



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, April 18, 2022 at 12:00 noon  
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into **the conference beginning ten (10) minutes prior to the start time indicated above using the following website <https://meet.goto.com/826413581> or number [1 866 899 4679](tel:18668994679) Access Code for dialing in: 826-413-581.**

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) **Athens Potential New Building Update– For Discussion and Informational Purposes Only**
9. (10 minutes) **Library Trustee Essentials Review: Chapters 5, 6 & 19 – For Discussion and Informational Purposes Only**
10. (15 minutes) **Library Service Highlights: Policy and Procedure Development– For Discussion and Informational Purposes Only**
11. **Announcements**
12. **Request for Future Agenda Items**

13. **Next Meeting Dates**
- Monday 05/16/2022
  - Monday 06/20/2022 Athens branch library
  - Monday 07/18/2022
  - Monday 08/15/2022
14. **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: April 12, 2022  
EMAILED TIME: 10:40am

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

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

Present: Sharon Hunter, Gary Beastrom, Kari Sweeney, Michelle Van Krey (remote), Scott Winch, Leah Giordano

Absent: Jeff Campo

Others: Alexander Johnson, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Joshua Klingbeil, Rachel Metzler and remote visitors: Ann Hamland, Jamie Matczak, Sonja Ackerman, Martha Van Pelt and one additional guest

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 GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE FEBRUARY 21, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR FEBRUARY, 2022. MOTION CARRIED.**

Public Comments – None

President – None

Other Board Members – None

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

- In preparation for a county-wide class compensation and wage study, the county has asked the library to update job descriptions.
- The county has offered the opportunity to apply for a portion of the ARPA funding that it received. The library is applying for some of this funding for an HVAC system on the third floor and construction to make this area functional.
- There has been an increase in altercations and incidents at the library. The director has talked with Police Chief Bliven and the library is not the only downtown business experiencing this negative behavior. Therefore, the police department is considering hiring a CSO to patrol the downtown area. In the meantime the police department will try to increase their patrols at the library. MCPL staff has training on security and awareness, but at this time the additional law enforcement presence is appreciated.

Board Committees – None

Friends of the Library – The Friends continue to have increased memberships as a result of their Saturday member only sales.

MCPL Foundation – The Foundation had a meeting on March 10<sup>th</sup>. Dr. Corrie Norrbom presented information on the LENA Project and the Foundation agreed to provide funding for the next three years to the program. The Foundation also agreed to increase their commitment to the library’s aquarium from \$3500 to \$4000 per year.

Wisconsin Valley Library Service – Kari Sweeney updated the board on recent WVLS activity.

- Five representatives, two of whom are WVLS board members went to Madison to advocate for libraries on Library Legislation Day.
- WVLS helped host the Wild Wisconsin Winter Web conference which had over 1600 attendees and 14 sessions.

COVID-19 Update Leah Giordano talked with Dale Grosskurth from the health department.

- The county’s positive case number has dropped significantly to a seven day average of seven cases per day as of March 16, 2022.
- The health department still recommends that people try to maintain a six foot distance when possible.
- The library is currently limiting occupancy in the library and in meeting rooms.
- Masks are still required when staff are helping individuals at computers due to the close contact.
- The library will hold summer programs outdoors as a way to transition back to regular programming.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO OPEN THE LIBRARY UP TO FULL CAPACITY IN ALL PUBLIC AREAS INCLUDING MEETING ROOMS. MOTION CARRIED.**

2021 Library Fund Transfer

- The funds to transfer are higher than usual mostly due to three of the highest paid jobs being unfilled for a good portion of the year.
- The foreseen uses of these funds include technology refreshment and library specific equipment. Leah Giordano is creating a policy for the positive fund balance/CIP funds.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO APPROVE THE TRANSFER OF THE 2021 LIBRARY FUNDS. MOTION CARRIED.**

Library Policy Updates

- Media Policy – The policy was updated mainly to reflect the use of social media.
- Photo Release Policy- Updates were made to reflect the use of video which is increasingly used in virtual formats.
- Behavior in the Library Policy – The policy was updated to align with current best practices.
- Animals in the Library Policy – Federal rules were incorporated in the policy on record, but updates were required to take state rules into account.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE POLICIES AS PRESENTED. MOTION CARRIED.**

WVLS Expectations Update Presented in 2022 the WVLS Expectations Assessment Worksheet. Marla Sepnafski, Director of WVLS and Joshua Klingbeil, Deputy Director, Chief Information Officer of WVLS, were present to give an update on WVLS expectations.

- Rachel Metzler, WVLS ILS and Data Base Support Specialist, will report on ASPEN Discovery, which addresses one of the ILS expectations later in the meeting.
- WVLS facilitated a mentorship between Leah Giordano and Sarah Sugden, the Brown County Library Director.
- WVLS will continue to provide \$10,000 to MCPL for collection development. The check for 2022 was delivered to MCPL in March, 2022.
- To increase relevant continuing education opportunities to MCPL staff, WVLS provided a survey to MCPL staff to see what their continuing education needs are.
- WVLS cosponsors the Wild Wisconsin Winter Web conference annually. This year's event included workshops like, "Tools in Disaster Response for Libraries", "Welcome Aboard: Planning for New Employees Success" and "Why Psychological Safety Matters Now More Than Ever". Two MCPL staff members, Dan Richter and Julie Kinney, applied for and received scholarships to attend the National Public Library Association 2022 Conference in Portland, Oregon.
- There has been increased communication between MCPL and WVLS staff including scheduled meetings and unscheduled consultations. MCPL is additionally represented on all of WVLS's committees and sub-committees.
- The Bylaws of the V-Cat Consortium were updated in 2021 with a weighted voting system that will better represent MCPL's participation in the consortium.
- The Board of Trustees requested that WVLS create either an executive summary or a chronological listing of accomplishments on future reports. Trustees also asked that the results of the MCPL continuing education survey be provided to the board.

Library Trustee Essentials: Chapters 4 & 13 – discussion led by Sharon Hunter

- Essential #4 – Effective Board Meetings and Trustee Participation – Boards need to follow open meeting laws but do not need to have a public comment period. As continuing education trustees should review the Library Trustee Essentials periodically. Boards can invite staff to make presentations to keep apprised of library operations. The MCPL Board may wish to match the county board proposed rule that requires any discussion be directed toward agenda items.
- Essential #13 – Library Advocacy – The trustees should have conversations to decide what they are advocating for as a group.
- April Trustee Essentials # 5, 6 & 19 - Sharon Hunter

Service Highlight: ASPEN Discovery – Rachel Metzler, WVLS

- The new ASPEN Discovery catalog provides individual libraries with the chance to custom tailor their site.
- The goal of the new catalog system is to help individuals find the items that they are looking for with better search tools. This includes consolidated searches, better series searches and search query corrections.
- The system provides recommendations for patrons based on their selections.
- ASPEN provides patrons with the ability to check out e-books on the website and then have access to them on Libby.
- Additional movie covers are available, making it more visibly appealing for patrons on the website.

- Libraries are able to use placards to connect patrons to events and resources that may be of interest to them.

