



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, February 21, 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://meet.goto.com/289932469> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 289-932-469.**

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

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Valley Library Service
7. (5 minutes) **COVID-19 Update – For Discussion and Possible Action**
8. (5 minutes) **2021 Annual Report – For Discussion and Possible Action**
9. (5 minutes) **Statement Concerning System Effectiveness – For Discussion and Possible Action**
- 10.(20 minutes) **Library Trustee Essentials Review – For Discussion and Informational Purposes Only**
 - A. Trustee Essentials 1 & 2
 - B. Trustee Essentials 3 & 10
- 11.(25 minutes) **Library Service Highlights: – For Discussion and Informational Purposes Only**
 - A. Collection Development Follow Up
 - B. LENA Start
12. **Announcements**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Monday 03/21/2022
 - Monday 04/18/2022
 - Monday 05/16/2022
 - Monday 06/20/2022
15. **Adjournment**

Signed: 

Library Director or Designee

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: February 15, 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, Tuesday January 18, 2022. Library Headquarters, Wausau Community Room.

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

Excused: Scott Winch

Others: Heather Wilde, Stephanie Martell, David Hahn, Alexander Johnson, Dale Grosskurth and 6 additional 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 KARI SWEENEY; SECONDED BY DINO CORVINO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE DECEMBER 20, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY GARY BEASTROM TO APPROVE THE BILLS & SERVICES REPORT FOR DECEMBER 2021. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

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

- Tracy Westfall from the Athens New Building Initiative offered that Library Trustees could tour the prospective new location for the library with the real estate agent. It was agreed that Leah Giordano and Gary Beastrom would visit the location at this time and the rest of the board will go in the future if needed.
- Alexander Johnson and David Hahn have met with three companies about a new sorter. A new sorter will cost approximately \$90,000.
- One of the library's microfilm machines has quit working and may need to be replaced.
- Monday, January 17th was the county's Martin Luther King – Day On which included in person and virtual programs. Kitty Roesler and Julie Kinney organized a booth for the library at the county's first expo.
- Leah Giordano attended the City of Wausau's Strategic Plan Steering Committee on January 12th and 13th.
- Taylor Weinfurter has connected with local groups working on the refugee transition and may be providing tours for new refugee residents.
- A button has been added to the MCPL website enabling translation of the site to several languages.

Board Committees – None

Friends of the Library –

- The Friends of the Library have gained several new members recently at their member only sales.
- Leah Giordino will attend the annual meeting on January 22nd.

MCPL Foundation –

- The Foundation minutes are available at the Board meeting.
- The Foundation has received many year-end donations.
- The Foundation is currently looking for new members.

Wisconsin Valley Library Service –

- The next WVLS meeting is February 19th.
- February 8th is Library Legislation Day and several library advocates will meet with state legislators in an effort to maintain support of libraries across the state.

COVID-19 Update

- Dale Grosskurth from Marathon County Health Department attended to share current information on COVID-19. He shared current county statistics and stated that the county is currently in a critically high status. He feels that the state and county are unlikely to initiate any mandates at this time. It is recommended that people get vaccinated, social distance and wear masks in public, including staff areas.
- Dan Richter talked with three libraries that have handed out rapid COVID tests. These libraries were getting them from county or state health departments. They advised that the tests are gone in a short amount of time and they recommend having a police presence to help with crowd control. Marathon County Health Department does not currently have any rapid tests to hand out to the public.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY DINO CORVINO TO GO TO 50% CAPACITY AT ALL LOCATIONS WITH VERBAGE ON SIGNS RECOMMENDING PATRONS LIMIT VISITS TO ONE HOUR AND THEN REVISIT THIS AT THE FEBRUARY MEETING. MOTION CARRIED.

Library Trustee Essentials Review 1 and 2 – These are postponed until the next board meeting.

Library Service Highlight: MCPL Material Complaint Policy and Procedure – Kate Sullivan, Adult Collection Development Librarian

- If a patron makes a material complaint staff explain how materials are chosen for the library and that each patron agrees they are responsible for the materials they choose and what their children choose when they sign their library card. This satisfies most patrons.
- If a patron still has a complaint they can file a Request for Reconsideration of Library Materials, which will then initiate the MCPL Complaint Procedure. This involves creating a reconsideration committee that will use materials from the Cooperative Children's Book Center to evaluate and make a recommendation to the Library


Director. The Library Director makes a decision on the material based on the committee recommendations and will notify the patron of the decision.

- If the patron is still not satisfied, the appeal process can be initiated. A Review Committee is formed with board and staff members. After research and discussion, the committee will make a written recommendation to the Library Board of Trustees. The Board will then vote, creating a final decision on the material.

Request for Future Agenda Items –

- The 50% capacity status will be reviewed.
- The annual report will need to be approved.
- There will be a discussion of Trustee Essentials 1,2,3 and 10.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 1:09 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 21, 2022.

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

Bills for Approval

Period 12

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	1,136.92
	TELEPHONE	1,136.92
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	225.75
	LIBRARY FEES-REIMBURSE TO CNTY	225.75
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	4,482.50
	SUNDRY CONTR SERV-JACKETS LIBR	4,482.50
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	1,172.35
	SUNDRY CONTR SERV-PROC AV LIBR	1,172.35
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC MARCO	105.00 407.65
	PRINTING/DUPLICATION	512.65
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY GREY HOUSE PUBLISHING INC ROCKFORD MAP PUBLISHERS INC AMAZON CAPITAL SERVICES EDUCATIONAL DEVELOPMENT CORP	50,604.24 643.00 74.70 8,934.50 766.34
	BOOKS LIBRARY	61,022.78

Bills for Approval

Period 12

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	8,212.31
	FINDAWAY WORLD	798.86
	AMAZON CAPITAL SERVICES	1,290.69
	MIDWEST TAPE LLC	1,925.59
	AUDIO-VISUAL MATERIALS	12,227.45
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
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	IROW INDUSTRIAL RECYCLERS	32.00
	AMAZON CAPITAL SERVICES	490.83
	LIBRARY OPERATING SUPPLIES	522.83
101 000000000066595320	BUILDING/OFFICES RENT	
	EDGAR, VILLAGE	1,118.97
	SPENCER, VILLAGE	3,154.80
	MOSINEE WATER/SEWER	43.95
	WI PUBLIC SERVICE CO	535.90
	VILLAGE OF MARATHON CITY	448.63
	VILLAGE OF HATLEY-SEWER & WATER	1,406.10
	BUILDING/OFFICES RENT	6,708.35
	LIBRARY 665 TOTAL:	90,018.44

Bills for Approval

Period 12

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	267.01
TANK MATES LLC	1,573.00
AMAZON CAPITAL SERVICES	1,053.92
BOOKS LIBRARY	<u>2,893.93</u>
LIBRARY GIFTS 667 TOTAL:	<u>2,893.93</u>
Report Total:	<u><u>92,912.37</u></u>

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 14 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	415,145.08		415,145.08	415,145.08	142,648.92	74.4
Act 1210 WAGES-PERMANENT-REGULAR	748,778.00	716,799.20		716,799.20	716,799.20	31,978.80	95.7
Act 1211 WAGES-PERMANENT-REGULAR	685,967.00	577,539.97		577,539.97	577,539.97	108,427.03	84.2
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	154,380.00	119,320.09		119,320.09	119,320.09	35,059.91	77.3
Act 1520 RETIREMENT EMPLOYERS SHA	123,948.00	102,864.52		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	416,303.28	78,499.72	84.1
Act 1541 DENTAL INSURANCE	10,654.00	8,691.63		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	504.07-	
Act 1545 POST EMPLOYEE HEALTH PLA	30,576.00	23,232.00		23,232.00	23,232.00	7,344.00	76.0
Act 1550 LIFE INSURANCE	1,128.00	390.93		390.93	390.93	737.07	34.7
Act 1560 WORKERS COMPENSATION PAY	1,039.00	638.13		638.13	638.13	400.87	61.4
Act 1580 UNEMPLOYMENT COMPENSATIO	2,018.00	1,652.58		1,652.58	1,652.58	365.42	81.9

APR 711A LIBRARY LVL 1-PERS SERVICE	2,843,509.00	2,383,081.48		2,383,081.48	2,383,081.48	460,427.52	83.8
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	18,119.56		18,119.56	18,119.56	7,380.44	71.1
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	644.40		644.40	644.40	355.60	64.4
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00	6,500.00		6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	7,849.61		7,849.61	7,849.61	650.39	92.4
Act 2433 MAINTENANCE CONTRACTS	11,000.00	6,324.00		6,324.00	6,324.00	4,676.00	57.5
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00	4,334.40		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	33,889.53	2,110.47	94.1
Act 2955 V-CAT FEES LIBR	76,500.00	81,110.37		81,110.37	81,110.37	4,610.37-	****
Act 2957 COUNTY E-MAIL SERVICE	8,500.00	7,950.00		7,950.00	7,950.00	550.00	93.5
Act 2958 COUNTY NETWORK SUPPORT	4,000.00	1,670.00		1,670.00	1,670.00	2,330.00	41.8
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00	1,590.45		1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	5,588.42		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	22,685.77		22,685.77	22,685.77	685.77-	****
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	6,071.75		6,071.75	6,071.75	1,928.25	75.9
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00	1,056.80		1,056.80	1,056.80	2,593.20	29.0
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00	1,370.00		1,370.00	1,370.00	570.00-	****

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 14 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	5,536.33	4,963.67	52.7
Act 3130 PRINTING/DUPLICATION	8,000.00	9,433.04		9,433.04	9,433.04	1,433.04	****
Act 3161 BOOKS LIBRARY	274,250.00	259,786.85		259,786.85	259,786.85	14,463.15	94.7
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	58,510.37		58,510.37	58,510.37	1,489.63	97.5
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	15,757.82		15,757.82	15,757.82	2,242.18	87.5
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00	35,818.05		35,818.05	35,818.05	10,818.05	****
Act 3240 MEMBERSHIP DUES		463.00		463.00	463.00	463.00	-
Act 3250 REGISTRATION FEES/TUITIO	4,000.00	658.72		658.72	658.72	3,341.28	16.5
Act 3260 ADVERTISING	4,000.00	136.71		136.71	136.71	3,863.29	3.4
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	371.34		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	1,757.44		1,757.44	1,757.44	242.56	87.9
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	42,768.56		42,768.56	42,768.56	14,768.56	****
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU		5,823.00		5,823.00	5,823.00	5,823.00	-
Act 5151 BUILDING & CONTENTS INSU		8,061.00		8,061.00	8,061.00	8,061.00	-
Act 5190 OTHER INSURANCE	32,500.00	18,606.00		18,606.00	18,606.00	13,894.00	57.3
Act 5320 BUILDING/OFFICES RENT	55,000.00	60,145.13		60,145.13	60,145.13	5,145.13	****
APR 711B LIBRARY LVL 1-OPERATING	769,100.00	730,388.42		730,388.42	730,388.42	38,711.58	95.0
Or2 665 LIBRARY	3,612,609.00	3,113,469.90		3,113,469.90	3,113,469.90	499,139.10	86.2

