



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Tuesday, January 18, 2022 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/654722677> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 654-722-677.**

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. (15 minutes) **COVID-19 Update – For Discussion and Possible Action**
8. (10 minutes) **Library Trustee Essentials Review 1 & 2 – For Discussion and Informational Purposes Only**
9. (10 minutes) **Library Service Highlight: Collection Development – For Discussion and Informational Purposes Only**
10. **Request for Future Agenda Items**

11. **Next Meeting Dates**
- Monday 02/21/2022
 - Monday 03/21/2022
 - Monday 04/18/2022
 - Monday 05/16/2022
12. **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."

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: January 11, 2022
EMAILED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

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

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

Excused: Dino Corvino (technical problems -unable to connect remotely), Michelle Van Krey

Others: Heather Wilde, Stephanie Martell, David Hahn, Alexander Johnson, Josh Klingbeil, 6 remote visitors

The meeting was called to order at 12:11 p.m. by Sharon Hunter.

Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 15, 2021 MEETING. MOTION CARRIED.

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

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY GARY BAESTROM TO APPROVE THE BOARD OF TRUSTEE, INTERDEPARTMENTAL MOU TASKFORCE MINUTES FROM THE NOVEMBER 15, 2021 MEETING. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

Director's Report – Presented in the Board packet with additional details provided by Director Leah Giordano

- Witmer Furniture President, Kevin Schlinkmann is hoping to ship the Friends sale shelving and the art ledges to MCPL by year end. Witmer furniture is also rebuilding the newspaper racks at no additional costs due to the ongoing problems with the shelving.
- The sorter is showing signs of aging and a new machine may be required in the near future. The hope is that only the internal parts will need to be replaced. MCPL will likely need to get quotes soon to evaluate how to proceed.
- The aquarium issue is currently in a hold pattern and being watched for further issues.
- MCPL has an agreement with the Village of Marathon City and should be receiving a signed copy soon. This will complete the lease agreements for the next five years.

Board Committees –

- Personnel committee report presented by Scott Winch and Sharon Hunter- the 2022 MCPL Library Director Goals were distributed to trustees. The five goals are trustee onboarding, updating the MOUs with the county, developing a capital improvement project policy, professional development and reviewing the personnel assessment that was conducted at the time of hire. These goals will be reviewed at the monthly agenda meetings between the director and the board president and quarterly at the trustee meetings.
- The nominating committee will follow up when terms expire.

Friends of the Library – The Friends of the Library had their annual Christmas party and everything is going well with their current system of monthly member sales and quarterly larger sales.

MCPL Foundation – None

Wisconsin Valley Library Service – Kari Sweeney shared the highlights from the WVLS November meeting:

- MCPL and WVLS IT teams are working together to see if systems can be streamlined to reduce costs.
- WVLS is working with libraries to have the Aspen Discovery layer of the catalog fully functioning in February, 2022. This will offer patrons an improved and more customized experience.
- The 2022 Wild Winter Wisconsin Web Conference is January 26th and 27th. This is an online statewide conference led by WVLS's Jamie Matczak and registration is now open.

Health Department Update - Director Giordano talked with Russell Mech who recommended no changes, but encouraged carefully following current procedures due to the latest critically high COVID- 19 numbers.

Athens New Building Letter of Interest – Progress Athens and the Village of Athens are currently in the fundraising stage and may have made an offer on the bank building that hinges on the fundraising success.

A MOTION WAS MADE BY GARY BAESTROM; SECONDED BY SCOTT WINCH TO APPROVE AND SEND THE LETTER OF INTEREST. MOTION CARRIED.

WVLS Expectations Update - Leah Giordano met with Marla Sepnafski about the WVLS expectations from the MCPL board. Marla has agreed these expectations are reasonable and achievable. She will attend the MCPL trustee board meetings quarterly in March, June, September and December to discuss how WVLS is meeting these expectations.

Library Trustee Essentials Review and Public Library Trustee Ethics Statement – The board has decided to review and sign the Public Library Trustee Ethics Statement annually and to discuss the Marathon County Public Library Trustee Essentials according to the monthly schedule presented by Sharon Hunter.

Nominating Committee – The nominating committee submitted Sharon Hunter as President and Kari Sweeney as Vice President.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO CLOSE THE NOMINATIONS AND ACCEPT THE RECOMMENDATIONS AS PRESENTED WITH SHARON HUNTER AS PRESIDENT AND KARI SWEENEY AS VICE PRESIDENT. MOTION CARRIED.

Library Service Highlight: Social Media and Marketing – Dan Richter, MCPL’s Marketing Specialist, shared what is involved in the library’s marketing process. Library staff draft press releases on events for newspapers, Facebook, Twitter and Instagram. Staff also write blogs about relevant issues and book reviews that are shared on MCPL social media or on Goodreads. Grab and go projects are shared on Pinterest with links to where the ideas originated. YouTube has grown significantly over the last year from less than 100 to over 500 followers. As the Marketing Specialist, Dan is always looking for new ways to promote the library.

Announcements – Due to Martin Luther King Day on January 17th, the next meeting will be held on Tuesday, January 18, 2022.

Request for Future Agenda Items – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BAESTROM TO ADJOURN THE MEETING AT 12:52 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 18, 2022.

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

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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066591110	SALARIES-PERMANENT-REGULAR FT KERR, NANCY E	569.67
	SALARIES-PERMANENT-REGULAR FT	569.67
101 000000000066592141	INTERNET SERVICE CHARTER COMMUNICATIONS TIME WARNER CABLE	283.73 719.82
	INTERNET SERVICE	1,003.55
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	35.80
	CONTRACT SERV-DEBT COLLECTIONS	35.80
101 000000000066592250	TELEPHONE FRONTIER	595.38
	TELEPHONE	595.38
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	2,807.91
	SUNDRY CONTR SERV-JACKETS LIBR	2,807.91
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	799.12
	SUNDRY CONTR SERV-PROC AV LIBR	799.12
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY GREY HOUSE PUBLISHING INC ROCKFORD MAP PUBLISHERS INC AMAZON CAPITAL SERVICES	32,111.17 643.00 74.70 6,428.19
	BOOKS LIBRARY	39,257.06
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	6,316.62 491.99 1,395.22
	AUDIO-VISUAL MATERIALS	8,203.83
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL EBSCO INFORMATION SERVICES	197.84
	SUBSCRIPTIONS NEWSPAPER/PERDCL	197.84
101 000000000066593240	MEMBERSHIP DUES DEPT OF PUBLIC INSTRUCTION	200.00
	MEMBERSHIP DUES	200.00

Bills for Approval

Period 12

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	IROW INDUSTRIAL RECYCLERS	32.00
	AMAZON CAPITAL SERVICES	281.36
	LIBRARY OPERATING SUPPLIES	313.36
101 000000000066595320	BUILDING/OFFICES RENT	
	EDGAR, VILLAGE	1,118.97
	WI PUBLIC SERVICE CO	535.90
	VILLAGE OF MARATHON CITY	448.63
	BUILDING/OFFICES RENT	2,103.50
	LIBRARY 665 TOTAL:	56,087.02

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
TANK MATES LLC	917.00
AMAZON CAPITAL SERVICES	402.73
BOOKS LIBRARY	1,319.73
LIBRARY GIFTS 667 TOTAL:	1,319.73
Report Total:	<u><u>57,406.75</u></u>

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 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	29,240.07		407,977.48	407,977.48	149,816.52	73.1
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	59,989.10		701,800.48	701,800.48	46,977.52	93.7
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	41,209.88		567,029.70	567,029.70	118,937.30	82.7
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	9,239.99		119,320.09	119,320.09	35,059.91	77.3
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	7,913.43		102,864.52	102,864.52	21,083.48	83.0
Act 1540 HOSPITAL/HEALTH INSURANC	494,803.00			416,303.28	416,303.28	78,499.72	84.1
Act 1541 DENTAL INSURANCE	10,654.00			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		23,232.00	23,232.00	7,344.00	76.0
Act 1550 LIFE INSURANCE	1,128.00	29.69		390.93	390.93	737.07	34.7
Act 1560 WORKERS COMPENSATION PAY	1,039.00	74.46		638.13	638.13	400.87	61.4
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	129.98		1,652.58	1,652.58	365.42	81.9

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	149,422.60		2,350,404.89	2,350,404.89	493,104.11	82.7
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,300.00					1,300.00	
Act 2141 INTERNET SERVICE	25,500.00	1,003.55		18,119.56	18,119.56	7,380.44	71.1
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	35.80		644.40	644.40	355.60	64.4
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	1,174.36		7,799.29	7,799.29	700.71	91.8
Act 2433 MAINTENANCE CONTRACTS	11,000.00			6,324.00	6,324.00	4,676.00	57.5
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00	225.75		4,334.40	4,334.40	4,665.60	48.2
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			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	4,131.68		22,334.95	22,334.95	334.95-	****
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	912.58		5,811.98	5,811.98	2,188.02	72.7
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			884.51	884.51	2,765.49	24.2
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 12 ending December 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	512.65		9,433.04	9,433.04	1,433.04	****
Act 3161 BOOKS LIBRARY	274,250.00	55,609.01		254,254.86	254,254.86	19,995.14	92.7
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	9,721.90		56,004.82	56,004.82	3,995.18	93.3
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	197.84		15,250.82	15,250.82	2,749.18	84.7
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			35,818.05	35,818.05	10,818.05	****
Act 3240 MEMBERSHIP DUES		200.00		463.00	463.00	463.00	-
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			658.72	658.72	3,341.28	16.5
Act 3260 ADVERTISING	4,000.00			136.71	136.71	3,863.29	3.4
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	36.96		371.34	371.34	3,628.66	9.3
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	2,000.00			1,752.16	1,752.16	247.84	87.6
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	400.61		42,606.36	42,606.36	14,606.36	****
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU				5,823.00	5,823.00	5,823.00	-
Act 5151 BUILDING & CONTENTS INSU				8,061.00	8,061.00	8,061.00	-
Act 5190 OTHER INSURANCE	32,500.00			18,606.00	18,606.00	13,894.00	57.3
Act 5320 BUILDING/OFFICES RENT	55,000.00	6,708.35		60,145.13	60,145.13	5,145.13	****
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	80,871.04		720,843.20	720,843.20	48,256.80	93.7
Or2 665 LIBRARY	3,612,609.00	230,293.64		3,071,248.09	3,071,248.09	541,360.91	85.0

