - Nov. 1: Live Virtual Head Start Story Time—65
 - Nov. 2: Virtual Story Time – 41 total views on YouTube
 - Nov. 9: Virtual Story Time – 17 total views on YouTube
 - Nov. 16: Virtual Story Time—30 total views on YouTube
 - Nov. 23: Virtual Story Time—16 total views on YouTube
- Other Programs
 - Nov. 1-30: Grab and Go Marble Maze Run—370
 - Nov. 4: LENA—3
 - Nov. 11: LENA—2
 - Nov. 17: LENA—2
 - Total LENA Start Fall 2021 Graduates – 18
 - Number of November Youth Services programs – 9
 - Total attendance for November Youth Services programs – 564

Adult/All Ages Report

- All Month: Little Treasures Grab and Go "Little Art Exhibit" – 77 kits distributed at MCPL Wausau
- Nov. 4: Marathon County Historical Society History Chats: Veteran Bennet Molter – 10 live viewers
- Nov. 10: Marathon County Historical Society History Speaks: The Story of Veteran Scott Alwin – 15
- Nov. 11: Marathon County Historical Society History Chats: Veteran Bill Hayes – 15 live viewers
- Nov. 15: Women's Night Out Book Club – 5
- Nov. 21: Marathon County Historical Society History Chats: Veteran Lawrence Below – 19 live viewers

- Nov. 22: Extension Marathon County Virtual Gardening: Heirloom Biographies – Attendance Not Available
- Nov. 29: Extension Marathon County Virtual Gardening: Heirloom Biographies – Attendance Not Available
 - Number of November programs – 8
 - Total participation/attendance – 141

**due to COVID-19, no indoor story times or programs were held.*

Media Summary

Social Media Statistics

- Facebook (MCPL): 4,384 likes/follows (+22)
- Twitter: 1,230 followers (+0)
- Pinterest: 972 followers (-2)
- Goodreads: 300 friends (+0); 1,365 reviews (+8)
- Instagram: 970 followers (+7)
- YouTube: 449 subscribers (+254)

Hot Happenings in the River District (email newsletter)

- November 3- Grab & Go Craft: Marble Maze Run
- November 10- Grab & Go Craft: Marble Maze Run
- November 17- Friends of MCPL Members-Only Book Sale
- November 24- Virtual Gardening: Care for Common December Plants

WAOW Channel 9

- November 18- New director named for Marathon County Public Library (Sharon Hunter, MCPL Board of Trustees President and Leah Giordano, Director)
https://www.waow.com/news/top-stories/new-director-named-for-marathon-county-public-library/article_14a3eb26-489b-11ec-8fd6-5fbef49a7338.html

WSAU 550 AM

- November 17- Marathon County Library names new director (Sharon Hunter, MCPL Board of Trustees President and Leah Giordano, Director)
<https://wsau.com/2021/11/17/marathon-county-library-names-new-director>

City Pages

- November 4- Big Guide- All Locations: Grab & Go Craft for Adults-Little Art Exhibit, History Speaks on the Air-Honor in the Air, Grab & Go Craft for Kids-Marble Maze Run, Family Story Time-Birthdays!, Family Story Time-Bears!, Family Story Time-Pie!, Family Story Time-Hibernation and Sleep!, Family Story Time-Fishing!; Wausau: Friends of MCPL Book Sale; Athens: 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”
- November 11- Big Guide- All Locations: Grab & Go Craft for Adults-Little Art Exhibit, Virtual Gardening-Heirloom Biographies, Grab & Go Craft for Kids-Marble Maze Run, Family Story Time-Pie!, Family Story Time-Hibernation and Sleep!, Family Story Time-Fishing!; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Two Old Women;” Edgar:

Book Club-“Raft of Stars;” Mosinee: Virtual Book Club-“Playing Nice;” Stratford: Book Club-“Firekeeper’s Daughter”

- November 18- Big Guide- All Locations: Grab & Go Craft for Adults-Little Art Exhibit, Virtual Gardening-Heirloom Biographies; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Two Old Women”
- November 25-Metro Briefs-Turning the page-new library director named to replace previous director who resigned amidst allegations of a toxic work culture (Library Board of Trustees President, Sharon Hunter)
Big Guide- All Locations: Grab & Go Craft for Adults-Little Art Exhibit, Virtual Gardening-Heirloom Biographies, , Grab & Go Craft for Kids-Marble Maze Run, Family Story Time-Fishing!; Athens: Book-of-the-Month Club-“Two Old Women”

Mosinee Times

- November 11- Next Friends of MCPL Members-Only Book Sale to be held November 20
- November 18- MCPL, Extension Marathon Co. to offer virtual class on heirloom plants