GL787 LIB 21-OBL vs BUDGET SM2 Report Format 511

Period 14 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	23,153.00		****
Act 3240 MEMBERSHIP DUES	19,000.00	18,726.44		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	41,879.44	273.56	99.4

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

Agy 0870 LIBRARY	3,654,762.00	3,155,349.34		3,155,349.34	3,155,349.34	499,412.66	86.3

Sub 101 GENERAL FUND	3,654,762.00	3,155,349.34		3,155,349.34	3,155,349.34	499,412.66	86.3

GL787

LIB 21-OBL vs BUDGET SM2

Report Format 511

Period 14 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	182,385.65		182,385.65	182,385.65	34,512.65-****	

Or2 667 LIBRARY GIFTS	147,873.00	182,385.65		182,385.65	182,385.65	34,512.65-****	

Agy 0870 LIBRARY	147,873.00	182,385.65		182,385.65	182,385.65	34,512.65-****	

Sub 252 LIBRARY GIFTS	147,873.00	182,385.65		182,385.65	182,385.65	34,512.65-****	

Report Final Totals	3,802,635.00	3,337,734.99		3,337,734.99	3,337,734.99	464,900.01	87.8
=====							

GL787 LIB 21 MAINT OBL VS BUDGET SM2 Report Format 511

Period 14 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	330.00		330.00	330.00	90.00	78.6
Act 2210 WATER/SEWER	40,000.00	58,143.10		58,143.10	58,143.10	18,143.10	****
Act 2220 ELECTRIC	37,000.00	36,469.16		36,469.16	36,469.16	530.84	98.6
Act 2240 NATURAL/PROPANE GAS	10,000.00	14,057.77		14,057.77	14,057.77	4,057.77	****
Act 2460 BUILDING SERVICE EQUIP R	3,000.00	5,574.40		5,574.40	5,574.40	2,574.40	****
Act 2470 BUILDING REPAIRS	1,000.00	288.25		288.25	288.25	711.75	28.8
Act 2930 FIRE PROTECTION	300.00	105.61		105.61	105.61	194.39	35.2
Act 2970 REFUSE COLLECTION	7,300.00	5,445.43		5,445.43	5,445.43	1,854.57	74.6
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	2,710.57		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	7,000.00		****
Act 3460 CLOTHING/UNIFORM	500.00	500.00		500.00	500.00		****
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	440.40		440.40	440.40	59.60	88.1
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	131,064.69		131,064.69	131,064.69	21,344.69	****
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	131,064.69		131,064.69	131,064.69	21,344.69	****
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	131,064.69		131,064.69	131,064.69	21,344.69	****
Sub 101 GENERAL FUND	109,720.00	131,064.69		131,064.69	131,064.69	21,344.69	****
Report Final Totals	109,720.00	131,064.69		131,064.69	131,064.69	21,344.69	****

Bills for Approval

Period 1

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	CHARTER COMMUNICATIONS	277.22
	TIME WARNER CABLE	719.82
	INTERNET SERVICE	997.04
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	53.70
	CONTRACT SERV-DEBT COLLECTIONS	53.70
101 000000000066592250	TELEPHONE	
	FRONTIER	567.03
	TELEPHONE	567.03
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	WESTERN TAYLOR CO PUBL LIBRARY	75.00
	SUNDRY CONTRACTUAL SERVICES	75.00
101 000000000066592995	COMPUTER MAINT. CONTRACT	
	CARASOFT TECHNOLOGY CORPORATI	612.50
	COMPUTER MAINT. CONTRACT	612.50
101 000000000066593130	PRINTING/DUPLICATION	
	MARCO	446.21
	PRINTING/DUPLICATION	446.21
101 000000000066593161	BOOKS LIBRARY	
	AMAZON CAPITAL SERVICES	184.58
	BOOKS LIBRARY	184.58
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	FINDAWAY WORLD	2,204.86
	AMAZON CAPITAL SERVICES	85.62
	MIDWEST TAPE LLC	49.98
	AUDIO-VISUAL MATERIALS	2,340.46
101 000000000066593250	REGISTRATION FEES/TUITION	
	NORTHCENTRAL TECH COLLEGE	150.00
	GREATER WAU CHAMBER OF COMMERC	2,700.00
	REGISTRATION FEES/TUITION	2,850.00
101 000000000066593260	ADVERTISING	
	WAUSAU AREA NEWCOMER SERVICE	25.00
	ADVERTISING	25.00

Bills for Approval

Period 1

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	ULINE	299.32
	ELM USA	695.99
	AMAZON CAPITAL SERVICES	245.77
	LIBRARY OPERATING SUPPLIES	1,241.08
101 000000000066595320	BUILDING/OFFICES RENT	
	STRATFORD, VILLAGE OF	1,629.50
	CITY OF MOSINEE	3,280.26
	MOSINEE WATER/SEWER	75.10
	WI PUBLIC SERVICE CO	690.21
	VILLAGE OF MARATHON CITY	1,072.28
	BUILDING/OFFICES RENT	6,747.35
	LIBRARY 665 TOTAL:	16,139.95

Bills for Approval

Period 1

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY AMAZON CAPITAL SERVICES	841.13
BOOKS LIBRARY	841.13
LIBRARY GIFTS 667 TOTAL:	841.13
Report Total:	<u>16,981.08</u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 1 ending January 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 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	471,020.00	21,502.80		21,502.80	21,502.80	449,517.20	4.6
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	43,946.01		43,946.01	43,946.01	776,566.99	5.4
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	33,157.44		33,157.44	33,157.44	659,306.56	4.8
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	9,316.66		9,316.66	9,316.66	144,416.34	6.1
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	7,879.78		7,879.78	7,879.78	110,837.22	6.6
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	72,640.06		72,640.06	72,640.06	436,988.94	14.3
Act 1541 DENTAL INSURANCE	10,558.00	1,660.92		1,660.92	1,660.92	8,897.08	15.7
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	1,638.00		1,638.00	1,638.00	29,484.00	5.3
Act 1550 LIFE INSURANCE	1,023.00	29.69		29.69	29.69	993.31	2.9
Act 1560 WORKERS COMPENSATION PAY	1,231.00	86.46		86.46	86.46	1,144.54	7.0
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	131.28		131.28	131.28	1,875.72	6.5

APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	191,989.10		191,989.10	191,989.10	2,652,482.90	6.8
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	997.04		997.04	997.04	24,502.96	3.9
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	53.70		53.70	53.70	946.30	5.4
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00					6,500.00	
Act 2250 TELEPHONE	8,500.00	600.42		600.42	600.42	7,899.58	7.1
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00					9,000.00	
Act 2954 RFID EQUIP MAINT FEES	36,000.00					36,000.00	
Act 2955 V-CAT FEES LIBR	76,500.00					76,500.00	
Act 2957 COUNTY E-MAIL SERVICE	8,500.00					8,500.00	
Act 2958 COUNTY NETWORK SUPPORT	4,000.00					4,000.00	
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00					1,800.00	
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	75.00		75.00	75.00	8,925.00	.8
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00	612.50		612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00					22,000.00	
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00					8,000.00	
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00	225.74		225.74	225.74	3,424.26	6.2
Act 3125 PAPER COPIER	2,000.00					2,000.00	
Act 3126 PAPER - RECEIPTS	800.00					800.00	
Act 3127 RFID TAGS-LIBR	10,500.00					10,500.00	

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 1 ending January 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 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 3130 PRINTING/DUPLICATION	8,000.00	446.21		446.21	446.21	7,553.79	5.6
Act 3161 BOOKS LIBRARY	274,250.00	184.58		184.58	184.58	274,065.42	.1
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	2,340.46		2,340.46	2,340.46	57,659.54	3.9
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00					18,000.00	
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00					25,037.00	
Act 3250 REGISTRATION FEES/TUITIO	4,000.00	2,850.00		2,850.00	2,850.00	1,150.00	71.3
Act 3260 ADVERTISING	4,000.00	25.00		25.00	25.00	3,975.00	.6
Act 3321 PERSONAL AUTO MILEAGE	3,000.00					3,000.00	
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	2,000.00					2,000.00	
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	1,241.08		1,241.08	1,241.08	26,758.92	4.4
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	6,747.35		6,747.35	6,747.35	48,252.65	12.3

APR 711B LIBRARY LVL 1-OPERATING	768,137.00	16,399.08		16,399.08	16,399.08	751,737.92	2.1

Or2 665 LIBRARY	3,612,609.00	208,388.18		208,388.18	208,388.18	3,404,220.82	5.8

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 1 ending January 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 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	
Act 3240 MEMBERSHIP DUES		19,000.00				19,000.00	

APR 711B LIBRARY LVL 1-OPERATING		42,153.00				42,153.00	

Or2 666 WVLS CONTRACTUAL SERVICE-LI		42,153.00				42,153.00	

Agy 0870 LIBRARY	3,654,762.00	208,388.18		208,388.18	208,388.18	3,446,373.82	5.7

Sub 101 GENERAL FUND	3,654,762.00	208,388.18		208,388.18	208,388.18	3,446,373.82	5.7

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 1 ending January 31, 2022

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2022 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	100,000.00	841.13		841.13	841.13	99,158.87	.8

Or2 667 LIBRARY GIFTS	100,000.00	841.13		841.13	841.13	99,158.87	.8

Agy 0870 LIBRARY	100,000.00	841.13		841.13	841.13	99,158.87	.8

Sub 252 LIBRARY GIFTS	100,000.00	841.13		841.13	841.13	99,158.87	.8

Report Final Totals	3,754,762.00	209,229.31		209,229.31	209,229.31	3,545,532.69	5.6
=====							

GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 1 ending January 31, 2022 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				420.00	
Act 2210 WATER/SEWER		40,000.00				40,000.00	
Act 2220 ELECTRIC		37,000.00				37,000.00	
Act 2240 NATURAL/PROPANE GAS		10,000.00				10,000.00	
Act 2460 BUILDING SERVICE EQUIP R		3,000.00				3,000.00	
Act 2470 BUILDING REPAIRS		1,000.00	52.39	52.39	52.39	947.61	5.2
Act 2930 FIRE PROTECTION		300.00				300.00	
Act 2970 REFUSE COLLECTION		7,300.00	3,402.51	3,402.51	3,402.51	3,897.49	46.6
Act 2990 SUNDRY CONTRACTUAL SERVI		2,600.00	289.05	289.05	289.05	2,310.95	11.1
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP		7,000.00				7,000.00	
Act 3460 CLOTHING/UNIFORM		500.00				500.00	
Act 3550 PLUMBING/ELECTRICAL SUPP		500.00				500.00	
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL		100.00				100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	109,720.00	3,743.95		3,743.95	3,743.95	105,976.05	3.4
Or2 206 LIBRARY - BLDG MAINTENANCE	109,720.00	3,743.95		3,743.95	3,743.95	105,976.05	3.4
Agy 0590 OTHER GENERAL GOVERNMENT	109,720.00	3,743.95		3,743.95	3,743.95	105,976.05	3.4
Sub 101 GENERAL FUND	109,720.00	3,743.95		3,743.95	3,743.95	105,976.05	3.4
Report Final Totals	109,720.00	3,743.95		3,743.95	3,743.95	105,976.05	3.4