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 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	230,293.64		3,113,127.53	3,113,127.53	541,634.47	85.2

Sub 101 GENERAL FUND	3,654,762.00	230,293.64		3,113,127.53	3,113,127.53	541,634.47	85.2

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 12 ending December 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	1,712.20		181,190.82	181,190.82	33,317.82-****	

Or2 667 LIBRARY GIFTS	147,873.00	1,712.20		181,190.82	181,190.82	33,317.82-****	

Agy 0870 LIBRARY	147,873.00	1,712.20		181,190.82	181,190.82	33,317.82-****	

Sub 252 LIBRARY GIFTS	147,873.00	1,712.20		181,190.82	181,190.82	33,317.82-****	

Report Final Totals	3,802,635.00	232,005.84		3,294,318.35	3,294,318.35	508,316.65	86.6
=====							

GL787 LIB 21 MAINT OBL VS BUDGET SM2 Report Format 511

Period 12 ending December 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		330.00	330.00	90.00	78.6
Act 2210 WATER/SEWER	40,000.00			42,975.87	42,975.87	2,975.87	****
Act 2220 ELECTRIC	37,000.00	2,721.58		33,719.05	33,719.05	3,280.95	91.1
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,993.56		11,625.92	11,625.92	1,625.92	****
Act 2460 BUILDING SERVICE EQUIP R	3,000.00	97.95		5,574.40	5,574.40	2,574.40	****
Act 2470 BUILDING REPAIRS	1,000.00	142.40		288.25	288.25	711.75	28.8
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	63.15		2,710.57	2,710.57	110.57	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00			7,000.00	7,000.00		****
Act 3460 CLOTHING/UNIFORM	500.00	112.80		500.00	500.00		****
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	67.57		379.85	379.85	120.15	76.0
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	5,229.01		110,654.95	110,654.95	934.95	****
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	5,229.01		110,654.95	110,654.95	934.95	****
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	5,229.01		110,654.95	110,654.95	934.95	****
Sub 101 GENERAL FUND	109,720.00	5,229.01		110,654.95	110,654.95	934.95	****
Report Final Totals	109,720.00	5,229.01		110,654.95	110,654.95	934.95	****

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of December 2021

Branch	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE	2020 YEAR-to-DATE	2021 YEAR-to-DATE	% CHANGE
ATHENS	711	1,349	89.73%	9,944	11,810	18.77%
EDGAR	1,350	1,146	-15.11%	13,709	15,655	14.20%
HATLEY	1,438	1,402	-2.50%	16,359	17,597	7.57%
MARATHON	1,925	2,156	12.00%	19,572	25,610	30.85%
MOSINEE	1,731	2,158	24.67%	18,744	25,452	35.79%
ROTHSCHILD	5,303	6,573	23.95%	60,775	78,941	29.89%
SPENCER	695	905	30.22%	10,004	9,425	-5.79%
STRATFORD	997	1,589	59.38%	13,093	18,659	42.51%
WAUSAU	10,851	22,007	102.81%	166,542	237,818	42.80%
WAUSAU DRIVE UP	170	1,997	1074.71%	3,908	14,846	279.89%
HOMEBOUND	1,213	758	-37.51%	12,948	11,197	-13.52%
ILL	130	142	9.23%	827	1,899	129.63%
OVERDRIVE	12,451	12,584	1.07%	154,188	158,137	2.56%
GRAND TOTAL	38,965	54,766	40.55%	500,613	627,046	25.26%

**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

December 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	315	0	315	11,810	2.67%	
EDGAR	0	0	18	0	0	0	0	18	15,655	0.11%	
HATLEY	0	0	0	0	0	0	0	0	17,597	0.00%	
MARATHON	7	0	9	0	0	0	0	16	25,610	0.06%	
MOSINEE	10	0	0	99	0	6	0	115	25,452	0.45%	
ROTHSCHILD	0	0	28	58	0	0	0	86	78,941	0.11%	
SPENCER	467	0	0	0	0	12	12	491	9,425	5.21%	
STRATFORD	3	0	0	0	0	0	34	37	18,659	0.20%	
WAUSAU	128	0	1,814	536	0	101	75	2,654	237,818	1.12%	
WAUSAU DRIVE UP	0	0	159	0	0	0	0	159	14,846	1.07%	
MISC*									171,233		
TOTAL MCPL	615	0	2,028	693	0	434	121	3,891	627,046	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 December 2021

	2020 CURRENT MONTH	2021 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,081	65,032	1.48%
RESIDENT CHILD	8,749	8,200	-6.28%
HOMEBOUND	178	166	-6.74%
STAFF	66	62	-6.06%
TEMPORARY	466	465	-0.21%
TOTAL FOR MARATHON COUNTY	73,540	73,925	0.52%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,864	2,918	1.89%
CHILD	228	209	-8.33%
TEMPORARY	24	24	0.00%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,116	3,151	1.12%
INTERLIBRARY LOAN			
ILL	423	402	-4.96%
GRAND TOTAL	77,079	77,478	0.52%

Marathon County Public Library

Director Report

January 2022

December Highlights

Aspen Discovery

Aspen is a full-featured Discovery System that WVLS has subscribed to for use by all member libraries. Available to patrons in January 2022, it integrates with eContent and other third-party providers, giving our patrons comprehensive access to all of our materials in one place. Aspen combines our library catalog with e-content, digital archives, and enrichment from all major third-party providers. It also improves relevancy and ease of use, provides native reading recommendations, displays all formats of titles within one result (FRBR), and much more. Aspen was implemented to give users an improved experience over other Discovery systems with less impact on library budgets.



Youth Services

The Youth Services team continued to film virtual story times and plan grab and go activities for 2022. Elizabeth Lutz visited John Muir Middle School and worked with three students in an afterschool program called G2M. They did a “book tasting” where they read the beginnings of a few middle-grade novels and then discussed them. Taylor and Rose made a socially distant passive program/display featuring a cut-out of a macaroni penguin and an emperor penguin. Kids (and parents) can measure themselves to see how tall they are in comparison to the two penguins. Two new “if you liked this, try this” booklists were created for the teen area.

New Shelving Update

In late May, an order was placed with Witmer Furniture to create custom wood shelving for our ongoing Friends sale. This shelving is to be installed in the area next to the circulation desk where our previous metal shelving was. At the same time, an order to create art ledges for our

circulating art collection was placed as well. These ledges will be installed on walls spanning the second floor computer lab across from the adult reference desk. Due to staffing and supply chain issues, construction was delayed by several months. Finally, due to recurring issues with our newspaper display units in the past year, Witmer has also offered to manufacture replacement units for us. I am pleased to report that a recent update suggests that delivery of all of these items could arrive as early as January 12th.

Notary Services

Instituted in September, notary services are now available at MCPL Wausau. After several patron requests, adult librarian Julie Kinney took steps to become a certified Wisconsin Notary Public. Common items that need notarizing include immigration papers, auto titling forms, stock exchanges, wills and end of life directives. While we can notarize nearly anything, the most common documents are wills and end of life directives. Our service is available on a walk-in basis, but we are happy to take appointments as well. There is no cost for the service at MCPL.



Branches

Grab and Go craft kits continue to be popular at all locations. In December, we collectively handed out 270 fine motor ocean craft kits for kids and 85 "I Love Books" wooden heart craft kits for adults. Virtual book club continues at many locations. Additionally, artwork from the Mosinee Elementary School is currently on display at the Mosinee branch. Branch staff participated in the Aspen patron experience training. Some branches continue to have connectivity issues with Sierra, but MCPL, WVLS, and Marathon County are working on a long term solution. An "offline" Sierra program is being installed on branch computers which will help staff members complete circulation tasks if Sierra is not connecting. Spencer and Stratford both finished inventory of their entire collection. 2021 Wisconsin tax forms have arrived at some locations. Erica Petersen, the new Athens Branch Coordinator, started on December 27th. Wi-Fi antennas were installed in Mosinee and Stratford to extend Wi-Fi access to more of the community.

