



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

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

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/129510717> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 129-510-717.**

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. (10 minutes) WVLS Expectations Quarterly Review – For Discussion and Informational Purposes Only
9. (10 minutes) Trustee Essentials 8 & 9, 11 & 12 – For Discussion and Informational Purposes Only
- 10.(20 minutes) DPI Presentation: Library Systems – For Discussion and Informational Purposes Only
11. Announcements
12. Request for Future Agenda Items
13. Next Meeting Dates
 - Monday 08/15/2022
 - Monday 09/19/2022
 - Monday 10/17/2022
 - Monday 11/21/2022
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: July 11, 2022
EMAILED TIME: 2:00 p.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday June 20, 2022. Athens Branch Community Room.

Present: Sharon Hunter, Jeff Campo, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle VanKrey, Leah Giordano

Absent: Gary Gisselman (excused)

Others: Alexander Johnson, Heather Wilde, Stephanie Martell, David Hahn, Laura Wood, Peter Weinschenk, Gary Beastro, remote visitors: Anne Hamland, 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.

Introductions were made to the new board member, Andrea Sheridan.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MAY 16, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR MAY, 2022. MOTION CARRIED.

Public Comments – None

President – President Sharon Hunter met with Director Leah Giordano and confirmed that goals are on track.

Other Board Members – None

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

- Incidents have dramatically decreased at the library. The new CSOs are visiting the library and are a positive presence.
- Marathon County is in the process of setting up the new Workday software that will be used for human resource and finance operations.
- On Tuesday, June 21 Leah Giordano and Stephanie Martell will attend the Human Resources, Finance and Property Committee to answer questions about the library's ARPA proposal. The proposal requests funds to install an HVAC system, walls, ceiling and floors on the third floor to make it a usable space for the library. The Foundation is aware of the project and that their help may be requested to purchase equipment for the space.

Board Committees – None

Friends of the Library – The Friends met on May 23rd and approved additional funds for programming at the branches and for aquarium expenses.

MCPL Foundation – The Foundation is looking for additional board members. They meet every other month and support endowments given to the library.

Wisconsin Valley Library Service – Kari Sweeney

- The handout with the 2021 System Information and Public Library Statistics has interesting statistic for trustees to look over.
- Trustee Training will take place August 22-26th and will feature virtual classes at 12pm each day about how to succeed as a trustee. These classes will be taped for future viewing.

COVID-19 Update – COVID-19 numbers in Marathon County are going down, but this may be due to individuals relying on home tests that are not in the reported statistics. There are no new recommendations at this time.

MoU Task Force Creation – The current Memorandum of Understandings (MoUs) were written 11 years ago and need to be updated and simplified. The Library MoUs will be with the following county departments: Finance, Facilities, Corporate Council, Human Resource and CCITC. The projected timeline is to finish this by the end of 2022. Reid Rayome and Andrea Sheridan agreed to work with Leah Giordano on this project.

Library Service Highlight: Branches, Laura Wood, Branch Team Lead

- There are 8 branches: Athens, Edgar, Hatley, Marathon City, Mosinee, Rothschild, Spencer and Stratford with 284 hours of service collectively each week.
- There are 19 staff at the branches: 1 team leader, 7 branch coordinators and 11 branch assistants.
- Branches are unique but the same. They provide services that are specialized to the community, while providing the same standard library services at all branches.
- Branches provide a place for the community to connect and access information.
- Some of the services provided include checking materials in and out, tax forms, book clubs, story times, arts and crafts and other programming.
- Providing technical help is especially important at branches because patrons may not have access to reliable internet connection, may not own a printer or may need help operating a computer. Internet connection is available inside and outside the buildings.

Tour of Prospective New Municipal Building

- The Athens community is hoping to move several municipal services to a former bank building. If this occurs the library would also move to the new building.
- Initial plans for the building were shared while touring the former bank. The current expectation is that the municipality will pay for all renovation costs, while the library will be responsible for its own moving expenses.

Announcements Next month Jeff Campo will lead the discussion on Trustee Essentials #8 and #9 and Michelle Van Krey will lead the discussion on Trustee Essentials #11 and #12.

Request for Future Agenda Items – Discussion on the Athens Branch proposed move.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:59 P.M. MOTION CARRIED.

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

Library Director or Designee

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

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

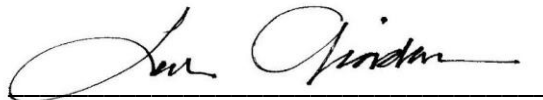
Library Service Highlight: Summer Library Program 2022 – Presented by Taylor Weinfurter, MCPL Youth Service Librarian

- 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

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066591110	SALARIES-PERMANENT-REGULAR FT SABELKO, KATELYN	2,000.00
	SALARIES-PERMANENT-REGULAR FT	2,000.00
101 000000000066592141	INTERNET SERVICE TIME WARNER CABLE	467.11
	INTERNET SERVICE	467.11
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS UNIQUE MANAGEMENT SERVICES	46.60
	CONTRACT SERV-DEBT COLLECTIONS	46.60
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES RHINELANDER DISTRICT LIBRARY	33.00
	SUNDRY CONTRACTUAL SERVICES	33.00
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR BAKER & TAYLOR COMPANY	1,721.20
	SUNDRY CONTR SERV-JACKETS LIBR	1,721.20
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR BAKER & TAYLOR COMPANY	398.72
	SUNDRY CONTR SERV-PROC AV LIBR	398.72
101 000000000066593127	RFID TAGS-LIBR ENVISIONWARE INC	3,459.00
	RFID TAGS-LIBR	3,459.00
101 000000000066593161	BOOKS LIBRARY BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES	10,375.05 1,512.13
	BOOKS LIBRARY	11,887.18
101 000000000066593168	AUDIO-VISUAL MATERIALS BAKER & TAYLOR COMPANY AMAZON CAPITAL SERVICES MIDWEST TAPE LLC	2,893.09 246.57 686.74
	AUDIO-VISUAL MATERIALS	3,826.40
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC TUMBLEWEED PRESS INC	2,160.00
	SUBSCRIPTIONS-ELECTRONIC RESRC	2,160.00

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593260	ADVERTISING MULTI MEDIA CHANNELS LLC	525.00
	ADVERTISING	525.00
101 000000000066593390	MEETING EXPENSES THE MINT CAFE INC	149.85
	MEETING EXPENSES	149.85
101 000000000066593497	LIBRARY OPERATING SUPPLIES DEMCO INC STAPLES ADVANTAGE CDW GOVERNMENT INC AMAZON CAPITAL SERVICES FILMTOOLS	981.68 204.62 727.16 1,079.43 348.60
	LIBRARY OPERATING SUPPLIES	3,341.49
101 000000000066593320	BUILDING/OFFICES RENT EDGAR, VILLAGE MOSINEE WATER/SEWER WI PUBLIC SERVICE CO VILLAGE OF MARATHON CITY	1,740.11 45.27 260.20 739.58
	BUILDING/OFFICES RENT	2,785.16
	LIBRARY 665 TOTAL:	32,800.71

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	151.87
WORLD BOOK EDUCATIONAL PRODS	750.00
PEASE, THOMAS A	1,500.00
SCHOLASTIC LIBRARY PUBLISHING	9.06
TANK MATES LLC	691.00
AMAZON CAPITAL SERVICES	340.69
THAO, VONG	400.00
BOOKS LIBRARY	<u>3,842.62</u>
LIBRARY GIFTS 667 TOTAL:	<u>3,842.62</u>
Report Total:	<u><u>36,643.33</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 6 ending June 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	31,272.00		184,498.00	184,498.00	286,522.00	39.2
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	63,618.16		395,897.81	395,897.81	424,615.19	48.3
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	44,018.96		278,971.29	278,971.29	413,492.71	40.3
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	9,743.87		61,732.31	61,732.31	92,000.69	40.2
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	8,349.48		51,473.63	51,473.63	67,243.37	43.4
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	36,450.17		220,773.20	220,773.20	288,855.80	43.3
Act 1541 DENTAL INSURANCE	10,558.00	834.85		5,057.47	5,057.47	5,500.53	47.9
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1544 HLTH INS-CONVERSION, RET				6,675.97	6,675.97	6,675.97-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	1,701.00		11,556.00	11,556.00	19,566.00	37.1
Act 1550 LIFE INSURANCE	1,023.00	33.52		182.78	182.78	840.22	17.9
Act 1560 WORKERS COMPENSATION PAY	1,231.00	102.53		212.55	212.55	1,018.45	17.3
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	136.84		864.80	864.80	1,142.20	43.1

APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	196,261.38		1,217,895.81	1,217,895.81	1,626,576.19	42.8
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,300.00					1,300.00	
Act 2141 INTERNET SERVICE	25,500.00	467.11		4,540.80	4,540.80	20,959.20	17.8
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	46.60		404.60	404.60	595.40	40.5
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00			3,995.36	3,995.36	4,504.64	47.0
Act 2433 MAINTENANCE CONTRACTS	11,000.00			6,639.00	6,639.00	4,361.00	60.4
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00			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	33.00		3,687.88	3,687.88	5,312.12	41.0
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	1,721.20		11,983.90	11,983.90	10,016.10	54.5
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	398.72		2,505.23	2,505.23	5,494.77	31.3
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	

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 6 ending June 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 3127 RFID TAGS-LIBR	10,500.00	3,459.00		3,459.00	3,459.00	7,041.00	32.9
Act 3130 PRINTING/DUPLICATION	8,000.00	1,000.81		7,041.30	7,041.30	958.70	88.0
Act 3161 BOOKS LIBRARY	279,272.00	11,887.18		95,780.56	95,780.56	183,491.44	34.3
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	3,826.40		25,060.65	25,060.65	45,301.35	35.6
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			1,126.99	1,126.99	16,873.01	6.3
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00	2,160.00		19,415.68	19,415.68	5,621.32	77.6
Act 3250 REGISTRATION FEES/TUITIO	4,000.00			3,645.00	3,645.00	355.00	91.1
Act 3260 ADVERTISING	9,832.00	525.00		6,407.00	6,407.00	3,425.00	65.2
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	177.73		496.57	496.57	2,503.43	16.6
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	8,335.00	149.85		6,748.73	6,748.73	1,586.27	81.0
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	3,341.49		13,988.98	13,988.98	14,011.02	50.0
Cat 950 FIXED CHARGES							
Act 5190 OTHER INSURANCE	32,500.00					32,500.00	
Act 5320 BUILDING/OFFICES RENT	55,000.00	2,785.16		22,338.43	22,338.43	32,661.57	40.6
APR 711B LIBRARY LVL 1-OPERATING	795,688.00	31,979.25		320,708.25	320,708.25	474,979.75	40.3
Or2 665 LIBRARY	3,640,160.00	228,240.63		1,538,604.06	1,538,604.06	2,101,555.94	42.3

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 6 ending June 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	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	228,240.63		1,557,330.50	1,557,330.50	2,124,982.50	42.3

Sub 101 GENERAL FUND	3,682,313.00	228,240.63		1,557,330.50	1,557,330.50	2,124,982.50	42.3

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 6 ending June 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	3,842.62		13,591.91	13,591.91	115,685.09	10.5

Or2 667 LIBRARY GIFTS	129,277.00	3,842.62		13,591.91	13,591.91	115,685.09	10.5

Agy 0870 LIBRARY	129,277.00	3,842.62		13,591.91	13,591.91	115,685.09	10.5

Sub 252 LIBRARY GIFTS	129,277.00	3,842.62		13,591.91	13,591.91	115,685.09	10.5

Report Final Totals	3,811,590.00	232,083.25		1,570,922.41	1,570,922.41	2,240,667.59	41.2
=====							

GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 6 ending June 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	3,124.74		14,687.39	14,687.39	19,312.61	43.2
Act 2240 NATURAL/PROPANE GAS	14,000.00	943.10		10,578.92	10,578.92	3,421.08	75.6
Act 2470 BUILDING REPAIRS	1,000.00	965.60		3,557.24	3,557.24	2,557.24	****
Act 2930 FIRE PROTECTION	300.00	356.03		356.03	356.03	56.03	****
Act 2970 REFUSE COLLECTION	6,300.00	237.60		4,104.21	4,104.21	2,195.79	65.2
Act 2990 SUNDRY CONTRACTUAL SERVI	3,600.00	25.12		1,800.36	1,800.36	1,799.64	50.0
Cat 930 SUPPLIES & EXPENSE							
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	47.12		67.11	67.11	432.89	13.4
APR 561F MAINT LIBR LVL 1-OPERATIN	101,700.00	5,699.31		36,296.34	36,296.34	65,403.66	35.7
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	5,699.31		36,296.34	36,296.34	65,403.66	35.7
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	5,699.31		36,296.34	36,296.34	65,403.66	35.7
Sub 101 GENERAL FUND	101,700.00	5,699.31		36,296.34	36,296.34	65,403.66	35.7
Report Final Totals	101,700.00	5,699.31		36,296.34	36,296.34	65,403.66	35.7

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of June 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	918	1,062	15.69%	4,568	7,939	73.80%
EDGAR	1,403	1,807	28.80%	7,160	9,620	34.36%
HATLEY	1,444	2,260	56.51%	7,039	9,397	33.50%
MARATHON	2,846	3,077	8.12%	11,774	16,431	39.55%
MOSINEE	2,406	2,469	2.62%	11,223	14,259	27.05%
ROTHSCHILD	7,242	8,100	11.85%	35,143	46,832	33.26%
SPENCER	699	1,149	64.38%	4,180	6,786	62.34%
STRATFORD	1,960	2,123	8.32%	7,640	11,370	48.82%
WAUSAU	28,043	33,075	17.94%	79,537	166,981	109.94%
WAUSAU DRIVE UP	2,263	1,933	-14.58%	2,904	11,831	307.40%
HOMEBOUND	1,105	1,102	-0.27%	5,644	5,610	-0.60%
ILL	181	195	7.73%	947	1,045	10.35%
OVERDRIVE	13,412	13,742	2.46%	80,283	82,961	3.34%
GRAND TOTAL	63,922	72,094	12.78%	258,042	391,062	51.55%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

June 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	324	0	324	7,939	4.08%	
EDGAR	0	0	0	0	0	64	0	64	9,620	0.67%	
HATLEY	0	0	0	0	0	0	0	0	9,397	0.00%	
MARATHON	0	0	56	0	0	13	0	69	16,431	0.42%	
MOSINEE	0	0	0	37	0	26	0	63	14,259	0.44%	
ROTHSCHILD	0	0	6	26	0	1	0	33	46,832	0.07%	
SPENCER	445	0	0	0	0	9	8	462	6,786	6.81%	
STRATFORD	0	0	0	0	0	1	0	1	11,370	0.01%	
WAUSAU	101	0	1,574	550	0	57	129	2,411	166,981	1.44%	
WAUSAU DRIVE UP	3	0	96	2	0	1	0	102	11,831	0.86%	
MISC*									89,616		
TOTAL MCPL	549	0	1,732	615	0	496	137	3,529	391,062	0.90%	
% of CIRC by COUNTY	0.14%	0.00%	0.44%	0.16%	0.00%	0.13%	0.04%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of June 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,573	65,857	1.99%
RESIDENT CHILD	8,353	8,146	-2.48%
HOMEBOUND	179	170	-5.03%
STAFF	64	65	1.56%
TEMPORARY	480	461	-3.96%
TOTAL FOR MARATHON COUNTY	73,649	74,699	1.43%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,893	2,960	2.32%
CHILD	214	219	2.34%
TEMPORARY	27	23	-14.81%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,134	3,202	2.17%
INTERLIBRARY LOAN			
ILL	402	402	0.00%
GRAND TOTAL	77,185	78,303	1.45%

Marathon County Public Library

Director Report

July 2022

Library ARPA Project Request at Human Resource, Finance and Property Committee Meeting

On June 21, the county's HRFC met to go over ARPA project requests that have been submitted, including the application submitted by the library for third floor renovations (HVAC, finished walls, and ceilings). I presented to the committee an overview of the request and answered several questions posed by committee members. In summary, I believe our request was well received by the committee. While there were several other requests with varying levels of complexity, priority and cost, ours is a one-time investment using the funding and aligns with the qualifications required by the government. Good questions were asked by committee members that I was able to answer while there, including those about the need for a separate entrance and whether the potential uses for the area once finished overlap with initiatives of the Chamber. The request, if approved, would likely be put on the Facilities CIP list.