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of January 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	651	1,328	103.99%	651	1,328	103.99%
EDGAR	1,338	1,329	-0.67%	1,338	1,329	-0.67%
HATLEY	1,167	1,428	22.37%	1,167	1,428	22.37%
MARATHON	1,741	2,362	35.67%	1,741	2,362	35.67%
MOSINEE	1,527	2,291	50.03%	1,527	2,291	50.03%
ROTHSCHILD	5,598	7,591	35.60%	5,598	7,591	35.60%
SPENCER	628	1,122	78.66%	628	1,122	78.66%
STRATFORD	1,053	1,895	79.96%	1,053	1,895	79.96%
WAUSAU	10,813	24,448	126.10%	10,813	24,448	126.10%
WAUSAU DRIVE UP	102	2,293	2148.04%	102	2,293	2148.04%
HOMEBOUND	980	1,081	10.31%	980	1,081	10.31%
ILL	206	191	-7.28%	206	191	-7.28%
OVERDRIVE	13,648	14,161	3.76%	13,648	14,161	3.76%
GRAND TOTAL	39,452	61,520	55.94%	39,452	61,520	55.94%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

January 2022

	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	39	0	39	1,328	2.94%	
EDGAR	0	0	0	0	0	0	0	0	1,329	0.00%	
HATLEY	0	0	0	0	0	0	0	0	1,428	0.00%	
MARATHON	0	0	27	0	0	0	0	27	2,362	1.14%	
MOSINEE	0	0	0	13	0	6	0	19	2,291	0.83%	
ROTHSCHILD	0	0	0	0	0	0	0	0	7,591	0.00%	
SPENCER	131	0	0	0	0	0	1	132	1,122	11.76%	
STRATFORD	0	0	0	0	0	0	0	0	1,895	0.00%	
WAUSAU	30	0	246	67	0	8	10	361	24,448	1.48%	
WAUSAU DRIVE UP	0	0	13	0	0	1	0	14	2,293	0.61%	
MISC*									15,433		
TOTAL MCPL	161	0	286	80	0	54	11	592	61,520	0.96%	
% of CIRC											
by COUNTY	0.26%	0.00%	0.46%	0.13%	0.00%	0.09%	0.02%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of January 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,151	65,159	1.57%
RESIDENT CHILD	8,657	8,210	-5.16%
HOMEBOUND	178	165	-7.30%
STAFF	64	62	-3.13%
TEMPORARY	454	466	2.64%
TOTAL FOR MARATHON COUNTY	73,504	74,062	0.76%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,870	2,926	1.95%
CHILD	224	209	-6.70%
TEMPORARY	25	24	-4.00%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,119	3,159	1.28%
INTERLIBRARY LOAN			
ILL	413	402	-2.66%
GRAND TOTAL	77,036	77,623	0.76%

Marathon County Public Library

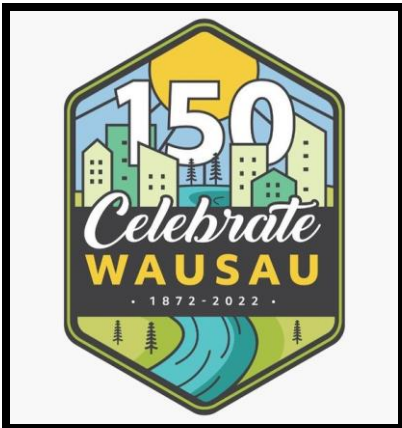
Director Report

February 2022

January Highlights

Celebrate Wausau

2022 marks the 150th anniversary of Wausau, WI becoming a city, and the city is celebrating! Weekly, Monthly and year-long celebrations will take place during 2022 as we celebrate and recognize the city of Wausau. The library is joining in on the festivities and will be holding several virtual events including Wausau-centric poetry, history and more. For more information on the virtual celebrations or in-person events, check out their dedicated website at www.celebratewausau.org.



Youth Services

January in youth services was once again a busy month. We gave away 737 teleidoscope grab and go activities countywide: 425 at Wausau and 312 at branch locations. We also collaborated with Wausau Events for WinterFest and gave away 75 grab and go snow globe activities at Wausau on Saturday, January 29th. Elizabeth filmed a tween book talk about a juvenile chapter book called "The Last Cuentista." Coincidentally, this book won the ALA's Newbery Award the day before the video premiered. The book talk video received 147 views on YouTube in less than one week! Story times continued to premiere weekly with an average of 20-25 views per story time. We also had book displays on Afghan refugees/our new neighbors, Martin Luther King Jr., and winter. Planning for the library's annual Summer Library Program is in full force.

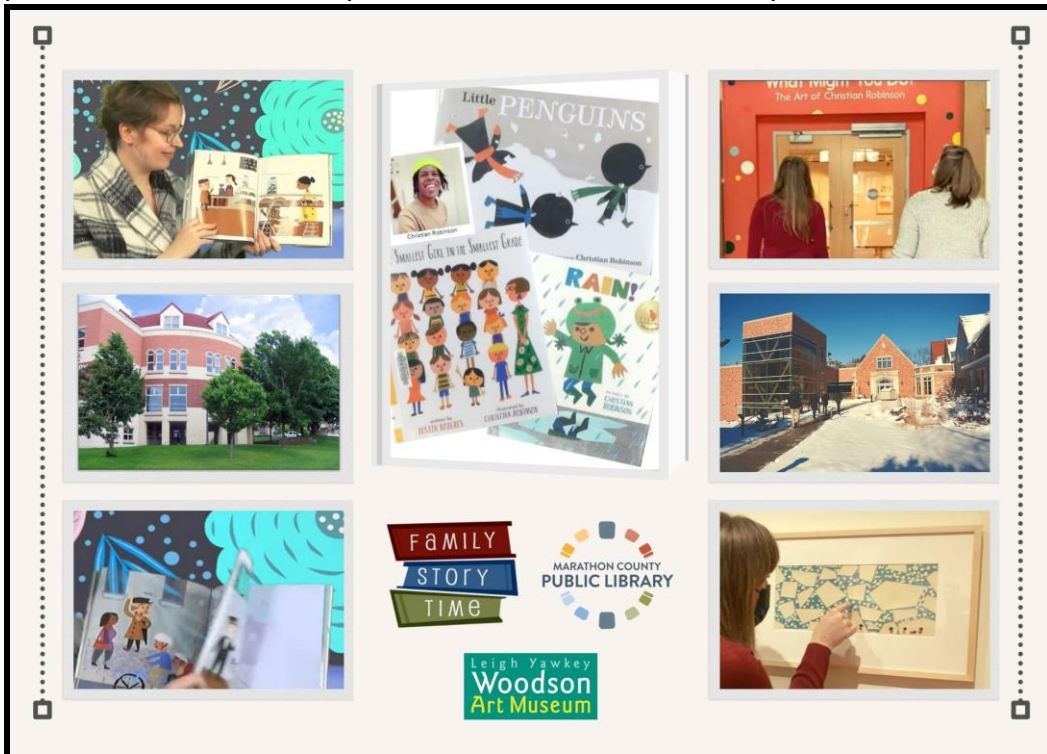
LENA

We are gearing up for LENA cohorts to start the first week in March and are currently recruiting families to sign up for the 10 week program. Offerings are in person or on Zoom. Library staff will be helping with virtual cohorts. We have a LENA book display in the children's department that will hopefully grab attention and get parents interested.

Collaboration with Local Art Museum

This month the Marathon County Public Library is collaborating with the Leigh Yawkey Woodson Art Museum by incorporating a "Field Trip" video in the February 1st Virtual Family Story Time featuring three books illustrated by Christian Robinson. This is the first "Field Trip" segment collaborating with a community entity to premiere in our story times.

We hope the collaboration will result in more community members learning about Christian Robinson, visiting the Leigh Yawkey Woodson Art Museum to view the exhibition "What Might You Do? The Art of Christian Robinson", and checking out picture books illustrated by Christian Robinson in the library's collection.



City of Wausau Strategic Plan

In early November 2021, I was invited to be a part of the City of Wausau's Strategic Planning Steering Committee. BerryDunn Business Consultants were contracted in to the lead us through the process. This is the first strategic plan for the city and included

three phases: project initiation and planning, stakeholder engagement, and the strategic plan and mission statement development. I have been a part of all of these phases, and we are currently in the draft phase of the strategic plan and mission statement development. Once finalized, city department leaders will create strategies to accomplish the included objectives and the prepared plan and associated documents will be shared with the community.



Branches

Grab and Go craft kits continue to be popular at all locations. In January, we collectively handed out teleidoscope craft kits for kids and pompom coaster craft kits for adults. Virtual book club continues to meet at many locations. Popular displays include brain teasers in Mosinee, book bingo in Rothschild, and "How do you measure up?" in Spencer, an interactive display where patrons can compare their heights to the heights of various animals.

Branch staff participated in the County's MLK Day On training day on 1/17. Our January branch coordinator meeting was held on 1/21. We discussed 2022 SLP, updates to our branch manual, and had a roundtable discussion about what is happening at our locations.

2021 Wisconsin tax forms have arrived at most locations. Federal tax forms are starting to arrive.

Erica P., the new Athens Branch Coordinator, completed training in early January and is settling in to her new position. She has been busy organizing the library and getting to know the community. David H., our IT technician, visited all branch locations to help troubleshoot issues and gather information.

All branches completed year end tasks including discarding the 2020 magazines and removing new stickers from the 2020 DVDs.

Library Services Statistics & Activities

News

- All LS team members attended the MLK Day-On on Jan. 17; Chad and Dan volunteered as virtual hosts; Julie and Kitty hosted the library's table at the county expo and handed out some grab and go supplies.
- Ben and Julie met with Katie Z. of WVLS on Jan. 19 regarding the Aspen catalog program
- Paula and Ashley created a book discussion kit for 14 patrons at Island Place apartments, created activities for 17 residents at Azura Assisted Living and distributed trivia questions and word searches to residents at various assisted living and elderly housing complexes.
- Weeding: Athens: Paperbacks Marathon: Adult DVD and Adult Fiction Rothschild: Adult Non-Fiction Spencer: Adult Large Print Stratford: Adult Large Print. Weeded at WA (juvenile Spanish), ED (juvenile fiction), MA (juvenile DVDs, easy readers, picture books, and fiction), SP (juvenile graphic novels), and ST (juvenile fiction).
- Kate presented to the Library Board about Challenged Materials
- Proctoring: 1 Exam
- Notary: 18 Notary Appointments

Events and Programs*

Youth Services Events

- Story Times
 - Jan. 4: Virtual Story Time – 17 total views
 - Jan. 11: Virtual Story Time— 24 total views
 - Jan. 18: Virtual Story Time--21 total views
 - Jan. 25: Virtual Story Time—20 total views
- Other Programs
 - Jan. 3: Virtual Head Start Story Time—66
 - Jan. 2-31: Grab and Go Teleidoscope—425
 - Jan. 27: Tween Book Talk: "The Last Cuentista" – 147
 - Jan. 29: Grab and Go Snow Globe for Wausau's WinterFest—75
 - Number of January Youth Services programs – 8
 - Total attendance for January Youth Services programs – 795