Library Services Statistics & Activities

News

- Inventory: Edgar: Juvenile Seasonal DVD, Juvenile Seasonal Book, Juvenile Seasonal Other
Marathon: Juvenile Board Books Spencer: Juvenile Favorites, Juvenile New Fiction, Young Adult Non-Fiction New, Spencer Young Adult Graphic Novels, Young Adult Non-Fiction, New Juvenile Board Books, New Juvenile Easy Readers, New Juvenile Picture and Adult Oversize Stratford: Juvenile Biographies, Juvenile Favorites, Juvenile Series, Juvenile Easy Readers, Adult Reference, Adult Graphic Novels and Adult Large Print Non-Fiction
- Proctoring: 1 Proctor
- Notary: 13 Notary Appointments
- Tara attended virtual WVLS YS Annual Workshop
- Julie attended a webinar on censorship
- Elizabeth and Julie hosted the Wausau Boys and Girls club for a library tour
- Staff attended Aspen Discovery training

Events and Programs*

Youth Events

- Story Times
 - Nov. 30: Virtual Story Time – 24 total views on YouTube
 - Dec. 6: Live Virtual Head Start Story Time—88
 - Dec. 7: Virtual Story Time – 31 total views on YouTube
 - Dec. 14: Virtual Story Time—29 total views on YouTube
 - Dec. 21: Virtual Story Time—15 total views on YouTube
 - Dec. 28: Virtual Story Time—11 total views on YouTube
- Other Programs
 - Dec. 1-31: Grab and Go Fine Motor Ocean—314
 - Number of December Youth Services programs – 7
 - Total attendance for December Youth Services programs – 512

Adult & All Ages Events

- All Month: Little Treasures Grab and Go “Wooden Hearts” – 120 kits distributed at MCPL Wausau
- Dec. 6: Extension Marathon County Virtual Gardening: December Plants – 26 live viewers
- Dec. 9: Marathon County Historical Society History Chats: The Story of Logjam – 19 live viewers
- Dec. 13: Extension Marathon County Virtual Gardening: December Plants – 9 live viewers
- Dec. 16: Marathon County Historical Society History Chats: Before the Historical Society – 10 live viewers
- Dec. 23: Marathon County Historical Society History Chats: The Good Ol’ Days – 14 live viewers
- Dec. 30: Marathon County Historical Society History Chats: Looking Ahead to 2022
 - Number of December programs – 7
 - Total participation/attendance – 211

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,389 likes/follows (+5)
- Twitter: 1,236 followers (+6)
- Pinterest: 973 followers (+1)
- Goodreads: 302 friends (+2); 1,372 reviews (+7)
- Instagram: 974 followers (+4)
- YouTube: 512 subscribers (+63)

Hot Happenings in the River District (email newsletter)

- December 1- Grab & Go Craft for Adults-“I Love Books” Wooden Heart Pendant
- December 8- Virtual Gardening: Caring for Common December Plants
- December 15- Grab & Go Craft for Adults-“I Love Books” Wooden Heart Pendant

WAOW Channel 9

- December 3- Marathon County Public Library offering take home craft kits for kids (Library Services, Dan Richter)
https://www.waow.com/news/top-stories/marathon-county-public-library-offering-take-home-craft-kits-for-kids/article_5c00e1c6-53d7-11ec-8a39-83613dcca537.html

City Pages

- December 2- Big Guide- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Virtual Gardening-Care for Common December Plants, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-Magic!, Family Story Time-Socks!, Family Story Time-Winter Wishes!, Family Story Time-All Things New!; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Edgar: Book Club-“Mr. Dickens and His Carol;” Hatley: Book Club-“A Week in Winter;” Marathon City: Book Club-“Echo Mountain;” Mosinee: Virtual Book Club-“The Snow Child;” Stratford: Book Club-“The Rose Code”
- December 9- Big Guide- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Virtual Gardening-Care for Common December Plants, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-Socks!, Family Story Time-Winter Wishes!, Family Story Time-All Things New!; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Edgar: Book Club-“Mr. Dickens and His Carol;” Hatley: Book Club-“A Week in Winter;” Marathon City: Book Club-“Echo Mountain;” Mosinee: Virtual Book Club-“The Snow Child;” Stratford: Book Club-“The Rose Code”
- December 16- Big Guide- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Virtual Gardening-Care for Common December Plants, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-Winter Wishes!, Family Story Time-All Things New!; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Mosinee: Virtual Book Club-“The Snow Child”
- December 23- Big Guide- Big Guide- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-All Things New!; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel”
- December 30- Big Guide- Big Guide- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Big Guide- Big Guide- All Locations: Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Kids-Fine Motor Aquarium, Grab & Go Craft for Kids- Teleidoscope; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel, Book-of-the-Month Club-“A Year in the

Wilderness;" Hatley: Book Club-"Little House in the Big Woods;" Marathon City: Book Club-"The Road;" Mosinee: Virtual Book Club-"The Children's Blizzard;"

Mosinee Times

- December 23- Featured reading for the Marathon County Public Library December Book Clubs- Athens: Book-of-the-Month Club-"Christmas at the Island Hotel;" Edgar: Book Club-"Mr. Dickens and His Carol;" Hatley: Book Club-"A Week in Winter;" Marathon City: Book Club-"Echo Mountain;" Mosinee: Virtual Book Club-"The Snow Child;" Stratford: Book Club-"The Rose Code" MCPL Youth Events- All Locations: Family Story Time-All Things New!
- December 30- MCPL Book Clubs, January 2022- Wausau: True Crime Book Club-"Killers of the Flower Moon;" Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Hatley: "Little House in the Big Woods;" Marathon City: "The Road;" Mosinee: Virtual Book Club-"The Winemaker's Wife;" Stratford: Virtual Book Club-"The Children's Blizzard"

Record Review

- December 1- All Locations: Grab & Go Craft for Kids-Fine Motor Aquarium; Athens: Book-of-the-Month Club-"Christmas at the Island Hotel;" Edgar: LENA Start; Marathon City: Book Club-"Echo Mountain;" Stratford: Book Club-"The Rose Code"
- December 8- All Locations: History Chats-The Story of LogJam, History Chats-The Early Years of the Historical Museum, History Chats-Before the Historical Society, History Chats-Looking Ahead to 2022, Grab & Go Craft for Kids-Fine Motor Aquarium; Athens: Book-of-the-Month Club-"Christmas at the Island Hotel;" Marathon City: Grab & Go Craft for Kids-Fine Motor Aquarium, Book Club-"Echo Mountain;" Stratford: Book Club-"The Rose Code"
- December 15- All Locations: Grab & Go Craft for Kids-Fine Motor Aquarium, History Chats-The Early Years of the Historical Museum, History Chats-Before the Historical Society, History Chats-Looking Ahead to 2022; Athens: Grab & Go Craft for Kids-Fine Motor Aquarium, Book-of-the-Month Club-"Christmas at the Island Hotel;" Marathon City: Grab & Go Craft for Kids-Fine Motor Aquarium
- December 22- Library chief will seek ideas of patrons (Library Director, Leah Giordano); All Locations: Grab & Go Craft for Kids-Fine Motor Aquarium, History Chats-Before the Historical Society, History Chats-Looking Ahead to 2022; Wausau: "Foxconned" with Lawrence Tabak; Athens: Book-of-the-Month Club-"Christmas at the Island Hotel;" Marathon City: Book Club - "The Road"
- December 29- All Locations: Youth Poetry Contest, History Chats-Looking Ahead to 2022, Grab & Go Craft for Kids-Teleidoscope; Wausau: "Foxconned" with Lawrence Tabak; Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Edgar: Youth Poetry Contest; Marathon City: Book Club-"The Road," Grab & Go Craft for Kids-Teleidoscope

Wausau Pilot & Review

- December 11- Library Friends gear up for next book sale
<https://wausaupilotandreview.com/2021/12/11/library-friends-gear-up-for-next-book-sale>
- December 23- Marathon County Public Library book clubs, January 2022- Wausau: True Crime Book Club-"Killers of the Flower Moon;" Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Hatley: "Little House in the Big Woods;" Marathon City: "The Road;" Mosinee: Virtual Book Club-"The Winemaker's Wife;" Stratford: Virtual Book Club-"The Children's Blizzard"
<https://wausaupilotandreview.com/2021/12/23/marathon-county-public-library-book-clubs-january-2022>

Wausau Times/Buyers Guide

- December 1- Show your love of literature with wooden heart pendant this December; Keep your plants alive with helpful virtual gardening class; Marathon County Public Library names new director
- December 8- Out & About- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Virtual Gardening-Care for Common December Plants, Grab & Go Craft for Kids-Fine Motor Aquarium; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Edgar: Book Club-“Mr. Dickens and His Carol;” Hatley: Book Club-“A Week in Winter;” Marathon City: Book Club-“Echo Mountain;” Stratford: Book Club-“The Rose Code”
- December 15- MCPL Book Clubs, December 2021- Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Edgar: Book Club-“Mr. Dickens and His Carol;” Hatley: Book Club-“A Week in Winter;” Marathon City: Book Club-“Echo Mountain;” Mosinee: Virtual Book Club-“The Snow Child;” Stratford: Book Club-“The Rose Code”
Out & About- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-Winter Wishes!; Wausau: Friends of MCPL Members-Only Book Club; Athens: Book-of-the-Month Club-“Christmas at the Island Hotel;” Mosinee: Virtual Book Club-“The Snow Child;”
- December 22- Out & About- All Locations: Grab & Go Craft for Adults-Wooden Heart Pendant, Grab & Go Craft for Kids-Fine Motor Aquarium, Family Story Time-All Things New!