Announcements – None

Request for Future Agenda Items –None

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO ADJOURN THE MEETING AT 1:06 P.M. MOTION CARRIED.**

  
Library Director or Designee

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

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 3<sup>rd</sup> 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

Bills for Approval

Period 3

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	TIME WARNER CABLE	719.82
	<b>INTERNET SERVICE</b>	<b>719.82</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	89.50
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>89.50</b>
101 000000000066592250	TELEPHONE	
	CHARTER COMMUNICATIONS	277.33
	<b>TELEPHONE</b>	<b>277.33</b>
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY	
	MARSHFIELD PUBLIC LIBRARY	1,986.60
	<b>LIBRARY FEES-REIMBURSE TO CNTY</b>	<b>1,986.60</b>
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	COLBY PUBLIC LIBRARY	15.00
	<b>SUNDRY CONTRACTUAL SERVICES</b>	<b>15.00</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	2,127.36
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>2,127.36</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	380.64
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>380.64</b>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	21,140.84
	WAUSAU WEST HIGH SCHOOL	50.00
	WAUSAU EAST HIGH SCHOOL	57.00
	AMAZON CAPITAL SERVICES	2,007.33
	<b>BOOKS LIBRARY</b>	<b>23,255.17</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,059.57
	BLACKSTONE AUDIOBOOKS	413.64
	FINDAWAY WORLD	19.99
	AMAZON CAPITAL SERVICES	475.55
	MIDWEST TAPE LLC	218.15
	<b>AUDIO-VISUAL MATERIALS</b>	<b>3,186.90</b>

Bills for Approval

Period 3

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	AMAZON CAPITAL SERVICES	152.69
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>152.69</b>
101 000000000066595320	BUILDING/OFFICES RENT	
	EDGAR, VILLAGE	1,450.82
	ROTHSCHILD, VILLAGE	2,250.00
	MOSINEE WATER/SEWER	43.95
	WI PUBLIC SERVICE CO	585.52
	VILLAGE OF MARATHON CITY	860.73
	<b>BUILDING/OFFICES RENT</b>	<b>5,191.02</b>
	<b>LIBRARY 665 TOTAL:</b>	<b>37,382.03</b>

Bills for Approval

Period 3

**Org: 667 LIBRARY GIFTS**

	<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	442.19
	BLACKSTONE AUDIOBOOKS	206.95
	TANK MATES LLC	691.00
	AMAZON CAPITAL SERVICES	844.41
	<b>BOOKS LIBRARY</b>	<b><u>2,184.55</u></b>
	LIBRARY GIFTS 667 TOTAL:	<u>2,184.55</u>
	Report Total:	<u><u>39,566.58</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 3 ending March 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	471,020.00	32,632.00		83,406.00	83,406.00	387,614.00	17.7
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	66,226.15		175,706.99	175,706.99	644,806.01	21.4
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	44,774.74		124,693.57	124,693.57	567,770.43	18.0
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	10,273.59		27,155.38	27,155.38	126,577.62	17.7
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	8,126.60		22,481.66	22,481.66	96,235.34	18.9
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	37,000.75		147,322.28	147,322.28	362,306.72	28.9
Act 1541 DENTAL INSURANCE	10,558.00	848.04		3,374.58	3,374.58	7,183.42	32.0
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	1,659.00		4,977.00	4,977.00	26,145.00	16.0
Act 1550 LIFE INSURANCE	1,023.00	29.69		89.07	89.07	933.93	8.7
Act 1560 WORKERS COMPENSATION PAY	1,231.00	86.34		147.60-	147.60-	1,378.60	12.0-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	143.92		383.76	383.76	1,623.24	19.1
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	201,800.82		589,442.69	589,442.69	2,255,029.31	20.7
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,300.00					1,300.00	
Act 2141 INTERNET SERVICE	25,500.00	719.82		2,714.05	2,714.05	22,785.95	10.6
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	89.50		250.60	250.60	749.40	25.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00	6,500.00		6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	309.85		1,628.36	1,628.36	6,871.64	19.2
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00	1,986.60		1,986.60	1,986.60	7,013.40	22.1
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	15.00		3,118.94	3,118.94	5,881.06	34.7
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	2,127.36		4,667.29	4,667.29	17,332.71	21.2
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	380.64		961.56	961.56	7,038.44	12.0
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00	220.53		662.95	662.95	2,987.05	18.2
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 3 ending March 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3130 PRINTING/DUPLICATION	8,000.00			926.87	926.87	7,073.13	11.6
Act 3161 BOOKS LIBRARY	268,100.00	23,255.17		42,861.64	42,861.64	225,238.36	16.0
Act 3168 AUDIO-VISUAL MATERIALS	66,150.00	3,186.90		10,653.61	10,653.61	55,496.39	16.1
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			271.99	271.99	17,728.01	1.5
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00			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	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			213.12	213.12	1,786.88	10.7
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	152.69		4,326.89	4,326.89	23,673.11	15.5
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	5,191.02		13,234.08	13,234.08	41,765.92	24.1
APR 711B LIBRARY LVL 1-OPERATING	768,137.00	44,135.08		111,864.60	111,864.60	656,272.40	14.6
Or2 665 LIBRARY	3,612,609.00	245,935.90		701,307.29	701,307.29	2,911,301.71	19.4

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 3 ending March 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00				23,153.00	
Act 3240 MEMBERSHIP DUES		19,000.00				19,000.00	
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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	245,935.90		701,307.29	701,307.29	2,953,454.71	19.2
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Sub 101 GENERAL FUND	3,654,762.00	245,935.90		701,307.29	701,307.29	2,953,454.71	19.2

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 3 ending March 31, 2022

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	129,277.00	2,184.55		17,118.77	17,118.77	112,158.23	13.2
-----							
Or2 667 LIBRARY GIFTS	129,277.00	2,184.55		17,118.77	17,118.77	112,158.23	13.2
-----							
Agy 0870 LIBRARY	129,277.00	2,184.55		17,118.77	17,118.77	112,158.23	13.2
-----							
Sub 252 LIBRARY GIFTS	129,277.00	2,184.55		17,118.77	17,118.77	112,158.23	13.2
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Report Final Totals	3,784,039.00	248,120.45		718,426.06	718,426.06	3,065,612.94	19.0
=====							



GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 3 ending March 31, 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	1,145.08		1,145.08	1,145.08	40,854.92	2.7
Act 2220 ELECTRIC	34,000.00	2,779.92		5,689.95	5,689.95	28,310.05	16.7
Act 2240 NATURAL/PROPANE GAS	14,000.00	3,080.22		6,382.87	6,382.87	7,617.13	45.6
Act 2470 BUILDING REPAIRS	1,000.00	589.25		641.64	641.64	358.36	64.2
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	463.15		794.30	794.30	2,805.70	22.1
Cat 930 SUPPLIES & EXPENSE							
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	19.99		19.99	19.99	480.01	4.0
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APR 561F MAINT LIBR LVL 1-OPERATIN	101,700.00	8,077.61		18,076.34	18,076.34	83,623.66	17.8
-----							
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	8,077.61		18,076.34	18,076.34	83,623.66	17.8
-----							
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	8,077.61		18,076.34	18,076.34	83,623.66	17.8
-----							
Sub 101 GENERAL FUND	101,700.00	8,077.61		18,076.34	18,076.34	83,623.66	17.8
-----							
Report Final Totals	101,700.00	8,077.61		18,076.34	18,076.34	83,623.66	17.8
=====							

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of March 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	782	1,738	122.25%	2,116	4,454	110.49%
EDGAR	1,317	1,726	31.06%	3,905	4,510	15.49%
HATLEY	1,183	1,487	25.70%	3,432	4,228	23.19%
MARATHON	1,884	3,039	61.31%	5,345	7,821	46.32%
MOSINEE	2,118	2,535	19.69%	5,575	7,112	27.57%
ROTHSCHILD	6,448	8,725	35.31%	17,582	23,469	33.48%
SPENCER	791	1,361	72.06%	2,175	3,587	64.92%
STRATFORD	1,427	1,907	33.64%	3,650	5,706	56.33%
WAUSAU	11,488	31,108	170.79%	32,241	80,713	150.34%
WAUSAU DRIVE UP	109	2,051	1781.65%	317	6,012	1796.53%
HOMEBOUND	1,047	1,056	0.86%	2,839	2,902	2.22%
ILL	148	173	16.89%	499	542	8.62%
OVERDRIVE	14,101	14,470	2.62%	40,815	41,640	2.02%
<b>GRAND TOTAL</b>	<b>42,843</b>	<b>71,376</b>	<b>66.60%</b>	<b>120,491</b>	<b>192,696</b>	<b>59.93%</b>

