



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, August 15, 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/479066413> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 479-066-413.**

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

**AGENDA**

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments**
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President**
  - B. Other Board Members**
  - C. Library Director**
  - D. Board Committees**
  - E. Friends of the Library**
  - F. MCPL Foundation**
  - G. Wisconsin Valley Library Service**
- 7. ( 5 minutes) COVID-19 Update – For Discussion and Possible Action**
- 8. ( 5 minutes) Exhibits, Displays, Brochure Racks and Bulletin Boards Policy – For Discussion and Possible Action**
- 9. ( 5 minutes) Purchase Approval – Automated Materials Handling System (AMH) – For Discussion and Possible Action**
- 10. ( 5 minutes) WVLS Resource Library Agreement – For Discussion and Possible Action**
- 11. (10 minutes) Trustee Essentials 14 & 15 – For Discussion and Informational Purposes Only**
- 12. (10 minutes) Library Service Highlight: Information Technology – For Discussion and Informational Purposes Only**
- 13. Announcements**
- 14. Request for Future Agenda Items**
- 15. Next Meeting Dates**
  - **Monday 09/19/2022**
  - **Monday 10/17/2022**
  - **Monday 11/21/2022**
  - **Monday 12/19/2022**

16. Adjournment

Signed:   
Library Director or Designee

\*All times are approximate and subject to change

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

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: H. Wilde

EMAILED DATE: August 9, 2022

EMAILED TIME: 1:45 p.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday July 18, 2022.

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

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Anne Hamland, Susie Hafemeister, remote visitors: Shannon Schultz, Jamie Matczak, Brenda Walenton, Martha Van Pelt 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 KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JUNE 20, 2022 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BILLS & SERVICES REPORT FOR JUNE, 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 – The MOU Task Force had their first meeting to discuss the current version of the MOUs and are in the early stages of review.

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

- Katelyn Sabelko is the new MCPL Library Service Manager. She was the Head of Public Services and Reference Services at Briar Cliff University in Iowa.
- The ARPA presentation to the Human Resources, Finance and Property Committee went well. Several requests, including the library's request, are being routed through the county's CIP project process. The library is requesting funds to complete the HVAC system, walls and ceiling on the third floor to make it a usable space for the public.
- The Chief Justice Shirley S. Abrahamson display will be in the rotunda until August 31<sup>st</sup>.

Board Committees – None

Friends of the Library – The Friends of the Library will have their next meeting on July 25<sup>th</sup>. The most recent sale had a profit of about \$500 and resulted in seven new memberships.

MCPL Foundation – The Foundation met July 14, 2022. Additional board members are needed to fill seats that are empty or will be vacated at the end of the year. Advertising via social media and with flyers at the branches was discussed. Interested individuals should send a letter of interest to Director Leah Giordano or Foundation President Mary Coates.

Wisconsin Valley Library Service – The WVLS Board will meet in August. Training can be found at [wistrusteetraining.com](http://wistrusteetraining.com) for Trustee Training Week, August 22<sup>nd</sup>-26<sup>th</sup>.

COVID-19 Update – There are no new recommendations at this time.

WVLS Expectations Quarterly Review- presented by Marla Sepnafski, Director of WVLS and Anne Hamland, WVLS Public Library Services Consultant

- The WVLS Expectations and Assessments Report is included in the Board packet.
- To facilitate partnerships between libraries, Jamie Matczak, WVLS Continuing Education Consultant, is working to coordinate a field trip for MCPL staff to a similar size library.
- The 14,000 records in the database that were missing subject headings have been corrected as a result of WVLS creating and implementing a multi-step plan.
- Additional cover images have been provided for MCPL from the new Aspen software and from scanning artwork after confirmation that this would not violate copyright laws.
- A biannual review of new ILS products is being coordinated by a new WVLS committee chaired by Alexander Johnson, MCPL Support Service Manager.
- WVLS has increased education opportunities for staff via spring webinars and promoted a \$2000 scholarship to the National Association for Rural and Small Libraries Conference this fall. Laura Woods, MCPL Branch Service Lead, was selected as a recipient.
- Anne Hamland, provides personal consulting on topics such as policy development and evaluation, collection enhancements and tools like reading log templates.
- Beanstack is an app and website that is free for Wisconsin public and school libraries that patrons can use for doing things like earning badges and tracking reading challenges. As of June, 2022 there were over 400 Marathon county readers on Beanstack.

Library Trustee Essentials: Chapters 8 & 9 – Discussion led by Jeff Campo

- Essential #8- Developing the Library Budget- The trustees need to determine the funding needed and then secure the funding for the library. Most of the funding for MCPL comes from the county, with additional funding coming from the Foundation, the Friends, and donations. Donations should not be used to replace municipality funds as this will cause donors to stop donating. Capital expenses are typically structural changes or major technology expenses and should be kept separate from regular operating expenses.
- Essential #9 – Managing the Library’s Money- The Board of Trustees has control of the library’s finances through policy creation, budget approval and monthly expense approval. The library board approves the annual report created by the library director and ensures that it submitted to the appropriate entities.

### Library Trustee Essentials: Chapters 11&12 – Discussion led by Michelle VanKrey

- Essential #11 – Planning for the Library’s Future – Planning ensures that everyone knows their part and is working together to provide the best service to the public. When creating a strategic plan many groups and individuals should be included so that the needs of all community members are met. While gathering information for planning purposes, the scope of questions should be focused on learning what community members do at work and play and what is important to them. Then the library professionals can work to meet the needs of the public without being limited by the public’s preconceived perceptions of what a library is. The strategic plan may include an introduction, a mission statement, service responses, activities and an evaluation process. MCPL is considering creating a strategic plan in 2023.
- Essential #12 – Library Standards – Wisconsin Public Library Standards are categorized by statutory requirements, public library system membership requirements, tier one, tier two and tier three standards.
- Future Essentials: August-Sharon Hunter, September- Reid Rayome, October – Kari Sweeney, November – Andrea Sheridan, December – Gary Gisselman

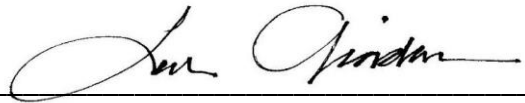
### DPI Presentation: Library Systems- Shannon Schultz, Public Library Administration Consultant

- The Public Library Ecosystem consists of:
  - Local level- public libraries
  - Regional level – public library systems
  - State level – DPI, COLAND, WLA
- The purpose of the public library ecosystem is to provide excellent and equitable service to all Wisconsin residents. All Wisconsin public libraries are currently serviced by library systems. Because they are regional they are better able to understand the needs of the area they serve.
- Library systems are required to meet certain criteria to receive state aid including:
  - Technology and resource sharing
  - Training for member library staff and trustees
  - Professional consultant services
  - Physical delivery of library materials
  - Service agreements with adjacent library systems
- DPI is currently working on:
  - Website launch
  - Wisconsin Libraries of Everyone blog
  - Statewide subscription to United for Libraries
  - Direct messaging to public library boards

Announcements - None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 1:19 P.M. MOTION CARRIED.**

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

Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for August 15, 2022.

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 23<sup>rd</sup> 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 22-26<sup>th</sup> 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

Bills for Approval

Period 7

Org: 665 LIBRARY

|                        | <u>Vendor Name</u>                    | <u>Amount</u>    |
|------------------------|---------------------------------------|------------------|
| 101 000000000066592141 | INTERNET SERVICE                      |                  |
|                        | WISCNET                               | 1,100.00         |
|                        | TIME WARNER CABLE                     | 519.86           |
|                        | <b>INTERNET SERVICE</b>               | <b>1,619.86</b>  |
| 101 000000000066592164 | CONTRACT SERV-DEBT COLLECTIONS        |                  |
|                        | UNIQUE MANAGEMENT SERVICES            | 58.25            |
|                        | <b>CONTRACT SERV-DEBT COLLECTIONS</b> | <b>58.25</b>     |
| 101 000000000066592250 | TELEPHONE                             |                  |
|                        | FRONTIER                              | 467.77           |
|                        | CHARTER COMMUNICATIONS                | 175.36           |
|                        | <b>TELEPHONE</b>                      | <b>643.13</b>    |
| 101 000000000066592561 | LIBRARY FEES-REIMBURSE TO CNTY        |                  |
|                        | MARSHFIELD PUBLIC LIBRARY             | 225.75           |
|                        | <b>LIBRARY FEES-REIMBURSE TO CNTY</b> | <b>225.75</b>    |
| 101 000000000066592990 | SUNDRY CONTRACTUAL SERVICES           |                  |
|                        | IROW INDUSTRIAL RECYCLERS             | 34.40            |
|                        | <b>SUNDRY CONTRACTUAL SERVICES</b>    | <b>34.40</b>     |
| 101 000000000066592998 | SUNDRY CONTR SERV-JACKETS LIBR        |                  |
|                        | BAKER & TAYLOR COMPANY                | 3,338.21         |
|                        | <b>SUNDRY CONTR SERV-JACKETS LIBR</b> | <b>3,338.21</b>  |
| 101 000000000066592999 | SUNDRY CONTR SERV-PROC AV LIBR        |                  |
|                        | BAKER & TAYLOR COMPANY                | 430.64           |
|                        | <b>SUNDRY CONTR SERV-PROC AV LIBR</b> | <b>430.64</b>    |
| 101 000000000066593161 | BOOKS LIBRARY                         |                  |
|                        | BAKER & TAYLOR COMPANY                | 22,868.44        |
|                        | AMAZON CAPITAL SERVICES               | 1,570.53         |
|                        | <b>BOOKS LIBRARY</b>                  | <b>24,438.97</b> |
| 101 000000000066593168 | AUDIO-VISUAL MATERIALS                |                  |
|                        | BAKER & TAYLOR COMPANY                | 2,511.76         |
|                        | BLACKSTONE AUDIOBOOKS                 | 93.98            |
|                        | AMAZON CAPITAL SERVICES               | 813.89           |
|                        | MIDWEST TAPE LLC                      | 1,262.90         |
|                        | <b>AUDIO-VISUAL MATERIALS</b>         | <b>4,682.53</b>  |
| 101 000000000066593220 | SUBSCRIPTIONS NEWSPAPER/PERDCL        |                  |
|                        | GANNETT WISCONSIN MEDIA-SUBSCR        | 621.29           |
|                        | <b>SUBSCRIPTIONS NEWSPAPER/PERDCL</b> | <b>621.29</b>    |

Bills for Approval

Period 7

Org: 665 LIBRARY

|                        | <u>Vendor Name</u>                                                                                                                | <u>Amount</u>                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 101 000000000066593221 | SUBSCRIPTIONS-ELECTRONIC RESRC<br>JUNIOR LIBRARY GUILD                                                                            | 72.00                                 |
|                        | <b>SUBSCRIPTIONS-ELECTRONIC RESRC</b>                                                                                             | <b>72.00</b>                          |
| 101 000000000066593260 | ADVERTISING<br>WAUSAU AREA NEWCOMER SERVICE<br>GREATER WAU CHAMBER OF COMMERC                                                     | 25.00<br>300.00                       |
|                        | <b>ADVERTISING</b>                                                                                                                | <b>325.00</b>                         |
| 101 000000000066593497 | LIBRARY OPERATING SUPPLIES<br>STAPLES ADVANTAGE<br>CDW GOVERNMENT INC<br>AMAZON CAPITAL SERVICES<br>TEACHER CREATED RESOURCES INC | 1,020.65<br>40.25<br>275.50<br>138.96 |
|                        | <b>LIBRARY OPERATING SUPPLIES</b>                                                                                                 | <b>1,475.36</b>                       |
| 101 000000000066595320 | BUILDING/OFFICES RENT<br>MOSINEE WATER/SEWER<br>WI PUBLIC SERVICE CO<br>VILLAGE OF MARATHON CITY                                  | 32.09<br>346.85<br>962.02             |
|                        | <b>BUILDING/OFFICES RENT</b>                                                                                                      | <b>1,340.96</b>                       |
|                        | LIBRARY 665 TOTAL:                                                                                                                | 39,306.35                             |

Bills for Approval

Period 7

**Org: 667 LIBRARY GIFTS**

| <u>Vendor Name</u>                   | <u>Amount</u>           |
|--------------------------------------|-------------------------|
| 252 000000000066793161 BOOKS LIBRARY |                         |
| BAKER & TAYLOR COMPANY               | 500.67                  |
| PETERSON, RANDY                      | 1,200.00                |
| TANK MATES LLC                       | 700.00                  |
| AMAZON CAPITAL SERVICES              | 215.52                  |
| <b>BOOKS LIBRARY</b>                 | <b><u>2,616.19</u></b>  |
| LIBRARY GIFTS 667 TOTAL:             | <u>2,616.19</u>         |
| Report Total:                        | <u><u>41,922.54</u></u> |

