



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, June 20, 2022 at 12:00 noon**

NOTE CHANGE OF LOCATION:

**Athens Branch Library
221 Caroline St. Athens, WI 54411**

Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/473030477> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 473-030-477.**

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

AGENDA

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments**
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President**
 - B. Other Board Members**
 - C. Library Director**
 - D. Board Committees**
 - E. Friends of the Library**
 - F. MCPL Foundation**
 - G. Wisconsin Valley Library Service**
- 7. (5 minutes) COVID-19 Update – For Discussion and Possible Action**
- 8. (5 minutes) MoU Task Force Creation – For Discussion and Possible Action**
- 9. (10 minutes) Library Service Highlight: Branches – For Discussion and Informational Purposes Only**
- 10.(12:30 p.m.) Tour of Prospective New Municipal Building – For Discussion and Informational Purposes Only**
- 11. Announcements**
- 12. Request for Future Agenda Items**

13. **Next Meeting Dates**
- Monday 07/18/2022
 - Monday 08/15/2022
 - Monday 09/19/2022
 - Monday 10/17/2022
14. **Adjournment**

Signed: 

Library Director or Designee

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

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

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: June 15, 2022
EMAILED TIME: 8:20 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, May 16, 2022. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Jeff Campo, Gary Gisselman, Reid Rayome, Scott Winch, Leah Giordano

Absent: Kari Sweeney (excused) Michelle Van Krey (excused)

Others: Alexander Johnson, Heather Wilde, Stephanie Martell, David Hahn, remote visitors: Anne Hamland, Marla Sepnafski, Martha Van Pelt, 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 JEFF CAMPO; SECONDED BY GARY GISSELMAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE APRIL 18, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY REID RAYOME TO APPROVE THE BILLS & SERVICES REPORT FOR APRIL, 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 warmer weather has reduced the number of incidents happening at the library. When the cold weather returns the problems may return and perhaps different security options may be required if the police department CSO position is not enacted.
- On May 10th, MCPL, Marshfield Public Library, WVLS and SCLS representatives met to discuss the history and purpose of the cross county fees. Due to new staff members seeking information it was a more in depth meeting than usual. After more information is gathered the group will meet again.

Board Committees - Sharon Hunter shared the responsibilities of the two board committees.

Board members are expected to join one or both of the committees.

- Building Committee – This committee was active during renovations and while uses for the third floor were being investigated.
- Personnel Committee – This committee oversees the director and other personnel issues as they arise.

Friends of the Library – The Friends just completed their quarterly sale and raised over \$5000.

MCPL Foundation – The Foundation agreed to support the Book Festival with \$2500. The Foundation is looking for 2-3 new members that are fiscally knowledgeable and enjoy the library. Interested individuals should contact Foundation President Mary Coates or Library Director Leah Giordano.

Wisconsin Valley Library Service – None

Welcome New Board Members – New Board members Gary Gisselman and Reid Rayome joined the Board of Trustees this month.

COVID-19 Update – Marathon County infection numbers are increasing, but here are no new recommendations at this time.

Purchase Approvals – Office Chairs and Microfilm Machine

- The library would like to replace about 30 office chairs for employees at the Wausau location. This will cost approximately \$15,000.
- After one of the library microfilm machines broke, the library was operating with only one machine. It has been determined that one machine is not adequate to serve the needs our patrons. Therefore MCPL would like to purchase a replacement microfilm machine for about \$9000.
- Both of these will be purchased with positive fund/rollover funds.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY GISSELMAN TO APPROVE THE PURCHASE OF OFFICE CHAIRS AND A MICROFILM MACHINE WITH ROLLOVER FUNDS. MOTION CARRIED.

Library Trustee Essentials: Chapters 7, 18, and 24- Discussion led by Sharon Hunter

- Essential #7 – The Library Board and Library Personnel – The Director is responsible for the overall operations of the library and supervises the library staff. The Board supervises the director. Staff should go to the director with any issues, or to Human Resources if there is an issue with the Director. Continuing education should be provided to staff. As a county department MCPL has the assistance of the county human resource department.
- Essential # 18 – Library Board Appointments and Composition- Library boards should be diverse and represent the community. Statutory requirements need to be followed when new board members are appointed. MCPL has seven board members, including a school district administrator and two county board members. Library Trustees are selected by the County Administrator and approved by the County Board.
- Essential #24 – Library Friends and Library Foundations – Library Friends organizations typically offer financial support to the library and help purchase items not included in the budget. Library Foundations are independent nonprofit organizations that typically accept charitable donations from donors for the purpose of helping the library.
- June Trustee Essentials #8 and #9 – Jeff Campo

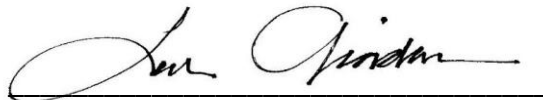
Library Service Highlight: Summer Library Program 2022 – Presented by Taylor Weinfurter, MCPL Youth Service Librarian

- This year's summer program theme is Oceans of Possibilities. The theme is being used by DSPL, a national group collaborating on summer library programs. Once again the library will hand out activity books rather than the brochures handed out before the pandemic.
- The Summer Reading Club will give children the chance to receive a free book after they read and review two books. Each child can participate in this twice over the summer.
- MCPL is working with the Parks Department to provide performances by Tom Pease and Randy Peterson on the 400 Block. These performers will also be performing at branch locations. Money to pay for these performances was received from WVLS and the Friends of the Library.
- Grab and go activities will be offered in June, July and August.
- MCPL is partnering with the Parks Department to create the Trail Tales at Oak Island this summer.
- Outdoor family story times will be offered this summer.
- August 2nd patrons are able to go to the public pools for free with their library card.
- The idea of partnering with the YMCA Camp Sturtevant was briefly raised.

Announcements – The June 20th meeting will take place at the Athens branch.

Request for Future Agenda Items – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:54 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for June 20, 2022.

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 Beastro 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.

A handwritten signature in black ink, appearing to read "L. Jordan", written over a horizontal line.

Library Director or Designee

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE TIME WARNER CABLE	519.86
	INTERNET SERVICE	519.86
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	35.80
	CONTRACT SERV-DEBT COLLECTIONS	35.80
101 000000000066592250	TELEPHONE CHARTER COMMUNICATIONS	275.72
	TELEPHONE	275.72
101 000000000066592433	MAINTENANCE CONTRACTS CITY/COUNTY INFORMATION TECH	6,639.00
	MAINTENANCE CONTRACTS	6,639.00
101 000000000066592561	LIBRARY FEES-REIMBURSE TO CNTY MARSHFIELD PUBLIC LIBRARY	812.70
	LIBRARY FEES-REIMBURSE TO CNTY	812.70
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES SYSTEMS TECHNOLOGIES RHINELANDER DISTRICT LIBRARY CRANDON PUBLIC LIBRARY	460.00 18.95 13.00
	SUNDRY CONTRACTUAL SERVICES	491.95
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	2,103.53
	SUNDRY CONTR SERV-JACKETS LIBR	2,103.53
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	496.59
	SUNDRY CONTR SERV-PROC AV LIBR	496.59
101 000000000066593130	PRINTING/DUPLICATION ROTOGRAPHIC PRINTING INC	168.00
	PRINTING/DUPLICATION	168.00
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY ROCKFORD MAP PUBLISHERS INC AMAZON CAPITAL SERVICES	12,458.95 141.45 1,059.78
	BOOKS LIBRARY	13,660.18