Record Review

- November 3- All Locations: History Speaks on the Air-The Story of Veteran Scott Alwin, History Chats-Bennet Molter, History Chats-Bill Hayes, History Chats-Lawrence Below; Edgar: Book Club; Marathon City: Book Club-“The Night Watchman;” Stratford: Book Club
- November 10- All Locations: History Chats-Bill Hayes, History Chats-Lawrence Below; Edgar: Book Club; Mosinee: Virtual Book Club-“Playing Nice;” Stratford: Book Club
- November 17- All Locations: History Chats-Lawrence Below, LENA Start; Edgar: Grab & Go Craft for Kids-Marble Maze Run
- November 24- All Locations: Grab & Go Craft for Kids-Marble Maze Run; Wausau: LENA Start; Edgar: Book Club-“Mr. Dickens and His Carol;” Marathon City: Book Club-“Echo Mountain”

Wausau Pilot & Review

- November 9- Library, extension partner for virtual class on growing heirloom veggies
<https://wausapilotandreview.com/2021/11/09/library-extension-partner-for-virtual-class-on-growing-heirloom-veggies>
Friends of library to hold members-only sale
<https://wausapilotandreview.com/2021/11/09/friends-of-library-to-hold-members-only-sale>
- November 18- Marathon County Public Library names new director (Sharon Hunter, MCPL Board of Trustees President and Leah Giordano, Director)
<https://wausapilotandreview.com/2021/11/18/marathon-county-public-library-names-new-director>
- November 30- Marathon County Public Library Book Clubs, December- Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Edgar: “Mr. Dickens and His Carol;” Hatley: “A Week in Winter;” Marathon City-“Echo Mountain;” Mosinee: Virtual Book Club-“The Snow Child;” Stratford: “The Rose Code”
<https://wausapilotandreview.com/2021/11/30/marathon-county-public-library-book-clubs-december-3>
Marathon County Public Library activities, youths and adults: December- All Locations: Grab & Go Craft for Kids-Fine Motor Aquarium, Grab & Go Craft for Adults-“I Love Books” Wooden Heart Pendant, Virtual Gardening-Care for Common December Plants, Family Story Time-Magic!, Family Story Time-Socks!, Family Story Time-Winter Wishes!, Family Story Time-All Things New!

<https://wausaupilotandreview.com/2021/11/30/marathon-county-public-library-activities-youths-and-adults-december>

Wausau Times/Buyers Guide

- November 3- MCPL Book Clubs, November 2021- 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”
Youth Events-November 2021- All Locations: Grab & Go Craft for Kids-Marble Maze Run, Family Story Time-Birthdays!, Family Story Time-Bears!, Family Story Time-Pies!, Family Story Time-Sleep & Hibernation!, Family Story Time-Fishing!
Out and About-Marathon City: Book Club-“The Night Watchman”
- November 17- Next Friends of MCPL members-only book sale to be held November 20; MCPL, Extension Marathon Co. to offer virtual class on heirloom plants
- November 18- Marathon County Public Library names new director (Sharon Hunter, MCPL Board of Trustees President and Leah Giordano, Director)
<https://wausautimes.com/2021/11/marathon-county-public-library-names-new-director>
- November 24- Out & About- All Locations: Grab & Go Craft for Adults-Little Art Exhibit, Virtual Gardening-Heirloom Biographies; Athens: Book-of-the-Month Club-“Two Old Women”

Materials

- Youth

	2021 Annual Budget	*Rollover from 2020	Monthly Allotment	Free Balance	Spent as of 12/01/2021	% Spent
Juvenile Audiobooks	\$8,400.00	\$905.40	\$700.00	\$1,988.03	\$6,411.97	76%
Juvenile CDs	\$590.00	\$16.96	\$49.17	\$92.55	\$497.45	84%
Juvenile DVDs	\$7,550.00	\$445.76	\$629.17	\$237.79	\$7,312.21	97%
Juvenile Video Games	\$2,240.00	\$0.00	\$186.67	\$517.99	\$1,722.01	77%
Young Adult Audio Books	\$2,250.00	\$163.79	\$187.50	\$2.73	\$2,247.27	100%
Youth AV Subtotal	\$21,030.00	\$1,531.91	\$1,752.50	\$2,839.09	\$18,190.91	86%
Juvenile Fiction	\$20,500.00	\$381.78	\$1,708.33	\$1,834.61	\$18,665.39	91%
Juvenile NonFiction	\$30,900.00	\$1,161.47	\$2,575.00	\$756.88	\$30,143.12	98%
Juvenile Picture Books	\$33,070.00	\$479.79	\$2,755.83	\$3,231.77	\$29,838.23	90%
Juvenile Spanish	\$2,000.00	\$51.90	\$166.67	\$58.17	\$1,941.83	97%
Juvenile Standing Order Print	\$9,000.00	\$987.72	\$750.00	\$3,697.35	\$5,302.65	59%
Young Adult Fiction	\$10,000.00	\$165.66	\$833.33	\$1,005.05	\$8,994.95	90%
Young Adult Graphic Novels	\$3,750.00	\$593.50	\$312.50	\$46.03	\$3,703.97	99%
Young Adult NonFiction	\$4,000.00	\$557.00	\$333.33	\$12.30	\$3,987.70	100%
Youth Print Subtotal	\$113,220.00	\$4,378.82	\$9,435.00	\$10,642.16	\$102,577.84	91%
Youth Services TOTAL	\$134,250.00	\$5,910.73	\$11,187.50	\$13,481.25	\$120,768.75	90%