Materials

- Youth

	2021 Annual Budget	*Rollover from 2020	Monthly Allotment	Free Balance	Spent as of 01/03/2022	% Spent
Juvenile Audiobooks	\$8,400.00	\$905.40	\$700.00	-\$3.97	\$8,403.97	100%
Juvenile CDs	\$588.00	\$16.96	\$49.00	\$7.41	\$580.59	99%
Juvenile DVDs	\$9,485.00	\$445.76	\$790.42	-\$0.25	\$9,485.25	100%
Juvenile Video Games	\$2,230.00	\$0.00	\$185.83	\$0.42	\$2,229.58	100%
Young Adult Audio Books	\$2,250.00	\$163.79	\$187.50	\$2.73	\$2,247.27	100%
Youth AV Subtotal	\$22,953.00	\$1,531.91	\$1,912.75	\$6.34	\$22,946.66	100%
Juvenile Fiction	\$20,500.00	\$381.78	\$1,708.33	-\$0.92	\$20,500.92	100%
Juvenile NonFiction	\$30,905.00	\$1,161.47	\$2,575.42	-\$0.34	\$30,905.34	100%
Juvenile Picture Books	\$33,076.00	\$479.79	\$2,756.33	-\$0.76	\$33,076.76	100%
Juvenile Spanish	\$2,000.00	\$51.90	\$166.67	\$0.59	\$1,999.41	100%
Juvenile Standing Order Print	\$7,090.00	\$987.72	\$590.83	\$1,385.97	\$5,704.03	80%
Young Adult Fiction	\$10,000.00	\$165.66	\$833.33	\$0.00	\$10,000.00	100%
Young Adult Graphic Novels	\$3,750.00	\$593.50	\$312.50	-\$0.88	\$3,750.88	100%
Young Adult NonFiction	\$3,976.00	\$557.00	\$331.33	\$0.00	\$3,976.00	100%
Youth Print Subtotal	\$111,297.00	\$4,378.82	\$9,274.75	\$1,383.66	\$109,913.34	99%
Youth Services TOTAL	\$134,250.00	\$5,910.73	\$11,187.50	\$1,390.00	\$132,860.00	99%

- Adult

	2021 Annual Budget	Final Allocation 2021	Monthly Allotment	Free Balance	Spent as of 12/30/2021	% Spent
Adult Audiobooks	\$12,000.00	\$12,335.00	\$1,090.91	\$5.13	\$11,994.87	99.96%
Adult Music CD	\$7,500.00	\$5,590.00	\$681.82	-\$1.34	\$7,501.34	100.02%
Adult DVD	\$26,000.00	\$20,450.00	\$2,363.64	\$3.49	\$25,996.51	99.99%
Adult Video Games	\$1,500.00	\$1,535.00	\$136.36	\$6.26	\$1,493.74	99.58%
Adult AV Subtotal	\$47,000.00	\$39,910.00	\$4,272.73	\$13.54	\$46,986.46	99.97%
Adult Paperbacks	\$1,875.00	\$1,965.00	\$170.45	-\$1.20	\$1,876.20	100.06%
Adult Paperbacks S.O.	\$3,714.00	\$2,264.00	N/A	\$0.00	\$3,714.00	100.00%
Adult Fiction	\$45,000.00	\$50,935.00	\$4,090.91	-\$0.72	\$45,000.72	100.00%
Adult LT Fiction	\$7,200.00	\$7,910.00	\$654.55	\$4.09	\$7,195.91	99.94%
Adult LT S.O.	\$15,300.00	\$11,630.00	\$1,390.91	\$2.70	\$15,297.30	99.98%
Adult Non-fiction	\$65,696.00	\$71,706.00	\$5,972.36	-\$1.16	\$65,697.16	100.00%
Adult Non-fiction S.O.	\$2,715.00	\$2,080.00	N/A	\$37.29	\$2,677.71	98.63%
Adult Biographies	\$10,000.00	\$10,030.00	\$909.09	\$1.56	\$9,998.44	99.98%
Adult Spanish	\$750.00	\$800.00	\$68.18	\$8.74	\$741.26	98.83%
Adult Hmong	\$750.00	\$770.00	\$68.18	-\$1.20	\$751.20	100.16%
Adult Print Subtotal	\$153,000.00	\$160,090.00	\$13,909.09	\$50.10	\$152,949.90	99.97%
Adult Services TOTAL	\$200,000.00	\$200,000.00	\$18,181.82	\$63.64	\$199,936.36	99.97%

Support Services Statistics & Activities

Circulation Team

- New library card applications processed by the Circulation Team: 87
- Circulation totals for Wausau First Floor: 22,007
- Laura D processed 142 Interlibrary loan requests
- Ashley H and Paula L checked out 758 items for our home bound patrons
- The team held their individual rounding, and annual appraisal with the Support Services Manager
- Kitty attended Team Leads meetings with the Director and/or Support Services Manager on 12/1, 12/8, 12/15, 12/22, and 12/29
- 12/7 and 12/20 Julie K met with Kitty to plan the MLK Day Expo display
- Janice A completed the Gale course, "Intro to Excel"
- Ashley H started ILL processing training with Laura D, has completed a Gale Course, "Stress management", and attended a Ryan Dowd virtual webinar, "Too many bags"
- James B met with Mary S for Parts Missing training on 12/16, and attended a Ryan Dowd virtual

webinar, "Kicked Out" on 12/8.

- Laura D, James B and Kitty R attended the Aspen virtual training webinar on 12/14.
- December Passports News
 - 16 Adult Passport Books
 - 13 Minor Passport Books
 - 1 Both Book and Card

The MCPL Passport team accepted a total of 30 passport applications accepted at \$35.00 ea. and 30 photos were taken at \$10.00 each for a total of \$1,350.00 recorded. We also assisted with 10 renewal applications.

- Circulation policy changes have had a smooth transition.

Support Services Team

- 12/1, 12/8, 12/22, & 12/29: Mary attended Leads meeting with the Director and/or Support Services Manager.
- 12/2 & 12/8: Mary participated in the interview process for the Support Services Library Assistant position.
- 12/7: Chris and Pat attended the V-Cat Bib Committee meeting. Topics discussed:
 - List of questions for possible ILS vendors.
 - Continued work on the Aspen catalog, including an updated method for adding forthcoming fiction titles.
- 12/16: Mary worked with James to clarify steps in the missing pieces process.
- 12/27: New Athens Branch Coordinator, Erica P. visited Support Services and received an overview of what our team does.
- Team members have been covering drive-through shifts until the new full time staff member is hired. We thank Jeff, Kitty, Laura, and Ollie for their assistance.
- We also thank Ashley, James, Laura, and Leah for their assistance in helping open boxes of new materials.
- A list of almost 600 items, set to missing in 2019, was created and searched for by the Wausau and Branch staff. Eight items were found. The remaining items have been removed from the catalog.
- Team members:
 - Have been busy with the year-end deliveries of new materials.
 - Attended the webinar for the new discovery layer product, Aspen.
 - Attended their monthly rounding session and their annual appraisal with the Support Services Manager.
 - Attended the annual Staff Association meeting and luncheon if they were able.
 - Continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Juvenile fiction: C
 - Faded label replacement for Branches: in progress. The DVD cleaning project will resume when the new D/T person starts.
 - Clean Wausau adult DVDs: EAR

Page Team

- Adult Oversize Music collection got its own code, m1amo. Ollie contacted Katie because the code just sent things in transit instead of checking them in, she fixed the issue rapidly. David added code to the sorter.

- Ollie took part in page interviews on 12/1 and 12/15
- The sorter continues to be hit or miss. The e-stop error code seems to be happening with increasing consistency. It was down for most of 12/4 and 12/6.
- On 12/6, 12/13, 12/20 Ollie helped cover the drive through.
- Ollie and Kayla worked on the large missing list of 2019 items. Kayla found eight items.
- Ollie joined COATS 3.0. She attended the launch meeting on 12/14. She is part of the “Launch an Engagement/Social Committee”. They met for the first time on 12/20. They are currently working on coming up with a small survey to gauge employee responses to what sorts of events they would prefer to attend.
- On 12/15 Ollie attached the very last acrylic sign holders in non-fiction.
- Ollie attended weekly Leads meetings.
- Switched over New YA fiction to regular collection.
- Switched over New Adult Non-Fiction to regular collection.
- MCPL had 70 transit bins to process on 12/28 after the long holiday break! A typical Tuesday is about 35-40 bins, so this was a large number.
- The pages assisted Support Services throughout the month in relabeling Juvenile Fiction.
- Ollie came in over the two long weekends to feed the fish.
- Each member of the team attended their monthly rounding session and their annual appraisal with the Support Services Manager
- The page team shelved 25,560 items. These statistics are pulled from the sorter and because the sorter was down for multiple days throughout the month, these numbers are lower than what the team actually accomplished.

Information Technology

- Met with various vendors and tested options for Ticketing Software for IT
- Worked with Nathan Harder of Harder Technologies on Configuration and deployment of outdoor guest WiFi networks at the branches.
 - Edgar: Installed
 - Mosinee: Installed
 - Stratford: Installed
- Designed a replacement and deployment plan for new and incoming technology
- Several projects remain ongoing:
 - Deployment of new naming convention for computers and devices within the MCPL network
 - Continued inventory and logging of technology devices
 - Testing Windows 11 with current MCPL-used software to find any incompatibilities. (Windows 10 will no longer be supported by Microsoft in 2025.)
 - Continued organization of the IT work area and server areas
 - Creating technology tutorials for staff
- Several additional projects are on the horizon:
 - Set up configuration of new Cisco Adaptive Security Appliances (ASA’s) with CCIT to replace end of life devices at the branches and Wausau locations
 - Map the MCPL network and Servers
 - Map and update each branch network
 - Investigate any technology and network upgrades required at the branches
 - Create a printer management plan

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Grab and Go: There were 8 children and 10 adults in Athens that enjoyed the December grab and go crafts.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for December was *Christmas at the Island Hotel* by Jenny Colgan. There were 5 adult participants.

Circulation Statistics

- In December, Athens circulated 1,349 items. In 2021, Athens circulated 11,810 items. This is 18.77% increase from last year.
- Athens had a total of 12 curbside appointments in the month of December.

Library News

- Shahara created Christmas displays for juvenile and adult books.
- Thanksgiving books were sent back to Wausau for storage.

Facilities Updates

- December 11: Library closed due to snowstorm

Edgar Monthly Report

Events and Programs

- Grab n Go crafts, 10 adult, and 21 children kits.
- Home School Huddle had 6 families participating with 40 student packets for the month.
- Book club met and discussed the book "Mr. Dickens and his Carol" by Samantha Silva with 5 patrons in attendance.
- There were 3 curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of December were 1146 items checked out. This is a 15.11% decrease for the same month last year. A total of 15,655 items have been checked out so far this year. This is a 14.20% increase from 2020.

Library News

- Dana covered at various branches this month.
- Deb has been working on Home School huddle packets for 2022.
- Dana and Deb worked on inventory.
- Deb pulled book with faded spine labels and sent them into Wausau to be replaced.