Adult/All Ages Events

- All Month: Little Treasures Grab and Go: Pompom Coasters – 107 kits distributed
- Jan. 6: Marathon County Historical Society History Chats: Big Bull Falls – 18 live viewers
- Jan. 13: Marathon County Historical Society History Chats: Wausau's City Halls – 16 live viewers
- Jan. 19: Women's Night Out book club – 6 attendees
- Jan. 20: Marathon County Historical Society History Chats: The Logos of Wausau – 16 live viewers
- Jan. 25: "Foxconned" with Author Lawrence Tabak – 9 live viewers
- Jan. 26: Lunch with Colonel Mustard True Crime Book Club (virtual) – 2 participants
- Jan. 27: Marathon County Historical Society History Chats: Wausau's River District – 10 live viewers
 - Number of January programs and activities – 8

- Total attendance/participation for January programs – 184

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,401 likes/follows (+12)
- Twitter: 1,234 followers (-2)
- Pinterest: 973 followers (+0)
- Goodreads: 304 friends (+2); 1,377 reviews (+5)
- Instagram: 975 followers (+1)
- YouTube: 515 subscribers (+3)

Hot Happenings in the River District (email newsletter)

- January 5- Grab & Go Craft for Adults-Pompom Coaster
- January 12- Grab & Go Craft for Adults-Pompom Coaster
- January 19- "Foxconned": A Discussion with Lawrence Tabak

City Pages

- January 6- Big Guide- All Locations: Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Kids-Teleidoscope, Virtual Teen Night-January Chill Down, Youth Poetry Contest, Family Story Time: Boxes!, Family Story Time: Art Tales!, Family Story Time-Arctic Animals!; Wausau: True Crime Book Club-"Killers of the Flower Moon," Grab & Go Craft for Kids-WinterFest Snow Globes; Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Hatley: "Little House in the Big Woods;" Marathon City: Book Club-"The Road;" Mosinee: Virtual Book Club-"The Winemaker's Wife;" Stratford: Virtual Book Club-"The Children's Blizzard"
- January 13- Big Guide- All Locations: Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Kids-Teleidoscope, Youth Poetry Contest, Family Story Time: Art Tales!, Family Story Time-Arctic Animals!; Wausau: True Crime Book Club-"Killers of the Flower Moon," Grab & Go Craft for Kids-WinterFest Snow Globes; Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Hatley: "Little House in the Big Woods;" Marathon City: Book Club-"The Road;" Mosinee: Virtual Book Club-"The Winemaker's Wife;" Stratford: Virtual Book Club-"The Children's Blizzard"
- January 20- Big Guide- All Locations: Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Kids-Teleidoscope, "Foxconned"-A Discussion with Lawrence Tabak, Youth Poetry Contest, Family Story Time: Art Tales!, Family Story Time-Arctic Animals!; Wausau: True Crime Book Club-"Killers of the Flower Moon," Friends of MCPL Book Sale, Grab & Go Craft for Kids-WinterFest Snow Globes; Athens: Book-of-the-Month Club-"A Year in the Wilderness"
- January 27- Big Guide- All Locations: Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Adults-Felt Heart Magnet, Grab & Go Craft for Kids-Teleidoscope, Grab & Go Craft for Kids-WinterFest Snow Globes, Grab & Go Craft for Kids-Craft Stick Launcher, Youth Poetry Contest Family Story Time-The Art of Christian Robinson!, Family Story Time-Hugs!, Virtual Teen Night-February Hearts, Family Story Time-Unusual Pets!, Family Story Time-I'm Sorry!; Wausau: Friends of MCPL Book Sale, Traveling Mini Art Gallery; Athens: Book-of-the-Month Club-"A Year in the Wilderness," Book-of-the-Month Club-"The Sunday Philosophy Club;" Hatley: Virtual Book Club-"Born a Crime;" Marathon City: "Evvie Drake Starts Over;" Mosinee: Virtual Book Club-"The Switch;" Stratford: Virtual Book Club-"The Night Watchman"

Mosinee Times

- January 27- Browse thousands of items at Friends of MCPL Book Sale February 2-5

On Focus

- January 27- Three things to do this weekend-Jan 28, 29, 30- Wausau: Grab & Go Craft for Kids-WinterFest Snow Globes
<https://www.onfocus.news/three-things-to-do-this-weekend-jan-28-29-30>

Record Review

- January 5- All Locations: "Foxconned"-A Discussion with Lawrence Tabak, Youth Poetry Contest,

Grab & Go Craft for Kids-Telescope, Grab & Go Craft for Adults-Pompom Coaster, Family Story Time, Virtual Teen Night; Wausau: True Crime Book Club-"Killers of the Flower Moon;" Athens: Book-of-the-Month Club-"A Year in the Wilderness"

- January 12- All Locations: Grab & Go Craft for Adults-Pompom Coaster, "Foxconned"-A Discussion with Lawrence Tabak, Youth Poetry Contest, Grab & Go Craft for Kids-Telescope; Wausau: True Crime Book Club-"Killers of the Flower Moon;" Athens: Book-of-the-Month Club-"A Year in the Wilderness"
- January 19- All Locations: "Foxconned"-A Discussion with Lawrence Tabak, History Speaks-The Wisconsin Valley Improvement Company, Youth Poetry Contest, Grab & Go Craft for Adults-Pompom Coaster; Wausau: True Crime Book Club-"Killers of the Flower Moon;" Athens: Book-of-the-Month Club-"A Year in the Wilderness"
- January 26- All Locations: "Foxconned"-A Discussion with Lawrence Tabak, Grab & Go Craft for Adults-Felt Heart Magnet; Wausau: Little Art Exhibit; Marathon City: Book Club-"Evvie Drake Starts Over;" Stratford: Virtual Book Club-"The Night Watchman"

Wausau Pilot & Review

- January 4- Marathon County Public Library activities, youth and adult: January- All Locations: Youth Poetry Contest, Grab & Go Craft for Adults-Pompom Coaster, Grab & Go Craft for Kids-Telescope, Family Story Time-Snowy Stories!, Virtual Teen Night-January Chill Down, Family Story Time-Boxes!, Family Story Time-Art Stories!, Family Story Time-Arctic Animals!; Wausau: Grab & Go Craft for Kids -Snow Globe!
<https://wausapilotandreview.com/2022/01/04/marathon-county-public-library-activities-youth-and-adult-january>
- January 12- Friends of library to hold members-only sale
<https://wausapilotandreview.com/2022/01/12/friends-of-library-to-hold-members-only-sale-2>
- January 23- Marathon County Public Library activities- All Locations: "Foxconned"-A Discussion with Lawrence Tabak, Grab & Go Craft for Adults-Felt Heart Magnet, Youth Poetry Contest, Grab & Go Craft for Kids-Craft Stick Launcher, Family Story Time-The Art of Christian Robinson!, Family Story Time-Hugs!, Virtual Teen Night-February Hearts, Family Story Time-Unusual Pets!, Family Story Time-I'm Sorry!; Wausau: Little Art Exhibit
<https://wausapilotandreview.com/2022/01/23/marathon-county-public-library-activities-27>
- January 25- Friends book sale coming in February
<https://wausapilotandreview.com/2022/01/25/friends-book-sale-coming-in-february>
- January 27- History Speaks to feature Wisconsin public media
<https://wausapilotandreview.com/2022/01/27/history-speaks-to-feature-wisconsin-public-media>

Wausau Times/Buyers Guide

- January 5- 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"
Out & About- All Locations: Grab & Go Craft for Adults-Pompom Coaster; Athens: Book-of-the-Month Club-"A Year in the Wilderness;" Marathon City: Book Club-"The Road"
- January 19- The MCHS and MCPL present History Speaks on the Air
- January 26- MCPL Book Clubs, February 2022- Athens: Book-of-the-Month Club-"The Sunday Philosophy Club;" Hatley: Virtual Book Club-"Born a Crime;" Marathon City: "Evvie Drake Starts Over;" Mosinee: Virtual Book Club-"The Switch;" Stratford: Virtual Book Club-"The Night Watchman"

Materials

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 2/3/2022	% Spent
Juvenile Audiobooks	\$6,500.00	\$617.26	\$7,117.26	\$541.67	\$6,500.00	\$617.26	9%
Juvenile CDs	\$500.00	\$0.00	\$500.00	\$41.67	\$500.00	\$0.00	0%
Juvenile DVDs	\$10,250.00	\$2,570.51	\$12,820.51	\$854.17	\$10,250.00	\$2,570.51	20%
Juvenile Video Games	\$2,000.00	\$0.00	\$2,000.00	\$166.67	\$2,000.00	\$0.00	0%
Young Adult Audio Books	\$1,750.00	\$0.00	\$1,750.00	\$145.83	\$1,750.00	\$0.00	0%
Youth AV Subtotal	\$21,000.00	\$3,187.77	\$24,187.77	\$1,750.00	\$21,000.00	\$3,187.77	13%
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$20,000.00	\$1,043.66	5%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$33,553.49	\$2,785.85	8%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$33,000.00	\$568.20	2%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$1,442.71	\$284.33	16%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$9,476.80	-\$476.80	-5%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$9,000.00	\$0.00	0%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$3,736.01	\$140.90	4%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$3,000.00	\$25.70	1%
Youth Print Subtotal	\$113,250.00	\$4,330.85	\$117,580.85	\$9,437.50	\$113,209.01	\$4,371.84	4%
Youth Services TOTAL	\$134,250.00	\$7,518.62	\$141,768.62	\$11,814.05	\$134,209.01	\$7,559.61	5%

- Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of 2/3/2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$10,548.46	\$1,451.54	12.10%
Adult Music CD	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$6,952.55	\$547.45	7.30%
Adult DVD	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$20,656.54	\$3,343.46	13.93%
Adult Video Games	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$1,590.01	\$59.99	3.64%
Adult AV Subtotal	\$45,150.00	\$1,024.09	\$46,174.09	\$4,104.55	\$39,747.56	\$5,402.44	11.97%
Adult Paperbacks	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$3,585.00	\$0.00	0.00%
Adult Paperbacks S.O.	\$2,415.00	\$0.00	\$2,415.00	N/A	\$2,415.00	\$0.00	0.00%
Adult Fiction	\$47,000.00	\$1,577.78	\$48,577.78	\$4,272.73	\$40,974.07	\$6,025.93	12.82%
Adult LT Fiction	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$7,063.37	\$136.63	1.90%
Adult LT S.O.	\$15,000.00	\$0.00	\$15,000.00	\$1,363.64	\$15,000.00	\$0.00	0.00%
Adult Non-fiction	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$61,965.15	\$4,034.85	6.11%
Adult Non-fiction S.O.	\$2,150.00	\$61.18	\$2,211.18	N/A	\$2,211.18	-\$61.18	-2.85%
Adult Biographies	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$9,231.74	\$768.26	7.68%
Adult Spanish	\$750.00	\$29.55	\$779.55	\$68.18	\$728.01	\$21.99	2.93%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$750.00	\$0.00	0.00%
Adult Print Subtotal	\$154,850.00	\$6,881.90	\$161,731.90	\$14,077.27	\$143,923.52	\$10,926.48	7.06%
Adult Services TOTAL	\$200,000.00	\$7,905.99	\$207,905.99	\$18,181.82	\$183,671.08	\$16,328.92	8.16%

**Column D numbers are different numbers than December's reports. December's report reflected the money that still hadn't been spent out (some 2021 invoices had not been paid at that point). This month's report Column D represents the amount of money we asked to be rolled over before any 2022 invoices were paid but after all 2021 invoices were paid.*

***Columns G, H, and I will not accurately reflect the free balance until the 2021 money has been rolled over. It appears we have spent more 2022 money than we have because it is accounting for the 2021 money that has been paid out in invoices in 2022.*

Support Services Statistics & Activities

Circulation Team

- New library card applications processed by the Circulation Team: 158
- Circulation total for Wausau First Floor: 24,448
- Laura D processed 191 Interlibrary loan requests
- Ashley H and Paula L checked out 1,081 items for our home bound patrons
- January Passports News
 - 21 Adult Passport Books
 - 19 Minor Passport Books
 - 1 Both Book and Card

The MCPL Passport team accepted a total of 41 passport applications accepted at \$35.00 ea. and 53 photos were taken at \$10.00 each for a total of \$1,965.00 recorded. We also assisted with 23 renewal applications.