Chief Justice Display



An exhibit titled "Justice for All: The Legacy of Chief Justice Shirley S. Abrahamson" will feature Abrahamson's groundbreaking career through text and personal photos, and will be open to the public in Wausau July 1 through August 31 at the Marathon County Public Library. The exhibit presents the groundbreaking career of Abrahamson, her impact on the Wisconsin court system, and her place in history. It highlights causes she championed: women's rights, civil rights, public understanding of the

court system, and the importance of an independent judiciary. It presents these themes through archival photos, video clips, stories, quotations, and a link to a comprehensive interactive website. The exhibit will also travel to Milwaukee City Hall, UW-Milwaukee's Golda Meir Library, the L.E. Phillips Library in Eau Claire, and the Neville Public Museum in Green Bay. Additional venues through 2023 and 2024 will be confirmed.

Records Retention

Marathon County is working on updating record retention procedures. As a result, MCPL is working on identifying records maintained by the library and determining appropriate retention rates. This will ensure that best practices are followed and all DPI requirements met.

Processing Fee Increases

At the beginning of 2022 MCPL's primary book supplier, Baker and Taylor, increased fees on processing services for books and AV materials. Book processing includes attaching RFID stickers and barcodes to books, putting jackets on books, adding ownership stamps and taping the edges of paperbacks. To date 54.5% of the processing budget has been spent, in comparison to 34.3% of the book budget. This means that the processing budget will be spent well before the books are all purchased for the year. To combat this problem, MCPL staff have begun doing more of the book processing in house. So far, AV processing has not caused a budget issue.

Youth Services

In June, the youth services team was busy with all things summer! School years ended in late May or early June and we saw an influx of kids and families visiting the library. We have answered numerous readers' advisory questions and have helped kids find their next great read. Taylor worked with New Beginnings to create a storybook walk for the World Refugee Event at the 400 Block on June 18th. The book featured was *The Proudest Blue* by Ibtihaj Muhammad. Elizabeth continued outreach to schools with the Community Connections program. She visited schools every other Monday and led a variety of STEAM activities. Taylor and Rose attended the Policy and Procedures Committee Meeting. Musicians Tom Pease and Randy Peterson visited various locations throughout Marathon County and delighted audiences with their songs and stories. Taylor met with a 4H representative about potential collaborations and also met with the Parks Department about existing collaborations. We also began to make program plans for fall and winter 2022.

Branches



Grab and Go craft kits continue to be popular at all locations. In June, we collectively handed out 460 jellyfish craft kits for kids and 190 shell barrette craft kits for adults. Summer library program is in full swing! We have had many outdoor book clubs and story times at all locations. Randy Peterson and Tom Pease put on performances in Edgar, Hatley, Marathon, Mosinee, Spencer, and Stratford. Stratford hosted “Mooooove into Summer” on June 22. They celebrated June Dairy Month with silly cow stories, a chicken dance, a cowbell craft, sack races, and an egg toss. But the special guest – Paige, a 50-pound calf, stole the show with her cuteness. The kids loved meeting her, some even hugging and kissing her! 58 people attended.

Hatley hosted a Fun with Paints day in their green space on June 22nd. They had 3 different painting stations set up and had 23 patrons show up to create their own unique paintings!

The June Library Board Meeting took place in Athens. Laura spoke a bit about the Branch Services Team and the board members were able to look around the library.

Supervisors completed midyear reviews for all branch assistants and coordinators.

Heather from Hatley was awarded a scholarship to attend the Play Make Learn conference in Madison in August. Laura from Rothschild was awarded a WVLS scholarship to attend the Association of Small and Rural Libraries conference in Chattanooga, TN in September.

Hannah worked her last shift as a Rothschild assistant on the 25th and will soon transition to her new role as Edgar Branch Coordinator. Congratulations Hannah! Interviews for the open Rothschild assistant position will be held on July 20th.

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

Library Services Statistics & Activities

News

- Chad and Elizabeth met with the Central Wisconsin Book Festival committee on June 14
- Held Policy & Procedure Meeting June 23rd
- Julie met with WVLS staff on June 8 and June 29 about the Central Wisconsin Digitization project, and worked throughout the month on digitizing MCPL Wausau's collection of yearbooks
- Julie submitted a grant to WiLS in June for MCPL's oral history digitization project
- Julie, Alexander and David met with a salesperson on June 1 regarding MCPL Wausau's new microfilm machine
- Jailin continues to work on digitizing our substantial collection of obituaries from the Wausau Daily Herald, and organized several book displays in June on Pride Month and ahead of Independence Day
- Ben met with other members of the county's Central Time newsletter and wrote a piece for the June edition on the 50th anniversary of MCPL's Homebound Program
- Notary: 15 notary appointments
- Tech Time: 2 Tech Time appointments
- Proctoring: 1 proctoring appointment

Events and Programs*

Youth Events

- Story Times
 - June 1: Story Time –42
 - June 2: Story Time – 16
 - June 6: Story Time – 11
 - June 8: Story Time – 29
 - June 9: Story Time – 33
 - June 16: Story Time – 8
 - June 22: Story Time – 82
 - June 23: Story Time – 24
 - June 29: Story Time –54
 - Virtual Story Time – 15
- Other Programs
 - June 1-30: Grab and Go DIY Jellyfish — 551
 - June 8: G2M Summer STEAM at Riverview Elementary – 79
 - June 13: G2M Summer STEAM at Lincoln Elementary – 59
 - June 14: Tom Pease @ 400 Block – 250
 - June 15: Tween Book Club: Graphic Novels – 6
 - June 29: Tween Books Club: International Books – 2
 - June 27: G2M Summer STEAM at GD Jones Elementary—74
 - Number of June Youth Services programs – 17
 - Total attendance for June Youth Services programs – 1335

Adult/All Ages Events

- All Month: Adult Grab and Go Craft: Mermaid Barrette - 87 kits distributed @ MCPL Wausau
- June 1: Romaine Calm & Garden On: Bug Off! Insect Management (2 sessions) – 7 virtual attendees
- June 2: Marathon County Historical Society History Chats: August Kickbusch – 12 virtual attendees
- June 9: Marathon County Historical Society History Chats: Frank Schubert – 6 virtual attendees
- June 11: Marathon County Historical Society History Speaks (in person): Tuba Ted – 32 attendees

- June 15: Romaine Calm & Garden On: Effective Disease Management – 3 virtual attendees
- June 16: Marathon County Historical Society History Chats: Vilas Machmueller – 12 virtual attendees
- June 23: Marathon County Historical Society History Chats: Theodore Mayer – 6 virtual attendees
- June 30: Marathon County Historical Society History Chats: DC Everest Local History Project – 6 virtual attendees
 - Number of June programs and activities – 10
 - Total attendance/participation for June programs – 171

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,495 likes/follows (+22)
- Twitter: 1,244 followers (+0)
- Pinterest: 971 followers (-1)
- Goodreads: 315 friends (+0); 1,402 reviews (+4)
- Instagram: 999 followers (+2)
- YouTube: 512 subscribers (+2)

Hot Happenings in the River District (email newsletter)

- June 8- Grab & Go Craft for Adults-Mermaid Barrette
- June 15- Friends of MCPL Members-Only Book Sale
- June 22- Grab & Go Craft for Adults-Mermaid Barrette
- June 29 – Outdoor Family Story Time

Central Wisconsin News

- June 21- A new branch library in Athens? (Library Director, Leah Giordano, and MCPL Board of Trustees President, Sharon Hunter)
<https://www.centralwinews.com/a-main/2022/06/21/a-new-branch-library-in-athens/?destination=record-review>

City Pages

- June 2- Big Guide- All Locations: Romaine Calm and Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette, Summer Reading Club; Wausau: Worldwide Knit in Public Day, Friends of MCPL Members-Only Book Club, Outdoor Family Story Time, Tom Pease, Tween Book Club-Graphic Novels; Athens: Book Club-“The Light Through the Leaves;” Edgar: Book Club-“The Tip of the Iceberg,” Traveling Little Art Exhibit; Hatley: Book Club-“Dead Angler,” Outdoor Family Story Time, Tom Pease; Marathon City: Book Club-“We Are Okay” Grab & Go Craft for Kids-Octopus Week, Tom Pease, Outdoor Family Story Time; Mosinee: Book Club-“Things You Save in a Fire,” Sidewalk Chalk Art; Rothschild: Story Time in the Park; Spencer: Tom Pease; Stratford: Book Club-“The Heirloom Garden,” Hawaiian Luau Story Time
- June 9- Big Guide- All Locations: Romaine Calm and Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Kids-DIY Jellyfish; Wausau: Worldwide Knit in Public Day, Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time, Trail Tales, Tom Pease, Tween Book Club-Graphic Novels; Athens: Book-of-the-Month Club-“The Light Through the Leaves,” Traveling Little Art Show; Edgar: Book Club-“The Tip of the Iceberg,” Randy Peterson; Hatley: Book Club-“Dead Angler,” Tom Pease, Outdoor Family Story Time, Three Kinds of Painting Fun!; Marathon City: Book Club-“We Are Okay,” Grab & Go Craft for Kids-Octopus Week, Tom Pease, Outdoor Family Story Time; Mosinee: Book Club-“Things You Save in a Fire,” Grab & Go Craft for Kids-CD Fish, Sidewalk Chalk Art, Randy Peterson, Outdoor Family Story Time; Rothschild: Book Club-“The Last Thing He Told Me,” Story Time in the Park; Spencer: Tom Pease, Grab & Go Craft for Kids-Ocean Origami; “Stratford: Book Club-“The Heirloom Garden,” Mooove Into Summer Story Time

- June 16- Highlights- Wausau: Trail Tales; Edgar: Randy Peterson; Mosinee: Randy Peterson
Big Guide- All Locations: Romaine Calm and Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette; Wausau: Friends of MCPL Members-Only Book Sale, LENA Start, Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-“The Light Through the Leaves,” Traveling Little Art Show; Mosinee: Book Club-“Things You Save in a Fire,” Rothschild: Book Club-“The Last Thing He Told Me,” Spencer: Traveling Little Art Show
- June 23- Big Guide- All Locations: Romaine Calm and Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Adults-Mountain-To-Sea Salt Scrub, MCPL Summer Reading Club; Wausau: LENA Start, Grab & Go Crafts for Kids-DIY Jellyfish, Grab & Go Crafts for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time, Trail Tales, Tween Book Club-Books Set in a Foreign Country, Recycled T-Shirt Bags, Randy Peterson, Tween Book Club-Cookbooks; Athens: Book-of-the-Month Club-“The Light Through the Leaves,” Book-of-the-Month Club-“Find Layla,” Traveling Little Art Show; Edgar: Book Club-“What Alice Forgot;” Hatley: Book Club-“Beautiful Day,” Outdoor Family Story Time, Bubble Science; Marathon City: Book Club-“Such a Fun Age,” Grab & Go Craft for Kids-Blue Whale Week, Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-CD Fish, Grab & Go Crafts for Kids-Ollivander’s Wand Shop; Rothschild: Story Time in the Park; Spencer: Traveling Little Art Show, Grab & Go Craft for Kids-Under the Ocean Origami, Grab & Go Craft for Kids-Rockin’ Crabs, Stories and Crafts from the Deep Blue Sea; Stratford: Randy Peterson, Shark Tales Story Time
- June 30- Kids Corner Calendar: All Locations: Grab & Go Craft for Kids-Jeweled Treasure Chest, Grab & Go Craft for Kids-3D Goldfish; Wausau: Recycled T-Shirt Bags, Outdoor Family Story Time, Randy Peterson, Tween Book Club-Cookbooks, Tween Book Club-Nature and the Environment, Library Card Pool Day, Tween Book Club-Books with an Animal Protagonist, Tween Book Club-Sci-Fi/Fantasy Books, Trail Tales; Hatley: Outdoor Family Story Time, Bubble Science, Sidewalk Chalk Art; Marathon City: Outdoor Family Story Time, Grab & Go Craft for Kids-Blue Whale Week, Sidewalk Chalk Art; Mosinee: Grab & Go Craft for Kids-Ollivander’s Wand Shop, Outdoor Obstacle Course, Grab & Go Craft for Kids-Locker Decorations; Rothschild: Story Time in the Park; Spencer: Grab & Go Craft for Kids-Rockin’ Crabs, Stories and Crafts from the Deep Blue Sea; Stratford: Randy Peterson, Shark Tales Story Time, Bubble Bash Story Time, Stuffed Animal Story Time and Campout
Big Guide- All Locations: : Romaine Calm and Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Wausau: LENA Start; Athens: Book-of-the-Month Club-“The Light Through the Leaves,” Book-of-the-Month Club-“Find Layla;” Edgar: Book Club-“What Alice Forgot;” Marathon City: Book Club-“Such a Fun Age;” Spencer: Traveling Little Art Show; Stratford: Traveling Little Art Show

Mosinee Times

- June 16- Marathon County Public Library Summer Library Program Events- All Locations: Grab & Go Craft for Kids-DIY Jellyfish; Hatley: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-CD Fish, Randy Peterson
- June 23- Marathon County Public Library Summer Library Program Events- All Locations: Summer Reading Club, Grab & Go Craft for Kids-DIY Jellyfish, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time, Tween Book Club-Books Set in a Foreign Country; Mosinee: Grab & Go Craft for Kids-CD Fish, Outdoor Family Story Time, Grab & Go Craft for Kids-Ollivander’s Wand Shop; Rothschild: Story Time in the Park
- June 30- MCPL to wrap up Little Art Exhibit

Record Review

- June 1- All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Adults-Mountain-to-Sea Salt Scrub; Athens: Book-of-the-Month Club-“The Light Through the Leaves,” Book-of-the-Month Club-“Find Layla;” Edgar: Randy Peterson, Traveling Little Art Exhibit; Marathon City: Tom Pease, Outdoor Family Story Time; Stratford: Book Club-“The Heirloom Garden,” Hawaiian Luau Story Time

- June 8- All Locations: Grab & Go Craft for Adults-Mermaid Barrette; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: Randy Peterson; Marathon City: Tom Pease, Outdoor Family Story Time; Stratford: Book Club-“The Heirloom Garden”
- June 15- Grab & Go Craft for Adults-Mermaid Barrette, Summer Reading Club; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: Book Club-“What Alice Forgot,” Randy Peterson
- June 22- A new branch library in Athens? (Library Director, Leah Giordano, and MCPL Board of Trustees President, Sharon Hunter)
Athens: All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Summer Reading Club; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: Randy Peterson; Marathon City: Outdoor Family Story Time
- June 29- Summer library program performer-Randy Peterson;
All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Summer Reading Program; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: Book Club-“What Alice Forgot;” Marathon City: Outdoor Family Story Time;

Wausau Pilot & Review

- June 7- Marathon County Public Library activities, kids and adults- All Locations: Summer Reading Club, Grab & Go Craft for Kids-DIY Jellyfish, Virtual Gardening Class-Managing Diseases; Wausau: Tom Pease. Outdoor Family Story Time, Tween Book Club-Graphic Novels, Friends of MCPL Members-Only Book Sale; Hatley: Tom Pease; Marathon City: Grab & Go Craft for Kids-Octopus Week, Tom Pease, Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-CD Fish; Spencer: Tom Pease
<https://wausaupilotandreview.com/2022/06/07/marathon-county-public-library-activities-kids-and-adults>
- June 16- Marathon County Public Library activities- All Locations: Summer Reading Club, Grab & Go Craft for Kids-DIY Jellyfish; Wausau: Outdoor Family Story Time; Edgar: Randy Peterson; Hatley: Outdoor Family Story Time, Three Kinds of Painting Fun!; Mosinee: Grab & Go Craft for Kids-CD Fish, Randy Peterson; Spencer: Grab & Go Craft for Kids-Ocean Origami; Stratford: Mooooove Into Summer Story Time
<https://wausaupilotandreview.com/2022/06/16/marathon-county-public-library-activities-31>
- June 21- Marathon County Public Library activities- All Locations: Summer Reading Club, Grab & Go Craft for Kids-DIY Jellyfish, : Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time, Tween Book Club-Books Set in a Foreign Country; Mosinee: Grab & Go Craft for Kids-CD Fish, Outdoor Family Story Time, Grab & Go Craft for Kids-Ollivander’s Wand Shop; Rothschild: Story Time in the Park
<https://wausaupilotandreview.com/2022/06/21/marathon-county-public-library-activities-32>
- June 23- Marathon County Public Library Book Clubs: July- Athens: Book-of-the-Month Club-“Find Layla;” Edgar: “What Alice Forgot;” Hatley: “Beautiful Day;” Marathon City: “Such a Fun Age;” Mosinee: “The Vanishing Half;” Rothschild: “The Invisible Life of Addie LaRue;” Stratford: “News of the World”
<https://wausaupilotandreview.com/2022/06/23/marathon-county-public-library-book-clubs-july-3>
- June 29- Marathon County Public Library activities, kids and adults- All Locations: Summer Reading Club, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time, Recycled T-Shirt Bags; Hatley: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Ollivander’s Wand Shop; Spencer: Traveling Little Art Exhibit; Stratford: Traveling Little Art Exhibit
<https://wausaupilotandreview.com/2022/06/29/marathon-county-public-library-activities-july-5-9>