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

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

March 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	118	0	118	4,454	2.65%	
EDGAR	0	0	0	0	0	39	0	39	4,510	0.86%	
HATLEY	0	0	0	0	0	0	0	0	4,228	0.00%	
MARATHON	0	0	44	0	0	0	0	44	7,821	0.56%	
MOSINEE	0	0	0	19	0	23	0	42	7,112	0.59%	
ROTHSCHILD	0	0	0	7	0	0	0	7	23,469	0.03%	
SPENCER	222	0	0	0	0	0	4	226	3,587	6.30%	
STRATFORD	0	0	0	0	0	1	0	1	5,706	0.02%	
WAUSAU	88	0	826	214	0	19	48	1,195	80,713	1.48%	
WAUSAU DRIVE UP	0	0	50	1	0	1	0	52	6,012	0.86%	
MISC*									45,084		
TOTAL MCPL	310	0	920	241	0	201	52	1,724	192,696	0.89%	
% of CIRC by COUNTY	0.16%	0.00%	0.48%	0.13%	0.00%	0.10%	0.03%				

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of March 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	64,288	65,436	1.79%
RESIDENT CHILD	8,488	8,171	-3.73%
HOMEBOUND	183	170	-7.10%
STAFF	62	64	3.23%
TEMPORARY	477	460	-3.56%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,498</b>	<b>74,301</b>	<b>1.09%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,874	2,932	2.02%
CHILD	222	216	-2.70%
TEMPORARY	28	24	-14.29%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>3,124</b>	<b>3,172</b>	<b>1.54%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	413	402	-2.66%
<b>GRAND TOTAL</b>	<b>77,035</b>	<b>77,875</b>	<b>1.09%</b>

# Marathon County Public Library

## Director Report

### April 2022

#### March Highlights

##### Athens Potential New Building Update

Trustee Gary Beastrom and I had the opportunity to do a walkthrough of the potential new Athens Municipal building (currently a former US Bank building), to help determine whether the move is viable for the library. Upon initial review and with proposed renovations, the space allocated for the library seems amenable to our needs. It includes a large main space, sectioned off programming/children's area, study room, storage space and dedicated staff area. Fundraising is ongoing. Plans are in the works to have the space available for the Board to view at our June board meeting scheduled to be held in Athens.

##### Art Ledges Installed

As you may have seen, the art ledges arrived and have been installed on the second floor in the computer lab area. This space now houses all of our circulating art collection for patrons to view and check out. Each piece in the gallery can be borrowed for 56 days, with the option to renew for longer. Checkout must be done in-person at MCPL Wausau.



##### Friends and Foundation Aquarium Support

At their March board meetings, both the Friends of the Library and the Library Foundation have agreed to increase their aquarium support pledge from \$3,500 to \$4,000 each per year. The Friends of the Library also gave a one-time donation of an additional \$2,000 to help with the overages that have been accumulating on our aquarium budget line as costs have increased.

## MCPL Launches “Little Art”

Last month, the Marathon County Public Library launched its traveling Little Art Exhibit to the public. The exhibit debuted at MCPL Wausau on February 1, where it remained on display on the library’s first floor until the end of the month. The exhibit was then sent to MCPL’s Rothschild Branch, where it will reside for the next few weeks.

The exhibit is composed of 12 works created by children, teens and adults using Grab & Go kits that were given out at all nine MCPL locations in November 2021. Each kit contained two small pieces of glossy white cardstock, acrylic paints in a variety of colors, a paintbrush and assorted other craft supplies, including ribbon, pompoms and feathers.

Patrons were then tasked with creating a mixed media work of art using the given materials, and additional supplies of their own. No other prompts or directions were given, meaning it was up to patrons to supply their own inspiration. Patrons were asked to return their completed pieces to the library in December and January, where they were then mounted on a display board for viewing.

The exhibit will tour all nine MCPL locations between now and the beginning of August, when it makes its final stop at MCPL’s Stratford Branch. The remainder of the exhibit tour schedule is as follows:



- Rothschild Branch (211 Grand Ave., Rothschild) – March 7-21
- Mosinee Branch (123 Main St., Mosinee) – March 28-April 4
- Hatley Branch (435 Curtis Ave., Hatley) – April 11-25
- Marathon City (515 Washington St., Marathon City) – May 2-16
- Edgar Branch (224 S. Third Ave., Edgar) – May 23-June 6
- Athens Branch (221 Caroline St., Athens) – June 13-27
- Spencer Branch (105 S. Park St., Spencer) – July 5-July 18
- Stratford Branch (213201 Scholar St., Stratford) – July 25-August 6

The exhibit can be viewed any time the exhibit location is open. *(Submitted by Dan Richter for the WVLS Newsletter)*

## Grand Theatre Event Promotion and Ticket Giveaway

MCPL has agreed to assist the Grand Theater in promoting their [Lift Every Voice](#) series. This series is free to the public and consists of musical performances, workshops and discussions by artists from underrepresented communities. This kind of series fits well with our core values

(contains artistic and cultural value, promotes diversity, and is free), and as such is a natural fit for the library. As part of our promotional efforts, each MCPL location will have a supply of admission tickets to give away to members of the public. The first performance in the series is Sunday, April 10. We'll also be distributing tickets for the performance on May 19.



## Youth Services

In March, the youth services team was busy with partnerships and preparation! The youth services department hosted the Wausau School District 2022 Art Cluster display for the entire month. The art drew a lot of patrons in who do not use the library and prompted library card sign-ups and expired library card renewals. Elizabeth did STEAM focused outreach at several schools with the G2M program and Rose collaborated with the Woodson Art Museum on another exhibit-related story time. LENA was in full swing and we are currently serving about 30 families. Taylor is busy coordinating LENA device swaps and facilitating a class with Rose. The team met to discuss safe activities to put out in the ELC with guidance from the Health Department. We also figured out logistics for our outdoor story times, made a story time schedule, and ordered supplies for our various outdoor and grab and go programs this summer. We are very excited to do more in-person programming this spring and summer, and do it safely!

## Branches

Grab and Go craft kits continue to be popular at all locations. In March, we collectively handed out 308 quilled monster magnet craft kits for kids and 176 silk sari bracelet craft kits for adults. Virtual book club continues to meet at many locations; patrons and library staff alike are both gearing up for outside book club restarting when the weather is warmer. Creative displays were featured at all locations including ones for Women's History Month, the March Madness basketball tournament, "March in to a new series...," and a read-a-like display for Disney's *Encanto*.

In Rothschild, 20 children and their stuffed animal friends participated in the branch's 2nd Stuffed Animal Sleepover. The children couldn't believe what their animal friends got up to when locked in the library overnight! Photos can be found on our social media page. Stratford's Virtual Story Time about Trains was featured on the library's social media on March 29. Darla and MJ are great train engineers in this fun story time!

The City of Mosinee is in the process of obtaining quotes and investigating grants for restoration of the exterior windows for the historic Mosinee branch building.