- Dana and Deb pulled the Thanksgiving books and send them to storage in Wausau.
- Dana and Deb attended training on the Aspen Catalog.
- Displays were changed from a fall theme to a winter theme.
- Self-appraisals were done along with annual reviews.
- Deb ordered both Federal and State tax forms.
- The Wi-Fi antenna was installed to extend the service for the community.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – “Winter Street” by Maeve Binchey had 3 in attendance.
- Grab N Go programs
 - a. Fine Motor Ocean – 21 kits were taken. (15 children, 1 teens, and 5 adults)
 - b. Heart Pendent Necklace – 10 kits were taken (1 kid, 3 teens, and 6 adults)
 - c. We also set out some of the extra kits we had from throughout the year and 31 of those were taken in total. We still have a few left and will leave them out for patrons to take until they are all gone.

Upcoming Programs

- Virtual Book Club on January 11th “Little House in the Big Woods” by Laura Ingalls Wilder
- Grab N Go Crafts – Pom Pom Coaster and Teleidoscope

Circulation Statistics

- Hatley circulated 1,402 items for the month of December. This is a 2.50% decrease for the month. Year to date is 17,597 items. This is a 7.57% increase from last year.

Library News

- Heather and Robin both were able to watch the Aspen Training video
- Heather participated in the Youth Services Virtual Workshop
- Annual reviews were completed
- Thank you to Paula L for helping cover a Saturday Shift
- Wisconsin Tax Forms Arrived

Facilities Updates

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

Marathon City Monthly Report

Events and Programs

- Book Club: 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. The members have decided to meet for monthly discussion in the library without a library facilitator until the weather allows us to

meet outside or protocols change. Megan continues to offer book suggestions and discussion questions in a reader's advisory role.

- During the month of December, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 60 of the children's Fine Motor Aquarium kits. The teen/adult kits were Wooden Hearts. We distributed 10 of those. These kits have been very popular with patrons of all ages.
- During the holiday season we continue to have children and families stopping in after school to check out books, use computers and the study space. We are confident that this will continue and attendance will keep rising into the New Year.
- During the month of January (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 into the New Year. Supplies for the Teleidoscope and Pompon Coasters may be picked up at any of the nine libraries during the month of January.

Circulation Statistics

- Marathon circulated 2,156 items during the month of December, which is a 12.00% increase from this time last year. In 2021, Marathon has circulated 25,610 items. This is a 30.85% increase over last year.

Library News

- Lisa will attend the Bi-monthly virtual coordinator's meeting later in January.
- Lisa and Megan are excited to attend the county MLK Day on January 17.

Facilities Updates

- Marathon Plumbing came in to replace the water heater and did an annual check of the RP valve.
- Maintenance replace various fluorescent bulbs.

Mosinee Monthly Report

Events and Programs

- Regular indoor programming was canceled due to the ongoing pandemic.
- Book Club: 3 patrons joined Sarah to discuss *The Snow Child* by Eowyn Ivy.
- This month's Grab and Go craft kits were craft aquariums for children and "I love books" crafts for adults. All 49 children's kits and 10 adult kits we were supplied with were taken by patrons.
- As always, Mosinee staff promoted all MCPL programs available, including book clubs, ongoing virtual family story times, this month's virtual gardening program about care for popular December plants, and grab and go craft kits.
- Passive Programs: This month we asked patrons "How do you let go?" and 9 patrons shared their stress relief tips while many patrons read through all the responses to get ideas of their own!
- Mosinee circulated 2,158 items in December 2021. This is a 24.67% increase. Mosinee has circulated 25,452 items in 2021. This is a 35.79% increase.

Library News

- Displays: We featured a "recently returned" display, a "Stuck Inside? Time to get crafty!" display,

and an extensive display for Universal Human Rights month. In the children's section we featured winter and snow themed children's books as well as a "There's snow better time to read" display. Our "Read the book then see the movie" display has been frequently changed out and our display behind the circulation desk was "Welcome to the Library, where reading is elemental" complete with a periodic table of library elements.

- Annual performance reviews were completed and sent in.
- Curbside services continued throughout the month of December. At the end of the month we had a total of 5 curbsides for patrons who still really appreciate this service.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- On the 13th artwork from the First Grade classes in Mosinee was displayed for the community to see, after Sarah coordinated the partnership with the Mosinee Elementary and Middle Schools. Future artwork displays are being planned as the school year progresses.
- Katie and Sarah attended the live Aspen training on the 8th.
- Special thanks for Paula and Katie for coverage this month!
- Sarah made a display for the January Martin Luther King Jr. County Day-On featuring programming and displays at the Mosinee Branch.

Facilities Updates

- On December 2nd a WiFi antenna was installed by HarderTec, to extend the WiFi access area around the Mosinee Branch in order to widen the community's access to WiFi. David Hahn from IT was here to assist with this installment, and also fixed our laptop which was having Sierra access issues, as well as our Webpac machine which needed a new network cable to our Raspberry Pi.

Rothschild Monthly Report

Events and Programs

- We handed out 50 grab-and-go ocean craft kits for kids and 15 grab-and-go "I love books" wooden heart craft kits for adults.
- December book displays featured books for winter holidays, baking and cookbooks, "germ busters," and a selection of book to movie/TV items. We also had an activity in the children's area when kids could find a hidden bear named Jingle, to accompany a teddy bear book display.

Circulation Statistics

- In December, Rothschild circulated 6,573 items. This is 23.95% increase from last year. In 2021, Rothschild circulated 78,941 items. This is 29.89% increase from last year.

Library News

- Laura virtually attended the weekly team leads' meetings.
- We completed inventory of the picture books, children's audio books, and children's music CDs for the second time. We are working on relabeling the adult and children's nonfiction collections.
- We weeded the J graphic novel and the adult fiction collections.
- Rothschild staff covered a shift in Marathon.

- All Rothschild staff members completed the Aspen patron experience training.

Facilities Updates

- None

Spencer Monthly Report

Events and Programs

- In the month of December, a Grab N Go craft for adults was offered. This month's craft was, "I Love Books" Wooden Heart with all 10 crafts being handed out.
- Also in the month of December was a craft for children, "Fine Motor Aquarium". Fifteen kits were given to children.
- Spencer offered a "Surprise Read" for children in the month of December. A bundle of 3 items were wrapped and then placed in a basket. The children got to choose which wrapped bundle they would like, with no idea which items they would be getting. Twelve children anxiously picked out their Surprise Read bundle.

Circulation Statistics

- Spencer circulated 905 items in the month of December. This is an increase of 30.22%. Spencer has circulated 9,425 items in 2021. This is a decrease of 5.79%

Library News

- Audrey did an article for the local paper, "The Village Voice" promoting our next month's Grab N Go craft and our hours including our holiday hours.
- On Saturday December 4th and 18th Sierra did not respond when logging on. Clearing the jar cache files did not seem to help. After a bit of time Sierra responded and worked for the rest of the day.
- Audrey presented Lue Miller with her annual review on December 2nd.
- Audrey's annual review was presented to her by Laura Wood on December 29th.
- Audrey and Lue completed the Spencer Library's inventory on December 29th.

Facilities Updates

- The Spencer Fire Department did a fire prevention inspection on December 21st. No violations were found.
- A valance curtain in the children's section fell down and was put back up.

Stratford Monthly Report

Events and Programs

- We held a Virtual Book Club via Go-To Meeting on Dec. 15. Five patrons met to discuss The Rose Code by Kate Quinn.
- Forty-six patrons stopped by the Stratford Branch in December to pick up the Fine Motor Aquarium craft kits for kids offered through MCPL.
- Ten patrons enjoyed the Wooden Heart Pendant craft kit for teens and adults offered through

MCPL in December.

- A decision was made to temporarily pause the St. Joseph's School library visits due to COVID-19 concerns.

Circulation Statistics

- We circulated 1,589 items in December. This is a 59.38% increase from last year. In 2021, we circulated 18,659 items. This is a 42.51% increase from 2020.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 7 requests for curbside pickup appointments in December.

Library News

- For the holidays, we put together a book display for adults called *It's The Most Wonderful Time of the Year*. This display featured many holiday books and movies. We also created a section in the children's area filled with holiday books, movies, and musical CDs.
- We created a *Smitten for Books* display for adults that featured some of our patrons' all-time favorite books.
- We decorated our library for the holidays with seasonal elements, such as garland and snowflakes, and created a large penguin on our circular corkboard.
- In December, we completed inventory for the juvenile readers, the juvenile series, the juvenile favorites, and the juvenile biographies. As a result, we have now finished inventory of the entire Stratford Branch Library.
- We started and completed weeding of the Adult Fiction collection in late December.
- We sent in more juvenile fiction books, some juvenile nonfiction books, and some adult nonfiction books for relabeling.
- MJ & Darla both received their Performance Appraisals in December.
- MJ & Darla both attended the live Aspen training on Dec. 8.
- The STR branch was closed on Saturday, Dec. 11, due to a snow emergency and hazardous road conditions.
- Wisconsin Tax Forms arrived.

Facilities Updates

- On Dec. 2, a Wi-Fi antenna was installed by HarderTec to extend the Wi-Fi access area around the Stratford Branch in order to widen the community's access. Wi-Fi is now available from 5 a.m. to midnight each day.
- We cleaned up our N drive STR folder in December, and we spent a lot of time this year cleaning out and organizing our cupboards and closets.