Wausau Times/Buyers Guide

- June 8- Out & About- All Locations: Romaine Calm & Garden On Virtual Gardening Series, Grab & Go Craft for Adults-Mermaid Barrette; Wausau: Worldwide Knit in Public Day; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Edgar: Book Club-“The Tip of the Iceberg;” Hatley: Book Club-“Dead Angler;” Marathon City: Book Club-“We Are Okay;” Stratford: Book Club-“The Heirloom Garden”
- June 15- Out & About- All Locations: Grab & Go Craft for Adults-Mermaid Barrette; Wausau: Friends of MCPL Members-Only Book Club, LENA Start; Athens: Book-of-the-Month Club-“The Light Through the Leaves;” Mosinee: Book Club-“Things You Save in a Fire;” Rothschild: Book Club-“The Last Thing He Told Me”

- June 22- Out & About- All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Kids-DIY Jellyfish, MCPL Sumer Reading Club; Wausau: Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"The Light Through the Leaves;" Mosinee: Grab & Go Craft for Kids-CD Fish; Rothschild: Book Club-"The Last Thing He Told Me"
- June 29- Out & About- All Locations: Grab & Go Craft for Adults-Mermaid Barrette, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Athens: Book-of-the-Month Club-"The Light Through the Leaves," Book-of-the-Month Club-"Find Layla"

Materials

- Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of (7/02/2022)	% Spent
Juvenile Audiobooks	\$6,500.00	\$617.26	\$7,117.26	\$541.67	\$3,629.87	\$3,487.39	49%
Juvenile CDs	\$500.00	\$0.00	\$500.00	\$41.67	\$146.18	\$353.82	71%
Juvenile DVDs	\$10,250.00	\$2,570.51	\$12,820.51	\$854.17	\$6,904.80	\$5,915.71	46%
Juvenile Video Games	\$2,000.00	\$0.00	\$2,000.00	\$166.67	\$888.24	\$1,111.76	56%
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	\$12,541.53	\$11,646.24	48%
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$8,376.01	\$12,667.65	60%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$23,108.33	\$13,231.01	36%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$18,602.29	\$14,965.91	45%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$948.16	\$778.88	45%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$8,045.00	\$750.00	\$5,312.56	\$2,732.44	34%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$2,824.03	\$6,175.97	69%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$2,131.71	\$1,745.20	45%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$1,748.28	\$1,277.42	42%
Youth Print Subtotal	\$113,250.00	\$4,330.85	\$116,625.85	\$9,437.50	\$63,051.37	\$53,574.48	46%
Youth Services TOTAL	\$134,250.00	\$7,518.62	\$140,813.62	\$11,734.47	\$75,592.90	\$65,220.72	46%

- Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of July 5, 2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$4,685.44	\$7,314.56	60.95%
Adult Music CD	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$4,345.88	\$3,154.12	42.05%
Adult DVD	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$11,677.87	\$12,322.13	51.34%
Adult Video Games	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$896.13	\$753.87	45.69%
Adult AV Subtotal	\$45,150.00	\$1,024.09	\$46,174.09	\$4,104.55	\$21,605.32	\$23,544.68	52.15%
Adult Paperbacks	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$2,506.57	\$1,078.43	30.08%
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	\$15,213.95	\$31,786.05	67.63%
Adult LT Fiction	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$3,918.40	\$3,281.60	45.58%
***Adult LT S.O.	\$13,568.00	\$0.00	\$13,568.00	\$1,233.45	\$11,723.99	\$1,844.01	13.59%
Adult Non-fiction	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$32,862.24	\$33,137.76	50.21%
Adult Non-fiction S.O.	\$2,150.00	\$61.18	\$2,211.18	N/A	\$1,684.63	\$465.37	21.65%
Adult Biographies	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$4,374.40	\$5,625.60	56.26%
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	\$74,703.71	\$78,714.29	51.31%
***Freight Cost	\$1,432.00						
Adult Services TOTAL	\$200,000.00	\$7,905.99	\$207,905.99	\$18,181.82	\$96,309.03	\$103,690.97	51.85%

*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: 229
- Circulation total for Wausau First Floor: 33,075 (26% more than May)
- Laura D processed 195 Interlibrary loan requests
- Ashley H and Paula L checked out 1,102 items for our Homebound patrons
- June Passports News:
 - 25 Adult Passport Books
 - 11 Minor Passport Books
 - 6 Adult Cards
 - 3 Card and Book

The MCPL Passport team accepted a total of 45 passport applications accepted at \$35.00 each and 63 photos were taken at \$10.00 each for a total of \$2,205.00 recorded. We also assisted with 16 renewal applications.

- Leads meetings were held with the Director and/or Support Services Manager on 6/15, 6/22, 6/29
- Ashley H. is continuing to upgrade the HB patron folders with new labeling.
- Team members had their mid-year performance reviews with the Support Services Manager
- 6/2/22 Chris L, Mary S, Julie K, and Kitty R attended the V-CAT Council Meeting
- 6/13/22 Olivia Boles joined the Circulation Desk Team. Welcome Olivia!
- 6/27/22 New 2-week schedule rotation began
- 6/29/22 Kitty R filled in at the MCPL-Edgar Branch
- Ashley H completed the Ryan Dowd Webinar: "Mental Illness" Part 2 and "Mental Illness" Part 3
- Laura D is currently taking the Gale course, "Achieving Success with Difficult People".
- James B listened to Ryan Dowd webinar series, "Mental Illness" Part 1, 2, 3.
- Kitty R listened to Ryan Dowd webinar, "Mental Illness" Part 3

Support Services Team

- 6/2: Chris & Pat attended the V-Cat Bib Committee meeting.
- 6/6: Chris assisted at the Main Desk in the morning.
- 6/9: Chris attended the ILS Evaluation Committee meeting.
- 6/15, 6/22: Mary attended Leads meeting with Leah.
- 6/16: Olivia Boles received an overview of what our team does.
- 6/21: Mary attended Support Services Leads meeting with Alexander.
- Chris & Michelle completed their Gale Course/learning goal. Congratulations!
- Baker & Taylor FTP connectivity issues are being resolved.
- All staff have had their mid-year reviews.
- Faded label replacement (we thank the Page Team for pulling and re-shelving the books)
 - Juvenile fiction: through WINN
 - Juvenile nonfiction: DONE
 - Faded label replacement and disc cleaning for Branches: in progress.
 - Clean Wausau adult DVDs: GET

Page Team

- Ollie C. was out June 1st-June 5th. The page team held things down wonderfully.
- Kate S. and Ollie C. determined that it would be best to shelve the concert DVD collection in with the regular DVD collection. The demand for these DVDs has reduced a lot and they will have a greater chance of being checking out if housed with the regular collection because that section is regularly browsed. On June 8th Ollie moved them.

- With extra room on the bookshelf after moving the concert DVDs, Ollie gave the adult videogame collection extra room. There is space to display some of them and hopefully this will lead to more circulations for this collection as well.
- June 13th was a big day for the page team! Kali E. moved from her 28-hour position to a 20-hour position. Maria P. moved from her 20-hour position to a 28-hour position. The page team also welcomed Erin Q. to the team! Erin is doing wonderfully and seems to be a natural page. The page team is complete once again!
- Ollie C. had orientation with Erin Q. and Olivia B. (new Circulation Team member) on June 13th.
- After discussing multiple options to accommodate the volume of new children's materials, Taylor W. and Ollie C. settled on a solution that also benefitted the new YA collection. Each area gained an extra unit for shelving and got some much needed space.
- Pulled highly worn board books and gave to Tara H. for weeding consideration.
- June 15th Ollie C. attended a Social Engagement Committee meeting.
- Completed shifting project in the adult nonfiction 600s.
- Started shifting in YA fiction.
- Completed a weeding list for adult DVDs and then shifted the entire collection.
- Ollie C. attended bi-weekly Support Services meetings and weekly Leads meetings.
- The page team shelved approximately 33,970 items during the month of June (7,350 more than May).

Information Technology

- New IP addressing scopes have been created for the MCPL network. We have gone from 6 active scopes to 67. This will allow us to segment our network into smaller virtual networks which in turn will increase performance by reducing the broadcast traffic that any particular device can see.
- Configuration and deployment of the new ASAs has begun with the help and expertise of Nathan Harder. Locations deployed so far:
 - Wausau 6/16/2022
- A new CloudKey controller has been deployed for all the MCPL Ubiquiti Switches and WiFi Access Points. All Wausau and Branch equipment will be moved to this controller during the deployment of the new Firewalls in preparation of upgrading our servers.
- There are only 8 new computers left to deploy for Wausau: five staff computers, one Reference Desk computer and two Circulation Desk computers.
- Several projects remain ongoing:
 - Continued inventory and logging of technology devices.
 - Continued organization of the IT work area and server areas.
 - Creating technology tutorials for staff.
 - Computer monitor Inventory and pairing with computer inventory.
 - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
 - Athens
 - Hatley: We need to verify permission
 - Marathon City
 - Rothschild: We have permission to Install
 - 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

- Mermaid Barrette Grab and Go: Adults and teens were offered a grab and go kit to make their own barrette using a seashell. There were 18 kits taken and enjoyed by Athens patrons this month.
- DIY Jellyfish: Children were welcome to pick up kits with which to create their own jellyfish. There were 29 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 *The Light through the Leaves* by Glendy Vanderah. There were 4 adult participants.
- Upcoming Programs: Visit the Athens library in July to pick up a copy of *Malibu Rising*, the kickoff book to Athens' Book Club starting up in August.

Circulation Statistics

- Athens had a total of 3 curbside appointments in the month of May.
- In June, Athens circulated a total of 1,062 items. This is a 15.69% increase from June of 2021. In 2022 year-to-date, Athens has circulated 7,939 items. This is a 73.80% increase from 2021.

Library News

- We set up 2 adult displays for the month. One was geared towards June weddings with a "Fall in Love with a Good Book" theme. The other display was titled "Road Trip" and showcased books with the word "road" in the title and books from our Wisconsin collection with unique and interesting road trips to take. Patrons seem to really enjoy when Wisconsin books are on display.
- Shahara ran the branch solo from 6/16-6/22 while Nikki was on vacation.
- Thanks to MJ from Stratford who filled in on Thursday, June 23 while Shahara volunteered at the Energy Fair and Nikki had travel complications.
- The Library Board Meeting this month took place in Athens with many of the members visiting the library to look around.
- We received and put up a new hanging shelf for displays.
- The staff has set up a display in the children's section of books about the ocean and ocean animals to support the library's summer reading program "Oceans of Possibilities."
- A second display set up in the children's section, titled "Learn about Someone New This Summer" features various biographies from the *Who Is* series.
- We continue to move things and rearrange to accommodate new materials with limited space.
- We also are continuing to send in books in need of replacement spine labels.

Facilities Updates

- None.

Edgar Monthly Report

Events and Programs

- Grab n Go crafts, 20 adult, and 20 children kits.
- SLP activity books were distributed at Edgar area schools.
- 20 SLP books given for book reviews submitted

- Book club discussed the book “Tip of the Iceberg” with 8 people present.
- There were 0 curbside pickups for the month.
- Randy Peterson performed at Oak Street Park in Edgar on June 22nd with 52 in attendance

Circulation Statistics

- The circulation statistics for the month of June were 1807 items checked out. This is a 28.80% increase for the same month last year. A total of 9620 items have been checked out so far this year. This is a 34.36 % increase from 2021.

Library News

- Dana pulled book with faded spine labels and sent them into Wausau to be replaced.
- Dana changed the spine labeled for items that needed to be put into the favorites and Easy reader collections.
- Dana converted 14 day Adult and YA and “new” children’s books to general circulation
- Display was changed to the theme “Gardening”
- Dana continued to work on SLP displays, including fish added to the Readers’ wall.
- Hannah Detlaff promoted to Edgar branch coordinator. Duties to begin in July.

Facilities Updates

- There is nothing to report.

Hatley Monthly Report

Events and Programs

- Book Club – “Dead Angler” by Victoria Houston had 9 in attendance for a beautiful outdoor meeting.
- Tom Pease came and performed at the local American Legion Park on June 16th! It was beautiful weather the day after the storms. We had 22 adults, 35 children, and 3 teens show up and have lots of fun singing and dancing!
- Fun with Paints happened in our green space on June 22nd. We had 3 different painting stations set up and had 7 adults, 12 children, and 4 teens show up to create their own unique paintings!
- Grab N Go programs
 - . Mermaid Barrettes – All kits were taken (6 adults, 18 children, and 6 teens)
 - a. Terra Cotta Jellyfish – All kits were taken (4 adults, 15 children and 3 teens)
 - b. Paper Cup Jellyfish – All kits were taken (3 adults, 23 children, and 1 teen)
 - c. We also set out some of the extra kits we had from throughout the year and 20 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
 - . June 7th had 5 adults and 7 children show and we read/sang about nursery rhymes!
 - a. June 21st had 2 adults and 2 children show and we read/sang about oceans!

Upcoming Programs

- Book Club on June 12th “Beautiful Day” by Elin Hilderbrand – This will be in-person if weather permits
- Grab N Go Crafts – Mountain and Sea Salt Scrub and Jeweled Treasure Chests
- Outdoor In-Person Story Times July 5th and 19th if weather permits
- Bubble Science on July 15th
- Chalk Art July 25th-30th

Circulation Statistics

- Hatley circulated 2,260 items for the month of June. This is a 56.51% increase. Year to date is 9,397 items. This is a 33.50% increase from last year.

Library News

- Heather and Robin have continued with inventory
- Heather completed mid-year eval for Robin
- Robin helped cover a shift in Mosinee
- Heather helped cover shifts in Mosinee and Edgar
- We continue to send in items to be labeled and cleaned
- Heather found out she got a scholarship to attend the Play Make Learn Conference in Madison
- Julie G helped cover a shift here for us

Facilities Updates

- None to Report

Marathon City Monthly Report

Events and Programs

- **Book Club:** The book club began to meet outside again with library facilitation. Megan led the lively discussion with 8 ladies of the book *We are OK* by Nina LaCour. Our outdoor book club will continue to meet on the second Monday evening of each month from 5:45-6:45 pm. The next book club will meet on July 11 with a discussion of the book *Such a Fun Age* by Kiley Reid.
- During the month of June all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **85** of the children's **DIY Jellyfish** kits. The teen/adult kits were **Mermaid Barrettes**. We distributed **26** of those. As always, these kits have been very popular with patrons of all ages. We also had a special **DIY Octopus Grab & Go** which was available during the week of June 13-18. We gave out **30** of these special kits. We welcomed back **Tom Pease** for a special SLP live presentation. It was an extremely hot afternoon, but we had a nice breeze and shade provided by our beautiful trees right outside the library. Everyone enjoyed Tom's performance where **35** children and **15** adults attended.
- **Outdoor Story Time:** On June 2 we held an outdoor story time with one family attending. On June 16, we held another Outdoor Story time with an Octopus theme. Many summer school classes from Marathon Elementary as well as a few local families attended. A total of **70 children and 15 adults** enjoyed stories, songs and finger plays. We will be holding the **Outdoor Family Story Time** on the first and third Thursdays of the month at 10:30 am (weather permitting).
- During the month of July (and beyond), MCPL will continue to showcase monthly virtual History Chats, gardening tips, book clubs and weekly story times. During the week of July 11-16 we will provide a special **DIY Blue Whale Grab & Go** kit to take home. 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 **Jeweled Treasure Chest** and **Mountain-to-Sea Salt Scrub kits** may be picked up at any of the nine libraries during the month of July.

Circulation Statistics

- Marathon circulated 3,077 items during the month of June which is an 8.12% increase from this time last year. So far in 2022, Marathon has circulated 16,431 items. This is a 39.55% 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.

- So far, 30 children have turned in book review slips to earn their reading incentive.
- Lisa will participate in the virtual bi-monthly coordinators' meeting on July 15.