Bills for Approval

Period 5

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	2,718.76
	BLACKSTONE AUDIOBOOKS	7.95
	AMAZON CAPITAL SERVICES	446.96
	MIDWEST TAPE LLC	863.30
	AUDIO-VISUAL MATERIALS	4,036.97
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL	
	TP PRINTING CO INC	300.00
	SUBSCRIPTIONS NEWSPAPER/PERDCL	300.00
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	BOOKLIST PUBLICATIONS	75.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	75.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	LAMP RECYCLERS INC	537.45
	STAPLES ADVANTAGE	1,034.93
	SYSTEMS TECHNOLOGIES	230.00
	CDW GOVERNMENT INC	227.43
	AMAZON CAPITAL SERVICES	759.12
	FILMTOOLS	480.90
	LIBRARY OPERATING SUPPLIES	3,269.83
101 000000000066595320	BUILDING/OFFICES RENT	
	MOSINEE WATER/SEWER	45.27
	WI PUBLIC SERVICE CO	402.88
	VILLAGE OF MARATHON CITY	458.55
	VILLAGE OF HATLEY-SEWER &WATER	1,817.37
	BUILDING/OFFICES RENT	2,724.07
	LIBRARY 665 TOTAL:	35,609.20

Bills for Approval

Period 5

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	753.90
SCHOLASTIC LIBRARY PUBLISHING	291.08
STAPLES ADVANTAGE	27.27
ROCKFORD MAP PUBLISHERS INC	127.50
BLACKSTONE AUDIOBOOKS	254.03
TANK MATES LLC	700.00
AMAZON CAPITAL SERVICES	500.26
BOOKS LIBRARY	<u>2,654.04</u>
LIBRARY GIFTS 667 TOTAL:	<u>2,654.04</u>
Report Total:	<u><u>38,263.24</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 5 ending May 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	471,020.00	29,272.00		153,226.00	153,226.00	317,794.00	32.5
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	63,816.94		332,305.40	332,305.40	488,207.60	40.5
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	44,868.38		234,957.47	234,957.47	457,506.53	33.9
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	4,947.28		47,108.60	47,108.60	106,624.40	30.6
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	4,175.94		38,979.26	38,979.26	79,737.74	32.8
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00			184,323.03	184,323.03	325,305.97	36.2
Act 1541 DENTAL INSURANCE	10,558.00			4,222.62	4,222.62	6,335.38	40.0
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	861.00		8,994.00	8,994.00	22,128.00	28.9
Act 1550 LIFE INSURANCE	1,023.00	33.52		152.78	152.78	870.22	14.9
Act 1560 WORKERS COMPENSATION PAY	1,231.00	51.91		58.73	58.73	1,172.27	4.8
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	69.47		659.52	659.52	1,347.48	32.9

APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	148,096.44		1,004,987.41	1,004,987.41	1,839,484.59	35.3
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		4,073.69	4,073.69	21,426.31	16.0
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	35.80		358.00	358.00	642.00	35.8
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	749.49		3,945.38	3,945.38	4,554.62	46.4
Act 2433 MAINTENANCE CONTRACTS	11,000.00	6,639.00		6,639.00	6,639.00	4,361.00	60.4
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00	812.70		2,799.30	2,799.30	6,200.70	31.1
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	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	519.94		3,654.88	3,654.88	5,345.12	40.6
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00			612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	2,554.72		10,262.70	10,262.70	11,737.30	46.7
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	537.70		2,106.51	2,106.51	5,893.49	26.3
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			848.31	848.31	2,801.69	23.2
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 5 ending May 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3130 PRINTING/DUPLICATION	8,000.00	3,907.01		6,040.49	6,040.49	1,959.51	75.5
Act 3161 BOOKS LIBRARY	279,272.00	18,562.06		83,752.68	83,752.68	195,519.32	30.0
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	4,198.53		21,234.25	21,234.25	49,127.75	30.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	300.00		1,061.99	1,061.99	16,938.01	5.9
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00	75.00		17,255.68	17,255.68	7,781.32	68.9
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			3,645.00	3,645.00	355.00	91.1
Act 3260 ADVERTISING	9,832.00			5,882.00	5,882.00	3,950.00	59.8
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	54.41		318.84	318.84	2,681.16	10.6
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	8,335.00			6,558.68	6,558.68	1,776.32	78.7
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	4,097.35		10,594.81	10,594.81	17,405.19	37.8
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	2,724.07		19,553.27	19,553.27	35,446.73	35.6
APR 711B LIBRARY LVL 1-OPERATING	795,688.00	46,287.64		288,380.44	288,380.44	507,307.56	36.2
Or2 665 LIBRARY	3,640,160.00	194,384.08		1,293,367.85	1,293,367.85	2,346,792.15	35.5

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 5 ending May 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00				23,153.00	
Act 3240 MEMBERSHIP DUES		19,000.00		18,726.44	18,726.44	273.56	98.6

APR 711B LIBRARY LVL 1-OPERATING	42,153.00			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	23,426.56	44.4

Agy 0870 LIBRARY	3,682,313.00	194,384.08		1,312,094.29	1,312,094.29	2,370,218.71	35.6

Sub 101 GENERAL FUND	3,682,313.00	194,384.08		1,312,094.29	1,312,094.29	2,370,218.71	35.6

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 5 ending May 31, 2022

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	129,277.00	3,163.65		9,733.48	9,733.48	119,543.52	7.5

Or2 667 LIBRARY GIFTS	129,277.00	3,163.65		9,733.48	9,733.48	119,543.52	7.5

Agy 0870 LIBRARY	129,277.00	3,163.65		9,733.48	9,733.48	119,543.52	7.5

Sub 252 LIBRARY GIFTS	129,277.00	3,163.65		9,733.48	9,733.48	119,543.52	7.5

Report Final Totals	3,811,590.00	197,547.73		1,321,827.77	1,321,827.77	2,489,762.23	34.7
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GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 5 ending May 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2210 WATER/SEWER	42,000.00			1,145.08	1,145.08	40,854.92	2.7
Act 2220 ELECTRIC	34,000.00	2,888.63		11,562.65	11,562.65	22,437.35	34.0
Act 2240 NATURAL/PROPANE GAS	14,000.00	1,464.51		9,635.82	9,635.82	4,364.18	68.8
Act 2470 BUILDING REPAIRS	1,000.00	1,950.00		2,591.64	2,591.64	1,591.64	****
Act 2930 FIRE PROTECTION	300.00					300.00	
Act 2970 REFUSE COLLECTION	6,300.00	232.05		3,866.61	3,866.61	2,433.39	61.4
Act 2990 SUNDRY CONTRACTUAL SERVI	3,600.00	4.07		1,775.24	1,775.24	1,824.76	49.3
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	6,539.26		30,597.03	30,597.03	71,102.97	30.1
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	6,539.26		30,597.03	30,597.03	71,102.97	30.1
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	6,539.26		30,597.03	30,597.03	71,102.97	30.1
Sub 101 GENERAL FUND	101,700.00	6,539.26		30,597.03	30,597.03	71,102.97	30.1
Report Final Totals	101,700.00	6,539.26		30,597.03	30,597.03	71,102.97	30.1