- Ashley H, James B, and Ken B, our new agents have started processing passport applications for MCPL.
- 1/4/2022 Kitty R met with Staff Association Executive Committee to discuss 2022 plans.
- Kitty R attended Team Leads meetings with the Director and/or Support Services Manager on 1/5/22, 1/12/22, 1/19/22, and 1/26/22
- 1/3/22 Julie K met with Kitty R to plan the MLK Day Expo display. Julie K and Kitty R staffed the expo booth on 1/17/22 MLK Day at East Hall.
- 1/24/22 Kayla K, the new Library Assistant at the Drive Thru Window, trained on Sierra ILS with Kitty R.
- Ashley H is organizing Homebound patron accounts with new labels, file folders, and clearing deceased patron folders and accounts.
- James B has purged the 2020 magazines from the ILS system, the Page team assisted with the pulling of the 2000+ magazines.
- James B has completed the Gale course "Grammar Refresher".
- Laura D and Ashley H attended the webinar "Prejudice: how to respond to prejudicial comments from customers", offered by Ryan Dowd. Laura D also attended the webinar, "Police: how to reduce police calls and keep everyone safe in your organization".
- The Circulation Team banned five patrons from the library (for different lengths of time) over the course of the month due to behavioral issues. Staff are assessing whether this is an abnormal level of problems or if this is part of an annual cycle related to economic conditions and the weather.

Support Services Team

- 1/5, 1/12, 1/19 & 1/26: Mary attended the Team Leads meeting with the Director and/or Support Services Manager.
- 1/6: Mary, Pat, and Stephanie held a phone conference call with one of the library's B&T reps. Discussion was in regards to reducing/consolidating shipments.
- 1/12: Alexander and Mary met with Kayla and Michelle to review the D/T position and the updated Transport Page position/schedule respectively.
- 1/17: Chris and Mary attended virtual programs for MLK Day On.
- 1/24: The team welcomed Kayla K. to Support Services. We thank everyone who helped cover the D/T when the position was vacant.

- Chris is preparing tax instruction book/binders for Wausau and the Branches.
- Rounding for the month was completed.
- Worked through several minor cataloging and configuration-related issues with Aspen, our soon-to-be-launched public-facing catalog.
- Team members:
 - Continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):
 - Juvenile fiction: DUEY
 - Faded label replacement for Branches: in progress. The DVD cleaning project will resume soon.
 - Clean Wausau adult DVDs: FAL

Page Team

- Ollie met with Alexander and Mary on Jan. 4th to discuss Kayla's transition from the Page Team to Support Services.
- Completed the Missing and Missing in Inventory 2021 Quarter 3 and November 2021 list. We found three items.
- The Page Team welcomed Larry V. on January 10th. Larry is doing very well and learning quickly!
- Ollie had another meeting for the COATS Social Engagement Committee on Jan. 11th. We finalized survey questions and made a rough outline of Committee Proposal.
- January 17th – the whole page team attended MLK Day On virtually.
- January 21st was Kayla's last day as a page. The following Monday she started in her new role as Library Assistant on Support Services. We were sad to see her go but so happy that she is still at the library!
- January 24th – Lynelle began working 28 hours per week due to our new staffing shortage.
- We completed a weeding list for Juvenile Spanish.
- We pulled all the 2020 issues of magazines from the collection to help with the yearly magazine purge.
- We withdrew lots of juvenile books and prepared them to be given to the Friends of the Library.
- Ollie took some new photos of the artwork to help prepare a look-book for patrons so they can put art on hold and we can hopefully get some of it circulating.
- Ollie worked with Alexander (as well as Kate from Library Services) to assess the quality of the art ledges received from Witmer Furniture, and assisted in having them returned to meet specifications.
- Ollie helped to maintain the new fiction and non-fiction shelves by doing regular switch-overs.
- Kali and Ollie set up a temporary art space on top of the magazine back issues so we could get some of the smaller pieces visible and hopefully circulating.
- During the month of January the pages shelved approximately 25,190 items.

Information Technology

- Met with Bibliotheca, Envisionware and Tech Logic to investigate book sorter replacement. Awaiting plan details and costs.
- Began assessing power consumption of current sorter as part of cost analysis.
- Cleaned up phone patches in 2nd floor server closet.
- Installed Sierra Offline Software all branch staff computers, and at Wausau's main and children's desks, as well as Drive Thru.
- Completed computer inventory at branch locations.

- Deployed COVID Protocol within CASSIE to limit amount of time patrons can spend on branch computers without authorized time extensions from staff (to support the 50% occupancy limit).
- Formulated a plan to install mounted rack enclosures for protecting exposed network devices under the desks of some of the locations.
- Started deployment of new computers in the circulation department at Wausau.
- Assisted staff with rollout of Multi-Factor Authentication for library email.
- Met with Ben K to exchange IT knowledge between departments.
- 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.
 - Computer monitor Inventory and pairing with computer inventory.
 - Resolving difficulties with access to Sierra at 7 of 8 branches on Saturdays.
 - Investigate what needs to be done to continue Wi-Fi installation at remaining branches.
 - Athens
 - Hatley
 - Marathon City
 - Rothschild
 - Spencer
- 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.
 - Plan a deployment date for Windows 11 once it is out of Beta testing.
 - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use (Office 2013 is not compatible with Windows 11).

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Grab and Go: There were 16 children and 18 adults in Athens that enjoyed the January 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 January was *A Year in the Wilderness* by Amy and Dave Freeman. There were 5 adult participants.

Circulation Statistics

- In January, Athens circulated 1,328 items. This is a 103.9% increase from January 2021. In 2022 year-to-date, Athens has circulated 1,398 items. This is a 103.9% increase from 2021.

- Athens had a total of 5 curbside appointments in the month of January.

Library News

- Erica, the new branch coordinator, started.
- Erica shelf read, cleaned shelves, and arranged the entire library.
- Christmas books were sent back to Wausau for storage.

Facilities Updates

- January 13 and 14- Athens Branch internet was down. Erica and Shahara were able to test out the new “offline” Sierra system.
- A “New Non-Fiction” bookshelf was put together by Erica.

Edgar Monthly Report

Events and Program

- Grab n Go crafts, 15 adult, and 28 children kits.
- Home School Huddle had 12 families participating with 40 student packets for the month.
- There were no curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of January were 1329 items checked out. This is a .67% decrease for the same month last year. A total of 1329 items have been checked out so far this year. This is a .67% decrease from 2020.

Library News

- Dana covered at various branches this month.
- Deb has been working on Home School huddle packets for February 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 Christmas books and send them to storage in Wausau.
- Displays were changed to a “Mustash theme.
- Wisconsin State tax forms came and are displayed for the public to take.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – “Little House in the Big Woods” by Laura Ingalls Wilder had 3 in attendance.
- Grab N Go programs
 - Pom Pom Coasters – 14 kits were taken. (3 children, 6 teens, and 5 adults)
 - Teleidoscope – 20 kits were taken (11 children, 2 teens, and 7 adults)
 - We also set out some of the extra kits we had from throughout the year and 3 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 February 8th “Born a Crime” by Trevor Noah
- Grab N Go Crafts – Felt Heart Magnets and Craft Stick Launcher

Circulation Statistics

- Hatley circulated 1,428 items for the month of January. This is a 22.37% increase. Year to date is 1,428 items. This is a 22.37% increase from last year.

Library News

- Heather attended the Branch Coordinator Meeting
- Robin attended MLK Day On in person

- Heather was able to attend a couple of the Wild Winter Wisconsin webinars
- Heather and Robin planned out the summer outdoor programs
- Heather started the yearly inventory of the collections

Facilities Updates

- Front door is leaking fluid, village is working on getting that stopped.
- Furnace went out overnight twice on the really cold morning, maintenance is trying to figure out why.

Marathon Branch Monthly Report-January 2021

Events and Programs

- **Book Club:** Due to cold weather and COVID protocols, the monthly book club is meeting in the library for discussion without a library facilitator. Hopefully, in a few months we will be able to meet again outside. We are hoping to be back together soon. Megan continues to offer book suggestions and discussion questions in a reader's advisory role.
- During the month of January, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **50** of the children's **Teleidoscope** kits. The teen/adult kits were **Pompon Coasters**. We distributed **20** of those. These kits have been very popular with patrons of all ages.
- 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 throughout the year.
- During the month of February (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 **Craft Stick Launcher and Heart Magnets** may be picked up at any of the nine libraries during the month of January.

Circulation Statistics

- Marathon circulated 2,362 items during the month of December, which is a 35.67% increase from this time last year. So far in 2022, Marathon has circulated 2,362 items. This is a 35.67% increase over last year.

Library News

- Lisa attended the Bi-monthly virtual coordinator's meeting on January 21.
- Lisa and Megan attended the county MLK Day in person on January 17. They found it very beneficial.

Facilities Updates

- Nothing to report at this time.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- **Book Club:** This month's book club was delayed by one month due to the county wide Martin Luther King Jr. 'Day On'. On the 24th, 5 patrons discussed *The Winemaker's Wife* with Sarah.
- This month's Grab and Go craft kits were as popular as ever, with all 20 pompon coasters being taken by adults and all 33 teleidoscopes being enjoyed by children and families. Staff also promoted the Spring Poetry Contest for youth, book clubs across all locations, the continued Family Story Time, the January Virtual Teen Night, as well as this month's Friends of the Library Members Only Book Sale and the Wausau only Grab and Go Snow Globe kit for Winter Fest!
- **Passive Programs:** This month Katie made a creative display full of brain teasers that a lot of patrons had fun guessing the answers to!

Circulation Statistics

- Mosinee circulated 2,291 items in January 2022. This is a 50.03% increase. Mosinee has

circulated 2,291 items in 2022. This is a 50.03% increase.