## Library Services Statistics & Activities

### News

- Dan and Julie attended the Public Library Association's annual conference in Portland, OR March 23-25.
- Julie is mentoring Donna Aschebrock, an employee from the Chippewa Valley Technical College library. Donna came to MCPL Wausau on March 11 and March 15.
- Library Services staff held meetings with Katie from WVLS throughout March prior to going live with the Aspen website.
- The Homebound Program (Paula and Ashley) assisted the Friends of MCPL with a book donation to Copper Leaf Assisted Living in Schofield.
- Dan provided a tour and tutorial of Wausau's recording equipment to County Administration on March 9.
- Chad met virtually with staff from the Portage County Public Library and McMillan Memorial Library on March 16 to discuss budgeting for this year's Central Wisconsin Book Festival.
- Elizabeth met with a statewide group of library staff on March 16 to discuss Virtual Teen Night programming in which MCPL participates. After a successful spring and a summer break, the group is planning its fall programs.
- All MCPL locations are providing free tickets to The Grand Theater's Lift Every Voice series in April and May, featuring musical performances, workshops and discussions by artists from underrepresented communities.
- Library Services staff participated in Aspen trainings to learn about browse categories, list creation, and purchase suggestions.
- Youth Services met to discuss the logistics of outdoor story times and the return of kids' computers and toys/puzzles.
- Kate attended the material purchase suggestion meeting on March 16th
- Juvenile weeding: WA (juvenile audiobooks), ED (juvenile picture books), HA (juvenile graphic novels), and RO (YA nonfiction, biographies, and graphic novels).
- Adult weeding: Wausau: Adult Fiction, Adult Music CDs, and Adult Non-Fiction, Edgar: Adult Fiction, Adult Music CD, and Adult Large Print, Spencer: Adult Fiction, Stratford: Adult DVD, Adult Fiction, and Adult Audiobooks Inventory: Edgar: Adult Paperbacks, Adult Non-Fiction, Adult Large Print Non-Fiction, and Adult Fiction.
- Proctoring: 1 proctor exam
- Notary: 9 Appointments

### Events and Programs\*

#### Youth Events

- Story Times
  - Mar. 1: Virtual Story Time – 32 total views
  - Mar. 8: Virtual Story Time— 32 total views
  - Mar. 15: Virtual Story Time—26 total views
  - Mar. 22: Virtual Story Time—32 total views
  - Mar. 29: Virtual Story Time—46 total views



- Other Programs
  - Mar. 1-31: Grab and Go Quilled Monster Magnets—473
  - Mar. 3: Virtual LENA—7
  - Mar. 7: Virtual Head Start Story Time—66
  - Mar. 7: G2M After School STEAM—6
  - Mar. 8: G2M After School STEAM – 12
  - Mar. 10: Virtual LENA—6
  - Mar. 14: G2M After School STEAM – 3
  - Mar. 15: G2M After School STEAM – 13
  - Mar. 17: Virtual LENA—8
  - Mar. 24: Virtual LENA—8
  - Mar. 31: Virtual LENA—6
    - Number of March Youth Services programs – 16
    - Total attendance for March Youth Services programs – 776

#### Adult/All Ages Events

- All Month: Adult Grab and Go Craft: Sari Silk-Wrapped Bracelet – 114 kits distributed at MCPL Wausau
- March 2: Extension Marathon County Gardening Series: Site & Variety Selection (2 programs on 3/2) – 17 live viewers total
- March 3: Historical Society History Chats: New Map of Wisconsin, 1850 – 14 live virtual viewers
- March 10: Historical Society History Chats: Bird’s Eye View of Wausau, 1879 – 22 live virtual viewers
- March 16: Extension Marathon County Gardening Series: Making Plant Maps (2 programs on 3/16) – 12 live virtual viewers total
- March 17: Historical Society History Chats: School District Map, 1948 – 11 live virtual viewers
- March 24: Historical Society History Chats: Topographical Map, 1899 – 11 live virtual viewers
- March 30: Lunch with Col. Mustard True Crime Book Club: “Black Dahlia” – 0 live virtual viewers
- March 31: Historical Society History Chats: Wisconsin Railroad Map, 1883 – 13 live virtual viewers
  - Number of March programs and activities – 11
  - Total attendance/participation for March programs – 214

*\*due to COVID-19, all indoor story times and programs were cancelled or moved outdoors*

#### Media Summary

##### Social Media Statistics:

- Facebook (MCPL): 4,426 likes/follows (+13)
- Twitter: 1,240 followers (+4)
- Pinterest: 973 followers (+1)
- Goodreads: 312 friends (+3); 1,389 reviews (+5)
- Instagram: 992 followers (+5)
- YouTube: 507 subscribers (-4)

##### Hot Happenings in the River District (email newsletter)

- March 2- Grab & Go Craft for Adults: Sari Silk Ribbon-Wrapped Bracelet

- March 9- Craft & Go Craft for Kids: Quilled Monster Magnets
- March 16- Friends of MCPL Members-Only Sale

#### WSAW Channel 7

- March 10- Marathon County Public Library marks National Reading Month with socially distanced activities (Library Services, Dan Richter)  
<https://www.wsaw.com/2022/03/10/marathon-county-public-library-marks-national-reading-month-with-socially-distanced-activities>
- March 28- Marathon County Public Library expands circulating art gallery at Wausau branch (Circulation Team Lead, Kitty Roesler)  
<https://www.wsaw.com/2022/03/28/marathon-county-public-library-expands-circulating-art-gallery-wausau-branch>

#### City Pages

- March 3- Big Guide- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Romaine Calm & Garden On-Choosing the Site and Varieties, History Chats-A New Map of the State of Wisconsin, History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Chickens!, Family Story Time-Snacks!, Virtual Teen Night-Mythology Madness, Family Story Time-Construction!, Family Story Time-Trains!; Wausau: True Crime Book Club-"Black Dahlia, Red Rose," Art Cluster; Athens: 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," Traveling Mini Art Exhibit; Rothschild: Traveling Mini Art Exhibit, Stuffed Animal Sleepover; Stratford: Book Club-"Born a Crime"
- March 10- Big Guide- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Romaine Calm & Garden On-Choosing the Site and Varieties, History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Snacks!, Virtual Teen Night-Mythology Madness, Family Story Time-Construction!, Family Story Time-Trains!; Wausau: Friends of MCPL Members-Only Book Sale, True Crime Book Club-"Black Dahlia, Red Rose," Art Cluster; Athens: Book-of-the-Month Club-"Once There Were Wolves;" Marathon City: Book Club-"The Quiet Season;" Mosinee: Virtual Book Club-"Leave the World Behind," Traveling Mini Art Exhibit; Rothschild: Traveling Mini Art Exhibit, Stuffed Animal Sleepover; Stratford: Book Club-"Born a Crime"
- March 17- Big Guide- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Grab & Go Craft for Adults-Thimble Bouquet Pendant, Romaine Calm & Garden On, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Construction!, Family Story Time-Trains!, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Shadows!, Family Story Time-Cupcakes!, Family Story Time-Rainy Days!, "Mina" Book Reading with Author and Illustrator

Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Friends of MCPL Members-Only Book Sale, True Crime Book Club-“Black Dahlia, Red Rose,” Art Cluster, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Once There Were Wolves,” “Book-of-the-Month Club-“Confessions of a Domestic Failure;” Hatley: Book Club-“The Maidens;” Marathon City: Book Club-“Never Let Me Go;” Mosinee: Virtual Book Club-“Leave the World Behind,” Virtual Book Club-“While Justice Sleeps,” Traveling Mini Art Exhibit; Rothschild: Traveling Mini Art Exhibit; Stratford: Book Club-“The Midnight Library”

- March 24- Big Guide- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Grab & Go Craft for Adults-Thimble Bouquet Pendant, Romaine Calm & Garden On-From the Ground Up, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, History Speaks-“A Man of Principles-Williams Jennings Bryan visits Wausau,” Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Trains!, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Shadows!, Family Story Time-Cupcakes!, Family Story Time-Rainy Days!, “Mina” Book Reading with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Friends of MCPL Members-Only Book Sale, True Crime Book Club-“Black Dahlia, Red Rose,” Art Cluster, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Once There Were Wolves,” “Book-of-the-Month Club-“Confessions of a Domestic Failure;” Hatley: Book Club-“The Maidens;” Marathon City: Book Club-“Never Let Me Go;” Mosinee: Virtual Book Club-“While Justice Sleeps,” Traveling Mini Art Exhibit; Stratford: Book Club-“The Midnight Library”
- March 31- Big Guide- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Grab & Go Craft for Adults-Thimble Bouquet Pendant, Romaine Calm & Garden On-From the Ground Up, History Chats-Railroad Map of Wisconsin, History Speaks-“A Man of Principles-Williams Jennings Bryan visits Wausau,” Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Shadows!, Family Story Time-Cupcakes!, Family Story Time-Rainy Days!, “Mina” Book Reading with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Art Cluster, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Once There Were Wolves,” “Book-of-the-Month Club-“Confessions of a Domestic Failure;” Mosinee: Traveling Mini Art Exhibit