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 7 ending July 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                         | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|-------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 665 LIBRARY                     |                  |                        |                     |                |                          |                             |            |
| APR 711A LIBRARY LVL 1-PERS SERVICE |                  |                        |                     |                |                          |                             |            |
| Cat 910 PERSONAL SERVICES           |                  |                        |                     |                |                          |                             |            |
| Act 1110 SALARIES-PERMANENT-REGUL   | 471,020.00       | 31,623.20              |                     | 216,121.20     | 216,121.20               | 254,898.80                  | 45.9       |
| Act 1210 WAGES-PERMANENT-REGULAR    | 820,513.00       | 64,472.00              |                     | 460,369.81     | 460,369.81               | 360,143.19                  | 56.1       |
| Act 1211 WAGES-PERMANENT-REGULAR    | 692,464.00       | 45,910.25              |                     | 325,072.23     | 325,072.23               | 367,391.77                  | 46.9       |
| Act 1250 WAGES-TEMPORARY-REGULAR    | 24,794.00        |                        |                     |                |                          | 24,794.00                   |            |
| Act 1510 SOCIAL SECURITY EMPLOYER   | 153,733.00       | 10,100.71              |                     | 71,833.02      | 71,833.02                | 81,899.98                   | 46.7       |
| Act 1520 RETIREMENT EMPLOYERS SHA   | 118,717.00       | 8,723.50               |                     | 60,197.13      | 60,197.13                | 58,519.87                   | 50.7       |
| Act 1540 HOSPITAL/HEALTH INSURANC   | 509,629.00       | 37,471.25              |                     | 258,244.45     | 258,244.45               | 251,384.55                  | 50.7       |
| Act 1541 DENTAL INSURANCE           | 10,558.00        | 848.04                 |                     | 5,905.51       | 5,905.51                 | 4,652.49                    | 55.9       |
| 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        | 1,785.00               |                     | 13,341.00      | 13,341.00                | 17,781.00                   | 42.9       |
| Act 1550 LIFE INSURANCE             | 1,023.00         | 33.52                  |                     | 216.30         | 216.30                   | 806.70                      | 21.1       |
| Act 1560 WORKERS COMPENSATION PAY   | 1,231.00         | 107.17                 |                     | 319.72         | 319.72                   | 911.28                      | 26.0       |
| Act 1580 UNEMPLOYMENT COMPENSATIO   | 2,007.00         | 142.13                 |                     | 1,006.93       | 1,006.93                 | 1,000.07                    | 50.2       |
| -----                               |                  |                        |                     |                |                          |                             |            |
| APR 711A LIBRARY LVL 1-PERS SERVICE | 2,844,472.00     | 201,216.77             |                     | 1,419,303.27   | 1,419,303.27             | 1,425,168.73                | 49.9       |
| 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        | 1,619.86               |                     | 6,160.66       | 6,160.66                 | 19,339.34                   | 24.2       |
| Act 2164 CONTRACT SERV-DEBT COLLE   | 1,000.00         | 58.25                  |                     | 462.85         | 462.85                   | 537.15                      | 46.3       |
| Act 2190 OTHER PROFESSIONAL SERVI   | 6,500.00         |                        |                     | 6,500.00       | 6,500.00                 |                             | ****       |
| Act 2250 TELEPHONE                  | 8,500.00         | 1,113.26               |                     | 5,214.10       | 5,214.10                 | 3,285.90                    | 61.3       |
| 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         | 225.75                 |                     | 3,025.05       | 3,025.05                 | 5,974.95                    | 33.6       |
| 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         | 34.40                  |                     | 3,722.28       | 3,722.28                 | 5,277.72                    | 41.4       |
| Act 2995 COMPUTER MAINT. CONTRACT   | 8,000.00         |                        |                     | 612.50         | 612.50                   | 7,387.50                    | 7.7        |
| Act 2998 SUNDRY CONTR SERV-JACKET   | 22,000.00        | 3,967.75               |                     | 15,951.65      | 15,951.65                | 6,048.35                    | 72.5       |
| Act 2999 SUNDRY CONTR SERV-PROC A   | 8,000.00         | 694.10                 |                     | 3,199.33       | 3,199.33                 | 4,800.67                    | 40.0       |
| Cat 930 SUPPLIES & EXPENSE          |                  |                        |                     |                |                          |                             |            |
| Act 3110 POSTAGE/BOX RENT           | 3,650.00         |                        |                     | 1,261.92       | 1,261.92                 | 2,388.08                    | 34.6       |
| 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 7 ending July 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                       | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>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                 | 7,041.00                    | 32.9       |
| Act 3130 PRINTING/DUPLICATION     | 8,000.00         | 451.70                 |                     | 7,493.00       | 7,493.00                 | 507.00                      | 93.7       |
| Act 3161 BOOKS LIBRARY            | 279,272.00       | 30,553.58              |                     | 126,334.14     | 126,334.14               | 152,937.86                  | 45.2       |
| Act 3168 AUDIO-VISUAL MATERIALS   | 70,362.00        | 7,259.17               |                     | 32,319.82      | 32,319.82                | 38,042.18                   | 45.9       |
| Act 3190 OFFICE SUPPLIES          |                  |                        |                     | 3.16           | 3.16                     | 3.16-                       |            |
| Act 3220 SUBSCRIPTIONS NEWSPAPER/ | 18,000.00        | 621.29                 |                     | 4,144.63       | 4,144.63                 | 13,855.37                   | 23.0       |
| Act 3221 SUBSCRIPTIONS-ELECTRONIC | 25,037.00        | 72.00                  |                     | 19,487.68      | 19,487.68                | 5,549.32                    | 77.8       |
| Act 3250 REGISTRATION FEES/TUITIO | 4,000.00         |                        |                     | 3,645.00       | 3,645.00                 | 355.00                      | 91.1       |
| Act 3260 ADVERTISING              | 9,832.00         | 325.00                 |                     | 6,732.00       | 6,732.00                 | 3,100.00                    | 68.5       |
| Act 3321 PERSONAL AUTO MILEAGE    | 3,000.00         | 145.26                 |                     | 641.83         | 641.83                   | 2,358.17                    | 21.4       |
| Act 3350 MEALS                    | 400.00           |                        |                     |                |                          | 400.00                      |            |
| Act 3360 LODGING                  | 400.00           |                        |                     |                |                          | 400.00                      |            |
| Act 3390 MEETING EXPENSES         | 8,335.00         |                        |                     | 6,754.01       | 6,754.01                 | 1,580.99                    | 81.0       |
| Act 3497 LIBRARY OPERATING SUPPLI | 28,000.00        | 1,475.36               |                     | 15,464.34      | 15,464.34                | 12,535.66                   | 55.2       |
| Cat 950 FIXED CHARGES             |                  |                        |                     |                |                          |                             |            |
| Act 5190 OTHER INSURANCE          | 32,500.00        |                        |                     | 36,532.00      | 36,532.00                | 4,032.00-****               |            |
| Act 5320 BUILDING/OFFICES RENT    | 55,000.00        | 1,340.96               |                     | 23,679.39      | 23,679.39                | 31,320.61                   | 43.1       |
| -----                             |                  |                        |                     |                |                          |                             |            |
| APR 711B LIBRARY LVL 1-OPERATING  | 795,688.00       | 49,957.69              |                     | 410,121.82     | 410,121.82               | 385,566.18                  | 51.5       |
| -----                             |                  |                        |                     |                |                          |                             |            |
| Or2 665 LIBRARY                   | 3,640,160.00     | 251,174.46             |                     | 1,829,425.09   | 1,829,425.09             | 1,810,734.91                | 50.3       |

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 7 ending July 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

| Description                         | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>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     | 251,174.46             |                     | 1,848,151.53   | 1,848,151.53             | 1,834,161.47                | 50.2       |
| -----                               |                  |                        |                     |                |                          |                             |            |
| Sub 101 GENERAL FUND                | 3,682,313.00     | 251,174.46             |                     | 1,848,151.53   | 1,848,151.53             | 1,834,161.47                | 50.2       |

GL787

LIB 22-OBL vs BUDGET SM2

Report Format 511

Period 7 ending July 31, 2022

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

| Description                  | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 667 LIBRARY GIFTS        |                  |                        |                     |                |                          |                             |            |
| APR Z712 LIBRARY GIFTS (EXP) |                  |                        |                     |                |                          |                             |            |
| Cat 930 SUPPLIES & EXPENSE   |                  |                        |                     |                |                          |                             |            |
| Act 3161 BOOKS LIBRARY       | 129,277.00       | 3,238.32               |                     | 16,876.13      | 16,876.13                | 112,400.87                  | 13.1       |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Or2 667 LIBRARY GIFTS        | 129,277.00       | 3,238.32               |                     | 16,876.13      | 16,876.13                | 112,400.87                  | 13.1       |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Agy 0870 LIBRARY             | 129,277.00       | 3,238.32               |                     | 16,876.13      | 16,876.13                | 112,400.87                  | 13.1       |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Sub 252 LIBRARY GIFTS        | 129,277.00       | 3,238.32               |                     | 16,876.13      | 16,876.13                | 112,400.87                  | 13.1       |
| -----                        |                  |                        |                     |                |                          |                             |            |
| Report Final Totals          | 3,811,590.00     | 254,412.78             |                     | 1,865,027.66   | 1,865,027.66             | 1,946,562.34                | 48.9       |
| =====                        |                  |                        |                     |                |                          |                             |            |



GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 7 ending July 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

| Description                        | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 206 LIBRARY - BLDG MAINTENANCE |                  |                        |                     |                |                          |                             |            |
| APR 561F MAINT LIBR LVL 1-OPERATIN |                  |                        |                     |                |                          |                             |            |
| Cat 920 CONTRACTUAL SERVICES       |                  |                        |                     |                |                          |                             |            |
| Act 2210 WATER/SEWER               | 42,000.00        | 8,919.28               |                     | 10,064.36      | 10,064.36                | 31,935.64                   | 24.0       |
| Act 2220 ELECTRIC                  | 34,000.00        | 4,062.28               |                     | 18,749.67      | 18,749.67                | 15,250.33                   | 55.2       |
| Act 2240 NATURAL/PROPANE GAS       | 14,000.00        | 1,002.97               |                     | 11,581.89      | 11,581.89                | 2,418.11                    | 82.7       |
| Act 2470 BUILDING REPAIRS          | 1,000.00         |                        |                     | 4,157.96       | 4,157.96                 | 3,157.96                    | ****       |
| Act 2930 FIRE PROTECTION           | 300.00           |                        |                     | 356.03         | 356.03                   | 56.03                       | ****       |
| Act 2970 REFUSE COLLECTION         | 6,300.00         | 241.94                 |                     | 4,346.15       | 4,346.15                 | 1,953.85                    | 69.0       |
| Act 2990 SUNDRY CONTRACTUAL SERVI  | 3,600.00         | 12.21                  |                     | 1,812.57       | 1,812.57                 | 1,787.43                    | 50.4       |
| Cat 930 SUPPLIES & EXPENSE         |                  |                        |                     |                |                          |                             |            |
| Act 3550 PLUMBING/ELECTRICAL SUPP  | 500.00           |                        |                     | 67.11          | 67.11                    | 432.89                      | 13.4       |
| APR 561F MAINT LIBR LVL 1-OPERATIN | 101,700.00       | 14,238.68              |                     | 51,135.74      | 51,135.74                | 50,564.26                   | 50.3       |
| Or2 206 LIBRARY - BLDG MAINTENANCE | 101,700.00       | 14,238.68              |                     | 51,135.74      | 51,135.74                | 50,564.26                   | 50.3       |
| Agy 0590 OTHER GENERAL GOVERNMENT  | 101,700.00       | 14,238.68              |                     | 51,135.74      | 51,135.74                | 50,564.26                   | 50.3       |
| Sub 101 GENERAL FUND               | 101,700.00       | 14,238.68              |                     | 51,135.74      | 51,135.74                | 50,564.26                   | 50.3       |
| Report Final Totals                | 101,700.00       | 14,238.68              |                     | 51,135.74      | 51,135.74                | 50,564.26                   | 50.3       |

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of July 2022

| Branch             | 2021 CURRENT MONTH | 2022 CURRENT MONTH | % CHANGE     | 2021 YEAR-to-DATE | 2022 YEAR-to-DATE | % CHANGE      |
|--------------------|--------------------|--------------------|--------------|-------------------|-------------------|---------------|
| ATHENS             | 1,045              | 1,289              | 23.35%       | 5,613             | 9,228             | 64.40%        |
| EDGAR              | 1,385              | 1,691              | 22.09%       | 8,545             | 11,311            | 32.37%        |
| HATLEY             | 1,987              | 2,214              | 11.42%       | 9,026             | 11,611            | 28.64%        |
| MARATHON           | 2,739              | 2,956              | 7.92%        | 14,513            | 19,387            | 33.58%        |
| MOSINEE            | 2,714              | 2,383              | -12.20%      | 13,937            | 16,642            | 19.41%        |
| ROTHSCHILD         | 7,928              | 8,084              | 1.97%        | 43,071            | 54,916            | 27.50%        |
| SPENCER            | 887                | 1,092              | 23.11%       | 5,067             | 7,878             | 55.48%        |
| STRATFORD          | 2,169              | 2,272              | 4.75%        | 9,809             | 13,642            | 39.08%        |
| WAUSAU             | 31,127             | 32,201             | 3.45%        | 110,664           | 199,182           | 79.99%        |
| WAUSAU DRIVE UP    | 1,851              | 1,527              | -17.50%      | 4,755             | 13,358            | 180.93%       |
| HOMEBOUND          | 947                | 800                | -15.52%      | 6,591             | 6,410             | -2.75%        |
| ILL                | 174                | 161                | -7.47%       | 1,121             | 1,206             | 7.58%         |
| OVERDRIVE          | 13,275             | 14,626             | 10.18%       | 94,057            | 97,587            | 3.75%         |
| <b>GRAND TOTAL</b> | <b>68,228</b>      | <b>71,296</b>      | <b>4.50%</b> | <b>326,769</b>    | <b>462,358</b>    | <b>41.49%</b> |