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of May 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	738	1,111	50.54%	3,650	6,877	88.41%
EDGAR	866	1,488	71.82%	5,757	7,813	35.71%
HATLEY	1,161	1,475	27.05%	5,595	7,137	27.56%
MARATHON	1,638	2,636	60.93%	8,928	13,354	49.57%
MOSINEE	1,334	1,981	48.50%	8,817	11,790	33.72%
ROTHSCHILD	4,872	7,287	49.57%	27,901	38,732	38.82%
SPENCER	641	951	48.36%	3,481	5,637	61.94%
STRATFORD	918	1,808	96.95%	5,680	9,247	62.80%
WAUSAU	9,156	24,520	167.80%	51,494	133,906	160.04%
WAUSAU DRIVE UP	209	2,041	876.56%	641	9,898	1444.15%
HOMEBOUND	797	733	-8.03%	4,539	4,508	-0.68%
ILL	131	118	-9.92%	766	850	10.97%
OVERDRIVE	13,062	13,826	5.85%	66,871	69,219	3.51%
GRAND TOTAL	35,523	59,975	68.83%	194,120	318,968	64.31%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

May 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	300	0	300	6,877	4.36%	
EDGAR	0	0	0	0	0	58	0	58	7,813	0.74%	
HATLEY	0	0	0	0	0	0	0	0	7,137	0.00%	
MARATHON	0	0	56	0	0	0	0	56	13,354	0.42%	
MOSINEE	0	0	0	27	0	26	0	53	11,790	0.45%	
ROTHSCHILD	0	0	6	22	0	1	0	29	38,732	0.07%	
SPENCER	360	0	0	0	0	7	7	374	5,637	6.63%	
STRATFORD	0	0	0	0	0	1	0	1	9,247	0.01%	
WAUSAU	101	0	1,294	412	0	31	107	1,945	133,906	1.45%	
WAUSAU DRIVE UP	0	0	89	2	0	1	0	92	9,898	0.93%	
MISC*									74,577		
TOTAL MCPL	461	0	1,445	463	0	425	114	2,908	318,968	0.91%	
% of CIRC by COUNTY	0.14%	0.00%	0.45%	0.15%	0.00%	0.13%	0.04%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of May 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,374	65,678	2.03%
RESIDENT CHILD	8,395	8,104	-3.47%
HOMEBOUND	180	171	-5.00%
STAFF	63	65	3.17%
TEMPORARY	489	462	-5.52%
TOTAL FOR MARATHON COUNTY	73,501	74,480	1.33%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,882	2,946	2.22%
CHILD	219	218	-0.46%
TEMPORARY	27	23	-14.81%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,128	3,187	1.89%
INTERLIBRARY LOAN			
ILL	412	402	-2.43%
GRAND TOTAL	77,041	78,069	1.33%



Marathon County Public Library Director Report June 2022

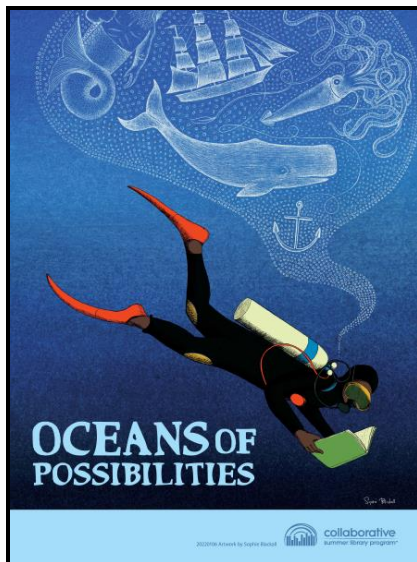
2022 Summer Library Program

This year's Summer Reading Club theme is "Oceans of Possibilities" and participation will be based on book reviews created using the Beanstack app/website or the book review forms available in the summer activity booklet (or printable here). June–August, children can show two book reviews to library staff at any MCPL location for a free book!

Grab & Go activities will be offered at all MCPL locations. We will provide full instructions, supplemental activities and most supplies.

Outdoor events are scheduled instead of large indoor gatherings. Check our website for up-to-date listings of events going on at all of our locations.

Our summer activity booklet — which replaces our usual summer brochure — will be available at all MCPL locations starting June 1.



Wisconsin Trustee Training Week Set for August

Registration is now open for Wisconsin Trustee Training Week on August 22-26.

Sponsored by all 16 public library systems, the annual Trustee Training Week offers a one-hour webinar each day of the week on a topic of interest to public library trustees and administrators. The line-up of presenters this year includes: Becky Spratford, Lisa Shaw, John Thompson, Nancy Sylvester, and John Chrastka. Presentation topics range from materials challenges to planning effective meetings. The webinars will be recorded and archived. Trustee Training Week is supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.



More information and registration can be found at <https://www.wistrusteetraining.com/>.

Recruitment

Interviews were held in the month of May for a new Edgar Branch Coordinator to replace Deb Gauerke who is retiring after 37 years of service at Marathon County Public Library. Interviews were also held for the Library Services Manager position after an extended search, and for a 30-hour library assistant position that needs to be filled. I am pleased to report that we had a selection of very good applicants for all of these openings and hope to have these positions filled in the near future!

Update on Library Incidents

Library incidents have declined dramatically in the past month, thanks in good part to the warmer weather. The Wausau Police Department has also hired and implemented CSOs as anticipated, and they have been making frequent visits to the Wausau library as a part of their regularly scheduled route.

Book Sorter Issues Overview

Our book sorting machine consistently malfunctioned for a few months around the end of last year, causing operational delays and slower service in getting items back to the shelves for patrons. While we have since found some ways to cope with occasional failures of the machine, these are patches on the larger problem: the machine has been in service for longer than it was built to be. We have been fortunate to have fewer issues in the past two months or so, but we have no reason to believe that these strategies we've put in place will continue to extend the sorter's service in any reliable way. Because of this, we have spoken with multiple vendors about purchasing a replacement. We secured quotes earlier in the year and continued our evaluation of the options until more immediate problems with Sierra (our integrated library system) diverted our IT attention. Now that wheels are in motion to resolve our issues with Sierra, we can turn our attention back to evaluations of a replacement sorter, in hopes that we can secure one before our current one fails completely.

Youth Events

In May, the youth services team wrapped up spring LENA classes and outreach at the WSD's G2M program. We had 30 families graduate from the spring LENA Start cohorts.

Taylor and Elizabeth recorded SLP promotional videos that were shared county-wide. These videos discussed summer events and programs at the library, and finished with a read-aloud or book talks to highlight all the fun books kids can read at their local library. Each video was geared toward an age group: Kindergarten through 2nd grade, grades 3-5, and middle schoolers.

Taylor and Rose attended the Policy and Procedure Committee Meeting.

The Youth Services team distributed the SLP activity book to schools, branches, and library patrons. We printed our SLP booklists for reader's advisory and created book displays about ocean life and summer activities.

We also prepped, mounted and laminated the book pages for our Trail Tales collaboration with the Parks Department. It will be nice to see all of our May work come to fruition in June!

Branches

Grab and Go craft kits continue to be popular at all locations. In May, we collectively handed out 270 rock'n picture stand craft kits for kids and 150 seed bomb craft kits for all ages. Summer library brochures and materials have been shared with many local schools and daycares.

Outdoor story times and book clubs have started at many locations, with more to come over the summer months. Book club members are very happy to be meeting in person! Creative displays were featured at all locations, including a fun Mosinee one called "Unlike Wisconsin weather, you can always rely on a book." Multiple locations created displays featuring authors for Asian American and Pacific Islander Heritage Month.

Mosinee hosted a Plant Swap program after the Marathon City Branch started this popular idea. It was a huge hit! Around 200 plants were dropped off or swapped, with around 160 patrons participating.