#### Mosinee Times

- March 3- Marathon County Historical Society and Marathon County Public Library Present History Chats: March Mapness- A New Map of the State of Wisconsin, A Bird’s Eye View of Wausau, Map of Marathon County School Districts, Topographical Map from the US Geographical Survey, Railroad Map of Wisconsin
- March 10- Next Friends of MCPL Members-Only Book Sale to be held March 19; Learn about crop rotation during free virtual gardening class
- March 17- MCPL Media Release-Youth Activities and Events-March 2022- All Locations: Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Construction Machinery!, Family Story Time-Trains!
- March 24- MCPL Media Release-Youth Activities and Events-April 2022- All Locations: Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Shadows!, Family Story Time-Cupcakes!
- March 31- MCPL Media Release-Youth Activities and Events-April 2022- All Locations: Youth Poetry Contest, Family Story Time-Rainy Days!, “Mina” with Author and Illustrator Matthew

## Forsythe, Family Story Time-Clay Creations!

### Record Review

- March 2- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Youth Poetry Contest, History Chats-A New Map of the State of Wisconsin, History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, Grab & Go Craft for Kids-Quilled Monster Magnets; Athens: Book-of-the-Month Club-"Once There Were Wolves;" Stratford: Book Club-"Born a Crime"
- March 9- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Virtual Teen Night-Mythology Madness, Youth Poetry Contest, Romaine Calm and Garden On-Crop Rotation and Creating Plant Maps, History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin, Grab & Go Craft for Kids-Quilled Monster Magnets; Wausau: True Crime Book Club-"Black Dahlia, Red Rose;" Athens: Book-of-the-Month Club-"Once There Were Wolves;" Stratford: Book Club-"Born a Crime"
- March 16- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Grab & Go Craft for Kids-Quilled Monster Magnets, Family Story Time-Big Machines!, Family Story Time-Trains!, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," Youth Poetry Contest; Athens: Book-of-the-Month Club-"Once There Were Wolves," Book-of-the-Month Club-"Confessions of a Domestic Failure;" Stratford: Book Club-"The Midnight Library"
- March 23- All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Trains!, Family Story Time-Shadows!, Romaine Calm and Garden On-Soil Health and Composting, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," History Chats-Topographical Map from the US Geographical Survey, History Chats-Railroad Map of Wisconsin; Athens: Book-of-the-Month Club-"Once There Were Wolves," Book-of-the-Month Club-"Confessions of a Domestic Failure;" Stratford: Book Club-"The Midnight Library"
- March 30- All Locations: Family Story Time-Shadows!, Grab & Go Craft for Kids-Colorful Shadow Art, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," History Chats-Railroad Map of Wisconsin; Athens: Book-of-the-Month Club-"Confessions of a Domestic Failure;" Edgar: Book Club-"The Aviator's Wife;" Stratford: Book Club-"The Midnight Library"

### Wausau Pilot & Review

- March 1- Library, extension to offer gardening classes  
<https://wausapilotandreview.com/2022/03/01/library-extension-to-offer-gardening-classes>  
Library's traveling mini art gallery to move to Rothschild  
<https://wausapilotandreview.com/2022/03/01/libraris-traveling-mini-art-gallery-to-move-to-rothschild>  
History Speaks continues with "A Man of Principles;" All Locations: History Speaks-"A Man of Principles-Williams Jennings Bryan visits Wausau," History Chats-A New Map of the State of Wisconsin; History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, History Chats-Topographical Map from the U.S. Geological Survey, History Chats-Railroad Map of Wisconsin  
<https://wausapilotandreview.com/2022/03/01/history-speaks-continues-with-a-man-of-principles>

- March 8- Library hosts kids' art exhibit  
<https://wausaupilotandreview.com/2022/03/08/library-hosts-kids-art-exhibit>
- March 9- Marathon County Public Library events- All Locations: Romaine Calm & Garden On-Crop Rotation and Creating Plant Maps; Wausau: Friends of MCPL Members-Only Book Sale  
<https://wausaupilotandreview.com/2022/03/09/marathon-county-public-library-events>
- March 10- Public input needed for Wausau area transit plan  
<https://wausaupilotandreview.com/2022/03/10/public-input-needed-for-wausau-area-transit-plan>
- March 21- Marathon County Public Library book clubs: April- Athens: Book-of-the-Month Club- "Confessions of a Domestic Failure;" Hatley: "The Maidens;" Marathon City: "Never Let Me Go;" Mosinee: Virtual Book Club-"While Justice Sleeps;" Stratford: "The Midnight Library"  
<https://wausaupilotandreview.com/2022/03/21/marathon-county-public-library-book-clubs-april-3>
- March 23- Marathon County Public Library activities- All Locations: Grab & Go Craft for Adults-Thimble Bouquet Pendant, Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Shadows!, Romaine Calm and Garden On-From the Ground Up, Family Story Time-Cupcakes!, Family Story Time-Rainy Days!, "Mina" with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Outdoor Family Story Time  
<https://wausaupilotandreview.com/2022/03/23/marathon-county-public-library-activities-28>

#### Wausau Times/Buyers Guide

- March 2- History Speaks- All Locations: History Chats-A New Map of the State of Wisconsin in 1850, History Chats-A Bird's Eye View of Wausau in 1879, History Chats-A Map of Marathon County School Districts in 1948, History Chats-Topographical Map from the US Geological Survey in 1899, History Chats-Railroad Map of Wisconsin in 1883  
Out & About- All Locations: Grab & Go Craft for Kids-Sari Silk Ribbon-Wrapped Bracelet, Romaine Calm and Garden On-Choosing the Site and Varieties; Athens: Book-of-the-Month Club-"Once There Were Wolves;" Hatley: Book Club-"The Midnight Library"
- March 9- MCPL Book Clubs: March 2022- 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"  
Out & About: All Locations: History Chats-A Bird's Eye View of Wausau, History Chats-Map of Marathon County School Districts, Youth Poetry Contest, Grab & Go Craft for Kids-Quilled Monster Magnet, Family Story Time-Chickens, Family Story Time-Snacks!, Virtual Teen Night-Mythology Madness; Marathon City: Book Club-"The Quiet Season;" Rothschild: Stuffed Animal Sleepover; Stratford: Book Club-"Born a Crime"
- March 16- Out & About- Wausau: Friends of MCPL Members-Only Book Sale; Mosinee: Virtual Book Club-"Leave the World Behind"
- March 23- Learn about soil health and composting during free virtual class;  
Out & About- All Locations: Family Story Time-Trains!; Wausau: True Crime Book Club-"Black Dahlia, Red Rose;"
- March 30- Out & About: All Locations: Grab & Go Craft for Adults-Sari Silk Ribbon-Wrapped Bracelet; Wausau: True Crime Book Club-"Black Dahlia, Red Rose;" Athens: Book-of-the-Month Club-"Once There Were Wolves;" Book-of-the-Month Club-"Confessions of a Domestic Failure"

