



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, September 19, 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 **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/719020909> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 719-020-909.**

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** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
- 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. (15 minutes) 2023 Library Budget – For Discussion and Possible Action**
- 8. (15 minutes) WVLS Expectations Quarterly Update – For Discussion and Informational Purposes Only**
- 9. (10 minutes) Trustee Essential 16 – For Discussion and Informational Purposes Only**
- 10. Announcements**
- 11. Request for Future Agenda Items**
- 12. Next Meeting Dates**
 - Monday 10/17/2022
 - Monday 11/21/2022
 - Monday 12/19/2022

13. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: H. Wilde

EMAILED DATE: September 13, 2022

EMAILED TIME: 11:50 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday August 15, 2022.

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

Absent: Jeff Campo (excused)

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, remote visitors: Anne Hamland, Jamie Matczak, Marla Sepnafski, Martha VanPelt and two additional remote visitors

The meeting was called to order at 12:01 p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JULY 18, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY GARY GISSLEMAN TO APPROVE THE BILLS & SERVICES REPORT FOR JULY, 2022. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

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

- New office chairs were distributed to staff members in August.
- MCPL staff member, Mary Stachowiak passed away August 13, 2022. She was a 33 year veteran of the library and will be greatly missed by everyone.
- Staff met with a representative of the Mosinee Historical Society to determine ownership of items at the Mosinee branch. These items will be labeled to ensure that there is not a loss of historically significant items in the future.

Board Committees -The MoU Task Force has begun work on the new documents and anticipates meeting before the September Board meeting.

Friends of the Library – The Friends of the Library quarterly sale was August 3-6, 2022 and raised about \$3800.

MCPL Foundation – The next Foundation meeting will be September 8, 2022. Flyers have been created to advertise the need for new Foundation Board members. If approved by the Foundation they will be posted at MCPL locations.

Wisconsin Valley Library Service – WVLS staff shared 2023 plans with the WVLS Board at their August 13, 2022 meeting. Trustee training will take place August 22-26, 2022 and will feature virtual classes at 12pm each day and will be taped for future viewing.

COVID-19 Update – There are no new recommendations at this time. The library will begin indoor public programming in September.

Exhibits, Displays, Brochure Racks and Bulletin Boards Policy – Three previous policies were combined into one policy and updated to match the current needs of the library.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO APPROVE THE REVISED POLICY. MOTION CARRIED.

Purchase Approval – Automated Materials Handling System (AMH) – Alexander Johnson, Support Service Manager and Stephanie Martell, Business Specialist are composing a Request for Proposal (RFP) for a new AMH (also known as a sorter). This purchase will be made from the Library's Positive Fund Balance. The Board discussed moving forward with the RFP and then reviewing the Director's purchase recommendation at a future meeting.

A MOTION WAS MADE BY GARY GISSLEMAN; SECONDED BY KARI SWEENEY TO MOVE FORWARD WITH ISSUING THE RFP FOR A NEW AMH. MOTION CARRIED.

WVLS Resource Library Agreement This agreement will be in place for 2023 and will not impact the Board's upcoming vote determining whether MCPL will stay with the current library system.

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY REID RAYOME TO ACCEPT THE AGREEMENT. MOTION CARRIED.

Library Trustee Essentials: Chapters 14 & 15 – Discussion led by Sharon Hunter

- Essential #14 – The Library Board and the Open Meetings Law – The law requires the posting of meeting agendas and recording of minutes. Closed sessions may occur for a limited number of reasons including personnel-related issues. When in closed session no minutes are taken and motions only occur when back in open session.
- Essential #15 – The Library Board and the Public Records Law – Wisconsin public libraries are subject to the open records law and therefore required to provide records to requestors. This does not include patron records as these are confidential records. Libraries should follow a record retention schedule adopted by their Board.


Library Service Highlight: Information Technology – Alexander Johnson, Support Service Manager

- There are three key entities to MCPL's information technology:
 - CCITC is in charge of items used throughout the county including email, phones, security cameras and internet connections.
 - WVLS coordinates the items used through the library system including the integrated library system (Sierra) and the public access catalog (Aspen).
 - MCPL's IT staff takes care of all MCPL specific items including website management, physical devices, internet access in the building and software.
- Current IT projects
 - Landscape mapping – This will determine what technology is in place, how it works and what is needed for the future.
 - ASAs – The network device upgrade and organization project is creating service security, protecting physical devices and simplifying remote repair.
 - Automated Materials Handler – The current sorter is unreliable and use has gone past the expected use date. Therefore work is being done to purchase a new machine.
 - Server upgrade – The current server is very out of date and is causing issues in multiple areas. IT is working with vendors to upgrade the system.

Announcements None

Request for Future Agenda Items – The possible addition of a monthly budget agenda item was discussed.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO ADJOURN THE MEETING AT 12:48 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for September 19, 2022.

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 31st.

Board Committees – None

Friends of the Library – The Friends of the Library will have their next meeting on July 25th. 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 for Trustee Training Week, August 22nd-26th.

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

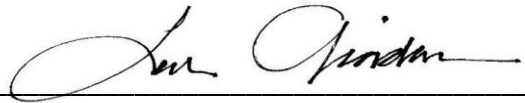
DPI Presentation: Library Systems- Shannon Schultz, Public Library Administration Consultant

- 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 "Jen Jordan", written over a horizontal line.

Library Director or Designee

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	NORTHCENTRAL TECH COLLEGE	5,000.00
	TIME WARNER CABLE	519.86
	INTERNET SERVICE	5,519.86
101 000000000066592164	CONTRACT SERV-DEBT COLLECTIONS	
	UNIQUE MANAGEMENT SERVICES	34.95
	CONTRACT SERV-DEBT COLLECTIONS	34.95
101 000000000066592250	TELEPHONE	
	CHARTER COMMUNICATIONS	87.31
	TELEPHONE	87.31
101 000000000066592955	V-CAT FEES LIBR	
	WI VALLEY LIBRARY SERVICES	6,900.00
	V-CAT FEES LIBR	6,900.00
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	MERRILL CITY TREASURER	24.00
	UNIVERSITY OF WI-MADISON	115.00
	DEMMEER MEMORIAL LIBRARY	7.99
	COLBY PUBLIC LIBRARY	20.93
	SUNDRY CONTRACTUAL SERVICES	167.92
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,506.26
	SUNDRY CONTR SERV-JACKETS LIBR	1,506.26
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	254.49
	SUNDRY CONTR SERV-PROC AV LIBR	254.49
101 000000000066593130	PRINTING/DUPLICATION	
	ROTOGRAPHIC PRINTING INC	271.00
	MARCO	457.92
	PRINTING/DUPLICATION	728.92
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	13,501.42
	NEWMAN HIGH SCHOOL	60.00
	AMAZON CAPITAL SERVICES	714.55
	BOOKS LIBRARY	14,275.97

Bills for Approval

Period 8

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	1,662.01
	BLACKSTONE AUDIOBOOKS	263.76
	FINDAWAY WORLD	2,230.71
	AMAZON CAPITAL SERVICES	100.91
	MIDWEST TAPE LLC	144.46
	AUDIO-VISUAL MATERIALS	4,401.85
101 000000000066593220	SUBSCRIPTIONS NEWSPAPER/PERDCL	
	GANNETT WISCONSIN MEDIA-SUBSCR	536.79
	SUBSCRIPTIONS NEWSPAPER/PERDCL	536.79
101 000000000066593221	SUBSCRIPTIONS-ELECTRONIC RESRC	
	WI VALLEY LIBRARY SERVICES	6,352.20
	SUBSCRIPTIONS-ELECTRONIC RESRC	6,352.20
101 000000000066593250	REGISTRATION FEES/TUITION	
	WISCONSIN LIBRARY SERVICES	199.00
	REGISTRATION FEES/TUITION	199.00
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	STAPLES ADVANTAGE	583.71
	ELM USA	466.99
	AMAZON CAPITAL SERVICES	392.92
	LIBRARY OPERATING SUPPLIES	1,443.62
101 000000000066595320	BUILDING/OFFICES RENT	
	STRATFORD, VILLAGE OF	1,279.73
	WI PUBLIC SERVICE CO	490.04
	VILLAGE OF MARATHON CITY	874.10
	VILLAGE OF HATLEY-SEWER & WATER	1,613.31
	BUILDING/OFFICES RENT	4,257.18
	LIBRARY 665 TOTAL:	46,666.32

Org: 666 WVLS CONTRACTUAL SERVICE-LIBR

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066693169	E-BOOKS	
	WI VALLEY LIBRARY SERVICES	23,153.00
	E-BOOKS	23,153.00
	WVLS CONTRACTUAL SERVICE-LIBR 666 TOTAL:	23,153.00

Bills for Approval

Period 8

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	343.96
STAPLES ADVANTAGE	63.96
TANK MATES LLC	691.00
AMAZON CAPITAL SERVICES	175.24
MELINDA MYERS LLC	600.00
BOOKS LIBRARY	<u>1,874.16</u>
LIBRARY GIFTS 667 TOTAL:	<u>1,874.16</u>
Report Total:	<u><u>71,693.48</u></u>

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 8 ending August 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	471,020.00	33,974.40		250,095.60	250,095.60	220,924.40	53.1
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	61,896.51		523,247.52	523,247.52	297,265.48	63.8
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	46,898.32		372,324.41	372,324.41	320,139.59	53.8
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	10,267.76		82,100.78	82,100.78	71,632.22	53.4
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	8,568.84		68,765.97	68,765.97	49,951.03	57.9
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	39,377.21		297,621.66	297,621.66	212,007.34	58.4
Act 1541 DENTAL INSURANCE	10,558.00	883.32		6,788.83	6,788.83	3,769.17	64.3
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1544 HLTH INS-CONVERSION, RET		22,926.74		29,602.71	29,602.71	29,602.71-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	1,764.00		15,105.00	15,105.00	16,017.00	48.5
Act 1550 LIFE INSURANCE	1,023.00	33.52		249.82	249.82	773.18	24.4
Act 1560 WORKERS COMPENSATION PAY	1,231.00	107.01		426.73	426.73	804.27	34.7
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	144.27		1,151.20	1,151.20	855.80	57.4

APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	226,841.90		1,647,480.23	1,647,480.23	1,196,991.77	57.9
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	5,519.86		11,680.52	11,680.52	13,819.48	45.8
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	34.95		497.80	497.80	502.20	49.8
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	87.31		5,352.66	5,352.66	3,147.34	63.0
Act 2433 MAINTENANCE CONTRACTS	11,000.00			6,639.00	6,639.00	4,361.00	60.4
Act 2561 LIBRARY FEES-REIMBURSE T	9,000.00			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	6,900.00		77,582.48	77,582.48	1,082.48-	****
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	167.92		3,890.20	3,890.20	5,109.80	43.2
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00			612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,506.26		17,457.91	17,457.91	4,542.09	79.4
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	254.49		3,453.82	3,453.82	4,546.18	43.2
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 8 ending August 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 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	728.92		8,221.92	8,221.92	221.92	****
Act 3161 BOOKS LIBRARY	279,272.00	14,275.97		140,610.11	140,610.11	138,661.89	50.4
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	4,401.85		36,721.67	36,721.67	33,640.33	52.2
Act 3190 OFFICE SUPPLIES				3.16	3.16	3.16	-
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00	536.79		4,681.42	4,681.42	13,318.58	26.0
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00	6,352.20		25,839.88	25,839.88	802.88	****
Act 3250 REGISTRATION FEES/TUITIO	4,000.00	199.00		3,844.00	3,844.00	156.00	96.1
Act 3260 ADVERTISING	9,832.00			6,732.00	6,732.00	3,100.00	68.5
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	247.31		889.14	889.14	2,110.86	29.6
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	8,335.00			6,759.29	6,759.29	1,575.71	81.1
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	1,443.62		16,950.33	16,950.33	11,049.67	60.5
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	4,257.18		27,936.57	27,936.57	27,063.43	50.8

APR 711B LIBRARY LVL 1-OPERATING	795,688.00	46,913.63		457,134.35	457,134.35	338,553.65	57.5

Or2 665 LIBRARY	3,640,160.00	273,755.53		2,104,614.58	2,104,614.58	1,535,545.42	57.8

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 8 ending August 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS	23,153.00	23,153.00		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	23,153.00		41,879.44	41,879.44	273.56	99.4

Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00	23,153.00		41,879.44	41,879.44	273.56	99.4

Agy 0870 LIBRARY	3,682,313.00	296,908.53		2,146,494.02	2,146,494.02	1,535,818.98	58.3

Sub 101 GENERAL FUND	3,682,313.00	296,908.53		2,146,494.02	2,146,494.02	1,535,818.98	58.3

GL787 LIB 22-OBL vs BUDGET SM2 Report Format 511

Period 8 ending August 31, 2022 Transaction status 1

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	129,277.00	1,874.16		18,753.48	18,753.48	110,523.52	14.5

Or2 667 LIBRARY GIFTS	129,277.00	1,874.16		18,753.48	18,753.48	110,523.52	14.5

Agy 0870 LIBRARY	129,277.00	1,874.16		18,753.48	18,753.48	110,523.52	14.5

Sub 252 LIBRARY GIFTS	129,277.00	1,874.16		18,753.48	18,753.48	110,523.52	14.5

Report Final Totals	3,811,590.00	298,782.69		2,165,247.50	2,165,247.50	1,646,342.50	56.8
=====							

GL787 LIB 22 MAINT OBL VS BUDGET SM2 Report Format 511

Period 8 ending August 31, 2022 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2210 WATER/SEWER	42,000.00			10,064.36	10,064.36	31,935.64	24.0
Act 2220 ELECTRIC	34,000.00	3,777.53		22,527.20	22,527.20	11,472.80	66.3
Act 2240 NATURAL/PROPANE GAS	14,000.00	720.97		12,302.86	12,302.86	1,697.14	87.9
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	239.50		4,585.65	4,585.65	1,714.35	72.8
Act 2990 SUNDRY CONTRACTUAL SERVI	3,600.00	8.14		1,820.71	1,820.71	1,779.29	50.6
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	4,746.14		55,881.88	55,881.88	45,818.12	55.0
Or2 206 LIBRARY - BLDG MAINTENANCE	101,700.00	4,746.14		55,881.88	55,881.88	45,818.12	55.0
Agy 0590 OTHER GENERAL GOVERNMENT	101,700.00	4,746.14		55,881.88	55,881.88	45,818.12	55.0
Sub 101 GENERAL FUND	101,700.00	4,746.14		55,881.88	55,881.88	45,818.12	55.0
Report Final Totals	101,700.00	4,746.14		55,881.88	55,881.88	45,818.12	55.0

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of August 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	1,078	1,223	13.45%	6,691	10,451	56.19%
EDGAR	1,411	1,795	27.21%	9,956	13,106	31.64%
HATLEY	1,981	2,225	12.32%	11,007	13,836	25.70%
MARATHON	2,370	3,036	28.10%	16,883	22,423	32.81%
MOSINEE	2,346	2,811	19.82%	16,283	19,453	19.47%
ROTHSCHILD	7,982	9,218	15.48%	51,053	64,134	25.62%
SPENCER	884	1,284	45.25%	5,951	9,162	53.96%
STRATFORD	1,872	1,983	5.93%	11,681	15,625	33.76%
WAUSAU	29,533	35,335	19.65%	140,197	234,517	67.28%
WAUSAU DRIVE UP	1,837	1,743	-5.12%	6,592	15,101	129.08%
HOMEBOUND	952	826	-13.24%	7,543	7,236	-4.07%
ILL	178	212	19.10%	1,299	1,418	9.16%
OVERDRIVE	13,045	14,720	12.84%	107,102	112,307	4.86%
GRAND TOTAL	65,469	76,411	16.71%	392,238	538,769	37.36%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

August 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	9	0	0	0	0	346	0	355	10,451	3.40%	
EDGAR	0	0	0	0	0	64	0	64	13,106	0.49%	
HATLEY	0	0	0	0	0	0	0	0	13,836	0.00%	
MARATHON	0	0	73	0	0	24	0	97	22,423	0.43%	
MOSINEE	0	0	0	60	0	26	0	86	19,453	0.44%	
ROTHSCHILD	0	0	20	54	0	1	0	75	64,134	0.12%	
SPENCER	617	0	0	0	0	9	10	636	9,162	6.94%	
STRATFORD	0	0	0	0	0	1	0	1	15,625	0.01%	
WAUSAU	164	0	2,014	838	0	95	158	3,269	234,517	1.39%	
WAUSAU DRIVE UP	3	0	129	2	0	1	0	135	15,101	0.89%	
MISC*									120,961		
TOTAL MCPL	793	0	2,236	954	0	567	168	4,718	538,769	0.88%	
% of CIRC by COUNTY	0.15%	0.00%	0.42%	0.18%	0.00%	0.11%	0.03%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of August 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,595	66,234	2.54%
RESIDENT CHILD	8,341	8,155	-2.23%
HOMEBOUND	164	172	4.88%
STAFF	62	66	6.45%
TEMPORARY	464	463	-0.22%
TOTAL FOR MARATHON COUNTY	73,626	75,090	1.99%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,910	2,982	2.47%
CHILD	212	220	3.77%
TEMPORARY	25	25	0.00%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,147	3,227	2.54%
INTERLIBRARY LOAN			
ILL	402	402	0.00%
GRAND TOTAL	77,175	78,719	2.00%

Marathon County Public Library

Director Report

September 2022

2022 Central Wisconsin Book Fest

The sixth-annual Central Wisconsin Book Festival (mcpl.us/cwbf) takes place Sept. 21-25 with events at various locations in Wausau, Stevens Point and Wisconsin Rapids, including the libraries in all three cities.

For the first time in several years, COVID-19 is not our biggest concern, which means more in-person events than we organized in 2020 or 2021 (though we still have several virtual events in 2022.) Joining us this year are some familiar faces from past festivals, such as Jerry Apps and Patricia Skalka, and we also have a number of authors joining us for the first time in our short history, including well-known and acclaimed authors Quan Barry, Nickolas Butler and Jennifer Chiaverini.

As always, we've organized events with more well-known authors and mixed that together with events highlighting authors from around Central Wisconsin – some of whom recently published their first books! Along with author readings will be several writing workshops and we're also working with the Wisconsin Fellowship of Poets on our first-ever Poetry Walk with two dozen poems displayed in storefronts around downtown Wausau throughout September.



Automated Materials Handling System Update

The MCPL Board approved the issuing of the Request for Proposal (RFP) for a new Automated Materials Handler (AMH) at the August 15th meeting. Staff drafted the RFP with guidance from Corporate Counsel and the RFP was published on September 1, 2022. Staff then notified known vendors of the opportunity to provide proposals. Proposals are due on September 30th. Staff will then review all of the proposals and give a recommendation on which one to accept at the October 17th meeting. Proposers will be notified by October 21st of the decision.

Book Challenges

Libraries nationwide are experiencing a notable uptick in censorship attempts that have, in several cases, resulted in proposed book bans.¹ According to a recent article from the American Library Association (ALA) President, “These past two years, ALA has registered the highest numbers of censorship challenges since its Office for Intellectual Freedom (OIF) began tracking them two decades ago.”² Often these challenges come in the form of organized efforts to remove materials from a library.³ In some cases, leaders of these efforts disperse lists of books they do not agree with, hoping to flood a library with complaints.⁴ Library staff bear the brunt of these challenges; they are on the front lines responding to questions, listening to patrons, and upholding the ALA Library Bill of Rights and library policies.⁵ MCPL is not immune to book challenges. We depend on the support of our library staff and Board to advocate for freedom of expression in the fulfillment of their responsibility to provide information and enlightenment.⁶ It is more important than ever to show vocal support for the work of public libraries.

'That Day in September' Event Summary

That Day in September: An Air Traffic Controller's Perspective on September 11th was held in Spencer at the Lucille Tack Center for the Arts on August 29th, with a remarkable turnout of over 350 people! Chris Tucker, the guest speaker, did an amazing job describing what he as an air traffic controller was in charge of on that momentous day, as well his feelings when he realized the planes had just crashed. He also spoke of what he went through after those days, and how he dealt with what he saw. Audrey Kohlbeck, Spencer Branch Coordinator, who planned and executed the event describes it in her own words: "Chris told stories that were so intense, and yet told stories that make you smile. I have received so much positive feedback from people who attended."


THAT DAY IN SEPTEMBER
AN AIR TRAFFIC CONTROLLER'S PERSPECTIVE

MARATHON COUNTY PUBLIC LIBRARY
OFF-SITE EVENT: LUCILLE TACK CENTER, 400 N. SCHOOL ST., SPENCER, WI

Monday, August 29, 2022
5:30–7:00 p.m.