Facilities Updates

- 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: 3 patrons discussed the book with Sarah on the 20th, which we had to change to virtual due to the heat advisory.
- This month's Grab and Go craft kits included jellyfish kid's grab and go kits and mermaid barrette adult grab and go kits coordinated by Wausau for all MCPL Libraries. These were extra popular with the start of summer, and we had to completely re-stock after only 8 days of the month! A total of 20 mermaid barrette kits were taken while a total of 78 jellyfish kits were taken. We also hosted a special Mosinee only kit where 51 kids and families made CD Fish!
- The week of the 6th two adults and 5 children decorated our handicap ramp and Second Street sidewalk in front of the library to kick off summer.
- On the 22nd Randy Peterson gave a wonderful show to 66 members of our community, themed around our Summer Reading Program. Special thanks to Taylor for helping to present this show!
- Katie held our first outdoor Story Time on the 29th where 8 adults and 20 kids had a fun time listening to stories and activities about giraffes in honor of World Giraffe day!
- Passive Programs: To fit our Summer Reading Program theme of "Oceans of Possibilities", we're asking patrons to vote on their favorite ocean themed book or movie this summer. We also are hosting a Mosinee only Pirate themed Scavenger hunt, where children have had a ton of fun looking for treasure!
- Upcoming Programs: Our passive programs will continue throughout the summer, as well as our grab and go craft kits which will include a special Mosinee only Ollivander's wand kit! We'll also host another outdoor Book Club, Story Time, and a special children's obstacle course!

Circulation Statistics

- Mosinee circulated 2,469 items in June 2022. This is a 2.62% increase. Mosinee has circulated 14,259 items in 2022. This is a 27.05% increase.

Library News

- Displays: Our Summer Reading Program "Oceans of Possibilities" themed displays included a whale for our book drop, a "Book it to the Beach" display of beach reads for our adult fiction section, and a "Nonfiction is an ocean of knowledge" display for our fireplace. In the children's section we displayed ocean themed books, "What is a bookshelf other than a treasure chest for curious minds?" display for our chapter book section, and a large "Within the pages of book is a sea full of adventure" action packed display for all ages by our public computers. The circulation desk was decorated in an interactive ocean scene, and a large "Dive into Reading" display was put up behind the circulation desk.
- Curbside services continued throughout the month of June. At the end of the month we had a total of 8 curbsides.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- The following inventory sections were completed this month: adult nonfiction and fiction audio books.
- Special thanks to Lisa, Katie, Laura Wood, Julie Kinney, Taylor, Paula, Heather Bain, and Robin Walczak for covering shifts for both Katie and Sarah throughout the month!

Facilities Updates

- The City of Mosinee is in the process of obtaining quotes for restoration of the exterior windows on our historic building.

Rothschild Monthly Report

Events and Programs

- We handed out 95 grab-and-go jellyfish craft kits for kids and 30 grab-and-go shell barrette craft kits for adults. We also had many coloring pages available for all ages and fish to color to help us decorate the library for summer reading.
- In June, 22 kids turned in book reviews for SLP, 5 kids figured out the SLP secret code work, and 11 kids participated in our summer library scavenger hunt.
- We held two outside story times, with 8 people attending.
- Book Club met to discuss *The Last Thing He Told Me* by Laura Dave. 7 participants attended and had a wonderful time meeting again in person. Next month, we will discuss *The Invisible Life of Addie LaRue* by V. E. Schwab.
- June book displays featured YA books with nautical themes, books for the Wausau tween book club, beach reads, and adult nonfiction books about hiking and biking in Wisconsin.

Circulation Statistics

- In June, Rothschild circulated 8,100 items. This is 11.85% increase from last year. In 2022, Rothschild circulated 46,832 items. This is 33.26% increase from last year.
- We had 1 curbside pickup.

Library News

- Laura virtually attended the weekly team leads' meetings and physically attended the June Board Meeting in Athens to present about the Branch Services Team.
- Laura completed all midyear reviews with the branch assistants in Rothschild and the branch coordinators.
- Laura was selected to receive a WVLS scholarship to attend the Association of Small and Rural Libraries conference in Chattanooga, TN in September 2022.
- Robin attended harassment training on the 15th.
- RO staff covered shifts in Hatley, Edgar, and Mosinee. Julie helped with the Tom Pease concert on the 400 Block.
- Hannah worked her last shift as a Rothschild assistant on the 25th and will soon transition to her new role as Edgar Branch Coordinator. We will miss seeing her every day, but are excited to see what she brings to her new position!

Facilities Updates

- A crew is completing repairs to the parking lot curbs, gutters, and sidewalks. Soon, they will begin repaving.

Spencer Monthly Report

Events and Programs

- In the month of June, a Grab N Go craft for all ages was offered. This month's craft was "Mermaid Barrette" with all twenty crafts handed out.
- Also in the month of June a craft for children, "DIY Jellyfish" was available. This craft was divided into two age groups, 8 years old and up, and under 7. All twenty-nine kits were enjoyed by the children.
- Ocean Origami was offered to kids and teens the week of June 20 -25th. Each kit was provided with supplies and instructions to create either a blue whale or red turtle. All twenty kits were handed out.

- On June 16th in the Lions Park behind the library, Tom Pease performed for 11 adults, 5 teens and 21 children. Once again, Tom Pease put on a very entertaining program which was well received.

Circulation Statistics

- Spencer has circulated 1,149 items in the month of June. This is an increase of 64.38%. Spencer has circulated 6,786 items in 2022. This is an increase of 62.34%

Library News

- The Spencer Library was closed on Saturday, June 11th for Spencerama Days. The Village has the parking lot blocked off for handicap parking during the weekend.
- Audrey wrote an article for the local Spencer paper highlighting upcoming events including Grab N Go crafts, the Summer Reading Program and the open hours of the library.
- Audrey presented Lue Miller with her Mid Year Review on June 1st.
- Laura Wood presented Audrey with her Mid Year Review on June 18th.
- Lue Miller filled in at Edgar Branch on June 2nd.
- Audrey was a proctor for a lady taking her last exam in becoming a Home Appraiser. Her last exam was on June 7th. She was very thankful for being able to use the library, and gave Audrey a very nice thank you card.
- June is Dairy Month! A display of books with dairy products (cheese, butter, milk) were in the title of each book. Also, a handout of all the local dairy breakfasts in the area was available.
- Summer Reading Program began in June and we are off to a good start!
- Adult new books were changed from 14 days to 21 days.
- Books that needed new spine labels were pulled and sent to Wausau.
- Spencer Library had no internet on Monday, June 20th and no phone service from Monday, June 20th until Monday, June 27th. This was a result of a semi truck accident behind the library building.

Facilities Updates

- The carpet in the library had a huge stain on it in the Children's area. A local carpet cleaner came to remove the stain, and will come back next month to clean the rest of the carpet.

Stratford Monthly Report

Events and Programs

- We held our first SLP Family Event on June 8. Our Luau story time featured beachy books, songs, and crafts, plus the limbo and coconut bowling. Twenty-eight people attended.
- Our second SLP Family Event, Moooooove into Summer, was held on June 22. We celebrated June Dairy Month with silly cow stories, a chicken dance, a cowbell craft, sack races, and an egg toss. But our special guest – Paige, a 50-pound calf -- stole the show with her cuteness. The kids loved meeting her, some even hugging and kissing her! Fifty-eight people attended.
- We held an Outdoor Book Club on June 22. Six people met to discuss [The Heirloom Garden](#) by Viola Shipman, and many others checked out the book for personal reading. It was a beautiful day to sit outside and discuss a book!
- Sixty-one patrons stopped by the Stratford Branch in June to pick up Grab & Go DIY Jellyfish for kids offered through MCPL.
- Thirty patrons enjoyed the Grab & Go Mermaid Barrette craft kit for all ages offered through MCPL in June.
- Many children have been enjoying figuring out our "I Spy" passive programming. We had them look for five ocean creatures and five farm animals hidden in the library. We also put out our leftover flower leis craft from the Luau story time, and a total of 20 patrons participated.
- By the end of June, 70 of our patrons have signed up for our SLP reading program. We have given out 16

prize books so far.

- Our team of pre-teen and teen Summer Library Program volunteers attended and helped at our two most recent Family Events, providing wonderful assistance with crafts and games.
- We planned our fall story times and book clubs and submitted the event ideas for approval.

Circulation Statistics

- We circulated 2,123 items in June. This is an 8.32% increase from last year. So far in 2022, we circulated 11,370 items. This is a 48.82% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 12 requests for curbside pickup appointments in June.

Library News

- We created a Juneteenth book display for adults and children in June.
- We presented a June Dairy Month display for adults and children that featured a variety of books about farming and farm animals.
- We sent in books to support services for relabeling.
- MJ worked over-hours on June 17 to fill in at Marathon City as an emergency sub.
- Darla worked over-hours on June 23 so MJ could fill in at Athens as an emergency sub.

Facilities Updates

- The village would like to have the library's ducts cleaned, tentatively set for some time in October.
- We notified the village recently about a concrete pavestone outside of our front door entrance that has settled, leaving a 1- to 2-inch height difference with the next pavestone. The village said it would look into repairing this.
- The village trimmed a tree in our green space. This helps with the seating for outdoor story time and outdoor book club.

GL787

LIB 22 CIP TRANS REV&EXP - SM2

Report Format 511

Period 6 ending June 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			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				7,044.77	7,044.77	7,044.77-	
Sub 604 LIBRARY CIP PROJECTS				7,044.77	7,044.77	7,044.77-	
Report Final Totals				7,044.77	7,044.77	7,044.77-	

WISCONSIN VALLEY LIBRARY SERVICE**Board of Trustees Meeting**

March 19, 2022

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is May 21, 2022.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Pat Pechura, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member*
 Jim Backus, member* (joined 10:30 am)
 Jessica Bennett, member*
 Eileen Grunseth, member
 Christy Janczewski, member*
 Diane Peterson, member
 Judy Peterson, member
 Kari Sweeney, member

Others Present

Marla Sepnafski, WVLS Director
 Josh Klingbeil, WVLS staff
 Susie Hafemeister, WVLS staff
 Jamie Matczak, WVLS staff*
 Rachel Metzler, WVLS staff*
 Brenda Walenton, WVLS staff
 Kris Adams Wendt, WVLS staff*
 Judy Bobrofsky, guest

*denotes remote attendance

Excused

Paul Knuth, member
 Louise Olszewski, member
 Mandy Wright, member

Vacant

Marathon County representative

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

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

APPROVAL OF MINUTES (Exhibit 1):

Pechura/Ackerman motion to approve minutes from the February 19, 2022 WVLS Board meeting as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7):

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

REPORTS:

Resource Library (Exhibit 8): The Resource Library Report includes the agenda and Director's Report for the February 21, 2022 MCPL Board meeting, as well as MCPL Board agenda and minutes from January 19, 2022. **Sepnafski** and **Klingbeil** delivered the first 2022 WVLS quarterly report at the March 21 MCPL Board meeting where **Metzler** also presented information about the new V-Cat Aspen Discovery layer.

COLAND (Exhibit 9): Klingbeil reported on the virtual March 11, 2022 COLAND meeting, the agenda for which is Exhibit 11 and provided an update on COLAND member appointments.

WVLS Director's Report (Exhibit 10): **Sepnafski** noted the following highlights from the Director's Report before calling on staff members for updates on their assigned areas of expertise:

- In February, following the WVLS Board of Trustees meeting, a press release announcing the 2022 WVLS Board Appointments was submitted to all the

newspapers in the WVLS seven-county service area. The announcement also included the names of the newly elected officers and WVLS Executive Committee members.

- Notes of thanks: To the **WVLS Annual Reports Team**: *“You’re so thoughtful and thorough. I appreciate the time and effort you put in to make the report a painless process. I also found the Staying Together session helpful so we could hear the concerns and answers that other libraries had. Thank you to each and every one of you!”* (**Teresa Hall**, Loyal Public Library Director) To **Susie Hafemeister**: *“I just wanted to thank you again for all your help on the annual report. Those always make me so nervous, even though I’ve gone through three of them over the years. Just appreciate all the feedback and patience you have for us library directors when we fill them out incorrectly.! Thanks again!”* (**Brandon Hardin**, Withee Public Library Director)
- After more than 30 years representing Langlade County on the WVLS Board of Trustees, **Peg Jopek** retired in December 2021. During her tenure, Jopek volunteered more than 10,950 hours to attend meetings and other functions for WVLS and the Antigo Public Library to ensure exceptional library service for all Langlade County residents. At a recent Langlade County Board meeting, she was given a standing ovation and recognized for her many years of service to libraries. During her acceptance speech, she highlighted the value of libraries and the importance of reading for Langlade County residents. She also thanked the County for the recognition and for the investments made by the county to the library for the good of the community.
- The Langlade County Board appointed **Judy Peterson** from White Lake to the WVLS Board of Trustees in 2022 and will serve a 3-year term.
- **Exhibit 10a** recognizes members of the WVLS Team and WVLS community who assumed leadership positions in 2022.
- **Brenda Walenton** became the new Accounting/HR Specialist for WVLS on January 31, replacing **Augo Hildebrand** who retired in December. Walenton has over 25 years of business and human resources experience and is looking forward to navigating the ins and outs of the library field, as well as learning all the acronyms!
- The Greenwood Community Library Board of Trustees has selected **Amber Brill** to be the library’s new director, starting February 25. She replaces **Kim Metzke**.
- A group of seven Northwoods libraries has been selected to receive one of 200 National Endowment for the Humanities (NEH) grants for the **American Library Association’s American Rescue Plan: Humanities Grants for Libraries** opportunity, an emergency relief program to assist libraries that have been adversely affected by the pandemic. Libraries in Boulder Junction, Lac du Flambeau, Manitowish Waters, Mercer, **Minocqua**, Presque Isle, and Winchester will use the funding to support their annual Northwoods Book Festival author event series. The competitive award comes with a \$10,000 grant that will help deliver excellent programs and services related to culture, history, literature, and other humanities subjects. The Northwoods Book Festival has been uniting libraries in the Northwoods to provide a series of author programming for local residents and visitors since 2016. The 2022 Northwoods Book Festival theme is “Open Books, Open Minds.” Events will be scheduled from June through August.

Report from ILS & Database Support Specialist Rachel Metzler (including items from ILS Administrator Katie Zimmermann and Public Library Services Consultant Anne Hamland).

- The WVLS partnership with the Antigo and Minocqua libraries to provide temporary cataloging assistance will remain in effect in 2022. Trained in December 2020 and under oversight by **Metzler, Maria Pregler** from Antigo and **Cindy Wendt** from Minocqua will continue to provide up to 10 hours each week on cataloging tasks. WVLS appreciates their support.

- **Zimmerman** and **Hamland** developed a library staff and public facing marketing and training campaign to ensure the successful launch of the new **V-Cat Aspen Discovery Layer** in February and March. They worked closely with each member library's staff to customize their library's catalog functionality and design, create social media templates, and integrate the new service into its websites. This close collaboration produces a quality product of value to the user at each location. The remaining libraries yet to transition are Dorchester, Laona, Merrill and Wabeno.
- The **transition to standard checkout periods** is complete. Two libraries have decided to ease the transition for their patrons by allowing their own high demand new books to circulation for 21 days. WVLS is grateful to members of the V-Cat Cooperative Circulation Committee and the V-Cat Council for their hard work and commitment to this project. Remaining clean up to do with item types will be picked up after Aspen goes live.
- The **project to ensure that all records have subject headings** is close to completion. While WVLS and member libraries were able to address most of the records in question, approximately one third of them were outsourced to Backstage to finish. Backstage addressed about 85% of the records received. **Metzler** will finish the returned records that had "acceptable" matches but needed review before overlaying, records with no matches, and records that need local subject headings added.
- **Zimmermann** and **Metzler** are registered for Sierra Acquisitions A-Z Training March 29-31. A grant was offered for staff from any V-Cat library to attend, however no library expressed interest. Grants have been offered to V-Cat library staff who wish to attend the Innovative Users Group (IUG) 2022 Virtual Conference April 5-8.
- The **V-Cat Bibliographic and Interface Committee** met on December 7, 2021, and March 3, 2022. At the December meeting, the WVLS Z39.50 Cataloging Recommendation was reviewed and edited to clarify WVLS' role and procedures. Committee members were asked for feedback on a list of cataloging functions for the ILS evaluation and review process. Final functionality information will be compiled in preparation for drafting a Request for Information (RFI) document that will be shared with the Committee in April. The Committee, along with WVLS staff are working on a list of vendors to consider. December and March meetings had committee members reviewing Aspen cataloging features and functions including grouped records and cover images, as well as forthcoming fiction list. Committee members interested in assisting with record grouping changes will be granted permissions to group records on a case-by-case basis. Through this review, WVLS staff are learning more about fair use copyright guidelines as it pertains to adding cover images to the Aspen interface. The March meeting featured a discussion regarding how Aspen reads bibliographic records, and possibilities for counting circulation of "other items" for the public library annual report.
- During the **V-Cat Council meeting** on February 3:
 - Updated weighted vote calculations for 2022 were shared and made available on the [V-Cat Resources and Documents page](#).
 - The Council supported placing all unspent funds from the 2021 budget into the special projects fund to cover costs for outsourcing a portion of the subject headings project (mentioned above), and for the Aspen Discovery implementation.
 - Minocqua Public Library Director **Peggy O'Connell** was selected as the 2022 V-Cat Chair Elect.
 - The Council passed a V-Cat cataloging compliance recommendation presented by the V-Cat Bibliographic/Interface Committee.
 - Antigo Public Library Cataloger **Maria Pregler** spoke about cataloging assistance she provided to the Demmer Memorial Library (Three Lakes) when the library was without a cataloger. WVLS is available to assist in forming similar partnerships if needed.

