



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, May 16, 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/609908405> or number [1 866 899 4679](tel:18668994679) Access Code for dialing in: 609-908-405.**

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. (10 minutes) **Welcome New Board Members – For Discussion and Informational Purposes Only**
8. (5 minutes) **COVID-19 Update– For Discussion and Possible Action**
9. (5 minutes) **Purchase Approvals – For Discussion and Possible Action**
  - A. Office Chairs
  - B. Microfilm Machine
10. (10 minutes) **Library Trustee Essentials Review: Chapters 7, 18 & 24 – For Discussion and Informational Purposes Only**
11. (15 minutes) **Library Service Highlights: Summer Library Program 2022– For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Monday 06/20/2022 Athens branch library
  - Monday 07/18/2022
  - Monday 08/15/2022
  - Monday 09/19/2022
15. **Adjournment**

Signed: 

Library Director or Designee

**\*All times are approximate and subject to change**

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

EMAILED TO: Wausau Daily Herald, City Pages, and  
EMAILED TO: Other Media Groups  
EMIALED BY: S. Martell  
EMAILED DATE: May 10 2022  
EMAILED TIME: 10:20am

NOTICE POSTED AT COURTHOUSE

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 18, 2022. Library Headquarters, Wausau Community Room.

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

Absent: Gary Beastro (excused)

Others: Alexander Johnson, Stephanie Martell, David Hahn, Marla Sepnafski, Jamie Matczak and one additional remote visitor

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

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 21, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR MARCH, 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. The director followed up with Police Chief Ben Bliven and the police department is hoping to have a CSO for the downtown area approved soon. The library has been added to the daily route and the director had a chance to meet with the patrol captain and shift supervisors to discuss current concerns at the library. Additionally, the police department is looking to add a community outreach person that could help individuals find the resources that they need. The use of a study room at the library for this service was offered. Chief Bliven also asked for a summary of the current disruptive behavior at the library, which was supplied.

Board Committees – Sharon Hunter reported that as a representative of the Personnel Committee she has been meeting with Leah Giordano on a monthly basis and having regular communications.

Friends of the Library – Both the Friends of the Library and the Library Foundation have increased their annual support for the aquarium to \$4000. This will help cover the increased cost of the aquarium. The Friends made \$842, including \$235 in memberships at their most recent members' only sale.

MCPL Foundation – None

Wisconsin Valley Library Service – The WAPL Annual Conference is taking place May 11-13 in Pewaukee.

COVID-19 Update –The county health department does not have any recommended changes at this time. Outdoor programming is starting soon and will hopefully transition into indoor programming in the fall. Currently the children’s area has less tactile options for children. Staff is evaluating the best way to provide these experiences for young patrons in the future.

Athens Potential New Building Update – Leah Giordano and Gary Beastron visited the property that may become the new home for the Athens library. Renovations would make the space usable for the library. It is a short distance from the current library location. The June Board of Trustees meeting will take place in Athens and will likely include a tour of the space. An external book drop may be purchased to alleviate the inconvenience of patrons putting books in a slot that drops into the municipal office. This external book drop could then be moved to the new location if the library relocates.

Library Trustee Essentials: Chapters 5, 6 & 19 – discussion led by Sharon Hunter

- Essential # 5 – Hiring a Library Director – Steps are laid out for the Board to follow while hiring a new director. In addition, the MCPL Board needs to follow Marathon County’s human resource practices.
- Essential #6 - Evaluating the Director – The MCPL Board uses the Marathon County practice of doing midterm and year end evaluations in addition to trying to maintain good communication throughout the year rather than waiting for formal reviews.
- Essential #19 – Library Director Certification – There are different levels of certification based on the size of the library. The director is required to take 100 hours of continuing education in five years. Classes are approved by the library system and funding is through the library budget.
- May Trustee Essentials #7,18 & 24 – Michelle Van Krey

Library Service Highlight: policy and Procedure Development – Presented by Dan Richter and Rose DeHut, Marathon County Public Library staff members

- The Policy and Procedure Committee consists of 4 staff members that represent adult and children’s services and are reviewed by a fifth staff member.
- While creating and editing policies, committee members use the ALA Bill of Rights, ALA recommendations, laws/statutes, ordinances and pre-existing policies at similar libraries.
- Policies are added or updated as a need arises or because they have become outdated.
- The process of changing MCPL policies and procedures:
  - New event, idea or question
  - Similar document is used as a template
  - New document is presented to the committee
  - Committee approved documents are sent to the Executive Director
  - Director approved documents get formatted
  - Documents are presented at Library Board meeting for official approval
- Policies use broader scoped language to provide an overview that reflects the mission and vision of the library. Procedures are more detailed and define the day to day actions required to adhere to the policies.

Announcements – Kari Sweeney was a guest on a podcast called, “Ask a Librarian” and shared about her experiences as a library board trustee. The link to that conversation is:

<https://podcasts.apple.com/gb/podcast/libraries-bookstagram/id1608406645?i=1000555064072>

Request for Future Agenda Items – None

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:41 P.M. MOTION CARRIED.**

  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for May 16, 2022.

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

Bills for Approval

Period 4

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	TIME WARNER CABLE	519.86
	<b>INTERNET SERVICE</b>	<b>519.86</b>
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	71.60
	<b>CONTRACT SERV-DEBT COLLECTIONS</b>	<b>71.60</b>
101 000000000066592250	TELEPHONE	
	FRONTIER	557.72
	CHARTER COMMUNICATIONS	275.76
	<b>TELEPHONE</b>	<b>833.48</b>
101 000000000066592955	V-CAT FEES LIBR	
	WI VALLEY LIBRARY SERVICES	70,682.48
	<b>V-CAT FEES LIBR</b>	<b>70,682.48</b>
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	2,487.71
	<b>SUNDRY CONTR SERV-JACKETS LIBR</b>	<b>2,487.71</b>
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	520.61
	<b>SUNDRY CONTR SERV-PROC AV LIBR</b>	<b>520.61</b>
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	321.00
	<b>PRINTING/DUPLICATION</b>	<b>321.00</b>
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	16,180.09
	DC EVEREST SCHOOL DISTRICT	55.00
	AMAZON CAPITAL SERVICES	1,581.50
	<b>BOOKS LIBRARY</b>	<b>17,816.59</b>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	3,361.23
	BLACKSTONE AUDIOBOOKS	600.06
	FINDAWAY WORLD	151.24
	AMAZON CAPITAL SERVICES	427.24
	MIDWEST TAPE LLC	352.35
	<b>AUDIO-VISUAL MATERIALS</b>	<b>4,892.12</b>