ADULTS Chris Tucker was working in New York City as an air traffic controller when the World Trade Center was attacked on September 11, 2001. In this presentation, Tucker will discuss what it was like to make split-second decisions about airline traffic in one of the busiest cities in the world on that tragic day. He'll also talk about the duties and responsibilities of an air traffic controller.

Free and open to the public. No registration.
This MCPL event is co-sponsored by the Spencer History Club.

715-659-3996 | info@mcpl.us  www.mcpl.us/events

This is not a school district sponsored event, and the opinions expressed are not necessarily those of the school district or its personnel.

Library Services

Library Services kept busy this month with a full slate of programs and educational activities for the public. Our Summer Library Program (SLP) wrapped up this month across all MCPL locations. A total of 679 books were given away to 397 kids and teens who participated in the full SLP. A very popular Plant Swap was held throughout the week of August 15 outside the library, and approximately 100 plants were taken and/or given. Grab and go activity kits put together by our creative staff remained popular with all ages. Additionally, several partnerships started and continued in August. We partnered with Children's Wisconsin to provide Play and Learn story time on Wednesdays throughout the fall, sent library staff to the Brown County Public Library to learn and collaborate with peers, and continued collaborating with the Marathon County Historical Society to provide several virtual and in-person events.

Branches

Our summer library program was a success at all of our branches! We held many outdoor book clubs, special programs, and story times at all locations, and many children turned in book reviews and collected their free books.

Grab and Go craft kits continue to be popular at all locations. In August, we collectively handed out 374 goldfish craft kits for kids and 190 sailor's knot bracelets for adults.

Fifty patrons attended Stratford's Stuffed Animal Campout on Aug. 17. We enjoyed some camping-themed books, action songs, and crafts together, and then the children left their stuffed animals with us for an overnight sleepover. The SLP Youth Volunteer Team had a blast later that afternoon staging the stuffed animals into various fun poses so we could create a fun, magical photo display for the younger children.

Katelyn, our Library Services Manager, visited Athens, Hatley, and Spencer to meet our staff and learn more about each community.

On August 31st, Laura, branch team lead, and Taylor, children's services librarian, went on a field trip to the Brown County Library where they received a tour and met staff. Everyone involved enjoyed the experience and exchanged ideas about library roles, services, collections, and programs. WVLS arranged this wonderful learning opportunity.

**Thank you to Stephanie, Chad, Audrey, Katelyn, and Laura for your updates and contributions.*

¹ <https://americanlibrariesmagazine.org/2022/05/11/book-battle-in-tennessee/>

² <https://americanlibrariesmagazine.org/2022/09/01/librarianship-as-resistance/>

³ <https://www.nytimes.com/2022/07/31/briefing/book-banning-debate.html>

⁴ <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/87920-librarians-educators-warn-of-organized-book-banning-efforts.html>

⁵ <https://www.nytimes.com/2022/07/06/books/book-ban-librarians.html>

⁶ <https://www.mcpl.us/about/policies/bill-rights>

Library Services Statistics & Activities

News

- Julie filled in at the Rothschild Branch on Aug. 16
- Julie attended a meeting on grouping titles in Aspen and has so far grouped more than a dozen titles
- Chad and Ben had 4 Tech Time appointments in August
- Ben attended the editorial board meeting for the county e-newsletter on Aug. 1
- Chad and Elizabeth attended Central Wisconsin Book Festival meetings on Aug. 8 and Aug. 29.
- Fiction and non-fiction displays from Dan and Jailin: Globetrotting Literature; Unusual Narrators; Cocktails and Mocktails; and Celebrate Neurodiversity
- Taylor helped train new LENA staff and organized seven cohorts for this fall
- Taylor attended the Boys and Girls Club Community Connections fair where she had a booth with information on library offerings and reconnected with other community nonprofits
- Taylor met with Branch Coordinator Laura Wood to go over branch populations/usage numbers

- Taylor visited Brown County Public Library and met with BCL staff and WVLS staff
- Tara attended the Aspen Record Grouping meeting on August 2
- Rose started painting a mural in our Early Literacy Center
- Katelyn visited the Hatley branch on August 3, the Edgar branch on August 9, the Stratford branch on August 23, and the Athens branch on August 30
- Katelyn attended county-wide orientation on August 8
- Katelyn organized orientation at headquarters for Ersu, the new branch assistant in Rothschild August 8-12
- Katelyn attended the Team Leads meeting on August 10
- Katelyn attended the Library Board Meeting on August 15
- Katelyn attended interviews for the open branch assistant position in Rothschild August 19
- Katelyn attended and filmed the “That Day in September” event in Spencer on August 29
- Katelyn held rounding with individual staff throughout the month
- Notary: 21 appointments
- Tech Time: 4 appointments

Weeding

- Wausau: Adult Fiction, Juvenile Nonfiction and CDs
- Athens, Adult Audiobook, Adult DVD, Adult Fiction
- Marathon City: Adult Paperbacks, Young Adult Fiction
- Mosinee: Juvenile Graphic Novels
- Spencer: Adult Paperbacks and Adult Fiction
- Stratford: Adult Large Print

Events and Programs*

Youth Events

Story Times:

- Aug. 1: PM Story Time – 0
- Aug. 3: Story Time – 24
- Aug. 4: Story Time – 28
- Aug. 10: Play & Learn Story Time – 29
- Aug. 11: Story Time – 28
- Aug. 17: Play & Learn Story Time – 27
- Aug. 18: Story Time – 32
- Aug. 24: Play & Learn Story Time – 29
- Aug. 25: Story Time—42
- Aug. 31: Play & Learn Virtual Story Time – 28

Other Programs:

- Aug 1-31: Grab and Go Goldfish — 497
- Aug. 10: Tween Book Club – 3
- Aug. 24: Tween Book Club—0
- June-Aug: SLP Reading Club – 145 (books given away 293)

Number of August Youth Services programs – 13

Total attendance for August Youth Services programs – 767

Adults/All Ages Events

- All Month: Adult Grab and Go Craft: Knotted Sailor Bracelet – 100 kits distributed in Wausau
- Aug. 4: Marathon County Historical Society History Chats: Village of Hatley – 8 live virtual viewers
- Aug. 10: Romaine Calm & Garden On: Protecting Plants (2 sessions) – 4 live virtual viewers
- Aug. 11: Marathon County Historical Society History Chats: Village of Fenwood – 18 live virtual viewers
- Aug. 15-20: Plant Swap: Approximately 100 plants given and/or taken
- Aug. 18: Marathon County Historical Society History Chats: Village of Elderon – 11 virtual viewers
- Aug. 25: Marathon County Historical Society History Chats: Village of Spencer – 10 virtual viewers
- Aug. 27: Marathon County Historical Society History Speaks: Badger Ammunition Plant – 29 in person audience and 10 virtual viewers

Number of August programs: 9

Total attendance/participation for August programs: 290

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

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,567 likes/follows (+47)
- Twitter: 1,246 followers (-2)
- Pinterest: 972 followers (+1)
- Goodreads: 320 friends (+3); 1,414 reviews (+8)
- Instagram: 1,007 followers (+3)
- YouTube: 513 subscribers (+1)

Hot Happenings in the River District (email newsletter)

- August 3- Friends of MCPL Book Sale
- August 10- Wausau Plant Swap
- August 17- Friends of MCPL Members-Only Book Sale
- August 24- Meet the Mayor Story Time
- August 31- Grab & Go Craft for Adults-Pocket Bear

WSAW Channel 7

- August 9- Community plant swap to be held at Wausau library Aug. 15-20
<https://www.wsaw.com/2022/08/09/community-plant-swap-be-held-wausau-library-aug-15-20>

City Pages

- August 4- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Sailor Knot Bracelet, Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Friends of MCPL Book Sale, Friends of MCPL Members-Only Book Sale, LENA Start, Outdoor Family Story Time, Trail Tales, Tween Book Club-Books with an Animal Protagonist, Tween Book Club-Sci-Fi/Fantasy Books; Athens: 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-Locker Decorations; Rothschild: Book Club-“The Lost Apothecary,” Story Time in the Park; Stratford: Book Club-“We Begin at the End,” Traveling Little Art Show, Stuffed Animal Story Time and Campout!

- August 11- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, History Chats, Grab & Go Craft for Adults-Sailor Knot Bracelet, Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time, Trail Tales, Play & Learn, Tween Book Club-Sci-Fi/Fantasy Books; Athens: Book-of-the-Month Club-"The Keeper of Happy Endings;" Hatley: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: 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," Stuffed Animal Story Time & Campout!
- August 18- Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Sailor Knot Bracelet, History Chats-Elderon, History Chats-Spencer, MCPL Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Community Plant Swap, Friends of MCPL Members-Only Book Sale, LENA Start, Outdoor Family Story Time, Trail Tales; Athens: Book-of-the-Month Club-"The Keeper of Happy Endings;" Mosinee: Grab & Go Craft for Kids-Locker Decorations; Rothschild: Book Club-"The Lost Apothecary;" Spencer: That Day in September-An Air Traffic Controller's Perspective
- August 25- Highlights- Spencer: That Day in September-An Air Traffic Controller's Perspective; Big Guide- All Locations: Romaine Calm and Garden on Virtual Gardening Series, Grab & Go Craft for Adults-Sailor Knot Bracelet, Grab & Go Craft for Adults-Pocket Bear, MCPL Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish, Grab & Go Craft for Kids-Nature Weaving, Tween Writing Group; Wausau: Outdoor Family Story Time, Trail Tales, Play & Learn, Story Time with Mayor Katie Rosenberg, Family Story Time, Pokémon Club; Athens: Book-of-the-Month Club-"The Keeper of Happy Endings," Book-of-the-Month Club-"Hippie," Book Club-"Nine Perfect Strangers," Family Story Time; Edgar: "The One-Hundred Years of Lenni and Margot," Stuffed Animal Sleepover; Hatley: "Population: 485," Family Story Time, Marathon City: "The Martian," Family Story Time; Mosinee: "Becoming," Calming Glitter Jars, Family Story Time; Rothschild: Newberry Medal Book Club-"From the Mixed Up Files of Mrs. Basil E. Frankweiler," Book Club-"The Island of Sea Women," Story Time in the Park, Grab & Go Craft for Kids-Friendship Bracelets, Family Story Time; Spencer: As the Page Turns Book Club-"Becoming," Spencer: That Day in September-An Air Traffic Controller's Perspective, Family Story Time; Stratford: "The Color Purple," Family Story Time

