



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, March 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/164587949> or number [1 866 899 4679](tel:18668994679) Access Code for dialing in: 164-587-949.**

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 Library Fund Transfer – For Discussion and Possible Action**
9. (10 minutes) **Library Policy Updates – For Discussion and Possible Action**
 - A. Media Policy
 - B. Photo Release Policy
 - C. Behavior in the Library Policy
 - D. Animals in the Library Policy
10. (10 minutes) **WVLS Expectations Update – For Discussion and Possible Action**
11. (10 minutes) **Library Trustee Essentials Review: Chapters 4 & 13 – For Discussion and Informational Purposes Only**
12. (15 minutes) **Library Service Highlights: ASPEN Discovery– For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**

15. **Next Meeting Dates**
- Monday 04/18/2022
 - Monday 05/16/2022
 - Monday 06/20/2022 Athens branch library
 - Monday 07/18/2022
16. **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: S. Martell
EMAILED DATE: March 15, 2022
EMAILED TIME: 12:11pm

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 21, 2022. Library Headquarters, Wausau Community Room.

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

Excused: Kari Sweeney, Michelle Van Krey

Others: David Hahn, Alexander Johnson, Kate Sullivan and 6 remote visitors

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

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JANUARY 18, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE BILLS & SERVICES REPORT FOR JANUARY 2022. MOTION CARRIED.

Public Comments – None

President - None

Other Board Members –Personnel committee - Sharon Hunter met with Leah Giordano to go over the director goals for 2022. Leah has been assigned a mentor from Brown County. She will be meeting with Dr. Schmelzer on Friday to go over the assessment from the interview process.

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

- The end of year account balance transfers will occur in March, after the Finance Department finalizes their year-end numbers.
- At the Wisconsin Library Resource Directors meeting on Friday, several directors stated that they keep large amounts in their rollover funds. Leah is researching this while creating the CIP project funding policy.
- The June Board of Trustees meeting cannot take place at Rothschild as planned because the meeting room is not available. Therefore Leah will try to make arrangements to hold the meeting in Athens and will attempt to have the realtor there to show the board the potential new library space.
- At the county department head meeting there was discussion of the county's class compensation and wage study that will be starting around April. The library is in the process of updating job descriptions in anticipation of this project.
- The county has a contract with SWITS for translation services. This service is available for library use if needed.
- To temporarily fix the city's PAF water problem the county has installed a reverse osmosis water filtration system in the staff area of the library.

Board Committees – None

Friends of the Library – The Friends just had their big quarterly sale and had a profit of \$4371, which included \$590 in membership dues.

MCPL Foundation – The next Foundation meeting is March 10, 2022.

Wisconsin Valley Library Service – The most recent meeting of the WVLS Board was on February 19, 2022. Kari Sweeney will report on this meeting at the next MCPL Board of Trustee meeting.

COVID-19 Update- Dale Grosskurth from the county health department communicated with the library director and shared that the 7 day average is down dramatically in Marathon County from last month. The health department suggested that the Board could consider returning to full occupancy. Currently the library is not planning any youth indoor programs, but is planning outdoor activities for youth as the weather allows and may be planning some indoor activities for adults in the near future.

2021 Annual Report – This year was very similar to past years, with the addition of some COVID statistics.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY DINO CORVINO TO ACCEPT THE ANNUAL REPORT AS PRESENTED. MOTION CARRIED.

Statement Concerning System Effectiveness

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO ACCEPT THE STATEMENT CONCERNING SYSTEM EFFECTIVENESS. MOTION CARRIED.

Library Trustee Essentials Review 1 and 2 – discussion led by Scott Winch

- Essential #1 – The Trustee Job Description – Trustees are expected to be prepared for and attend scheduled board meetings. They participate in the funding of the library, the approval of policies and the hiring of the director. MCPL policies can be found on the library website and are added or revised as needed. For example, currently the library policy on service animals is being edited to make sure that it is meeting state guidelines in addition to national guidelines.
- Essential #2 – Who Runs the Library – The board approves the library budgets and expenditures, advocates for the library as needed and promotes a positive relationship with municipalities and the public. The MCPL Board of Trustees has members representing the county board and education.

Library Trustee Essentials Review 3 and 10 discussion led by Gary Beastrom

- Essential #3 – Bylaws – Organizing the Board for Effective Action – The by-laws are the long term rules that the board follows, including things like how the officers are elected, when and where meetings take place and term limits.
- Essential #10 – Developing Essential Library Policies – New policies are created under the supervision of the director by the staff policy and procedure committee. The Board of Trustees then discusses and approves the policies. It is recommended that the policies be reviewed every three years.

Library Service Highlight: Collection Development- Follow Up The library does not put ratings or restrictions on materials. Sometimes publishers add these to their items. MCPL purchases items in the intent of the artist, but does sometimes purchase edited versions when they are requested by patrons.

Library Service Highlight: LENA Start – Corrie Norrbom, Marathon County LENA

- The LENA program partners with organizations like the library to create a successful program.
- The goal of the program is to reduce gaps caused by socioeconomic differences. It has been found that in homes with lower socioeconomic status adults speak less words to children, leading to lower vocabulary at age three which causes lower kindergarten readiness, lower 3rd grade reading levels and lower high school graduation.
- The LENA program helps parents learn to talk more to their children by providing measurements of language interactions, teaching talking tips and explaining the benefits of reading with their children.
- To reduce barriers for families, the program provides free childcare, meals and books.
- So far the program has worked with 278 families.
- During the pandemic many of the sessions were conducted virtually. Due to the success of the virtual program and the ability to reach more families, LENA plans to continue providing some of the sessions virtually.
- Future growth includes adding a LENA Grow program that will be implemented in schools with teachers trained in the program.

Announcements – None

Request for Future Agenda Items – None

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


Library Director or Designee

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

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

Bills for Approval

Period 2

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	CHARTER COMMUNICATIONS	277.37
	TIME WARNER CABLE	719.82
	INTERNET SERVICE	997.19
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	107.40
	CONTRACT SERV-DEBT COLLECTIONS	107.40
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	BAKER & TAYLOR COMPANY	2,990.00
	MERRILL CITY TREASURER	38.94
	SUNDRY CONTRACTUAL SERVICES	3,028.94
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,302.50
	CENTER POINT PUBLISHING	826.80
	SUNDRY CONTR SERV-JACKETS LIBR	2,129.30
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	403.66
	SUNDRY CONTR SERV-PROC AV LIBR	403.66
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	83.00
	MARCO	397.66
	PRINTING/DUPLICATION	480.66
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	12,820.88
	AMAZON CAPITAL SERVICES	894.12
	BOOKS LIBRARY	13,715.00
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,669.35
	AMAZON CAPITAL SERVICES	239.62
	MIDWEST TAPE LLC	375.91
	AUDIO-VISUAL MATERIALS	3,284.88
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL	
	EBSCO INFORMATION SERVICES	34.99
	HMONG TIMES	198.00
	SUBSCRIPTIONS NEWSPAPER/PERDCL	232.99

Bills for Approval

Period 2

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	MANGO LANGUAGES	9,502.93
	VALUE LINE PUBLISHING LLC	3,785.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	13,287.93
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	BRO DART	372.42
	NASSCO	185.00
	DEMCO INC	174.84
	ULINE	396.26
	STAPLES ADVANTAGE	374.47
	AMAZON CAPITAL SERVICES	740.47
	LIBRARY OPERATING SUPPLIES	2,243.46
101 000000000066595320	BUILDING/OFFICES RENT	
	WI PUBLIC SERVICE CO	736.88
	VILLAGE OF MARATHON CITY	558.83
	BUILDING/OFFICES RENT	1,295.71
	LIBRARY 665 TOTAL:	41,207.12

Bills for Approval

Period 2

Org: 667 LIBRARY GIFTS

	<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	2,897.01
	STAPLES ADVANTAGE	63.99
	ROCKFORD MAP PUBLISHERS INC	74.70
	CENTER POINT PUBLISHING	7,176.24
	TANK MATES LLC	700.00
	FINDAWAY WORLD	792.86
	AMAZON CAPITAL SERVICES	1,233.71
	TABAK, LAWRENCE J	200.00
	MIDWEST TAPE LLC	750.86
	BOOKS LIBRARY	13,889.37
	LIBRARY GIFTS 667 TOTAL:	13,889.37
	Report Total:	<u><u>55,096.49</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 2 ending February 28, 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	29,271.20		50,774.00	50,774.00	420,246.00	10.8
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	66,321.22		109,957.52	109,957.52	710,555.48	13.4
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	45,940.60		79,145.56	79,145.56	613,318.44	11.4
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	10,064.89		16,881.79	16,881.79	136,851.21	11.0
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	8,453.30		14,355.06	14,355.06	104,361.94	12.1
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	37,681.47		110,321.53	110,321.53	399,307.47	21.7
Act 1541 DENTAL INSURANCE	10,558.00	865.62		2,526.54	2,526.54	8,031.46	23.9
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	1,680.00		3,318.00	3,318.00	27,804.00	10.7
Act 1550 LIFE INSURANCE	1,023.00	29.69		59.38	59.38	963.62	5.8
Act 1560 WORKERS COMPENSATION PAY	1,231.00	84.79		233.94-	233.94-	1,464.94	19.0-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	141.24		239.84	239.84	1,767.16	12.0

APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	200,534.02		387,345.28	387,345.28	2,457,126.72	13.6
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	997.19		1,994.23	1,994.23	23,505.77	7.8
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	107.40		161.10	161.10	838.90	16.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00					6,500.00	
Act 2250 TELEPHONE	8,500.00	583.98		1,234.58	1,234.58	7,265.42	14.5
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	3,028.94		3,103.94	3,103.94	5,896.06	34.5
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00			612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,539.93		2,539.93	2,539.93	19,460.07	11.6
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	580.92		580.92	580.92	7,419.08	7.3
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			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 2 ending February 28, 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	480.66		926.87	926.87	7,073.13	11.6
Act 3161 BOOKS LIBRARY	274,250.00	19,421.89		19,606.47	19,606.47	254,643.53	7.2
Act 3168 AUDIO-VISUAL MATERIALS	60,000.00	5,104.35		7,444.81	7,444.81	52,555.19	12.4
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	232.99		271.99	271.99	17,728.01	1.5
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00	13,287.93		13,287.93	13,287.93	11,749.07	53.1
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			2,850.00	2,850.00	1,150.00	71.3
Act 3260 ADVERTISING	4,000.00			25.00	25.00	3,975.00	.6
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	110.62		110.62	110.62	2,889.38	3.7
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	2,000.00			207.84	207.84	1,792.16	10.4
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	2,436.39		4,186.21	4,186.21	23,813.79	15.0
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	1,295.71		8,043.06	8,043.06	46,956.94	14.6

APR 711B LIBRARY LVL 1-OPERATING	768,137.00	50,208.90		67,413.74	67,413.74	700,723.26	8.8

Or2 665 LIBRARY	3,612,609.00	250,742.92		454,759.02	454,759.02	3,157,849.98	12.6

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 2 ending February 28, 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	250,742.92		454,759.02	454,759.02	3,200,002.98	12.4

Sub 101 GENERAL FUND	3,654,762.00	250,742.92		454,759.02	454,759.02	3,200,002.98	12.4

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 2 ending February 28, 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	14,093.09		14,934.22	14,934.22	85,065.78	14.9

Or2 667 LIBRARY GIFTS	100,000.00	14,093.09		14,934.22	14,934.22	85,065.78	14.9

Agy 0870 LIBRARY	100,000.00	14,093.09		14,934.22	14,934.22	85,065.78	14.9

Sub 252 LIBRARY GIFTS	100,000.00	14,093.09		14,934.22	14,934.22	85,065.78	14.9

Report Final Totals	3,754,762.00	264,836.01		469,693.24	469,693.24	3,285,068.76	12.5
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GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 2 ending February 28, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2022 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 2210 WATER/SEWER	42,000.00					42,000.00	
Act 2220 ELECTRIC	34,000.00	2,910.03		2,910.03	2,910.03	31,089.97	8.6
Act 2240 NATURAL/PROPANE GAS	14,000.00	3,302.65		3,302.65	3,302.65	10,697.35	23.6
Act 2470 BUILDING REPAIRS	1,000.00			52.39	52.39	947.61	5.2
Act 2930 FIRE PROTECTION	300.00					300.00	
Act 2970 REFUSE COLLECTION	6,300.00			3,402.51	3,402.51	2,897.49	54.0
Act 2990 SUNDRY CONTRACTUAL SERVI	3,600.00	42.10		331.15	331.15	3,268.85	9.2
Cat 930 SUPPLIES & EXPENSE							
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00					500.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	101,700.00	6,254.78		9,998.73	9,998.73	91,701.27	9.8
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	6,254.78		9,998.73	9,998.73	91,701.27	9.8
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	6,254.78		9,998.73	9,998.73	91,701.27	9.8
Sub 101 GENERAL FUND	101,700.00	6,254.78		9,998.73	9,998.73	91,701.27	9.8
Report Final Totals	101,700.00	6,254.78		9,998.73	9,998.73	91,701.27	9.8