- A newly formed **V-Cat ILS Evaluation and Review Committee** held its first meeting on March 10. **Zimmermann** updated members on the progress of ILS Evaluation and Review processes underway at the Milwaukee County Federated Library System and Northern Waters Library Service.
- The **V-Cat Cooperative Circulation Committee** also met on March 10. The Committee discussed lists of ILS functions related to circulation, patron records, reports and statistics and integration with other vendors. Committee feedback will be used in the ILS evaluation and review process.

Report from Education Consultant Jaime Matczak:

- **Matczak** is teaching a new Continuing Education course called Libraries and the Customer Experience for the iSchool at UW-Madison. This four-week course examines the role customer experiences have in libraries, how it relates to marketing, ways to assess it, and more. The 22 learners enrolled are from public and academic librarians all over the world, including one from Sydney, Australia! She will be teaching the course again in August 2022.
- **Matczak** also received requests from state and national colleagues to do presentations for their institutions. They included:
 - January 12 – “Providing Great Customer Service (During a Pandemic)” for Marquette University Libraries
 - March 2 – “Having Hard Workplace Conversations for Power Up: A Leadership Conference for Youth Services Managers and Staff” for iSchool at UW-Madison
 - March 15 – “Having Difficult Workplace Conversations” for Somerset County Library System of New Jersey
- Six WVLS-area library staff have received full scholarships to attend the national **2022 Public Library Association (PLA) Conference** in Portland, Oregon on March 23-25. Recipients are: **Laurie Ollhoff**, T.B. Scott Free Library (Merrill); **Julie Kinney**, Marathon County Public Library; **Dan Richter**, Marathon County Public Library; **Ashley Polinski**, Rhinelander District Library; **Elisha Sheffer**, Rhinelander District Library; and **Jennifer Davis**, Minocqua Public Library. The PLA Scholars expressed gratitude for the financial support to attend an out-of-state conference and will share reports with the WVLS Board of Trustees.
- After attending a Library Marketing Plan Workshop led by Kathy Dempsey and Angela Hursh last November, the 15 public libraries selected in 2021 to receive **Library Marketing Plan Mini-Grants** are now working on their marketing plans and other activities stated in their grant applications. During this aspect of the grant project, **Matczak** and other members of the **Public Library System Marketing Cohort** are offering support and guidance to grant recipients. Matczak is mentoring Amery Area Public Library, E.D. Locke Public Library (McFarland), Fond du Lac Public Library, Menomonee Falls Public Library and Mercer Public Library, and, since December has been holding monthly office hours for them to share their progress or ask questions.
- **Rhinelander District Library** was one of the 15 libraries awarded a [Library Marketing Plan Mini-Grant](#). This grant project 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.
- WVLS welcomes IFLS Library System to the 2022 **WVLS webinar collaboration** with the Northern Waters Library Service and the Southwest Wisconsin Library System. The collaboration harnesses the experiences and professional networks of continuing education consultants in all four systems to bring high quality, relevant continuing education experiences to its member libraries.
- WVLS, NWLS, SWLS and IFLS are excited to announce a Spring Webinar Series! Each webinar is worth 1 contact hour for public library certification, and all of them will be recorded for later viewing. More information and registration links can be found on the [WVLS website](#).

- The **Wild Wisconsin Winter Web Conference** took place on January 26-27, 2022 and was a big success. The 14 presentations over the two days focused on marketing, library management, small libraries and wellbeing. Total attendance for the conference was 1637, with an average of 116 attendees per session. Slides and videos of the 14 one-hour sessions may be found on the [Wild Wisconsin Winter Web Conference](#) website under "Post- Conference Resources." Next year's Wild Wisconsin Winter Web conference will be held on January 25 -26, 2023.

Report from Chief Information Officer Josh Klingbeil:

- **LEAN WI core infrastructure.** The Backup and Archive appliances are now operating in production, and the production backups have been migrated to the new system. LEAN WI maintains one site of a two-site, co-location system in collaboration with South Central Library System and other participating library systems.
- **LEAN WI service explorations.** LEAN WI partners are starting to test an alternative managed Antivirus product along with an application version management utility (already in production use by Northern Waters Library Service) as part of a joint effort intended to consolidate Antivirus licensing and client management and common application updates support.
- **Libraries Win services.** LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in-progress with a vendor goal of having all member libraries (which expressed interest in immediate opt-in) set up and operating with the Mobile Printing service by the end of March 2022. Libraries that do not immediately opt into the service will be able to do so at any time over the next several years. LEAN WI will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much funding and technical support as feasible once the initial implementation sweep is complete.
- LEAN WI partners are procuring 250 seats of **MS Office Desktop licensing** to ensure member libraries have continued access to such licensing – at State contracted discounts – after the loss of availability through Tech Soup. The partners are working out a meaningful joint usage and cost sustainability model and will continue to monitor changes to MS licensing programs to ensure the partnership is offering the best support to libraries.
- **Core services support. Tomahawk Public Library** is planning a comprehensive network cabling update project including relocating the library's main networking equipment within the building and the expansion of WiFi coverage inside and outside the building. **WVLS and MCPL** tech support teams are collaborating on the initial discovery stage of a soft project to bring MCPL operational documentation up to date across all sites, and develop next stage recommendations.

Report from Administrative Assistant Susie Hafemeister

- Open positions at the Department of Instruction Library Technology and Development team resulted in contracted support for the 2021 Annual Report process. The Wisconsin Department of Instruction released [2021 Annual Report Instructions](#), but time did not allow for updating all assistive tools.
- **Hamland** adjusted the "Programming and Activity Count tracker workbook," she created with assistance from former Division for Libraries staff members **Tessa Michaelson Schmidt** and **Michael Dennison**, to include the new target

audiences for both the 2021 and 2022 annual reports. These tools were shared with WVLS member libraries, as well as with NWLS and IFLS member libraries requesting assistance.

- All 25 public library annual reports were submitted to DPI by the March 1 statutory deadline. The WVLS audit of members' 2021 annual reports revealed no issues of noncompliance. All 25 member public libraries also indicated in the system effectiveness section of the annual report that WVLS provided effective leadership in 2021. Favorable comments were reported in the areas of consulting, customer service, ILS administration and technology support.

Report from Local & State Advocacy Consultant Kris Adams Wendt

- On March 3, the Wisconsin Supreme Court selected **legislative and congressional district maps** submitted by the Governor over the ones drawn by Republicans holding legislature majority as the plans that best followed the court's directions to make "least changes" to existing maps. Appeals are pending. Wendt shared potential map changes impacting both the 7th congressional district and the legislative districts overlaying WVLS member counties (Exhibit 10b), as well as potential adjustments to the location of WVLS member libraries within legislative district boundaries and corresponding representation. (Exhibit 10c).
- WLA Library Development & Legislation Committee (LD&L) met virtually on March 18. [2021 Senate Bill 1102](#) was co-authored on March 10 by legislators representing Manitowoc County and failed to advance prior to end of the 2021-2022 session on March 15. WLA LD&L has several concerns with SB1102 and welcomes the opportunity to initiate conversations with legislators prior to the start of the 2023 -2024 session.
- LD&L is facilitating Libraries Transform poster presentations for **AD35 Rep. Callahan** at the T.B. Scott Free Library in Merrill and for **AD69 Rep. Rozar** at the Everett Roehl Marshfield Public Library.

WVLS/V-Cat Steering Committee (Exhibit 11): the WVLS/V-Cat Steering Committee met on March 17. Alternative methods for calculating V-Cat members' budget shares were discussed prior to making a 2023 budget recommendation to the V-Cat Council for its review prior to final approval by the Board in August.

The meeting was suspended for a 15-minute break.

Disposition of 2021 unencumbered balance/2022 budget revisions (Exhibit 12):

Sepnafski drew the board's attention to recommendations and details enumerated in Exhibit 12.

Otten/Pechura motion to approve the recommendation for disposition of 2021 unencumbered balance and corresponding 2022 budget revisions as presented. All aye. Motion carried.

Travel reimbursement rates (Exhibit 13):

Walenton drew the board's attention to the information, rates and policy changes in Exhibit 13.

Ackerman/Sweeney motion to approve the changes as presented. All aye. Motion carried.

2022 V-Cat Budget – revised (Exhibit 14a) and 2023 V-Cat Budget – draft (Exhibit 14b):

Pending approval of the V-Cat financial reports from October through December 2021, the total amount of unspent appropriations from 2021 is \$14,456.22. Since the V-Cat Long Term Replacement Reserve Fund is capped at \$375,000.00 funds, **Zimmerman** and **Metzler** recommend the full \$14,456.22 be applied to the V-Cat Special Projects Future ILS

Enhancements Fund unless V-Cat members object. It was noted that V-Cat Council has authorized the use of V-Cat Special Projects Future ILS Enhancements Funds for outsourcing records to Backstage for subject heading improvements and for implementation of Aspen Discovery. Both invoices will be paid in the first quarter of 2022.

Grunseth/Pechura motion to accept the recommendation to direct \$14,456.22 in unspent V-Cat appropriations to the V-Cat Special Projects Future ILS Enhancements Fund. All aye. Motion carried.

2022 WAPL Conference plans – May 10-13, 2022 in Waukesha (Exhibit 15):

Bobrofsky led discussion of conference program information, registration deadlines, WVLS coordinated transportation and coverage of other expenses for board members who wished to attend.

WVLS Fact Sheet 2022 (Exhibit 16), WVLS Organizational Chart 2022 (Exhibit 17), and 2022 WVLS Glossary of Acronyms (Exhibit 18):

Sepnafski drew the board's attention to these three updated exhibits.

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

Bobrofsky announced the first 2022 payment of state public library system aid was received in November accompanied by a letter from State Superintendent of Public Instruction Jill Underly.

Ackerman delivered the Certificate of Commendation for WVLS signed by Governor Tony Evers that was among those presented to all library systems and libraries represented at Library Legislative Day on February 8. It was noted that April 3-9 is **National Library Week**, with April 5 designated as a day to recognize the service of library workers. **Klingbeil** noted that it is time to update WVLS trustee I-pads.

REQUEST FOR FUTURE AGENDA ITEMS: Sepnafski mentioned that the 2021 Financial Audit, 2021 Statistics Booklet, and revised 2022 WVLS Budget would be in the board's packet for the May meeting.

Next meeting dates

WVLS/V-Cat Steering Committee – Thursday, March 17, 2022

WVLS Library Advisory Committee – Tuesday, April 5, 2022

WVLS V-Cat Council – Thursday, April 7, 2022

WVLS Board of Trustees – Saturday, May 21, 2022

ADJOURNMENT: Grunseth/Sweeney motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:02 PM.









Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

January - June 2022

WVLS EXPECTATIONS & ASSESSMENTS REPORT



COMPLETED PROJECTS

-  WVLS enhanced MCPL staff input to workgroups and committees
-  V-Cat libraries and WVLS staff addressed 14,300 database records without subject headings
-  WVLS launched new user-friendly public catalog
-  WVLS increased MCPL catalog item cover images
-  WVLS V-Cat Council implemented weighted voting system
-  MCPL received a \$10,000 Collection Development Grant from WVLS
-  MCPL received \$1,680 in 2022 Summer Performer Grants from WVLS
-  WVLS surveyed MCPL staff for their continuing education needs



WVLS Scholarship Winners Attend PLA National Conference

WVLS sent six member librarians in 2022, including MCPL Marketing Specialist **Dan Richter** and MCPL Adult Services Librarian **Julie Kinney**. Richter reported:

"My PLA conference experience went incredibly well and I truly can't think of any way in which it could be improved upon. The costs that otherwise would have likely prevented me from attending (registration, flight, lodging, etc.) were generously covered by the scholarship I received from WVLS.

Having the financial aspect taken care of allowed me to give my full attention to choosing sessions that I wanted to attend and to think of how I could incorporate the information I learned into my work at MCPL." *Grant details page 18.*

2021 SYSTEM INFORMATION & PUBLIC LIBRARY INFORMATION BOOKLET

page 3

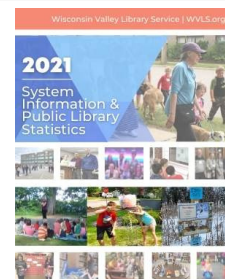


TABLE OF CONTENTS

[Executive Summary](#)

[General System Expectations \(Wisconsin Statutes 43.24\[2\]\)](#)

MCPL System Task Force Specific Items and Additional Support

- [Increase opportunities to collaborate with like-size libraries](#)
- [Improve communication between WVLS & MCPL](#)
- [Improved Integrated Library System \(ILS\) functionality](#)
- [Additional support for improved integrated library system \(ILS\) functionality](#)
- [Collaborative collection development to encourage a timely, broad, and extensive collection](#)
- [Increased continuing education and professional development geared for larger libraries](#)
- [Technology and website support](#)
- [Fiscal](#)
- [Additional Activities](#)

[Appendix A – Continuing Education Survey](#)

[Appendix B – Youth Services Consulting](#)

ADDITIONAL INFORMATION

[WVLS Expectations Report; March 2022](#)

EXECUTIVE SUMMARY

The June 2022 WVLS Expectation Report outlines the projects completed / progress made on recommendations the MCPL Board of Trustees requested WVLS complete in 2022. Following are highlights of the more significant accomplishments and support the WVLS Team has provided to MCPL covering the months of April – June 2022.

MCPL Launches *NEW* Aspen Discovery Library Catalog!

Following a few adjustments since the launch of the new Aspen Discovery library catalog in March, the implementation of a more user-friendly interface for the public is now complete! MCPL has its own custom-tailored catalog site to highlight new materials and special collections while still allowing library users to access the wide variety of materials available throughout the V-Cat Consortium. The WVLS Aspen Implementation Team worked with the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL's expectations to best serve Marathon County library users.

WVLS Resolves Issue of Missing Cover Images in the Catalog

The new Aspen Discovery Catalog pulls in cover images from multiple sources and greatly improves cover image availability for non-book formats. However, cover images are not available for all items. Would WVLS violate copyright laws if we were to create our own cover images for these items? WVLS met with Dr. Tomas Lipinski, professor, librarian, lawyer, and author of several works on the topic of libraries and copyright. He advised WVLS that uploading our own cover images into Aspen for display in the catalog would be within Fair Use. With assistance from MCPL staff, WVLS was able to upload generic cover images of MCPL artwork into the library's new Aspen library catalog.

WVLS Adds Subject Headings to 14,000 Records

In 2020, there were approximately 14,300 bibliographic records identified without subject headings in the V-Cat database. When those records were identified, WVLS met frequently with member library catalogers to provide guidance on how to improve these records. Once member library catalogers had completed as many revisions as possible for their items, remaining work required was sent to Backstage Library Works, a vendor that assists WVLS with updating bibliographic records in the V-Cat catalog. Once that work was finished, WVLS recently finalized the project by ensuring the few remaining records had either a general or local subject heading.

WVLS Submits RFIs to 6 ILS Vendors

Over the last several months, the V-Cat ILS Evaluation and Review Committee drafted a Request for Information document to send to ILS vendors. In early June, the RFI document was submitted to 6 vendors, including Innovative Interfaces, Inc. for its Sierra product, the vendor currently used by the V-Cat Consortium. The Committee is now developing a scoring matrix to evaluate products.