Hub City Times

- August 17- 9/11 air traffic controller to give talk in Spencer

Mosinee Times

- August 11-Community Plant Swap to be held at MCPL Wausau August 15-20
- August 18- MCPL Summer Program Continues- All Locations: Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Outdoor Family Story Time, Tween Book Club-Sci-Fi/Fantasy Books; Mosinee: Grab & Go Craft for Kids-Locker Decorations
Friends of MCPL to Host Members-Only Book Sale August 20

On Focus

- August 11-9/11 air traffic controller to speak in Spencer
<https://www.onfocus.news/9-11-air-traffic-controller-to-speak-in-spencer>

Record Review

- August 3- All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet; Athens: Book Club-"Malibu Rising;" Edgar: Marathon City: Outdoor Family Story Time, Book Club-"The Lager Queen of Minnesota," Community Plant Swap; Stratford: Book Club-"These Precious Days," Traveling Little Art Show
- August 10- All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet, History Chats-Fenwood, History Chats-Elderon, History Chats-Spencer; Athens: Book Club-"Malibu Rising;" Stratford: Stuffed Animal Story Time & Campout!, Book Club-"These Precious Days"

- August 17- All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet, History Chat-Elderon, History Chat-Spencer; Athens: Book Club-“Malibu Rising”
- August 24- All Locations: History Chats-Spencer, Grab & Go Craft for Kids-Nature Weaving, Tween Writing Group; Athens: Book Club-“Nine Perfect Strangers,” Family Story Time; Edgar: Book Club-“The One-Hundred Years of Lenni and Margot;” Marathon City: Outdoor Family Story Time, Book Club-“The Martian;” Stratford: Book Club-“The Color Purple,” Family Story Time
- August 31- All Locations: CWBF-Children’s Author Duncan Tonatuh, CWBF-“More Than Words” with Jerry Apps, Virtual Gardening-Fall Primer, Grab & Go Craft for Kids-Nature Weaving, Tween Writing Group; Book Club-Nine Perfect Strangers,” Family Story Time; Edgar: Book Club-“The One-Hundred Years of Lenni and Margot;” Marathon City: Family Story Time, Book Club-“The Martian;” Stratford: Book Club-“The Color Purple,” Family Story Time

Wausau Pilot & Review

- August 9- Marathon County Public Library programs, August- All Locations: Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Community Plant Swap, Outdoor Family Story Time; Hatley: Outdoor Family Story Time; Marathon City: Outdoor Family Story Time; Mosinee: Grab & Go Craft for Kids-Locker Decorations; Stratford: Stuffed Animal Story Time & Campout!
<https://wausaupilotandreview.com/2022/08/09/marathon-county-public-library-programs-august>
- August 10- Historical Society readies for History Speaks, chats in August
<https://wausaupilotandreview.com/2022/08/10/historical-society-readies-for-history-speaks-chats-in-august>
- August 16- Air traffic controller who worked on 9/11 to speak in Spencer
<https://wausaupilotandreview.com/2022/08/16/air-traffic-controller-who-worked-on-9-11-to-speak-in-spencer>
- August 17- Marathon County Public Library programs, August- All Locations: Summer Reading Club, Grab & Go Craft for Kids-3D Goldfish; Wausau: Friends of MCPL Members-Only Book Sale, Outdoor Family Story Time, Tween Book Club-Sci-Fi/Fantasy Books; Mosinee: Grab & Go Craft for Kids-Locker Decorations
<https://wausaupilotandreview.com/2022/08/17/marathon-county-public-library-programs-august-2>
- August 23- Marathon County Public Library book clubs-September- Athens: Book-of-the-Month Club-“Hippie,” Book Club-“Nine Perfect Strangers;” Edgar: “The One-Hundred Years of Lenni and Margot;” Hatley: “Population: 485;” Marathon City: “The Martian;” Mosinee: “Becoming;” Rothschild: Newberry Medal Book Club-“From the Mixed Up Files of Mrs. Basil E. Frankweiler,” Book Club-“The Island of Sea Women;” Spencer: As the Page Turns Book Club-“Becoming;” Stratford: “The Color Purple”
<https://wausaupilotandreview.com/2022/08/23/marathon-county-public-library-book-clubs-september-3>
MCPL to offer story time with Wausau Mayor
<https://wausaupilotandreview.com/2022/08/23/mcpl-to-offer-story-time-with-wausau-mayor>
- August 25- Marathon County Public Library sets dates for September story times
<https://wausaupilotandreview.com/2022/08/25/marathon-county-public-library-sets-dates-for-september-story-times>
Marathon County Public Library programs-September- All Locations: Tween Writing Group, Grab & Go Craft for Adults-Pocket Bear, Grab & Go Craft for Kids-Nature Weaving; Wausau: Meet the Mayor Story Time, Pokémon Club; Edgar: Stuffed Animal Sleepover; Mosinee: Calming Glitter Jars; Rothschild: Grab & Go Craft for Kids and Teens-Friendship Bracelet
<https://wausaupilotandreview.com/2022/08/25/marathon-county-public-library-programs-september>
- August 30- Marathon County Public Library programs- All Locations: Virtual Gardening Class-Fall Primer; Wausau: CWBF-Wausau Poetry Walk
<https://wausaupilotandreview.com/2022/08/30/marathon-county-public-library-programs-12>

Wausau Times/Buyers Guide

- August 3- Friends of MCPL Book Sale August 3-6;
Out & About: All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet; Wausau: Friends of MCPL Book Sale; Athens: Book-of-the-Month Club-“The Keeper of Happy Endings;” Marathon City: Book Club-“The Lager Queen of Minnesota”
- August 10- Out & About: All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet, Romaine Calm and Garden On Virtual Gardening Series; Athens: Book-of-the-Month Club-“The Keeper of Happy Endings”
- August 17- Out & About: All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet; Wausau: Community Plant Swap, Friends of MCPL Members-Only Book Sale; Athens: Book Club-“The Keeper of Happy Endings;” Rothschild: Book Club-“The Lost Apothecary”
- August 24- Out & About: All Locations: Grab & Go Craft for Adults-Sailor Knot Bracelet, History Chats-Elderon; Wausau: LENA Start; Athens: Book-of-the-Month Club-“The Keeper of Happy Endings;” Spencer: That Day in September-An Air Traffic Controller’s Perspective
- August 31- Out & About- All Locations: Virtual Gardening Class-Fall Primer, Grab & Go Craft for Adults-Sailor Knot Bracelet, Grab & Go Craft for Adults-Pocket Bear; Athens: Book-of-the-Month Club-“The Keeper of Happy Endings;” Book-of-the-Month Club-“Hippie”

Materials

Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of (9/01/2022)	% 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	\$66.75	\$433.25	87%
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	\$503.32	\$1,496.68	75%
Young Adult Audio Books	\$1,750.00	\$0.00	\$1,750.00	\$145.83	\$501.89	\$1,248.11	71%
Youth AV Subtotal	\$21,000.00	\$3,187.77	\$24,187.77	\$1,750.00	\$8,189.11	\$15,998.66	66%
Juvenile Fiction	\$20,000.00	\$1,043.66	\$21,043.66	\$1,666.67	\$3,309.09	\$17,734.57	84%
Juvenile NonFiction	\$34,000.00	\$2,339.34	\$36,339.34	\$2,833.33	\$18,266.74	\$18,072.60	50%
Juvenile Picture Books	\$33,000.00	\$568.20	\$33,568.20	\$2,750.00	\$13,503.19	\$20,065.01	60%
Juvenile Spanish	\$1,500.00	\$227.04	\$1,727.04	\$125.00	\$682.06	\$1,044.98	61%
Juvenile Standing Order Print	\$9,000.00	\$0.00	\$8,045.00	\$750.00	\$4,559.91	\$3,485.09	43%
Young Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$1,493.42	\$7,506.58	83%
Young Adult Graphic Novels	\$3,750.00	\$126.91	\$3,876.91	\$312.50	\$1,429.11	\$2,447.80	63%
Young Adult NonFiction	\$3,000.00	\$25.70	\$3,025.70	\$250.00	\$1,341.76	\$1,683.94	56%
Youth Print Subtotal	\$113,250.00	\$4,330.85	\$116,625.85	\$9,437.50	\$44,585.28	\$72,040.57	62%
Youth Services TOTAL	\$134,250.00	\$7,518.62	\$140,813.62	\$11,734.47	\$52,774.39	\$88,039.23	63%

**Unable to access TS360 for ordering from 8/22/22 through the end of the month, due to an incident that affected several B&T services.*

Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of Sept. 2, 2022	% Spent
Adult Audiobooks	\$12,000.00	\$687.43	\$12,687.43	\$1,090.91	\$4,315.23	\$7,684.77	64.04%
Adult Music CD	\$7,500.00	\$23.76	\$7,523.76	\$681.82	\$2,997.95	\$4,502.05	60.03%
Adult DVD	\$24,000.00	\$312.90	\$24,312.90	\$2,181.82	\$9,315.27	\$14,684.73	61.19%
Adult Video Games	\$1,650.00	\$0.00	\$1,650.00	\$150.00	\$506.19	\$1,143.81	69.32%
Adult AV Subtotal	\$45,150.00	\$1,024.09	\$46,174.09	\$4,104.55	\$17,134.64	\$28,015.36	62.05%
Adult Paperbacks	\$3,585.00	\$67.22	\$3,652.22	\$325.91	\$2,027.38	\$1,557.62	43.45%
Adult Paperbacks S.O.	\$2,415.00	\$0.00	\$2,415.00	N/A	\$1,450.00	\$965.00	39.96%
Adult Fiction	\$47,000.00	\$1,577.78	\$48,577.78	\$4,272.73	\$8,483.61	\$38,516.39	81.95%
Adult LT Fiction	\$7,200.00	\$485.38	\$7,685.38	\$654.55	\$2,775.69	\$4,424.31	61.45%
***Adult LT S.O.	\$6,568.00	\$0.00	\$6,568.00	\$597.09	\$3,523.14	\$3,044.86	46.36%
Adult Non-fiction	\$66,000.00	\$4,516.10	\$70,516.10	\$6,000.00	\$18,704.66	\$47,295.34	71.66%
Adult Non-fiction S.O.	\$2,150.00	\$61.18	\$2,211.18	N/A	\$1,221.58	\$928.42	43.18%
Adult Biographies	\$10,000.00	\$144.69	\$10,144.69	\$909.09	\$1,785.12	\$8,214.88	82.15%
Adult Spanish	\$750.00	\$29.55	\$779.55	\$68.18	\$528.00	\$222.00	29.60%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$441.53	\$308.47	41.13%
Overdrive - ebooks	\$7,000.00	\$0.00	\$7,000.00	\$636.36	\$4,716.89	\$2,283.11	32.62%
Adult Print Subtotal	\$153,418.00	\$6,881.90	\$160,299.90	\$13,947.09	\$45,657.60	\$107,760.40	70.24%
***Freight Cost	\$1,432.00	\$0.00	\$1,432.00	\$130.18	\$0.00	\$1,432.00	100.00%
Adult Services TOTAL	\$200,000.00	\$7,905.99	\$207,905.99	\$18,181.82	\$62,792.24	\$137,207.76	68.60%

Note: B&T website was down the last two weeks of August and no orders could be submitted.