Bills for Approval

Period 4

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL MOSINEE TIMES	58.00
	<b>SUBSCRIPTIONS NEWSPAPER/PERDCL</b>	<b>58.00</b>
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC PROQUEST INFOR & LEARNING CO	3,892.75
	<b>SUBSCRIPTIONS-ELECTRONIC RESRC</b>	<b>3,892.75</b>
101 000000000066593260	ADVERTISING WAUSAU AREA NEWCOMER SERVICE	25.00
	<b>ADVERTISING</b>	<b>25.00</b>
101 000000000066593497	LIBRARY OPERATING SUPPLIES DEMCO INC STAPLES ADVANTAGE AMAZON CAPITAL SERVICES	653.18 849.26 642.79
	<b>LIBRARY OPERATING SUPPLIES</b>	<b>2,145.23</b>
101 000000000066595320	BUILDING/OFFICES RENT STRATFORD, VILLAGE OF MOSINEE WATER/SEWER WI PUBLIC SERVICE CO VILLAGE OF MARATHON CITY	2,002.81 31.15 451.86 1,109.30
	<b>BUILDING/OFFICES RENT</b>	<b>3,595.12</b>
	LIBRARY 665 TOTAL:	107,861.55

**Org: 666 WVLS CONTRACTUAL SERVICE-LIBR**

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693240	MEMBERSHIP DUES	
	WI VALLEY LIBRARY SERVICES	18,726.44
	<b>MEMBERSHIP DUES</b>	<b>18,726.44</b>
	WVLS CONTRACTUAL SERVICE-LIBR 666 TOTAL:	18,726.44

Bills for Approval

Period 4

**Org: 667 LIBRARY GIFTS**

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	69.56
STAPLES ADVANTAGE	27.27
TANK MATES LLC	691.00
AMAZON CAPITAL SERVICES	772.45
<b>BOOKS LIBRARY</b>	<b><u>1,560.28</u></b>
LIBRARY GIFTS 667 TOTAL:	<u>1,560.28</u>
Report Total:	<u><u>128,148.27</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 4 ending April 30, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	471,020.00	29,272.00		112,678.00	112,678.00	358,342.00	23.9
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	63,704.77		238,642.39	238,642.39	581,870.61	29.1
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	43,518.33		168,656.33	168,656.33	523,807.67	24.4
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	10,007.47		37,162.85	37,162.85	116,570.15	24.2
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	8,138.02		30,619.68	30,619.68	88,097.32	25.8
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00			147,322.28	147,322.28	362,306.72	28.9
Act 1541 DENTAL INSURANCE	10,558.00			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	1,680.00		6,657.00	6,657.00	24,465.00	21.4
Act 1550 LIFE INSURANCE	1,023.00	30.19		119.26	119.26	903.74	11.7
Act 1560 WORKERS COMPENSATION PAY	1,231.00	102.12		45.48-	45.48-	1,276.48	3.7-
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	136.15		519.91	519.91	1,487.09	25.9
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APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	156,589.05		745,706.80	745,706.80	2,098,765.20	26.2
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	519.86		3,233.91	3,233.91	22,266.09	12.7
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	71.60		322.20	322.20	677.80	32.2
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	1,440.01		3,118.55	3,118.55	5,381.45	36.7
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	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	70,682.48		70,682.48	70,682.48	5,817.52	92.4
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	16.00		3,134.94	3,134.94	5,865.06	34.8
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	3,040.69		7,707.98	7,707.98	14,292.02	35.0
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	607.25		1,568.81	1,568.81	6,431.19	19.6
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			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 4 ending April 30, 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	321.00		1,629.57	1,629.57	6,370.43	20.4
Act 3161 BOOKS LIBRARY	279,272.00	22,105.05		65,190.62	65,190.62	214,081.38	23.3
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	6,382.11		17,035.72	17,035.72	53,326.28	24.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	58.00		329.99	329.99	17,670.01	1.8
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00	3,892.75		17,180.68	17,180.68	7,856.32	68.6
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			3,645.00	3,645.00	355.00	91.1
Act 3260 ADVERTISING	9,832.00	5,857.00		5,882.00	5,882.00	3,950.00	59.8
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	98.81		209.43	209.43	2,790.57	7.0
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	8,335.00	6,335.00		6,553.40	6,553.40	1,781.60	78.6
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	2,285.98		6,497.46	6,497.46	21,502.54	23.2
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	3,595.12		16,829.20	16,829.20	38,170.80	30.6
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APR 711B LIBRARY LVL 1-OPERATING	795,688.00	127,308.71		240,513.99	240,513.99	555,174.01	30.2
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Or2 665 LIBRARY	3,640,160.00	283,897.76		986,220.79	986,220.79	2,653,939.21	27.1

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 4 ending April 30, 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	18,726.44		18,726.44	18,726.44	273.56	98.6
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APR 711B LIBRARY LVL 1-OPERATING	42,153.00	18,726.44		18,726.44	18,726.44	23,426.56	44.4
-----							
Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00	18,726.44		18,726.44	18,726.44	23,426.56	44.4
-----							
Agy 0870 LIBRARY	3,682,313.00	302,624.20		1,004,947.23	1,004,947.23	2,677,365.77	27.3
-----							
Sub 101 GENERAL FUND	3,682,313.00	302,624.20		1,004,947.23	1,004,947.23	2,677,365.77	27.3



GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 4 ending April 30, 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	10,564.75-		6,554.02	6,554.02	122,722.98	5.1
-----							
Or2 667 LIBRARY GIFTS	129,277.00	10,564.75-		6,554.02	6,554.02	122,722.98	5.1
-----							
Agy 0870 LIBRARY	129,277.00	10,564.75-		6,554.02	6,554.02	122,722.98	5.1
-----							
Sub 252 LIBRARY GIFTS	129,277.00	10,564.75-		6,554.02	6,554.02	122,722.98	5.1
-----							
Report Final Totals	3,811,590.00	292,059.45		1,011,501.25	1,011,501.25	2,800,088.75	26.5
=====							

GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 4 ending April 30, 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	40,854.92	2.7
Act 2220 ELECTRIC	34,000.00	2,984.07		8,674.02	8,674.02	25,325.98	25.5
Act 2240 NATURAL/PROPANE GAS	14,000.00	1,788.44		8,171.31	8,171.31	5,828.69	58.4
Act 2470 BUILDING REPAIRS	1,000.00			641.64	641.64	358.36	64.2
Act 2930 FIRE PROTECTION	300.00					300.00	
Act 2970 REFUSE COLLECTION	6,300.00	232.05		3,634.56	3,634.56	2,665.44	57.7
Act 2990 SUNDRY CONTRACTUAL SERVI	3,600.00	976.87		1,771.17	1,771.17	1,828.83	49.2
Cat 930 SUPPLIES & EXPENSE							
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			19.99	19.99	480.01	4.0
APR 561F MAINT LIBR LVL 1-OPERATIN	101,700.00	5,981.43		24,057.77	24,057.77	77,642.23	23.7
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	5,981.43		24,057.77	24,057.77	77,642.23	23.7
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	5,981.43		24,057.77	24,057.77	77,642.23	23.7
Sub 101 GENERAL FUND	101,700.00	5,981.43		24,057.77	24,057.77	77,642.23	23.7
Report Final Totals	101,700.00	5,981.43		24,057.77	24,057.77	77,642.23	23.7