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-	
=====							

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	2019 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	35,000.00	58,143.10		58,143.10	58,143.10	23,143.10	****
Act 2220 ELECTRIC	42,000.00	36,469.16		36,469.16	36,469.16	5,530.84	86.8
Act 2240 NATURAL/PROPANE GAS	9,000.00	14,057.77		14,057.77	14,057.77	5,057.77	****
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	5,574.40		5,574.40	5,574.40	4,074.40	****
Act 2470 BUILDING REPAIRS	500.00	288.25		288.25	288.25	211.75	57.7
Act 2930 FIRE PROTECTION	300.00	105.61		105.61	105.61	194.39	35.2
Act 2970 REFUSE COLLECTION	4,000.00	5,445.43		5,445.43	5,445.43	1,445.43	****
Act 2990 SUNDRY CONTRACTUAL SERVI	2,500.00	2,710.57		2,710.57	2,710.57	210.57	****
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	8,000.00	7,000.00		7,000.00	7,000.00	1,000.00	87.5
Act 3460 CLOTHING/UNIFORM	600.00	500.00		500.00	500.00	100.00	83.3
Act 3540 PAINTING SUPPLIES	300.00					300.00	
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	104,820.00	131,064.69		131,064.69	131,064.69	26,244.69	****
Or2 206 LIBRARY - BLDG MAINTENANCE	104,820.00	131,064.69		131,064.69	131,064.69	26,244.69	****
Agy 0590 OTHER GENERAL GOVERNMENT	104,820.00	131,064.69		131,064.69	131,064.69	26,244.69	****
Sub 101 GENERAL FUND	104,820.00	131,064.69		131,064.69	131,064.69	26,244.69	****
Report Final Totals	104,820.00	131,064.69		131,064.69	131,064.69	26,244.69	****

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of February 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	683	1,388	103.22%	1,334	2,716	103.60%
EDGAR	1,250	1,455	16.40%	2,588	2,784	7.57%
HATLEY	1,082	1,313	21.35%	2,249	2,741	21.88%
MARATHON	1,720	2,420	40.70%	3,461	4,782	38.17%
MOSINEE	1,930	2,286	18.45%	3,457	4,577	32.40%
ROTHSCHILD	5,536	7,153	29.21%	11,134	14,744	32.42%
SPENCER	756	1,104	46.03%	1,384	2,226	60.84%
STRATFORD	1,170	1,904	62.74%	2,223	3,799	70.90%
WAUSAU	9,940	25,157	153.09%	20,753	49,605	139.03%
WAUSAU DRIVE UP	106	1,668	1473.58%	208	3,961	1804.33%
HOMEBOUND	812	765	-5.79%	1,792	1,846	3.01%
ILL	145	178	22.76%	351	369	5.13%
OVERDRIVE	13,066	13,009	-0.44%	26,714	27,170	1.71%
GRAND TOTAL	38,196	59,800	56.56%	77,648	121,320	56.24%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

February 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	64	0	64	2,716	2.36%	
EDGAR	0	0	0	0	0	20	0	20	2,784	0.72%	
HATLEY	0	0	0	0	0	0	0	0	2,741	0.00%	
MARATHON	0	0	44	0	0	0	0	44	4,782	0.92%	
MOSINEE	0	0	0	17	0	16	0	33	4,577	0.72%	
ROTHSCHILD	0	0	0	2	0	0	0	2	14,744	0.01%	
SPENCER	170	0	0	0	0	0	2	172	2,226	7.73%	
STRATFORD	0	0	0	0	0	0	0	0	3,799	0.00%	
WAUSAU	40	0	515	149	0	8	26	738	49,605	1.49%	
WAUSAU DRIVE UP	0	0	31	0	0	1	0	32	3,961	0.81%	
MISC*									29,385		
TOTAL MCPL	210	0	590	168	0	109	28	1,105	121,320	0.91%	
% of CIRC by COUNTY	0.17%	0.00%	0.49%	0.14%	0.00%	0.09%	0.02%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of February 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,215	65,307	1.70%
RESIDENT CHILD	8,599	8,176	-4.92%
HOMEBOUND	184	165	-10.33%
STAFF	62	62	0.00%
TEMPORARY	460	463	0.65%
TOTAL FOR MARATHON COUNTY	73,520	74,173	0.89%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,873	2,924	1.78%
CHILD	224	209	-6.70%
TEMPORARY	25	24	-4.00%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,122	3,157	1.12%
INTERLIBRARY LOAN			
ILL	413	402	-2.66%
GRAND TOTAL	77,055	77,732	0.88%



Marathon County Public Library

Director Report

March 2022

February Highlights

100 Books Before Graduation

A new reading challenge called 100 Books Before Graduation is available for teens on Beanstack. The challenge encourages current high school students to read widely before college. Participants log books read and earn rewards at 20, 50, 70, and 100 book milestones, including a book bag, free books, and a gift card for completing the challenge. This is an ongoing challenge available through the reading tracker app Beanstack that patrons can join at any time.



Summer Library Program & Youth Events

In February, the youth services team was busy planning for Summer Library Program. We secured outdoor performers for all branches, planned outdoor story times, and brainstormed grab and go ideas. We also organized and prepared LENA materials for virtual and in-person sites beginning the first week of March. We are also preparing for the Art Cluster display March 3-23 in partnership with the Wausau School District. Elizabeth did outreach at several schools with the G2M program and Rose collaborated with the Woodson Art Museum on a Christian Robinson-themed story time.

Teen Virtual Programming

Marathon County Public Library invited teens to attend a virtual hangout with other teens across the state on the evening of Thursday, February 10. This hangout was made possible through a statewide Teen Programming Collaboration that focuses efforts on virtual teen programming each month.

Elizabeth Lutz, Library Specialist, helped coordinate this event. She said they had five teens and four library staff attend.

"We decorated cards for Valentine's Day using construction paper, scissors, and markers/pencils. A group from the Bruce Area Public Library that meets monthly to make greeting cards shared their decorating tips and techniques," she said.

Elizabeth said the group also played a game of magnetic poetry to create card messages and had a competition for the best bad rhyme, the most random message, the best riddle, and the best foreign language message. Several students shared their poetic creations.

Finally, the attendees played a "Love Songs" trivia game that matched titles of songs to the artist who performed them and finished the night with Valentine's themed Kahoot.

Elizabeth noted that different themes are coordinated each month.

"There are regular attendees and new students each month," she said. "The most important goal is providing a positive environment for teens to connect and develop friendships." (*WVLS February 2022 Newsletter*)

Homebound Outreach

MCPL Homebound program staff visited Copper Leaf Assisted Living in Schofield on Feb. 28. There, they presented information about the Homebound outreach program and other services that MCPL has to offer and led the group through art activities, trivia and singing.



For Marathon County residents unable to visit the library due to age, illness, accident or disability, our Homebound program offers a way to receive library materials at home by mail or special delivery. Once enrolled, library volunteers will select materials for you based on your preferences and send these items to your residence on a regular schedule. Items are checked out for five weeks and may be returned by mail or courier.

Branches

Grab and Go craft kits continue to be popular at all locations. In February, we collectively handed out 281 craft stick launcher craft kits for kids and 157 heart magnet craft kits for adults.

Virtual book club continues to meet at many locations, with an out of state professor even virtually attending the Stratford event this month because they wanted to discuss the current pick! Creative displays were featured at all locations including ones for author read-a-likes, the 100th anniversary of the Newbery Award, and national Library Lovers Month.

2021 Federal and Wisconsin tax forms are available at all locations.

Erica P., the Athens Branch Coordinator, worked her last day on February 25th. The position was posted and closed on March 7th. Interviews will be held soon. In the interim, Shahara, our Athens Branch Assistant, is covering all shifts and is keeping the library running smoothly. All branches continue to work on inventory, disc cleaning, weeding, and relabeling projects. Many of our municipalities worked on various tasks over the month, including a security inspection in Mosinee, a fire inspection in Rothschild, furnace work in Marathon and Hatley, and painting in Stratford.

Library Services Statistics & Activities

News

- Chad and Elizabeth met with the Central Wisconsin Book Festival committee on Feb. 1
- Julie, Ben and other staff had several meetings throughout the month regarding implementation of the new Aspen catalog system
- Elizabeth assisted, along with other youth librarians across the state, with a monthly, statewide “Virtual Teen Night” on Feb. 10 that had 9 participants.
- Ben has taken Chad’s place on the county’s Wisconsin Central Time News newsletter and met with the group on Feb. 28.
- Inventory: Edgar: Adult Graphic Novels, Adult Graphic Novels New, Lucky Day, Oversize, Reference, New Wisconsin, New Large Print Biography, Large Print Fiction, Adult DVD, Adult Music CD, and Juvenile Music CD. Marathon: Favorites, Picture Books New, and Juvenile Non-Fiction New
- Proctoring: 2 Exams
- Notary: 6 Notary Appointments

Events and Programs*

Youth Events

- Story Times
 - Feb. 1: Virtual Story Time – 61 total views
 - Feb. 8: Virtual Story Time— 15 total views
 - Feb. 15: Virtual Story Time—24 total views
 - Feb. 22: Virtual Story Time—17 total views
- Other Programs
 - Feb. 1-28: Grab and Go Craft Stick launcher—352
 - Feb. 7: Virtual Head Start Story Time—99
 - Feb. 7: G2M After School STEAM – 5
 - Feb. 8: G2M After School STEAM – 13
 - Feb. 14: G2M After School STEAM – 6
 - Feb. 15: G2M After School STEAM – 12

- Feb. 21-28: LENA Material Pick-ups for Zoom Sessions—20
 - Number of February Youth Services programs – 11
 - Total attendance for February Youth Services programs – 624

Adult/All Ages Events

- All Month: Little Treasures Grab and Go: Felt Heart Magnets – 126 kits distributed at MCPL Wausau
- Feb. 3: Marathon County Historical Society History Chats: Sylvester Rice – 10 live viewers
- Feb. 10: Marathon County Historical Society History Chats: Early Baseball in Marathon County – 12 live viewers
- Feb. 17: Marathon County Historical Society History Chats: Lost Pieces – 13 live viewers
- Feb. 22: History of the Wausau public library (part of Wausau’s 150th celebration series – 6 live viewers
- Feb. 24: Marathon County Historical Society History Chats: Public Questions – 8 live viewers
- Feb. 28: Marathon County Historical Society History Speaks: History of Wisconsin Public Radio – 13 live viewers
 - Number of February programs and activities – 7
 - Total attendance/participation for February programs – 188

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,413 likes/follows (+12)
- Twitter: 1,236 followers (+2)
- Pinterest: 972 followers (-1)
- Goodreads: 309 friends (+5); 1,384 reviews (+7)
- Instagram: 987 followers (+12)
- YouTube: 511 subscribers (-4)

Hot Happenings in the River District (email newsletter)

- February 2- Friends of MCPL Book Sale
- February 9- Grab & Go Craft for Adults: Felt Heart Magnet
- February 16- Celebrate Wausau: The History of the Public Library
- February 23- History Speaks: The History of Wisconsin Public Media

WSAW Channel 7

- February 16- Efforts to ban books in schools on the rise (Adult Services Library, Julie Kinney)
<https://www.wsaw.com/2022/02/16/efforts-ban-books-schools-rise>

City Pages

- February 3- Big Guide- All Locations: History Chats, Grab & Go Craft for Adults-Felt Heart Magnet; Wausau: Friends of MCPL Book Sale; Athens: Book-of-the-Month Club-“The Sunday Philosophy Club;” Hatley: Virtual Book Club-“Born a Crime;” Marathon City: Book Club-“Evvie Drake Starts Over;” Mosinee: Virtual Book Club-“The Switch;” Stratford: Virtual Book Club-“The Night Watchman”