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

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

July 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            | 339         | 0         | 339                     | 9,228      | 3.67%               |
| EDGAR               | 0                            | 0             | 0            | 0            | 0            | 64          | 0         | 64                      | 11,311     | 0.57%               |
| HATLEY              | 0                            | 0             | 0            | 0            | 0            | 0           | 0         | 0                       | 11,611     | 0.00%               |
| MARATHON            | 0                            | 0             | 57           | 0            | 0            | 24          | 0         | 81                      | 19,387     | 0.42%               |
| MOSINEE             | 0                            | 0             | 0            | 47           | 0            | 26          | 0         | 73                      | 16,642     | 0.44%               |
| ROTHSCHILD          | 0                            | 0             | 6            | 36           | 0            | 1           | 0         | 43                      | 54,916     | 0.08%               |
| SPENCER             | 518                          | 0             | 0            | 0            | 0            | 9           | 10        | 537                     | 7,878      | 6.82%               |
| STRATFORD           | 0                            | 0             | 0            | 0            | 0            | 1           | 0         | 1                       | 13,642     | 0.01%               |
| WAUSAU              | 129                          | 0             | 1,843        | 692          | 0            | 79          | 146       | 2,889                   | 199,182    | 1.45%               |
| WAUSAU DRIVE UP     | 3                            | 0             | 114          | 2            | 0            | 1           | 0         | 120                     | 13,358     | 0.90%               |
| MISC*               |                              |               |              |              |              |             |           |                         | 105,203    |                     |
| TOTAL MCPL          | 650                          | 0             | 2,020        | 777          | 0            | 544         | 156       | 4,147                   | 462,358    | 0.90%               |
| % of CIRC by COUNTY | 0.14%                        | 0.00%         | 0.44%        | 0.17%        | 0.00%        | 0.12%       | 0.03%     |                         |            |                     |

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of July 2022

|                                              | 2021 CURRENT MONTH | 2022 CURRENT MONTH | % CHANGE     |
|----------------------------------------------|--------------------|--------------------|--------------|
| <b>MARATHON COUNTY</b>                       |                    |                    |              |
| RESIDENT ADULT                               | 64,560             | 66,045             | 2.30%        |
| RESIDENT CHILD                               | 8,320              | 8,155              | -1.98%       |
| HOMEBOUND                                    | 162                | 171                | 5.56%        |
| STAFF                                        | 62                 | 65                 | 4.84%        |
| TEMPORARY                                    | 470                | 464                | -1.28%       |
| <b>TOTAL FOR MARATHON COUNTY</b>             | <b>73,574</b>      | <b>74,900</b>      | <b>1.80%</b> |
| <b>NON-COUNTY ON SITE BORROWERS</b>          |                    |                    |              |
| ADULT                                        | 2,909              | 2,965              | 1.93%        |
| CHILD                                        | 209                | 218                | 4.31%        |
| TEMPORARY                                    | 25                 | 24                 | -4.00%       |
| <b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b> | <b>3,143</b>       | <b>3,207</b>       | <b>2.04%</b> |
| <b>INTERLIBRARY LOAN</b>                     |                    |                    |              |
| ILL                                          | 402                | 402                | 0.00%        |
| <b>GRAND TOTAL</b>                           | <b>77,119</b>      | <b>78,509</b>      | <b>1.80%</b> |



# Marathon County Public Library

## Director Report

### August 2022

#### 2022 Staff Development Day

Themes and speakers for Staff Development Day have been confirmed for September 16. The main presentation will be “The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth”.

We will spend a good portion of our day with one of the nation’s leading experts on library safety and security. Dr. Steve Albrecht (pictured) has trained thousands of library employees on the do’s and don’ts of handling challenging, entitled, odd, or even threatening patrons who may want to disrupt the library. His program offers practical and realistic tools to make our facility a better, safer place to work. We will learn safe workplace behaviors, security measures, personal protection methods, and how to activate your “high-risk” customer service skills. A few topics that Steve covers in this fast and empowering program include: *The “New” Library Environment*, *Our List of Challenging Patrons*, *Opiate Users and Narcan*, and *Managing Homeless and Mentally Ill Patron Behavior Issues*.

In the afternoon, Dr. Steve will take a deeper dive into security scenarios with the staff, and we’ll also have time for team building exercises with Jamie Matczak from WVLS and learn some mindful connection meditative techniques from certified meditation and yoga instructor Mandy Wright.



## 2023 Marathon County Public Library Budget

Budget preparations are underway in anticipation of the of the annual budget meeting with County Administrator Leonhard and Finance Director Palmer which will take place on September 7th. The County Administrator is asking all departments to make efforts towards a 2% operational reduction and to evaluate services and staffing for cost savings to accommodate the anticipated personnel budget increases in light of the compensation study.

### MCPL Hosts Youth Poetry Contest

The Marathon County Public Library recently hosted a county-wide youth poetry contest. Students between the ages of 9 and 18 were asked to submit their best work, with submissions judged by Wausau Poet Laureate Dawn Anderson (pictured). Overall, MCPL received over 50 poems from more than 30 students!

The contest ran from January 1 through May 27, with the winners announced in mid-June. In the 9–12 year-old age category, “Spring is a Spring” by Macy Rentmeester was named the top entry. Second place went to “The Sea Emotions” by Paige Mathies and third place went to “Imagination” by Olive Rentmeester.

Winners in the 13–18 year-old age group were: in first place, “Monsters” by Emma Kutella; second place, “I Am” by Cayden Sapinski; and third place, “The Garden” by Mei Bean.

The top three poets in each age category had their poetry shared on MCPL’s website, and social media, and in the library's print newsletter. The top two entries in the 9-12 age group also received a copy of the book *How to Eat a Poem*, while the top two poets in the 13-18 category received a one-year subscription to *Poets & Writers* magazine.

Of the experience, Anderson said: “Thank you for this privilege to read these wonderful poems where young people pour out their hearts, joys, struggles and creativity. It confirms my resolve that poetry is a wonderful way to process thoughts and feelings, and share wonders.”



## Staffing

New Library Services Manager Bio: Katelyn Sabelko was born and raised in Eau Claire, WI. She has a Bachelor's degree from UW-Eau Claire and a Master of Library and Information Studies from UW-Madison. Prior to taking the role of Library Services Manager, Katelyn worked as the Head of Public and Reference services at Briar Cliff University and as an adjunct college instructor. She is passionate about libraries, communities, and lifelong learning.

In other staffing news, interviews were held for the cataloging specialist position in light of Pat S.'s retirement, who worked at MCPL for over 48 years! Interviews were also held for the open 20 hour branch assistant position in Rothschild. Breanna L. was hired and will start orientation on August 8th. We are very excited to welcome her to the team! Robin has resigned her position as a branch assistant in Rothschild, with her last day being August 6th. Rothschild staff and patrons will miss seeing her every day, but are excited for her next adventure! This 30 hour position is posted and will close on August 7th.

## Youth Services

In July, youth services continued to be a busy place. The Summer Library Reading Club was in full effect with over 200 books given away and over 110 kids participating. We continued outreach to summer school programs with the Community Connections program. Randy Peterson visited the 400 Block and told the tale of "Henry and the Treasure Chest," which explored the joys of reading through songs, movement and adventure. We gave away 950 jeweled treasure chests county-wide. We rearranged our new shelves to make the space more open and inviting, and also to maximize our bookshelf space. Popular book displays included unicorns and other mythical creatures, summer foods and gardening, fireworks, and beach reads.

## Branches

Summer library program is in full swing! We have had many outdoor book clubs and story times at all locations, and many children are turning in book reviews and collecting their free books. Grab and Go craft kits continue to be popular at all locations. In July, we collectively handed out 366 treasure chest craft kits for kids and 158 salt scrub kits for adults. Mosinee also gave out 117 grab and go Ollivander wand kits in honor of Harry Potter's birthday, which also included extra supplies to make a mini Hedwig! This has been Mosinee's most popular activity since the pandemic started!

Children's entertainer Randy Peterson performed in Stratford on July 12. He put on a fantastic show called "Henry and the Treasure Chest" that combined storytelling, music, and audience interaction. He did a great job engaging the children and adults, and he was a wonderful advocate for libraries and reading. 47 people attended.

Hatley held a program called Bubble Science Paints on July 15th. 15 patrons enjoyed making bubble prints, bubble gak, and bubble snakes in the library greenspace.

In Stratford, a young patron asked to place a geocache at the library. Several visitors have already stopped by to hunt it down. The geocache is the first in a series in the area inspired by the patron's flock of chickens that have fun names. The one at the library is called "Frieda Lay PECKS a book."

Sarah hosted a meeting with Library Business Specialist Stephanie Martell and a contact of the Mosinee Historical Society Deb Nelles, to discuss historical items housed at the Mosinee Branch.

Laura, branch team lead, met with Ben K. about switching branch calendars from Google to Outlook, and also met with Katelyn S. during her orientation week to talk about branch services.

July was a month filled with many visitors! Alexander and Katelyn visited branch locations to meet staff and view the buildings, David from IT installed the firewalls and rackmounts at many branches, and Kate and Tara visited Athens and Edgar to assess the collections and help with rearranging and weeding.

*\*Thank you to Taylor, Laura, Dan, Elizabeth and WVLS for your updates and contributions.*

## Library Services Statistics & Activities

### News

- Dan attended Marathon County social media training in July
- Dan assisted videographer Mike Beck on July 20 with taking footage for a promotional video about MCPL
- Julie finished digitizing Wausau High School/Wausau East and DC Everest yearbooks for the Central Wisconsin Digitization Project
- Julie handled 19 notary requests
- Elizabeth attended two meetings on July 15 and July 26 related to Central Wisconsin Book Festival events with author Lori M. Lee
- Elizabeth completed Marathon County harassment training on July 27
- Chad met with the Central Wisconsin Book Festival committee on July 7
- Ben and Chad had 5 Tech Time appointments in July
- Ben worked with CCITC in July to enable and configure shared inboxes for all MCPL branches
- Several Library Services staff gave tours on July 28 to groups of Hmong students being hosted by DC Everest
- Tara and Kate visited Athens and Edgar on July 13 to assist with rearranging collections and weeding
- Jailin attended the Marathon County Ideas Academy Awareness Training on July 19
- Katelyn Sabelko started as the Library Services Manager on July 11
- Katelyn attended the bi-monthly Branch Coordinators meeting on July 15
- Katelyn attended the Library Board meeting on July 18
- Katelyn, Julie, and Taylor attended the Team Leads meeting on July 20
- Katelyn attended interviews for the Branch Assistant position in Rothschild on July 20
- Katelyn visited the Marathon City branch on July 21 and the Mosinee branch on July 27
- Notary: 19 appointments
- Proctoring: 0
- Tech Time: 5 appointments
- Weeding: Wausau: Adult Fiction, Edgar: Adult Non-Fiction, Athens: Juvenile Fiction Series and Young Adult



Graphic Novels, Edgar: Juvenile Non-Fiction and Board Books, Mosinee: Juvenile Fiction and Young Adult Fiction and Non-Fiction, Rothschild: Picture Books

### Events and Programs\*

#### Youth Events

##### Story Times:

- July 6: Story Time – 67
- July 7: Story Time – 40
- July 11: Evening Story Time – 0
- July 13: Story Time – 65
- July 14: Story Time – 26
- July 20: Story Time – 44
- July 21: Story Time – 24
- July 27: Story Time – 26
- July 28: Story Time—42
- Virtual Story Time – 23

##### Other Programs:

- July 1-31: Grab and Go Jeweled Treasure Chest — 570
- July 6: G2M Summer STEAM at Hawthorn Hills Elementary – 46
- July 9: Upcycling T-shirt Bags—3
- July 12: Randy Peterson @ 400 Block – 285
- July 13: Tween Book Club: Cookbooks – 4
- July 18: G2M Summer STEAM at Thomas Jefferson – 47
- July 23: Upcycling T-shirt Bags—15
- July 27: Tween Books Club: Environmental Books — 0

**Number of July Youth Services programs – 18**

**Total attendance for July Youth Services programs – 1327**

#### Adults/All Ages Events

- All Month: Adult Grab and Go Craft: Mountain Salt Scrub – 100 kits distributed @ MCPL Wausau
- July 7: Marathon County Historical Society History Chats: Bevent – 11 virtual attendees
- July 14: Marathon County Historical Society History Chats: Halder – 9 virtual attendees
- July 16: Marathon County Historical Society History Speaks (in person @ MCHS): Wausau’s 150<sup>th</sup> Anniversary – 17 people
- July 20: Romaine Calm & Garden On: Managing Weeds (2 sessions): 13 virtual attendees
- July 21: Marathon County Historical Society History Chats: Poniatowski: 13 virtual attendees
- July 28: Marathon County Historical Society History Chats: Knowlton: 19 virtual attendees