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of April 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	796	1,312	64.82%	2,912	5,766	98.01%
EDGAR	986	1,815	84.08%	4,891	6,325	29.32%
HATLEY	1,002	1,434	43.11%	4,434	5,662	27.70%
MARATHON	1,945	2,897	48.95%	7,290	10,718	47.02%
MOSINEE	1,908	2,697	41.35%	7,483	9,809	31.08%
ROTHSCHILD	5,447	7,976	46.43%	23,029	31,445	36.55%
SPENCER	665	1,099	65.26%	2,840	4,686	65.00%
STRATFORD	1,112	1,733	55.85%	4,762	7,439	56.22%
WAUSAU	10,097	28,673	183.98%	42,338	109,386	158.36%
WAUSAU DRIVE UP	115	1,845	1504.35%	432	7,857	1718.75%
HOMEBOUND	903	873	-3.32%	3,742	3,775	0.88%
ILL	136	190	39.71%	635	732	15.28%
OVERDRIVE	12,994	13,753	5.84%	53,809	55,393	2.94%
<b>GRAND TOTAL</b>	<b>38,106</b>	<b>66,297</b>	<b>73.98%</b>	<b>158,597</b>	<b>258,993</b>	<b>63.30%</b>

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

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

April 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	184	0	184	5,766	3.19%	
EDGAR	0	0	0	0	0	58	0	58	6,325	0.92%	
HATLEY	0	0	0	0	0	0	0	0	5,662	0.00%	
MARATHON	0	0	44	0	0	0	0	44	10,718	0.41%	
MOSINEE	0	0	0	23	0	26	0	49	9,809	0.50%	
ROTHSCHILD	0	0	0	15	0	1	0	16	31,445	0.05%	
SPENCER	310	0	0	0	0	3	6	319	4,686	6.81%	
STRATFORD	0	0	0	0	0	1	0	1	7,439	0.01%	
WAUSAU	99	0	1,144	333	0	22	83	1,681	109,386	1.54%	
WAUSAU DRIVE UP	0	0	68	2	0	1	0	71	7,857	0.90%	
MISC*									59,900		
TOTAL MCPL	409	0	1,256	373	0	296	89	2,423	258,993	0.94%	
% of CIRC by COUNTY	0.16%	0.00%	0.48%	0.14%	0.00%	0.11%	0.03%				

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of April 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	64,317	65,558	1.93%
RESIDENT CHILD	8,458	8,126	-3.93%
HOMEBOUND	182	173	-4.95%
STAFF	62	65	4.84%
TEMPORARY	479	461	-3.76%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>73,498</b>	<b>74,383</b>	<b>1.20%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,877	2,942	2.26%
CHILD	220	219	-0.45%
TEMPORARY	28	25	-10.71%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>3,125</b>	<b>3,186</b>	<b>1.95%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	413	402	-2.66%
<b>GRAND TOTAL</b>	<b>77,036</b>	<b>77,971</b>	<b>1.21%</b>

# Marathon County Public Library

## Director Report

### May 2022

## April Highlights

### County-Wide Classification and Compensation Study

An initial meeting for the library was held with McGrath Consultants in order for them to learn more about our organization. Topics covered included an overview of mission and goals, organizational structure and types of position classifications. We also discussed recruitment and retention challenges, pay for performance, and comparable organizations for their external market survey. Next steps will be to have select employees fill out position questionnaires to be reviewed by supervisors and submitted to McGrath for analysis.

### In-Person Story Times Are Back!

This month, the Marathon County Public Library's Wausau Headquarters is gearing up to do something it hasn't done in over two years – offer in-person story times for kids and their families/caregivers!

Select MCPL branches offered outdoor story times last summer and fall, but MCPL Wausau instead opted to continue offering its story times virtually. The virtual programs are posted weekly on the library's [YouTube channel](#). With the recent decline in COVID-19 cases in Marathon County, the time seemed right to begin incorporating more in-person events at MCPL, starting with story time.



Starting April 27, MCPL Wausau will begin offering 30-minute Family Story Time sessions every Wednesday and Thursday morning at 10 a.m. on the grassy lawn outside the library. Since they will be held outdoors, all of the story time sessions will be weather-dependent and are expected

to run through the end of October. Families are asked to bring their own chairs and blankets with them for seating, as well as snacks, sunscreen, bug spray and any other supplies they may need.

Beginning May 2, a third story time session will also be offered at 6 p.m. on the first Monday of each month to accommodate families who cannot make it during the day. Also, one recorded virtual story time will continue to be posted online each month for families who cannot easily make it to the library or who don't yet feel comfortable visiting in-person.

For more information on MCPL's story times, visit [www.mcpl.us/events/story-time](http://www.mcpl.us/events/story-time). -Submitted by Dan Richter

## ILS Issues and Remediation

Sierra (our integrated library system, or "ILS") has been malfunctioning at some branch locations on some weekends for several months now. This software is necessary for key library circulation functions like checking books in and out. After a great deal of investigation to find the root of the problem (which we believe is related to Sierra's sensitivity to a poor internet connection), we've developed several approaches to addressing it on different levels. Most immediately, we are deploying Sierra Web - a slimmed-down alternate version of Sierra that is more likely to withstand the issues that our normal version of Sierra has encountered. It allows us to continue library operations while we get longer-term solutions in place that would allow us to use our normal, full-scale ILS. The next tier of our solution plan is replacing firewall hardware and cable modems at each of the affected locations. This will take additional time due to the complexity of the tasks and the need to secure a contractor and the cooperation of our internet service provider. This portion of the plan is under way as well. In the long-term, we are considering two additional options: switching internet service providers from Charter to BadgerNet, and purchasing a different ILS than Sierra. The former would decrease the likelihood that Sierra would malfunction, and the latter would get to the root of the problem by providing a system that is not quite so fragile.

## Youth Events

In April, the youth services team continued spring LENA classes and device swaps, and outreach at the WSD's G2M program. We put out puzzles in the early literacy center and patrons seem to be enjoying them. We created more of a computer "lab" in the children's tween area instead of having computers scattered about the department. We covered the reference desk while reference staff had a meeting and trained with the new Athens Branch Coordinator and Library Specialist. We prepped more for summer by cutting 500+ ocean-themed die-cuts for branches, ordered SLP prize books, and worked on logistics for summer programs such as ordering supplies, touching base with performers, and providing final edits for the SLP activity book. We

had our first outdoor story times and are very happy to be back to programming. We will be meeting in May to discuss fall programs and initiatives.

## Branches

Grab and Go craft kits continue to be popular at all locations. In April, we collectively handed out 289 colorful shadow art craft kits for kids and 79 flower thimble pendant craft kits for adults. Outdoor story times and book clubs will be starting soon at many locations. Creative displays were featured at all locations including ones for Earth Day, “April Showers Read for Hours” (adult books featuring storms), “It’s All about the Dress” (YA books with prom dresses on the cover), “There’s Always Time for Tea” (books to celebrate National Tea Month).