Library News

- Displays: Our large display behind the desk reminded patrons to “Get your mitts on a good book”, complete with a snowy winter scene and decorative mittens. Our “Beat the Winter Blues” display held materials with blue covers and lot of staff recommendations, and our fiction section featured a tree encouraging patrons to “Branch out and try a new genre this year”. Our nonfiction section held health and wellness books to remind patrons “Don’t let your motivation get Frozen! There are snow many ways to stay healthy!”. The children’s section held books on educational concepts like numbers, letters, and shapes, and our chapter book section warned children that “Here there be dragons” in celebration of January 16th, “Appreciate a dragon day”, complete with origami dragon made by the talented Katie!
- Sierra was down on the 7th across all locations.
- Rounding was completed on the 19th.
- Curbside services continued throughout the month of January. At the end of the month we had a total of 10 curbsides. Curbside requests have started to rise again with local COVID-19 cases rising as well.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Special thanks again to Katie and Paula for coverage this month!
- David stopped by on the 14th to replace door counter batteries, install the Sierra Offline Program, and take the two public computers that aren’t being used due to social distancing. Updates to Cassie were done as well.
- Katie and Sarah began brainstorming programming for this year that we could safely offer our community. So far, we’ve scheduled the following grab and go craft kits at varying times throughout the year: Harry Potter wands kits for all ages, wooden coaster kits for adults, locker decoration kits for teens, and CD Fish kits for kids during the summer that will fit our Summer Reading Program theme of an *Ocean of Possibility*. We’ve also planned a Plant Swap Program and a Sidewalk Chalk program. We are excited to begin offering personalized programming again while still working hard to keep our community and each other safe.
- Inventory was restarted in Mosinee. Adult nonfiction audiobooks have been completed and progress has been made on adult nonfiction and fiction as well.
- Our adult fiction weeding list came in this month, so we were able to weed a section of that collection and start putting displays back in that section for patrons to browse through, as we had been too tight to display items since last year.

Facilities Updates

- No updates at this time.

Rothschild Monthly Report

Events and Programs

- We handed out 49 grab-and-go teleidoscope craft kits for kids and 20 grab-and-go pompom coaster craft kits for adults.
- We had 28 kids color mittens for our passive program – “Smitten for Books.”
- January book displays featured books celebrating snow, Winnie the Pooh day, national poetry month, the works of illustrator Christian Robinson, and book bingo.

Circulation Statistics

- In January, Rothschild circulated 7,591 items. This is 35.6% increase from last year. In 2022, Rothschild circulated 7,591 items. This is 35.6% increase from last year.

Library News

- Laura virtually attended the weekly team leads’ meetings and the January branch coordinator meeting.
- All staff members attend MLK day on events.

- Erica, the new Athens Branch Coordinator, completed training in Rothschild on 1/3.
- David completed an initial IT visit on 1/4.
- We completed inventory of the new adult collection, adult paperbacks, YA fiction, YA new, YA nonfiction, YA graphic novels, J graphic novels, board books, J music CDs, and J audiobooks. We are working on relabeling the adult and children's nonfiction collections. We also relabeled our magazine collection.
- We completed year end tasks including discarding the 2020 magazines and removing new stickers from the 2020 DVDs.
- State and federal tax forms have started to arrive.

Facilities Updates

- The village made repairs to the bathroom nearest the library.

Spencer Monthly Report

Events and Programs

- In the month of January, a Grab N Go craft for adults was offered. This month's craft was, "Pompom Coasters" with all twenty crafts being handed out to patrons.
- Also in the month of January was a craft for children, "Teleidoscope". Fifteen kits were given to children.

Circulation Statistics

- Spencer circulated 1,122 items in the month of January. This is an increase of 78.66%. Spencer has circulated 1,122 items in 2022. This is an increase of 78.66%.

Library News

- Audrey did an article for the local paper, "The Village Voice" promoting our next month's Grab N Go craft, the Friends of the Library book sale being held in February, available tax forms and our library hours.
- Audrey virtually attended the Martin Luther Day sponsored by Marathon County.
- Audrey and Laura W. did the January rounding on the 12th. Audrey and Lue did January rounding on the 13th.
- State tax forms are now available, while we still wait for the Federal Forms.
- Adult Fiction Large Type was weeded to make more room on the shelves.
- Audrey watched a webinar on Gentle Reads sponsored by NoveList Crash Course. This webinar explained what makes a "gentle read". After watching the webinar, I created a display of gentle read fiction books and printed an explanation of what to expect when reading this genre.
- Audrey also watched a webinar by Ryan Dowd on homeless. I learned many interesting facts about the makeup of the homeless.
- The book drop was transformed to look like a basketball hoop. On the sides are signs that say, "Your Child Reads" then "Your Child Returns the Books" and "The Crowd Goes Wild" with a colored photo of minions cheering.
- We have created a chart that ranges from 1' to 8' high. Attached are various pictures of animals from a penguin to an ostrich with the height of each animal. The children can measure how tall they are and see what animal is the same height. Displayed next to the chart are books on each animal.
- Staff reads continues to be a patron favorite with many just going directly to our display to see what Lue and I have chosen.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We held a Virtual Book Club via Go-To Meeting on Jan. 19. Seven patrons met to discuss The

Children's Blizzard by Melanie Benjamin.

- Fifty patrons stopped by the Stratford Branch in January to pick up the Teleidoscope craft kits for kids offered through MCPL.
- Twenty patrons enjoyed the Pompom Coasters craft kit for teens and adults offered through MCPL in January.
- We worked on SLP planning for our branch.

Circulation Statistics

- We circulated 1,895 items in January. This is a 79.96% increase from last year. In 2022, we circulated 1,895 items. This is a 79.96% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 13 requests for curbside pickup appointments in January.

Library News

- We weeded Juvenile Fiction, Juvenile Favorites, and Adult Large Type Fiction.
- We sent in books for relabeling.
- On Jan. 17, MJ & Darla both virtually attended Marathon County's MLK Day On.
- MJ attended the Branch Coordinator Meeting on Jan. 21.
- We created a New Year, New Chapter book display for January.
- We continued promoting the Smitten for Books display for adults that featured some of our patrons' all-time favorite books.
- We completed some year-end tasks, such as discarding 2020 magazines and removing new stickers from the 2020 DVDs.

Facilities Updates

- On Jan. 12, Dave from Wausau visited our branch and ran several updates on all of our computers. He installed our Sierra Offline Circulation on our staff computer for when there are connection issues. He also was able to get Sierra running on our laptop. Thanks, Dave!
- One of the heaters in our building was serviced by the Village after it wouldn't turned on. They discovered the thermostat had an error code and was no longer working, so they replaced it.
- A new paper towel dispenser was hung in our community room.



GL787

LIB 21 CIP TRANS -2 HSW

Report Format 511

Period 14 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 848 MISCELLANEOUS REVENUE							
Act 8410 DONATIONS FROM PRIVATE O		338,597.37-		338,597.37-	338,597.37-	338,597.37	
Cat 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	208,911.00					208,911.00	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	142,337.00	452,316.25		452,316.25	452,316.25	309,979.25-****	

APR 777A LIBRARY CIP PROJECT	352,096.00	113,718.88		113,718.88	113,718.88	238,377.12	32.3
APR 779A LIBR CAPITAL IMPROVEMENTS							
Cat 849 OTHER FINANCING SOURCES							
Act 9900 TRANSFERS FROM FUND BALA	566,168.00-					566,168.00-	

Or2 934 CIP PROJECTS	214,072.00-	113,718.88		113,718.88	113,718.88	327,790.88-53.1-	

Sub 604 LIBRARY CIP PROJECTS	214,072.00-	113,718.88		113,718.88	113,718.88	327,790.88-53.1-	

Report Final Totals	214,072.00-	113,718.88		113,718.88	113,718.88	327,790.88-53.1-	
=====							

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
November 20, 2021
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is February 19, 2022.

President Tom **Bobrofsky** called the meeting to order at 9:37 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
Pat Pechura, Vice-President
Mike Otten, Treasurer
Jim Backus, member*
Jessica Bernett, member* (joined 10:34 am)
Christy Janczewski, member*
Peg Jopek, member*
Paul Knuth, member*
Louise Olszewski, member*
Diane Peterson, member
Mandy Wright, member

Others Present

Marla Sepnafski, WVLS Director
Josh Klingbeil, WVLS staff
Susie Hafemeister, WVLS staff
Anne Hamland, WVLS staff*
Jamie Matczak, WVLS staff*
Kris Adams Wendt, WVLS staff*
Katie Zimmermann, WVLS staff*
Judy Peterson, incoming 2022 member

Excused

Sonja Ackerman, member
Eileen Grunseth, member
Kari Sweeney, member

Vacant

Marathon County representative

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

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

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/Jopek motion to approve minutes from the September 18, 2021 WVLS Board meeting as presented. All aye. Motion carried.

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

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

WVLS HEALTH INSURANCE – revised (Exhibit 9):

REPORTS:

Resource Library (Exhibit 10): Sepnafski drew the Board’s attention to the report included in their packets. The MCPL Board approved the 2022 WVLS Expectations Assessment outline at its November 15 meeting following productive discussions among Sepnafski, MCPL trustees and Interim Director.

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

- Former WVLS Trustee **Alice Sturzl** was 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. (click the link for full information)
- **John Thompson**, IFLS Library System Director since 2007, was 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.
- 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.
- WVLS Accounting/HR Specialist **Augo Hildebrand** has announced her 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. The position has been posted and provisions made for interim coverage of her duties.
- **Hafemeister** has been working with county clerks regarding the five WVLS trustees whose terms are set to expire at the end of the year. Appointments/Reappointments were needed for: **Louise Olszewski** (Clark County), **Peg Jopek** (Langlade County) and **Sonja Ackerman, Jessica Bennett, and Michael Otten** (Marathon County). Marathon and Clark counties have reappointed Ackerman, Bennett, Otten and Olszewski. Jopek decided to retire after 30 years of service to WVLS and Langlade County appointed **Judy Peterson** to a term starting 2022. There is a Marathon County vacancy to fill the expired term of **Tyson Cain**.
- **Sepnafski** drew the board's attention to [Exhibit 11a Celebrating Our System Directors Presentation](#)

Report from Education Consultant Jaime Matczak:

- 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. They are Granton Community Library Director **Kay Heiting**, Neillsville Public Library Director **Janay Ziebell**, Loyal Public Library Director **Teresa Hall**, Rib Lake Public Library Director **Tammie Blomberg**, Thorp School District Library Media Specialist **Julie Beloungy**, and Abbotsford Public Library Director **Jenny Jochimsen**. Conference reports from the 2021 Scholars will be shared with the WVLS Board of Trustees in 2022.
- 2023 Wisconsin Library Association (WLA) Vice-President/President-Elect and Associate Director of Public Services at the University of Wisconsin Law Library **Kristopher Turner** has selected **Matczak** to serve as the 2023 WLA Conference Committee Chair. Matczak has experience serving on several WLA conference planning committees 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.
- 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 Hesper** (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.
- 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. **Rhineland District Library** was among the 15 locations chosen.