- February 10- Big Guide- All Locations: History Chats, Grab & Go Craft for Adults-Felt Heart Magnet, History Speaks on the Air-The History of Wisconsin Public Media, Youth Poetry Contest, Grab & Go Craft for Kids-Craft Stick Launcher, Virtual Teen Night-February Hearts, Family Story Time-Unusual Pets!, Family Story Time-I'm Sorry!; Wausau: LENA Start; Athens: Book-of-the-Month Club-"The Sunday Philosophy Club;" Marathon City: Book Club-"Evvie Drake Starts Over;" Mosinee: Virtual Book Club-"The Switch;" Stratford: Virtual Book Club-"The Night Watchman"
- February 17- Big Guide- All Locations: History Chats, Grab & Go Craft for Adults-Felt Heart Magnet, Celebrate Wausau: The History of the Public Library, History Speaks on the Air-The History of Wisconsin Public Media, Grab & Go Craft for Kids-Craft Stick Launcher, Family Story Time-I'm Sorry!; Wausau: LENA Start, Traveling Mini Art Exhibit; Athens: Book-of-the-Month Club-"The Sunday Philosophy Club;" Mosinee: Virtual Book Club-"The Switch"
- February 24- Big Guide- All Locations: History Chats, Grab & Go Craft for Adults-Felt Heart Magnet, Grab & Go Craft for Adults-Silk Sari Ribbon-Wrapped Bracelet, History Speaks-The History of Wisconsin Public Media, Romaine Calm and Garden On-Choosing the Site and Varieties; Wausau: True Crime Book Club-"Black Dahlia, Red Rose," LENA Start Marathon County; Athens: Book-of-the-Month-"The Sunday Philosophy Club," Book-of-the-Month Club-"Once There Were Wolves;" Hatley: Book Club-"The Midnight Library;" Marathon City: Book Club-"The Quiet Season;" Mosinee: Virtual Book Club-"Leave the World Behind;" Stratford: Book Club-"Born a Crime"

Mosinee Times

- February 3- MCPL February 2022 Book Clubs- Athens: Book-of-the-Month Club-"The Sunday Philosophy Club;" Hatley: Virtual Book Club-"Born a Crime;" Marathon City: "Evvie Drake Starts Over;" Stratford: Virtual Book Club-"The Night Watchman;" Mosinee: Virtual Book Club-"The Switch"
- February 10- Marathon County Public Library presents LENA Marathon County; Traveling Mini Art Gallery to Debut at MCPL Wausau This February
- February 17- MCPL Grab & Go for the month of February; Marathon County Public Library presents LENA Start; MCPL to celebrate Wausau's 150th anniversary with look back at library history

Record Review

- February 2- All Locations: Virtual Teen Night-February Hearts, Foxconned Talk, Grab & Go Craft for Adults-Felt Heart Magnet; Wausau: Traveling Little Art Exhibit; Marathon City: Book Club-"Evvie Drake Starts Over"
- February 9- All Locations: History Speaks-The History of Public Media in Wisconsin, Virtual Teen Night-February Hearts, History Chats-Early Baseball in Marathon County, History Chats-Bits & Pieces, History Chats-Public Questions, Grab & Go Craft for Adults-Felt Heart Magnet; Wausau: Traveling Mini Art Exhibit; Marathon City: Book Club-"Evvie Drake Starts Over;" Stratford: Virtual Book Club-"The Night Watchman"
- February 16- All Locations: History Speaks-The History of Public Media in Wisconsin, History Chats-Bits & Pieces, History Chats-Public Questions; Wausau: Traveling Little Art Exhibit
- February 23- All Locations: Grab & Go Craft for Kids-Craft Stick Launcher, History Speaks-The History of Public Media in Wisconsin, Youth Poetry Contest, Grab & Go Craft for Adults-Felt Heart Magnet, History Chats-Public Questions; Athens: Book-of-the-Month Club-"Once There Were Wolves;" Stratford: Virtual Book Club-"Born a Crime"

Wausau Pilot & Review

- February 16- MCPL to celebrate Wausau's 150th anniversary with look at library history
<https://wausapilotandreview.com/2022/02/16/mcpl-to-celebrate-wausaus-150th-anniversary-with-look-at-library-history>
- February 23- Marathon County Public Library book clubs: March- Wausau: True Crime Book Club- "Black Dahlia, Red Rose;" Athens: Book-of-the-Month Club- "Once There Were Wolves;" Hatley: "The Midnight Library;" Marathon City: "The Quiet Season;" Mosinee: Virtual Book Club- "Leave the World Behind;" Stratford: "Born a Crime"
<https://wausapilotandreview.com/2022/02/23/marathon-county-public-library-book-clubs-march-2>
- February 24- Marathon County Public Library activities: March- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelets, Youth Poetry Contest, Grab & Go Craft for Kids- Quilled Monster Magnets; Family Story Time-Women's History!, Family Story Time-Chickens!, Virtual Teen Night-Mythology Madness, Family Story Time-Snacks!, Family Story Time-Construction, Family Story Time-Trains!; Rothschild: Stuffed Animal Sleepover
<https://wausapilotandreview.com/2022/02/24/marathon-county-public-library-activities-march>

Wausau Times/Buyers Guide

- February 2- LENA Start Marathon County to offer next round of sessions; Traveling mini art gallery to debut at MCPL Wausau this February
- February 9- Out & About- All Locations: Grab & Go Craft for Adults-Felt Heart Magnet; Athens: Book-of-the-Month Club- "The Sunday Philosophy Club;" Marathon City: Book Club- "Evvie Drake Starts Over;" Stratford: Virtual Book Club- "The Night Watchman"
- February 15- MCPL to celebrate Wausau's 150th anniversary with a look back
<https://wausautimes.com/2022/02/mcpl-to-celebrate-wausaus-150th-anniversary-with-look-back/?fbclid=IwAR35kbYYMWJ0cEumsJKm9ZixnZtwVHy7jLROCbqetYYqGDEfNlfdjN8Rk>
- February 16- Out & About- All Locations: History Chats, Grab & Go Craft for Adults-Felt Heart Magnet, Youth Poetry Contest, Grab & Go Craft for Kids-Craft Stick Launcher, Family Story Time- I'm Sorry!; Athens: Book-of-the-Month Club- "The Sunday Philosophy Club;" Marathon City: Book Club- "Evvie Drake Starts Over;" Mosinee: Virtual Book Club- "The Switch;" Stratford: Virtual Book Club- "The Night Watchman"
- February 23- MCPL to celebrate Wausau's 150th anniversary with look back at library history; Out & About- All Locations: History Chats

Materials

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 3/1/2022	% 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	\$9,115.60	\$3,704.91	29%
Juvenile Video Games	\$2,000.00	\$0.00	\$2,000.00	\$166.67	\$1,570.48	\$429.52	21%
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	\$19,436.08	\$4,751.69	20%
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$15,935.75	\$5,107.91	24%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$29,499.81	\$6,839.53	19%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$29,586.84	\$3,981.36	12%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$1,471.68	\$255.36	15%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$8,300.71	\$699.29	8%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$6,857.44	\$2,142.56	24%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$3,191.42	\$685.49	18%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$2,459.37	\$566.33	19%
Youth Print Subtotal	\$113,250.00	\$4,330.85	\$117,580.85	\$9,437.50	\$97,303.02	\$20,277.83	17%
Youth Services TOTAL	\$134,250.00	\$7,518.62	\$141,768.62	\$11,814.05	\$116,739.10	\$25,029.52	18%

- Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of 3/3/2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$10,022.42	\$1,977.58	16.48%
Adult Music CD	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$6,582.59	\$917.41	12.23%
Adult DVD	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$19,899.10	\$4,100.90	17.09%
Adult Video Games	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$1,290.06	\$359.94	21.81%
Adult AV Subtotal	\$45,150.00	\$1,024.09	\$46,174.09	\$4,104.55	\$37,794.17	\$7,355.83	16.29%
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	\$37,747.56	\$9,252.44	19.69%
Adult LT Fiction	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$5,982.56	\$1,217.44	16.91%
Adult LT S.O.	\$15,000.00	\$0.00	\$15,000.00	\$1,363.64	\$14,448.52	\$551.48	3.68%
Adult Non-fiction	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$56,336.58	\$9,663.42	14.64%
Adult Non-fiction S.O.	\$2,150.00	\$61.18	\$2,211.18	N/A	\$2,129.60	\$20.40	0.95%
Adult Biographies	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$8,154.60	\$1,845.40	18.45%
Adult Spanish	\$750.00	\$29.55	\$779.55	\$68.18	\$740.58	\$9.42	1.26%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$728.10	\$21.90	2.92%
Adult Print Subtotal	\$154,850.00	\$6,881.90	\$161,731.90	\$14,077.27	\$132,268.10	\$22,581.90	14.58%
Adult Services TOTAL	\$200,000.00	\$7,905.99	\$207,905.99	\$18,181.82	\$170,062.27	\$29,937.73	14.97%

Support Services Statistics & Activities

Circulation Team

- New library card applications processed by the Circulation Team: 140
- Circulation total for Wausau First Floor: 25,157
- Laura D processed 178 Interlibrary loan requests
- Ashley H and Paula L checked out 765 items for our home bound patrons
- January Passports News
 - 17 Adult Passport Books
 - 11 Minor Passport Books
 - 2 Both Book and Card

The MCPL Passport team accepted a total of 30 passport applications accepted at \$35.00 ea. and 45 photos were taken at \$10.00 each for a total of \$1,500.00 recorded. We also assisted with 15 renewal applications.

- 2/17/22 Laura D and Kitty R spoke with U.S. Department of State officials for the bi-annual passport facility inspection. Questions were posed, and answered accordingly. MCPL achieved a 100% score.
- Leads meetings were held with the Director and/or Support Services Manager on 2/2, 2/9, 2/16, 2/23.
- Chris L, Mary S, Ollie C, Julie K, Kitty R, and Alexander J. attended the 2/3/22 V-CAT Council Meeting virtually.
- Laura D attended a virtual WISCAT meeting.
- Ashley H viewed the Aspen training video and is becoming familiar with new Aspen catalog. Ashley is currently working on the Gale Course "*Certificate in Meditation*".
- James B completed the "*Introduction to Microsoft Excel*" Gale Course.
- Jeff P compiled instructions for processing game disks.
- Ken B has given notice of his resignation, effective 4/2/2022. We have begun the process of finding a new staff member.
- Staff have noticed an increase in the amount of food-related messes in the library, and have discussed strategies for addressing this.

Support Services Team

- 2/2, 2/9, 2/16, 2/23: Mary attended Leads meeting with the Team Leads meeting with the Director and/or Support Services Manager.
- 2/2: Mary, with the assistance of Chris and Pat, completed the annual rollover process of the materials budget in Sierra. Kate and Tara went to work right away ordering new materials.
- 2/3: Chris and Mary attended the V-Cat Council meeting.
- Mary and Alexander discussed the B&T ordering and receiving process.
- Kayla worked with Chris learning how to withdraw library materials and how to create new labels in Sierra. Kayla also met with Taylor to learn about LENA.
- Janice shelved seasonal books in the storage room for Tara.
- Chris met with several staff members to discuss how completely we can rely on our ILS to accurately enforce our policies regarding maximum checkouts of various item types.
- 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: through K
 - Faded label replacement and disc cleaning for branches: in progress.

- Clean Wausau adult DVDs: FAT

Page Team

- Completed the Missing and Missing in Inventory List for December 2021 and found two items.
- Completed an Adult Fiction weeding and relocation list.
- Worked on a weeding list for Juvenile Series.
- Completed a Juvenile Fiction weeding list.
- Ollie attended V-Cat Council meeting on 2/3.
- Ollie participated in COATS 3.0 as part of the Social Engagement Committee. They met 2/4, 2/16, and 2/21 to prepare their committee proposal, Ollie was in charge of creating the PowerPoint. On 2/22 they presented to Lance Leonhard and he was excited for the future of the committee.
- Ollie helped to maintain the new fiction and non-fiction shelves by doing regular switch-overs.
- During the month of February the pages shelved approximately 26,025 items.