*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: 252
- Circulation total for Wausau First Floor: 35,335
- Laura D processed 212 Interlibrary loan requests
- Ashley H and Paula L checked out 826 items for our Homebound patrons
- August Passports News:
 - 35 Adult Passport Books
 - 20 Minor Passport Books
 - 3 Card and Book

The MCPL Passport team accepted a total of 58 passport applications accepted at \$35.00 each and 83 photos were taken at \$10.00 each for a total of \$2,860.00 recorded. We also assisted with 29 renewal applications.

- Leads meetings were held with the Director and Managers
- Ashley H attended the following webinars:
 - 8/16: Ryan Dowd webinar: Police - How to reduce police calls and keep everyone safe in your organization
 - 8/24: Ryan Dowd webinar: Sexual Harassment - How to respond to customer's inappropriate comments
- Kitty R trained Breanna L (a new Branch Assistant at the Rothschild location) on the Sierra ILS.
- In preparation for James B switching to the Support Services Team in September, James trained Ashley H on the mail sorting & magazine/newspaper processing procedures, and trained Olivia B on the snags/damaged/missing pieces procedures.
- Olivia B created a shared document that makes the passport schedule accessible to all circulation desk staff for the purpose of scheduling appointments at multiple locations at the same time.
- Laura D continued to cross-train Olivia B on the Interlibrary Loan process.
- Olivia B attended the county-wide orientation on August 8th.
- Three patrons were banned from the library (for different lengths of time) over the course of the month due to behavioral issues

Support Services Team

- Mary S passed away after 33 years of service at the library. Many staff attended her visitation or funeral to pay their respects and offer comfort to Mary's other loved ones.
- Stephanie M. and Heather W. assisted with processing of materials invoices.
- The team prepared to welcome James B as a new cataloger in September.
- 8/4, 8/11: Chris L attended the ILS Evaluation Committee meeting.
- 8/21: Baker & Taylor was the victim of a ransomware attack that debilitated nearly all of their systems. All new materials selection, ordering, shipping, receiving, and invoice processing related to Baker & Taylor remained at a complete stop for the rest of the month while Baker & Taylor worked through the issues.
- In-house application of RFID tags continues to go smoothly.
- Further cost/benefit analysis of materials processing procedures is underway.
- Faded label replacement project progress:
 - Adult nonfiction: Working through 747
 - Faded label replacement and disc cleaning for Branches: in progress.
 - Clean Wausau adult DVDs: GIR

Page Team

- 8/8: Erin Q attended the county-wide orientation
- 8/10: Ollie C did orientation with the new library assistant for Rothschild, Breanna L
- 8/12: Ollie C attended the V-Cat Cooperative Circulation Committee meeting as MCPL's representative.
- Kali E worked on the adult graphic novels shelves to straighten up, shelf read, and shift.
- The team completed the adult fiction weeding list and used the resulting space to make much needed room on the shelves.
- The team went through the holds clean-up list provided by Katie at WVLS for the dropped holds from the Sierra outage on August 19th.
- Ollie C did adult fiction switch-outs from storage for Kate S.
- Ollie C did regular maintenance of the new adult fiction and non-fiction, and the new YA collection.
- Coordinated with the Children's Team to work out how a new procedure for the Traveling Tales so we could move the collection back into the public space.
- The page team assisted Support Services throughout the month with re-labeling the adult non-fiction 700's.
- Ollie C helped cover the Circulation Desk as needed during Kitty R's vacation.
- During the month of August the page team shelved approximately 36,600 items. This beats our previous (recent) record from June 2022 by 2,630 items!

Information Technology

- The new DHCP Scope is doing its job nicely. The separate VLANs have really helped network traffic efficiency and stopped many of our printing issues that we have had.
- Final ASA configurations have been logged and deployed. These adjustments to the configurations have eliminated our initial communication issues and security problems.
- Minor updates will continue as needed.
- The village of Hatley has given permission to install an exterior Wi-Fi antennae for guest usage when the library is closed. They will join Edgar, Mosinee, and Stratford as the branches that already have this installed.
- We have begun the update process of the servers here at MCPL. Our first steps were:
 - Deployed a new vCenter client version 7.0. This will provide us with a centralized platform for control of our vSphere environments and virtual infrastructure. This will also allow us the flexibility to extend our on-premise environment to a vSphere cloud based environment in the future.
 - Migrated all virtual systems from host server ESXi02 to host server ESXi01 so we can start updates.
- Several projects remain ongoing:
 - Map the MCPL network and Servers
 - 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:
 - Edgar: *Installed*
 - Hatley: Pending install
 - Marathon City:
 - Mosinee: *Installed*
 - Rothschild: Need written permission to install
 - Spencer:
 - Stratford: *Installed*

- 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

- Sailor Knot Bracelets Grab and Go: Adults and teens took and enjoyed 19 kits this month.
- 3D Goldfish Grab and Go: Children took and enjoyed 18 kits 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 August was *The Keeper of Happy Endings* by Barbara Davis. There were 3 adult participants.
- Book Club: This month the Athens Book Club read *Malibu Rising* by Taylor Jenkins Reid. Nikki led an in-depth discussion on August 16 with 5 patrons who attended.
- Upcoming Programs: The Athens Book Club will be reading *Nine Perfect Strangers* by Liane Moriarty in September. Book Club meets on Tuesday, September 13 at 2:00pm in the Board Room of the Athens Village Hall. Family Story Time starts up again in Athens on Monday, September 19 at 10:30 in the library. Story Time will take place every other Monday through December of 2022. A special Family Story Time and Crafts event will be taking place in Athens on Saturday, September 24 from 11am-12pm. We'll be reading stories with and about apples, and we'll be making apple crafts!

Circulation Statistics

- Athens had a total of 7 curbside appointments in the month of August.
- In August, Athens circulated a total of 1,223 items. This is a 13.45% increase from August of 2021. In 2022 year-to-date, Athens has circulated 10,451 items. This is a 56.19% increase from 2021.

Library News

- This month's adult displays included "Intrigued by the First Line?" featuring books with interesting first lines, and "Heard Any Good Books Lately" featuring some of our audio books.
- In the children's section, we continue to display juvenile biographies and ocean themed books through the end of August when we'll wrap up our summer program.
- Athens set up an additional display this month during the week of the Athens Fair featuring books on county fairs.
- We have also begun to set out free coloring pages for patrons near our displays.
- Nikki has started on some weeding in Adult Fiction, Adult DVDs, and Adult Audiobooks to make room on the Athens shelves for new materials.
- We are continuing to send in books in need of replacement spine labels and are nearing the end.
- Nikki attended Story Time Training at Wausau on August 25.
- Shahara covered at Athens while Nikki helped out at Rothschild and Hatley this month.

Facilities Updates

- The Athens Branch was closed on Saturday, August 20 for the Athens Fair.
- Katelyn S., Library Services Manager, made a visit to Athens on August 30th.
- Sierra/Internet/Guest Wi-Fi was down for 2 days this month at the Athens Branch.

Edgar Monthly Report

Events and Program

- Grab n Go crafts, 20 adult knotted rope bracelets, and 18 children Goldfish kits.
- Book club discussed the book “Nobody will tell you this but me” with 4 people present.
- There were 0 curbside pickups for the month.

Circulation Statistics

- The circulation statistics for the month of August were 1,795 items checked out. This is a 27.21% increase for the same month last year. A total of 13,106 items have been checked out so far this year. This is a 31.64% increase from 2021.

Library News

- Katelyn visited Edgar on August 9th and plans were made to replace old spinner shelves
- Hannah finished weeding adult nonfiction, Board Books and juvenile nonfiction
- Dana filled in at Hatley on the 16th
- Wisconsin Author display put up for the month of August
- Medal and Award winner books displayed
- Lena display put up in preparation of Lena event in Edgar

Facilities Updates

- No updates at this time

Hatley Monthly Report

Events and Programs

- Book Club – “Four Winds” by Kristin Hannah had 9 in attendance with a couple of them joining us for the first time.
- Grab N Go programs
 - a. 3D Goldfish – 7 adults, 32 children, and 1 teen
 - b. Sailor Knot Bracelet – 10 adults, 9 children and 5 teens
 - c. We also set out some of the extra kits we had from throughout the year and 13 of those were taken in total. We still have a few left and will leave them out for patrons to take until they are all gone.
- Outdoor Story Time is held the 1st and 3rd Tuesday of each month
 - a. August 2nd had 4 adults and 9 children show and we read/sang about Summer!
 - b. August 16th had 6 adults and 8 children show and we read/sang about Rainbows!

Upcoming Programs

- Book Club on September 13th “Population 484”
- Grab N Go Crafts – Nature Weaving and Pocket Bears
- Story Times September 6th and 20th

Circulation Statistics

- Hatley circulated 2,225 items for the month of August. This is a 12.32% increase. Year to date is 13,836 items. This is a 25.7% increase from last year.