Julie G, a staff member from Rothschild, represented MCPL at the Community Development Resource Fair for families of students with disabilities, and at the YMCA Healthy Kids Day. It was wonderful to get out into the community and share information about the great things happening at the library.

In February of 2020, Spencer Library held a program called “Honor Flight”, where adults came to make cards for the Honor Flight to Washington D. C., with 150 beautifully made cards. Due to the pandemic, Honor Flights did not run for nearly two years. This April, the cards were given to the committee for the Honor Flight that will leave May 2nd.

With the completion of Marathon City and Edgar, all branch locations have completed inventory of their entire collections. We are all working on a second round of inventory.

Nikki Framke, our new Athens branch coordinator, completed her orientation week in Wausau and started working in Athens during April. We are very excited to welcome her to the team!

Deb Gauerke, our Edgar branch coordinator, will be retiring in May after 35+ years of service to MCPL! The community of Edgar and all of the library staff will miss her greatly, but we are excited for her next adventure. The position is posted and closes on May 10th.



## Library Services Statistics & Activities

### News

- The Library Services team had a team meeting on April 5
- Chad and Elizabeth met with the Central Wisconsin Book Festival committee on April 11
- Elizabeth attended the webinar “The Trending Library: Engaging Teens in Your Library” on April 14 and “Shake Up Your Shelves: Examining AAPI Representation in Library Collections and Classrooms” from April 15
- Julie had her last mentorship session with Donna Aschebrock, an employee the from Chippewa Valley Technical College library, on April 8.
- Julie participated in the V-Cat Council meeting on April 7.
- Several Library Services staff met separately with Nikki, our new Athens Coordinator, for orientation April 18-21.
- Kate Attended annual WVLS Overdrive Advantage Committee meeting on April 21st.
- Proctoring: 1 appointment
- Notary: 13 notary appointments

### Events and Programs\*

#### Youth Events

- Story Times
  - Apr. 4: Virtual Head Start Story Time – 105
  - Apr. 5: Virtual Story Time – 38 total views
  - Apr. 12: Virtual Story Time— 24 total views
  - Apr. 19: Virtual Story Time—21 total views
  - Apr. 26: Virtual Story Time—26 total views
  - Apr. 27: Outdoor Story Time—5
  - Apr. 28: Outdoor Story Time –10
- Other Programs
  - Apr. 1-30: Grab and Go Shadow Art — 492
  - Apr. 7: LENA – 5
  - Apr. 12: G2M After School STEAM—14
  - Apr. 14: LENA – 4
  - Apr. 19: G2M After School STEAM – 12
  - Apr. 21: LENA – 2
  - Apr. 23: Matthew Forsythe Author Zoom Chat – 3
  - Apr. 26: G2M After School STEAM – 12
  - Apr. 28: LENA – 2
    - Number of April Youth Services programs – 16
    - Total attendance for March Youth Services programs – 775

#### Adult/All Ages Events

- All Month: Adult Grab and Go Craft: Thimble Bouquet Pendant – 59 kits distributed @ MCPL Wausau

- April 2: History Speaks: William Jennings Bryan Visits Wausau (in person @ Historical Society) – 7
- April 6: Extension Marathon County “Romaine Calm & Garden On”: Soil, Compost & Fertilizer – 10 virtual attendees
- April 6: Extension Marathon County “Romaine Calm & Garden On”: Soil, Compost & Fertilizer (2<sup>nd</sup> Session) – 13 virtual attendees
- April 7: History Chats: Medical Quackery – 14 virtual attendees
- April 14: History Chats: Mysterious Streetcars – 10 virtual attendees
- April 20: Extension Marathon County “Romaine Calm & Garden On”: Dig In! – 12 virtual attendees
- April 20: Extension Marathon County “Romaine Calm & Garden On”: Dig In! (2<sup>nd</sup> session) – 22 virtual attendees
- April 21: History Chats: Prohibition in Marathon County – 22 virtual attendees
- April 23: History Speaks: The Wausau Group (in person @ Historical Society) – 37
- April 28: History Chats: Fearsome Critters of the Pinery – 9 virtual attendees
  - Number of April programs and activities – 11
  - Total attendance/participation for April programs – 215

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

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 4,438 likes/follows (+12)
- Twitter: 1,244 followers (+4)
- Pinterest: 973 followers (+0)
- Goodreads: 314 friends (+2); 1,394 reviews (+6)
- Instagram: 996 followers (+4)
- YouTube: 511 subscribers (+4)

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

- April 6- Grab & Go Craft for Adults: Thimble Bouquet Pendant
- April 13- Friends of MCPL Members-Only Sale
- April 27- Outdoor Family Story Time

### Central Wisconsin News

- April 12- Stratford: Grab & Go Craft for Adults-Thimble Bouquet Pendant, Book Club-“The Midnight Library”  
<https://www.centralwinews.com/stratford/2022/04/12/stratford-73/?destination=record-review>

### City Pages

- April 7- Kids Corner Calendar- All Locations: Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art; Wausau: Outdoor Family Story Time; Athens: Hatley: Traveling Mini Art Exhibit  
 Big Guide- All Locations: Romaine Calm and Garden On series, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Chats, History Speaks-Who Were the Wausau Group, Family Story Time-Cupcakes!, Family Story Time-Rainy Days!, “Mina” with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Confessions of a

Domestic Failure;” Hatley: Book Club-“The Maidens,” Traveling Mini Art Gallery; Marathon City: Book Club-“Never Let Me Go;” Mosinee: Virtual Book Club-“While Justice Sleeps;” Stratford: Book Club-“The Midnight Library”

- April 14- Big Guide- All Locations: Romaine Calm and Garden On series, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Speaks-Who Were the Wausau Group, Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art, Family Story Time-Rainy Days!, “Mina” with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Hatley: Traveling Mini Art Gallery; Mosinee: Virtual Book Club-“While Justice Sleeps;” Stratford: Book Club-“The Midnight Library”
- April 21- Big Guide- All Locations: History Chats-The Truth About the Prohibition Tunnels of Wausau, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Speaks-Who Was the Wausau Group?, History Chats-The Beasts and Monsters of the Pinery, Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art, “Mina” with Author and Illustrator Matthew Forsythe, Family Story Time-Clay Creations!; Wausau: Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Hatley; Traveling Mini Art Gallery
- April 28- Big Guide- All Locations: Romaine Calm and Garden On Series, Grab & Go Craft for Adults-Thimble Bouquet Pendant, Grab & Go Craft for Adults-Seed Bombs, History Chats-The Beasts and Monsters of the Pinery, Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art, Grab & Go Craft for Kids-Rock’n Picture Stand; Wausau: Friends of MCPL Book Sale, Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure”