Information Technology

- Completed deployment of new Dell OptiPlex 7070 computers to staff in Circulation Department.
- Configured Raspberry Pi Units to automatically login and open Aspen for the branch locations in preparation of the WVLS Aspen Discovery deployment in March.
- Discussed with Josh and Ashraf at WVLS the coordination of a thorough technical discovery and analysis of the MCPL inter-branch network. Scheduled to begin the last week in February.
- Worked with Bibliotheca to replace out of date software on the Self Check in the Children's department. Once testing is completed we will deploy the software to the remaining four Self Checks in Wausau and the one in Rothschild.
- Updated IT computer to Windows 11 to further test for any incompatibilities.
- Encountered intermittent issues with Sierra access at branches, and worked with WVLS to diagnose and resolve the core of the problem.
- Several projects remain ongoing:
 - Deployment of new naming convention for computers and devices within the MCPL network.
 - Continued inventory and logging of technology devices.
 - Continued organization of the IT work area and server areas.
 - Creating technology tutorials for staff.
 - Computer monitor inventory and pairing with computer inventory.
 - Investigate what needs to be done to continue outdoor 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 (and hopefully resolve the branches' intermittent Sierra access issues).
 - 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.

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Grab and Go: There were 17 children and 21 adults in Athens that picked up a January grab and go craft.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for February was The Sunday Philosophy Club by Alexander McCall Smith. There were 4 adult participants.

Circulation Statistics

- In February, Athens circulated 1,388 items. This is a 103.22% increase from February 2021. In 2022 year-to-date, Athens has circulated 2,716 items. This is a 103.6% increase from 2021.
- Athens had a total of 16 curbside appointments in the month of February.

Library News

- Erica, the new branch coordinator, resigned in February and her last day was February 25.
- Erica finished the Inventory of the Athens branch, and the non-fiction adult books were weeded.
- Valentine's Day books were sent back to Wausau for storage.

Facilities Updates

- Nothing to report this month.

Edgar Monthly Report

Events and Programs

- Grab n Go crafts, 20 adult, and 15 children kits.
- Home School Huddle had 6 families participating with 40 student packets for the month.
- Book club did not meet.
- There were 0 curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of February were 1,455 items checked out. This is a 16.40% increase for the same month last year. A total of 2,784 items have been checked out so far this year. This is a 7.57% increase from 2021.

Library News

- Deb worked at Rothschild
- Deb and Dana have been working on Home School huddle packets for 2022.

- Deb worked on inventory.
- Deb pulled book with faded spine labels and sent them into Wausau to be replaced.
- Dana pulled the Valentine books and send them to storage in Wausau.
- Displays were changed from a winter theme to black history theme and Chinese New Year theme.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – “Born a Crime” by Trevor Noah had 5 in attendance.
- Grab N Go programs
 - Felt Heart Magnets – 16 kits were taken. (4 children, 3 teens, and 9 adults)
 - a. Craft Stick Launchers – 23 kits were taken (15 children, 3 teens, and 5 adults)
 - b. We also set out some of the extra kits we had from throughout the year and 6 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 March 8th “Midnight Library” by Matt Haig
- Grab N Go Crafts – Sari Silk Bracelets and Quilled Monster Magnets

Circulation Statistics

- Hatley circulated 1,313 items for the month of January. This is a 21.35% increase. Year to date is 2,741 items. This is a 21.88% increase from last year.

Library News

- Heather and Robin have continued with inventory
- We started our Adult Author Read a like Book Display and are hoping to keep adding displays.
- Heather completed rounding with Laura W

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 if trying to figure out why.

Marathon City Monthly Report

Events and Programs

- Book Club: Due to cold weather and COVID protocols, the monthly book club is still 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 February, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 60 of the children's Craft Stick Launcher kits. The teen/adult kits were Felt Heart Magnets. 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.
- During the month of March (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 throughout the year. Supplies for the Quilled Monster Magnets and Sari Silk Bracelets may be picked up at any of the nine libraries during the month of March.

Circulation Statistics

- Marathon circulated 2,420 items during the month of February, which is a 40.70% increase from this time last year. So far in 2022, Marathon has circulated 4,782 items. This is a 38.17% increase over last year.

Library News

- Megan has been working on creating "Book Bundles" and we are making new spring displays.
- We are starting to prepare for Summer Library Program by planning some events for the summer.

Facilities Updates

- Hurtis Heating came in to replace a motor for the thermostat in the office area. Heat is working much better now.
- Village maintenance is fixing the light that shines on the flag pole in the parking lot.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: 3 patrons discussed *The Switch* with Sarah on the 21st.
- This month's Grab and Go craft kits were as popular as ever, with all 20 felt heart magnets being taken by adults before the middle of the month, and all 54 craft stick launchers 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 February Virtual Teen Night, as well as this month's Friends of the Library Members Only Book Sale.
- Passive Programs: This month we asked patrons what displays they'd like to see in the future. Twelve patrons gave us great ideas!

Circulation Statistics

- Mosinee circulated 2,286 items in February 2022. This is an 18.45% increase. Mosinee has circulated 4,577% items in 2022. This is a 32.40% increase.

Library News

- Displays: Our large display behind the circulation desk reminded patrons that books make us imagine and escape. We also had a display full of sweet reads for romance lovers, books about pets and animals for our “for the love of pets” display, and created an extensive display for library lover’s month. We also had Olympic reads in our tween section, updated our “read the book then see the movie” display, and had red and pink books for our popular children’s book display.
- At the beginning of February we switched out artwork in our children’s section and are now displaying 2nd grade artwork from the local school district. Families of the children who did the artwork stopped in throughout the month to take pictures and see the artwork displayed.
- Sierra was down yet again on the 18th through the 21st. Sierra Offline was used for offline checkouts, but Mosinee lost the opportunity to welcome 10 new library card applications during this extended lack of expected operations.
- Curbside services continued. At the end of the month we had a total of 12 curbsides. Many patrons commented that they didn’t realize we were still offering this service since it’s not prominently mentioned on our website, until they came in person to see our curbside chair outside, and are glad to now know it wasn’t discontinued like they thought.
- 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 for emergency coverage this month during the unexpected passing of one of Sarah’s beloved animal family members.
- The following sections were completed for inventory: adult nonfiction, adult graphic novels, - adult nonfiction Hmong, new adult Wisconsin, adult large type biography, new adult large type biography, new juvenile graphic novels, adult Spanish, adult oversize, lucky day, new adult graphic novels, adult oversize music CDs, juvenile special collection, new adult biographies, new young adult graphic novels, juvenile Spanish, juvenile easy readers, juvenile nonfiction audio, juvenile favorites, and adult fiction.

Facilities Updates

- Per Mar security did an inspection on the 17th. Everything was found to be in good working order.
- Library Administration has revisited the request to get new locks and keys made for the Mosinee Library, due to safety concerns regarding a previously lost key by our delivery service Waltco. Sarah spoke to the Mosinee City Administrator and Public Works to get this project started.

Rothschild Monthly Report

Events and Programs

- We handed out 40 grab-and-go craft-stick launchers craft kits for kids and 20 grab-and-go heart magnet craft kits for adults.
- 3 patrons participated in our “Try Something New in 2022” book bingo.
- February book displays featured books celebrating Valentine’s Day, romance reads, the 2022 Winter Olympics, children’s dental health month, and YA books about video games to tie in to

the school district's Evercon gaming convention.

Circulation Statistics

- In February, Rothschild circulated 7,153 items. This is 29.21% increase from last year. In 2022, Rothschild circulated 14,744 items. This is 32.42% increase from last year.

Library News

- Laura virtually attended the weekly team leads' meetings.
- David visited the library to replace a computer with a rear fan failure.
- We completed inventory of the adult biographies adult Oaudiobooks, J biographies, J Hmong, J Spanish, and J Kits. We are working on relabeling the adult and children's nonfiction collections.
- We passed our fire inspection on 2/22.

Facilities Updates

- N/A

Spencer Monthly Report

Events and Programs

- In the month of February, a Grab N Go craft for adults was offered. This month's craft was, "Felt Heart Magnet" with all twenty crafts being handed out to patrons.
- Also, in the month of February was a craft for children, "Craft Stick Launcher". The children seemed very excited for this Grab N Go craft as all twenty crafts were quickly passed out.
- A passive program was held during February called, "Are You As Tall As". With a height chart on the wall, and pictures of various animals from a penguin, pink flamingo, polar bear and ostrich each child measured how tall they were and could see what animal they were as tall as. Children were very excited to see which animal they measured up to. Twenty-seven had fun with this passive program.

Circulation Statistics

- Spencer has circulated 1,104 items in the month of February. This is an increase of 46.03%. Spencer has circulated 2,226 items in 2022. This is an increase of 60.84%.

Library News

- Audrey did an article for the local paper, "The Village Voice" promoting our next month's Grab N Go, the virtual course being offered on gardening, tax forms available and our library hours.
- Audrey watched the second in a series on homeless presented by Ryan Dowd. I also watched two webinars sponsored by Novelist Crash Course. The webinars that I watched were on books with a Historical Fiction and a Romance genre.
- Last month I watched a webinar on True Crime genre. So, with the theme "True Crime" I have created a book display with multiple books on this subject.
- Lue and Audrey have planned our Summer Reading Program ideas for the summer.
- Lue and Audrey have started the 2022 Inventory.
- February 16th Audrey and Laura Wood held our rounding. Later the same day Lue and Audrey held our monthly rounding.

- Sierra was down during the days of February 18th, 19th, and most of 21st.
- Audrey and Lue pulled books from our Children's Favorites to get new labels.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- We held a Virtual Book Club via Go-To Meeting on Feb. 16. We unfortunately had technical difficulties with the Go-To Meeting program, so only three people met to discuss The Night Watchman by Louise Erdrich. On a positive note, however, one of the guests was a professor from Massachusetts who loved the book, searched on the internet to find a book club discussing it, and found us!
- Fifty-two patrons stopped by the Stratford Branch in February to pick up the Engineer Craft Stick Launcher grab-and-go kits for kids offered through MCPL.
- Twenty patrons enjoyed the Felt Heart Magnet craft kit for teens and adults offered through MCPL in February.
- Wisconsin State Assembly Representative Donna Rozar visited our library on Feb. 28 to meet with constituents. One person attended.
- We created, filmed, edited, and submitted a Virtual Story Time about Trains for Wausau. It is scheduled to run on March 29.
- We submitted our SLP programs for our branch.

Circulation Statistics

- We circulated 1,904 items in February. This is a 62.74% increase from last year. In 2022, we circulated 3,799 items. This is a 70.90% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 16 requests for curbside pickup appointments in February.

Library News

- We created Black History Month book displays for adults and children in February.
- We presented a Double Date Night book display for adults that featured books along with their movie versions.
- We celebrated the 100th anniversary of the Newbery Medal by displaying some of the books that had received the literary award throughout the years.
- We sent in books for relabeling.
- Darla extended great kindness and support to me by spontaneously subbing three times in February for me due to necessary appointments/commitments.

Facilities Updates

- We experienced technical difficulties with Sierra a few times in February, resulting in time spent trouble shooting and using our Sierra Offline Circulation system. Technical support was received in a timely fashion and the issue is currently prioritized by them, with a permanent solution

promised to be delivered within a week or two.

- On Feb. 28, we worked with Chad and Dave to attempt to understand and resolve the Go-To Meeting issue we had during our February Book Club. Several solutions were discussed and will be implemented for March.
- Village personnel updated our soap dispensers and touched up paint in the community room and bathrooms after the project.

GL787

LIB 22 CIP TRANS SM2

Report Format 511

Period 2 ending February 28, 2022

Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8444 LIBR-CUSTOMER SRV AREA		706.50		706.50	706.50	706.50-	

Or2 934 CIP PROJECTS		706.50		706.50	706.50	706.50-	

Sub 604 LIBRARY CIP PROJECTS		706.50		706.50	706.50	706.50-	

Report Final Totals		706.50		706.50	706.50	706.50-	
=====							

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-	
=====							

MCPL Foundation Board Minutes

January 13, 2022

Microsoft Teams Meeting (Virtual)

Present: Mary Coates, Cole Gustke, Heather Wilde, Kat Yanke, Amy Szarkowitz, Stephanie Martell

Called to order by Mary at Noon.

Meeting Minutes from 11.11.20 – correction Nicole Dunbar was present. Cole motions to accept minutes, Amy seconds. Motion passed.

Treasurer's/Investment Report:

No treasurer's report.

Fundraising Report:

Donation letters went out. Discussion regarding two donation letters per year. One big push for donations probably more successful than two. Will revisit in the future.

Interim Library Director's Report:

Emailed out prior to meeting. Highlights include new shelving and art ledges. Notary services now being offered as well.