GL787 LIB 21 CIP TRANS SM2 Report Format 511

Period 12 ending December 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 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	113.98		449,620.25	449,620.25	307,283.25-****	

APR 777A LIBRARY CIP PROJECT	352,096.00	113.98		449,620.25	449,620.25	97,524.25-****	

Or2 934 CIP PROJECTS	352,096.00	113.98		449,620.25	449,620.25	97,524.25-****	

Sub 604 LIBRARY CIP PROJECTS	352,096.00	113.98		449,620.25	449,620.25	97,524.25-****	

Report Final Totals	352,096.00	113.98		449,620.25	449,620.25	97,524.25-****	
=====							

Director's Report

WVLS BOARD OF TRUSTEES MEETING

November 20, 2021



ALICE A. STURZL 2021 Library Hall of Fame Inductee

Former WVLS Trustee Alice Sturzl will be inducted into the 2021 Wisconsin Library Hall of Fame during the Wisconsin Library Association's Awards and Honors Ceremony in Green Bay on November 18, 2021.

Her nomination essay states, "Alice has lived many lives within the Wisconsin library community, devoting her time and talents to library service and leadership as a school librarian, a library trustee, an active member of WLA and numerous other professional organizations, and a dedicated public servant. She was honored with a **2005 WLA Special Services Award**, as **2007 WLA/DEMCO Librarian of the Year**, and **2015 WLA Trustee of the Year**. She

was elected 1997 WLA President and provided additional leadership to the school and trustee divisions as well as the WLA Foundation and numerous committees over four decades.

Alice was employed nearly four decades as library media specialist for the Laona School District. She officially retired in 2011 yet continued to serve as a substitute librarian at the Edith Evans Community Library that is co-located with school library services inside the Laona High School. The successful joint operation depends mightily upon the collegial coexistence of the two librarians along with their ability to bridge political relationships, policies and budgeting between the school and library boards. Alice not only mastered this challenging environment, but its unique perspective also informed her prodigious contributions to both school and public library advancement on a county, regional and statewide level.

By stepping outside her comfort zone to connect her corner of Wisconsin to the statewide multitype librarian network, Alice served as both a conduit and an advocate for greater communication and

collaboration. She brought a depth of experience across multiple levels to every meeting she attended, mentoring others at the table, taking on new challenges and providing valuable insights from a statewide perspective. And she accomplished all this with a humility and devotion that also won support within ever widening circles for the libraries, resources, and services that she, her professional colleagues and her fellow library trustees held in trust for residents of the communities they represented.”

Over the span of three decades Alice served on the Edith Evan’s Community Library Board, Forest County Library Board and WVLS Board of Trustees. Her remarkable years of service coupled with her deep commitment to and advocacy for excellent library service continues to inspire library colleagues across the state. And anyone who has had the honor of working with Alice knows that she doesn’t just ‘talk the talk,’ she ‘walks the walk.’

Congratulations Alice!

PEOPLE and LIBRARIES IN THE NEWS

IFLS Library System Director Named WLA/DEMCO Librarian of the Year!

John Thompson, fellow colleague and IFLS Library System Director since 2007, has been selected as the 2021 WLA/Demco Librarian of the Year. The award recognizes a librarian’s outstanding leadership and accomplishment in library service. John was honored at an awards ceremony at the WLA annual conference in Green Bay on Thursday, November 18. Congratulations to John on this much deserved recognition!

MCPL Hires New Director

During its November 15 meeting, the Marathon County Public Library Board of Trustees announced the selection of Interim Director **Leah Giordano** as the next director for the library. Leah replaces former director **Ralph Illick** who resigned from the position in May 2021. Congratulations and best wishes, Leah!

Hildebrand Announces Her Retirement

Augo Hildebrand, WVLS Accounting/HR Specialist, has announced that she plans to retire on December 11. She has worked for WVLS since July 2011 to complete bi-weekly payrolls and bill runs, respond to human resource questions from staff and WVLS member libraries, oversee WVLS health insurance needs and requisite coverage, and assist with the annual financial audit. The WVLS staff are sad to see her leave and wish her all the very best in the future!

WVLS is Well Represented at ARSL Conference

Six WVLS member librarians received scholarships to attend the 2021 ARSL (Association of Rural and Small Libraries) Conference on October 20-23 in Reno, Nevada. This year's scholars were:

Kay Heiting, Director, Granton

Janay Ziebell, Director, Neillsville

Teresa Hall, Director, Loyal

Tammie Blomberg, Director, Rib Lake

Julie Beloungy, Library Media Specialist, School District of Thorp

Jenny Jochimsen, Director, Abbotsford

Even though the recipients arrived and left Reno at different times, they were able to gather as a group during conference meals. At times, they were able to do some sightseeing together. Julie Beloungy said, *"I am always amazed at how friendly and open everyone is who attends the ARSL conference. During our lunch on Friday, I sat next to a woman from Washington and we had a conversation about how the school and public libraries work together in our communities. She shared about their program which gives every child in the school a special public library card number so they can bring home books when the public librarian brings books to their school."*

Conference reports from the 2021 Scholars will be shared with the WVLS Board of Trustees in 2022.



2021 WVLS ARSL Conference Scholars include (back row from L to R) Jenny Jochimsen, Abbotsford Public Library Director; Kay Heiting, Granton Community Library Director; Janay Ziebell, Neillsville Public Library Director; (front row from L to R.) Tammie Blomberg, Rib Lake Public Library Director; Julie Beloungy, WVLS Library Advisory Committee member and Library Media Specialist for the Thorp School District; and, Teresa Hall, Loyal Public Library Director.

Matczak to be 2023 WLA Conference Chair!

Kris Turner, 2023 Wisconsin Library Association (WLA) President and Associate Director of Public Services at the University of Wisconsin Law Library, asked **Jamie Matczak** to serve as the 2023 WLA Conference Committee Chair, and she said yes! Jamie has experience serving on several WLA conference planning committees, and served as Programming Chair (2007), Local Arrangements Chair (2013), Publicity Chair (2017), and as Sponsorships Chair (2018).

The location for the 2023 WLA Conference is yet to be decided. Stay tuned!

Metzler to Become the DLSL for the WPLC!

Talk about alphabet soup! During its October meeting, the Wisconsin Public Library Consortium (WPLC) Board elected officers for 2022. **Rachel Metzler** was elected to serve as the Digital Library Steering Liaison (DLSL) to the WPLC board. Others elected include **David Kranz** (Southwest Wisconsin Library System Director) as WPLC Chair, **Steve Hesel** (Milwaukee County Federated Library System Director) as Vice-Chair, and **Jeff Gilderson-Duwe** (Winnefox Library System Director and Oshkosh Public Library Director) as Technology Collaborations Steering Liaison.

CORRESPONDENCE

WVLS Board Appointments

Five trustees have terms set to expire at the end of the year. In October, **Susie Hafemeister** alerted the county clerks of those counties. Appointments/Reappointments were needed for: **Louise Olszewski** (Clark County), **Peg Jopek** (Langlade County) and **Sonja Ackerman, Jessica Bennett, and Michael Otten** (Marathon County). Peg alerted WVLS that she would not seek another term and, in response to that announcement, Langlade County appointed Judy Peterson as her replacement. Earlier in the week, Marathon and Clark counties let us know that Sonja, Jessica, Michael, and Louise have been reappointed. Also, there is an additional Marathon County vacancy to fill the expired term of **Tyson Cain**.

Celebrating Public Library System Directors

During a recent weekly meeting of staff from WI DPI Division for Libraries and Technology, and public library system directors, Public Library Administration Consultant **Shannon Schultz** shared a slide presentation that expressed the DLT team's gratitude to each system director. The slide presentation, "*Celebrating our System Directors! A Heartfelt Expression of Our Gratitude*" is shared as **Exhibit 11A**.

WVLS PROJECTS

Library Marketing Plan Workshop and Mini Grants

Fifteen libraries in Wisconsin were selected to receive [Library Marketing Plan Mini-Grants](#), as part of a project supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.

The grant application process opened at the end of August and was available until October 6. Almost 70 libraries in the state submitted applications. Libraries selected as grant recipients include:

- Amery Area Public Library (*IFLS Library System*)
- Baldwin Public Library (*IFLS Library System*)
- Clinton Public Library (*Arrowhead Library System*)
- DeSoto Public Library (*Winding Rivers Library System*)
- E.D. Locke Public Library, McFarland (*South Central Library System*)
- Fond du Lac Public Library (*Winnefox Library System*)
- Kaukauna Public Library (*Outagamie Waupaca Library System*)
- La Crosse County Library (*Winding Rivers Library System*)
- Lake Geneva Public Library (*Lakeshores Library System*)
- Menomonee Falls Public Library (*Bridges Library System*)
- Mercer Public Library (*Northern Waters Library System*)
- Mukwonago Community Library (*Bridges Library System*)
- Oscar Grady Public Library, Saukville (*Monarch Library System*)
- **Rhineland Area District Library (*Wisconsin Valley Library Service*)**
- Verona Public Library (*South Central Library System*)

All WI public libraries were invited to attend the Library Marketing Plan Workshop held on Friday, November 12. Nationally renowned library marketers **Kathy Dempsey** and **Angela Hursh** shared advice on creating and implementing a marketing plan and answered questions from the grant recipients.

Jamie is part of a sub-group within the Public Library System Marketing Cohort who is leading this project. The other members of the subgroup are Jill Fuller (Bridges Library System), Mark Ibach (South Central Library System) and Chad Glamann (Outagamie Waupaca Library System). Jamie will serve as a mentor to five library grant recipients in 2022.

Public Library In-Service Assistance

The Marathon County Public Library (MCPL) Staff Inservice Day on Friday, October 15, was a big success. **Jamie Matczak** worked with MCPL Interim Director **Leah Giordano** on coordinating a day focused on team building and diffusing escalating situations with patrons. The day was led by **Michelle Dennis** (Head of Public Services) and Jill Osmond-Groell (Public Services Librarian) from the Hedberg Public Library in Janesville.

The day started with team-building activities led by Michelle, Jill and Jamie, followed by box lunches from the Mint Cafe. In the afternoon, Michelle and Jill talked about library security and how to diffuse

situations with agitated patrons. The day ended with a special guest appearance by **Wausau Mayor Katie Rosenberg**.