**Materials**

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 4/01/2022	% Spent
Juvenile Audiobooks	\$6,500.00	\$617.26	\$7,117.26	\$541.67	\$6,292.97	\$824.29	12%
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	\$8,927.33	\$3,893.18	30%
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%
<b>Youth AV Subtotal</b>	<b>\$21,000.00</b>	<b>\$3,187.77</b>	<b>\$24,187.77</b>	<b>\$1,750.00</b>	<b>\$19,040.78</b>	<b>\$5,146.99</b>	<b>21%</b>
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$14,353.23	\$6,690.43	32%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$27,106.58	\$9,232.76	25%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$26,579.64	\$6,988.56	21%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$1,468.32	\$258.72	15%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$6,880.23	\$2,119.77	24%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$5,563.11	\$3,436.89	38%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$3,165.44	\$711.47	18%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$2,470.61	\$555.09	18%
<b>Youth Print Subtotal</b>	<b>\$113,250.00</b>	<b>\$4,330.85</b>	<b>\$117,580.85</b>	<b>\$9,437.50</b>	<b>\$87,587.16</b>	<b>\$29,993.69</b>	<b>26%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$7,518.62</b>	<b>\$141,768.62</b>	<b>\$11,814.05</b>	<b>\$106,627.94</b>	<b>\$35,140.68</b>	<b>25%</b>

\*Juvenile standing order appropriation (in column E) has been reduced to cover the freight surcharge now charged by Baker & Taylor (effective 1/15/22)

- Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of April 5, 2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$8,337.09	\$3,662.91	30.52%

<b>Adult Music CD</b>	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$6,182.08	\$1,317.92	17.57%
<b>Adult DVD</b>	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$18,570.02	\$5,429.98	22.62%
<b>Adult Video Games</b>	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$1,291.05	\$358.95	21.75%
<b>Adult AV Subtotal</b>	<b>\$45,150.00</b>	<b>\$1,024.09</b>	<b>\$46,174.09</b>	<b>\$4,104.55</b>	<b>\$34,380.24</b>	<b>\$10,769.76</b>	<b>23.85%</b>
<b>Adult Paperbacks</b>	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$3,092.44	\$492.56	13.74%
<b>Adult Paperbacks S.O.</b>	\$2,415.00	\$0.00	\$2,415.00	N/A	\$2,415.00	\$0.00	0.00%
<b>Adult Fiction</b>	\$47,000.00	\$1,577.78	\$48,577.78	\$4,272.73	\$30,893.29	\$16,106.71	34.27%
<b>Adult LT Fiction</b>	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$4,630.81	\$2,569.19	35.68%
<b>***Adult LT S.O.</b>	\$13,568.00	\$0.00	\$13,568.00	\$1,233.45	\$12,511.16	\$1,056.84	7.79%
<b>Adult Non-fiction</b>	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$50,389.42	\$15,610.58	23.65%
<b>Adult Non-fiction S.O.</b>	\$2,150.00	\$61.18	\$2,211.18	N/A	\$2,022.60	\$127.40	5.93%
<b>Adult Biographies</b>	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$6,891.00	\$3,109.00	31.09%
<b>Adult Spanish</b>	\$750.00	\$29.55	\$779.55	\$68.18	\$757.60	-\$7.60	-1.01%
<b>Adult Hmong</b>	\$750.00	\$0.00	\$750.00	\$68.18	\$724.10	\$25.90	3.45%
<b>Adult Print Subtotal</b>	<b>\$153,418.00</b>	<b>\$6,881.90</b>	<b>\$160,299.90</b>	<b>\$13,947.09</b>	<b>\$114,327.42</b>	<b>\$39,090.58</b>	<b>25.48%</b>
<b>***Freight Cost</b>	<b>\$1,432.00</b>						
<b>Adult Services TOTAL</b>	<b>\$198,568.00</b>	<b>\$7,905.99</b>	<b>\$206,473.99</b>	<b>\$18,051.64</b>	<b>\$148,707.66</b>	<b>\$49,860.34</b>	<b>25.11%</b>

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

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

\*\*\*Large print standing order appropriation has been reduced to cover the freight surcharge now charged by Baker & Taylor (effective 1/15/22).

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 176 (up from 140 the prior month)
- Circulation total for Wausau First Floor: 31,108 (up from 25,157 the prior month)
- Laura D processed 173 Interlibrary loan requests
- Ashley H and Paula L checked out 1,056 items for our home bound patrons
- March Passports News
  - 36 Adult Passport Books
  - 18 Minor Passport Books

- 4 Both Book and Card

The MCPL Passport team accepted a total of 58 passport applications at \$35.00 ea. and 74 photos were taken at \$10.00 each for a total of \$2,770.00 recorded. We also assisted with 19 renewal applications.

- Leads meetings were held with the Director and/or Support Services Manager on 3/2, 3/9, 3/16, 3/23, and 3/30.
- Mary S, Ollie C, and Kitty R attended the 3/10 V-CAT Cooperative Circulation Meeting.
- On 3/11, the Circulation Team worked with a Library Mentee who shadowed the team's work at the desk.
- On 3/21, Kitty R oriented the new Library Specialist (Jailin P) on the Sierra ILS
- Laura D is currently taking the "Blog and Podcast" Gale Course.
- The Circulation Team banned six patrons from the library (for different lengths of time) over the course of the month due to behavioral issues. Staff are continuing to discuss whether this abnormal level of problems is related to ongoing economic difficulty in the area, and what can be done to improve the situation.

### Support Services Team

- 3/9, 3/16, 3/23, and 3/30: Mary attended the Team Leads meeting with the Director and/or Support Services Manager.
- 3/1: Pat met with Tara and Taylor to discuss and update the list of various genre labels and other stickers applied to juvenile books.
- 3/3: Chris and Pat attended V-Cat Bib Committee meeting. Topics discussed:
  - Observations noted in Aspen and how they are handled (material type, diacritic display, cover images, audience, and pre-pub items).
  - Overdrive records.
  - Annual report.
- 3/10: Mary attended V-Cat Cooperative Circulation meeting. Topic discussed:
  - Review and discuss ILS function lists (Integration with Other Companies, Reports and Statistics, and Circulation and Self Check out).
- 3/10: Chris L attended the V-Cat ILS Evaluation Committee meeting. Topics discussed:
  - Overview of the Committee's purpose, the ILS review process, tentative schedule, and ILS vendors.
  - Review of staff survey results and functionality requirements.
- 3/11: Library Mentee received an overview of what our team does as well as some shadowing time.
- 3/14: Chris, Mary, and Pat reviewed the Acquisition functionality document and added additional requirements/upgrades.
- 3/22: New Library Services team member Jailin received an overview of what our team does.
- 3/24: Mary attended a meeting with Alexander and Kitty regarding cross team coverage of the D/T and the Main Desk.
- 3/29: Mary and Kitty compared the ILS staff survey responses to the Circulation function list. Our goal is to make sure that staff suggestions and requirements were addressed in the function list.
- Kayla met with Stephanie to learn various mending techniques.
- Janice and Mary have started their Gale Course/learning goal.
- 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 (on hold while we complete the juvenile 900s)
    - Faded label replacement and disc cleaning for branches: in progress.
    - Clean Wausau adult DVDs: FLA



## Page Team

- Weeded Adult Fiction sections O-Sh
- Weeded Juvenile Series
- Reorganized Disney Series collection
- Cleaned up Pokémon graphic novel section
- Assisted Support Services in re-labeling juvenile fiction and juvenile non-fiction
- Weeded adult oversize CD collection
- Weeded adult non-fiction 970's
- Shifted in adult non-fiction 600's
- Helped do regular switch-overs from new to regular collections for adult collection and the YA collection.
- The art ledges were installed! The art has all been cleaned and the collection is finally on display and readily accessible for patron check-out.
- Ollie C attended weekly Leads meetings
- The pages shelved approximately 32,520 items during the month of March. That is 6,495 items more than February! Also this beats our previous record (in the context of recently-recorded statistics) from August 2021 by 265 items.