No old Business.

New Business:

Dr. Norrbom to speak on LENA Start program at next meeting.

Lacey Giordano to resign from Board at this time.

Discussion regarding new board members – review bylaws to see who is eligible. Heather has bylaws.

Meeting adjourned.

Next meeting:

March 10, 2022 (tentatively in person)

May 12, 2022

July 14, 2022

September 8, 2022
November 10, 2022

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 February 19, 2022
 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 March 19, 2022.

President Tom **Bobrofsky** called the meeting to order at 9:32 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Pat Pechura, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member*
 Jim Backus, member*
 Jessica Bernett, member*
 Eileen Grunseth, member*
 Judy Peterson, member
 Kari Sweeney, member*
 Mandy Wright, member* (joined 10:25 am)

Others Present

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

*denotes remote attendance

Excused

Christy Janczewski, member
 Paul Knuth, member
 Louise Olszewski, member
 Diane Peterson, member

Vacant

Marathon County representative

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

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

APPROVAL OF MINUTES (Exhibit 1):

Pechura/J. Peterson motion to approve minutes from the November 20, 2021 WVLS Board meeting as presented. All aye. Motion carried.

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

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

2021 WVLS TREASURER'S REPORT (Exhibit 9):

Pechura/J. Peterson motion to approve the 2021 Treasurer's Report as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit10): **Sweeney** reported that **Leah Giordano** became MCPL Director in early January. The main branch remodeling project is very close to completion. The MCPL Board is looking forward to **Sepnafski's** first 2022 quarterly report at their March meeting. **Otten** stated that Giordano was more than welcome to attend WVLS Board meetings in return and he hoped there would soon be an opportunity to introduce her to WVLS trustees.

COLAND (Exhibit 11): Klingbeil reported on the virtual January 14 COLAND meeting, the details of which are available in Exhibit 11. It is hoped that in-person meetings can resume in May.

WVLS Director/2021 Staff Report (Exhibit 12): **Sepnafski** explained that due to the timing of the first 2022 meeting, the Director's Report would be devoted to the 2021 Staff Report at this meeting and the usual program updates, reports and announcements would be deferred until the March 19 meeting. WVLS staff on hand took turns summarizing 2021 WVLS accomplishments in various categories covered by the 71-page document presented as Exhibit 12.

Otten/Ackerman motion to approve the 2021 Staff Report as presented. All aye. Motion carried.

V-CAT (Exhibit 13): **Zimmermann** provided an overview of highlights from the February 3 V-Cat Council meeting.

WLA Library Legislative Day (Exhibit 14): **Wendt** reported that WVLS was represented by **Otten, Ackerman, Laurie Ollhoff** (T.B. Scott Free Library - Merrill), Erica **Brewster** (Demmer Memorial Library – Three Lakes, and Dominic **Frandrup** (Antigo Public Library) who did heroic work covering all 11 legislators representing senate and assembly districts which include portions of WVLS counties. Speakers included **Governor Tony Evers, State Superintendent of Public Instruction Jill Underly** and **Assistant Superintendent for the Division for Libraries and Technology (State Librarian) Tessa Michaelson Schmidt**. Individual libraries and library systems represented by attendees received Certificates of Commendation from the Governor's Office. 12th District **Senator Mary Felzkowski** (R-Irma) and 31st District Assembly **Representative Amy Loudenbeck** received WLA Librarian Champion awards and Senator Felzkowski's aide **Stamena Ivanov** received a Special Recognition award. **Otten** and **Ackerman** gave their own accounts of the day.

2021 ARSL Conference (Exhibit 15): WVLS scholarships were granted to **Julie Beloungy** (School District of Thorp - Library Media Specialist; Thorp Public Library Board Trustee), **Teresa Hall** (Loyal Public Library), **Kay Heiting** (Granton Community Library), **Janay Ziebell** (Neillsville Public Library), **Tammie Blomberg** (Rib Lake Public Library), and **Jenny Jochimsen** (Abbotsford Public Library). Their reports are found in Exhibit 15.

WVLS BOARD OF TRUSTEES BY-LAWS and WVLS CONSTITUTION – draft (Exhibit 16a&b):

Cosmetic changes to these documents, previously discussed at the November 20, 2021 meeting were returned to the board for a second reading.

Pechura/Ackerman motion to approve the WVLS Board of Trustees By-Laws as revised. All aye. Motion carried.

Sweeney/Bernett motion to approve the WVLS Constitution as revised. All aye. Motion carried.

2021 WVLS ANNUAL REPORT (Exhibit 17):

Sepnafski provided an overview of the components of a public library system annual report and the ways in which WVLS assists member libraries with their individual annual reports.

Grunseth/Pechura motion to approve the 2021 WVLS Annual Report as presented. All aye. Motion carried.

REPORT OF THE NOMINATING COMMITTEE:

Nominating Committee Chair **Pechura** recommended a slate of 2022 officers returning **Bobrofsky** as President, **Pechura** as Vice-President, and **Otten** as Treasurer, along with at-large Executive Committee members **Janczewski, D. Peterson, Sweeney** and **Ackerman**.

ELECTION OF 2022 OFFICERS AND EXECUTIVE COMMITTEE MEMBERS:

There being no further nominations from the floor, **Grunseth/Bernett motion to elect the officers and Executive Committee members as presented by acclamation. All aye. Motion carried.**

WVLS CONFLICT OF INTEREST AND DISCLOSURE FORM (Exhibit 18):

Bobrofsky reported that board member conflict of interest and disclosure forms will be sent out with a postage paid envelope and requested that they be updated and returned promptly.

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

Bobrofsky shared that Clark County will be hosting Farm Tech Days in July and Clark County libraries have already secured exhibit space. Loyal Public Library constructed a 6 foot tall holiday tree from discarded books. **J. Peterson** commented on Antigo Public Library participation in the Antigo Christmas Parade. **Otten** commented on the summary of an ARSL program titled “Crisis Leadership; Moving from Reactive Survival to Proactive Planning which was included in Exhibit 15, and also noted that the Marathon Co. Public Library is now providing notary public services. **Sweeney** mentioned she has been invited to provide a library trustee’s perspective on a future podcast at zibbyownes.com (“Moms Don’t Have Time to Read Books”).

REQUEST FOR FUTURE AGENDA ITEMS: None noted.

2022 Board, Executive Committee and V-Cat Steering Committee meeting dates:

Following discussion, consensus settled on the following 2022 Board of Trustees meeting dates: third Saturday in February, March and May, September and November (**February 19, March 19, May 21, September 17 and November 19**); and second Saturday in August (**August 13**).

J. Peterson/Grunseth motion to approve those dates for 2022 WVLS Board meetings. All aye. Motion carried.

ADJOURNMENT: Grunseth/Pechura motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:50 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder



To: Marathon County Public Library Board Members
 From: Leah Giordano, Library Director
 Date: 03/15/22
 Subject: 2021 Library Fund Transfer

2021 Fund Balance Sources

665 9 Personnel Expenses	\$ 455,511.87
665 9 Operating Expenses	\$ 37,445.03
665 8 Revenue	-\$ 9,061.92
666 9 WVLS Expenses	\$ 273.56
666 8 WVLS Revenue*	\$ 21,101.50

TOTAL **\$505,270.00 – Rounded to even dollar amount**

Suggested allocation

Books	\$ 11,172.00
AV	\$ 4,212.00
Gift Account**	\$ 12,167.00
Positive Fund Balance (CIP)	\$ 477,719.00

TOTAL **\$505,270.00**

*WVLS Revenue higher due to late entry of 2020 rent revenue

**To over negative balances from previous years

ITEM NUMBER: 7.11
CHAPTER 7: Administration
Management
CODE: Policy
COMPUTER ID: AMOM-11

Title: Public Relations Media Policy
Effective Date: 8/27/01
Authorized By: Library Board of Trustees
Date of Last Revision: 3/2009 4-2022

The Marathon County Public Library's public relations program exists efforts are used to promote community awareness of library services, to increase public interest in and use of the library, to develop understanding by the public of library services, and to enhance support of the library and its role in the community.

The following public relations policy has been developed to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public.

Media contacts:

The Library Marketing Specialist will promote library programs and services on social media and send press releases to area media outlets.

Media inquiries which focus on changes to current services, announcement of new services, budget, funding of capital or special projects, staffing levels, or other library administrative responsibilities will be referred to the Library Director.

Managers or their designee may promote library programs, services, and events to area media including newspapers, radio, TV, and the Internet.

Interviews with the media will primarily be conducted by the Library Marketing Specialist or by the Library Director, and other staff as appointed.

A copy of press releases sent for this purpose will be forwarded to the Library Director for the administration files.

Managers can make calls to the media for the purpose of publicizing a program, event or service to the public. Staff will notify the Library Director of media inquiries and of the publication or airdate for the promotional piece.

Photos/recordings by the media:

When the media visits a the library to take photos, videos or audio recordings, the visit will generally have been prearranged by the Library Marketing Specialist. In instances where the visit was not prearranged, the Library Marketing Specialist or another library staff person member will obtain the media person's reporter's name and affiliation, request ask

how the photo will be used, and when the photo content will air or be published. The staff person will notify the Library Director about the media visit as soon as possible information collected should be relayed to the Library Marketing Specialist.

Printed Materials:

Managers The Library Services IT Technician oversees the design and printing of fliers, brochures, newsletters, and other printed materials for all MCPL locations, and are is responsible for the quality and accuracy of these promotional materials.

~~A copy of all printed materials will be forwarded to the Library Director for administration files.~~

~~**See also: Photo Policy 8.04 a-b.**~~

ITEM NUMBER: 7.56 a-b
CHAPTER 7: Administrative
Management
Policy
CODE: Policy
COMPUTER ID: AMPRO-56

Title: Photo/Video Release Policy
Effective Date: 2-2007
Authorized By: Library Board of Trustees
Date of Last Revision: 7-2012 4-2022

Marathon County Public Library Photo/Video Release Policy

~~Children and adults~~ People visiting the Marathon County Public Library, participating in programs and or using our resources may be photographed or recorded by newspaper or television reporters/photographers the media, library staff members and/or volunteers involved with the library. These photographs and videos recordings may appear without compensation on the Marathon County Library website, in library publications, on social media pages, in the newspaper media and other printed or electronic materials related to the role and function of the Marathon County Public Library. No written consent is needed. Verbal consent is solicited as a goodwill gesture but is not required. Those who do not want their photograph taken should notify library staff/volunteers.

Library staff/volunteers should adhere to the following guidelines:

Procedures:

1. Taking photographs and recordings of customers library activities is encouraged and puts the library at no legal liability.
2. No permission is needed to take photos or recordings of crowds using the library or attending programs.
3. If practical while photographing or recording one adult or a small group (three people or fewer), first ask first if they mind having their photo taken or being recorded. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the customers patron(s) know the photograph or recording may be used in future library publications, on the library website, on social media or in the local media coverage newspapers.
4. If practical while photographing or recording one child or a small group (three children or fewer), get parental or guardian consent before taking the photo or recording. No written consent is needed. Let the parent or guardian know that the photograph or recording may be used in future library publications, on the library website, on social media or in the local media coverage newspapers.

5. In order to publish names with photos, get verbal consent from the customer patron, or customer's patron's parent/guardian if the customer patron is younger than 42 16.

The Way We Do Business:

~~We act as good stewards of the public's tax dollars.~~

~~We promote the equitable access to a broad array of content, as well as training and assistance to help people successfully navigate and use information.~~

~~We routinely gather statistics and community input to determine user characteristics, expectations and needs and will apply the latest tools and innovations to our programming development practices.~~

ITEM NUMBER: 7.57 a-d
CHAPTER 8: Administrative Management Policy
CODE: AMPRO-57
COMPUTER ID: AMPRO-57

Title: Behavior in the Library Policy; ~~Banning Form~~
Effective Date: 2-2002
Authorized By: Library Director
Date of Last Revision: ~~12-2014~~ 4-2022

BEHAVIOR IN THE LIBRARY POLICY

Purpose:

Marathon County Public Library has established this "Behavior in the Library" Policy to ensure that library facilities are safe, welcoming environments, and provide equitable access to materials and services for all library users.

Overview and Definitions:

No individual may engage in inappropriate conduct on the premises of Marathon County Public Library, ~~or when using library facilities,~~ or when participating in library programs. Staff will use their discretion and may ask patrons displaying inappropriate conduct to leave library property.