**Number of July programs and activities – 8**

**Total attendance/participation for July programs – 182**

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

### Media Summary

#### Social Media Statistics:

- Facebook (MCPL): 4,520 likes/follows (+25)
- Twitter: 1,248 followers (+4)
- Pinterest: 971 followers (+0)
- Goodreads: 317 friends (+2); 1,406 reviews (+4)
- Instagram: 1,004 followers (+5)
- YouTube: 512 subscribers (+0)

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

- July 6- Outdoor Family Story Time
- July 13- Friends of MCPL Members Only Book Sale
- July 20- Recycled T-Shirt Bags
- July 27- Library Card Pool Day

#### WAOW Channel 9

- July 6- Area library honors state Supreme Court Justice (Dan Richter, Library Marketing Specialist)  
[https://www.waow.com/news/wisconsin/area-library-honors-state-supreme-court-justice/article\\_10eda578-fd70-11ec-a326-c7687b6844f1.html](https://www.waow.com/news/wisconsin/area-library-honors-state-supreme-court-justice/article_10eda578-fd70-11ec-a326-c7687b6844f1.html)

#### WJFW Channel 12

- July 6- Exhibit showcasing former Justice Abrahamson comes to Marathon County (Dan Richter, Library Marketing Specialist)  
[https://www.wjfw.com/news/local/exhibit-showcasing-former-justice-abrahamson-comes-to-marathon-county/article\\_39d071b2-fd6d-11ec-97e5-1f911893d1bb.html](https://www.wjfw.com/news/local/exhibit-showcasing-former-justice-abrahamson-comes-to-marathon-county/article_39d071b2-fd6d-11ec-97e5-1f911893d1bb.html)

#### City Pages

- July 7- Highlights- Wausau: Randy Peterson

Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, MCPL Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Friends of MCPL Members-Only Book Sale, LENA Start, Outdoor Family Story Time, Trail Tales, Recycled T-Shirt Bags, Randy Peterson, Tween Book Club-Cookbooks, Tween Book Club-Books About Nature and the Environment; Athens: Book-of-the-Month Club-"Find Layla;" Edgar: Book Club-"What Alice Forgot;" Hatley: Book Club-"Beautiful Day," Bubble Science, Sidewalk Chalk Art; Marathon City: Book Club-"Such a Fun Age," Outdoor Family Story Time, Grab & Go Craft for Kids-Blue Whale Week; Mosinee: Book Club-"The Vanishing Half," Grab & Go Craft for Kids-Ollivander's Wand Shop, Outdoor Obstacle Course; Rothschild: Book Club-"The Invisible Life of Addie LaRue," Story Time in the Park; Spencer: Traveling Little Art Show, Grab & Go Craft for Kids-Rockin' Crabs, Stories and Crafts from the Deep Blue Sea; Stratford: Book Club-"News of the World," Traveling Little Art Show, Randy Peterson, Shark Tales Story Time

- July 14- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Friends of MCPL Members-Only Book Sale, LENA Start, Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"Find Layla;" Marathon City: Grab & Go Craft for Kids-Blue Whale Week; Mosinee: Book Club-"The Vanishing Half," Grab & Go Craft for Kids-Ollivander's Wand Shop; Rothschild: Book Club-"The Invisible Life of Addie LaRue;" Spencer: Traveling Little Art Show, Grab & Go Craft for Kids-

Rockin' Crabs; Stratford: Book Club-"News of the World," Traveling Little Art Show

- July 21- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Grab & Go Craft for Adults-Knotted Sailor Bracelet, Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: LENA Start, Outdoor Family Story Time, Trail Tales, Recycled T-Shirt Bags, Tween Book Club- Books on Nature and the Environment; Athens: Book-of-the-Month Club-"Find Layla," Book-of-the-Month Club-"The Keeper of Happy Endings;" Edgar: Book Club-"Nobody Will Tell You This But Me;" Hatley: Book Club-"The Four Winds," Sidewalk Chalk Art; Marathon City: Book Club-"The Lager Queen of Minnesota," Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Ollivander's Wand Shop, Outdoor Obstacle Course; Rothschild: Book Club-"The Invisible Life of Addie LaRue;" Stratford: Traveling Little Art Gallery
- July 28- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Grab & Go Craft for Adults-Sailor Knot Bracelet, Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest, Grab & Go Craft for Kids-3D Goldfish; Wausau: Friends of MCPL Book Sale, Friends of MCPL Members-Only Book Club, LENA Start, Outdoor Family Story Time, Trail Tales, Library Card Pool Day, Tween Book Club-Books with An Animal As the Main Character, Tween Book Club-Sci-Fi/Fantasy Books; Athens: Book-of-the-Month Club-"Find Layla," Book-of-the-Month Club-"The Keeper of Happy Endings;" Edgar: Book Club-"Nobody Will Tell You This But Me;" Hatley: Book Club-"The Four Winds," Outdoor Family Story Time; Marathon City: Book Club-"The Lager Queen of Minnesota," Sidewalk Chalk Art, Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Ollivander's Wand Shop, Outdoor Obstacle Course, Grab & Go Craft for Kids-Locker Decorations; Rothschild: Book Club-"The Lost Apothecary," Story Time in the Park; Stratford: Book Club-"We Begin at the End," Traveling Little Art Gallery, Bubble Bash Story Time, Stuffed Animal Story Time and Campout!

#### Mosinee Times

- July 7- MCPL Summer Library Program events- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Evening Family Story Time, Tween Book Club-Cookbooks; Hatley: Bubble Science; Marathon City: Grab & Go Craft for Kids-Blue Whale Week; Mosinee: Grab & Go Craft for Kids-Ollivander's Wand Shop; Spencer: Grab & Go Craft for Kids-Rockin' Crabs; Stratford: Randy Peterson
- July 14- MCPL Summer Library Program events- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time; Hatley: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Ollivander's Wand Shop; Rothschild: Story Time in the Park; Spencer: Stories and Crafts from the Deep Blue Sea
- July 21- MCPL Summer Library Program Events- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time; Hatley: Sidewalk Chalk Art; Mosinee: Outdoor Family Story Time, Outdoor Obstacle Course
- July 28- MCPL to offer sailor knot bracelet for August Grab & Go craft; Items available for sale at Friends of MCPL Book Sale August 3-6

#### Record Review

- July 6- All Locations: Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Summer Reading Club; Athens: Book-of-the-Month Club-"Find Layla;" Edgar: Book Club-"What Alice Forgot;" Marathon City: Outdoor Family Story Time; Stratford: Traveling Little Art Exhibit, Book Club-"News of the World"
- July 13- New Edgar Librarian (Photo: Hannah Detlaff, Edgar Branch Coordinator)  
All Locations: Grab & Go Craft for Adults-Mountain to Sea Salt Scrub, Summer Reading Club; Athens: Book-of-the-Month Club-"Find Layla;" Marathon City: Outdoor Family Story Time, Sidewalk Chart Art; Stratford:

Shark Tales Story Time, Book Club-“News of the World,” Traveling Little Art Gallery

- July 20- All Locations: Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Athens: Book-of-the-Month Club-“Find Layla;” Marathon City: Sidewalk Chalk Art
- July 27- All Locations: Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Athens: Book-of-the-Month Club-“Find Layla;” Marathon City: Sidewalk Chalk Art; Stratford: Traveling Little Art Show

#### Wausau Pilot & Review

- July 5- Exhibit featuring Chief Justice Shirley Abrahamson opens in Wausau  
<https://wausaupilotandreview.com/2022/07/05/exhibit-featuring-chief-justice-shirley-abrahamson-opens-in-wausau>
- July 7- Marathon County Public Library activities- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Evening Family Story Time, Randy Peterson, Outdoor Family Story Time, Tween Book Club-Cookbooks, Friends of MCPL Members-Only Book Sale; Hatley: Bubble Science; Marathon City: Grab & Go Craft for Kids-Blue Whale Week; Mosinee: Grab & Go Craft for Kids-Ollivander’s Wand Shop; Spencer: Grab & Go Craft for Kids-Rockin’ Crabs; Stratford: Randy Peterson  
<https://wausaupilotandreview.com/2022/07/07/marathon-county-public-library-activities-33>
- July 17- Marathon County Public Library activities- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest, Romaine Calm and Garden On-Managing Weeds in the Garden; Wausau: Outdoor Family Story Time, Recycled T-Shirt Bags, Tween Book Club-Books About Nature/the Environment; Hatley: Outdoor Family Story Time, Sidewalk Chalk Art; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Ollivander’s Wand Shop, Outdoor Family Story Time, Outdoor Obstacle Course; Rothschild: Story Time in the Park; Spencer: Stories & Crafts from the Deep Blue Sea; Stratford: Shark Tales Story Time  
<https://wausaupilotandreview.com/2022/07/17/marathon-county-public-library-activities-34>
- July 26- Marathon County Public Library book clubs: August- Athens: Book-of-the-Month Club-“The Keeper of Happy Endings,” “Malibu Rising;” Edgar: “Nobody Will Tell You This But Me;” Hatley: “The Four Winds;” Marathon City: “The Lager Queen of Minnesota;” Mosinee: Virtual Book Club-“The Midnight Library;” Rothschild: “The Lost Apothecary;” Stratford: “These Precious Days”  
<https://wausaupilotandreview.com/2022/07/26/marathon-county-public-library-book-clubs-august-3>
- July 29- Marathon County Public Library programs, Aug. 1-13- All Locations: Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish, Romaine Calm & Garden On-Protection from Wildlife and Weather; Wausau: Library Card Pool Day, Outdoor Family Story Time, Outdoor Evening Family Story Time, Tween Book Club-Books With an Animal Protagonist; Hatley: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Locker Decorations; Marathon City: Sidewalk Chalk Art; Rothschild: Story Time in the Park; Stratford: Bubble Bash Story Time  
<https://wausaupilotandreview.com/2022/07/29/marathon-county-public-library-programs-aug-1-13>

#### Wausau Times/Buyers Guide

- July 6- Out & About- All Locations: Grab & Go Craft for Adults-Mountain to Sea Salt Scrub; Athens: Book-of-the-Month Club-“Find Layla;” Edgar: Book Club-“What Alice Forgot;” Hatley: Book Club-“Beautiful Day;” Marathon City: Book Club-“Such a Fun Age”
- July 20- Marathon County Public Library events- All Locations: Summer Reading Club, Grab & Go Craft for Kids-Jeweled Treasure Chest; Wausau: Outdoor Family Story Time; Hatley: Sidewalk Chalk Art; Mosinee: Grab & Go Craft for Kids-Ollivander’s Wand Shop, Outdoor Family Story Time  
Out & About- All Locations: Romaine Calm and Garden on Virtual Gardening Series; Rothschild: Book Club-

“The Invisible Life of Addie LaRue”

- July 27- Out & About- All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet; Athens: Book-of-the-Month Club-“The Keeper of Happy Endings;” Rothschild: Book Club-“The Invisible Life of Addie LaRue”

Wisconsin Law Journal

- July 25- Traveling Abrahamson exhibit makes stop in Wausau; upcoming dates added

<https://wislawjournal.com/2022/07/25/traveling-abrahamson-exhibit-makes-stop-in-wausau-upcoming-dates-added>

**Materials**

Youth

|                             | 2022 Annual Budget  | Rollover from 2021 | Total Appropriation | Monthly Allotment  | Free Balance       | Spent as of (8/03/2022) | % Spent    |
|-----------------------------|---------------------|--------------------|---------------------|--------------------|--------------------|-------------------------|------------|
| Juvenile Audiobooks         | \$6,500.00          | \$617.26           | \$7,117.26          | \$541.67           | \$2,137.24         | \$4,980.02              | 70%        |
| Juvenile CDs                | \$500.00            | \$0.00             | \$500.00            | \$41.67            | \$96.73            | \$403.27                | 81%        |
| Juvenile DVDs               | \$10,250.00         | \$2,570.51         | \$12,820.51         | \$854.17           | \$4,979.91         | \$7,840.60              | 61%        |
| 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           | \$474.92           | \$1,275.08              | 73%        |
| <b>Youth AV Subtotal</b>    | <b>\$21,000.00</b>  | <b>\$3,187.77</b>  | <b>\$24,187.77</b>  | <b>\$1,750.00</b>  | <b>\$8,577.04</b>  | <b>\$15,610.73</b>      | <b>65%</b> |
| Juvenile Fiction            | \$20,000.00         | \$1,043.66         | \$21,043.66         | \$1,666.67         | \$6,200.12         | \$14,843.54             | 71%        |
| Juvenile NonFiction         | \$34,000.00         | \$2,339.34         | \$36,339.34         | \$2,833.33         | \$19,912.00        | \$16,427.34             | 45%        |
| Juvenile Picture Books      | \$33,000.00         | \$568.20           | \$33,568.20         | \$2,750.00         | \$15,891.68        | \$17,676.52             | 53%        |
| Juvenile Spanish            | \$1,500.00          | \$227.04           | \$1,727.04          | \$125.00           | \$667.68           | \$1,059.36              | 61%        |
| Juvenile S.O. Print         | \$9,000.00          | \$0.00             | \$8,045.00          | \$750.00           | \$4,627.53         | \$3,417.47              | 42%        |
| Young Adult Fiction         | \$9,000.00          | \$0.00             | \$9,000.00          | \$750.00           | \$2,036.81         | \$6,963.19              | 77%        |
| Young Adult Graphic Novels  | \$3,750.00          | \$126.91           | \$3,876.91          | \$312.50           | \$1,736.39         | \$2,140.52              | 55%        |
| Young Adult NonFiction      | \$3,000.00          | \$25.70            | \$3,025.70          | \$250.00           | \$1,335.70         | \$1,690.00              | 56%        |
| <b>Youth Print Subtotal</b> | <b>\$113,250.00</b> | <b>\$4,330.85</b>  | <b>\$116,625.85</b> | <b>\$9,437.50</b>  | <b>\$52,407.91</b> | <b>\$64,217.94</b>      | <b>55%</b> |
| <b>Youth Services TOTAL</b> | <b>\$134,250.00</b> | <b>\$7,518.62</b>  | <b>\$140,813.62</b> | <b>\$11,734.47</b> | <b>\$60,984.95</b> | <b>\$79,828.67</b>      | <b>57%</b> |