Spring Webinar Series Offered

WVLS and collaborating systems – IFLS Library System, Northern Waters Library Service, and the Southwest Wisconsin Library System – presented three webinars this spring on topics suggested in the January 2022 Continuing Education Survey. The three webinars provided were:

Enhancing Your Workplace Culture

Where Does the Money Come From? Public Library Funding in Wisconsin

Congratulations to Laura Wood!

Laura Wood has received WVLS scholarship to attend the national Association for Small and Rural Libraries Conference held September 14-17 in Chattanooga, Tennessee. Valued at \$1,800, the scholarship covers a one-year membership in the Association for Rural and Small Libraries, conference registration, airfare, 4 nights lodging and meals. She will be joining colleagues from Stetsonville, Tomahawk and Medford. We look forward to Laura's post-conference report to the WVLS Board in November.

MCPL Receives WVLS Summer Performer Grants

The WVLS Board of Trustees approved a \$240 grant in 2022 for each member public library and branch to apply toward contracts with summer library program performers. Public library directors and youth service librarians were notified of this opportunity in December 2021, February 1 and February 21, 2022. This year's WVLS grant opportunity will support 21 performances across the WVLS area throughout the summer. The grant will support a performance at seven MCPL locations for a total grant benefit of \$1,680.

Hot off the Press!

Printed annually, the *WVLS 2021 System Information & Public Library Statistics* booklet, was recently shared with area library directors and library board Presidents. The booklet presents member library service trends using data recorded in members' annual reports. It also highlights how libraries benefited their communities in 2021, shares the benefits of the system/member library partnership and highlights some of the system's key accomplishments in 2021. Copies of the booklet are also distributed to county library board chairs, municipal and county clerks, and area legislators.

Events Being Planned

- An MCPL Staff Field Trip is in the Works! WVLS is arranging for several MCPL staff to visit a library similar in size to MCPL.
- The MCPL Staff Inservice day is being planned for Friday, September 16. WVLS is working with the MCPL Library Director on details for this event.

More information about these opportunities will be shared in the next report.

Thank you for allowing WVLS to share ways in which WVLS and MCPL are partnering to support the library and advance its service goals.

MCPL and WVLS Staff Guide

Marathon County Public Library Staff Mentioned in this Report

Carlson, Ollie	Page Team Lead
Giordano, Leah	Director
Hahn, David	IT Technician
Hornbeak, Tara	Youth Collection Development Specialist
Johnson, Alexander	Library Support Services Manager
Kinney, Julie	Adult Services Librarian
Krombholz, Ben	IT Technician
Luebbe, Chris	Library Specialist
Lutz, Elizabeth	Library Specialist
Martell, Stephanie	Business Specialist
Moscattello, Sarah	Mosinee Branch Coordinator
Richter, Dan	Library Marketing Specialist
Roesler, Kitty	Circulation Services Lead
Schmidt, Pat	Library Specialist
Stachowiak, Mary	Support Services Team Lead
Sullivan, Kate	Adult Collection Development Specialist
Weinfurter, Taylor	Youth Services Librarian
Wilde, Heather	Administrative Coordinator
Wood, Laura	Branch Services Lead

Wisconsin Valley Library Service Staff Mentioned in this Report

Ben Khalifa, Achraf	Technology Support Specialist
Hafemeister, Susie	Administrative Assistant
Hamland, Anne	Public Library Services Consultant
Klingbeil, Joshua	Chief Information Officer
Machones, Sherry	Inclusive Services Consultant
Matczak, Jamie	Education Consultant
Metzler, Rachel	ILS and Database Support Specialist
Sepnafski, Marla	Director
Walenton, Brenda	Finance and HR Specialist
Wendt, Kris Adams	Local and State Advocacy Consultant
Zimmermann, Katie	ILS Administrator

2022 WVLS EXPECTATIONS ASSESSMENT WORKSHEET

General System Expectations (Wisconsin Statutes 43.24[2])

Reference, Referral, and Interlibrary Loan

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

Continuing Education & Consultation

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

Delivery

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

Service Agreements

- Service agreements with all adjacent library systems.

Other Service Programs

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

Inclusive Services

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

Other Types of Libraries

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

Library Technology and Resource Sharing

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

Administration

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

MCPL SYSTEM TASK FORCE SPECIFIC ITEMS AND ADDITIONAL SUPPORT

Increase opportunities to collaborate with like-size libraries

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

ACTIVITIES UPDATE

On April 29, 2022, J. Matczak connected L. Giordano on ways WVLS can work with MCPL to create opportunities to collaborate with similar-sized libraries state-wide. L. Giordano contacted key MCPL staff members for feedback and shared responses with J. Matczak via an email on May 10, 2022. J. Matczak responded with additional ideas that will be coordinated throughout 2022.

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

ACTIVITIES UPDATE

April – June 2022

Introduction to Colleagues at Similar-Sized Libraries

J. Matczak networked with colleagues at the Wisconsin Association of Public Libraries (WAPL) Conference in Pewaukee on May 11-13 on possible partnerships. On May 17, she approached L. Giordano with the idea of WVLS planning a MCPL staff field trip to a library similar in size to MCPL. L. Giordano supported that idea, and implementation will take place sometime in the next couple of months.

RESULTS FROM FIRST QUARTER 2022 REPORT

March 2022

A. Hamland connected T. Weinfurter with La Crosse Public Library's Early Literacy Librarian to learn ways in which the La Crosse Public Library is serving Afghan and other underserved, non-English speaking populations. B. Newberry provides outreach services for Afghan refugees at Fort McCoy among other early literacy programs and services.

Mentorship Opportunity

Upon being hired as the MCPL Director in November 2021, Leah Giordano was invited to participate in the WVLS mentorship program. WVLS paired Giordano with the Brown County Library Director Sarah Sugden. The Brown County Library is like MCPL in that it, too, is a consolidated county library with eight branches (and a bookmobile). Also, Brown County is a resource library for the Nicolet Federated Library System headquartered in Green Bay.

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

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

Improve communication between WVLS & MCPL

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

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

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

ACTIVITIES UPDATE

Scheduled Meetings: April - June 2022

June 14, 2022

A. Hamland met with T. Weinfurter to continue conversation about summer library programming, specifically outdoor programming and virtual programming offered via the Beanstack website and smart device app. The discussion generated a list of ideas to incorporate into 1,000 Books Before Kindergarten and Summer Library Programs in addition to fall or winter reading challenges encouraging visits to the physical library, interacting with the literacy center, and consulting reader's advisory lists for book choices.

June 2022

J. Klingbeil met with D. Hahn to review MCPL's wireless access point management system and learn more about MCPL's local servers and general IT short term plans. J. Klingbeil is putting together a slate of virtual servers for D. Hahn to utilize with full administrative access for testing or production use. J. Klingbeil will be working to schedule additional short term "immediate need" meetings with D. Hahn and long term "strategic planning and technology budget planning" meetings with MCPL team members during the 3rd quarter of 2022.

May 2022

M. Sepnafski met with L. Giordano to prepare for the annual cross border circulation meeting with representatives from the Marshfield Public Library and South Central Library System.

J. Klingbeil sent D. Hahn information on IP address mappings reserved for MCPL within the LEAN WI partnership's Wide Area Network (WAN) to be shared with the 3rd party contractor assisting MCPL with branch and headquarters router replacement and configuration projects. As part of the hardware replacement projects, the contractor is helping MCPL update its IP addressing schema to be more compatible with the City-County IT Commission (CCITC) and WVLS WANs, both to which MCPL's network interconnects.

April – May 2022

In April and May, K. Zimmermann had multiple telephone and email conversations with B. Kromholz, J. Kinney, and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing.

April 2022

M. Sepnafski met with L. Giordano to discuss an orientation for staff and trustees that provides information about WVLS, and to consider additional websites, blogs, and listservs in which to share MCPL employment opportunities.

J. Matczak met with L. Giordano to discuss the staff in-service in September and additional online locations to share MCPL job posts.

Following MCPL Aspen training in March, K. Zimmermann reached out to K. Sullivan and T. Hornbeak with additional information about Aspen Materials Request functionality to meet MCPL goals of streamlining the purchase suggestion process and limiting the number of requests per patron each year. K. Zimmermann included an invitation to set a meeting to begin the setup process.

RESULTS FROM FIRST QUARTER 2022 REPORT

November 2021 - March 2022

March 2022

K. Zimmermann met with J. Kinney, K. Sullivan, T. Hornbeak and other members of the MCPL Library Services team to ensure that the desired collections and materials would be featured in

the Aspen interface and provide an overview of opportunities for featuring library materials through lists, browse categories and collection spotlights.

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

K. Zimmermann facilitated Aspen Materials Request / Purchase Suggestion training. K. Sullivan and T. Hornbeak attended.

February 2022

K. Zimmermann met with M. Stachowiak to gain a better understanding of handling invoices in Sierra Acquisitions to pursue solutions with Innovative during Acquisitions training sessions in March.

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

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

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

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

K. Zimmermann met with B. Krombholz and J. Kinney eight times in this four-month period to ensure Aspen Discovery was configured to desires of MCPL staff. More information is included later in this report.

December 2021

J. Klingbeil met with S. Martell, A. Johnson, and D. Hahn to begin the process of review and analysis of technology and networking services utilized by MCPL. This discussion focused

primarily on WiscNet (internet transit) and Wausau Community Area Network (WCAN, network transport) memberships and services.

November 2021

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

- Filter menu for searches in the public catalog
 - Improved sorting of search results with the most relevant results on top
- As a result of concerns raised by MCPL and other V-Cat libraries, the default search in Sierra was changed to a keyword search, which enables additional sorting of results and eliminating duplicate results. Additional concerns expressed will be taken into consideration during the ILS Evaluation and Review process.

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

- **Expectation Complete:** MCPL will be invited to participate in WVLS sub-committees and work groups.

MCPL MEMBERSHIP ON WVLS BOARD-APPOINTED COMMITTEES

WVLS/V-Cat Steering Committee

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

Member/s: MCPL Director L. Giordano.

WVLS Library Advisory Committee

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

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

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

WVLS V-Cat Council

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

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

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

- For adoption of the order of agenda, adoption of the minutes of previous meetings, and adjournment, when unanimous consent cannot be reached, a simple majority of voting representatives will carry the vote.
- For all other actions, when unanimous consent cannot be reached, a two-thirds majority vote based on weighted representation AND a two-thirds majority of the representatives will carry the vote.

The V-Cat Council met on Thursday, February 3, Thursday, April 7 and Thursday, June 2.

Others who attend V-Cat Council meetings include J. Kinney, M. Stachowiak, C. Luebbe.

V-Cat Bibliographic and Interface Committee

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

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

ACTIVITIES UPDATE

During its May 2022 meeting, the Committee discussed:

- Aspen Discovery cataloging information: grouping records, cover images, audience, prepublication information, material types, and diacritics
- Overdrive records in Sierra: Because OverDrive records display to patrons in Aspen without them needing to be loaded into our Sierra database, it was decided that WVLS staff should remove OverDrive records from the Sierra database.
- OCLC is now adding French Language subject headings to its bib records. As these are records that are copied into the Sierra database, a process for removal of the French Language was discussed. A process to address this issue will be determined at future meetings.

RESULTS FROM FIRST QUARTER 2022 REPORT

Meetings were held in December 2021 and March 2022 to discuss:

- Z39.50 cataloging in system and strengthen the existing recommendation to include language about quality of records, necessary training, and WVLS' ability to turn off the privilege if a library does not choose quality records.

- The need for volume information in magazine item records for proper functionality in the patron catalog and consistency in system.
- Aspen Discovery cataloging information: grouping records, cover images, audience, prepublication information, material types, and diacritics
- Reporting circulation of “other” materials for the annual report

V-Cat Cooperative Circulation Committee

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

Member/s: M. Stachowiak and K. Roesler. Also in attendance: O. Carlson

ACTIVITIES UPDATE

The May 2022 meeting featured discussions on 2022 projects, including library card application and patron record standardization, processing fees, juvenile to adult card conversions, high demand materials practices and item statuses.

RESULTS FROM FIRST QUARTER 2022 REPORT

During its March 2022 meeting, the Committee discussed Circulation functionality requirements for the ILS Evaluation and review.

V-Cat ILS Evaluation and Review Committee

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

Member/s: A. Johnson (Committee Chair) and C. Luebbe.

ACTIVITIES UPDATE

During meetings in April, May and June, the ILS Evaluation and Review Committee completed the RFI. Following the June meeting, the RFI was sent to six potential vendors. The Committee is developing a scoring matrix to evaluate products.

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

July 18, 2022 MCPL Board of Trustees Meeting

WVLS plans to attend this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet, and to provide a brief presentation on the WVLS Summer Library Performer Grant, Beanstack, and virtual and in-person meetings of youth services staff hosted by library services consultants from WVLS and IFLS Library System.

RESULTS FROM FIRST QUARTER 2022 REPORT

March 21, 2022 MCPL Board of Trustees Meeting

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

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

ACTIVITIES UPDATE

In April, M. Sepnafski and J. Matczak met with L. Giordano to review expectations for this goal. L. Giordano suggested that a helpful tool to share with new MCPL Board members and staff would be a *Digital Byte* (WVLS digital training video) on WVLS, its operation, and how it supports member libraries. An outline for the training video was developed in May.

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

ACTIVITIES UPDATE

April – June 2022

May-June 2022

On June 29, A. Hamland met with J. Kinney to discuss progress made on MCPL digitization projects and grant options J. Kinney is working on for each. MCPL has hired a part-time librarian who is assisting in the project. J. Kinney is working through applications for digitization volunteers in preparation for the fall. The next digitization meeting date is set for July 20.

On May 18 and June 8, A. Hamland and K. Zimmermann connected with J. Kinney to discuss the development on MCPL’s digitization projects, explored solutions to access, connections partner organizations and libraries, and finally grant opportunities.

K. Zimmermann discussed opportunities for integrating local history materials into the Aspen Discovery Catalog with J. Kinney and B. Krombolz. Options for training sessions and mentoring

relationships with other Aspen Libraries that have integrated digitized materials into their Aspen Discovery catalogs are being investigated.

April 2022

J. Kinney consulted with A. Hamland on April 19 regarding MCPL digitization projects, copyright issues, and grant opportunities.

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

ACTIVITIES UPDATE

Public library directors in Northern Waters Library Service and Wisconsin Valley Library Service are emailed a monthly *Inclusive Services Update* from Inclusive Services Consultant for WVLS and Northern Waters Library Service, Sherry Machones. The update shares activities of the IDEA Team, and highlights continuing education opportunities, topical news stories, lists of holidays and resources related to inclusion, diversity, equity, and accessibility.

Beginning in June, *WVLS Monday Mentions*, a weekly email that alerts WVLS members to news and service announcements for the week, will promote this publication as well.

Improved integrated library system (ILS) functionality

- **Expectation Complete: Improved record subject headings.**

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

Number of records without subject headings in 2020	14,302
Number of records cleaned up by libraries	8,964
Number of records sent for outsourcing	5,338
Number of records received from outsourcing with a “perfect” match and have been upload to V-Cat	4,539
Number of records with an “acceptable” match that were reviewed before uploading to V-Cat	561
Number of records with no matches	238
Number of records that need local headings added	70

R. Metzler met frequently with WVLS member library catalogers to provide guidance on how to improve these records. Once library staff completed their individual library lists, WVLS sent the remaining records to Backstage Library Works, a vendor that assists WVLS with updating bibliographic records in the V-Cat catalog. Bibliographic records received from Backstage with perfect matches were uploaded into the V-Cat database. A file of acceptable matches was also sent from Backstage. R. Metzler reviewed this file, edited when necessary, and then uploaded it into the V-Cat database. The remaining 308 records were reviewed by R. Metzler and M. Pregler,

a WVLS cataloging partner from Antigo Public Library. This project was completed in early June 2022.

- **Expectation Complete: More user-friendly interface for the public.**

Aspen Discovery Product

K. Zimmermann led efforts to implement a new Aspen Discovery library catalog interface for each V-Cat Consortium member library. MCPL's Aspen Discovery catalog was made available to its users the week of March 14, 2022. MCPL now has its own custom-tailored catalog site to highlight new materials and special collections will still allowing library users to access the wide variety of materials available throughout the V-Cat Consortium.

Aspen Discovery maintenance and improvements are ongoing.

April – May 2022

Zimmermann had multiple telephone and email conversations with B. Krombholz, J. Kinney and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing. Improvements are ongoing.