#### Mosinee Times

- April 7- Members-Only Book Sale April 16, 2022 at MCPL Wausau; MCPL Media Release – Youth Activities and Events – April 2022- All Locations: Youth Poetry Contest; Wausau: Outdoor Family Story Time
- April 21- MCPL offers youth activities- All Locations: Youth Poetry Contest  
MCPL Book Clubs, April 2022- Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure”  
MCPL to offer colorful mini pendant craft for adults this April
- April 28- MCPL offers youth activities- All Locations: Youth Poetry Contest

#### Record Review

- April 6- All Locations: Grab & Go Craft for Kids-Colorful Shadow Art, History Chats-Traveling Medical Quackery, History Chats-Mysterious Electrical Streetcars, History Chats-Prohibition in Marathon County, History Chats-Monsters and Beasts of the Pinery, Grab & Go Craft for Adults-Thimble Bouquet Pendant; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Edgar: Book Club-“The Aviator’s Wife;” Marathon City: Book Club-“Never Let Me Go;” Stratford: Book Club-“The Midnight Library”
- April 13- All Locations: History Chats-Mysterious Electrical Streetcars, History Chats-Prohibition in Marathon County, History Chats-Monsters and Beasts of the Pinery, Grab & Go Craft for Adults-Thimble Bouquet Pendant; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Edgar: Book Club-“The Aviator’s Wife;” Mosinee: Virtual Book Club-“While Justice Sleeps;” Stratford: Book Club-“The Midnight Library”
- April 20- All Locations: Grab & Go Craft for Kids-Colorful Shadow Art, Grab & Go Craft for Adults-Thimble Bouquet Pendant, History Chats-Prohibition in Marathon County, History Chats-

Monsters and Beasts of the Pinery;; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Edgar: Book Club-“The Aviator’s Wife”

- April 27- All Locations: History Chats-Monsters and Beasts of the Pinery; Athens: Book-of-the-Month Club-“Peaches;” Stratford: Book Club-“The Henna Artist”

Wausau Pilot & Review

- April 7- History Speaks, History Chats set for April  
<https://wausapilotandreview.com/2022/04/07/history-speaks-history-chats-set-for-april>
- April 9- Marathon County Public Library activities- Wausau: Friends of MCPL Members-Only Book Sale; Hatley: Traveling Little Art Exhibit  
<https://wausapilotandreview.com/2022/04/09/marathon-county-public-library-activities-29>
- April 19- Marathon County library, extension to hold class on starting seeds indoors  
<https://wausapilotandreview.com/2022/04/19/marathon-county-library-extension-to-hold-class-on-starting-seeds-indoors>
- April 28- Marathon County Public Library activities: May- All Locations: Grab & Go Craft for Adults-Seed Bombs, Romaine Calm and Garden On-Gardening in Small Spaces, Youth Poetry Contest, Grab & Go Craft for Kids-Rock’n Photo Holder, Virtual Teen Night-Communication Breakdown, “Astrid & Apollo” with V.T. Bidania; Wausau: Friends of MCPL Book Sale, Outdoor Evening Family Story Time, Outdoor Family Story Time; Hatley: Outdoor Family Story Time; Rothschild: Earth Day is Every Day Story Time  
<https://wausapilotandreview.com/2022/04/28/marathon-county-public-library-activities-may>

Wausau Times/Buyers Guide

- April 6- Out & About- All Locations: Romaine Calm and Garden On series, History Chats, Grab & Go Craft for Adults-Thimble Bouquet Pendant; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Hatley: Book Club-“The Maidens;” Marathon City: Book Club-“Never Let Me Go”
- April 13- History Speaks-Who Were the Wausau Group?; History Chats: April 7-Traveling Medical Quackery, April 14-Mysterious Electrical Streetcars, April 21-Prohibition in Marathon County, April 28-Monsters and Beasts of the Pinery,  
Out & About- All Locations: Grab & Go Craft for Adults-Thimble Bouquet Pendant; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-“Confessions of a Domestic Failure;” Mosinee: Virtual Book Club-“While Justice Sleeps;”
- April 27- Out & About- All Locations: Youth Poetry Contest, Grab & Go Craft for Kids-Colorful Shadow Art; Wausau: Outdoor Family Story

Materials

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 5/02/2022	% Spent
Juvenile Audiobooks	\$6,500.00	\$617.26	\$7,117.26	\$541.67	\$5,131.33	\$1,985.93	28%

Juvenile CDs	\$500.00	\$0.00	\$500.00	\$41.67	\$355.78	\$144.22	29%
Juvenile DVDs	\$10,250.00	\$2,570.51	\$12,820.51	\$854.17	\$8,194.70	\$4,625.81	36%
Juvenile Video Games	\$2,000.00	\$0.00	\$2,000.00	\$166.67	\$1,236.51	\$763.49	38%
Young Adult Audio Books	\$1,750.00	\$0.00	\$1,750.00	\$145.83	\$972.44	\$777.56	44%
<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>\$15,890.76</b>	<b>\$8,297.01</b>	<b>34%</b>
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$13,354.78	\$7,688.88	37%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$27,078.49	\$9,260.85	25%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$24,428.16	\$9,140.04	27%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$933.53	\$793.51	46%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$8,045.00	\$750.00	\$6,432.18	\$1,612.82	20%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$4,549.38	\$4,450.62	49%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$2,617.61	\$1,259.30	32%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$2,443.65	\$582.05	19%
<b>Youth Print Subtotal</b>	<b>\$113,250.00</b>	<b>\$4,330.85</b>	<b>\$116,625.85</b>	<b>\$9,437.50</b>	<b>\$81,837.78</b>	<b>\$34,788.07</b>	<b>30%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$7,518.62</b>	<b>\$140,813.62</b>	<b>\$11,734.47</b>	<b>\$97,728.54</b>	<b>\$43,085.08</b>	<b>31%</b>

\*Juvenile standing order appropriation (in column E) has been reduced by \$955 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 May 3, 2022	% Spent
<b>Adult Audiobooks</b>	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$7,528.35	\$4,471.65	37.26%
<b>Adult Music CD</b>	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$5,460.38	\$2,039.62	27.19%
<b>Adult DVD</b>	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$16,144.42	\$7,855.58	32.73%
<b>Adult Video Games</b>	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$1,251.06	\$398.94	24.18%
<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>\$30,384.21</b>	<b>\$14,765.79</b>	<b>32.70%</b>
<b>Adult Paperbacks</b>	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$2,864.69	\$720.31	20.09%
<b>Adult Paperbacks S.O.</b>	\$2,415.00	\$0.00	\$2,415.00	N/A	\$1,450.00	\$965.00	39.96%