Adult

|                               | 2022 Annual Budget  | Rollover from 2021 | Total w/carryover   | Monthly Allotment  | Free Balance       | Spent as of Aug. 3, 2022 | % Spent       |
|-------------------------------|---------------------|--------------------|---------------------|--------------------|--------------------|--------------------------|---------------|
| <b>Adult Audiobooks</b>       | \$12,000.00         | \$687.43           | \$12,687.43         | \$1,090.91         | \$4,338.63         | \$7,661.37               | 63.84%        |
| <b>Adult Music CD</b>         | \$7,500.00          | \$23.76            | \$7,523.76          | \$681.82           | \$3,576.82         | \$3,923.18               | 52.31%        |
| <b>Adult DVD</b>              | \$24,000.00         | \$312.90           | \$24,312.90         | \$2,181.82         | \$10,912.51        | \$13,087.49              | 54.53%        |
| <b>Adult Video Games</b>      | \$1,650.00          | \$0.00             | \$1,650.00          | \$150.00           | \$421.21           | \$1,228.79               | 74.47%        |
| <b>Adult AV Subtotal</b>      | <b>\$45,150.00</b>  | <b>\$1,024.09</b>  | <b>\$46,174.09</b>  | <b>\$4,104.55</b>  | <b>\$19,249.17</b> | <b>\$25,900.83</b>       | <b>57.37%</b> |
| <b>Adult Paperbacks</b>       | \$3,585.00          | \$67.22            | \$3,652.22          | \$325.91           | \$2,499.09         | \$1,085.91               | 30.29%        |
| <b>Adult Paperbacks S.O.</b>  | \$2,415.00          | \$0.00             | \$2,415.00          | N/A                | \$1,450.00         | \$965.00                 | 39.96%        |
| <b>Adult Fiction</b>          | \$47,000.00         | \$1,577.78         | \$48,577.78         | \$4,272.73         | \$8,644.96         | \$38,355.04              | 81.61%        |
| <b>Adult LT Fiction</b>       | \$7,200.00          | \$485.38           | \$7,685.38          | \$654.55           | \$2,775.69         | \$4,424.31               | 61.45%        |
| <b>***Adult LT S.O.</b>       | \$13,568.00         | \$0.00             | \$13,568.00         | \$1,233.45         | \$10,809.62        | \$2,758.38               | 20.33%        |
| <b>Adult Non-fiction</b>      | \$66,000.00         | \$4,516.10         | \$70,516.10         | \$6,000.00         | \$24,869.23        | \$41,130.77              | 62.32%        |
| <b>Adult Non-fiction S.O.</b> | \$2,150.00          | \$61.18            | \$2,211.18          | N/A                | \$1,684.63         | \$465.37                 | 21.65%        |
| <b>Adult Biographies</b>      | \$10,000.00         | \$144.69           | \$10,144.69         | \$909.09           | \$2,534.88         | \$7,465.12               | 74.65%        |
| <b>Adult Spanish</b>          | \$750.00            | \$29.55            | \$779.55            | \$68.18            | \$528.00           | \$222.00                 | 29.60%        |
| <b>Adult Hmong</b>            | \$750.00            | \$0.00             | \$750.00            | \$68.18            | \$441.53           | \$308.47                 | 41.13%        |
| <b>Adult Print Subtotal</b>   | <b>\$153,418.00</b> | <b>\$6,881.90</b>  | <b>\$160,299.90</b> | <b>\$13,947.09</b> | <b>\$56,237.63</b> | <b>\$97,180.37</b>       | <b>63.34%</b> |
| <b>***Freight Cost</b>        | <b>\$1,432.00</b>   |                    |                     |                    |                    |                          |               |
| <b>Adult Services TOTAL</b>   | <b>\$200,000.00</b> | <b>\$7,905.99</b>  | <b>\$207,905.99</b> | <b>\$18,181.82</b> | <b>\$75,486.80</b> | <b>\$124,513.20</b>      | <b>62.26%</b> |

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

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

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

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 208
- Circulation total for Wausau First Floor: 32,201
- Laura D processed 161 Interlibrary loan requests
- Ashley H and Paula L checked out 800 items for our Homebound patrons
- June Passports News:
  - 34 Adult Passport Books
  - 8 Minor Passport Books
  - 1 Minor Passport Card
  - 1 Card and Book

The MCPL Passport team accepted a total of 44 passport applications accepted at \$35.00 each and 46 photos were taken at \$10.00 each for a total of \$2,000.00 recorded. We also assisted with 7 renewal applications.

- Leads meetings were held with the Director and Managers
- 7/8: V-CAT Cooperative Circulation Meeting attended by Kitty R
- 7/11: Kitty R held Sierra Orientation with new Library Services Manager.
- 7/14: Kitty R held Circulation training with Library Services Manager.
- 7/29: Kitty R met with Mary S, Support West Team Lead for refresher V-CAT billing training.
- No patrons were banned in July.
- Ashley H attended the following webinars:
  - 7/7: EAP Lunch & Learn presentation: Resolving Conflict Effectively
  - 7/25: Ryan Dowd Webinar: Mental Illness (Part 4) In their own words
  - 7/25: WVLS Digital Byte: Tools for People with Disabilities
- James B watched the Ryan Dowd Mental Illness webinar Part 4
- Jeff P started the Ryan Dowd Mental Illness webinar
- Laura D listened to the Ryan Dowd Mental Illness 4-part series.
- Olivia B is cross-training on the Interlibrary Loan process with Laura D.

### Support Services Team

- Pat S. assisted with processing of materials invoices in Mary S.'s absence.
- 7/6: Pat S. and Chris L. gave Hannah D. (new Edgar branch coordinator) an orientation for Support Services.
- 7/14: Chris L. gave Katelyn S. (new Library Services Manager) an orientation for Support Services.
- 7/14, 7/21: Chris L. attended the ILS Evaluation Committee meeting.
- 7/26: Pat. S. gave Stephanie M. an orientation on invoice payment in Support Services.
- 7/29: Pat S. retired after nearly 49 years of service in various capacities at the library.
- Baker & Taylor FTP connectivity issues persisted through late July, delaying materials ordering while Baker & Taylor addressed the issue. With assistance from Josh K. at WVLS, a workaround was put in place. It appears that the original issue has now been resolved, and ordering has resumed.
- In-house application of RFID tags continues to go smoothly.
- Further cost/benefit analysis of materials processing procedures is underway.
- Faded label replacement (we thank the Page Team for pulling and re-shelving the books)
  - Juvenile fiction: DONE
  - Adult nonfiction: Working through 741.6
  - Faded label replacement and disc cleaning for Branches: in progress.
  - Clean Wausau adult DVDs: GIF

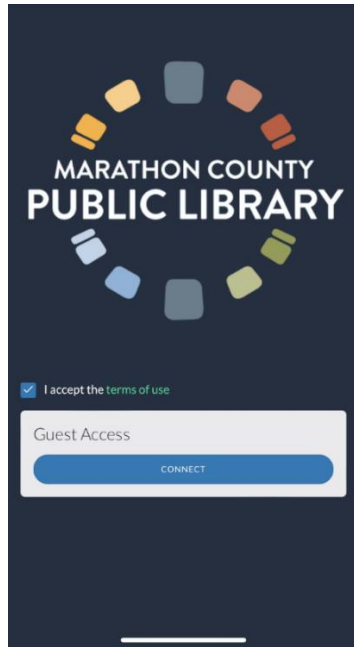
## Page Team

- Ollie C. helped cover billing for damaged items in early July.
- Tara H. finished weeding the juvenile non-fiction collection so the page team shifted the non-fiction to give the juvenile biographies a bit more room.
- Netflix was given a spot on the Favorites shelf. Between the page team and Tara H. we moved and made a list of all the shows that are now housed in this section.
- Moved a couple of acrylic sign holders due to the new layout of the new children's collections and attached a couple more that were missing.
- Ollie C. had orientation with MCPL's new Library Services Manager, Katelyn S, on July 15th.
- The team completed the Missing and Missing in Inventory for Quarter 1 2022 and May 2022. Kali E. found one item.
- The page team assisted Support Services throughout the month re-labeling juvenile fiction and adult non-fiction 700's.
- The team started a weeding list for adult fiction.
- During the month of July the page team shelved approximately 33,245 items.

## Information Technology

- Due to storms in the area and either a power surge or lightning strike, we had to reset much of our network equipment and start deploying our new addressing scheme in Wausau ahead of schedule. Accordingly, improvements in network security and performance will also be along ahead of schedule.
- Configuration and deployment of the new ASA's continues with the help and expertise of Nathan Harder. Locations deployed so far:
  - Wausau Completed 06/16/2022
  - Athens Completed 07/24/2022
  - Edgar Scheduled for 08/01/2022
  - Hatley Completed 07/24/2022
  - Marathon City Completed 07/07/2022
  - Mosinee Completed 07/07/2022
  - Rothschild Scheduled for 08/04/2022
  - Spencer Completed 07/25/2022
  - Stratford Completed 07/25/2022
- Finishing up the deployment of the new IP addressing Scheme and separating of our network into VLANs to help with traffic speeds and device security.
- Printers are now on their own VLAN. This should help with printing speeds by eliminating cross network traffic.
- New landing page now appears when patrons log into our guest WiFi. Once patrons click the connect button they will automatically be taken to our website helping to increase our website traffic.





- 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 (awaiting approval of Village Board)
    - Marathon City
    - Rothschild
    - Spencer
- Several additional projects are on the horizon:
  - Create a printer management plan once servers are updated to handle running the new drivers required.
  - Plan a deployment date for Windows 11
  - 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

- Sea Salt Scrub 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.
- Treasure Chest Grab and Go: Children were welcome to pick up kits with which to create their own jellyfish. There were 24 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 *Find Layla* by Meg Elison. There were 3 adult participants.

- Upcoming Programs: The Athens Book Club will be reading *Malibu Rising* by Taylor Jenkins Reid. Book Club will be meeting on Tuesday, August 16 at 2:00pm in the Board Room of the Athens Village Hall, and will continue to meet the 2<sup>nd</sup> Tuesday of each month hereafter at 2:00pm.

#### Circulation Statistics

- Athens had a total of 5 curbside appointments in the month of May.
- In July, Athens circulated a total of 1,289 items. This is a 23.35% increase from July of 2021. In 2022 year-to-date, Athens has circulated 9,228 items. This is a 64.40% increase from 2021.

#### Library News

- This month's adult displays included "Read the Book, Watch the movie" featuring books and their movie counterparts, and "Escape the Heat" featuring fantasy books that promote escapism.
- In the children's section, we continue to display juvenile biographies and ocean themed books to promote the summer reading program.
- Athens set up an additional display this month featuring shark books in honor of Shark Week.
- We are continuing to send in books in need of replacement spine labels.
- Both Nikki and Shahara helped out at Rothschild this month.

#### Facilities Updates

- Kate and Tara from Collections in Wausau visited the Athens library on Wednesday, July 13. They did some weeding, gained insight into what patrons in Athens like to checkout, helped to rearrange the graphic novels and board books sections, and offered tips on rearranging the adult nonfiction section and children's picture books. The children's picture books were swapped in location with the children's DVDs. The DVDs attract a lot of attention and the traffic flow to them will help attract attention to other materials we have to offer.
- The IT team visited Athens on Thursday, July 14 to install hardware for a new firewall system on the library's computers.
- Sierra was down for 3 days at the Athens Branch.

### **Edgar Monthly Report**

#### Events and Program

- Grab n Go crafts, 20 adult, and 15 children kits.
- Book club discussed the book "What Alice Forgot" with 2 people present.
- There was 1 curbside pickup for the month.

#### Circulation Statistics

- The circulation statistics for the month of July were 1,691 items checked out. This is a 22.09% increase for the same month last year. A total of 11,311 items have been checked out so far this year. This is a 32.37% increase from 2021.