- 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. **Matczak** is part of a sub-group within the Public Library System Marketing Cohort who is leading this project and will serve as a mentor to five library grant recipients in 2022. 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).
- The **Marathon County Public Library (MCPL) Staff Inservice Day** on Friday, October 15, was a big success. **Matczak** worked with MCPL Interim Director **Leah Giordano** on coordinating a day focused on team building and diffusing escalating situations with patrons. The training 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 ended with a special guest appearance by **Wausau Mayor Katie Rosenberg**. The in-service was well-received, with one staff member sharing with Leah Giordano, *"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."*
- **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." The event drew over 1,200 attendees over the course of two days, with positive feedback on the virtual format and on the webinars. 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.
- 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](#).
- **Matczak** will next focus on **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. Conference registration will open soon.

Report from Public Library Services Consultant Anne Hamland:

- IFLS, WVLS, and NWLS collaborated to apply for ARPA Funding on behalf of each system's member libraries. Anne Hamland (WVLS), Leah Langby (IFLS), and Jackee Johnson (NWLS) 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

- To celebrate this year's Wisconsin Science Festival, **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. 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.
- Website Services - websites for the **Spooner** and **Deer Park** public libraries have transitioned from their current providers to the LEAN WI website service. The library in **Mercer** has also been added to the LEAN WI website service. **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](#).

Report from Chief Information Officer Josh Klingbeil:

- **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 LEAN WI 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. WVLS 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.
- **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 **Klingbeil** is in regular communication with the project's administrator.

Report from ILS Administrator Katie Zimmermann: 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. **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:
 - [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 also included 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.
 - **Recent and upcoming trainings:**
 - **Metzler** and **Zimmermann** attended an **Aspen Intro Training** to learn how to prepare member libraries for Aspen's Go Live event in January 2022.
 - **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 **Metzler** on October 20. Eight individuals from seven libraries attended, with an additional two requesting a recording.
 - **Create Lists Training** with **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 **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 all staff who assist the public can attend Aspen Patron Experience Training in December.
 - **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. **Zimmerman** 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 **Zimmerman** 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.

- 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.** After transitioning Merrill, Dorchester and Marathon County, all V-Cat libraries should be set up by the end of November.

WLA CONFERENCE/ WLTF: Bobrofsky summarized his conference experiences and invited staff members who attended to share their takeaways.

COLAND (Exhibit 12): **Klingbeil** reported on the COLAND meeting held virtually on November 11 for which minutes are not yet available. DPI Legislative and Policy Outreach Team Policy Initiatives Advisor Dee Pettack DPI Policy Initiatives Advisor **Dee Pettack** led discussion about the role of COLAND in library advocacy and importance of messaging immeasurable library value.

V-CAT (Exhibit 13): Having provided an update during her earlier report, **Zimmermann** directed the Board's attention to the November 4 V-Cat meeting agenda and minutes in exhibit 13.

WVLS BOARD OF TRUSTEES BY-LAWS – draft and CONSTITUTION – draft (Exhibits 14a&b) **Sepnafski** noted several language changes in both documents, with board asked for consideration of changing the first Board of Trustees meeting of the year from the third Saturday in January to the first Saturday in February. Following discussion, there was unanimous consensus to change the first meeting of 2022 from January to February 19 (third Saturday) to allow staff more time to prepare year end reports. Final approval of the two documents will take place at the February 19, 2022 meeting.

WVLS RESERVE FUND POLICY – draft (Exhibit 15):

Sepnafski drew the board's attention to the changes noted in exhibit 15 as recommended by the Kerber Rose auditors after WVLS challenged them to make suggestions for what could be done better.

Pechura/Wright motion to approve the revisions as presented. All aye. Motion carried.

2022 WVLS LIBRARY ADVISORY COMMITTEE MEMBER APPOINTMENTS (Exhibit 16):
Otten/Knuth motion to approve the 2022 roster for the WVLS Library Advisory Council as presented. All aye. Motion carried.

2022 WVLS V-CAT STEERING COMMITTEE MEMBER APPOINTMENTS (Exhibit 17):

Otten/Pechura motion to approve the 2022 roster for the WVLS V-Cat Steering Committee with the correction that Cynthia Lemerande represents the Wabeno Public Library instead of Crandon Public Library. All aye. Motion carried.

2022 WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE MEMBER APPOINTMENTS:

Bobrofsky appointed **Pechura, Otten and Peterson** to the WVLS Board of Trustees Nominating Committee, with Pechura as chair. They will present a slate of officers at the first 2022 Board meeting.

TEMPORARY APPOINTMENT OF PRESIDENT (BOBROFSKY), VICE-PRESIDENT (PECHURA), AND TREASURER (OTTEN) TO RETAIN DUTIES FROM JANUARY 1, 2021 THROUGH THE FIRST 2022 BOARD MEETING:

Olszewski/Peterson motion to temporarily appoint President Bobrofsky, Vice-President Pechura and Treasurer Otten to retain their duties from January 1, 2022 through the first 2022 Board meeting. All aye. Motion carried.

CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Bobrofsky** thanked **Jopek** for her 30 years of service to both the Antigo Public Library Board as well as a WVLS trustee, noting this was her last meeting representing Langlade County. **Jopek** made parting comments, underlining that she considered her best contribution to be serving on the search committee that recommended hiring **Sepnanski** as director. **Otten** commented on the renewed positive relationship with Marathon Co. Public Library, noting that achieving mutual agreement over service expectations going forward indicated a healthy direction. **Olszewski** mentioned recent contact with **Assembly Representative Jesse James** who is a wonderful library supporter. **Wendt** reminded the group that **Library Legislative Day is scheduled for February 8, 2022** at the Madison Concourse and will share more details as they become available.

REQUEST FOR FUTURE AGENDA ITEMS: None noted.

Next meeting date: February 19, 2022

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

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Marathon County Public Library			2. Public Library System Wisconsin Valley Library Service		
3a. Head Librarian First Name Leah	3b. Head Librarian Last Name Giordano	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 08/30/2026
6a. Street Address 300 N. First St.	6b. Mailing Address or PO Box 300 N. First St.	7. City / Village / Town Wausau	8a. ZIP 54403	8b. ZIP4 5405	9. County Marathon
10. Library Phone Number 7152617200	11. Fax Number (715)261-7210	12. Library E-mail Address of Director leah.giordano@co.marathon.wi.us			
13. Library Website URL www.mcpl.us		14. No. of Branches 8	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 82,700	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 001713882		

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	60	40	
19b. Number of Winter Weeks	31	21	
19c. Summer Hours Open per Week	0	0	
19d. Number of Summer Weeks	0	0	
19e. Total Weeks per Year	31	21	
19f. Total Hours per year for this location	1,860	840	

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	Yes	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	3,399
1e. offering drive-thru circulation of physical materials	Yes	11,906
1f. offering vestibule/porch pickups	Yes	3,331
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	Yes	
2f. describe "augmenting in another way": Library users were able to access Ancestry Library from home with their library.		

	PUBLIC SERVICES COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	Yes
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	Yes

	COVID-19 CLOSURES	
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Initial date closed due to COVID-19	2020-03-17
First date reopened following initial COVID-19 closure	2020-06-22
Additional building closure and reopening dates, please describe	<p>MCPL partially reopened on 6/22/20 with curbside pick up at all locations. In a few months Wausau switched to drive thru service. Computer and browsing appointments were taken at the 8 branch locations while Wausau offered computer use appointments only. June 1, 2021 MCPL reopened for patrons to enter without appointments. As of January 19, 2022 the board limited capacity to 50% due to higher COVID numbers in the area. MCPL recommends mask wearing and social distancing. Staff wear masks in all public areas and have protective barriers. Most programming is done virtually. Patrons can pick up grab</p>

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	296,701	26,175
2. Electronic Books <i>E-books</i>	168,200	
3. Audio Materials	21,939	1,634
4. Electronic Audio Materials <i>Downloadable</i>	65,031	
5. Video Materials	28,947	2,060
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned Includes artwork, video games, E-readers, laptops, seasonal other, microfilm and microfiche	2,877	
8a. Electronic Collections <i>Locally owned or leased</i>	7	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	6	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	76	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	385	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation	b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)			
467,010	215,623		-1			
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized ILL Transactions						
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from	
Integrated Library System (ILS)			29,050		50,181	
WISCAT			898		603	
Other (includes OCLC, manual tracking, or other methods)			0		0	
Total			29,948		50,784	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
73,927	3,163	77,090	Survey Week(s)	17,732	Survey Week(s)	66,355
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		c. Method	d. Annual Count	a. Method	b. Annual Count
100	85		Actual Count	14,168	Did Not Collect	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals		9d. Total Electronic Collection Retrievals	
268,392	42,960	32,960	14,117		90,037	
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	
85,620	67,181	47	152,848		11,607	

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	75	0	33	136	244
Total Program Attendance	1,676	0	153	2,403	4,232
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		Virtual Programs		Total
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	63	0	-1	53	116
Total Program Attendance	831	0	-1	490	1,321
Describe the library's in-person programs:	Book clubs, author readings				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	12	0	33	83	128
Total Live Virtual Program Attendance	845	0	153	1,913	2,911
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	0	-1	3,095	3,095
Which platforms does the library use to host the library's live, virtual programs:	Zoom, GoToMeeting, Facebook, YouTube				
Describe the library's live, virtual programs:	Local history lectures, gardening classes, book clubs, author readings/Q&As, writing workshops, panel discussions				

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	61	0	4	65
Total Pre-recorded Program Views	2,696	0	212	2,908
Which platforms does the library use to host the library's pre-recorded programs:	YouTube			
Describe the library's pre-recorded programs:	Story time videos, instructional craft videos			

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Sharon	Hunter	231256 Shenandoah Ridge Road	Wausau	54403	shunteratdpi@msn.com
2. Dino	Corvino	5016 Chadwick Street	Schofield	54476	covinod@protonmail.com
3. Gary	Beastrom	PO Box 1	Athens	54411	gary.beastrom@co.marathon.wi.us
4. Scott	Winch	206430 Rusty Road	Stratford	54484	swinch@stratford.k12.wi.us
5. Michelle	Van Krey	2413 Oakwood Blvd	Wausau	54403	michelle.vankrey@co.marathon.wi.us
6. Jeff	Campo	141402 Moon Road	Mosinee	54455	nate120510@icloud.com
7. Kari	Sweeney	609 Gray Place	Wausau	54403	stolijones@gmail.com
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
		\$0

Subtotal 1	\$0
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2. County

a. Home County Appropriation for Library Service

Subtotal 2a	\$3,764,482
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
	\$0		

Subtotal 2b	\$0
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3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performer Grant	\$0		
Library Legislative Day	\$25		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	

Subtotal 3	\$25
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4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
2021-37994 CARES Act for Wisconsin Libraries	\$1,349
84.015A East Asia in Wisconsin Library Program	\$1,012

Subtotal 4	\$2,361
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5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Rent	\$42,153	Collection Support	\$10,000
Photocopy Charges	\$718		

Subtotal 5	\$52,871
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6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income *Add 1 through 7*

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*

\$129,277	\$191,649	\$4,140,665	\$3,764,482	No
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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$1,709,484		\$673,598		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$283,350	\$30,330	\$59,890	\$0	\$373,570
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	Amount
WPLC E-Content		\$28,641	County Services Fee	\$18,727
Overdrive Advantage Donation		\$0		
V-Cat Annual Maintenance		\$74,210		
V-Cat Barcodes/Patron Cards		\$762		
Technology/Enterprise Services		\$6,900		
Movie Licensing/Workshop		\$544		
			Subtotal 4	\$129,784
5. Other Operating Expenditures				\$582,364
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$3,468,800
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$2,361