Interviews for our open Edgar Branch Coordinator position were held on May 23rd. Hannah D., an assistant at our Rothschild branch, has accepted this position and will be transitioning to Edgar at the end of June. Congratulations Hannah! Julie G. will be moving from the 20 hour to the 24 hour assistant position in Rothschild. The 20 hour assistant position will be posted for applicants and will close on June 20th.

TDS and OTIS elevator made repairs to the Mosinee elevator and got the facility up to code. A new permit to operate should arrive shortly.

New computer chairs were delivered to various locations. Staff and patrons are very happy about the change and have passed on many compliments.

David, our IT Technician, visited Marathon, Athens, Rothschild, and Edgar to work on some Sierra printing issues, set up Web Sierra, complete cord management, and reinstall remote access software.

**Thank you to Alexander, Taylor, Laura and WVLS for your updates and contributions.*

Library Services Statistics & Activities

News

- The reference team had a meeting on May 3
- Kate had a meeting regarding inventory with Chris on May 9
- Julie met with WVLS staff on May 18 to discuss MCPL's ongoing digitization project
- The Policy and Procedure Committee met on May 24, and completed the Patron Behavior Expectations Handout
- Chad met with the Central Wisconsin Book Festival committee on May 24
- Tara viewed the Infobase webinar on banned books, censorship, and intellectual freedom.
- Weeding:
 - Rothschild: Juvenile Easy Readers and Biographies
 - Spencer: Adult Audiobooks, Adult DVDs, Juvenile Graphic Novels, YA Fiction
 - Wausau: Adult Non-Fiction (150-170, 700-790), Adult Paperbacks, and Juvenile Board Books
- Proctoring: 4 appointments
- Notary: 14 appointments

Events and Programs*

Youth Events

- Story Times:
 - May 2: Virtual Head Start Story Time—129
 - May 4: Story Time –25
 - May 5: Story Time – 14
 - May 5: LENA – 6
 - May 11: Story Time – 17
 - May 12: Story Time – 13
 - May 18: Story Time – 12
 - May 19: Story Time – 25
 - May 25: Story Time – 12
 - May 26: Story Time – 24
 - Virtual Story Time: Animal Eggs – 13

- Other Programs:
 - May 1-31: Grab and Go Rock’n Picture Stand — 470
 - Number of May Youth Services programs – 11
 - Total attendance for May Youth Services programs – 754

Adult/All Ages Events

- All Month: Adult Grab and Go Craft: Seed Bombs – 82 kits distributed @ MCPL Wausau
- May 4: Romaine Calm & Garden On: Small Garden, Big Harvest (2 sessions) – 24 virtual attendees for 2 sessions
- May 5: History Chats: Dells of the Eau Claire – 11 virtual attendees
- May 12: History Chats: Highland Park – 10 virtual attendees
- May 18: Romaine Calm & Garden On: Intro to Pest Management (2 session) – 13 virtual attendees for 2 sessions
- May 19: History Chats: Marathon Park Historic Buildings – 20 virtual attendees
- May 21: History Speaks: Marshfield – 150 years and More! – 12 attendees
- May 25: Lunch with Col. Mustard Book Club & Author Dorothy Marcic Visit – 0 virtual attendees
- May 26: History Chats: Guest Christine Martens – 7 virtual attendees
 - Number of April programs and activities – 11
 - Total attendance/participation for April programs – 179

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,473 likes/follows (+35)
- Twitter: 1,244 followers (+0)
- Pinterest: 972 followers (-1)
- Goodreads: 315 friends (+1); 1,398 reviews (+4)
- Instagram: 997 followers (+1)
- YouTube: 510 subscribers (-1)

Hot Happenings in the River District (email newsletter)

- May 4- Friends of MCPL Book Sale
- May 11- Grab & Go Craft: Seed Bombs

WSAW Channel 7

- May 10- Wausau's plan for Community Outreach Professional gains ground
<https://www.wsa.com/2022/05/11/wausaus-plan-community-outreach-professional-gains-ground/?fbclid=IwAR3CdSDgbWo4BBk1sFg4kZH4nBaKsz8UUGQ8ETdFeHckAGJsce8T0-Tja5c>

City Pages

- May 5- Unhoused debate-subcommittee seeking information on police chief's comments about homelessness problem;
Big Guide- All Locations: Grab & Go Craft for Adults-Seed Bombs, History Chats, Youth Poetry Contest, Grab & Go Craft for Kids-Rock'n Picture Stand; Wausau: Friends of MCPL Book Sale, Friends of MCPL Members-Only Book Sale
- May 12- Homeless solutions-a new social worker position to work with the homeless received first approval amidst more details around the downtown situation;
Big Guide- All Locations: Romaine Calm and Garden On virtual gardening class, History Chats-Highland Park, History Chat-Marathon Park's Many Historic Buildings, Grab & Go Crafts for Adults-Mermaid Barrette, History Speaks-Marshfield 150 and More!, History Chats-Historic Preservation with Christine Martens, Youth Poetry Contest, Grab & Go Craft for Kids-Rock'n Photo Holder, Grab & Go Craft for Kids-Terra Cotta Jellyfish; Wausau: Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Edgar: Little Art Show; Mosinee: Grab & Go Craft for Kids-CD Fish
- May 19- Big Guide- All Locations: Romaine Calm and Garden On virtual gardening class, History Chats, Grab & Go Craft for Adults-Mermaid Barrette; Wausau: Friends of MCPL Members-Only Book Sale; Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Mosinee: Community Plant Swap
- May 26- Big Guide- All Locations: Romaine Calm and Garden On virtual gardening class, History Chats-Historic Preservation with Guest Christine Martens, Grab & Go Craft for Adults-Mermaid Barrette, Youth Poetry Contest, Grab & Go Craft for Kids-Rock'n Photo Holder, Grab & Go Craft for Kids-DIY Jellyfish, Summer Reading Club; Wausau: Worldwide Knit in Public Day, Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Traveling Little Art Show; Edgar: Book Club-"The Tip

of the Iceberg," Traveling Little Art Show; Hatley: Book Club-"Dead Angler;" Marathon City: Book Club-"We Are Okay;" Mosinee: Community Plant Swap, Book Club-"Things You Save in a Fire," Grab & Go Craft for Kids-CD Fish; Rothschild: Book Club-"The Last Thing He Told Me;" Stratford: Book Club-"The Heirloom Garden"