#### Library News

- Kate and Tara visited and helped rearrange the library, moving shelves and collections
- Hannah began weeding adult nonfiction
- Hannah reevaluated juvenile favorites and added and removed some categories
- Hannah attended the branch coordinator meeting July 15<sup>th</sup>

#### Facilities Updates

- Carpets were cleaned July 23rd

### **Hatley Monthly Report**

#### Events and Programs

- Book Club – “Beautiful Day” by Elin Hilderbrand had 7 in attendance with one of them attending virtually for a beautiful outdoor meeting.
- Bubble Science Paints happened in our green space on July 15<sup>th</sup>. We had 3 different bubble stations going (bubble prints, bubble gak, and bubble snakes) and had 3 adults, 11 children, and 1 teen show up.
- Grab N Go programs
  - a. Mountain to Sea Salt Scrub – All kits were taken (15 adults, 1 child, and 4 teens)
  - b. Treasure Chests – All kits were taken (2 adults, 35 children and 3 teens)
  - c. We also set out some of the extra kits we had from throughout the year and 26 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month
  - a. July 5<sup>th</sup> had 3 adults and 4 children show and we read/sang about stars!
  - b. July 19<sup>th</sup> had 4 adults and 11 children show and we read/sang about bubbles!

#### Upcoming Programs

- Book Club on August 9<sup>th</sup> “Four Winds” by Kristin Hannah – This will be in-person if weather permits
- Grab N Go Crafts – Knotted Sailor Bracelet and 3D Goldfish
- Outdoor In-Person Story Times August 2<sup>nd</sup> and August 16<sup>th</sup> if weather permits

#### Circulation Statistics

- Hatley circulated 2,214 items for the month of July. This is a 11.42% increase. Year to date is 11,611 items. This is a 28.64% increase from last year.

#### Library News

- Heather and Robin have continued with inventory
- Robin helped cover shifts in Rothschild
- We continue to send in items to be labeled and cleaned
- Robin watched a webinar on upcoming Mysteries and Thrillers
- Heather attended the Branch Coordinator Meeting
- Our internet equipment and cords were replaced

#### Facilities Updates

- None to Report

### **Marathon City Monthly Report**

#### Events and Programs

- Book Club: Megan led a lively discussion with 8 ladies of the book *Such a fun Age* by Kiley Reid. Our outdoor book club will continue to meet (weather permitting) on the second Monday evening of each month from 5:45-6:45 pm. The next book club will meet on August 8 with a discussion of the book *The Lager Queen of Minnesota* by J. Ryan Stradal.
- During the month of July all MCPL branches offered special Grab & Go kits for children, teens and adults. We gave out 75 of the children’s Jeweled Treasure Chest kits. The teen/adult kits were Mountain to Sea

Salt Scrub. We distributed 20 of those. As always, these kits have been very popular with patrons of all ages. We also had a special DIY Mini Blue Whale kit which was available exclusively in Marathon during the week of July 11-16. We gave out 40 of these special kits.

- Outdoor Story Time: On July 7 we held an outdoor story time featuring stories about Oceans. Five families attending with 13 children and 5 adults. On July 21, we held another Outdoor Story time with a Whale theme. A summer school class from Marathon Elementary as well as a few local families attended. A total of 30 children and 5 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) through the end of September.
- During the month of August, MCPL will continue to showcase monthly virtual History Chats, gardening tips, book clubs and weekly story times. During the week of August 1-6 we will provide a special Sidewalk Chalk Art event here in Marathon. Kids and tweens are encouraged to stop in and brighten up our sidewalk. 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. Supplies for the 3D Goldfish and Knotted Sailor Bracelet kits may be picked up at any of the nine libraries during the month of August.

#### Circulation Statistics

- Marathon circulated 2,956 items during the month of July which is an 7.92% increase from this time last year. So far in 2022, Marathon has circulated 19,387 items. This is a 33.58% increase over last year.

#### Library News

- The Summer Library Program, "Oceans of Possibilities" is going strong.
- So far, 37 children have turned in book review slips to earn their reading incentive.
- Lisa participated in the virtual bi-monthly coordinators' meeting on July 15.
- We had a nice visit with Katelyn as she came out to introduce herself. Alexander also stopped in to familiarize himself with the branch.
- Network computer updates were made.

#### Facilities Updates

- None to report at this time.

### **Mosinee Monthly Report**

#### Events and Programs

- Book Club: 5 in person patrons and 1 virtual patron met Sarah on July 8<sup>th</sup> for an outdoor Book Club at River Park.
- This month's Grab and Go craft kits included 50 children's jeweled treasure chest kits taken and 20 adult mountain-to-sea salt scrub kit's taken for the MCPL county wide crafts. Mosinee also gave out 117 Mosinee-only Ollivander wand kits in honor of Harry Potter's birthday, which also included extra supplies to make a mini Hedwig! These Ollivander wand kits were the most popular grab and go craft kit that's been done since the pandemic started in 2020, several patrons and families coming from other libraries just to get them! All 3 kit varieties ran out well before the end of the month.
- Passive Programs: To fit our Summer Reading Program theme of "Oceans of Possibilities", we continued asking patrons to vote on their favorite ocean themed book or movie this summer. We also continued hosting a Mosinee only Pirate themed Scavenger hunt, and have handed out almost 50 incentives so far to children who had a ton of fun looking for treasure!
- Katie hosted her second outdoor Story Time on July 27<sup>th</sup> with 2 adults and 5 kids listening to stories all about ice cream.
- Katie also hosted her innovative ocean themed children's obstacle course on the 28<sup>th</sup> and had 14 adults and

27 children go through the obstacle course she set up at River Park. It was a huge success and we got a lot of wonderful comments from those that participated!

- Upcoming Programs: In August we'll finish up our passive Pirate Treasure Hunt and Ocean This or That votes. We'll also have 3D goldfish and knotted sailor bracelet craft kits for the MCPL wide kits, and a special Mosinee only locker decoration kits, where teens can make their own magnet locker decorations! Our Adult Book Club will meet virtually only in August due to the take down operations of the very popular Log Jam festivities at River Park, but outdoor Family Story Time will continue on the 31<sup>st</sup>.

#### Circulation Statistics

- Mosinee circulated 2,383 items in August 2022. This is a 12.20% decrease. Mosinee has circulated 16,642 items in 2022. This is a 19.41% 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, treasure themed books 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 July. 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!
- Sarah attended the Coordinator meeting on the 15<sup>th</sup>. It was wonderful to welcome Katelyn to the team during the meeting!
- Special thanks to Lisa and Jailin for covering for Sarah and Katie this month!
- Sarah hosted a meeting with Library Business Specialist Stephanie Martell and a contact of the Mosinee Historical Society Deb Nelles, to discuss historical items housed at the Mosinee Branch.
- Inventory section completed this month: juvenile biographies.
- A & A Lock Services stopped by for an initial visit with Sarah on the 22<sup>nd</sup>, as we'll be getting new locks on both outside entrances.

#### Facilities Updates

- Construction continued in Mosinee, preventing some of our patrons from visiting us. We had several weeks where our sidewalk was torn up and redone as part of the project, affecting the handicap ramp and a few days where vehicles were also blocking part of the street.

### **Rothschild Monthly Report**

#### Events and Programs

- We handed out 62 grab-and-go treasure chest craft kits for kids and 20 grab-and-go salt scrub 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 July, 38 additional kids turned in book reviews for SLP, 1 kid figured out the SLP secret code word, and 39 kids participated in our summer library scavenger hunt.
- Book Club met to discuss *The Invisible Life of Addie LaRue* by V. E. Schwab. 8 participants attended and had a wonderful time discussing the book. Next month, we will discuss *The Lost Apothecary* by Sarah Penner. In September, we will also be starting a new Newbery Medal themed book club where adults will read award winning children's titles.

- July book displays featured YA books with nautical themes; books celebrating Shark Week; red, white, and blue books; books for the Wausau tween book club; beach reads; and adult nonfiction books about hiking and biking in Wisconsin.

#### Circulation Statistics

- In July, Rothschild circulated 8,084 items. This is 1.97% increase from last year. In 2022, Rothschild circulated 54,916 items. This is 27.5% increase from last year.
- We had 0 curbside pickups.

#### Library News

- Laura virtually attended the weekly team leads' meetings and the July Branch Coordinator Meeting.
- Laura met with Ben K. about switching branch calendars from Google to Outlook, and met with Katelyn S. during her orientation week to talk about branch services.
- Alexander visited the branch to meet everyone and see the building.
- We weeded the picture books and completed inventory in the J fiction section.
- Laura attended interviews for the open 20 hour branch assistant position in Rothschild. Breanna L. was hired and will start orientation on August 8<sup>th</sup>. We are very excited to welcome her to the team!
- Robin has resigned her position as a branch assistant, with her last day being August 6<sup>th</sup>. We will miss seeing her every day, but are excited for her next adventure! This 30 hour position is posted and will close on August 7<sup>th</sup>.

#### Facilities Updates

- The parking lot has been repaved. Lines will be painted in the next few weeks.

### **Spencer Monthly Report**

#### Events and Programs

- In the month of July, a Grab N Go craft for all ages was offered. This month's craft was a "Jeweled Treasure Chest" with all 25 crafts handed out.
- Also in the month of July a craft for adults and teens was offered. This month's craft was "Mountain To Sea Salt Scrub" with all 20 crafts handed out very quickly.
- Rocking Crab week was held from July 11-16<sup>th</sup>. Children were invited to pick up this ocean themed craft. All 12 crafts were handed out on the first day.
- "Stories & Crafts From The Deep Blue Sea", was held on July 19<sup>th</sup> in the Lions Park behind the library. Stories were read and crafts were worked on. A total of 34 attended.
- Paper Plate Jellyfish craft was set out for children July 25<sup>th</sup> until July 30<sup>th</sup> with 35 crafts taken by children.

#### Circulation Statistics

- Spencer has circulated 1,092 items in the month of July. This is an increase of 23.11%. Spencer has circulated 7,878 items in 2022. This is an increase of 55.48%

#### Library News

- The Traveling Little Art Show with art work from patrons from all branches and Wausau Library was displayed the week of July 18<sup>th</sup>.
- The new adult books were changed from 14 day to 21 day and shelved accordingly.
- Audrey attended the Branch Coordinator meeting on July 15<sup>th</sup>.
- Audrey wrote her monthly article for the Village Voice a Spencer paper, telling of the upcoming events, crafts and hours for the library.
- Books needing new spine labels were sent to Wausau for replacement.

- Audrey did a staff book review on the book, "California Girls".
- Summer Reading program continues with many books being handed out to those who are bringing back the book reviews. Only 4 children have been able to complete the scavenger hunt. Many say it was too hard.
- Summer theme is the book display for the month.

#### Facilities Updates

- Nothing to report

### Stratford Monthly Report

#### Events and Programs

- Children's entertainer Randy Peterson performed here on July 12. He put on a fantastic show called "Henry and the Treasure Chest" that combined storytelling, music, and audience interaction. He did a great job engaging the children and adults, and he was a wonderful advocate for libraries and reading. 47 people attended.
- We held our *Shark Tales Story Time* on July 22, and we were delighted to welcome over 50 people to the outdoor event. The kids helped us tell some interactive shark stories and then enjoyed a special guest reader, Dr. Lehman, the new superintendent for the Stratford School District. Following the books, the kids made toothy crafts and created and built their own boats to float, then tested them out in our kiddie pool to see if they were sea-worthy. It was a great time, filled with a lot of laughter and community spirit. Fifty-five people attended.
- We held an Outdoor Book Club on July 20. Twelve people met to discuss News of the World by Paulette Jiles, and many others checked out the book for personal reading. Some members also chose to watch the movie version of it, so we had a great discussion comparing and contrasting the book vs. movie.
- 75 patrons stopped by the Stratford Branch in July to pick up the *Grab & Go: Jeweled Treasure Chest* craft kit for kids offered through MCPL.
- 20 patrons enjoyed the *Grab & Go: Mountain-to-Sea Salt Scrub* craft kit offered for adults and teens through MCPL in July.
- The children enjoyed a "Guess How Many Seashells are in the Jar" passive programming. Guesses ranged from 20 to 100,005. We had a winner of the exact guess of 117! A total of 54 patrons participated.
- As of the end of July, 86 children have signed up for our SLP reading program. We have given out 53 prize books so far.
- Five youth Summer Library Program volunteers attended and helped out at our Shark Tales Family Event. They provided assistance with crafts and games, and enjoyed them as well. Two other youth volunteers helped us assemble crafts during July. They were a big help to us!
- The Little Art Show made its way to Stratford, where it is on display from July 25 to Aug. 6.

#### Circulation Statistics

- We circulated 2,272 items in July. This is a 4.75% increase from last year. So far in 2022, we circulated 13,642 items. This is a 39.08% increase from 2021.
- Though we no longer offer a specific time for curbside pick-up at our branch, we received and provided 9 requests for curbside pickup appointments in July.

#### Library News

- We created a *Squeeze in Time for Reading* book display filled with books with yellow covers for adults.
- We presented a *Fire Up the Grill* display for adults that featured a variety of books about grilling.
- One of our young patrons asked to place a geocache at our library. We have already had several visitors stop by to hunt it down. The geocache is the first in a series in the area inspired by the patron's flock of chickens that have fun names. The one at the library is called "Frieda Lay PECKS a book."