*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 Dec. 4, 2021	% Spent
Adult Audiobooks	\$12,000.00	\$12,425.00	\$1,090.91	\$0.29	\$11,999.71	100.00%
Adult Music CD	\$7,500.00	\$5,575.00	\$681.82	\$273.61	\$7,226.39	96.35%
Adult DVD	\$26,000.00	\$20,825.00	\$2,363.64	\$383.76	\$25,616.24	98.52%
Adult Video Games	\$1,500.00	\$1,550.00	\$136.36	\$4.23	\$1,495.77	99.72%
Adult AV Subtotal	\$47,000.00	\$40,375.00	\$4,272.73	\$661.89	\$46,338.11	98.59%
Adult Paperbacks	\$1,875.00	\$1,875.00	\$170.45	-\$4.71	\$1,879.71	100.25%
Adult Paperbacks S.O.	\$3,714.00	\$2,264.00	N/A	\$1,450.00	\$2,264.00	60.96%
Adult Fiction	\$45,000.00	\$50,150.00	\$4,090.91	\$384.66	\$44,615.34	99.15%
Adult LT Fiction	\$7,200.00	\$7,950.00	\$654.55	\$17.49	\$7,182.51	99.76%
Adult LT S.O.	\$15,300.00	\$12,350.00	\$1,390.91	\$1,532.02	\$13,767.98	89.99%
Adult Non-fiction	\$65,696.00	\$70,696.00	\$5,972.36	\$4,790.16	\$60,905.84	92.71%
Adult Non-fiction S.O.	\$2,715.00	\$2,715.00	N/A	\$1,164.74	\$1,550.26	57.10%
Adult Biographies	\$10,000.00	\$10,075.00	\$909.09	-\$0.37	\$10,000.37	100.00%
Adult Spanish	\$750.00	\$800.00	\$68.18	-\$0.68	\$750.68	100.09%
Adult Hmong	\$750.00	\$750.00	\$68.18	\$2.76	\$747.24	99.63%
Adult Print Subtotal	\$153,000.00	\$159,625.00	\$13,909.09	\$9,336.07	\$143,663.93	93.90%
Adult Services TOTAL	\$200,000.00	\$200,000.00	\$18,181.82	\$9,997.96	\$190,002.04	95.00%

Support Services Statistics & Activities

Circulation Team

- New library card applications processed by the Circulation Team: 121
- Circulation totals for Wausau First Floor: 24,527
- Laura D processed 170 Interlibrary loan requests
- Ashley H and Paula L checked out 920 items for our home bound patrons
- 11/2/2021 Alexander Johnson, Support Service Manager began his new career at MCPL. Welcome Alexander!
- MCPL passport agents have attending weekly in-house refresher passport acceptance training on Wednesday, 11/3 and 11/10 in preparation for passport acceptance starting 11/17/2021. MCPL is accepting passports every Wednesday, walk-ins 9-1, appointments 2-7 and every other Saturday 9-3.
- 11/3, 11/10, 11/17 11/24 Leads meetings were held with the Director.
- 11/4/21 V-Cat Council Meeting attended by Kitty R, Ollie C, Chris L, and Julie K
- James B has been promoted to full time beginning November 15. We welcome his energy, customer service skills, and his eagerness to learn.
- November 17, 20, and 24 Passports News
 - 8 Adult Passport Books
 - 5 Minor Passport Books
 - 1 Both Book and Card

The MCPL Passport team accepted a total of 14 passport applications accepted at \$35.00 ea. and 22 photos were taken at \$10.00 each for a total of \$710.00 recorded. We also assisted with 23 renewal applications.

- Circulation policy changes occurred on November 29, 2021. Major changes included: 7 day magazine checkout, 28 day items now checkout for 21 days, maximum number of artworks checked out went from 10 to 5, and maximum fines \$5.00.
- Training additional staff on the ILL process has begun.

Support Services Team

- 11/1: Mary worked with Stephanie on transferring the money counting process over to her.
- 11/3, 11/10, 11/17 & 11/24: Mary attended the Team Leads meeting with Leah.
- 11/4: New Library Support Services manager Alexander J. visited Support Services and received an overview of what our team does.
- 11/12: Mary worked with Stephanie on transferring the gift and memorial processes over to her.
- 11/16: Chris met with Alexander to give him an orientation of loan rules.
- 11/16: Chris and Mary met with Katie Z. and Alexander to review loan rules in preparation for the changeover at the end of November.
- 11/19: Mary worked with James on missing pieces and various documentation.
- Rounding for the month is done.
- Team members have been covering drive-through shifts until the new fulltime person is hired. We thank Kitty and Ollie for their assistance.
- Team members continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Juvenile audio books: done.
 - Juvenile chapter books: just started.