On April 14, K. Zimmermann shared a modification for the public catalog computers in the MCPL Wausau children's department to automatically default to the children's browse categories.

November 2021-March 2022

From November 2021-March 2022, K. Zimmermann worked with B. Krombholz to configure new discovery layer to work with MCPL's website to create a seamless transition with maximum functionality. During that same period, the WVLS Aspen Implementation Team worked with the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL's expectations to best serve Marathon County library users.

- **Biennial review of new ILS products.**

ACTIVITIES UPDATE

April - June 2022

The ILS Evaluation and Review Committee met in April, May, and June to complete a Request for Information (RFI) document to send to ILS vendors. On June 3, 2022 the RFI document was submitted to 6 vendors, including Innovative Interfaces, Inc. for its Sierra product, the vendor currently used by the V-Cat Consortium. The Committee is developing a scoring matrix to evaluate products.

RESULTS FROM FIRST QUARTER 2022 REPORT

January – March 2022

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

As part of its charge, the Committee began drafting an RFP to sent to select Integrated Library System vendors.

- **Expectation Complete: Work with ILS product developers to fix the issue of missing cover images in the catalog.**

The new Aspen Discovery Catalog pulls in cover images from multiple sources and greatly improves cover image availability for non-book formats. However, cover images are not available for all items. As part of its investigation on the legalities of uploading cover images from other areas in April and May, WVLS met with Dr. Tomas Lipinski, professor, librarian, lawyer, and author of several works on the topic of libraries and copyright. He advised WVLS that uploading our own cover images into Aspen for display in the catalog would be within Fair Use. With assistance from MCPL staff, WVLS was able to upload generic cover images of MCPL artwork into the library's new Aspen library catalog.

A process to submit images was shared with the V-Cat Council on June 2.

- **Expectation Complete: Create weighted voting system to accurately represent our service population.**

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

Additional support for improved integrated library system (ILS) functionality

Examples of Support Provided

ACTIVITIES UPDATE

April - June 2022

June 2022

On June 8, K. Zimmermann met with S. Martell to discuss ILS fine payment reporting.

On June 17th, a change in Baker & Taylor's servers behind their ordering service disrupted ordering functionality for many customers. J. Klingbeil and K. Zimmermann worked with MCPL staff and vendor support from Baker & Taylor and Innovative to identify the root cause of Baker & Taylor service level issues preventing successful ordering from the Sierra Acquisitions module. It was determined that Baker & Taylor's new server was misconfigured (affecting customers globally). Innovative was able to adjust a configuration setting on our "customer" side as a temporary solution, which worked for MCPL's case since Baker & Taylor is the only service provider MCPL currently connects to via this mechanism. Soon after, Baker & Taylor resolved the root issue on their side.

May 2022

D. Hahn consulted with K. Zimmermann regarding Sierra and printing at MCPL branches. With information Zimmermann shared in March and in May, D. Hahn was able to successfully resolve printing issues.

K. Zimmermann followed up with M. Stachowiak regarding Sierra invoicing and acquisitions and met with H. Wilde to review ILS reports and statistics regularly gathered by MCPL and WVLS.

April – May 2022

K. Zimmermann had multiple telephone and email conversations with B. Krombholz, J. Kinney and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing.

K. Zimmermann had several meetings and conversations with A. Johnson, MCPL IT Technician D. Hahn and MCPL Mosinee Branch Coordinator S. Moscatello to roll out Sierra Web Application access as an alternative to Sierra Offline Circulation. MCPL branches experiencing high latency with network connectivity are occasionally unable to access Sierra Desktop Application. The addition of Sierra Web Application for these branch locations allows branch staff to offer more services to patrons than Sierra Offline Circulation, including the ability to create new patron records, edit patron records, take fine payments and check in items.

RESULTS FROM FIRST QUARTER 2022 REPORT

December 2021 - March 2022

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

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

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

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

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

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

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

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

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

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

ACTIVITIES UPDATE

In May, WVLS created a collection development email listserv to increase communication among V-Cat library staff involved in collection development. In addition, K. Zimmermann conducted a survey of library staff involved in collection development to determine needs for collection development support and opportunities for collaboration.

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

ACTIVITIES UPDATE

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

In May, K. Zimmermann conducted a survey of library staff involved in collection development to determine needs for collection development support and opportunities for collaboration.

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

ACTIVITIES UPDATE

WVLS offers training to libraries to create their own lists of materials to consider for weeding. Lists are also provided to libraries upon request. To date, one list has been requested in 2022.

Additionally, WVLS assists libraries with completing an inventory of their collections. To date, one library has requested assistance.

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

In May, WVLS created a collection development email listserv to increase communication among member library staff involved in collection development. In addition, K. Zimmermann conducted a survey of library staff involved in collection development to gather information on weeding practices and gauge needs for weeding support.

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

ACTIVITIES UPDATE

Digitization projects are unique to each community, project, and format of items to digitize. WVLS consultants assist member libraries in developing a plan for each digitization project and finding grant opportunities suited for project needs, grantor eligibility factors, and grant timelines.

J. Kinney consulted with A. Hamland and K. Zimmermann on April 19, May 18, and June 8 to discuss the development on MCPL's digitization projects, explored solutions to access, connections partner organizations and libraries, and finally grant opportunities. The Wausau area yearbooks project likely will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

Increased continuing education & professional development geared for larger libraries

- **Expectation Complete:** WVLS should survey MCPL staff on continuing education needs and desires.

To identify area libraries' continuing education and training needs, public library directors were asked to complete a survey sent to them on January 31, 2022. On February 1, L. Giordano and H. Wilde were asked to forward the survey to MCPL staff for their feedback.

The survey results, shared at the end of this report as Exhibit A, were used to develop topics for a Spring 2022 Webinar series and will be used to drive upcoming workshop and training opportunities. Continuing education webinars are offered by WVLS in collaboration with the IFLS Library System, Northern Waters Library Service, and Southwest Wisconsin Library System.

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

ACTIVITIES UPDATE

On May 11, 2022, J. Matczak and L. Giordano spoke on the phone about a potential keynote speaker located in California. On May 19, 2022, J. Matczak presented a tentative schedule for the annual in-service day. L. Giordano approved the schedule. J. Matczak reached out to Wausau Mayor and former MCPL/WVSL board member K. Rosenberg on local leaders who could serve as presenters in the afternoon of in-service day.

RESULTS FROM FIRST QUARTER 2022 REPORT

January-March 2022

An MCPL staff in-service is scheduled for Friday, September 16, 2022. J. Matczak and L. Giordano planned to meet over the next few months to decide topics and speakers.

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

ACTIVITIES UPDATE

April- June 2022

On April 5, K. Zimmermann provided L. Giordano a brief V-Cat Orientation refresher. During the discussion, Giordano shared her experiences with V-Cat, and the needs of MCPL staff. K. Zimmermann welcomed feedback and further communication from MCPL team members as needs and concerns arise. Three items for follow up were noted: 1. cross county payments (follow up by M. Sepnafski); 2. possible duplication of effort in reports run by MCPL staff and WVLS staff (follow up by K. Zimmermann); and 3. WVLS and MCPL Overdrive Advantage Collections (follow up by R. Metzler).

In April, M. Sepnafski and J. Matczak met with L. Giordano to review expectations for this goal. L. Giordano suggested that a helpful tool to share with new MCPL Board members and staff would be a Digital Byte (WVLS digital training video) on WVLS, its operation, and how it supports member libraries. An outline for the training video was developed in May.

RESULTS FROM FIRST QUARTER 2022 REPORT

December 2021-March 2022

In January 2022, WVLS Director M. Sepnafski and WVLS Administrative Assistant S. Hafemeister met with L. Giordano, to provide an introductory orientation about Wisconsin's library landscape and the system's operation and services.

In December 2021, J. Matczak met with L. Giordano to review the WVLS orientation process. J. Matczak shared information about public library certification processes and requisite documentation, including a WVLS *Digital Byte* training video that reviewed forms for public library certification.

Also in December 2021, K. Zimmermann provided a V-Cat orientation for A. Johnson.

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

ACTIVITIES UPDATE

On April 29, 2022, J. Matczak connected with L. Giordano on Digital Byte training videos specific to MCPL professional development requests. L. Giordano contacted key MCPL staff members on feedback. Feedback was shared with J. Matczak via email on May 10, 2022. Topics for Digital Byte trainings include audio/video editing software tips and tricks, digitizing materials, storing local materials/archives, emerging technology/apps, free and easy software for publishing, and accessibility apps.

Technology & website support

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

EXPECTATIONS UPDATE

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

received one or two Aspen discovery consultations. Additional permissions were granted, and settings enabled as desired for MCPL customization.

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

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

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

Fiscal

- **Annual cost-benefit analysis presented to MCPL’s Library Board describing the services provided and the associated costs.**
- **Assist MCPL in finding and applying for grant opportunities as applicable.**

ACTIVITIES UPDATE

April-June 2022

WVLS Summer Performer Grant

The WVLS Board of Trustees approved a \$240 grant for each member public library and branch to apply toward contracts with summer library program performers. Public library directors and youth service librarians were notified of this opportunity in December 2021, February 1, and February 21, 2022. This year’s WVLS grant opportunity will support 21 performances across the WVLS area throughout the summer.

Specifically, the grant will support a performance at seven MCPL locations for a total grant benefit of \$1,680.

Digitization Grants

Digitization projects are unique to each community, project, and format of items to digitize. WVLS consultants assist member libraries in developing a plan for each digitization project and finding grant opportunities suited for project needs, grantor eligibility factors, and grant

timelines. A. Hamland and K. Zimmerman met with MCPL Adult Services Librarian J. Kinney on April 19, May 18, and June 8 to outline the needs and progression for each digitization project she is leading. The Wausau area yearbooks project likely will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

WVLS WAPL Conference Scholarship; May 11-13

On April 6, member libraries were notified of the availability of full conference scholarships to attend the 2022 Wisconsin Association of Public Libraries (WAPL) Conference, held in Pewaukee on May 11 – 13. With a theme of INFINITE POSSIBILITIES, the goal of this year’s WAPL conference was for attendees to leave empowered to explore possibilities beyond their library and community.

Valued at \$800, the scholarship covered conference registration, transportation, two nights of lodging, and meal reimbursement. Interested recipients were asked to notify WVLS on April 13, and applications were due May 6.

Ideas to Action Fund

On Monday, May 16, WVLS notified member libraries about the WiLS Ideas to Action Fund. This fund provides grants of up to \$5,000, so all types of libraries can bring their project ideas to life. The Fund encourages partnerships and collaborations among WiLS members and with community partners, supports innovative and exploratory new work within the Wisconsin library community, and seeds the development of processes, methods, or resources that can be used by other libraries and cultural organizations. Proposals were accepted until June 6.

PLA Digital Literacy Workshop Incentive

On Monday, May 25, WVLS notified member libraries about the Public Library Association (PLA) Digital Literacy Workshop Training Incentive, supported by AT&T. The incentive program is designed to support library adoption of new digital literacy courses and training materials, which are freely available in English and Spanish at DigitalLearn.org. All public libraries in the U.S. were eligible to apply for one of two incentive amounts. Tier 1 incentive recipients will receive \$4,000 and be required to conduct a minimum of three workshops reaching a total of 18 learners. Tier 2 Incentive recipients will receive \$7,000 and be required to conduct a minimum of five workshops reaching a minimum of 50 learners. The application deadline was Friday, June 10, and recipients will be announced in August.

WVLS ARSL Conference Scholarship; September 14-17, 2022

On Monday, May 2, WVLS notified member libraries about the availability of full conference scholarships to attend the national 2022 Association of Rural and Small Libraries (ARSL) Conference. The 2022 ARSL Conference will be held in Chattanooga, TN, and will run from September 14-17. This conference is specifically designed for rural library staff. Previous conference topics have included building community advocacy, effective trustee recruitment,

safety procedures, inexpensive programming ideas, innovative web services, customer service, and more.

Valued at \$1,800, the scholarship will cover conference registration, round-trip airfare, four nights of lodging, meal reimbursement, and more. The scholarship application deadline closed on Friday, May 20.

RESULTS FROM FIRST QUARTER 2022 REPORT January-March 2022

WVLS PLA Conference Scholarship; March 23-25, 2022

In November 2021, WVLS announced the availability of scholarships to attend the National Public Library Association Conference in Portland, Oregon on March 23-25. The scholarship offered \$3,000 toward travel and conference expenses for selected applicants. In December 2021, WVLS notified D. Richter and J. Kinney and 4 other area colleagues that their applications were selected for scholarships. A conference report from each of the PLA Conference scholars was shared with the WVLS Board of Trustees in May 2022 and is available [here](#).



WVLS PLA Conference Scholarship Recipients (L to R): Jennifer Davis, Minocqua Public Library; Laurie Ollhoff, T.B. Scott Free Library – Merrill; Elisha Sheffer, Rhinelander District Library; **Dan Richter** and **Julie Kinney**, Marathon County Public Library; and Ashley Polinski, Rhinelander District Library.

WVLS Library Legislative Day Scholarship; February 3, 2022

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



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

Additional Activities

Library Advocacy

Two of the five attendees from WVLS counties at 2022 Library Legislative Day on February 8 were appointed to the WVLS Board of Trustees by the Marathon County Board to represent Marathon County. In addition to WVLS Trustees Mike Otten and Sonja Ackerman, Laurie Ollhoff (Wausau resident and Assistant Director at TB Scott Free Library, Merrill) also attended from Marathon County. Ackerman reached out to L. Giordano prior to the event to inquire whether there were specific MCPL services, programs, stories, or concerns that she could carry into the appointments with six area legislators visited by herself and Otten. Information about LENA Start, virtual content, grab-and-go STEAM theme craft kits and value-added services provided by MCPL during the pandemic was shared.

WVLS 2021 System Information & Public Library Statistics

Produced annually, the *WVLS 2021 System Information & Public Library Statistics* booklet presents member library service trends from data recorded in members' annual reports and highlights how libraries benefited their communities in 2021. The booklet also shares the benefits of the system/member library partnership and mentions some of the system's key accomplishments in 2021. The booklet is distributed to member public library directors and library board Presidents, county library board chairs, municipal and county clerks, and area legislators.

Continuing Education & Consultation

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

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

Collection Development

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

Administration

In May, M. Sepnafski provided L. Giordano with salary information from other system resource libraries, libraries with service populations comparable to MCPL, other consolidated county libraries and libraries having an annual revenue similar to MCPL. The list of peer library data was requested for Marathon County's classification and compensation study.

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

APPENDIX A: WVLS Continuing Education Survey Analysis

WVLS is partnering with the IFLS Library System (IFLS), Northern Waters Library Service (NWLS) and the Southwest Wisconsin Library System (SWLS) to plan and host a series of webinars for our member libraries in 2022. In the area of continuing education and professional development, several library systems across the state have multi-system partnerships for this purpose.

To drive the direction for webinar topics, member libraries in WVLS and partnering systems are asked to share their continuing education priorities through an annual survey sent to all library staff early in the year. The January 31, 2022, survey elicited responses from 14 MCPL staff members. Results from this recent survey, follow.

1) Which general topic areas would be helpful as a 60-minute webinar in February - May 2022?

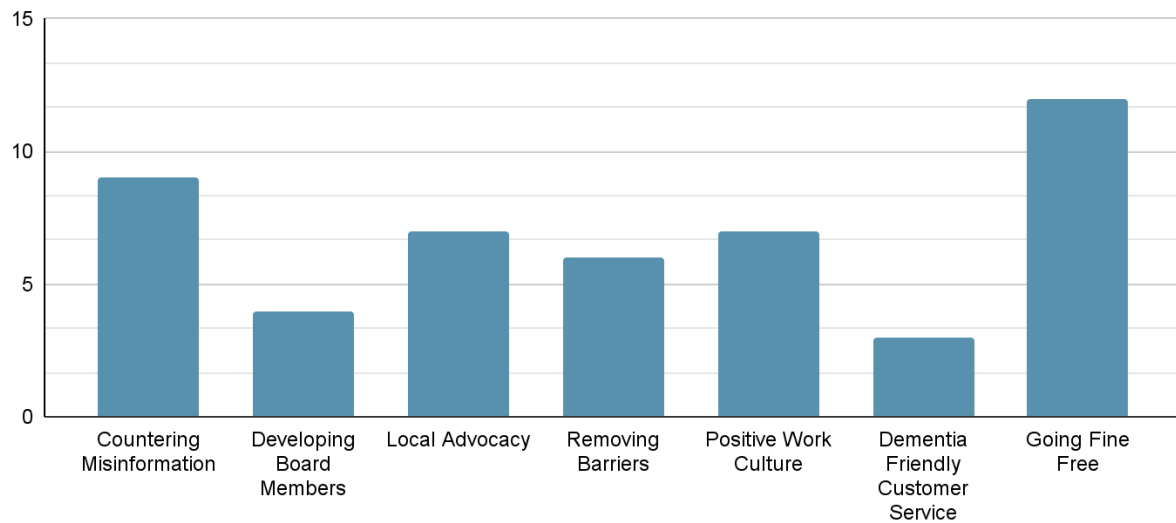
There were 12 topic choices in this question, decided by trends and feedback from librarians in WVLS, IFLS, NWLS and SWLS. Respondents were asked to select their top six.