## Information Technology

- Re-configured and deployed our updated public catalog computers for the rollout of our new Aspen catalog.
- Deployed new Dell OptiPlex 7070 computers to staff in the Reference department.
- Worked with WVLS to help map the branch network and devices.
- New Staff color printer installed at the Edgar branch.
- The new naming convention for computers, printers, and other devices at MCPL is complete. While most devices that are not being replaced have been renamed, devices scheduled for replacement will not be renamed until the new equipment is in place. This new naming convention will allow us to know where equipment is by its name.
- Several projects remain ongoing:
  - Deployment of the new Cisco ASA's continues to remain a priority. We now plan to replace the device in Wausau first. This will allow us to run the two configurations needed while we replace the out-of-date devices at the branches.
  - 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 WiFi antennae installation at remaining branches.
    - Athens
    - Hatley
    - Marathon City
    - Rothschild
    - Spencer
- Several additional projects are on the horizon:
  - Map the MCPL network and Servers.
  - Map and update each branch network. (Only Spencer and Stratford left)

- Investigate any technology and network upgrades required at the branches
- Create a printer management plan once servers are updated to handle running the new drivers required.
- 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

- Throughout the month of March, children were welcome to pick up their own grab and go craft and create a Quilled Monster Magnet. A total of 15 kits went out to the public.
- Adults were offered a Sari Silk Bracelet kit for a grab and go craft. Twenty kits were picked up.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for March was “Once There Were Wolves”, by Charlotte McConaghy. Six books were checked out.

#### Circulation Statistics

- Athens circulated 1,738 items in March 2022. This is a 122.25% increase from March 2021. In 2021 year-to-date, Athens has circulated 2,116 items. This is a 110.49% increase from 2021.

#### Library News

- Athens is currently working with MCPL Support Services pulling and sending in bins with faded spine labels and items that need AV cleaning. One bin a month is sent in.
- Valentine’s Day books and St Patrick’s Day books were sent back to Wausau for storage. Easter themed books were put on display in the children’s area.
- Athens had a total of 13 curbsides during the month of March which is much appreciated by patrons.

#### Facilities Updates

- Thursday, March 10, a professional came into the library to test all the smoke alarms.
- Friday, March 11, new Raspberry Pi modules were added to the Card Catalog computer to provide the new V-Cat webpage system.
- On March 17, two of the MCPL IT staff came to Athens to see our Wi-Fi and computer system and plan how to improve it, as well as updating our laptops.
- On March 23, the Athens Branch library had to close due to sudden illness. A sign was attached to the front door.

### Edgar Monthly Report

#### Events and Programs

- Grab n Go crafts, 20 adult, and 15 children kits.
- Home School Huddle had 7 families participating with 80 student packets for the month.
- Book club did not meet, but will start again in April.
- There were 0 curbside pickups for the month.

#### Circulation Statistics

- The circulation statistics for the month of March were 1,726 items checked out. This is a 31.06% increase for the same month last year. A total of 4,510 items have been checked out so far this year. This is a 15.49% increase from 2021.

#### Library News

- Deb work 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 St. Patrick's Day books and send them to storage in Wausau.
- Displays were changed to a biography theme and Easter, spring theme.
- Dana and Deb are working on the SLP displays.

#### Facilities Updates

- There is nothing to report.

### **Hatley Monthly Report**

#### Events and Programs

- Virtual Book Club – “Midnight Library” by Matt Haig had 5 in attendance.
- Grab N Go programs
  - Sari Bracelets – 31 kits were taken. (7 children, 7 teens, and 17 adults)
    - a. Quill Monster Magnets – 19 kits were taken (15 children, 2 teens, and 2 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 April 12<sup>th</sup> “The Maidens” by Alex Michaelides
- Grab N Go Crafts – Thimble Pendants and Colorful Shadow Art (Turtle and Butterfly)

#### Circulation Statistics

- Hatley circulated 1,487 items for the month of March. This is a 25.70% increase. Year to date is 4,228 items. This is a 23.19% increase from last year.

#### Library News

- Heather and Robin have continued with inventory
- Heather completed rounding with Laura W
- Robin Wesenick helped cover a shift
- Heather attended the Branch Coordinator Meeting

- We continue to send in items to be labeled and cleaned.

#### Facilities Updates

- None to Report

### 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. In May, we will be able to meet again outside, weather permitting. Megan continues to offer book suggestions and discussion questions in a reader's advisory role.
- During the month of March, all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **85** of the children's **Quilled Monster Magnet** kits. The teen/adult kits were **Sari Silk Bracelets**. We distributed **30** of those. These kits have been very popular with patrons of all ages.
- We continue to increase our numbers of children and families stopping in after school to check out books, use computers and the study space, as well as the foot traffic throughout the day.
- During the month of April (and beyond), MCPL 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 **Colorful Shadow Art and Thimble Bouquet Pendants** may be picked up at any of the nine libraries during the month of April.

#### Circulation Statistics

- Marathon circulated 3,039 items during the month of March, which is a **61.31% increase** from this time last year. So far in 2022, Marathon has circulated 7,821 items. This is a 43.32% increase over last year.

#### Library News

- We are looking forward to offering outdoor book club and story time when the weather warms up in May
- We are starting to prepare for Summer Library Program by planning some events for the summer.
- Patrons seem to be enjoying the new library catalog.

#### Facilities Updates

Nothing to report at this time

### Mosinee Monthly Report

#### Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: 2 patrons joined Sarah on the 21st.
- This month's Grab and Go craft kits were as popular as ever, with all 20 Sari silk bracelets being taken by adults and all 40 quilled monster magnets being enjoyed by children and families. All

kits ran out before the middle of the month this time, due to their popularity!

- Staff also promoted the Spring Poetry Contest for youth, book clubs across all locations, the continued Family Story Time, the March Virtual Teen Night, March Madness, this month's gardening program, as well as this month's Friends of the Library Members Only Book Sale.
- Passive Programs: This month we asked patrons what book they were lucky to read. Twelve patrons gave us answers varying from the Harry Potter series (which received multiple votes!) to *All the Crooked Souls*.

#### Circulation Statistics

- Mosinee circulated 2,535 items in March 2022. This is a 19.69% increase. Mosinee has circulated 7,112 items in 2022. This is a 27.57% increase.

#### Library News

- Displays: Our large display behind the circulation desk had a reading owl who told patrons "If you need me, OWL be reading". We also had a "March into a great series" display which held the first book in a series, adult fiction by wonderful women writers in honor of Women's History Month, and an extensive display detailing how books can be windows or mirrors for patrons, with a plethora of resources and items to check out. In the children's section we featured green picture books, kept our "Read the book then see the movie" display topped up, and had a popular read-a-like display for Disney's Encanto.
- At the beginning of February we switched out artwork in our children's section and are now displaying 2<sup>nd</sup> 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.
- Curbside services continued. At the end of the month we had a total of 8 curbsides.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Special thanks to Katie and Paula for coverage this month!
- The following sections were completed for inventory this month: young adult graphic novels, young adult nonfiction, young adult audiobooks, young adult biographies, new young adult fiction, new young adult nonfiction, adult new nonfiction, adult new large type fiction, adult new large print nonfiction, adult new fiction, young adult fiction, new juvenile picture books, new juvenile nonfiction, new juvenile fiction, juvenile fiction series, juvenile graphic novels, and adult large type fiction.

#### Facilities Updates

- Sarah installed the new Raspberry Pi unit David sent to the branch.
- Ash from WVLS visited Mosinee on the 10<sup>th</sup> to document our current network equipment and map out the connections, in preparation for resolving our issues with Sierra. We greatly appreciate Ash's extensive work in starting to tidy up our wiring at Mosinee, as this has been an ongoing issue. We look forward to the new equipment that will hopefully resolve the constant Sierra outages.
- The City of Mosinee is in the process of obtaining quotes and investigating grants for restoration of the exterior windows on our historic building.