Library News

- Heather and Robin have continued with inventory
- Heather helped cover a in Rothschild
- We continue to send in items to be labeled and cleaned
- Heather attended the Play Make Learn Conference in Madison
- Katelyn came out for a quick visit
- Nikki F, Dana C. and Laura W helped cover some shifts here
- With the decline in the number of Magazine Subscriptions we get we were able to do some shifting of our magazines, Wisconsin collection and regular print fiction.
- Heather watched the Novelist Crash Course Webinars on Gentle Reads and Graphic Novels

Facilities Updates

- None to Report

Marathon City Monthly Report

Events and Programs

- **Book Club:** Megan led a lively discussion with 10 ladies of the book *The Lager Queen of Minnesota* by J. Ryan Stradal. The book club meets on the second Monday of the month from 5:45-6:45 pm. Beginning in September, we will hold the meetings indoors. Yay!!
The next book club session will meet on September 12 with a discussion of the book *The Martian* by Andy Weir.
- During the month of August all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **92** of the children's **3D Goldfish** kits. The teen/adult kits were **Knotted Sailor Bracelets**. We distributed **36** of those. As always, these kits have been very popular with patrons of all ages. We held a **Sidewalk Chalk Art** event during the week of August 1-6. Five adults and **25** children stopped by to create some beautiful artwork on our sidewalks.
- **Outdoor Story Time:** On August 4 we held an outdoor story time featuring stories about Sea Turtles. Four families attended with a total of **12 children and 4 adults**. On August 18, we held another Outdoor Story time with a Rainbow fish theme. Two families attended with a total of 2 adults and 5 children. We will begin holding our story time sessions inside every other week beginning September 1.
- Starting September 1, MCPL locations will be offering adult and children's programming indoors without restrictions. During the week of September 12-17 we will be holding a **plant swap** here in Marathon. Folks can **"take a plant or leave a plant" (or gardening tip)** any time during that week. A table will be set up outside the front entrance of the library. MCPL locations will also be offering a **virtual option** for our in-person book club discussions. All branches will again be offering monthly **Grab & Go** activities for children, teens and adults. Supplies for the **Nature Weaving** and **Pocket Bear kits** may be picked up at any of the nine libraries during the month of September. More information for all programs is available on the MCPL website.

Circulation Statistics

- Marathon circulated 3,036 items during the month of August which is a 28.10% increase from this time last year. So far in 2022, Marathon has circulated 22,423 items. This is a 32.81% increase over last year.

Library News

- The Summer Library Program, “Oceans of Possibilities” has concluded.
- At this time, 55 children have turned in book review slips to earn their reading incentive.
- We look forward to the Staff Development Day on September 16.
- Network computer and wifi issues continue to be worked out. Thank you to the IT staff for all of their hard work.

Facilities Updates

- None to report at this time.

Mosinee Monthly Report

Events and Programs

- Regular programming was canceled due to the ongoing pandemic.
- Book Club: 4 patrons met Sarah for a virtual Book Club on the 15th.
- This month’s Grab and Go craft kits included 3D goldfish and knotted sailor bracelet craft kits for the MCPL wide kits, and a special Mosinee only locker decoration kits, where teens and adults could make their own magnet locker decorations (which ran out in 3 days and was a huge success)! All the kits we had available were taken, a total of 20 sailor bracelet kits, 78 goldfish kits, and 30 locker magnet kits.
- Passive Programs: In August we finished up our passive Pirate Treasure Hunt with over 50 participants and our Ocean This or That passive program had 281 votes.
- We had a total of 17 children receive 24 books for completing the Summer Reading Program.
- Katie hosted another outdoor story time on the 31st with a total of 2 adults and 4 children listening to stories all about space.
- Upcoming Programs: Book Club and Story Time will continue, along with a Calming Glitter Jar program Katie will be hosting on the 15th.

Circulation Statistics

- Mosinee circulated 2,811 items in August 2022. This is a 19.82% increase. Mosinee has circulated 19,453 items in 2022. This is a 19.47% 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 that continued to be very popular, 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 August. At the end of the month we had a total of 4 curbsides.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Katie covered multiple shifts in Rothschild.
- Internet, WiFi, and Sierra were all down on the 4th, but luckily were all back up before the end of the day. We also had issues on the 23rd.

Facilities Updates

- Construction continued in Mosinee throughout the month, with our road (Second Street) even closed for several days, as well as one lane traffic on Main Street, resulting in all day traffic jams and considerable inconveniences for patrons and staff alike. We understandably saw a steep decline in library usage during this time, and really appreciate our patrons' patience throughout the process!
- A routine elevator inspection was done by OTIS Elevator on the 22nd and everything was found to be in working order. The next inspection will likely be completed in November.

Rothschild Monthly Report

Events and Programs

- We handed out 71 grab-and-go goldfish craft kits for kids and 31 grab-and-go salt sailor's knot bracelet 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 August, 3 additional children figured out the SLP secret code, and 5 children completed our library scavenger hunt.
- Over the course of the summer, 79 children participated in our SLP book review program and 105 free books were given out.
- Book Club met to discuss *The Lost Apothecary* by Sarah Penner. 8 participants attended and had a wonderful time discussing the book. Next month, we will discuss *The Island of Sea Women* by Lisa See. In September, we will also be starting a new Newbery Medal themed book club where adults will read award winning children's titles.

Circulation Statistics

- In August, Rothschild circulated 9,218 items. This is 15.48% increase from last year. In 2022, Rothschild circulated 64,134 items. This is 25.62% increase from last year.
- We had 0 curbside pickups.

Library News

- Many MCPL staff members have filled in and covered shifts in Rothschild this month. We greatly appreciate all of the help!
- Julie and Ersa completed story time training with Taylor.
- On August 31st, Laura accompanied Taylor on a field trip to the Brown County Library where she received a tour, met staff, and exchanged ideas about library roles. WVLS arranged this wonderful learning opportunity.
- Our new 20 hour branch assistant Ersa started orientation on August 8th. She began her regular work on August 22nd. We are very excited to welcome her to our team!
- Robin has resigned her position as a branch assistant, with her last day being August 6th. 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 7th. Laura attended interviews for this position on August 19th. We will hopefully have a new staff person settled at the branch soon.
- David from IT completed the new firewall install and completed a fix on the self-check machine.

Facilities Updates

- Village staff power-washed the outside of the windows and completed some exterior painting.
- Village staff also repaired the outside automatic door opener.

Spencer Monthly Report

Events and Programs

- In the month of August, a Grab N Go craft for adults and teens was offered. This month's craft was a "Knotted Sailor Bracelet" with all 27 crafts handed out.
- Also in the month of August a craft for children was offered. The craft, "3D Goldfish" was a fun craft for the children with all 22 crafts taken.
- "That Day In September, An Air Traffic Controller's Perspective" was held at an offsite location, The LuCille Tack Center. The program was a huge success with over 350 attending.

Circulation Statistics

- In August, Spencer circulated 1,284 items. This is 45.25% increase from last year. In 2022, Spencer circulated 9,162 items. This is 53.96% increase from last year.

Library News

- Weeding was completed in the adult fiction and adult paperbacks.
- The newer children's books were taken off the display and shelved with the regular picture books and easy readers.
- Books needing new labels were sent to Wausau.
- Rounding was held on August 3rd with Audrey and Laura.
- Darla Redetzke from Stratford covered the Spencer Library on August 29th during our program.
- "That Day In September" was held on August 29th, with such a remarkable turnout (350-400 in person attendees). Chris Tucker, the guest speaker did an amazing job of describing what he as an air traffic controller was in charge of, terminology and his feelings as he realized the planes had just crashed. He spoke of what he went through after those days, and how he dealt with what he just saw.
- A table of MCPL information was on display at the program on August 29th, including library hours, FRIENDS of the Marathon County Library, and library card applications.
- Audrey wrote an article for the Village Voice a Spencer paper about the upcoming events in September.

Facilities Updates

- The Village of Spencer hired Schmidtké's Cleaning Service to clean our carpet.
- Village of Spencer workers came in to check if we needed anything fixed or repaired. There was nothing that needed attention at this time.

Stratford Monthly Report

Events and Programs

- We were delighted to welcome 45 guests of all ages to our *Bubble Bash Story Time* on August 3. Patrons enjoyed some fun books and action songs about bubbles, and then were able to create their very own bubble wands to make bubbles as well as to do some bubble painting. Our Summer Library Program Youth Volunteer Team also taught the younger children how to make giant bubbles using special wands. It was a great time, filled with a lot of laughter and chasing and popping of bubbles!
- We held an Outdoor Book Club on August 17. Five people met to discuss [These Precious Days](#) by Ann Patchett. Many others checked out the book for personal reading.
- Fifty patrons attended our Stuffed Animal Campout on Aug. 17. We enjoyed some camping-themed books, action songs, and crafts together, and then the children left their stuffed animals with us for an overnight sleepover. The SLP Youth Volunteer Team had a blast later that afternoon staging the stuffed animals into various fun poses so we could create a fun, magical photo display for the younger children.

- Sixty-six patrons stopped by the Stratford Branch in August to pick up the *Grab & Go: 3D Goldfish* craft kit for kids offered through MCPL.
- Twenty patrons enjoyed the *Grab & Go: Knotted Sailor Bracelet* craft kit offered for adults and teens through MCPL in August.
- Fifty children actively participated in our SLP reading program this summer, and we handed out 68 prize books. The kids and parents seemed to really appreciate the program and prizes.
- We distributed 294 SLP Program Brochures to area children this summer. The children seemed to really enjoy the activities inside of them.
- Thirteen youth Summer Library Program volunteers attended and helped out at our Bubble Bash and Stuffed Animal Sleepover family events in August. They provided assistance with crafts and games, and enjoyed them as well.

Circulation Statistics

- We circulated 1,983 items in August. This is a 5.93% increase from last year. So far in 2022, we circulated 15,625 items. This is a 33.76% increase from 2021.
- We received and provided 1 request for a curbside pickup in August.

Library News

- We held a fall program brainstorming meeting Aug. 23 with our SLP volunteers who have chosen to continue in the group during the school year. We plan on meeting once a month to discuss potential programs and events for pre-teens and teens. Four of the 6 volunteers were able to attend this first meeting.
- We enjoyed a visit Aug. 23 with Katelyn, who drove out to meet us in person and tour our branch.
- Darla covered the Spencer branch Monday, Aug. 29, during its *That Day in September* event.
- MJ covered two shifts in Rothschild, Aug. 30 and 31.
- We sent in books to support services for relabeling.
- We started working on inventory again now that summer programming has ended.