Summer Fun Book: Kids Calendar- All Locations: Grab & Go Craft for Kids-DIY Jellyfish, Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Kids-Jeweled Treasure Chest, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Grab & Go Craft for Kids-3D Goldfish, Grab & Go Craft for Adults-Knotted Sailor Bracelet; Wausau: Outdoor Family Story Time, Trail Tales, Outdoor Evening Family Story Worldwide Knit in Public Day, Time, Tom Pease, Tween Book Club-Graphic Novels, Tween Book Club-Books Set in a Foreign Country, Recycled T-Shirt Bags, Randy Peterson, Tween Book Club-Cookbooks, Tween Book Club-Nature and the Environment, Library Card Pool Day, Tween Book Club-Animal Protagonists, Tween Book Club-Sci-Fi and Fantasy Books, Friends of MCL Members-Only Book Sale; Athens: Book-of-the-Month Club-"The Light Through the Leaves," Traveling Little Art Show, Book-of-the-Month Club-"Find Layla," Book-of-the-Month Club-"The Keeper of Happy Endings;" Edgar: Book Club-"The Tip of the Iceberg," Randy Peterson, Traveling Little Art Show, Book Club-"What Alice Forgot," Book Club-"Nobody Will Tell You This But Me;" Hatley: Outdoor Family Story Time, Tom Pease, Three Kinds of Painting Fun!, Bubble Science, Sidewalk Chalk Art, Book Club-"Dead Angler," Book Club-"Beautiful Day," Book Club-"The Four Winds;" Marathon City: Grab & Go Craft for Kids-Octopus Week, Tom Pease, Book Club-"We Are Okay," Outdoor Family Story Time, Grab & Go Craft for Kids-Blue Whale Week, Book Club-"Such a Fun Age," Sidewalk Chalk Art, Book Club-"The Lager Queen of Minnesota;" Mosinee: Grab & Go Craft for Kids-CD Fish, Sidewalk Chalk Art, Randy Peterson, Book Club-"Things You Save in a Fire," Outdoor Family Story Time, Grab & Go Craft for Kids-Ollivander's Wand Shop, Book Club-"The Vanishing Half," Outdoor Obstacle Course, Grab & Go Craft for Kids-Locker Decorations; Rothschild: Story Time in the Park, Book Club-"The Last Thing He Told Me," Book Club-"The Invisible Life of Addie LaRue," Book Club-"The Lost Apothecary;" Spencer: Tom Pease, Grab & Go Craft for Kids-Ocean Origami, Grab & Go Craft for Kids-Rockin' Crabs, Stories and Crafts from the Deep Blue Sea, Traveling Little Art Show; Stratford: Hawaiian Luau Story Time, Mooove Into Summer Story Time, Book Club-"The Heirloom Garden," Randy Peterson, Shark Tales Story Time, Book Club-"News of the World," Little Art Show, Bubble Bash Story Time, Stuffed Animal Story Time and Campout, Book Club-"We Begin at the End"

Mosinee Times

- May 5- MCPL Youth Activities- All Locations: Youth Poetry Contest
- May 12- Friends of MCPL to host members-only book sale May 21; MCPL offers youth activities: All Locations: Youth Poetry Contest
- May 19- MCPL offers youth activities: All Locations: Youth Poetry Contest
- May 26- MCPL Book Clubs: June 2022- Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Edgar: "The Tip of the Iceberg;" Hatley: "Dead Angler;" Marathon City: "We Are Okay;" Mosinee: Virtual Book Club-"Things You Save in a Fire;" Rothschild: "The Last Thing He Told Me;" Stratford: "The Heirloom Garden"

Record Review

- May 4- All Locations: Grab & Go Craft for Adults-Seed Bombs; Athens: Book-of-the-Month Club-

“Peaches;” Edgar: Book Club-“The Aviator’s Wife;” Stratford: Book Club-“The Henna Artist”

- May 11- All Locations: Virtual Gardening-Pest Management, Grab & Go Craft for Adults-Seed Bombs; Athens: Book-of-the-Month Club-“Peaches;” Edgar: Little Art Exhibit; Marathon City: Outdoor Family Story Time, Little Art Exhibit; Stratford: Book Club-“The Henna Artist”
- May 18- Longtime librarian will retire this week
All Locations: Grab & Go Craft for Adults-Seed Bombs; Athens: Book-of-the-Month Club-“Peaches;” Edgar: Randy Peterson, Little Art Exhibit; Marathon City: Outdoor Family Story Time; Stratford: Book Club-“The Henna Artist”
- May 25- All Locations: History Chats-Historic Preservation with Christine Martens, Grab & Go Craft for Adults-Seed Bombs; Athens: Book-of-the-Month Club-“Peaches;” Edgar: Randy Peterson, Traveling Mini Art Exhibit; Marathon City: Outdoor Family Story Time

Wausau Pilot & Review

- May 12- Marathon County Public Library activities- All Locations: Romaine Calm and Garden On-Pest Management; Wausau: Friends of MCPL Members-Only Book Sale; Edgar: Little Art Exhibit; Mosinee: Community Plant Swap
<https://wausapilotandreview.com/2022/05/12/marathon-county-public-library-activities-30>
- May 17- Edgar Branch Library coordinator to retire after 37 years (Edgar Branch Coordinator, Deb Gauerke)
<https://wausapilotandreview.com/2022/05/17/edgar-branch-library-coordinator-to-retire-after-37-years>
- May 24- Marathon County Public Library book clubs: June- Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: “The Tip of the Iceberg;” Hatley: “Dead Angler;” Marathon City: “We Are Okay;” Mosinee: Virtual Book Club-“Things You Save in a Fire;” Rothschild: “The Last Thing He Told Me;” Stratford: “The Heirloom Garden”
<https://wausapilotandreview.com/2022/05/24/marathon-county-public-library-book-clubs-june>
- May 29- Marathon County Public Library activities: June- All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Romaine Calm and Garden On class-Insect Management, Summer Reading Club, Grab & Go Craft for Kids-DIY Jellyfish; Wausau: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-CD Fish
<https://wausapilotandreview.com/2022/05/29/marathon-county-public-library-activities-june>

Wausau Times/Buyers Guide

- May 4- Out & About- All Locations: Grab & Go Craft for Adults-Seed Bombs; Wausau: Friends of MCPL Book Sale
- May 11- Marathon County Public Library Youth Events, May 2022- All Locations: Virtual Teen Night-Communication Breakdown, “Astrid & Apollo” with V.T. Bidania; Hatley: Outdoor Family Story Time; Rothschild: Every Day is Earth Day Story Time
Out & About: All Locations: Youth Poetry Contest, Grab & Go Craft for Kids-Rock’n Photo Holder

- May 18- Out & About: All Locations: Romaine Calm and Garden On Virtual Gardening Series, Youth Poetry Contest, Grab & Go Craft for Kids-Rock'n Picture Stand; Wausau: Friends of MCPL Members-Only Book Sale
MCPL Mosinee Branch to offer plant swap from May 23-27
- May 25- Out & About: All Locations: Romaine Calm and Garden On Virtual Gardening Series, History Chats, Grab & Go Craft for Adults-Mermaid Barrette, Youth Poetry Contest, Grab & Go Craft for Kids-Rock'n Picture Stand, Grab & Go Craft for Kids-Terra Cotta Jellyfish; Wausau: Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Mosinee: Community Plant Swap, Grab & Go Craft for Kids-CD Fish
MCPL Book Clubs: June 2022- Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Edgar: "The Tip of the Iceberg;" Hatley: "Dead Angler;" Marathon City: "We Are Okay;" Mosinee: Virtual Book Club-"Things You Save in a Fire;" Rothschild: "The Last Thing He Told Me"

Materials

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of June 1, 2022	% Spent
Juvenile Audiobooks	\$6,500.00	\$617.26	\$7,117.26	\$541.67	\$4,213.31	\$2,903.95	41%
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	\$7,247.30	\$5,573.21	43%
Juvenile Video Games	\$2,000.00	\$0.00	\$2,000.00	\$166.67	\$1,057.19	\$942.81	47%
Young Adult Audio Books	\$1,750.00	\$0.00	\$1,750.00	\$145.83	\$972.44	\$777.56	44%
Youth AV Subtotal	\$21,000.00	\$3,187.77	\$24,187.77	\$1,750.00	\$13,846.02	\$10,341.75	43%
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$10,876.70	\$10,166.96	48%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$24,324.19	\$12,015.15	33%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$21,877.60	\$11,690.60	35%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$936.85	\$790.19	46%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$8,045.00	\$750.00	\$5,470.02	\$2,574.98	32%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$3,581.56	\$5,418.44	60%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$2,185.85	\$1,691.06	44%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$2,443.65	\$582.05	19%
Youth Print Subtotal	\$113,250.00	\$4,330.85	\$116,625.85	\$9,437.50	\$71,696.42	\$44,929.43	39%
Youth Services TOTAL	\$134,250.00	\$7,518.62	\$140,813.62	\$11,734.47	\$85,542.44	\$55,271.18	39%