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	Roof replacement and renovation of library space	\$952,316	\$952,316
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$952,316	\$952,316

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year
 \$238,377

1. Total Amount of Trust Funds Held by the Library Board at End of Year
 \$0

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$38,548	40.00	Librarian	MLS (ALA)	\$54,432	40.00
Interim Director	MLS (ALA)	\$54,930	40.00	Librarian	MLS (ALA)	\$33,972	24.00
Library Services Manager	MLS (ALA)	\$28,830	40.00				
Library Support Services Manager	MLS (ALA)	\$10,580	40.00				
Library Business Manager	Other	\$56,396	40.00				
Librarian	MLS (ALA)	\$59,656	40.00				
Librarian	MLS (ALA)	\$56,016	40.00				
Librarian	MLS (ALA)	\$55,516	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
IT Technician	Other	\$87,365	120.00	Library Assistant	Other	\$372,339	589.00
Library Coordinator	Other	\$302,140	284.00	Library Page	Other	\$74,838	144.00
Administrative Coordinator	Other	\$50,595	40.00				
Business Specialist	Other	\$8,377	40.00				
Library Specialist	Other	\$364,742	360.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) <i>Include maintenance, plant operations, and security</i>	c. Total Library Staff (FTE)
8.60	1.00	9.60	39.43	49.03

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident
14,310

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	0	0	0
3. Circulation to Nonresidents Living in Another County in the Library System	3,798	3,343	7,141
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	5,424	825	6,249

5. Circulation to All Other Wisconsin Residents 769	6. Circulation to Persons from Out of the State 151
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7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Clark	615	f. Waupaca	11
b. Langlade	0	g. Wood	121
c. Lincoln	2,028	h.	
d. Portage	693	i.	
e. Taylor	434	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	114	10	108
Total Self-directed Activity Participation	8,728	135	2,558	11,421

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Taylor	b. Last Name Weinfurter	c. Email Address taylor.weinfurter@co.marathon.wi.us
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Julie	b. Last Name Kinney	c. Email Address julie.kinney@co.marathon.wi.us
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**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH
SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i> Sharon Hunter	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Leah Giordano	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
Marathon

The Marathon County Public Library Board of Trustees hereby states that in 2020 the Wisconsin Valley Library Service
Name of Public Library Name of Public Library System / Service

- did** provide effective leadership and adequately met the needs of the library.
- did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
	Sharon Hunter	

	COMMENTS	
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SECTION_I

19a. Winter hours open per week

June 1st to Dec. 31st public access available--2022-01-27

Limited service winter hours open per week

January 1st - May 31st open by appointment for computer use--2022-01-27

offering curbside pickup

AT, ED, HA, MO, SP, ST--2022-02-08

offering drive-thru circulation of physical materials

WA and MA--2022-02-08

offering vestibule/porch pickups

RO--2022-02-08

Staff Re-Assigned During COVID-19

Staff worked on projects not normally worked on while open to the public.--2022-02-07

Staff helped at the courthouse--2022-01-27

SECTION_II

7a. Other Materials Owned

Decrease from last year, magazines were removed due to new instructions. Lucky Day, Hmong and Spanish were added to the other collection areas.--2022-02-02

8a. Electronic Collections (Locally owned or leased)

A to Z, Mango, NY Times, ProQuest Digital Sanborn WI, ProQuest Statistical Abstracts, Tumbleweed and Value Line--2022-01-27

10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)

This number decreased due to rereading of instructions and eliminating subscriptions that are added to the collection from donations that the library is not listed as a subscriber.--2022-02-08

SECTION_III

4a. Method Used to Count Reference Transactions

Survey week was 10/18/21-10/23/21--2022-01-31

5a. Method Used to Count Library Visits

Since door counters did not consistently work throughout the year. We used the week of 10/18-10/23 (2140 visits) x 31 weeks that we were fully open. (June-December)--2022-02-08

For the first 21 weeks of the year we had an actual count of the patrons with appointments - this number is 5442. (January-May)--2022-02-08

5b. Library Visits

This number was lower due to the limited occupancy for 5 months and not having in person programming in 2021.--2022-01-28

Number of Public Use Computers

16 of these computers are temporarily in storage to maintain social distancing at branch locations. This includes laptops that can be used in the library by patrons.--2022-01-31

Method for Counting Wireless Internet Uses

MCPL is unable to collect this information at this time, but will look into the possibility of collecting it in the future.--2022-02-10

Local Electronic Collection Retrievals (locally owned or leased)

Atozdatabases - 22,033 (may be inflated due to the number of records displayed at one time). Mango- 1,493. NY times and ProQuest Digital Sanborn WI- no data available. Tumblebooks - 2,411. Value Line 17,023.--2022-02-10

SECTION_V

Grant Number

Awarded through UW Madison - Center for East Asian Studies--2022-02-01

6. Funds Carried Forward

carryover of 252 acct--2022-02-03

Other Revenue

includes passport money, fines (e-commerce from WVLS and cash), copies, faxes, and gift acct income--2022-02-08

E-Commerce \$10,152.58 from System.--2022-02-08

Extra money from Foundation to cover expenses.--2022-02-03

SECTION_VI

a. Print Materials

books acct 3161 and sub. acct 3220 and 252 books--2022-02-07

b. Electronic Materials

This expense was much higher in 2021 because the A to Z database subscription was paid. The subscription is for three years.--2022-02-08

acct 3220 less WVLS expense--2022-02-07

c. Audiovisual Materials

acct 3168 and 252 AV--2022-02-07

d. All Other Library Materials

Expenditures for games, discussion sets, etc. can not be separated from other material costs.--2022-02-07

SECTION_VII

Other Capital Projects

Payment to county for roof replacement \$500,000, partially funded by Library Foundation - \$338597.37. Other renovation expenses 452316.25.--2022-02-03

~~Other Library Funds~~



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon County Public Library

3. Branch Email Address

leah.giordano@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Leah

6. Branch Head Last Name

Giordano

II. ADDRESS

1. Branch Street Address

300 N. First St.

2. Branch Mailing Address or PO Box

300 N. First St.

3. City / Village / Town

Wausau

4a. ZIP Code

54403

4b. ZIP4

5405

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 261-7200

4. Branch Square Footage

82,700

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	60	40	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input checked="" type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Athens Branch

3. Branch Email Address

erica.petersen2@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Erica

6. Branch Head Last Name

Petersen

II. ADDRESS

1. Branch Street Address

221 Caroline St.

2. Branch Mailing Address or PO Box

221 Caroline St.

3. City / Village / Town

Athens

4a. ZIP Code

54411

4b. ZIP4

0910

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 257-7292

4. Branch Square Footage

2,750

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Edgar Branch

3. Branch Email Address

deb.gaureke@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Deb

6. Branch Head Last Name

Gauerke

II. ADDRESS

1. Branch Street Address

224 S. Third Ave.

2. Branch Mailing Address or PO Box

224 S. Third Ave.

3. City / Village / Town

Edgar

4a. ZIP Code

54426

4b. ZIP4

0228

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 352-3155

4. Branch Square Footage

2,046

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Hatley Branch

3. Branch Email Address

heather.bain@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Heather

6. Branch Head Last Name

Bain

II. ADDRESS

1. Branch Street Address

435 Curtis Ave.

2. Branch Mailing Address or PO Box

435 Curtis Ave.

3. City / Village / Town

Hatley

4a. ZIP Code

54440

4b. ZIP4

9784

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 446-3537

4. Branch Square Footage

3,707

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon Branch

3. Branch Email Address

lisa.haessly@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Lisa

6. Branch Head Last Name

Haessly

II. ADDRESS

1. Branch Street Address

515 Washington St.

2. Branch Mailing Address or PO Box

PO Box 381

3. City / Village / Town

Marathon

4a. ZIP Code

54448

4b. ZIP4

0245

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 443-2775

4. Branch Square Footage

3,050

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input checked="" type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Joseph Dessert Branch

3. Branch Email Address

sarah.moscattello@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Sarah

6. Branch Head Last Name

Moscattello

II. ADDRESS

1. Branch Street Address

123 Main St.

2. Branch Mailing Address or PO Box

123 Main St.

3. City / Village / Town

Mosinee

4a. ZIP Code

54455

4b. ZIP4

1441

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 693-2144

4. Branch Square Footage

5,942

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Rothschild Area Branch

3. Branch Email Address

laura.wood@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Laura

6. Branch Head Last Name

Wood

II. ADDRESS

1. Branch Street Address

211 Grand Ave.

2. Branch Mailing Address or PO Box

211 Grand Ave.

3. City / Village / Town

Rothschild

4a. ZIP Code

54474

4b. ZIP4

1173

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 359-6208

4. Branch Square Footage

3,240

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	46	42	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input checked="" type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Spencer Branch

3. Branch Email Address

audrey.kohlbeck@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Audrey

6. Branch Head Last Name

Kohlbeck

II. ADDRESS

1. Branch Street Address

105 Park St.

2. Branch Mailing Address or PO Box

105 Park St.

3. City / Village / Town

Spencer

4a. ZIP Code

54479

4b. ZIP4

0398

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 659-3996

4. Branch Square Footage

2,072

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Stratford Branch

3. Branch Email Address

maryjo.netzer@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Mary Jo

6. Branch Head Last Name

Netzer

II. ADDRESS

1. Branch Street Address

213201 Scholar St.

2. Branch Mailing Address or PO Box

213201 Scholar St.

3. City / Village / Town

Stratford

4a. ZIP Code

54484

4b. ZIP4

0074

5. County

Marathon

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 687-4420

4. Branch Square Footage

3,000

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	30	
Number of Winter Weeks	31	21	
Summer Hours open per week	0		
Number of Summer Weeks	0		

V. PUBLIC SERVICES DURING COVID-19

<input checked="" type="checkbox"/> answering information requests from the public (phone calls, emails, text messages, online forms, etc.)	<input checked="" type="checkbox"/> hosting virtual programming or recorded content	<input checked="" type="checkbox"/> offering curbside pickup	<input type="checkbox"/> offering drive-thru circulation of physical materials
<input type="checkbox"/> offering vestibule / porch pickups	<input type="checkbox"/> offering delivery of materials (mail or drop-off)	<input checked="" type="checkbox"/> managing IT services for external Wi-Fi access	<input type="checkbox"/> providing other types of online and electronic services

VI. COVID-19 DATES

Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure
 "-1" if branch still not open to the public

2020-06-22

Additional building closure and reopening dates, please describe:

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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Wisconsin Department
of Public Instruction.
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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.

2

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.](#))

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Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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Developing Essential Library Policies

10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see [Trustee Essential #7: The Library Board and Library Personnel](#)) and the board bylaws (see [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#)) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “. . . [T]he library board shall supervise the administration of the public library and shall appoint a librarian . . . and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for details).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [Trustee Essential #6: Evaluating the Director](#) for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)