## **Rothschild Monthly Report**

### Events and Programs

- We handed out 68 grab-and-go quilled monster magnet craft kits for kids and 20 grab-and-go silk sari bracelet craft kits for adults. We also had many coloring pages available for all ages and an interactive display with spring clovers.
- 20 children and their stuffed animal friends participated in our 2<sup>nd</sup> Stuffed Animal Sleepover. The children couldn't believe what their animal friends got up to when locked in the library overnight! Photos can be found on our social media page.
- March book displays featured YA mystery/thrillers, art deco themed books to go with the glass exhibit at the Leigh Yawkey Woodson Art Museum, basketball themed books for March Madness, and spring picture books.

### Circulation Statistics

- In March, Rothschild circulated 8,725 items. This is 35.31% increase from last year. In 2022, Rothschild circulated 23,469 items. This is 33.48% increase from last year.

### Library News

- Laura virtually attended the weekly team leads' meetings and the bi-monthly branch coordinator meeting.
- We completed inventory of the adult music CDs, adult new, and J new. We are working on relabeling our picture book collection.
- Laura attended interviews for the open Athens Branch Coordinator position.
- Julie G. met with Taylor to receive training about library outreach in order to promote the library at some upcoming community events.
- Robin covered an open shift in Hatley.
- We got a new file cabinet to replace our old desk cabinet. It looks very nice!

### Facilities Updates

- N/A

## **Spencer Monthly Report**

### Events and Programs

- In the month of March, a Grab N Go craft for adults was offered. This month's craft was "Sari Silk Bracelets" with all twenty crafts being handed out to patrons.
- Also in the month of March was a craft for children "Quilled Monster Magnets" of which all twenty crafts were quickly taken by children.

### Circulation Statistics

- Spencer has circulated 1,361 items in the month of March. This is an increase of 72.06%. Spencer has circulated 3,587 items in 2022. This is an increase of 64.92%.

### Library News

- A display of Dr. Seuss books were set out during the first week of March to celebrate Read Across

America.

- Due to ice covered roads the Spencer Library was closed on Saturday, March 5<sup>th</sup>.
- Audrey and Lue completed inventory for 2022.
- The Spencer Library received from the Office of the Governor a Certificate of Commendation. It was hand delivered from the Governor's office by Bella Byrnes. The local paper took a photo for the paper of Audrey and Lue holding the certificate and wrote a nice article about it.
- Audrey wrote an article for the Village Voice of Spencer highlighting upcoming Grab N Go's and the hours of the library.
- The feature genre of books this month is Historical Fiction. Posted is a description of what you can expect when reading Historical Fiction and books displayed to choose from.
- Adult and children books were changed from 14 to 28 day.
- The adult fiction area was weeded to make more room on the shelves.
- Laura W. and Audrey had rounding on March 30<sup>th</sup>.
- Lue and Audrey had rounding on March 23<sup>rd</sup>.
- Audrey covered a shift at the Stratford Branch Library on March 17<sup>th</sup>.
- Audrey attended a virtual Branch Coordinator meeting on Friday, March 18<sup>th</sup>.
- The new library catalog, "Aspen" was introduced to patrons.

#### Facilities Updates

- The fire extinguisher was checked by the Spencer Fire Department.
- The Village of Spencer workers came in to ask if there was anything that needed attending to.

### **Stratford Monthly Report**

#### Events and Programs

- We held a Virtual Book Club via Go-To Meeting on March 16. Three people met to discuss Born a Crime by Trevor Noah, and many others checked out the book for personal reading.
- Forty-one patrons stopped by the Stratford Branch in March to pick up the Quilled Monster Magnet grab-and-go kits for kids offered through MCPL.
- Twenty patrons enjoyed the Sari Silk Bracelets craft kit for teens and adults offered through MCPL in March.
- Our Virtual Story Time about Trains was featured on the library's social media March 29.
- We submitted our SLP program supply orders for our branch.

#### Circulation Statistics

- We circulated 1,907 items in March. This is a 33.64% increase from last year. In 2022, we circulated 5,706 items. This is a 56.33% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 6 requests for curbside pickup appointments in March.

#### Library News

- We created Women's History Month book displays for adults and children in March.
- We presented an It's No Sham, These Books Rock display for adults that featured books with green covers.

- We weeded our adult DVDs and adult Audio CDs.
- We inventoried the Adult LT Fiction shelves.
- We sent in books to support services for relabeling.
- Darla, Audrey and Lisa served as emergency subs for MJ on March 17 and 18.

#### Facilities Updates

- We swapped out the new Raspberry Pi unit David sent us for use with Aspen card catalog system.
- Ash from WVLS stopped by our branch on March 31 in preparation for resolving our issues with Sierra.
- We worked with Stephanie in March to figure out and order the shelving and bins we need to best organize our staff area.



GL787 LIB 22 CIP TRANS SM2 Report Format 511

Period 3 ending March 31, 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	238,377.00			706.50	706.50	237,670.50	.3
APR 779A LIBR CAPITAL IMPROVEMENTS							
Cat 849 OTHER FINANCING SOURCES							
Act 9900 TRANSFERS FROM FUND BALA	238,377.00-					238,377.00-	
Or2 934 CIP PROJECTS				706.50	706.50	706.50-	
Sub 604 LIBRARY CIP PROJECTS				706.50	706.50	706.50-	
Report Final Totals				706.50	706.50	706.50-	

# Hiring a Library Director

# 5

## Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

## ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website ([www.oed.wisc.edu/documents/job-interview-questions.pdf](http://www.oed.wisc.edu/documents/job-interview-questions.pdf)). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: [www.adawipartnership.org/FAQs.htm](http://www.adawipartnership.org/FAQs.htm).

## **The Long-Term Effects of this Decision**

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

## **What to Look for in a New Director**

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

## **Steps to Follow When Hiring a New Director**

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

## Sources of Additional Information

- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, [www.adagreatlakes.org](http://www.adagreatlakes.org)
- Your municipal or county personnel staff and attorney.

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## Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

### I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

#### *Administrative Services*

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

#### *Collection Management*

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

#### *Service and Service Promotion*

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

#### *Facilities Management*

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

## II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons



9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

### III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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# Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

## Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

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## In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

## The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

## How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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## Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)

# Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Appraisal: End of Probation\_\_\_ Annual\_\_\_ Final\_\_\_ Other\_\_\_

## Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

## Collection Management

### Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

### Service and Service Promotion:

#### Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

### Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Library Director Certification

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## Background

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

## Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate *must* apply for it within three months of the date of hire.

It is *not* the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

### In This Trustee Essential

- Requirements for certifying your library director
- Continuing education to maintain certification

## Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.<sup>3</sup> The required level (grade) of certification depends on the population<sup>4</sup> of the library's community. The certification grades and their corresponding educational requirements and populations are:

**Grade I:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

*Note:* Temporary certification will be granted for one year to applicants for Grade I certification to allow completion of the Library and Information Science Master's Degree.

**Grade II:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

OR

Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

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<sup>3</sup>While this summary should be helpful to you, you should see the latest edition of the *Certification Manual for Wisconsin Public Library Directors* for the most comprehensive and authoritative treatment of the certification requirements set forth in the *Wisconsin Administrative Code* Chapter PI 6.

<sup>4</sup> For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

*Note:* Temporary certification will be granted to:

- Applicants for Grade II certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

**Grade III:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

*Note:* Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

## Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals’ position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians *must* report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Division for Libraries and Technology recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

## Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

## Sources of Additional Information

- [Certification Manual for Wisconsin Public Library Directors](#). Department of Public Instruction, 2011
- Your library system continuing education validator (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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