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

Page Team

- The library welcomed our new manager on Nov. 2nd and Ollie had orientation with Alexander about the pages on Nov. 4th.
- Completed the September 2021 Missing List and found five items.
- Switched over new non-fiction to regular non-fiction.
- Ollie completed an adult biographies weeding list. Thank you to Kathy G. for withdrawing them!
- Switched over new fiction to regular fiction.
- Assisted support services in relabeling the juvenile non-fiction.
- Ollie trained James B. on damaged items and billing.
- November 11th and 12th the sorter was down. Bibliotheca came on the 12th to repair. The sorter continued to have issues and Bibliotheca came again on the 22nd to replace some parts.
- Ollie took on some simple mending tasks (case replacements) from Support Services and has a small inventory of replacement cases at the page desk now.
- Shifted adult fiction A-L.
- Ollie attended the weekly Leads and Librarians meetings.
- Ollie did withdrawals coming in from branches to help out Support Services.
- Kali re-organized the Adult storage books to make room for a cart of new storage books that Ollie had pulled.
- The page team shelved approximately 25,850 items during November.
 - Our sorter was down multiple times during the month and we had four days that had either no data or very low data. Those days we hand-checked in most or all of the items so those numbers are missing from the monthly data.

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Throughout the month of November, children were welcome to pick up their own grab and go craft and create a Marble Maze. A total of 10 kits went out to the public.
- Little Art Exhibit: A library catalog and card with art supplies as a grab and go craft was offered to adults and teens during the month of November. A total of 6 kits went out to the public.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for November was *Two Old Women: An Alaska Legend of Betrayal, Courage and Survival*, by Velma Wallis.

Circulation Statistics

- Athens circulated 1,163 items in October 2021. This is a 61.53% increase from November 2020. In 2021 year-to-date, Athens has circulated 9,223 items. This is a 13.30% 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. We sent the last full bin this month.

- Halloween books were sent back to Wausau for storage. Thanksgiving themed books were put on display in the children's area. The day after Thanksgiving, these were sent back for storage in Wausau. Holiday decorations and Winter book displays were set for December. Athens had a total of 15 curbsides during the month of November.
- Shahara attended the last meeting of her 2-year stint on the Badgerlink Advisory Board on November 4. The 3-hour virtual meeting finished up our tasks and gave suggestions for the next Board.
- Jen's last day was November 3.

Facilities Updates

- An automatic soap dispenser was set up on the wall of the library bathroom, by the Village Clerk.

Edgar Monthly Report

Events and Programs

- Grab n Go crafts are a hit with 15 children's kits and 8 adult kits handed out in November.
- Home School Huddle Packets started again. Edgar served 15 families with 51 students in September.
- Book club was held outside with 5 adults attending.

Circulation Statistics

- The circulation statistics for the month of November 1599 were items checked out. This is a 35.39% increase for the same month last year. A total of 14509 items have been checked out so far this year. This is a 17.40% increase from 2020.

Library News

- There will be a Book Club in December
- Deb met with Laura in person for the monthly rounding session.
- Changed theme to woodlands winter

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – "Educated" by Tara Westover had 3 in attendance.
- Grab N Go programs
 - a. Little Art Exhibit – 17 kits were taken and 5 pieces are art were returned to be displayed. (11 children, 2 teens, and 4 adults)
 - b. Marble Maze Run – 19 kits were taken (12 kids, 3 teens, and 4 adults)

Upcoming Programs

- Virtual Book Club on December 14th "A Week in Winter" by Maeve Binchy

- Grab N Go Crafts – Fine Motor Aquarium and “I Love Books” wooden heart

Circulation Statistics

- Hatley circulated 1,765 items for the month of November. This is a 35.15% increase for the month. Year to date is 16,195 items. This is an 8.54% increase from last year.

Library News

- Robin viewed recording of Aspen Catalog Training part 1
- Thank you to Robin, Julie K, and Julie G for helping fill shifts
- Heather attended the Branch Coordinator Meeting
- We had 1 curbside pickup.

Facilities Updates

- Front door is leaking fluid, village is working on getting that remedied.

Marathon City Monthly Report

Events and Programs

- Book Club: During the month of November, we again held our book club outdoors since it was still a nice evening. Seven members joined in for a thoughtful discussion featuring the novel *The Night Watchman* by Louise Erdrich. The ladies really enjoyed getting together to chat and share their thoughts. At this time, we will no longer be hosting the book club due to cold weather and COVID protocols. We are hoping to be back together soon.
- During the month of November, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out over 60 of the children’s Marble Maze kits. The teen/adult kits were a Little Art Exhibit. We distributed 7 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 the study space. We are hoping that this will continue and attendance will keep rising throughout the upcoming month.
- During the month of December (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 and this will continue into the New Year. Supplies for the Fine Motor Aquarium and Wooden Hearts may be picked up at any of the nine libraries during the month of December.