<b>Adult Fiction</b>	\$47,000.00	\$1,577.78	\$48,577.78	\$4,272.73	\$23,517.23	\$23,482.77	49.96%
<b>Adult LT Fiction</b>	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$4,394.32	\$2,805.68	38.97%
<b>***Adult LT S.O.</b>	\$13,568.00	\$0.00	\$13,568.00	\$1,233.45	\$12,129.26	\$1,438.74	10.60%
<b>Adult Non-fiction</b>	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$45,138.56	\$20,861.44	31.61%
<b>Adult Non-fiction S.O.</b>	\$2,150.00	\$61.18	\$2,211.18	N/A	\$1,967.60	\$182.40	8.48%
<b>Adult Biographies</b>	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$5,935.31	\$4,064.69	40.65%
<b>Adult Spanish</b>	\$750.00	\$29.55	\$779.55	\$68.18	\$649.30	\$100.70	13.43%
<b>Adult Hmong</b>	\$750.00	\$0.00	\$750.00	\$68.18	\$529.49	\$220.51	29.40%
<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>\$98,575.76</b>	<b>\$54,842.24</b>	<b>35.75%</b>
<b>***Freight Cost</b>	<b>\$1,432.00</b>						
<b>Adult Services TOTAL</b>	<b>\$200,000.00</b>	<b>\$7,905.99</b>	<b>\$207,905.99</b>	<b>\$18,181.82</b>	<b>\$128,959.97</b>	<b>\$71,040.03</b>	<b>35.52%</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: 162
- Circulation total for Wausau First Floor: 28,673
- Laura D processed 190 Interlibrary loan requests
- Ashley H checked out 873 items for our Homebound patrons
- March Passports News:
  - 21 Adult Passport Books
  - 18 Minor Passport Books
  - 5 Both Book and Card

The MCPL Passport team accepted a total of 44 passport applications accepted at \$35.00 ea. and 60 photos were taken at \$10.00 each for a total of \$2,140.00 recorded. We also assisted with 17 renewal applications.

- Leads meetings were held with the Director and/or Support Services Manager on 4/6, 4/13, 4/20, and 4/27
- Ken B.'s last day with the circulation team was 4/4.
- The first round of interviews for vacant Library Assistant position were held on 4/5.
- 4/7/22 V-CAT Council Meeting – Attended by Mary S, Kitty R, Julie K, and Chris L.
- 4/12/22 – Weekly Support Services Leads meetings with Support Manager began.

- 4/18/22 – Nikki F, new Athens Branch Coordinator had Sierra training with Kitty R, and she also shadowed on the main desk with staff on 4/20 and 4/22.
- James B completed the Service Animals webinar by Ryan Dowd.
- Ashley H took over Homebound responsibility as of 4/14 while coworker was out, and is currently typing up training overview of Homebound Practices.
- Janice A completed the “Grammar Refresher” Gale Course.
- Ashley has also completed the Managewell Webinar & Quiz - EAP Personalities in the Workplace.
- Six patrons were banned from the library (for different lengths of time) over the course of the month due to behavioral issues

### Support Services Team

- 4/1: Pat assisted the Main Desk during their lunch hour.
- 4/5: Chris assisted the Main Desk in the morning.
- 4/7: Chris and Mary attended the V-Cat Council meeting.
- 4/12, 4/19, & 4/26: Mary attended Support Services Leads meeting with Alexander.
- 4/12: Mary met with Alexander and Stephanie to discuss using barcodes provided by Baker & Taylor. This will start up sometime in August when the supply of physical barcodes have been used up. The new barcodes will be slightly larger but will have the same information (library name, barcode, and barcode number). There is potential for saving money by changing to this practice.
- 4/13 & 4/20: Mary attended Leads meeting with Leah and Alexander.
- 4/18: Mary emailed MCPL’s Waltco bin count numbers to WVLS Courier staff as part of WVLS’s delivery tracking efficiency study.
- 4/20: New Athens Branch Coordinator, Nikki, received an overview of what our team does.
- Kayla worked with Chris to learn the Rothschild Branch relabeling process. This entails Rothschild Branch staff creating and sending a text document of barcodes. Kayla then imports these barcodes into a Create List which will then take Kayla to the item record in order to create a new label and/or update the call number.
- 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).
    - Juvenile 900’s: 974
    - Faded label replacement and disc cleaning for Branches: in progress.
    - Clean Wausau adult DVDs: FRE

### Page Team

- April 4<sup>th</sup> – The page team had a meeting to discuss how our day-to-day practices would shift with the addition of a new page. Each page now ends each shift with 15 minutes of AV checking. After shelving a cart and running any returns found in the area through the sorter each page will empty that bin to have all of them become more familiar with that task. Next steps will be training on inventory so we can work that into our routines.
- April 4<sup>th</sup> we welcomed Maria to the page team! This is the first time since January 2020 that the pages have had a full team. Maria is settling in quickly and we are happy to have her working with us.
- Assisted Support Services with re-labeling juvenile non-fiction.
- Lots of weeding and collection maintenance during April! We weeded the adult CD, adult non-fiction 600-619.9999, and YA fiction. We shifted the adult fiction collection M-Z.
- Did regular switch-overs from new to regular collections for adult collection and the YA collection.
- Ollie attended weekly Leads and Librarian meetings.

- Weekly Support Services Leads meetings started on April 12<sup>th</sup>.
- Ollie participated in interviews for the open position on the circulation team on April 5<sup>th</sup>.
- The pages shelved approximately 31,740 items during the month of April.

### Information Technology

- Completed mapping of branch networks with WVLS.
- Started mapping the network at MCPL Wausau.
- Started upgrading staff computers for Support Services staff in Wausau to Dell OptiPlex 7070's.
- Started upgrading all staff use desk computers in Wausau.
- Met with Nathan Harder of HarderTech to map out the Firewall upgrades at the branches and Wausau.
- Met with Heartland Business Systems about updating our servers.
- Installed new cable modem at Mosinee to test latency.
- Investigating a new IP addressing schema to provide more network security and separation between public and MCPL devices.
- 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.
  - Sierra Web is nearly ready as a potential temporary solution for the branches' Sierra issues. Multiple other efforts to address the underlying issue and make the regular Sierra Desktop version work properly as a longer term solution are still underway.
  - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
    - Athens
    - Hatley
    - Marathon City
    - Rothschild
    - Spencer
- Several additional projects are on the horizon:
  - Map the MCPL network and Servers.
  - 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.
  - Update all Servers to Windows Server 2022.

## Branch Statistics & Activities

### Athens Monthly Report



## Events and Programs

- Thimble Bouquet Pendants Grab and Go: Adults and teens were offered a grab and go kit with the theme of repurposing items for crafting by making a thimble bouquet pendant. There were 6 adults in Athens that enjoyed the April grab and go crafts.
- Colorful Shadow Art Grab and Go: Children were welcome to pick up kits with butterfly or turtle templates and turn it into shadow art with colored cellophane. There were 4 children in Athens that enjoyed the April grab and go crafts.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for April was *Confessions of a Domestic Failure* by Bunmi Laditan. There were 4 adult participants.

## Circulation Statistics

- Athens had a total of 6 curbside appointments in the month of April.
- In April, Athens circulated 1,312 items. This is a 64.82% increase from April of 2021. In 2022 year-to-date, Athens has circulated 5,766 items. This is a 98.01% increase from 2021.