Facilities Updates

- No updates

¹ <https://americanlibrariesmagazine.org/2022/05/11/book-battle-in-tennessee/>

² <https://americanlibrariesmagazine.org/2022/09/01/librarianship-as-resistance/>

³ <https://www.nytimes.com/2022/07/31/briefing/book-banning-debate.html>

⁴ <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/87920-librarians-educators-warn-of-organized-book-banning-efforts.html>

⁵ <https://www.nytimes.com/2022/07/06/books/book-ban-librarians.html>

⁶ <https://www.mcpl.us/about/policies/bill-rights>

GL787

LIB 22 CIP TRANS SM2

Report Format 511

Period 8 ending August 31, 2022

Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8444 LIBR-CUSTOMER SRV AREA	716,096.00	17,135.02		30,928.81	30,928.81	685,167.19	4.3
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		17,135.02		30,928.81	30,928.81	30,928.81-	
Sub 604 LIBRARY CIP PROJECTS		17,135.02		30,928.81	30,928.81	30,928.81-	
Report Final Totals		17,135.02		30,928.81	30,928.81	30,928.81-	

MCPL Foundation Board Minutes

July 14, 2022

Microsoft Teams Meeting (Virtual)

Present: Mary Coates, Kat Yanke, Nicole Dunbar, Leah Giordano, Amy Szarkowitz

Called to order by Mary at Noon.

Approval of minutes – tabled for September meeting.

Treasurer's/Investment Report:

- Transition \$80,000 donation to large font books to separate account (not investment account)
 - Leah noted that recurring order for large print books is about \$12,000 a year
- Donations down
- Foundation received another donation of stock, about \$5,000, will put us about where we were at last year

Fundraising Report:

- Letter to go out sometime in October
- New tax exemption number

New Business:

- Nicole has foundation documents and wishes to move them to central location, Heather offered library space. Mary has additional documents, working on scanning documents. Leah said there is a dedicated closet for Board information, foundation can maybe use that space as well
- Nicole does thank you letters – perhaps transition task to someone in house at library
- Leah very open to having basic administrative tasks done in house. Thank-you letters perhaps could be done by the business specialist, this person does friends of the library thank-yous. Nicole said generally there are less than 100. Nicole has letterhead and envelopes. President's signature already on them

Election of Officers

- Nicole Dunbar and Mary terms ending
- Kat has lead for someone who works for City of Wausau
- Leah has a lead on a former library worker who has experience in the bank
- Executive board does nominations
- Leah says by-laws indicate Board should not be less than 7

Directors Report:

Highlights:

- Leah presented pitch at Human resource, finance and property committee for third floor renovations for ARPA funding – received well
- New display of Justice Shirley Abrahamson
- Processing fees increasing
- Youth services
 - Outdoor story times in full swing and going well
 - Fall transition to indoor programing

No old business.

Meeting adjourned.

Next meeting:

September 8, 2022 – in person (tentatively)

November 10, 2022

Director's Report

WVLS BOARD OF TRUSTEES MEETING

August 13, 2022

COMMUNICATIONS

Two LSTA Grant Projects Receive Approval

We received notification from the Wisconsin Department of Public Instruction that pre-applications for competitive 2022 LSTA Grant funds have been approved to fund two projects for WVLS.

A 2022 LSTA Grant, submitted by the Northern Waters Library System, will fund the development of a report on cataloging practices and opportunities for statewide standardization of records. Known as the [Cooperative Cataloging Exploration Project](#), this project is a collaboration of seven public library systems:

- Bridges Library System (Waukesha)
- IFLS Library System (Eau Claire)
- Milwaukee County Federated Library System
- Monarch Library System (Sheboygan)
- Northern Waters Library Service (Ashland)
- Outagamie Waupaca Library System (Appleton)
- Winding Rivers Library System (La Crosse)
- Wisconsin Valley Library Service

Draft outcomes for the Cooperative Cataloging Exploration Project are:

- Compile what cataloging practices we already have in common.
- Define cooperative cataloging.
- Define centralized cataloging.
- Research what others (states, consortia) in similar situations have done.
- Develop best practices in our systems for system cooperative cataloging, and any best practices for centralized cataloging.
- Develop best cataloging practices and standards, perhaps with a very basic/base level that includes what we are already all doing, secondary levels, and a goal to aspire to in a perfect cataloging world. A recommendation for adding inclusive subject headings could be addressed here or in a different area of survey/data outcomes.
- Compile suggestions from discovery layer vendors on what they might need from record data.

Additional 2022 LSTA funds will support the WVLS grant application [Joint ILS Consortium Exploration Project](#), a collaboration between the NWLS and WVLS. The draft goals of the research grant are:

- Identify concerns and barriers taking in account lessons learned from past collaboration attempts
- Identify benefits of a merged system

- Identify conditions that make a merged system desirable
- Identify fiscal realities of a merged system beyond migration and into the future
- Establish cultural groundwork, address concerns and establish communication pathways
- Design policies and governance structure
- Determine joint consortium overall budget and calculation method for membership shares
- Create timeline for migration including an implementation plan, logistics, and steps needed for a unified ILS

Grant funds would be used to cover the cost to hire a consultant to provide the following:

- Meeting facilitation
- Information gathering, analysis and reporting
- Communication with stakeholders
- Travel and meeting expenses
- A Formal report on concerns and barriers
- A Formal report on benefits, conditions, and fiscal realities
- A Formal report on recommendations for governance and policies

The WVLS Board of Trustees approved these grant projects during its meeting in May.

WVLS to Serve as Fiscal Agent for DPI 2021 LSTA Grant

On behalf of the Library Services Team of the WI Department of Public Instruction, WVLS will serve as the fiscal agent for a 2021 LSTA Grant to provide \$100,000 of additional content to the state's digital collection. Similar to past practice when WVLS served as fiscal agent for the State's Beanstack contracts with public libraries (2020) and with schools (2021), WVLS will submit a check to the vendor and follow up with DPI with a request for reimbursement.

WVLS Reports to MCPL Board of Trustees

WVLS Director **Marla Sepnanski** and WVLS Public Library Services Consultant **Anne Hamland** attended the Marathon County Public Library Board of Trustees meeting on July 18 to report our progress on expectations outlined in the WVLS Expectations Assessment document approved by the MCPL Board in December 2021. The 10-minute brief highlighted staffs' accomplishments since our presentation to the MCPL Board in March, and featured information on the WVLS Summer Library Performer Grant, Beanstack, and virtual and in-person meetings of youth services staff hosted by WVLS and IFLS Library System consultants. The notes on the WVLS Youth Consulting Services and the Beanstack app and website services are included as appendices in the *MCPL Expectations Assessment; WVLS Report for Second Quarter* (see Exhibit 9).

Notes of Thanks

*"Dear Marla, Many thanks to you and your team at Wisconsin Valley Library Service for your **sponsorship of the WAPL Conference**. Your support means a great deal to us and helped make the event a success. I*

look forward to visiting your office soon. With appreciation. – **Laura Sauser**, Executive Director, Wisconsin Library Association

*“Thanks, again, for all the wonderful ways you’ve helped me sort out the **website** (especially through those early years of the pandemic). I am going to encourage the new hire to lean heavily on IFLS and WVLS support as they learn the new ropes.”* – to **Anne Hamland** from **Colleen Allen**, Luck Public Library’s Circulation Staff member

*“Thank you for your **generous grant to help support a performer for our summer reading program**. We welcomed an educator from Northwoods Wildlife Center featuring turtles of Wisconsin. This was our first in-person program since Spring of 2020 and was very well received. We had a total of 140 in attendance. Your generosity and support helped to make this summer reading program a huge success.”* – to the **WVLS Board of Trustees** from **Andrea Bennett**, Head of Youth Services, T.B. Scott Library (Merrill)

Contributions to the WVLS OverDrive Advantage Collection

WVLS has received two donations to purchase titles for our OverDrive Advantage Collection. **Granton Area School** contributed \$2,000 and \$500 was received from “**Turn-the-Page-Book Club**” in memory of Sandi Rexrode (facilitated by the Minocqua Public Library). The goal of the WVLS OverDrive Advantage Collection is to supplement the Wisconsin Public Library Consortium (WPLC) Statewide collection by purchasing additional copies of popular items for member library users. Donations can support this effort or can be earmarked for certain topics or titles. Thank you to our 2022 donors!

Notice of WVLS Credit Card Compromise

In April, the Innovative User Group (IUG) Steering Committee warned WVLS and other parties who registered for the IUG 2022 Conference that a small number of credit cards processed through their conference registration platform were used without cardholder’s authorization. They recommended that we review our credit card statement and to report any fraudulent activity with them.

A few weeks following, Marla Sepnafski received a telephone call from a Fraud Alert representative to alert her that unusual activity on her WVLS credit card was noticed, and to verify the incoming charges. As expected, the one charge made days earlier and the three charges made earlier that day were not transactions WVLS had authorized. Subsequently, Sepnafski’s WVLS credit card was cancelled and a new one was sent to her within 24 hours.

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

Schmidt to Lead CCBC

In July, **Tessa Michaelson Schmidt** Assistant State Superintendent for the Division for Libraries and Technology announced that the UW-Madison’s School of Education hired her to be the new director for the Cooperative Children’s Book Center (CCBC). The CCBC is a noncirculating examination, study, and research library for Wisconsin school and public librarians, teachers, early childhood care providers, university students, and others interested in children’s and young adult literature. The CCBC is part of

the [University of Wisconsin-Madison School of Education](#), and receives additional support from the [Wisconsin Department of Public Instruction](#). More information about the CCBC is available [here](#). Schmidt replaces **Kathleen T. Horning** who retired on July 1. The Wisconsin Department of Public Instruction is undergoing a transition plan and recruitment process for Schmidt's replacement.

Otten Appointed to COLAND

WVLS Trustee Michael Otten has been appointed to the Council on Library and Network Development (COLAND). Created by the Wisconsin State Legislature in 1979, COLAND advises the State Superintendent of Public Instruction (DPI) to ensure that all state citizens have access to library and information services. The 19-member council, appointed by the governor, functions as a forum through which librarians and members of the public identify, study, and collect public testimony on issues affecting Wisconsin libraries and other information services. COLAND holds open meetings six times per year and conducts hearings on library policies and publications.

Congratulations, Mike!

WVLS Says Farewell to Ben Khalifa

The WVLS Team was saddened by the news that WVLS Technology Support Specialist **Achraf Ben Khalifa** planned to resign from his position in June for another opportunity. Achraf started working for WVLS in late 2019, and barely had time to get his feet wet before COVID pandemic-related safety responses disrupted traditional ways of working for many organizations and individuals. Achraf was able to work through these changes in stride, engaging as well with member libraries remotely as he'd just barely begun to in person. We wish "Ach" all the very best in his new role and continued professional growth.