- MJ attended the Branch Coordinator Meeting on July 15.
- Darla subbed for MJ so she could enjoy a week of vacation July 25-30.
- The Marathon County 4-H Club utilized our meeting room twice in July, hosting a kitchen science program for kids on July 8 and July 22. A total of 19 children attended the events.
- We sent in books to support services for relabeling.

#### Facilities Updates

- David and Nathan installed the firewall at our branch on July 25, and a PDU rackmount was installed under the main staff desk.



GL787

LIB 22 CIP TRANS REV&EXP - SM2

Report Format 511

Period 7 ending July 31, 2022

Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

| Description                        | 2022<br>MODIFIED | Current Mth<br>Expense | YTD<br>Encumbrances | YTD<br>Expense | YTD Total<br>Obligations | Unobligated<br>Budgeted Amt | %<br>Expen |
|------------------------------------|------------------|------------------------|---------------------|----------------|--------------------------|-----------------------------|------------|
| Or2 934 CIP PROJECTS               |                  |                        |                     |                |                          |                             |            |
| APR 777A LIBRARY CIP PROJECT       |                  |                        |                     |                |                          |                             |            |
| Cat 980 CAPITAL OUTLAY             |                  |                        |                     |                |                          |                             |            |
| Act 8444 LIBR-CUSTOMER SRV AREA    | 716,096.00       | 6,749.02               |                     | 13,793.79      | 13,793.79                | 702,302.21                  | 1.9        |
| APR 779A LIBR CAPITAL IMPROVEMENTS |                  |                        |                     |                |                          |                             |            |
| Cat 849 OTHER FINANCING SOURCES    |                  |                        |                     |                |                          |                             |            |
| Act 9900 TRANSFERS FROM FUND BALA  | 716,096.00-      |                        |                     |                |                          | 716,096.00-                 |            |
| Or2 934 CIP PROJECTS               |                  | 6,749.02               |                     | 13,793.79      | 13,793.79                | 13,793.79-                  |            |
| Sub 604 LIBRARY CIP PROJECTS       |                  | 6,749.02               |                     | 13,793.79      | 13,793.79                | 13,793.79-                  |            |
| Report Final Totals                |                  | 6,749.02               |                     | 13,793.79      | 13,793.79                | 13,793.79-                  |            |

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

May 21, 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 August 13, 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  
 Eileen Grunseth, member\*  
 Christy Janczewski, member\*  
 Louise Olszewski, 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\*  
 Katie Zimmermann, WVLS staff

\*denotes remote attendance

**Excused**

Jessica Bennett, member  
 Paul Knuth, 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/Sweeney motion to approve the agenda as presented. All aye. Motion carried.**

**APPROVAL OF MINUTES** (Exhibit 1):

J. Peterson asked the minutes be adjusted to reflect her abstention from voting on the motion to approve the recommendation for disposition of the 2021 unencumbered balance and corresponding 2022 budget revisions which included salary adjustments because she is related to a WVLS staff member.

**Olszewski/Grunseth motion to approve minutes from the March 19, 2022 WVLS Board meeting as corrected. All aye. Motion carried.**

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

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

**TREASURER'S REPORT** (Exhibit 8):

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

**REPORTS:**

**Resource Library** (Exhibit 9): The Resource Library Report includes the agenda and Director's Report for the May 16, 2022 MCPL Board meeting, as well as MCPL Board

agenda and minutes from February, March and April 2022. **Sweeney** provided an update on MCPL Board member changes.

**MCPL Expectations Assessment** (Exhibit 10): **Sepnafski** provided background to the first 2022 WVLS quarterly report to the MCPL Board.

**WVLS Director's Report** (Exhibits 11, 11a): **Sepnafski** and other WVLS staff members in attendance took turns reviewing the items in [Exhibit 11](#), taking comments and questions.

**WVLS/V-Cat Steering Committee** (Exhibit 12): **Zimmermann** reported on the March 17, 2022 V-Cat Steering Committee meeting which included review of V-Cat projects and strategic plan, discussion of alternate methods for calculating V-Cat member budget shares and approved 2023 budget recommendations for consideration by the V-Cat Council, prior to approval by the WVLS Board. The process starts early so that libraries have information in plenty of time for individual library/municipal budget discussions.

**WVLS Library Advisory Committee** (Exhibit 13): **Matczak** reported the WVLS Library Advisory Committee (LAC) met on Tuesday April 5. Rhinelander District Library Director **Virginia Roberts** is serving as 2022 LAC President, along with Vice-President/2023 President-Elect **Teresa Hall** from Loyal Public Library. **Katie Aldrich** from Northcentral Technical College was selected as 2023 LAC Vice-President/2024 President-Elect. The next LAC meeting is August 10, 2022.

**V-Cat Council** (Exhibit 14): The V-Cat Council met on April 7, 2022. **Zimmerman** had previously discussed V-Cat and ILS administration projects from pages 7-9 of the Director's Report (Exhibit 11).

**COLAND** (Exhibit 15): **Klingbeil** reported on the virtual May 13, 2022 COLAND meeting and provided an update on COLAND member appointments. **Otten** will apply for an open public member seat on COLAND. **Klingbeil** has asked for reappointment to another term.

**PLA/WAPL Conferences** (Exhibits 16, 16a): PLA reports were submitted by WVLS scholarship recipients **Elisha Sheffer**, Rhinelander District Library; **Laurie Ollhoff**, T.B. Scott Free Library (Merrill); **Jennifer Davis**, Minocqua Public Library; **Dan Richter**, Marathon County Public Library; **Julie Kinney**, Marathon County Public Library; and **Ashley Polinski**, Rhinelander District Library. WAPL reports were submitted by WVLS staff members **Sepnafski**, **Matczak**, **Wallenton**, and Technology Support Specialist **Achraf Ben Khalifa**.

**2021 AUDITORS REPORT** (Exhibit 17a, 17b):

**Walenton** reviewed the Kerber Rose 2021 Auditors Report and WVLS 2021 Annual Financial Report. No difficulties were encountered in performing and completing the audit. The DPI auditor also reviews system financial reports prior to issuing state aid. Both processes have historically run smoothly and without issue, considering the limited number of WVLS staff responsible for performing all bookkeeping and accounting functions.

**Pechura/D. Peterson motion to accept the Kerber Rose S.C. report as presented. All aye. Motion carried.**

**BEREAVEMENT LEAVE POLICY – revision** (Exhibit 18): Changes to the policy were reviewed. **Pechura/Grunseth motion to approve changes to the WVLS Bereavement Policy as presented. All Aye. Motion carried.**

**2022 LSTA GRANT – Improved Discovery Solutions Cooperative Cataloging Project** (Exhibit 19): The following systems are collaborating with WVLS to engage in a cooperative cataloging exploration project: Bridges Library System IFLS Library System, Milwaukee County Federated Library System, Monarch Library System, Northern Waters Library Service, Outagamie Waupaca Library System, and Winding Rivers Library System. See Exhibit 19 for anticipated outcomes.  
**Otten/Sweeney motion to approve the Improved Discovery Solutions Cooperative Cataloging Project LSTA Grant request as presented. All aye. Motion carried.**

**2022 LSTA GRANT – Improved Discovery Solutions Joint ILS Consortium Exploration Project** (Exhibit 20): Northern Waters Library Service and Wisconsin Valley Library Service are collaborating to engage in a comprehensive joint ILS consortium exploration project to determine value and feasibility of an ILS merger between our two systems and respective ILS consortia. See Exhibit 20 for project goals and activities which would be enabled by receiving this grant.  
**Backus/Ackerman motion to approve the Improved Discovery Solutions Joint ILS Consortium Exploration Project LSTA grant request as presented. All aye. Motion carried.**

**UPDATED WVLS INFORMATION:** 2022 WVLS Budget with March 2022 adjustments (Exhibit 21) and 2021 WVLS System Information and Public Library Statistics booklet (Exhibit 22): The adjusted 2022 budget reflects decisions made by the WVLS Board at its March 19, 2022 meeting.

**CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** Board members shared information regarding innovative public library services noted from Wisconsin libraries outside of WVLS, as well as other states.

**REQUEST FOR FUTURE AGENDA ITEMS:** None noted.

**Next meeting dates**

WVLS V-Cat Council – Thursday, June 2, 2022

WVLS Board of Trustees – Saturday, August 13, 2022

**ADJOURNMENT: Grunseth/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:09 PM.**

Respectfully submitted,  
Kris Adams Wendt, Meeting Recorder

ITEM NUMBER: 4.07 a-b e  
CHAPTER 4: Library  
Statements  
CODE: Policy  
COMPUTER ID: LS-7

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Title: ~~Meeting Rooms, Exhibits Spaces, Displays, Brochure Racks and Bulletin Boards, An Interpretation of the Library Bill of Rights.~~

Effective Date: 11-24-86

Authorized By: Library Board of Trustees

Date of Last Review: ~~7-2013~~ 8-2022

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### **~~EXHIBIT SPACES AND BULLETIN BOARDS~~**

~~Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the LIBRARY BILL OF RIGHTS: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."~~

The Marathon County Public Library (MCPL) provides exhibits, displays, brochure racks and bulletin boards that are relevant to the needs and interests of library patrons and that also conform to the American Library Association's Library Bill of Rights. They are primarily intended for the promotion of MCPL's materials, events and services. They are prioritized for use by the library, MCPL Foundation, Friends of MCPL and community partners. The content of these spaces is left to the discretion of library staff.

The Library Director may deny exhibit, display, brochure rack or bulletin board requests. If denied, interested parties may appeal to the MCPL Board of Trustees.

### **EXHIBITS AND DISPLAYS**

In developing curating library exhibits and displays, library staff members should endeavor to present a broad spectrum of opinions and a variety of viewpoints. Libraries should MCPL does not shrink from developing exhibits avoid display or exhibit topics because of controversial content matter or because of the beliefs or affiliations of those whose work is represented. The library will not censor or remove a display or exhibit even though members of the community may disagree with its content. Just as libraries MCPL also does does not endorse the viewpoints of those whose works are represented in their collections, libraries MCPL also does does not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits presented in these spaces.

Exhibits and displays may not be used for:

1. Any purpose which, in the opinion of library staff and/or the MCPL Board of Trustees, may interfere with the normal use of the library.
2. Fundraising purposes.
3. The sale, advertising or promotion of for-profit products and services.
4. Personal or family purposes.
5. Promotion of a specific business or religious organization.
6. Promotion or endorsement of political candidates.

Exceptions may be made on a case-by-case basis.

### BROCHURE RACKS AND BULLETIN BOARDS

The primary purpose of MCPL's brochure racks and bulletin boards is to publicize services and programs that are community-oriented, nonprofit, educational or of cultural value. These types of materials include brochures, posters, handouts and other promotional items and will be displayed on fixtures at MCPL locations when space is available. MCPL reserves the right to limit the length of time materials may be displayed and the amount of materials accepted for public distribution. MCPL also reserves the right to dispose of materials that are out of date, that are no longer relevant or that have been posted or placed in the library without staff authorization.

MCPL's name may not be used in any publicity for non-library-sponsored meetings occurring at the library except to designate the meeting's location. MCPL may not be used as the official address or headquarters for any outside group.

All promotional materials related to meetings by outside groups occurring at an MCPL location must adhere to the policies outlined in **ITEM NUMBER 8.01 a-c – Meeting Room Policy**.

~~Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.~~

~~Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.~~

~~A publicly supported library may designate use of exhibit space to strictly "library-related" activities, provided that the limitation is viewpoint neutral and clearly defined.~~

~~Brochure racks and bulletin boards may not be used for:~~

- ~~1. Any purpose which, in the opinion of library staff and/or the MCPL Board of Trustees, may interfere with the normal use of the library.~~
- ~~2. The sale, advertising or promotion of for-profit products and services.
  - ~~a. Exceptions may be made for job postings.~~~~
- ~~3. Personal or family purposes.~~
- ~~4. Promotion of a specific business or religious organization.~~
- ~~5. Promotion or endorsement of political candidates.~~

~~Exceptions may be made on a case-by-case basis.~~

~~Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.~~

~~The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.~~

~~Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.~~

~~Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.~~

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~~Adopted July 2, 1991, by the ALA Council;  
amended June 30, 2004~~

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## ~~MEETING ROOMS~~

~~Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the LIBRARY BILL OF RIGHTS states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless~~

of the beliefs or affiliations of individuals or groups requesting their use."

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

ITEM NUMBER: 4.07c

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's facilities are open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section which addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the LIBRARY BILL OF RIGHTS states that "a person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

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Adopted July 2, 1991, by the ALA Council.