The day was well-received, with one staff member sharing with Leah Giordino, *“I just wanted to thank you, the planning team, and the speakers for the excellent Staff Day. It was an uplifting day with fellow co-workers that was both educational and joyful. It was great to have dedicated time to thoughtfully and purposefully work on career skills while also being able to deepen professional relationships.”*

Grant Projects

Four Grants Submitted Through the American Rescue Plan Act (ARPA) of 2021

IFLS, WVLS, and NWLS collaborated to apply for [ARPA Funding](#) on behalf of each system’s member libraries. **Leah Langby** (IFLS), **Anne Hamland** (WVLS), and **Jackee Johnson** (NWLS), worked quickly within the grant’s tight application window to come up with options that would be helpful to members and be within grant restrictions. Consultants gathered interest in project options and collaborated to submit four grants listed below. Libraries were encouraged to indicate their interest in any or all projects of interest.

- Event Tents: Expanding the Library as a Third Space – NWLS on behalf of 13 libraries
- LEAN WI Library Pickup Lockers – WVLS on behalf of 7 libraries
- Outdoor Seating: Space and Safety Improvement – IFLS on behalf of 37 libraries
- Outdoors and In: A Hybrid Library Service Model – IFLS on behalf of 26 libraries

The total value of the four grants the systems submitted was over \$450,000. If awarded, grants will fund 83 project items ranging from library pickup lockers, book bikes, and large event tents, to virtual program technology and solar powered benches for seating and charging personal smart devices.

FY20/21 CARES Act Grants to States (G2S) – Covid Response Support. The reimbursement request from system to DPI was completed and the disbursement of funds from DPI to system has been received. The collection and validation of project support documentation from libraries is in progress for a few remaining libraries, with an initial batch of disbursements to be sent to recipient libraries during the week of November 20. Remaining reporting validation tasks and subaward disbursements will be completed by the end of FY2021. More info is available at the LEAN WI landing page for the 2021 CARES Act grant project <https://leanwi.org/grants/cares2020/>.

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 and approved. The final reimbursement request was submitted in November 2021, and each system is awaiting disbursement from DPI.

FY20/21 ECF – [Emergency Connectivity Fund Program](#). Our interpretation of the applicability of Children’s Internet Protection Act (CIPA) certification requirements and constraints per FCC rules differed from the DPI’s advice regarding the procurement and use of mobile hotspots with data plans

but we did not apply any of those during the ECF Round One application window.

We did apply for funding to support a maximum of \$400 per laptop for 110 laptops. WVLS has 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 have responded to all requests from the Program Integrity Assurance (PIA) office working with our application and are still pending notice of award. 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.

The FCC later clarified their position on the applicability of CIPA regarding specific mobile hotspot and data plan use cases, affirming our interpretation. WVLS applied for 240 mobile hotspot devices with data plans for January 2022 through June 2022 (the end of the period of performance for eligible services in this grant round). We have not yet received follow up requests from PIA and are awaiting either follow up questions or an award announcement. If awarded, our desire is to make the 240 devices (with service plans) 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.

An ECF landing page will be created on the <https://leanwi.org> site upon announcement of award for either grant.

FY21/22 ARPA Grants to States (G2S) – Additional Covid Response Support. DPI DLT published an information aggregation page for ARPA and a grant guidance document for Public Library Systems and Libraries. The application window for the “Allocation Funding” (the non-competitive funding track with a formula-based allocation distribution to Library Systems has not yet been announced. The application window is linked to DPI’s project to migrate grant program management into the [Wisconsin WISEgrants portal](#). LEAN WI partners are putting together preliminary project ideas, but one large project that has high demand and buy in from LEAN WI partner systems and their respective memberships is related to Mobile Printing capabilities and management. LEAN WI partners are working with Princh to develop a scaled plan for including all 105 member libraries and branches in a unified, multi-year service agreement fully funded by the grant. 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.

V-Cat and ILS Administration Projects

MEETING HIGHLIGHTS

During its two meetings in October, the **V-Cat Bibliographic and Interface Committee** reviewed magazine records and the need for volume information to prompt item level holds. ILS Functionality lists were presented so that staff could review and consider staff needs. Minimum required fields for creating full bibliographic records were reviewed, and **Rachel Metzler** created a new instructional document ahead of the October V-Cat Cataloging training.

WVLS requested another meeting to address the Aspen configuration. The Committee discussed the implications of Aspen setup on a potential recommendation for call numbers and volume information in magazine records. The committee offered valuable feedback on Aspen configurations for formats, facets, item status, and record details.

The **V-Cat Cooperative Circulation Committee** met once in October. The committee continued its discussion on Sierra patron record fields and reviewed a draft training document for creating new patron records/library cards. **Katie Zimmermann** gave an Aspen implementation update and requested feedback on a number of settings related to patron records and staff access. A survey was sent out to libraries after the meeting to determine each library's preferences.

In preparation for its next meeting which will review and discuss functionality in depth, committee members received lists of ILS functions related to circulation, patron records, reports and statistics and integration with other vendors.

The **V-Cat Council** met on Thursday, November 4. During the meeting, the Council approved:

- The [V-Cat Strategic Plan for 2021-2023](#), available on the [V-Cat Resources and Documents page](#).
- A recommendation to use **keyword search as a default in the Sierra Search/Holds function**. For full details, please see [the recommendation](#) on the [V-Cat Guidelines page](#). WVLS asked Innovative to make this change, and an email will be sent to Council members when it is complete.
- A recommendation to **add pre-publication records no more than 6 months prior to publication for books, and no more than 3 months prior to publication for other materials**. Full details about [the recommendation](#) may be found on the [V-Cat Guidelines page](#).
- A [recommendation](#) to allow **masquerade mode for select staff with access to all V-Cat patrons** with the understanding that an individual library can choose to limit that further either by limiting staff access or by shielding their patrons from staff masquerade access.

The November 4 meeting had a discussion regarding the slight delay in sending [library card renewal notices](#) to patrons who use phone and text message notices. More time is needed to identify a method to limit the renewals to only recently expired cards and not all expired cards. Aspen will be set up to provide a reminder to renew when library users login to their account.

Lastly, the meeting shared that **WVLS and the V-Cat Chair Elect were reviewing V-Cat committee membership for 2022**. Individuals interested in joining a committee were invited to contact WVLS staff.

RECENT AND UPCOMING TRAININGS

- Rachel Metzler and Katie Zimmermann attended an **Aspen Intro Training** to learn how to prepare member libraries for Aspen's Go Live event in January 2022.
- Rachel Metzler attended the **Wisconsin and Illinois Innovative User Group (WILIUG) Fall Meeting**. During this meeting, she learned about Innovative's new products that are being developed and attended a useful session on finding cataloging errors.
- **Marc Alert Training** was offered by Rachel Metzler on October 20. Eight individuals from seven libraries attended, with an additional two requesting a recording.
- **Create Lists Training** with Katie Zimmermann was offered in two sessions. On October 20, eleven individuals from nine libraries attended the first session covering the basics. An additional five requested a recording. On October 27, four people from three libraries attended the second session covering more advanced searching and tools. In addition, twelve individuals requested the recording.
- **V-Cat Cataloging Training** from Rachel Metzler was held on October 27. Six individuals from five libraries attended and an additional two requested a recording.
- **Aspen Trainings** for V-Cat members will be offered in November and December. A [full listing](#) is available on the [V-Cat Training Page](#). Libraries are asked to make plans so that have all staff who assist the public can attend Aspen Patron Experience Training in December.

ADDITIONAL PROJECT HIGHLIGHTS

ILS Evaluation and Review. After reviewing survey feedback from member libraries to assess challenges experienced with Sierra, one of the areas where staff report dissatisfaction is searching and placing holds. WVLS staff scheduled a series of meetings with Innovative to identify system changes that might improve the experience for library staff. A default keyword search was suggested, which has been implemented. Possible changes to how holds are placed will be addressed in an upcoming meeting.

WVLS asked for volunteers to join a **V-Cat ILS Evaluation and Review Committee** to tentatively begin meeting in February 2022. Functionality lists are under review by the Bibliographic/Interface and Cooperative Circulation committees. Library directors have also been asked to share feedback on draft lists. **Katie** plans to compile the information and bring a draft Request for Information (RFI) document to the February V-Cat meeting. WVLS is working on a list of vendors to consider and asked V-Cat members to share any suggestions.

Northern Waters Library System has also begun an evaluation and review process, and **Jackee Johnson**, NWLS ILS Administrator and **Katie** have scheduled meetings to compare notes and look for opportunities to collaborate.

The **Milwaukee County Federated Library System** (MCFLS) ILS evaluation and review process continues and WVLS staff have been invited to sit in on demonstrations for The Library Corporation's CarlX/Carl Connect, SirsiDynix's Symphony and Innovative's Polaris in November and December.

Aspen Discovery. Work on **Aspen discovery implementation and configuration** continues. The first training for V-Cat Library staff was completed on Tuesday, November 9 and additional trainings are planned in November and December.

The transition to uniform checkout periods is almost complete. All V-Cat libraries should be set up by the end of November.

Completed (in order):	Scheduled:
Loyal Rib Lake Abbotsford Three Lakes Antigo Greenwood Crandon Minocqua Granton Owen Withee Thorp Laona Rhinelander Colby Wabeno Westboro Gilman Stetsonville Medford Neillsville Tomahawk	<p>November Merrill, Dorchester, Marathon County</p> <p>Note: Additional consults to address complex loan rules were necessary for the Francis Simek Memorial Library, Medford; T.B. Scott Library, Merrill, and Marathon County Public Library.</p>

Technology Projects Overview

Service Explorations

With the successful extension of Antivirus services for one year at cost-to-continue rates, the testing of Microsoft Endpoint Protection (MSEP) is on hold until after first quarter of 2022. MSEP is the alternative managed Antivirus product under consideration to consolidate Antivirus licensing management and ideally general Antivirus client management and supportability.