## Library News

- On April 5<sup>th</sup>, Deb Gauerke filled in for Shahara so she could work the polls.
- Athens's week to count bins was April 11<sup>th</sup> - 15<sup>th</sup>. There were 13 bins dropped off and 9 bins picked up.
- Branch Coordinator Nikki started in Athens.
- Nikki weeded the Juvenile Fiction section to make room for new books.
- We took down winter decorations and made spring decorations to put up.
- Nikki did shelf reading and made new shelf labels for Juvenile Nonfiction.
- Easter books were sent back to Wausau for storage.

## Facilities Updates

- None.

## Edgar Monthly Report

### Events and Program

- Grab n Go crafts, 10 adult, and 30 children kits.
- Home School Huddle had 7 families participating with 80 student packets for the month.
- Book club discussed the book "The Last Green Valley" with 3 people present.
- There were 0 curbside pickups for the month.

### Circulation Statistics

- The circulation statistics for the month of April were 1815 items checked out. This is an 84.08% increase for the same month last year. A total of 6325 items have been checked

out so far this year. This is a 29.32% increase from 2021.

#### Library News

- Deb and Dana have been working on Home School huddle packets for 2022.
- Deb completed the first round of inventory.
- Deb pulled book with faded spine labels and sent them into Wausau to be replaced.
- Dana pulled the Easter books and send them to storage in Wausau.
- Displays were changed to the theme “A PICTURE IS WORTH...” featuring books with no words and “Wonder” talking book's theme.
- Dana and Deb are working on the SLP displays.
- Deb has put in her notice of Retirement.

#### Facilities Updates

- There is nothing to report.

#### **Hatley Monthly Report**

##### Events and Programs

- Virtual Book Club – “The Maidens” by Alex Michaelides had 5 in attendance.
- Grab N Go programs
  - Thimble Pendants - 6 kits were taken. (2 teens, and 4 adults)
  - Turtle Shadow Art – 15 kits were taken (13 children and 2 adults)
  - Butterfly Shadow Art – 11kits were taken (9 children and 2 adults)
  - We also set out some of the extra kits we had from throughout the year and 3 of those were taken in total. We still have a few left and will leave them out for patrons to take until they are all gone.

##### Upcoming Programs

- Book Club on May 14<sup>th</sup> “The Cousins” by Karen McManus – This will be in-person if weather permits
- Grab N Go Crafts – Seed Bombs and Rock N Picture Stands
- Outdoor In-Person Story Times May 3<sup>rd</sup> and 17<sup>th</sup> if weather permits

##### Circulation Statistics

- Hatley circulated 1,434 items for the month of April. This is a 43.11% increase. Year to date is 5,662items. This is a 27.70% increase from last year.

#### Library News

- Heather and Robin have continued with inventory
- Heather completed rounding with Laura W
- We continue to send in items to be labeled and cleaned
- Robin watched webinars about upcoming non-fiction series and homeschooling

#### 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 June 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 April, all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 60 of the children's Colorful Shadow Art kits. The teen/adult kits were Thimble Bouquet Pendants. We distributed 6 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 May (and beyond), MCPL will continue to showcase monthly virtual History Chats, gardening tips, book clubs and weekly story times. We will also start offering Outdoor Story Times on site. Beginning May 19, we will hold 30 minute story time events outdoors (weather permitting) featuring stories, songs, and early literacy activities. These will be held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month through the summer. More information for all 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 Rock'n Picture Stand and Seed Bombs may be picked up at any of the nine libraries during the month of May.

### Circulation Statistics

- Marathon circulated 2,897 items during the month of April, which is a 48.95% increase from this time last year. So far in 2022, Marathon has circulated 10,718 items. This is a 47.02% 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

- The fire inspector came to make sure things were operating appropriately.
- The village filled in the space in the parking lot that was dug up last summer. It will be filled in with decorative landscaping rocks.

## **Mosinee Monthly Report**

### Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: 2 patrons participated on the 18<sup>th</sup>.
- This month we had 50 children and families enjoy all of our shadow art grab and go craft kits, while just 9 of our supplied 20 adult thimble bouquet pendants were taken this month.
- Staff also promoted the Spring Poetry Contest for youth, book clubs across all locations, the continued Family Story Time, the April Virtual Teen Night, History Speaks and Romaine Calm and Garden on virtual presentations, as well as this month's Friends of the Library Book Sale.
- Passive Programs: This month we asked patrons to tell us a joke, and had 7 patrons share humor with the community.

#### Circulation Statistics

- Mosinee circulated 2,697 in April 2022. This is a 41.35% increase. Mosinee has circulated 9,809 items in 2022. This is a 31.08 % increase.

#### Library News

- Displays: Our large display behind the circulation desk had colorful kites telling patrons to get carried away with books. We also had a spring cleaning display, Earth Day displays, and books in the adult fiction section that featured storms for our "April Showers Read for Hours" display. In the children's section we featured several displays patrons asked for in our last passive program: pet themed picture books, technology books for our "Take a Byte out of a good book" display, and we kept our "Read the book then see the movie" display topped up.
- Sierra was down on another Saturday, April 2<sup>nd</sup>, for most of the day, as well as one or both of the staff computers for either part of the day or a full day on the: 4<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, and 25<sup>th</sup>. On Friday the 22<sup>nd</sup> Sarah tested out the Sierra online version with Katie Zimmerman but unfortunately many features wouldn't work and the application froze several times. Luckily further testing throughout the week of the 25<sup>th</sup> worked out enough issues that we discovered Sierra online to be very useful when needed. On Saturday the 23<sup>rd</sup> IT personnel David Hahn supervised a visit from Charter to look into the issue, and after they installed a new modem we were left with no internet at all. The issue was fixed the following Monday afternoon.
- Curbside services continued. At the end of the month we had a total of 6 curbsides.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- The following sections were completed for inventory this month: juvenile fiction and juvenile paperbacks.
- Our meeting room is now open again for applicants, and was used once this month.

#### Facilities Updates

- The City of Mosinee is in the process of obtaining quotes for restoration of the exterior windows on our historic building.
- At the beginning of the month our custodian noticed our book drop was broken after hours, and immediately got it repaired so our patrons could continue using it.
- One of the basement steps was broken from over a hundred years of use and the custodian worked to promptly fix it.
- A surprise elevator inspection was done before opening to the public on April 7<sup>th</sup>. Five code violations were found, including an expired license to operate and non-working emergency lights,

alarm bells, and phone. The report was sent to the City of Mosinee to schedule the appropriate fixes with OTIS Elevator before the state comes back to reassess the situation in 30 days.

- LPG Services were here on the 12<sup>th</sup> to work on the air conditioning unit as well as an outlet that wasn't working.