Circulation Statistics

- Marathon circulated 2,342 items during the month of November, which is a 38.66% increase from this time last year. So far in 2021, Marathon has circulated 23,454 items. This is a 32.91% increase over last year.

Library News

- Lisa Attended the bi-monthly coordinator’s meeting in November.

Facilities Updates

- Nothing to report at this time.

Mosinee Monthly Report

Events and Programs

- Regular indoor programming was canceled due to the ongoing pandemic.
- Book Club: One patron joined Sarah to discuss *Playing Nice* by J.P. Delaney on the 15th. Next month we will be discussing *The Snow Child* by Eowyn Ivy.
- This month's Grab and Go craft kits were marble maze runs for children, and a little art exhibit kit for adults. All 15 adult kits and 49 children's kits were taken.
- As always, Mosinee staff promoted all MCPL programs available, including book clubs, ongoing virtual family story times, this month's virtual gardening program about heirloom biographies, grab and go craft kits, and this month's History Chats presentations on three local veterans.
- Passive Programs: This month's passive program was to ask patrons to share an act of kindness in honor of World Kindness Day on November 13th, with 10 acts of kindness shared. We also had 20 patrons take origami directions in honor of Origami Day on November 11th.

Circulation Statistics

- Mosinee circulated 2,332 items in November 2021. This is a 54.74% increase. Mosinee has circulated 23,294 items in 2021. This is a 36.92% increase.

Library News

- Displays: We featured a "Rake in a good read" display behind the circulation desk and a large display featuring travel and magic books based off of Stephen King's quote "Books are a uniquely portable magic". Sarah had fun bringing in pictures and mementoes of her travels abroad to decorate the display (as well as Harry Potter themed items!). Our fireplace featured a very fitting "warm up with a good book" display, and our children's area featured a food themed picture book display and a creative "Don't myth on these great reads" for the chapter book section.
- Rounding was completed on the 26th.
- Self-appraisals were completed and Sarah finished Katie's review.
- Curbside services continued throughout the month of November. At the end of the month we had a total of 7 patrons appreciative of the continued curbside services.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Mosinee continued to be a LENA pickup and drop off location for our community, with Sarah personally dropping off devices in Wausau for the patron each week, as our delivery system cannot get the device back to Wausau staff in time. LENA was completed for our participant on the 18th.
- Sarah ordered Wisconsin tax forms on the 17th.

Facilities Updates

- On the 30th, Sarah met with staff from HarderTec who will be installing a Wi-Fi antenna on December 2nd to extend the Wi-Fi access to the community.

Rothschild Monthly Report

Events and Programs

- We handed out 49 grab-and-go marble maze craft kits for kids and 13 grab-and-go little art exhibit craft kits for adults.
- Throughout the month of November, we celebrated Dinovember with a library themed dinosaur scavenger hunt. We had 16 children participate. We also had 56 children decorate our library apple tree.
- November book displays featured books for Thanksgiving, picture book month, dinosaurs, cozy comfort food cookbooks, and “I mustache you to check out a book.”

Circulation Statistics

- In November, Rothschild circulated 7,131 items. This is 36.17% increase from last year. In 2021, Rothschild circulated 72,368 items. This is 30.46% increase from last year.

Library News

- During the month of November, we created 19 new library card registrations.
- Laura virtually attended the weekly team leads’ meetings and the November branch coordinator meeting.
- Laura sat in on interviews for the Athens Branch Coordinator on November 29th.
- Rothschild staff covered a shift in Hatley.
- We continued to inventory the picture book collection for the second time. We have finished relabeling the large type collection and are working on the J fiction and nonfiction.
- We weeded the children’s picture book collection and the J nonfiction.
- We ordered state and federal tax forms.

Facilities Updates

- A new cleaning person started in November.

Spencer Monthly Report

Events and Programs

- In the month of November, a Grab N Go Craft for adults was offered. This month’s craft was, “Little Treasures Little Art Exhibit” with all 10 crafts being handed out.
- Also in the month of November was a craft for children, “Marble Maze Run”. Fifteen kits were given to children.

Circulation Statistics

- Spencer circulated 1,104 items in the month of November. This is an increase of 56.60%. Spencer has circulated 8,520 items in 2021. This is a decrease of 8.48%.

Library News

- A display of Thanksgiving books with recipes were on displayed and well received.

- Audrey did an article for the local paper, “The Village Voice” promoting our next month’s Grab N Go crafts, our new loan policy which started November 29th, and our hours including holiday hours and closure for Thanksgiving.
- Audrey and Lue continued to work on inventory in the children’s section.
- Books were converted from 14 to 21 day loan period.
- Audrey and Laura Wood did rounding on Saturday, November 27th.
- A huge Thank You goes to Kitty Roesler and Deb Gauerke for covering at Spencer Library.
- On November 29th, Sierra was down for the entire day.