*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 June 2, 2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$6,594.83	\$5,405.17	45.04%
Adult Music CD	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$5,132.70	\$2,367.30	31.56%
Adult DVD	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$13,894.41	\$10,105.59	42.11%
Adult Video Games	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$956.12	\$693.88	42.05%
Adult AV Subtotal	\$45,150.00	\$1,024.09	\$46,174.09	\$4,104.55	\$26,578.06	\$18,571.94	41.13%
Adult Paperbacks	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$2,845.48	\$739.52	20.63%
Adult Paperbacks S.O.	\$2,415.00	\$0.00	\$2,415.00	N/A	\$1,450.00	\$965.00	39.96%
Adult Fiction	\$47,000.00	\$1,577.78	\$48,577.78	\$4,272.73	\$18,170.76	\$28,829.24	61.34%
Adult LT Fiction	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$4,306.85	\$2,893.15	40.18%
***Adult LT S.O.	\$13,568.00	\$0.00	\$13,568.00	\$1,233.45	\$11,870.76	\$1,697.24	12.51%
Adult Non-fiction	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$38,574.00	\$27,426.00	41.55%
Adult Non-fiction S.O.	\$2,150.00	\$61.18	\$2,211.18	N/A	\$1,809.16	\$340.84	15.85%
Adult Biographies	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$4,411.87	\$5,588.13	55.88%
Adult Spanish	\$750.00	\$29.55	\$779.55	\$68.18	\$528.00	\$222.00	29.60%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$441.53	\$308.47	41.13%
Adult Print Subtotal	\$153,418.00	\$6,881.90	\$160,299.90	\$13,947.09	\$84,408.41	\$69,009.59	44.98%
***Freight Cost	\$1,432.00						
Adult Services TOTAL	\$200,000.00	\$7,905.99	\$207,905.99	\$18,181.82	\$110,986.47	\$89,013.53	44.51%

*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: 146
- Circulation total for Wausau First Floor: 24,520
- Laura D processed 118 Interlibrary loan requests
- Ashley H and Paula L checked out 733 items for our Homebound patrons
- May Passports News:
 - 26 Adult Passport Books
 - 16 Minor Passport Books

The MCPL Passport team accepted a total of 42 passport applications accepted at \$35.00 each and 52 photos were taken at \$10.00 each for a total of \$1,990.00 recorded. We also assisted with 12 renewal applications.

- Leads meetings were held with the Director and/or Support Services Manager on 5/3, 5/10, 5/17, 5/24, and 5/31
- 5/5/22 – Kitty R met with Mary S to compile ILS requirements.
- 5/9 & 5/10/22 – Held interviews for vacant Library Assistant position at Circulation Desk (position to be filled starting 6/13)
- 5/13/22 – Kitty R and Mary S attended the V-CAT Cooperative Circulation Meeting
- 5/13/22 – Kitty R, Mary S, Ollie C attended Women of Vision Luncheon.
- 5/26/22 – Alexander J and Kitty R met to discuss new team schedule.
- Ashley H Completed Ryan Dowd Webinar “Mental Illness (Part 1): How to handle problematic behavior”, and completed Homebound training packet, and ETF Webinar.
- Three patrons were banned from the library (for different lengths of time) over the course of the month due to behavioral issues

Support Services Team

- 5/3: Pat attended the V-Cat Bib Committee meeting.
- 5/5: Chris assisted at the Main Desk in the morning.
- 5/10: Chris and Kate discussed the Inventory functionality requirement for the V-Cat.
- 5/12/22: Chris attended the ILS Evaluation Committee meeting.
- 5/13/22: Mary attended the V-Cat Cooperative Circulation Committee meeting.
- 5/17: Mary met with Alexander and Stephanie to discuss possible processing changes completed by Baker & Taylor
- 5/20/22: Pat assisted at the Main Desk during breaks and lunches.
- 5/20/22: Mary attended the Women of Vision luncheon.
- 5/3, 5/10, 5/17, 5/24: Mary attended Support Services Leads meeting with Alexander.
- 5/4, 5/11, 5/18, 5/25: Mary attended Leads meeting with Leah.
- Chris completed a data base cleanup project for V-Cat. Several item records were missing copy numbers.
- Chris and Michelle have started their Gale Courses/learning goals.
- Kayla sent out an email to Branch staff requesting an updated list for the relabeling project.
- Mary completed her Gale Course/learning goal.
- Mary updated the Book Sale Prep document.
- Team members reviewed the document “Sierra Offline Circulation”.
- Faded label replacement (we thank the Page Team for pulling and re-shelving the books)
 - Juvenile fiction: through MEADO

- Juvenile 900's: DONE
- Faded label replacement and disc cleaning for Branches: in progress.
- Clean Wausau adult DVDs: FUG

Page Team

- Ollie C. participated in Library Assistant interviews May 9th and May 10th.
- The page team said goodbye to Larry V. on May 13th. We are sad to see him go and wish him the best!
- The vacant page position will be filled starting June 13th.
- Ollie C. attended the Cooperative Circulation meeting on May 13th with Mary S. and Kitty R.
- Kali E. completed the missing/missing in inventory list for March 2022 and found two items.
- Ollie C. and Kali E. both completed the Position Questionnaire for the Classification and Compensation Study being done by the county for the roles of Page Team Lead and Page respectively.
- Ollie helped Mary S. look over the responses from the Circulation ILS Questionnaire sent out by WVLS to ensure that all issues and comments were noted.
- The team shifted in the 600's to give the cookbooks some breathing room.
- Ollie C. attended weekly Support Services meetings and weekly Leads and Librarians meetings.
- Did regular switch-overs from new to regular collections for adult collection and the YA collection.
- Ollie met with Kate S. to brush up on her Create List skills so she can now make lists for the new collections to determine switch-overs.
- Shifted in the Juvenile Spanish and Hmong collections to make room for the expanding Spanish collection.
- Ollie met with the Social Engagement Committee on May 27th to finalize everything before our first event on June 3rd.
- The page team shelved approximately 26,620 during the month of May.

Information Technology

- The correct print driver has been located so that the branches can now all print the Paging List and Notices list.
- Unifi Control Console has been updated and should give us better control and monitoring of our Unified devices.
- CASSIE has been updated for better patron security. All patron computers in Wausau and at the branches will now lock after 5 minutes of no mouse or keyboard activity from the patron logged into the computer. 10 minutes after locking, the computers will automatically log the patron out.
- The new firewalls for Wausau and the branches have been registered with our new Cisco Smart Account and are ready for licensing and configuration before deployment.
- A meeting with Heartland Business Systems proved informative. The upgrade of our servers to Windows Server 2022 should be doable with very limited downtime.
- The last of the Wausau staff computers are configured and ready to be deployed this month.
- Sierra Web is ready for use as a temporary solution to the branches' Sierra issues (when they occur next, which they have not for several weeks).
- Several projects remain ongoing:
 - Deployment of the new Cisco ASA's continues to remain a priority. We 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.
- Multiple efforts are still underway to address the underlying issues with Sierra and make the regular Sierra Desktop version work properly as a long term solution.
- 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

- Seed Bombs Grab and Go: Adults and teens were offered a grab and go kit with wildflower seeds to toss and plant. There were 16 kits taken and enjoyed by Athens patrons this month.
- Rock'n Picture Stand Grab and Go: Children were welcome to pick up kits with which to create a rock picture stand. There were 17 kits taken and enjoyed by Athens kids this month.
- Book of the Month: Patrons were invited to pick up Athens featured book along with discussion questions. The book of the month for May was *Peaces* by Helen Oyeyemi. There were 4 adult participants.