- Countering Misinformation
- Positive Work Culture
- Local Advocacy
- Improving Access/Removing Barriers
- Inclusive Weeding
- Materials Challenges
- Time Management
- Dementia Friendly Customer Service
- Promoting and Engaging in Civic Dialogue
- Developing Board Members
- Removing Barriers
- Starting a Friend's Group

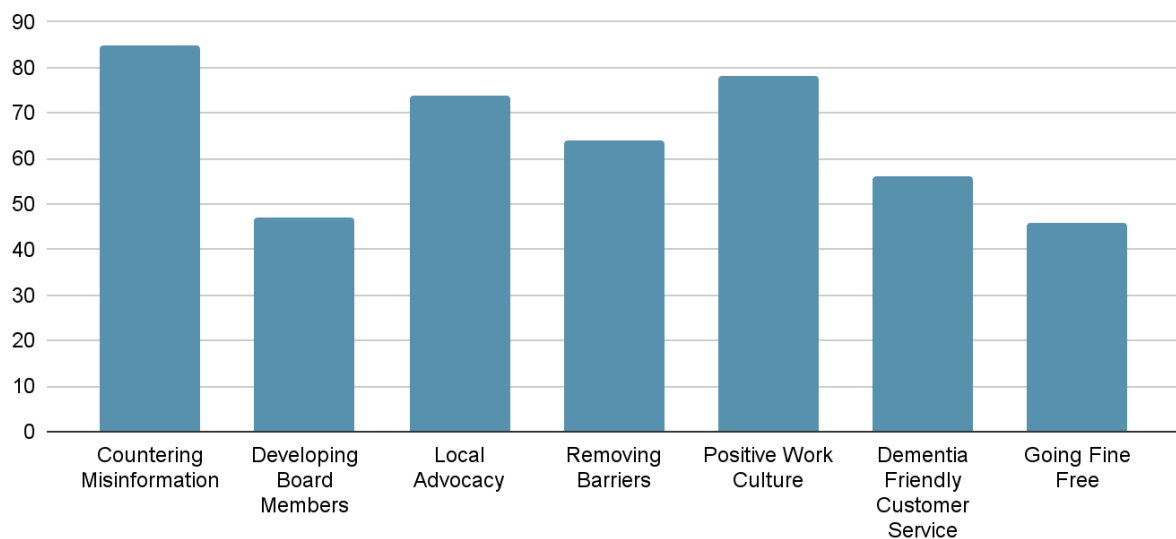
Following is a graph of the top preferences of MCPL staff followed by a graph showing the top choices from all staff from libraries in the system partnership.

The topic "Going Fine Free" scored high among MCPL survey recipients; overall it was ranked #10 out of the 12 topic choices. Countering Misinformation, Positive Work Culture, and Local Advocacy also scored high.

MCPL Responses



All Responses



The top responses from libraries in WVLS IFLS, NWLS and SWLS were Countering Misinformation, Positive Work Culture, and Local Advocacy.

Based on this survey feedback, the following topics were selected for the “Spring Webinar Series” presented in April-May 2022.

April 19: Enhancing Your Workplace Culture

April 28: Where Does the Money Come From? Public Library Funding in Wisconsin

May 5: Public Libraries and Fake News

Because some librarians have limited time to take surveys, a question about youth service topic areas was included in this year’s survey.

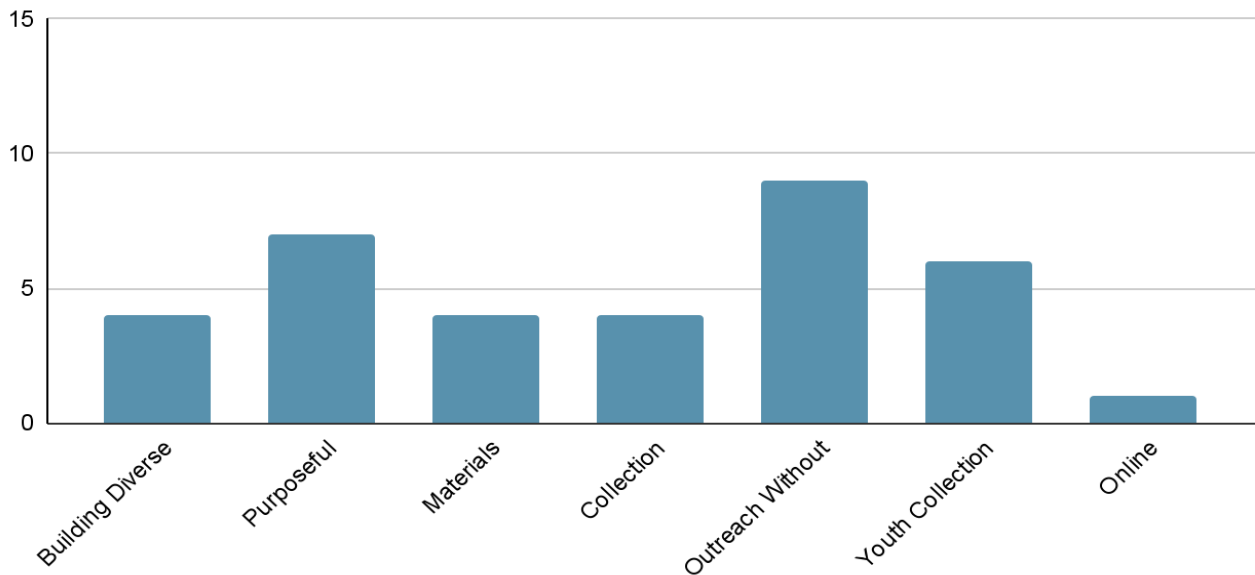
2) Which youth services areas would be helpful as a 60-minute webinar in February - May 2022?

There were 7 topic choices in this question, decided by trends and feedback from librarians in WVLS, IFLS, NWLS and SWLS. Respondents were asked to select their top three choices.

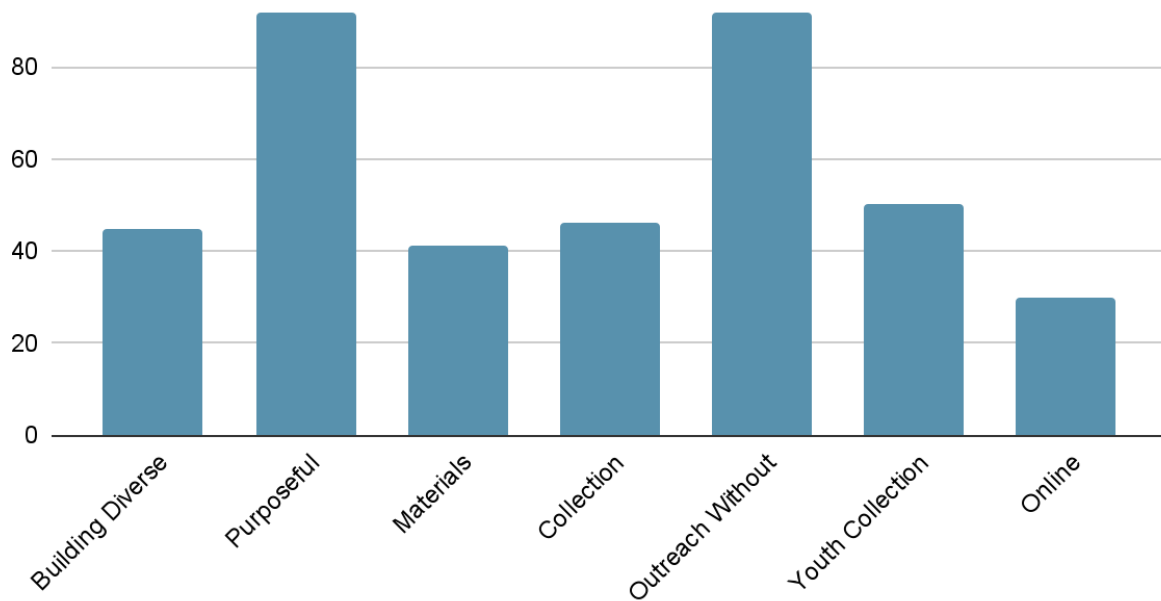
- Building Diverse Collections
- Collection Management Basics
- Materials Challenges
- Online Registration for Summer Programming
- Outreach without Overextending
- Purposeful Program Idea Slam
- Youth Collection Shelving Systems

The topics of Outreach without Overextending, Purposeful Program Idea Slam, and Youth Collection Shelving Systems were the top choices for MCPL.

MCPL Responses



All Responses



Above are the responses from librarians in WVLS, IFLS, NWLS and SWLS. Similar to the responses from MCPL, the topics of Outreach without Overextending, Purposeful Program Idea Slam, and Youth Collection Shelving Systems scored the highest.

The WVLS system plan states that WVLS will “sponsor a minimum of nine (9) contact hours annually of continuing education opportunities relating to youth and young adult services.” Librarians serving youth benefit from all webinars even if the content is not directly related to youth services and programs.

In addition to guiding the focus for the annual WVLS Youth Services Workshop held in December, topics selected by librarians serving youth are incorporated into WVLS Youth Services Information Exchange (YSIE) discussions scheduled throughout the year.



WVLS

Youth Services Consulting



Youth Services Meetups

- Programs & Services
- Professional Topics
- In-person: opportunities for conversation, bonding, mentorship
- Virtual: Inclusive opportunity for small staff, no travel necessary



Anne Hamland
Public Library
Services Consultant

Personal Consultation

- On demand confidential assistance
- Recent topics: material challenges & concerns, planning a summer program, building a successful storytime, evaluating programs & services



Tools & Templates

- Youth Services Facebook Group, Email Listserv, and Resource Webpages: communications are duplicated to offer access for any communication preference
- Collaborative Performer Booking Sheet
- Take & Make Idea Sharing
- Summer Library Program Social Media Marketing Templates
- Summer Library Program Print Reading Log Templates



Youth Librarian Professional Opportunities

- *WLA Membership* and Conference Professional Scholarship
- Library Legislative Day, Wisconsin Association of Public Libraries, Wisconsin Educational Media & Technology Association, Association for Rural and Small Libraries, Public Library Association, American Library Association.
- WVLS Innovation and Collaboration Literacy Grant

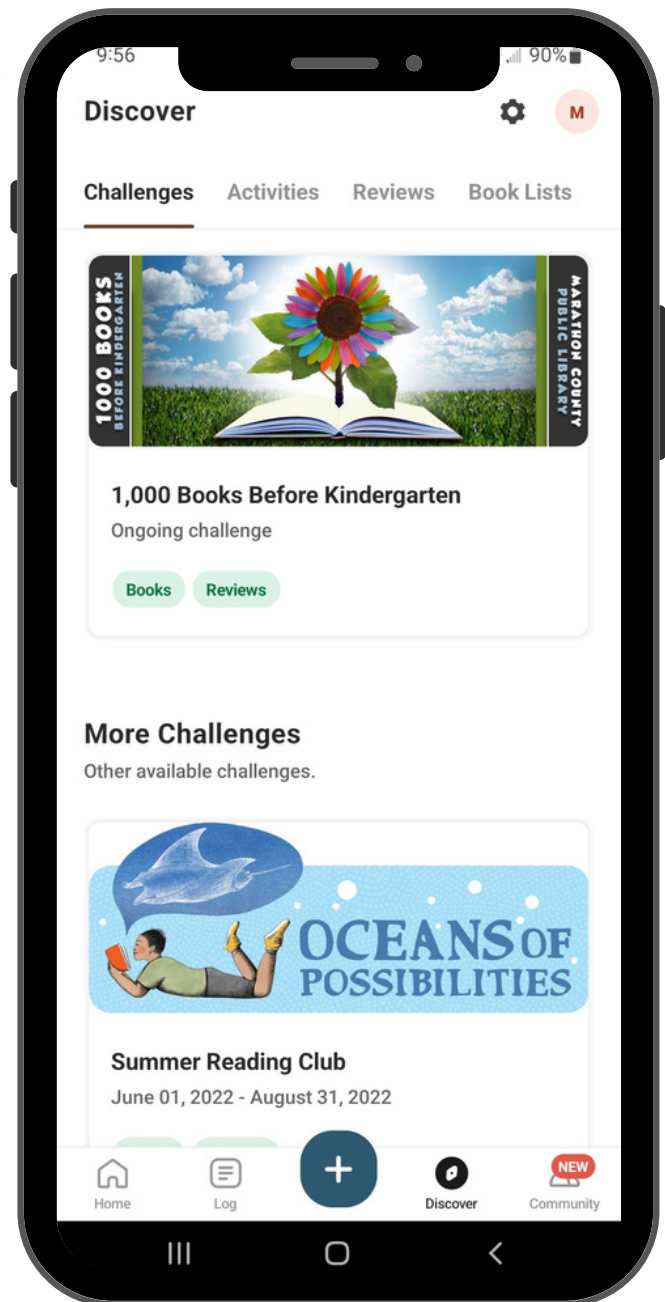


The Wisconsin Department of Public Instruction's Division for Libraries and Technology issued a \$327,000 grant to WVLS in May 2020 and a second grant in August 2021 for \$277,000 to serve as the fiscal agent for a three-year contract with Beanstack, on behalf of all public and school libraries across Wisconsin.

“**Beanstack makes it easy for patrons to register, track reading, and earn incentives while libraries gain data-driven insights.**”

FEATURES

- Online platform and mobile app
- Specializes in reading challenges for all ages, all year long
- Customizable for every library
- Enhances virtual connections with users
- Complements offline programs
- Accessible via individual library webpages and mobile devices
- Simple and effective report and statistical dashboard for librarians



Marathon County Public Library

mcpl.us/research/online/virtual-reading-club-beanstack



[web access](#) [Apple iOS app](#) [Google Play app](#)

Use Beanstack to track your reading and participate in a variety of reading challenges, such as 1,000 Books Before Kindergarten, 100 Books Before Graduation and our Summer Reading Club!

To get started:

1. Use the links on this page to install the Beanstack app on your smartphone or tablet, or use the "Web Access" link on your computer.
2. Register yourself and/or your family members that want to participate.
3. Review the available reading challenges, and start logging your accomplishments.
4. As you earn rewards, please follow the instructions to pick them up.

Please note: Not all age groups will have challenges available year-round, but you can still use the app to track your reading on your own.

If you have any questions or experience difficulty, please contact us!



Developing the Library Budget

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

8

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [Trustee Essential #24: Library Friends and Library Foundations](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department
of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
----------------------------------	------------------	------------------	------------------

*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

9

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [Sample Trust/Gift Fund Report](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- 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.](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department
of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
	Yearly total for all accounts	\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350

Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction: Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement: Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See [Sources of Additional Information](#) below for information about developing a mission statement.)

Service Responses: What are the specific services you will offer and, why?

Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?

Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning (owlsnet.org/141/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
- Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. Chicago, IL: American Library Association, 1998.
- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- “Disaster Preparedness and Recovery.” American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Library Standards

12

The development of the publication [Wisconsin Public Library Standards](#) was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

[Wisconsin Public Library Standards](#) attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

How to Use the Standards

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

Libraries that already meet the minimums represented by the standards can develop service goals based on local needs.

Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent. Your library can establish service targets by selecting the appropriate level of effort to apply to each standard or can use the levels to plan for progressive improvements over a period of time.

In This Trustee Essential

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: owlsnet.org/141/standards.

Library Planning and the *Standards*

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also *Trustee Essential #11: Planning for the Library's Future* for more information about the planning process.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

Additional Sources of Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- Outagamie Waupaca Library System (OWLS) Public Library Standards webpage (owlsnet.org/141/standards)
- [Wisconsin public library service data](#)
- IMLS national public library data (www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>