~~Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct normally associated with a public library.~~

~~When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.~~

Minor violations of these rules will first result in library staff attempting to educate or warn individuals about policies and enforcement. Repeated misconduct or severe offenses (even in a single isolated event) may result in individuals being banned from the Library for up to one year. Threats of violence or violent behavior may result in a lifetime ban.

~~Inappropriate Behavior, shall include the following conduct or behaviors~~

- ~~• Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.~~
- ~~• Breaching the peace of customers or employees.~~
- ~~• Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in Wis. Stats. sec. 939.22(10) upon library premises or using~~

or threatening the use of any other object in such a manner that it may be considered a weapon.

- ~~Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities.~~
- ~~Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.~~
- ~~Entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library premises during the period in which an individual has been banned from the premises.~~

ITEM NUMBER: 7.57 b

- ~~Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.~~
- ~~Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.~~
- ~~Leaving children under the age of 8 unattended on Library premises. (See Item Number 8.21 concerning the Unattended Customer Policy)~~
- ~~Engaging in any sexual contact, activities or conduct.~~
- ~~Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.~~
- ~~Smoking, vaporizing (E-Cigarettes), or other use of tobacco products.~~
- ~~Sleeping, napping or dozing in or on library premises.~~
- ~~Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.~~
- ~~Not wearing shoes or shirt within the library.~~
- ~~Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.~~
- ~~Moving furniture without the express consent of the Library staff or use of furniture in any manner that may damage the furniture, to include placing feet on the furniture.~~
- ~~Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment or facilities.~~
- ~~Bringing any animal into the library except service animals.~~
- ~~Entering non-public areas of the library without permission.~~

- ~~Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.~~
- ~~Taking library materials into rest rooms.~~
- ~~Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.~~
- ~~Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.~~

ITEM NUMBER: 7.57 b

Examples of Inappropriate Conduct Not Allowed in the Library:

Basic rules of behavior, including:

- leaving a child under age 8 unattended (Unattended Customer Policy, 7.59 a-d)
- not wearing appropriate clothing as defined by state and local ordinances, including attire mandated by public health agencies
- smoking, including the use of chewing tobacco and vaping; all items such as cigarettes, vape pens or chewing tobacco containers must remain out of sight while inside the library building and on building grounds (Marathon County Code of Ordinances, Sec. 9.05)
- entering nonpublic (staff) areas of the library
- using the restroom inappropriately (No changing of clothing, washing, shaving or other grooming activities or taking library materials into the restroom)
- no animals, except service animals, per Marathon County Public Library Policy 7.62 a-c (Animals in the Library)
- entering the library with bodily hygiene that is noticeable by others and causes a disruption
- possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in Wis. Stats. Sec. 939.22(10) upon entering library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon
- use of alcohol or drugs on library property, or exhibiting signs of being in an altered state upon entering the library
- an disruptive behavior, including physical or verbal intimidation of others
- any activity that can be construed as sexual in nature.

Basic rules of behavior, including:

- not following staff's reasonable directions
- soliciting

- sleeping
- not keeping the peace within the library
- damaging or moving library property, including furniture and other fixtures
- violating the library's rules for acceptable use of the internet and library public computers (Computer and Internet Access and Use, 11.21 a-d)
 - A user accepts these rules before accessing the Internet through a library computer. These rules include viewing pornography on either personal or library owned device.
- viewing of child pornography will result in banning and a referral to the appropriate law enforcement agency (Marathon County Code of Ordinances, Sec. 9.04 Internet Access and Use).

Law enforcement may be called by library staff at any time staff feels it is necessary. Library staff are authorized to contact law enforcement in response to any inappropriate conduct or in the event an individual refuses to leave the library when expelled. Law enforcement may also be used to deliver banning forms to patrons, especially if law enforcement is called to remove a patron due to a violation of any of the above situations.

For the banning procedure see: "Banning Procedure 7.57A a-c"

ITEM NUMBER: 7.57 c

Staff Response to Infractions:

~~Violation of one or more of the rules constituting inappropriate behavior listed above shall constitute misconduct that can result in expulsion from the library and forfeiture of library privileges. The Library has a zero tolerance policy for threats and acts of violence. Any person engaging in such behaviors will be immediately expelled from the Library. Any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises.~~

~~Minor violations of these rules will first result in library staff attempting to educate or warn individuals about policies and enforcement. Repeat misconduct or severe offenses (even in a single isolated event) may result in individuals being banned from the Library for a minimum of one day to a maximum of one year. Library staff will follow the banning procedure set forth below. Library staff are authorized to contact law enforcement in response to any illegal behavior or in the event an individual refuses to leave the library when expelled.~~

~~Banning Procedure:~~

~~After staff determine that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:~~

~~Staff will issue, or cause to be issued, a written ban notice (Item Number 8.19d) to the individual involved notifying the individual that they are banned from all Marathon County Public Libraries. The notice shall indicate the reasons for the ban and the time period of the ban.~~

~~If the customer is a minor, a copy of the Ban Notice will be sent to the parent.~~

~~All Notice of Ban forms with all documentation will be given to the Library Director within 24 hours of the banning action.~~

~~The Director has the power to affirm, modify, or revoke any suspension or banning.~~

~~Non-compliance with Ban-~~

~~If any person named in a Ban Notice enters any Marathon County Library before the return date listed on the Ban Notice, he or she will be asked to leave. Refusal to leave shall result in contact with law enforcement and prosecution according to law.~~



ITEM NUMBER: 7.57 d

NOTICE OF BAN – MARATHON COUNTY PUBLIC LIBRARY

~~LIBRARIES IN: Athens, Edgar, Hatley, Marathon, Mosinee, Rothschild, Spencer, Stratford, Wausau~~

Last Name: _____ First Name: _____ Middle name _____

Date of birth: _____ Age _____

Street Address: _____

City _____ State _____ Zip _____

Phone number: _____

Library card number: _____

Parents' (If under 18 years of age) _____

Parents' home phone: _____ Work phone _____

On _____, at _____ AM/PM you were warned that you violated the rules of behavior or committed other serious offenses at the library.

Reason for ban: _____

You are evicted from the library for a period of:
 1 Day 7 Days 30 days 3 months 6 months 1 Year
(please check one)

The first date that you may return to the library is: _____

If you enter the Library before the date printed above, the Library staff will call the police.

~~Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at any Marathon County Public Library, you are banned from all Marathon County Public Libraries until the date shown above. If you enter any Marathon County Public library before the return date shown above, police will be called and you will subject to being arrested for trespassing under Wausau City Ordinance or ordinance appropriate to the municipality in which the branch library is located.~~

~~This eviction notice includes the following areas:~~

~~Staff person issuing this form: _____~~

Date and time: _____

A photo may be attached to this notice. A copy will be sent to the local police.

ITEM NUMBER: 7.57A a-c
CHAPTER: Administrative
Management
CODE: Procedure
COMPUTER ID: AMPRO-57A

Title: Banning Procedure
Effective Date: 4-2022
Authorized By: Library Director
Date of Last Revision: 4-2022

After staff have determined that a patron has engaged in severe or repeated inappropriate conduct and staff have determined that the individual(s) involved should be banned:

Staff will issue a written "Notice of Ban" form (Item Number 7.57A c) to the individual(s) involved, notifying the individual(s) that they have been banned from all Marathon County Public Library facilities. The notice shall indicate the reasons for the ban and the time period of the ban. If the patron is a minor, a copy of the "Notice of Ban" form will be given or sent to the parent.

A list of banning guidelines, including suggested ban lengths, and directions for annotations in the ILS will be found on the internal library workspace (currently, the N: drive). The Director has the power to affirm, modify, or revoke any suspension or banning.

All "Notice to Ban" forms will be routed to the following staff or locations:

- Administrative Coordinator
- circulation desk binder
- reference desk binder
- reference bulletin board

In addition, the following actions will be taken within the ILS and computer timing software to inform other staff members:

- a note in the patron's library record with a short description or reason for the ban and the date they can return
- if the patron is banned for longer than a month, place a manual block on their card using "B" (Banned patron block)
- disable the patron's account in the timing software

ITEM NUMBER: 7.57A b

Staff will send an email including the following information:

- patron's name and card number (if applicable)
- patron's physical description
- picture of the patron (if available)
 - If necessary, note the time of the incident and ask for a picture from the security camera footage.
- a description or reason for the banning
- length of the ban

This email should be sent to the following teams:

- Library Services
- Library Circulation
- Library Support Services
- Library Pages
- Library Branches

The patron will be added to the "Banned Patrons" spreadsheet available on the internal library workspace (currently the N: drive.)

Non-compliance with Ban:

If any patron named in a Ban Notice enters any Marathon County Public Library before the return date listed on the Ban Notice, they will be asked to leave. Refusal to leave shall result in contact with law enforcement and an extension of ban time.

ITEM NUMBER: 7.57A c

NOTICE OF BAN - MARATHON COUNTY PUBLIC LIBRARY

This Notice of Ban includes all Marathon County Public Library locations in Athens, Edgar, Hatley, Marathon City, Mosinee, Rothschild, Spencer, Stratford, Wausau

Last Name: _____ First Name: _____ Middle name: _____

Date of birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Library card number (if available): _____

If under 18 years of age, Parents' names: _____

Parents' phone: _____

On _____, at _____ AM/PM you were warned that you violated the rules of behavior or committed other serious offenses at the library.

Reason for ban: _____

You are banned from all Marathon County Public Library locations for a period of: (please check one)

- | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Day | <input type="checkbox"/> 30 days | <input type="checkbox"/> 6 months |
| <input type="checkbox"/> 7 Days | <input type="checkbox"/> 3 months | <input type="checkbox"/> 1 Year |
| <input type="checkbox"/> Other _____ | | |

The first date that you may return to the library is: _____

If you enter the Library before the date printed above, the Library staff will call the police.

Because of the behavior listed above, and/or other history of inappropriate conduct at any Marathon County Public Library, you are banned from all Marathon County Public Library facilities until the date shown above. If you enter any Marathon County Public Library facility before the return date shown above, police will be called.

Initials of staff member issuing this form: _____

Date and time: _____

A photo may be attached to this notice.

ITEM NUMBER: 7.62 a-e
CHAPTER 7: Administrative
Management
CODE: Policy
COMPUTER ID: AMAILP-62

Title: Animals in the Library Policy
Effective Date: 5-2018
Authorized By: Library Board of Trustees/Library Director
Date of Last Revision: 5-2018 4-2022

PURPOSE

The Marathon County Public Library (MCPL) recognizes that some patrons with disabilities may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. MCPL recognizes legal rights under federal and state laws regarding use of service animals. MCPL also considers the safety and health of all of its patrons, the public and library staff to be of utmost priority.

STATEMENT OF POLICY

~~No pets or animals other than service animals (see definition below), or service animals in training, are allowed in MCPL libraries. Patrons may not bring animals other than service animals (see definition below), or service animals in training, inside MCPL locations.~~ Handlers of animals other than service animals will be asked to remove them from the library.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. ~~Also, all~~ All service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Handlers of the service animals are solely responsible for the supervision and care of the service animal. Therefore, handlers must keep the service animal directly with them at all times.

Both state and federal laws address disability protections. Unlike other issues where federal law may preempt state law, for disability protections, the federal laws specify that they do not limit any equal or greater protections and rights afforded under state laws. This means that a property owner or establishment must adhere to whichever law provides the greater protections for a person with a disability.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Under Wisconsin law, a service animal may be any animal that is individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include (but are not limited to) guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. ~~The work or task a dog has been trained to provide must be directly related to the person's disability.~~ **Dogs** Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or Wisconsin law. While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA or Wisconsin law, and are therefore not allowed in the library. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities.

See also the U.S. Dept. of Justice ADA Service Animals bulletin at this link: https://www.ada.gov/service_animals_2010.htm

Handlers of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

~~Staff may ask if an animal is a pet or a service animal required because of a disability; they can also ask what tasks the animal has been trained to perform. Handlers of service animals or service animals in training will indicate that they are working animals and not pets. Terms used may include assistance, service, guide, hearing or helping animal. Staff may not ask about the handler's disability.~~

Under Wisconsin law, staff may ask only the following question regarding a trained service animal: **Is the service animal required because of a disability?** Staff may not ask about the handler's disability, nor what tasks the animal is trained to perform.