Circulation Statistics

- Athens had a total of 5 curbside appointments in the month of May.
- In May, Athens circulated a total of 1,111 items. This is a 50.54% increase from May of 2021. In 2022 year-to-date, Athens has circulated 6,877 items. This is an 88.41% increase from 2021.

Library News

- Nikki set up a Mother's Day display.
- We sent in books to Support Services for relabeling.

- Nikki changed the adult fiction shelf display books to ones with a summer/beach theme on the cover.
- We moved the catalog computer back to its original pre-COVID place and have spaced out the patron tables.
- We set up a display of our Wisconsin materials to complement Wisconsin Historic Preservation and Archaeology month along with a display of children's books that mirror the topic of archaeology to go along with the adult display. People have been checking out quite a few of these books!

Facilities Updates

- On May 3, IT came to Athens to prepare the computers for Sierra Web. IT also fixed some printer issues and looked at the RFID scanner which currently does not work. IT will continue looking into the issue.
- The fire department came on May 11th to check the fire extinguishers in the building.

Edgar Monthly Report

Events and Programs

- Grab n Go crafts, 20 adult, and 16 children kits.
- Home School Huddle had 7 families participating with 80 student packets for the month.
- Book club discussed the book "The Aviators Wife" with 5 people present.
- There were 0 curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of May were 1488 items checked out. This is a 71.82% increase for the same month last year. A total of 7813 items have been checked out so far this year. This is a 35.71% increase from 2021.

Library News

- Deb and Dana have been working on Home School huddle packets for 2022 and finished them for this school year.
- Deb pulled books with faded spine labels and sent them into Wausau to be replaced.
- Dana changed the spine labels for items that needed to be put into the Favorites and Easy Reader collections.
- Displays were changed to the theme "A PICTURE IS WORTH...", featuring books with no words and "New arrivals" theme.
- Dana and Deb worked on the SLP displays.
- Deb put in her notice of retirement. Her last day was 5/20/2022.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Book Club – "The Cousins" by Karen McManus had 3 in attendance and 1 virtual participant. This

was our first in-person meeting of the year.

- Grab N Go programs
 - a. Seed Bombs – All 20 kits were taken (4 adults, 12 children, and 4 teens)
 - b. Rock'n Picture Stand – All 30 kits were taken (5 adults, 22 children and 3 teens)
 - c. We also set out some of the extra kits we had from throughout the year and 5 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.
- Outdoor Story Time is held the 1st and 3rd Tuesday of each month
 - a. May 2nd had no attendees
 - b. May 17th had 2 adults and 3 children attend and we read and sang about Flowers!

Upcoming Programs

- Book Club on June 14th "Dead Angler" by Victoria Houston – This will be in-person if weather permits
- Grab N Go Crafts – Terra cotta/Paper Cup Jellyfish and Mermaid Barrettes
- Outdoor In-Person Story Times June 7th and 21st if weather permits
- SLP Tom Pease on June 16th

Circulation Statistics

- Hatley circulated 1,475 items for the month of May. This is a 27.05% increase. Year to date is 7,137 items. This is a 27.56% increase from last year.

Library News

- Heather and Robin have continued with inventory
- Heather completed rounding with Laura W
- Heather attended the Branch Coordinator Meeting
- Robin helped cover a shift in Mosinee
- We continue to send in items to be labeled and cleaned
- Robin watched webinar Crash Course in True Crime
- Heather watched the webinar Crash Course in Historical Fiction

Facilities Updates

- None to Report

Marathon City Monthly Report

Events and Programs

- Book Club: The book club met inside one last time before we begin holding the meetings outside again until the fall. Eight patrons met to discuss the book without library facilitation. Our first outdoor book club will meet on June 13 to discuss the book *We are Okay* by Nina LaCour. Megan will again be facilitating the discussion.
- During the month of May all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 60 of the children's Rock'n Picture Stand kits. The teen/adult kits were Seed Bomb kits. We distributed 20 of those. As always, these kits have been very popular with patrons of all ages.

- Outdoor Story Time: On May 19, we held our first outdoor story time of the year. Two families came to listen to stories and sing songs. We will be holding the Outdoor Family Story Time on the first and third Tuesdays of the month at 10:30 am (weather permitting).
- During the month of June (and beyond), MCPL will continue to showcase monthly virtual History Chats, gardening tips, book clubs and weekly story times. During the week of June 13- 18 we will provide a special DIY Octopus Grab & Go kit to take home. Tom Pease, one of our favorite SLP performers, will be returning to Marathon on June 14 at 2:00 pm. We are excited to welcome him back. More information for all programs is available on the MCPL website. All branches will again be offering monthly Grab & Go activities for children, teens and adults throughout the summer. Supplies for the DIY Jellyfish and Mermaid Barrette may be picked up at any of the nine libraries during the month of June.

Circulation Statistics

- Marathon circulated 2,636 items during the month of May, which is a 60.93% increase from this time last year. So far in 2022, Marathon has circulated 13,354 items. This is a 49.57% increase over last year.

Library News

- The Summer Library Program, “Oceans of Possibilities” is under way. We are excited to be able to offer some fun ocean-themed activities and an incentive program.
- We received 7 new chairs for our computer stations. They are very comfortable and stylish.
- Lisa participated in the virtual bi-monthly coordinators’ meeting on May 20.

Facilities Updates

- The men’s and women’s bathroom sink faucet sensors stopped working. Village maintenance and Marathon Plumbing came and fixed the one in the men’s room. A new faucet was ordered and installed for the women’s bathroom.
- Hurtis Heating & Cooling came in to do the yearly check on the air conditioner unit.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: 6 patrons participated on the 16th and said they’d love to read more books by Kristin Hannah in future book clubs.
- This month’s Grab and Go craft kits were as popular as ever, with all 20 Seed Bomb kits being taken by adults and 32 Rock’n Picture Stand kits being enjoyed by children and families.
- The week of the 23rd, we hosted a Plant Swap program after the Marathon City Branch started this popular idea. It proved to be a hit to our Mosinee community as well! Around 200 plants were dropped off or swapped, with around 160 patrons participating. Sarah had fun growing around 20 plants to start off this program and it was fantastic to see patrons enthusiastically exchanging plant tips!
- Staff also promoted the Spring Poetry Contest for youth, book clubs across all locations, the continued Family Story Times, the May Virtual Teen Night, History Speaks and Romaine Calm and Garden on virtual presentations, as well as this month’s Friends of the Library Members Only

Book Sale. We also promoted the online event with V.T. Bidania, the children's author of the popular chapter book series "Astrid and Apollo".

- Passive Programs: This month we asked patrons to play a Star Wars Would You Rather Game. A total of 63 patrons had a ton of fun answering questions like if they'd rather be a wookie or an ewok, or if they'd rather have force powers or a lightsaber. Our most popular votes were to be a Jedi with either force powers or a lightsaber!

Circulation Statistics

- Mosinee circulated 1,981 items in May 2022. This is a 48.50% increase. Mosinee has circulated 11,790 items in 2022. This is a 33.72% increase.