## **Rothschild Monthly Report**

### Events and Programs

- We handed out 52 grab-and-go shadow art craft kits for kids and 20 grab-and-go flower thimble pendant craft kits for adults. We also had many coloring pages available for all ages and an interactive display with spring colored eggs.
- One teen dropped off poetry for the youth spring poetry contest.
- April book displays featured YA books with fancy dresses on the cover in honor of prom, "Enjoy the quiet comfort of a book," poetry books, gardening books, books about the Titanic, and spring picture books.

### Circulation Statistics

- In April, Rothschild circulated 7,976 items. This is 46.43% increase from last year. In 2022, Rothschild circulated 31,445 items. This is 36.55% increase from last year.

### Library News

- Laura virtually attended the weekly team leads' meetings.
- Nikki, the new Athens branch coordinator, completed training at the Rothschild branch on 4/25.
- We completed inventory of the adult Hmong, J new, J series, J easy readers, and J favorites. We are working on relabeling our J nonfiction collection.
- Julie G. represented MCPL at the Community Development Resource Fair for families of students with disabilities, and at the YMCA Healthy Kids Day. It was wonderful to get out into the community and share information about the great things happening at the library.
- We added back one patron computer to help accommodate patron needs.

### Facilities Updates

- The entry way automatic door button has been getting stuck. Village staff have been working on repairs.
- Per Mar Security Services was at the library to check on the security system.

## **Spencer Monthly Report**

### Events and Programs

- In the month of April, a Grab N Go craft for Adults and Teens was offered. This month's craft was "Thimble Bouquet Pendants" with eight crafts being taken by adults.
- Also in the month of April was a craft for children "Colorful Shadow Art" of which they had a choice of either a butterfly or turtle. Nineteen of the crafts were taken by children.

#### Circulation Statistics

- Spencer has circulated 1,099 items in the month of April. This is an increase of 65.26%. Spencer has circulated 4,686 items in 2022. This is an increase of 65.00%.

#### Library News

- Sierra was down for the entire day on April 9<sup>th</sup> and 18<sup>th</sup>.
- Audrey was a proctor for a lady taking an exam to become a Home Appraiser. She came to the library on April 5<sup>th</sup>, 19<sup>th</sup>, and 28<sup>th</sup>.
- The Young Adult and Graphic Novels were weeded as the shelves were very tight.
- In February of 2020, Spencer Library held a program called "Honor Flight", where adults came to make cards for the Honor Flight to Washington D. C., with 150 beautifully made cards. In April the cards were given to the committee for the Honor Flight that will leave May 2<sup>nd</sup>.
- Audrey wrote an article for the Village Voice of Spencer highlighting upcoming Grab N Go's and the hours of the Spencer Library.
- The week of April 11<sup>th</sup>, we counted the Waltco bins that both came in and went out.
- On April 20<sup>th</sup> Lue Miller and Audrey held a rounding. On April 25<sup>th</sup>, Laura Wood and Audrey had rounding.
- The Federal and State tax forms were taken down on April 21<sup>st</sup>.
- A display featuring garden and flower books was well received and compliments of how nice it looked.

#### Facilities Updates

- A curtain in the Children's area fell down, and a village worker helped put it back up.

### **Stratford Monthly Report**

#### Events and Programs

- We held a Virtual Book Club via Go-To Meeting on April 20. Three people met to discuss The Midnight Library by Matt Haig, and many others checked out the book for personal reading.
- Forty-eight patrons stopped by the Stratford Branch in April to pick up Grab & Go: Shadow Art for kids offered through MCPL.
- Fourteen patrons enjoyed the Grab & Go: Thimble Bouquet Pendants craft kit for teens and adults offered through MCPL in April.

#### Circulation Statistics

- We circulated 1,733 items in April. This is a 55.85% increase from last year. In 2022, we circulated 7,439 items. This is a 56.22% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 5 requests for curbside pickup appointments in April.

#### Library News

- We created a *There's Always Time for Tea* book display for adults to celebrate National Tea Month in April.
- We presented a *National Gardening Month* display for adults that featured a variety of books

about gardening, plants, and flowers.

- We displayed poetry books for children for National Poetry Month.
- We created a book display honoring and educating people about the Titanic disaster that occurred 110 years ago on April 14-15.
- We weeded our adult non-fiction and biography sections.
- We inventoried the Adult Fiction shelves and the Adult New Book shelves.
- We sent in books to support services for relabeling.

#### Facilities Updates

- We received our new shelf and bins in April to better organize our staff office area, which is visible to the public. Our staff area now looks great and is much more functional, which will be a big help for us with the upcoming SLP and other programs! Extra special thanks to Leah and Stephanie for their support and help with this project!

GL787 LIB 22 CIP TRANS REV&EXP - SM2 Report Format 511

Period 4 ending April 30, 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	716,096.00			706.50	706.50	715,389.50	.1
APR 779A LIBR CAPITAL IMPROVEMENTS							
Cat 849 OTHER FINANCING SOURCES							
Act 9900 TRANSFERS FROM FUND BALA	716,096.00-					716,096.00-	
-----							
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-	
=====							



# The Library Board and Library Personnel

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

## Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

# 7

## In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

## Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

## Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

## Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [\*Trustee Essential #5: Hiring a Library Director\*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

## Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [\*2011 Wisconsin Act 10\*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [\*Chapter 43\*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

## Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [\*Trustee Essential #14: The Library Board and the Open Meetings Law\*](#) and [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information.

## Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

## Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

## Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws ([dwd.wisconsin.gov/er/](http://dwd.wisconsin.gov/er/))
- Federal Laws Prohibiting Job Discrimination: Questions and Answers ([www.eeoc.gov/facts/qanda.html](http://www.eeoc.gov/facts/qanda.html))

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)

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# Library Board Appointments and Composition

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In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

## Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

## Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

### In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards

## Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal<sup>2</sup> public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section [43.54\(1\)\(b\)](#)), and when a city council has voted to reduce the size of the board under Section [43.54\(3\)](#).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section [43.60\(3\)](#) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section [43.60\(3\)](#), your board would have a total of eight members.

### Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

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<sup>2</sup> For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section [43.54\(am\)](#)).

## Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

## Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

## First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section [43.54\(1\)\(am\)](#)).

## Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

## County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

## **Federated Public Library System Boards for a Single-County Library System**

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

## **Federated Public Library System Boards for a Multi-County Library System**

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section [43.19](#) for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

## **Discussion Questions**

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?



3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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# Library Friends and Library Foundations

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## “Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at [www.ala.org/united/friends](http://www.ala.org/united/friends).)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

### In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation

## **Library Foundations**

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

## **Community Foundations**

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

## **Financial Support from Friends and Library Foundations**

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

## Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See *Trustee Essential #9: Managing the Library’s Money* for options for the deposit and handling of gifts and donations to the library.

## Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

## Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at [ala.org/united/friends](http://ala.org/united/friends) has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at [wla.wisconsinlibraries.org/wltf](http://wla.wisconsinlibraries.org/wltf)
- The Foundation Center has information on establishing a non-profit organization at [www.grant-space.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit](http://www.grant-space.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit)

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