A person with a disability cannot be asked to remove ~~his or her~~ **their** service animal or service animal in training from the library unless the ~~presence, behavior or actions~~ of the service animal constitutes an unreasonable risk of injury or harm to property or other persons, ~~or violates other library policies that patrons are subject to.~~

In these cases, library staff should give the person with the disability the option to obtain library services without having the ~~services animal or~~ service animal in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals or service animals in training.

For additional guidance, see also the Wisconsin Legislative Council's 2019 Issue Brief on Service and Support Animals:

https://docs.legis.wisconsin.gov/misc/lc/issue_briefs/2019/health_and_mental_health/ib_supportanimals_msk_2019_10_01

DEFINITIONS *(if applicable)*

- ~~**Service Animal:** Any animal that is trained for the purpose of assisting or accommodating a person's physical, sensory, or mental disability.~~
- ~~**Disability:** A physical or mental impairment that substantially limits one or more major life activities, or any abnormal sensory, mental or physical condition that 1) is medically cognizable or diagnosable; 2) exists as a record or history or 3) is perceived to exist.~~

2022 WVLS EXPECTATIONS ASSESSMENT WORKSHEET

GENERAL SYSTEM EXPECTATIONS (WISCONSIN STATUTES 43.24[2])

Reference, Referral, and Interlibrary Loan

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

Continuing Education & Consultation

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

Delivery

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

Service Agreements

- Service agreements with all adjacent library systems.

Other Service Programs

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

Inclusive Services

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

Other Types of Libraries

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

Library Technology and Resource Sharing

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

Administration

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

MCPL SYSTEM TASK FORCE SPECIFIC ITEMS AND ADDITIONAL SUPPORT

Increase opportunities to collaborate with like-size libraries

Wisconsin Valley Library Service (WVLS) will work with Marathon County Public Library (MCPL) to create opportunities to collaborate with similar-sized libraries state-wide.

EXPECTATION UPDATE

Teen Services

WVLS shared information regarding a developing partnership between libraries in northern Wisconsin to provide hybrid (in-person and virtual) programs for teens. MCPL Library Specialist E. Lutz has been an important partner in this collaboration and shared her work in the [January 2022 WVLS Newsletter](#) here.

LENA Project

WVLS Public Library Services Consultant A. Hamland and MCPL Youth Services Librarian T. Weinfurter met in the fall of 2021 to discuss a LENA opportunity with WVLS member libraries.

WVLS will facilitate partnerships between key players and mentors at similar-sized libraries.

EXPECTATION UPDATE

Mentorship Opportunity

Upon being hired as the MCPL Director in January 2022, Leah Giordano was invited to participate in the WVLS mentorship program. WVLS paired Giordano with the Brown County Library Director Sarah Sugden. The Brown County Library is like MCPL in that it, too, is a consolidated county library with eight branches (and a bookmobile). Also, Brown County is a resource library for the Nicolet Federated Library System headquartered in Green Bay.

In January 2022, WVLS facilitated an introductory discussion between L. Giordano and S. Sugden that addressed goals for the mentorship. In February, S. Sugden, traveled to Wausau for an in-person meeting with Giordano and to receive a tour of the MCPL Wausau branch.

Introduction to Colleagues at Similar-Sized Libraries

Resource library directors meet online each month to check in with each other, share newsworthy activities, and respond to each other's questions. As part of the mentorship experience, S. Sugden introduced L. Giordano to this opportunity.

Improve communication between WVLS and MCPL

WVLS will schedule monthly meetings with MCPL to discuss service goals.

EXPECTATION UPDATE

Over the years, certain MCPL staff and WVLS staff have maintained generally positive, functional communications via email, interpersonal ad hoc meetings (i.e., “hallway conversations”), and traditional scheduled meetings regarding cooperative projects, service support, and service area consultation. Under the interim and subsequent full direction of L. Giordano, WVLS has observed a marked upturn in the volume of MCPL staff-initiated support requests and consultation inquiries. L. Giordano’s leadership has enabled an increase in the reporting of unexpected issues and a corollary increase in the general visibility of those experiences which then has led (and empowered) MCPL and WVLS technology and ILS support teams to engage with each other more closely and regularly. Coupled with the rise in scheduled meetings, there has also been more direct technology support and related consultation occurring ad hoc between help desk communications, office walk-ins (both directions), and emails.

SCHEDULED MEETINGS

Between November 2021 and March 2022

WVLS ILS Administrator K. Zimmermann met with MCPL IT Technician B. Krombholz and MCPL Adult Services Librarian J. Kinney eight times to ensure that Aspen Discovery is configured to desires of MCPL staff. More information is included later in this report.

November 3, 2021

K. Zimmermann met with MCPL Interim Director L. Giordano and MCPL Team leads to discuss MCPL desires for improvements or changes to the Sierra Integrated Library System, WVLS ILS Administration Team, and opportunities to participate in V-Cat Consortium governance and decision-making processes. Following the meeting, MCPL Adult Collection Development Specialist K. Sullivan shared a document of ILS related improvement requests. Two of the improvement requests will be completed with the implementation of the Aspen Discovery catalog:

- Filter menu for searches in the public catalog
- Improved sorting of search results with the most relevant results on top

As a result of concerns raised by MCPL and other V-Cat libraries, the default search in Sierra was changed to a keyword search, which enables additional sorting of results and eliminating duplicate results. Additional concerns expressed will be taken into consideration during the ILS Evaluation and Review process.

November 19, 2021

K. Zimmermann met with MCPL Interim Director L. Giordano and MCPL Branch Coordinators to discuss MCPL desires for improvement and concerns related to the Sierra Integrated Library System.

December 10, 2021

WVLS Chief Information Officer J. Klingbeil met with MCPL Business Specialist S. Martell, MCPL Library Support Services Manager A. Johnson, and MCPL IT Technician D. Hahn for an initial meeting to begin the process of review and analysis of technology and networking services utilized by MCPL. This discussion focused primarily WiscNet (internet transit) and Wausau Community Area Network (WCAN, network transport) memberships and services.

February 15, 2022

K. Zimmermann met with MCPL Lead Library Coordinator for Support Services M. Stachowiak to gain a better understanding of handling invoices in Sierra Acquisitions to pursue solutions with Innovative during Acquisitions training sessions in March.

February 17, 2022

J. Klingbeil met with S. Martell to further review WiscNet and WCAN memberships and services, the respective needs of MCPL and WVLS as cohabiting organizations with interconnected networks, and options available for future operations and budget planning.

February 22, 2022

K. Zimmermann met with A. Johnson and members of the MCPL Support Services and Library Services teams to discuss the MCPL circulation policy and Sierra settings to automate blocks on patron records.

February 24, 2022

J. Klingbeil and WVLS Technology Support Specialist A. Ben Khalifa met with A. Johnson and D. Hahn to review and discuss MCPL Branch networking (specifically regarding "Charter" branches) in the dual context of general long-term planning and more specifically regarding intermittent network connectivity related issues affecting the functionality of the Sierra Desktop Application (SDA).

February 28, 2022

D. Hahn sent the WVLS Technology Team copies of the current configuration files for routers at each of the "Charter" branches. WVLS and MCPL will be working together to review the configurations and develop an updated plan for replacing the legacy routers running at the branches with newer equipment and configurations.

March 7, 2022

K. Zimmermann met with J. Kinney, K. Sullivan, MCPL Youth Collection Development Specialist T. Hornbeak and other members of the MCPL Library Services team to ensure that the desired collections and materials would be featured in the Aspen interface and provide an overview of opportunities for featuring library materials through lists, browse categories and collection spotlights.

March 10, 2022

A. Ben Khalifa went onsite to multiple MCPL branches as part of a cooperative networking configuration documentation project detailing local network equipment and connections. D. Hahn was originally planning to travel with A. Ben Khalifa during the initial field visits but was unable to participate. A. Ben Khalifa was able to reach out to Branch Coordinators or available branch staff to coordinate travel and keep the initial schedule on track.

MCPL will be invited to participate in WVLS sub-committees and work groups.

EXPECTATION UPDATE

MCPL MEMBERSHIP ON WVLS BOARD-APPOINTED COMMITTEES

WVLS/V-Cat Steering Committee

Charge: A committee of six area public library directors, four WVLS board members and two WVLS staff, that advises on annual V-Cat budget appropriation and member library fees, and drafts changes to by-laws and other operational documents.

Member/s: MCPL Director L. Giordano.

The first meeting of 2022 will be held on Thursday, March 17.

WVLS Library Advisory Committee

Charge: A 15-member multitype group, with ten representatives from public libraries, and five representatives from school/academic/special libraries, that advises the WVLS Board on system budget and service priorities.

Member/s: MCPL Director L. Giordano. MCPL has a permanent seat on this committee.

The first meeting of 2022 will be held on Tuesday, April 5.

MCPL MEMBERSHIP ON V-CAT COUNCIL and COMMITTEES

V-Cat Council

Charge: It exists to establish standards and operational procedures for V-Cat libraries. It also approves the V-Cat Budget and V-Cat bylaw changes as recommended by the WVLS V-Cat Steering Committee with approval of the WVLS Board of Trustees.

Member/s: MCPL Circulation Services Lead/Library Specialist K. Roesler. The V-Cat Council includes one representative from each member library.

Any V-Cat representative may submit items for inclusion on meeting agendas. The V-Cat Council attempts to arrive at decisions by unanimous consent via voice vote. When unanimous consent cannot be reached, decisions will be made via a formal vote.

- For adoption of the order of agenda, adoption of the minutes of previous meetings, and adjournment, when unanimous consent cannot be reached, a simple majority of voting representatives will carry the vote.

- For all other actions, when unanimous consent cannot be reached, a two-thirds majority vote based on weighted representation AND a two-thirds majority of the representatives will carry the vote.

V-Cat Bibliographic and Interface Committee

Charge: A group of representatives from WVLS and from V-Cat libraries that are most actively involved in cataloging library materials, that reviews V-Cat cataloging practices and procedures related to bibliographic records, and how records display in the integrated library system and public library catalogs. This committee brings recommendations to the V-Cat Council for approval.

Member/s: MCPL Library Specialists C. Luebbe and P. Schmidt. Also in attendance: J. Kinney.

Meetings held on December 7, 2021 and March 3, 2022 to discuss:

- Z39.50 cataloging in system and strengthen the existing recommendation to include language about quality of records, necessary training, and WVLS' ability to turn off the privilege if a library does not choose quality records.
- The need for volume information in magazine item records for proper functionality in the patron catalog and consistency in system.
- Aspen Discovery cataloging information: grouping records, cover images, audience, republication information, material types, and diacritics
- Reporting circulation of "other" materials for the annual report

V-Cat Cooperative Circulation Committee

Charge: With representation from each county in the WVLS / V-Cat service area, and WVLS staff, this committee is charged with reviewing V-Cat circulation practices and procedures related to resource sharing and patron records. This committee brings recommendations to the V-Cat Council for approval.

Member/s: MCPL Lead Library Coordinator for Support Services M. Stachowiak and MCPL Circulation Services Lead/Library Specialist K. Roesler.

A March 10 meeting discussed Circulation functionality requirements for the ILS Evaluation and review.

V-Cat ILS Evaluation and Review Committee

Charge: Created by the V-Cat Council in February 2022, this 10-member committee of colleagues from V-Cat member libraries and members of the WVLS staff is charged with reviewing available Integrated Library Systems / Library Service Platforms and their viability for the V-Cat Consortium. Ultimately the committee will be expected to present a recommendation to V-Cat to either re-negotiate the current contract with Innovative or negotiate a new service contract with another vendor.

Member/s: MCPL Library Support Services Manager A. Johnson (Committee Chair) and MCPL Library Specialist C. Luebbe.

During its first meeting on March 10, a timeline and process for ILS Evaluation and Review was developed, and work began on drafting a Request for Information to be sent out to potential

vendors. A. Johnson was unable to attend this meeting but was consulted for creation of the meeting agenda and will receive a recording of the meeting.

A representative from WVLS will attend MCPL board meetings on a quarterly basis and give updates on expectations progress.

EXPECTATION UPDATE

March 21, 2022 MCPL Board of Trustees Meeting

WVLS will attend this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet, and to provide a demonstration on the new Aspen Discovery online catalog made available to Marathon County library users in early March.

WVLS will help MCPL create an “onboarding” in-person/virtual training for new MCPL Board Members.

WVLS will work with our Adult Services Librarian to come up with a viable plan for MCPL to digitize their Wisconsin collection and assist with any relevant grants needed (Project ION).