WVLS Internal Projects, Library Projects, and Core Services Support

The WVLS meeting area will be getting a new room camera installed. The camera has been tested for use with various meeting software in use by WVLS and is pending an installation scheduled to be coordinated with room audio system update work. A Meeting Owl Pro – a table-top web conferencing

device with 360-degree camera – will be procured and tested for supplemental use in the WVLS meeting room (for smaller in-person meetings). The room audio system was reviewed by Consulting with Clarity and several tuning adjustments were made to the audio controller. Additional recommendations were made for system component replacements and updates to improve the audio experience for remote attendees. These are under consideration and will likely be included as part of the ARPA or LSTA grants pending final scoping of those grants.

Taylor County is building out a county-owned fiber network path throughout the county to connect county, municipal, and township facilities. All five public libraries in Taylor County were included in the project, which is covering the entirety of last-mile (fiber to the premises) and lateral (fiber on the premises to the facilities) construction. This project is intended to include internet accessibility which if effected, will empower the libraries with several options to strengthen internet reliability or to reduce current service costs. This project is in-progress, with fiber construction underway. WVLS and Taylor County member libraries are now in the loop and **Josh Klingbeil** is in regular communication with the project's administrator.

All WVLS Libraries: **Aschraf Ben Khalifa** continues working on ongoing maintenance projects including:

- Ensuring computers throughout the membership have updated firmware and device drivers and have the latest Windows Updates.
- Ensuring all libraries are using the currently supported stable version of Deep Freeze Enterprise, Cloud Connector Agent, and Antivirus.

WVLS Connects Libraries with the Wisconsin Science Festival

To celebrate this year's Wisconsin Science Festival, **Anne Hamland** connected WVLS libraries with Festival representatives to bring STEAM Kits to library patrons. The Wisconsin Science Festival was celebrated across the state from October 21-24.

Wisconsin Science Festival representative **Jerrod Buckner** stated: *"With COVID-19 still active we have come up with a solution to connect with communities, giving access to participating in the festival with hands-on activities. Our goal is to ship kits to various library sites for their families to pick up and participate at home."*

Laurie Ollhoff, Assistant Director of T.B. Scott Free Library in Merrill said *"The kits were well received by our patrons. They were gone within days. We would be willing to participate again in the future and hope to do more by developing complementary programs and other offerings."*

Taylor Weinfurter, Youth Services Librarian for the Marathon County Public Library in Wausau noted, *"I would participate again - families seemed to be excited about them!"*

The Wisconsin Science Festival kits, and other Take and Make Kits, first appeared on the library scene as a single, non-digital experience at the beginning of the pandemic when in-person programs were cancelled, and curbside item pickup emerged. Take and Make Kits either created by libraries or created

by outside groups and distributed by libraries, have evolved into a versatile tool to provide hands-on participation components in hybrid in-person/virtual or all-virtual programming opportunities.

The four-day Wisconsin Science Festival is a statewide celebration with events across Wisconsin for people of all ages. Events include hands-on science exhibitions, demonstrations, performances, tours, pub nights, workshops and more. Wisconsin Science Festival Partners include the Wisconsin Arts Board, Wisconsin Foundation, Wisconsin Alumni Association, and the Wisconsin Union. The 2022 [Wisconsin Science Festival](#) will be held on October 20-23.

Marketing Support

Katie Zimmermann, Rachel Metzler, and Anne Hamland used library surveys and requests for information to build customized catalogs for each WVLS member library. This customized support featured branding and imagery for requesting libraries. Hamland also created placards to promote Gale Courses, Ancestry Library Edition, and other online databases available via BadgerLink.

Inclusive Services Update

Sherry Machones, Northern Waters Library System Director and WVLS Inclusive Services Consultant, shared an *Inclusive Services Update* with member libraries in October and November.

The **October update** encouraged libraries to apply for the competitive ARPA funds as all three categories feature inclusive services. It also introduced libraries to the statewide assistive technology support that is available through educational partnerships. Continuing education options were promoted, including the **Toward One Wisconsin Conference** that had moved virtually.

Sherry attended the **Toward One Wisconsin Conference** and was amazed at the programming options. Unfortunately, she could not get to all of them as there were so many. Following are some of the sessions she attended: “Culturally Responsive and Trauma-Informed Discipline,” “Support Our Transgender and Gender Non-Conforming Population,” “Fostering Inclusivity in an Age of Polarization,” “Civic Health of Wisconsin: Engagement and Access for All,” and “Use a Book: Conversations About Equity and Justice Using Children's and Young Adult Literature.” The keynotes gave us a lot to think about, starting with the opening keynote topic: “What is it going to take? A frank conversation about cultivating an inclusive Wisconsin.” WVLS colleagues were invited to contact Sherry if they wanted more information shared at the conference.

The **November update** featured a commentary on cultural appropriation when celebrating Native American Heritage Month and Thanksgiving. Helpful resources shared included an anti-racism toolkit that organizations may use and an ALA Intellectual Freedom Blog on the trend of book challenges. Many articles were shared included news of the New York Public Library going fine free, the FCC's Lifeline program, and Madison Public Library's native storyteller in residence. A slew of upcoming continuing education offerings was provided, as were a long list of upcoming diverse holidays for the month.

Website Services

Recent Projects

The September Director's Report shared that the websites for the **Spooner** and **Deer Park** public libraries would transition from their current providers to the LEAN WI website service, and those processes have since been completed. The library in **Mercer** has also been added to the LEAN WI website service. In the weeks ahead, Anne Hamland plans to also add libraries in Medford (WVLS), Lac du Flambeau (NWLS), and New Richmond (IFLS). Details regarding the LEAN WI Website Service are available [here](#).

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

Fall Webinars Were a Success!

Tech Days 2021. Tech Days 2021, a two-day event held on September 15 and 16 offered four 90-minute webinars on "Digital First: All Library Planning Starts with Digital," "Free Online Tools to Increase Your Workflow and Productivity," "Video Production: Tools, Tips and Tricks," and "Emerging Tech Trends for 2021 and Beyond." Tech Days 2021 was a hit with over 1,200 attendees over the course of two days. Feedback on the virtual format and on the webinars was positive. Recordings of all four sessions are available [on the Tech Days website](#). Tech Days is sponsored by all 16 public library systems, Wisconsin Department of Public Instruction's Public Library Development Team, with funding support from the Institute of Museum and Library Services.

Staff Empowerment Webinar Series. WVLS offered a fall Staff Empowerment webinar series with Northern Waters Library Service and the Southwest Wisconsin Library System on September 22 and 29, and October 6. Webinar topics included "Compassion Resilience and Anxiety Management During Tough Times," "Hiring in 2021 and Beyond," and "Best Practices in Volunteer Management." Around 60 people attended each webinar, and survey feedback indicated that the topics were timely and the speakers engaging. Librarians who missed the webinars can find the recordings on the [WVLS Continuing Education website](#).

CE Opportunities in the Works

The following workshops and webinars are in the planning stages

- The **Annual WVLS Youth Services Virtual Workshop** will be held on 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:** The annual state conference is slated for January 26-27, 2022. The session tracks are Marketing, Public Services, Small Libraries, and Wellbeing. Registration for the conference will open soon!

STAFF CALENDAR

- November 2 – System Directors/DPI Discussion
- November 2 – WPLC Technology Steering Committee
- **November 4 – WVLS V-Cat Council meeting**
- November 8 – Antigo Public Library Strategic Planning Committee meeting
- November 9 – System Marketing Cohort meeting
- November 9 – System Directors/DPI Discussion
- November 9 – WISCAT User Group meeting
- **November 9 – WVLS/IFLS/NWLS Website Office Hours**
- November 10 – Council for Libraries and Network Development’s Network Development Subcommittee meeting
- **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 – System and Resource Library Administrator’s Association of Wisconsin (SRLAAW) meeting
- **November 16 – 19 – Wisconsin Library Association Fall Conference**
- **November 17 – Advanced Catalog Training – Part III**
- **November 18 – WVLS/IFLS/NWLS Website Office Hours**
- November 19 – MCPL Branch Coordinators meeting
- **November 20 – WVLS Board of Trustees meeting**
- November 23 – System Directors/DPI Discussion
- November 24 – DPI hosted System Continuing Education Consultants meeting
- November 25 – Happy Thanksgiving! WVLS office closed.
- November 26 – WVLS office closed.
- November 30 – System Directors/DPI Discussion
- **November 30 – Aspen Discovery Training**
- December 2 – Oneida County Library Board meeting
- **December 7 – WVLS V-Cat Bibliographic Control and Interface Committee meeting**
- **December 8 – Aspen Patron Experience Training**
- **December 14 – Aspen Patron Experience Training**
- December 20 – Marathon County Public Library Board meeting
- December 22 – DPI hosted System Continuing Education Consultants meeting
- December 24 – WVLS Office closed
- December 27 – WVLS Office closed
- December 31 – WVLS Office closed
- January 14 – COLAND meeting
- January 17 – Marathon County Public Library Board meeting
- **January 26-27 – Wild Wisconsin Winter Web Conference**

- **January 28** – WLA’s Library Development and Legislation (LD&L) Committee meeting
- **February 8** – **WLA’s Library Legislative Day**
- February 14 – WPLC Technology Steering Committee
- February 15 – DPI hosted System Youth Services Consultants meeting

Thank you for reading! Happy Holidays!

Marla

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [Trustee Essential #8: Developing the Library Budget](#) and [Trustee Essential #9: Managing the Library's Money](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [Trustee Essential #10: Developing Essential Library Policies](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

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In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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