Facilities Updates

- A Village worker fixed a huge dent on the metal shelf in the children’s area.
- A mouse trap was set over the weekend to catch our Library Mouse.

Stratford Monthly Report

Events and Programs

- We held a Virtual Book Club via Go-To Meeting on Nov. 17. Eight patrons met to discuss The Firekeeper’s Daughter by Angeline Boulley.
- On Nov. 3 and Nov. 17, the 4th/5th graders from St. Joe’s visited together, with a total of 2 adults and 16 children.
- On Nov. 3, the Pre-K and Kindergarten class visited for an outdoor story time and book check-out: 1 adult and 8 children were present.
- On Nov. 5 and Nov. 19, the 6th/7th and 8th graders visited in separate classes, for a total of 42 students and 4 adults.
- On Nov. 15 and Nov. 29, the 1st/2nd/3rd graders from St. Joe’s visited together, for a total of 2 adults and 13 children.
- 60 patrons stopped by the Stratford Branch in November to pick up the Marble Maze Grab & Go craft kits for kids offered through MCPL.
- 13 patrons enjoyed the Little Art Exhibit Grab & Go craft kit for teens and adults offered through MCPL in November.
- 71 kids participated in a passive Thanksgiving craft while visiting the library. They decorated a leaf or an acorn and wrote what they are thankful for on top of it.

Circulation Statistics

- We circulated 1,999 items in November. This is a 114.95% increase from last year. So far in 2021, we circulated 17,070 items. This is a 41.12% increase from last year.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 4 requests for curbside pickup appointments in November.

Library News

- For Native American Heritage Month in November, we put together an adult and children’s display of books about and by Native Americans.
- We created a *The Hunt is On* book display for adults and children that was all about deer hunting.
- Tara, the Youth Collection Development Specialist for MCPL, visited our branch on Nov. 3 to analyze the juvenile collections. She weeded the Juvenile NF Biography collection while she was

here.

- We sent in more juvenile fiction books for relabeling.
- MJ completed inventory for adult and juvenile music CDs, juvenile audio books, and juvenile board books.
- MJ attended the Branch Coordinator Meeting on Nov. 19.
- We ordered state and federal tax forms.
- We reviewed the information sent to us so far on Aspen, and have signed up for the Dec. 8 training.

Facilities Updates

- Sierra went down on Monday, Nov. 29. Tech support was given to correct the problem and was back up and running in a couple hours.
- Our custodian repainted the women's bathroom walls to cover a defect in the paint.

GL787 LIB 21 CIP TRANS SM2 Report Format 511

Period 11 ending November 30, 2021 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2021 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	208,911.00					208,911.00	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	142,337.00	1,351.32		449,506.27	449,506.27	307,169.27-****	

APR 777A LIBRARY CIP PROJECT	352,096.00	1,351.32		449,506.27	449,506.27	97,410.27-****	

Or2 934 CIP PROJECTS	352,096.00	1,351.32		449,506.27	449,506.27	97,410.27-****	

Sub 604 LIBRARY CIP PROJECTS	352,096.00	1,351.32		449,506.27	449,506.27	97,410.27-****	

Report Final Totals	352,096.00	1,351.32		449,506.27	449,506.27	97,410.27-****	
=====							

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
September 18, 2021
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is November 20, 2021.

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

Present

Tom Bobrofsky, President
Pat Pechura, Vice-President
Mike Otten, Treasurer
Jim Backus, member
Eileen Grunseth, member*
Peg Jopek, member*
Paul Knuth, member*
Louise Olszewski, member*
Diane Peterson, member
Kari Sweeney, member

Others Present

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

*denotes remote attendance

Excused

Sonja Ackerman, member
Jessica Bernett, member
Christy Janczewski, member
Mandy Wright, member

Vacant

Marathon County representative

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

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

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/Jopek motion to approve minutes from the August 21, 2021 WVLS Board meeting as presented. All aye. Motion carried.

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

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

WVLS JANUARY-AUGUST 2021 TREASURER'S REPORT (Exhibit 9):

Pechura/Sweeney motion to approve the January-August 2021 Treasurer's report as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit10): Sepnafski drew the Board's attention to the report included in their packets. **Sweeney** gave an update on the search for a new director and other key positions. Leah Giordano has committed to continue as interim director through the end of 2021. A revised director evaluation and grievance procedure clarifying the role of the library board and the county is being drafted. The MCPL Board meets September 20, with agenda to include further discussion regarding library system membership so as to move forward from the current holding pattern with clarity for both WVLS and SCLS. Sepnafski added that over the last several months

WVLS staff have been consulted by members of the MCPL Board and staff, and that it has been a pleasure to renew positive communications channels.

Report from WVLS Director Marla Sepnafski (Exhibit 11): **Sepnafski** noted the following highlights from the Director's Report before calling on staff members for updates on their assigned areas of expertise:

- **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.
- 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](#))
- 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 our database 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.