# POLICY TO BE DELETED

ITEM NUMBER: ~~11.31 a-b~~  
CHAPTER 11: ~~Services~~  
CODE: ~~Policy~~  
COMPUTER ID: ~~SEPR-2~~

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Title: ~~Display and Exhibit Policy~~  
Effective Date: ~~11-24-86~~  
Authorized By: ~~Library Board of Trustees~~  
Date of Last Revision: ~~4-2014~~

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~~The locked display cases owned by the Marathon County Public Library are primarily designed for library displays. When they are not needed for displays related to the library, they will be available for use by community groups, subject to policies established by the Library Board.~~

## ~~USES AND PRIORITIES AMONG USERS:~~

- ~~• The display cases are primarily intended for promotion of library activities and materials.~~
- ~~• There are several display units available on each of the two main floors of the library.~~
- ~~• Use of these units is prioritized for the Library, Library Foundation, Friends of the Library, and Library and community group co-sponsored displays.~~
- ~~• These units may be reserved by community groups for promotion of their activities. Groups can reserve the case for a minimum of two weeks and a maximum of four weeks.~~
- ~~• When not reserved for any of the above uses, Library staff will create displays relevant to the needs and interest of library patrons.~~

~~The display cases may not be used for:~~

- ~~1. Any purpose which, in the opinion of the Library Board of Trustees, may interfere with the normal use of the library.~~
- ~~2. Fund raising purposes.~~
- ~~3. Displays whose purpose is the sale, advertising, or promotion of products and services.~~
- ~~4. Personal or family displays.~~
- ~~5. Religious displays.~~
- ~~6. A return booking by a group that has abused the equipment in earlier use of the display cases.~~

~~DISPLAY CASE PROCEDURES:~~

~~Display Case Reservations~~

~~Reservations for use of all display cases may be made by telephone (715-261-7240) or in person at the Main Desk. This reservation shall include responsibility for proper use of the equipment. Reservations may be made during the library's open hours. Reservations for use of the display cases may be made no more than three months in advance.~~

~~The Library Director may deny access to the use of the display cases. An applicant may appeal a denial by the director to the Library Board of Trustees.~~

~~Displays in Sequence~~

~~It is the policy of the Library Board of Trustees to encourage the widest possible use of these display cases. Commitment of the display cases to displays in sequence results in a rigid schedule that has the potential for limiting the use of the display cases to a wide variety of uses. Therefore, displays in sequence will not be allowed.~~

# POLICY TO BE DELETED

ITEM NUMBER: 11.33  
CHAPTER 11: Services  
CODE: Policy  
COMPUTER ID: SEPR-4

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Title: Distribution Policy for Brochures, Posters, Gifts  
Effective Date: 11-24-86  
Authorized By: Library Board of Trustees  
Date of Last Authorization: 7/2011

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~~The primary purpose of the Library's brochure racks are to publicize community-oriented, non-profit materials, or services and programs of an educational and cultural nature.~~

~~Material will be displayed on a space-available basis at library-designated locations. The Library reserves the right to limit the length of time and amount of materials for public distribution. The Library further reserves the right to dispose of materials that have been posted or put in brochure racks without authorization.~~

~~If the brochure, poster, or handout is prepared completely by the sponsoring organization, that fact must be stated clearly on the item. Materials included must be informational in nature and not primarily persuasive. The suitability for library use of a brochure, poster, or handout relating to a political, religious, profit-making or otherwise controversial subject, shall be decided by the Library Director.~~

**2023**  
**STATUTORY RESOURCE LIBRARY AGREEMENT**  
*Between the*  
**MARATHON COUNTY PUBLIC LIBRARY**  
*And the*  
**WISCONSIN VALLEY LIBRARY SERVICE**

**Article I: INTENT**

The Marathon County Public Library (hereinafter referred to as MCPL) agrees to remain a member in good standing of the Wisconsin Valley Library Service (hereinafter referred to as WVLS) for the duration of this contract. MCPL further agrees to fulfill all the responsibilities required for system membership in accordance with the signed membership agreement between MCPL and WVLS and in compliance with Chapter 43 of the *Wisconsin Statutes*. In return, WVLS agrees to provide to MCPL the full range of goods and services offered to other member public libraries on the same basis as those goods and services are offered to those other member public libraries.

The provisions which follow are intended to formalize the relationship between the WVLS and the MCPL in its role as resource library for the WVLS for the year of 2023. This document incorporates by specific reference, as if set forth in full, all the terms and conditions of the WVLS Member Participation Agreement and is not intended to conflict therewith.

Signatures on this Agreement indicate that WVLS has designated MCPL as the resource library for WVLS and that MCPL has agreed to serve in that capacity. These actions are in accord with Wis. Stats. 43.16.

**Article II: RESOURCE LIBRARY SERVICES**

MCPL agrees to make its total collection available for the reference and interlibrary loan services which are provided to member libraries by WVLS staff. Access includes providing to any resident of the system area the same library services, on the same terms, that it provides its own residents. MCPL is entitled to make use of the collections of other system member libraries for general interloan purposes on the same terms that other system members are entitled to make use of MCPL materials for interloan purposes as a basic condition of system membership.

In accordance with Wis. Stats. 43.16(2) MCPL, as the resource library, is required to: (a). have a collection of at least 100,000 volumes; (b) be open to the public at least 50 hours each week; and (c). employ at least one full-time permanent reference librarian with a master's degree in library science. Should MCPL fail to meet all of the above requirements, the WVLS board shall enter into a supplementary contract with the academic library with the largest operating budget of all academic libraries in the system area, or with a resource library in an adjacent system.

**Article III: SYSTEM SERVICES**

WVLS is obligated by Wis. Stat. 43.24(2)(b) to provide backup reference, information and interlibrary loan services from the resource library, including the development of and access to specialized collections.

**Article IV: OTHER PROVISIONS**

A. Negotiations for renewal or revision of this contract for 2024 shall begin no later than July 1, 2023. This Agreement may be modified by mutual written consent of both parties.

B. The term of this Agreement shall be January 1 – December 31, 2023. If no Agreement for 2024 can be reached through the negotiation process, this contract can be extended through 2024 by the Department of Public Instruction’s Division for Libraries and Technology in accordance with Wis. Stat. 43.16(1)(a).

**SIGNED: MARATHON COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_ Date \_\_\_\_\_  
SHARON HUNTER, President, MCPL Board of Trustees

By: \_\_\_\_\_ Date \_\_\_\_\_  
LEAH GIORDANO, Director, MCPL

**SIGNED: WISCONSIN VALLEY LIBRARY SERVICE**

By: \_\_\_\_\_ Date \_\_\_\_\_  
TOM BOBROFSKY, President, WVLS Board of Trustees

By: \_\_\_\_\_ Date \_\_\_\_\_  
MARLA SEPNAFSKI, Director, WVLS

# **MCPL/WVLS SUPPLEMENTARY SERVICES AGREEMENT (January 1, 2023 – December 31, 2023)**

## **Article I: INTENT**

The provisions which follow are intended to formalize the relationship between the Wisconsin Valley Library Service (hereinafter referred to as WVLS) and the Marathon County Public Library (hereinafter referred to as MCPL) in its role as resource library for the WVLS. These provisions concern services and transactions which are of mutual benefit to both parties and are not part of the Statutory Resource Library Agreement between these parties.

This document incorporates, by specific reference as if set forth in full, all of the terms and conditions of the Wisconsin Valley Library Service Member Participation Agreement and is not intended to conflict therewith.

## **Article II: FACILITIES AND SUPPORT SERVICES PROVIDED BY MCPL**

### **A. Rent**

MCPL agrees to provide to WVLS space in their Wausau location for use as general WVLS office and storage space. Refer to Exhibit A for the specific areas occupied by WVLS.

The annual rental charge includes utilities, janitorial services, use of the staff lounge, restrooms, and MCPL's public meeting room on a scheduled basis for WVLS business. WVLS staff shall refer requests for repair/maintenance services to MCPL Director. The Marathon County Facilities and Capital Management Department retains the discretion as to any action taken on maintenance and repair services. If a request is denied, the MCPL Director will explain denial to WVLS and attempt to work out alternative actions.

It is the responsibility of WVLS to furnish those areas which it rents, and MCPL and WVLS will each maintain proper ownership records for their own equipment, furniture, etc.

MCPL reserves the right to lease space to WVLS on a semi-annual basis. Under this arrangement, WVLS will pay its rent within the first and third quarters of the year upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Likewise, WVLS reserves the right to lease space from MCPL on a semi-annual basis. Under this arrangement, WVLS will pay its rent quarterly upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Should either agency wish to sever this landlord/tenant relationship within the term of this agreement, a 90-day notice shall be provided to the board of trustees of each agency.

### **B. Photocopying**

MCPL will attempt to include WVLS in MCPL copier contracts. As provided by those contracts, agrees to try to provide the WVLS office with a working photocopy machine of similar age and with similar features as other MCPL machines; and agrees to invoice WVLS for the use it makes of these photocopy machines at a rate which is no higher than that paid to the vendor by MCPL.

### **C. Telecommunications**

WVLS participates in the telephone services in place in the main facility of MCPL. WVLS shall pay all its telecommunication charges upon receipt of bill. WVLS utilizes and controls specified lines and will pay all ongoing charges arising from their use. WVLS will pay all costs arising from any WVLS-requested changes to this configuration (including possible installation of high-speed data lines).

### **D. Payments**

All payments by WVLS to MCPL pursuant to this section shall be paid as set forth in Exhibit B attached hereto and incorporated by specific reference.

## **Article III: SUPPORT SERVICES PROVIDED BY WVLS**

### **Collection Development**

WVLS provides MCPL with a collection development grant to enhance its specialized collections. This grant will be spent, in its entirety, during the term of this agreement.

## **Article IV: GOVERNANCE**

MCPL recognizes its unique position as the resource library for the WVLS and its statutory requirement to provide, at all times, at least one member of its library board to serve as a member of the WVLS Board of Trustees.

Directors of both MCPL and WVLS shall share all minutes of open session board meetings with the other's governing board. They shall also make themselves available to various committees of each other's boards for purposes of planning which affects both agencies, acting as information providers, etc.

The MCPL representative to the WVLS board shall, in the course of his/her duties, attend board meetings of each agency and, in so doing, report on the status and current operations of the agency represented.

MCPL holds a permanent seat on the WVLS Library Advisory Committee.

## **Article V: OTHER PROVISIONS**

### **A. Future Agreements**

Negotiations for renewal or revision of this Agreement for 2024 shall begin no later than July 1, 2023. This Agreement may be modified by mutual written consent by both parties.

### **B. Term of Agreement**

The term of this Agreement shall be January 1 – December 31, 2023.

**SIGNED: MARATHON COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_ Date \_\_\_\_\_  
SHARON HUNTER, President, MCPL Board of Trustees

By: \_\_\_\_\_ Date \_\_\_\_\_  
LEAH GIORDANO, Director, MCPL

**SIGNED: WISCONSIN VALLEY LIBRARY SERVICE**

By: \_\_\_\_\_ Date \_\_\_\_\_  
TOM BOBROFSKY, President, WVLS Board of Trustees

By: \_\_\_\_\_ Date \_\_\_\_\_  
MARLA SEPNAFSKI, Director, WVLS



## EXHIBIT A

### 2023 RENT FOR WVLS OFFICE SPACE IN MCPL'S WAUSAU FACILITY

|                 |              |                    |
|-----------------|--------------|--------------------|
| Kitchen         | 155          | square feet        |
| Server Room     | 104          | " "                |
| Office Suite I  | 1,992        | " "                |
| Office Suite II | 297          | " "                |
| Delivery Area   | <u>46</u>    |                    |
|                 | <b>2,594</b> | <b>square feet</b> |

The space occupied by WVLS and the cost of renting that space will be addressed annually by the MCPL and WVLS Board of Trustees.

In August 2022, the MCPL Board agreed to rent space to WVLS for \$16.25/sq. ft. for a one-year period (2023).

2,594 sq. ft. x \$16.25/sq. ft. = **\$42,153** (2023 annual rent).

## EXHIBIT B

### FINANCIAL IMPACT OF MCPL/WVLS 2023 SUPPLEMENTARY SERVICES AGREEMENT

#### Re: Article II: Facilities & Support Services Provided by MCPL to WVLS

A. Rent - As determined by MCPL Board of Trustees, WVLS pays MCPL in 2023:

|                               |                    |
|-------------------------------|--------------------|
| January 1- March 31, 2023     | <b>\$10,538.25</b> |
| April 1 - June 30, 2023       | <b>\$10,538.25</b> |
| July 1 - September 30, 2023   | <b>\$10,538.25</b> |
| October 1 - December 31, 2023 | <b>\$10,538.25</b> |

B. Photocopying - Based on WVLS use at MCPL internal per copy cost.

Invoiced by MCPL in 2023. **Per Use**

C. Telecommunications - Based on WVLS use.

Invoiced by Marathon County in 2023. **Per Use**

#### Re: Article III: Support Services Provided by WVLS to MCPL

Collection Development - WVLS' contribution to enhance specialized collections of the resource library.

Invoiced by MCPL in 2023. **\$10,000**

# The Library Board and the Open Meetings Law

# 14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

## In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

## Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

## Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

## **Email, “Walking Quorums” and Other Potential Open Meetings Violations**

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#).

## **Meeting Minutes**

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

## Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

In addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

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

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# The Library Board and the Public Records Law

# 15

Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

## Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

## What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

### In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

## Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

## Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

## Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.



Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

## Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

## Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

## Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

## Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

## Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at [www.doj.state.wi.us/dls/open-government](http://www.doj.state.wi.us/dls/open-government)
- League of Wisconsin Municipalities FAQs on the public records law at [tinyurl.com/8jvks3o](http://tinyurl.com/8jvks3o)
- The State Historical Society's Wisconsin Municipal Records Manual at [www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806](http://www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806)
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

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