Library News

- Displays: We featured a large "Unlike Wisconsin weather, you can always rely on a book" display behind our circulation desk, as well as an extensive display for all age groups featuring fantasy books for our "A book a day keeps reality away" display, complete with lots of dragons large and small. Our fireplace featured a colorful "read the rainbow" display and in our adult fiction section we invited patrons to check out books by amazing Asian American and Pacific Islanders in honor of Asian American and Pacific Islander Heritage Month. In the children's section we featured yellow picture books, chapter books centered on family stories, and replaced our "read the book then see the movie" display.
- Sierra issues only happened on the 5th and the 24th at the Mosinee Branch, although the situation is still being prioritized and investigated.
- Curbside services continued. At the end of the month we had a total of 11 curbsides for our patrons who still love this safe and convenient service.
- 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: adult DVDs, children's DVDs, adult biographies, adult Wisconsin collection, children's audiobooks, children's CDs, adult CDs, and board books.
- Our meeting room is now open again for applicants, and was used once this month.
- Sarah attended the Branch Coordinator meeting on the 20th.
- Special thanks to Julie Kinney and Robin Walczak who covered for Katie and Sarah 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.
- Our wonderful custodian Dave worked to repair and reinforce the basement steps.
- LPG Services was here again on May 2nd to work on our air conditioning unit.
- Staff and patrons have been informed that extensive construction will be done in the area this summer. Multiple patrons have told staff they will be temporarily going to other library locations while construction continues, so we are expecting circulation to go down. We have already noticed a steady decline as the month wore on, and multiple patrons said how much of a hassle it is currently to get to the library.

- TDS got our emergency phone in the elevator operating and OTIS elevator came immediately after to do an inspection to get our facility up to code by our compliance date, after we previously failed the state inspection last month. Our new permit to operate should now arrive shortly.

Rothschild Monthly Report

Events and Programs

- We handed out 54 grab-and-go Rock'n Picture Stand craft kits for kids and 20 grab-and-go Seed Bomb craft kits for adults. We also had many coloring pages available for all ages and an interactive display with Star Wars droids to color and tape up for May 4th.
- One teen dropped off poetry for the youth spring poetry contest.
- May book displays featured YA books with emoji's on the covers, "Enjoy the quiet comfort of a book," books with fictional maps, gardening books, books for Asian Pacific American Heritage month, and spring picture books.
- We held our first outside story time of the season on May 17th, with 3 adults and 5 children attending.
- Book Club met for the first time since 2020 to discuss *Northern Spy* by Flynn Berry. 3 participants attended and had a wonderful time meeting again in person. Next month, we will discuss *The Last Thing He Told Me* by Laura Dave.

Circulation Statistics

- In May, Rothschild circulated 7,287 items. This is 49.57% increase from last year. In 2022, Rothschild circulated 38,732 items. This is 38.82% increase from last year.
- We had 1 curbside pickup.

Library News

- Laura virtually attended the weekly team leads' meetings and the branch coordinator meeting.
- We completed inventory of the adult DVD's and the J fiction collections and weeded our J easy readers and J biographies. We also rearranged our J easy readers to group like books in the same color.
- Deborah attended harassment prevention training on the 4th.
- Laura attended interviews for the open Edgar Branch Coordinator position.
- David stopped by the library to work on a Sierra printing issue and some cord management.
- We delivered SLP brochures to our local elementary schools.

Facilities Updates

- The village was notified of a minor ant infestation and was working to prevent them from squeezing in by a crack near the window.
- Per Mar Security Services was in the building doing work with the alarms.

Spencer Monthly Report

Events and Programs

- In the month of May, a Grab N Go craft for Adults and Teens was offered. This month's craft was "Seed Bombs" with all twenty crafts taken by adults and teens.
- Also in the month of May a craft for children, "Rock'n Picture Stand" was available. All twenty crafts were enjoyed by children.

Circulation Statistics

- Spencer has circulated 951 items in the month of May. This is an increase of 48.36%. Spencer has circulated 5,637 items in 2022. This is an increase of 61.94%.

Library News

- On May 2nd, The Never Forgotten Honor Flight flew from CWA to Washington D.C. with our local veterans. On the flight back, they held a "Mail Call" where letters and cards are given to each veteran. Spencer was represented in this tradition with the 150 cards and letters that were made by our locals at the Spencer Library. This is the 4th time Spencer Library was part of this wonderful tradition.
- Audrey attended the Branch Coordinator meeting on May 20th.
- Audrey was a proctor for a patron taking an exam to become a Home Appraiser. She came to the library on May 5th, 12th, and 23rd.
- Adult books were changed from 14 to 28 days.
- On May 26th, Bug Tussel University held an introduction meeting to learn about what/when courses will be offered. One adult attended.
- Audrey wrote an article for the Village Voice of Spencer highlighting upcoming events including Grab N Go crafts and the Summer Reading Program.
- Audrey and Laura W. did their rounding together on May 25th. Lue Miller and Audrey did their rounding the same afternoon.

Facilities Updates

- Five new computer chairs were delivered to the Spencer Library to replace the existing ones. We were very happy to get these chairs and have received many compliments on them.

Stratford Monthly Report

Events and Programs

- We held an Outdoor Book Club on May 18. Five people met to discuss [The Henna Artist](#) by Alka Joshi, and many others checked out the book for personal reading. The group was so happy to meet again in person!
- Fifty patrons stopped by the Stratford Branch in May to pick up Grab & Go: Rock'n Picture Stands for kids offered through MCPL.
- Twenty patrons enjoyed the Grab & Go: Seed Bombs craft kit for teens and adults offered through MCPL in May.
- We decorated the library for our Summer Library Program, [Oceans of Possibilities](#). Patrons will

discover a giant octopus, shark, and dolphin upon entering, and the windows are decorated with seaweed and fish. The kids enjoyed helping us decorate our ocean by creating fish and other sea creatures to hang throughout the library. We are looking forward to a fun summer here!

- At the end of May, we distributed Summer Library Program Books to the schools, day care, and village hall. In addition, 27 patrons have picked up the books while visiting the library.
- We met with nine pre-teen and teen volunteers to discuss our Summer Library Program and explain the volunteer roles and opportunities available. All of them signed up to help out with the fun!
- Bug Tussel Wireless hosted an informational session here on May 26 to determine resident interest in free technology courses. One person attended.

Circulation Statistics

- We circulated 1,808 items in May. This is a 96.95% increase from last year. So far in 2022, we circulated 9,247 items. This is a 62.80% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided four requests for curbside pickup appointments in May.

Library News

- We created an *Asian American Pacific Islander Heritage* book display for adults and children in May.
- We presented an *Even the Books are Blooming* display for adults that featured a variety of books about gardening, plants, and flowers.
- We began inventory on Adult Non-Fiction shelves in May.
- We sent in books to support services for relabeling.
- David added Sierra Web to our computers on May 4 to use as a back-up.
- MJ attended the Branch Coordinator Meeting on May 20.

Facilities Updates

- The Village added more mulch to our landscaping on May 4.
- The Village planted flowers around our flagpole on May 23.
- We received two great new office chairs at our branch on May 13. Thank you!

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

Period 5 ending May 31, 2022 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8444 LIBR-CUSTOMER SRV AREA	716,096.00	6,338.27		7,044.77	7,044.77	709,051.23	1.0
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		6,338.27		7,044.77	7,044.77	7,044.77-	
Sub 604 LIBRARY CIP PROJECTS		6,338.27		7,044.77	7,044.77	7,044.77-	
Report Final Totals		6,338.27		7,044.77	7,044.77	7,044.77-	