Report from Education Consultant Jaime Matczak:

- **Matczak** 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.
- **Jean Zanoni**, Associate Dean of Marquette University Libraries, recently met with Matczak 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.
- 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.

- 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.

Report from Public Library Services Consultant Anne Hamland and Inclusive Services Consultant Sherry Machones (delivered by Matczak)

- **Summer library programs** are wrapping up and **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. She 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 to review summer successes and slumps, programs and performers, and plans for fall services and programs.
- 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. **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.
- 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.
- **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 WI Department of Instruction's new Informational Dyslexia Guidebook
 - a new Native American publisher
 - several articles on recent 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

Report from Chief Information Officer Josh Klingbeil:

- **Klingbeil** provided an update on grant 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 LEAN WI partner systems. A final budget revision request was submitted to DPI prior to

July 31, 2021, and we are waiting for the generation of the official subaward letter by DPI. 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 statutes establishing the ECF Program, it was decided to “test eligibility” by applying for funding to support a maximum of \$400 per laptop for 110 laptops. If successful, the laptops will be equitably available to any eligible member public libraries within LEAN WI 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 available 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.

Report from Local & State Advocacy Consultant Kris Adams Wendt

- WLA Library Development & Legislation (LD&L) Committee will meet virtually on September 24. New WLA Executive Director Laura Sauer was welcomed to the table in July and has been accompanying WLA Government Relations Advisor on capitol visits. LD&L is elated that increased association visibility at the capitol during the budget process has encouraged legislators to contact WLA when approached by local government officials with questions about library funding and Chapter 43. Such inquiries provide an opportunity for WLA LD&L to connect the parties involved with the appropriate library system and local librarians, as well as DPI consultants as needed.
- A library school student has joined LD&L as volunteer coordinator of the Libraries Transform poster project. The collection of legislator posters from the state senate and assembly districts overlaying WVLS counties on display at the WVLS office will be updated to reflect 2020 changes to legislators serving SD12, AD35 and AD 69.
- **Library Legislative Day** will be held February 8, 2022 at the Madison Concourse Hotel.

Library Advisory Committee (Exhibit 12): Matczak drew the board’s attention to the agenda and minutes of the August 18 LAC meeting which detail LAC member discussion following a survey on technology needs.

COLAND (Exhibit 13): Klingbeil drew the board’s attention to highlights from the September 10 COLAND virtual meeting during which members were introduced to State Superintendent of Public Instruction Jill Underly, Assistant State Superintendent of the Division for Libraries and Technology Tessa Michaelson Schmidt and DPI Policy Initiatives Advisor Dee Pettack from the Legislative and Policy Outreach Team.

Paul Knuth joined the meeting at 10:28 AM

V-CAT (Exhibit 14): In addition to the information provided on pages 5-7 of Exhibit 11, the board's attention was directed to a letter to the MCPL Board of Trustees from WVLS ILS Administrator Katie Zimmerman and WVLS ILS Support Specialist Rachel Metzler (Exhibit 14) providing additional context in response to statements made under the leadership of the former MCPL Director about V-Cat cataloging processes and projects.

2022 MCPL/WVLS RESOURCE LIBRARY AGREEMENT - draft (Exhibit 15): **Sepnafski** noted that the only change, aside from updating 2021 to 2022 wherever it appears, is on page 3 where the statements regarding MCPL and WVLS reserving the right to lease space now both read "on a semi-annual basis." The agreement has been approved by the MCPL Board.

Pechura/Otten motion to approve the 2022 MCPL/WVLS Resource Library Agreement as presented. All aye. Motion carried.

2022 HEALTH INSURANCE (Exhibit 16): **Sepnafski** walked the board through the 2022 health insurance cost comparison document shared as Exhibit 16. WVLS offers the traditional option for health insurance to employees and contributes the maximum amounts allowed by the Department of Employee Trust Funds to employees' premiums (i.e., 88% of the average cost of available Tier ONE plans).

Sweeney/Backus motion to approve the maximum WVLS contribution allowed toward WVLS employee health insurance. All aye. Motion carried.

2022 WVLS SYSTEM PLAN – draft (Exhibit 17): **Sepnafski** introduced the 2022 WVLS System Plan, which was endorsed by the Library Advisory Committee and to which no changes have been made since the Board's first examination on August 21.

Pechura/Knuth motion to approve the 2022 WVLS System Plan. All aye. Motion Carried.

2022 WVLS BUDGET – draft (Exhibit 18): **Sepnafski** presented the 2022 WVLS budget for final approval after noting several adjustments since the August 21 meeting reflected in Exhibit 18.

Sweeney/Olszewski motion to approve the 2022 WVLS Budget. All aye. Motion carried.

2023 WVLS TECHNOLOGY PLANNING GUIDE – draft (Exhibit 19): **Klingbeil** presented the final draft of the 2023 WVLS Technology Planning Guide, noting the cost summary on pages 4-6.