EXPECTATION UPDATE

K. Zimmermann discussed opportunities for integrating local history materials into the Aspen Discovery Catalog with J. Kinney and B. Kromholz. Options for training sessions and mentoring relationships with other Aspen Libraries that have integrated digitized materials into their Aspen Discovery catalogs are being investigated.

WVLS will increase communication about the IDEA team (<https://nwls.wislib.org/join-the-idea-team/>) and what the team is currently working on to help reach our goal of a more inclusive library environment.

Improved Integrated Library System (ILS) functionality

Improved record subject headings.

EXPECTATION UPDATE

In 2020, there were 14,302 bibliographic records identified without subject headings in the V-Cat database.

WVLS Database and ILS Support Specialist R. Metzler met frequently with WVLS member library catalogers to provide guidance on how to improve these records. Once library staff completed their individual library lists, WVLS sent the remaining records to Backstage Library Works, a vendor that assists WVLS with updating bibliographic records in the V-Cat catalog. Bibliographic records received from Backstage with perfect matches were uploaded into the V-Cat database. There were some records received from Backstage as “acceptable” which R. Metzler will review for accuracy prior to adding them to the V-Cat database.

Number of records without subject headings in 2020	14,302
Number of records cleaned up by libraries	8,964
Number of records sent for outsourcing	5,338
Number of records that received from outsourcing with a “perfect” match and have been overlaid	4,539
Number of records with a “acceptable” match that need review before overlaying	561
Number of records with no matches	238
Number of records that still need local headings added	70

More user friendly interface for the public.

EXPECTATION UPDATE

Aspen Discovery Product

K. Zimmermann led efforts to implement a new Aspen Discovery library catalog interface for each V-Cat Consortium member library. MCPL’s Aspen Discovery catalog was made available to its users the week of March 14, 2022.

Biennial review of new ILS products.

EXPECTATION UPDATE

In February 2022, the V-Cat Council created an ILS Evaluation and Review Committee charged with reviewing available Integrated Library Systems / Library Service Platforms and their viability for the V-Cat Consortium. The committee will ultimately be expected to present a recommendation to the V-Cat Council, either to re-negotiate the current contract with Innovative or to negotiate a new service contract with another vendor.

Work with ILS product developers to fix the issue of missing cover images in the catalog.

EXPECTATION UPDATE

Implemented in March 2022, the Aspen Discovery Catalog pulls images in from multiple sources and greatly improves cover image availability for non-book formats. Additionally, there is a possibility of uploading cover images. WVLS staff, with assistance from B. Kromholz, have uploaded generic cover images for MCPL Artwork. WVLS staff are investigating copyright and fair use before uploading additional material specific cover images.

Create weighted voting system to accurately represent our service population.

EXPECTATION UPDATE

In 2021, the WVLS Board of Trustees passed V-Cat By-laws changes, reviewed in 2020 by the V-Cat Steering Committee, to institute a dual voting model including both representative voting and weighted voting. The weighted vote is calculated based on collection size, circulation transactions, and net lending to other libraries. In 2022, MCPL's weighted vote is 34 out of 110 votes, and representative vote is 1 out of 25 votes.

ADDITIONAL SUPPORT for Improved Integrated Library System (ILS) functionality

Examples of Support Provided

Following a conversation with D. Hahn addressing shared concerns with MCPL's current suite of self-check, sorting machine, and RFID products, WVLS offered to support MCPL in determining ILS compatibility with alternative self-check, sorting machine, and RFID vendors.

In December 2021 and January 2022, WVLS worked with MCPL Personnel Specialist H. Wilde and K. Roesler to ensure that WVLS and MCPL practices for gathering patron record statistics gathering is accurate and consistent.

WVLS worked with K. Roesler, L. Wood and K. Sullivan to add the 'Merge Patrons' function to MCPL's Sierra logins, and to develop a training document outlining the use of the function.

WVLS helped K. Roesler, L. Wood and D. Hahn to install Sierra Offline Circulation on MCPL workstations and to train staff to use the product during network interruptions. This feature enables libraries to efficiently check out materials to patrons when they are unable to access the usual Sierra Desktop Application. Branch libraries received assistance in testing the Sierra Offline Circulation product and using it during one outage in January and another in February.

MCPL received WVLS troubleshooting and support following an unusually high number of dropped email notifications to patrons.

In January, WVLS shared information with D. Hahn to support MCPL branch libraries with printing paging lists from Sierra.

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

Continue annual grant to provide MCPL with additional funding for physical holdings to broaden the scope of the fiction and nonfiction collections.

EXPECTATION UPDATE

The WVLS Board of Trustees approved a \$10,000 collection development grant to MCPL to enhance its specialized collections. The grant was given to MCPL in March 2022. MCPL has been the recipient of this grant from WVLS since 2015.

Increase communication between member libraries to collaborate on collection development in order to work towards a less repetitive catalog and work together to provide complementary collections.

Help libraries collaborate to create services and collections that respond to needs of underserved populations.

EXPECTATION UPDATE

A. Hamland and T. Weinfurter discussed the creation of curated book and materials lists for Hmong and Spanish speakers as well as a parent resource feature for the MCPL website and for library users in need.

Assist in the weeding of outdated materials at member libraries to maintain a healthy collection across the system and to prevent outdated and superseded materials from overloading the catalog and confusing patrons.

EXPECTATION UPDATE

K. Zimmermann provides training to libraries so that they can create their own lists of materials to consider for weeding. Lists are also provided to libraries upon request. To date, one list has been requested in 2022.

Additionally, K. Zimmermann supports libraries who request assistance in completing inventory of their collections. To date, one library has requested assistance.

During the bibliographic records without subject headings project (update provided above), many libraries used their list of bibliographic records to do an inventory and to weed collections. This project assisted library staff in finding missing items that were still in the V-Cat database as well as outdated or damaged items.

Work with MCPL to find a solution for preserving our community's paper of record, the Wausau Daily Herald.

Increased continuing education and professional development geared for larger libraries

WVLS should survey MCPL staff on continuing education needs and desires.

EXPECTATIONS UPDATE

To identify area libraries' continuing education and training needs, WVLS Continuing Education Consultant J. Matczak distributed a survey to public library directors on January 31, 2022. On February 1, L. Giordano and H. Wilde were asked to forward the survey to MCPL staff for their feedback.

Results of the survey will drive webinar/workshop and training opportunities in 2022.

WVLS will host an annual in-service day for MCPL staff covering continuing education programming that is relevant MCPL staff members with specialized knowledge and roles.

EXPECTATION UPDATE

An MCPL staff in-service is scheduled for Friday, September 16, 2022. J. Matczak and L. Giordano will meet this spring to discuss topics and speakers.

WVLS will create a system orientation for new MCPL employees to improve awareness of WVLS services, staff and assistance that can be given to each staff member based on their role.

EXPECTATION UPDATE

December 14, 2021

J. Matczak met with L. Giordano to review the WVLS orientation process.

December 10, 2021

K. Zimmermann provided a V-Cat orientation for A. Johnson.

December 19, 2021

J. Matczak shared information about public library certification processes and requisite documentation with L. Giordano. A WVLS *Digital Byte* training video produced by J. Matczak in April 2019 that reviewed forms for public library certification was also shared with her.

January 25, 2022

WVLS Director M. Sepnafski and WVLS Administrative Assistant S. Hafemeister met with L. Giordano, to provide an introductory orientation about Wisconsin's library landscape and the system's operation and services.

WVLS will create Digital Byte training videos specific to MCPL professional development requests.

Technology and website support

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

EXPECTATION UPDATE

K. Zimmermann met with B. Krombholz, J. Kinney and A. Johnson as well as representatives from the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL's expectations to best serve Marathon County library users. As part of this effort, K. Zimmermann met with B. Krombholz and J. Kinney eight times between November 2021 and March 2022 (11/23, 12/1, 1/19, 2/2, 2/9, 2/15, 3/2,3/9). Note that most WVLS libraries received one or two Aspen discovery consultations. Additional permissions were granted, and settings enabled as desired for MCPL customization.

On March 7, K. Zimmermann met with J. Kinney, K. Sullivan, T. Hornbeak and other members of the MCPL Library Services Team to ensure that the desired collections and materials would be featured in the Aspen interface and provide an overview of opportunities for featuring library materials through lists, browse categories and collection spotlights.

Multiple training sessions were provided for staff, and recordings offered, to familiarize staff on how to use and configure the Aspen Discovery catalog, and ways in which library patrons will experience the catalog while searching, placing and managing holds, using patron account features, and paying fines. A month-long soft launch for MCPL staff began on February 14 so that staff could become comfortable with the interface before rolling it out to patrons.

A. Hamland and MCPL Aspen Discovery staff created customizable promotional material and tutorial videos for library staff and patrons. A. Hamland created placards to promote online resources and special collections that display when library users search related keywords. For example, when a person searches "ancestry" or "family tree," an image and link for genealogy resources appears offering access to Ancestry Library Edition, Heritage Quest, historic and local newspapers, etc. Likewise, if someone searches "engine," links to online resources for auto-repair display.

Fiscal

Annual cost-benefit analysis presented to MCPL's Library Board describing the services provided and the associated costs.

Assist MCPL in finding and applying for grant opportunities as applicable.

EXPECTATION UPDATE

WVLS Scholarships

A. Hamland and T. Weinfurter met in September 2021 to talk about the MCPL LENA Project and also potential collaboration with other WVLS member libraries. They also talked about WVLS continuing education scholarships available for youth services librarians.

WVLS PLA Conference Scholarship

A WVLS scholarship to attend the national 2022 Public Library Association Conference in Portland, Oregon for member colleagues was announced in November 2021. In December 2021, D. Richter and J. Kinney were notified that their applications were selected. J. Matczak contacted WVLS PLA (Public Library Association) Conference scholarship recipients on March 1 regarding conference reimbursement and report forms, and information about Portland. J. Matczak will be available to WVLS PLA Conference scholars via phone, text or email during the week of the conference to answer any questions.

WVLS Library Legislative Day Scholarship

A WVLS scholarship to participate in the 2022 Wisconsin Library Legislative Day (LLD) was offered to member public library staff. Sponsored by the Wisconsin Library Association, LLD was held on February 3 in Madison. (See also mention below under Additional Items of Information)



Library Legislative Day: Mike Otten and Sonja Ackerman (WVLS Trustees from Marathon County), Laurie Ollhoff (Marathon Co. resident and Assistant Director at T.B. Scott Free Library – Merrill), Senator Jerry Petrowski, Angela Bodzislaw (Spooner Public Library Director), and Sherry Machones (Northern Waters Library Service Director)

Additional Items of Information

Library Advocacy

Two of the five attendees from WVLS counties at 2022 Library Legislative Day on February 8 were appointed to the WVLS Board of Trustees by the Marathon County Board to represent Marathon County. In addition to WVLS Trustees Mike Otten and Sonja Ackerman, Laurie Ollhoff (Wausau resident and Assistant Director at TB Scott Free Library, Merrill) also attended from Marathon County. Ackerman reached out to L. Giordano prior to the event to inquire whether

there were specific MCPL services, programs, stories, or concerns that she could carry into the appointments with six area legislators visited by herself and Otten. Information about LENA Start, virtual content, grab-and-go STEAM theme craft kits and value-added services provided by MCPL during the pandemic was shared.

Continuing Education & Consultation

In late 2021, WVLS consulted with MCPL Youth Services staff about virtual storytime and MCPL virtual programming technologies, and on planning in-person programming using COVID-19 safety precautions.

WVLS also consulted on recommended processes when receiving material concerns from the public and recent intellectual freedom challenges occurring in schools and libraries nationally.

Collection Development

To highlight and promote library collections, A. Hamland continues to work with member libraries to incorporate curated book and other material lists they wish to market into the new Aspen Discovery catalog. This includes displays of book covers or other materials in a browsable display on websites.

Administration

WVLS continues to monitor the Department of Public Instruction's Public Library System Redesign (PLSR) activities and to participate in PLSR-related activities and discussions. Most recently, staff participated in a Wisconsin Library System Directors meeting with DPI to learn about grant opportunities for collaboration among library systems in areas of discovery and resource sharing over the next five years.

Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential #18: Library Board Appointments and Composition](#) for further details on the legally required process. [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at owlsnet.org/141/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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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Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information on agenda, notice, and posting requirements of the law.)

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report
Library Director and/or Board Treasurer or Financial Secretary
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your 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.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wltf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

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