Grunseth/Peterson motion to approve the 2023 WVLS Technology Planning Guide as presented. All aye. Motion carried.

2021-2023 V-CAT STRATEGIC PLAN – draft (Exhibit 20): **Sepnafski** noted the plan developed by **Katie Zimmermann** was reviewed at the September V-Cat meeting and lays out the core expectations and priorities into 2023.

Backus/Sweeney motion to approve the 2021-2023 V-Cat Strategic Plan as presented. All aye. Motion carried.

WVLS RESERVE FUND POLICY – draft (Exhibit 21): **Sepnafski** drew the board's attention to Exhibit 21 detailing the WVLS Reserve Fund Policy guidelines drafted at the recommendation of Kerber Rose S.C. The purpose of the policy is to define and set goals for reserve funds, and to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The WVLS has two operational reserve funds; and oversee and manage an ILS reserve fund on behalf of ILS consortium members, and a LEAN WI reserve fund on behalf of a technology partnership between WVLS and other systems. Following a review by LEAN WI partners and Kerber Rose S.C., the draft policy will be presented to the WVLS Board in November.

MOU-SCLS and LEAN WI DIGITIZATION STORAGE COLLABORATION (Exhibit 22): **Klingbeil** presented a memorandum of understanding between South Central Library System (SCLS) and LEAN WI (which includes WVLS, Northern Waters Library Service and IFLS Library System) regarding the

technology collaboration project described in the Wisconsin Public Library System Backup and Digitization Storage Collaboration.

Otten/Pechura motion to retroactively accept the documents reproduced as Exhibit 22 which were signed by representatives of the LEAN WI Partnership and SCLS on June 4, 2021. All aye. Motion carried.

LIVING LIBRARIES PROJECT DISCUSSION: Knuth shared his interest in the Living Libraries project about which more information is found at <https://www.livinglibraries.uk/blog/what-is-living-libraries>. The project uses oral history interviews to explore people's memories and experiences of public libraries, to find out why and how often people go to them, what people do in and get from them, what people love and hate about the ways they've changed over the past decade or so. Discussion ensued.

CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: Bobrofsky thanked board members for their preparation ahead of this meeting which enabled the group to efficiently cover the detailed planning documents and agenda items discussed and approved. He also delivered a reminder about WLA Annual Conference for which early bird registration rates are available through October 25. Sweeney promoted the Central Wisconsin Book Festival, an initiative of the Marathon County Public Library working together with Portage County Public Library and McMillan Memorial Library of Wisconsin Rapids.

REQUEST FOR FUTURE AGENDA ITEMS:

Next meeting date: November 20.

ADJOURNMENT: Grunseth/Pechura motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:30 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder



December 8, 2021

Marathon County Public Library
Board of Trustees
300 N First Street
Wausau WI 54403

Progress Athens
Attention: Tracy Westfall
Care of: Village of Athens
PO Box 220
221 Caroline Street
Athens WI 54411

To Whom It May Concern:

We, the Marathon County Public Library Board of Trustees, acknowledge the Village of Athens and Progress Athens in their efforts to secure funding to purchase and renovate the former US Bank building located at 203 Alfred Street. We are open to the possibility of relocating our Athens Branch of the Marathon County Public Library to this new building should the project become fully funded and renovations appropriately meet the needs of the library branch.

While further discussions and arrangements need to be made with the library in this initiative, we find the prospect a worthwhile endeavor and are hopeful that the project will help us and other local services to better support the Athens community.

Sincerely,

Sharon Hunter
Marathon County Public Library Board President

MARATHON COUNTY PUBLIC LIBRARY TRUSTEE ESSENTIALS

MONTH	TRUSTEE ESSENTIALS	TRUSTEE
JANUARY	1. Trustee Job Description 2. Who Runs the Library?	
FEBRUARY	3. Bylaws-Organizing the Board for Effective Action 10. Developing Essential Library Policies	
MARCH	4. Effective Board Meetings and Trustees Participation 13. Library Advocacy	
APRIL	5. Hiring a Library Director 6. Evaluating the Director 19. Library Director Certification	
MAY	7. Library Board and Library Personnel 18. Library Board Appointments and Composition 24. Library Friends and Library Foundations	
JUNE	8. Developing the Library Budget 9. Managing the Library's Money	
JULY	11. Planning for the Library's Future 12. Library Standards	
AUGUST	14. The Library Board and the Open Meetings Law 15. The Library Board and the Public Records Law	
SEPTEMBER	16. Ethics and Conflict of Interest Laws Applying to Trustees	
OCTOBER	17. Membership in the Library System	
NOVEMBER	20. The Library Board and Building Accessibility 21. The Library Board and Accessible Services	
DECEMBER	22. Freedom of Expression and Inquiry 23. Dealing with Challenges to Materials & Policies	

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_____