WVLS is in the process of hiring Achraf's replacement and working with **Tony Kriskovich** (NWLS), who serves as Technology Support Lead within the LEAN WI partnership (see page 5 of [LEANWI Information Technology Strategy](#)).

Antigo Hires New Director

The Antigo Public Library Board recently announced that they selected APL Children's Librarian **Ada Demlow** to be the next director for the library. She replaces **Dominic Frandrup** who resigned from the library on June 3 to be the director for the Door County Library, a consolidated county library with 8 locations. Ada will assume the directorship on September 12. Assistant Director **Maria Pregler** will continue as Acting Director in the interim.

Three Lakes Seeks New Director

While an official date has not been set, **Erica Brewster**, Director of the E.U. Demmer Library (Three Lakes), has announced her plan to resign from that position sometime soon. In anticipation of this occurrence, a 3-member Demmer Library Director Search Committee has been established and a search for Erica's replacement is underway.

Condolences to Former WVLS Trustee

The WVLS Board of Trustees and staff send their condolences to **Alice Sturzl**, former Forest County representative to the WVLS Board, whose husband Bruce passed away July 17, 2022. Kris Adams Wendt and Marla Sepnafski attended the service held in Laona (WI) on July 25. More information and a tribute wall to post a message to Alice can be found on the Weber-Hall Funeral Home [website](#).

MARKETING PROJECTS

Library Marketing Plan Workshop and Grant Update

The 15 public libraries awarded 2021 LSTA Library Marketing Plan Mini-Grants completed their grant spending at the beginning of May. Because WVLS served as the fiscal agent for this project, **Jamie Matczak** and **Brenda Walenton** sent over 25 reimbursement checks to the libraries as they completed their projects. By mid-May, each library submitted an online progress report, and a final project report was submitted to the DPI in June.

Activities from the libraries ranged from creating new logos to having publicity materials created in Spanish and Hmong. As part of its marketing grant strategy, the **Rhineland District Library** is working with **Anne Hamland** on a website redesign project.

The Library Marketing Plan Workshop and Mini-Grant Opportunity was led by members of the Public Library System Marketing Cohort. The cohort plans to meet this month to decide next steps and to possibly schedule a state-wide webinar to showcase the grant projects.

This project was supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.

LEAN WI Website Services

Anne Hamland and **Kris Schwartz** are nearing completion on a major update to websites created prior to 2017. This update resulted in major design and improved accessibility changes for 30 out of 85 library and library system websites supported by LEAN WI website services.

Over the last three years, WVLS and IFLS have organized a group purchase for the virtual summer program series Page Turner Adventures. For 2022, libraries that were returning customers secured a deal on pricing and libraries that just started the series received a group purchase discount. To help, Anne added weeks of programming videos and content onto several library websites across IFLS and WVLS.

GRANT and SCHOLARSHIP PROJECTS

WVLS Awards Four ARSL Conference Scholarships

Four WVLS-area library staff have been awarded full scholarships to attend the national 2022 Association of Rural and Small Libraries (ARSL) Conference in Chattanooga, Tennessee on September 14-17. Recipients are **Maxx Handel**, Frances L Simek Memorial Library, Medford; **Carla Huston**, Jean M.

Thomsen Memorial Library, Stetsonville; **Allison Puestow**, Tomahawk Public Library; and **Laura Wood**, Marathon County Public Library/Rothschild Branch. Conference reports will be shared with the WVLS Board of Trustees later in the year. The scholarships are possible through 2022-23 LSTA professional learning funds made available to public library systems. Congratulations ARSL Conference Scholarship recipients!

2021 LSTA (FY21/22 LSTA) Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid

LEAN WI partners were allocated \$108,490 in aggregate. \$98,629 was allocated toward various projects including capital replacement, licensing updates, and Princh services. Approximately \$9,861 was allocated to overhead using the indirect cost rate method. LSTA grant projects/progress updates are available via <https://leanwi.org/grants/>.

2021 Emergency Connectivity Fund Program (FY21/22)

LEAN WI partners received notification of award for an application for **240 mobile hotspot devices and data plans** totaling **\$51,247**. The partnership is working with Kajeet and has procured Mobile Hotspots and Data Plans. These devices are entering service in NWLS and IFLS and will be entering service in WVLS during August.

FY21/22 ARPA Grants to States (G2S) – Additional Covid Response Support

LEAN WI partners were allocated \$195,791 in aggregate. \$179,165 was allocated toward various projects including capital replacement, licensing updates, Princh services, and data plan service period extensions for mobile hotspots. \$16,626 was allocated to overhead using the indirect cost rate method. ARPA grant projects/progress updates are available via the LEAN WI landing page for ARPA <https://leanwi.org/arpa2021>.

LEGISLATIVE UPDATE

Wendt Advocates for Broadband During Governor’s Visit

Governor Tony Evers listened to local residents during a July 12 Oneida County Broadband Forum held at the Oneida County Courthouse on July 12. WVLS Consultant Kris Adams Wendt participated in the event and summarized written testimony submitted by the Directors of the Edward U. Demmer Memorial Library (Three Lakes), Minocqua Public Library and Rhinelander District Library regarding the challenges of meeting internet connectivity needs of area residents and visitors without reliable broadband access, especially during peak summer months. Details about the forum are provided in a July 13 WXPR article “Evers hears Oneida County broadband struggles as PSC Approves Major Infrastructure Project” that is shared as **Exhibit 11a** at the end of this report.

V-CAT AND ILS ADMINISTRATION PROJECTS

Status on Key Projects

Aspen Discovery. Messaging and links have been added to the classic V-Cat catalog to encourage library users to make the transition to libraries' Aspen sites. Most V-Cat library sites have been updated with a darker 'v' down arrow with a 'get more titles' message. (See [Merrill's site](#) for an example.).

EBSCOhost integration has been completed to provide access to articles and databases without an EDS subscription. An instructional video is available for library staff.

When a patron record is open in Sierra, **PayPal payments** made in Aspen are not updated in the patron's record/account. It is best practice for staff to close patron records in Sierra quickly. With the help of the Aspen team at ByWater, WVLS staff have implemented a process to alert patrons, identify errors, and correct them within the next business day.

Cover images may be added if an Aspen record is missing an image. Instructions have been developed with copyright law and fair use guidelines in mind. Library staff have been asked to submit cover images to help@librarieswin.org and WVLS staff will upload the images.

Council and Committee Meeting Highlights

V-Cat Council – During its June 2 meeting, financial reports from March and April 2022 were approved. The 2023 V-Cat Budget, first vetted with the WVLS/V-Cat Steering Committee, also was approved. The V-Cat Bibliographic/Interface Committee presented an updated “On Order and Pre-publication Records Recommendation”, which was passed by the Council. The change to our practices will provide more accurate creation dates on item records and more accurate browse category results in Aspen. The recommendation is available on the V-Cat Recommendations Page.

V-Cat Bibliographic / Interface Committee – meetings in May and July included a review about how records display in Aspen including EBSCOhost integration, cover images, record grouping, forthcoming fiction, New York Times Bestsellers and series titles. Other topics discussed were diacritics, French language subject headings and visibility of library catalog records in Google searches. In addition, two work groups were formed to assist with Aspen-related improvements. Under coordination by **Rachel Metzler**, an **Aspen Grouped Records Work Group** will identify and modify records in Aspen that need to be grouped or ungrouped. The work can be done alongside the everyday workflows of staff. Also, a **Forthcoming Fiction Work Group** was formed to curate lists of high interest / recommended forthcoming fiction titles. With oversight from **Katie Zimmermann**, trained group members who already purchase adult fiction or participate in readers advisory will add titles to lists as they go about their daily work.

V-Cat Cooperative Circulation Committee – meetings in May and July advanced several projects:

- Clarifying instructions for creating new patron records and definitions for patron record fields.
- Creation of standards for library card application for all V-Cat libraries.
- Investigating standardization / WVLS staff assistance for purging unused/expired patron records.

- Investigating standardization / WVLS staff assistance for converting juvenile patrons to adult patrons and handling fines on juvenile patron accounts.
- Providing templates for the most used/basic searches and reports.
- Streamlining and standardization of how libraries use item status.
- Setting up automatic Overdrive merging of patron records when a new barcode number is assigned.

V-Cat ILS Evaluation and Review Committee – meetings were held on May 12, June 9, July 14 and July 21. The Committee sent a Request for Information (RFI) to the following companies:

- Innovative – Sierra and Polaris
- Sirsi-Dynix - Symphony/BLUEcloud
- The Library Corporation CARL-X/Carl Connect
- Koha - Supported by Bywater Solutions
- Evergreen - Supported by Equinox
- Evergreen - Supported by MOBIUS/MOSS

Responses were received in late June and early July from all but MOBIUS/MOSS. The committee has been reviewing responses to narrow the list of possible products and select vendors to invite for demonstrations.

RFI responses included information about collaboration with Northern Waters Library Service. The ILS staff at NWLS, and the NWLS ILS Exploration Workgroup Chair, have been invited to attend the V-Cat ILS Evaluation and Review Committee meetings.

TECHNOLOGY PROJECTS OVERVIEW

LEAN WI Core Infrastructure

The partnership is reassessing portions of previously planned capital replacement (core switching and router updates) and preparing for additional procurements. In May, the partnership ordered the first of the fifth generation host servers along the server lifecycle continuum. Global delays in tech manufacturing and logistics have affected the expected production and shipment dates. We are currently expecting to receive the new server in September.

Libraries Win Services

LEAN WI partners are now supporting BYOD (bring your own device) and Public PC printing management services in partnership with Princh. Libraries that have not yet opted into the service will be able to do so at any time over the next several years. WVLS will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much funding and technical support as feasible.

LEAN WI partners procured 250 seats of MS Office Desktop licensing to ensure member libraries have continued access to such licensing – at State contracted discounts – after the loss of availability through

Tech Soup. The licensing is available to the partners for immediate use as needed to supplement member library needs. The partners are still working out a meaningful joint usage and cost sustainability model and will continue to monitor changes to MS licensing programs to ensure the partnership is offering the most meaningful support to libraries.

PUBLIC LIBRARY CONSULTANT SERVICES

MCPL Staff to Visit Green Bay

WVLS is arranging for MCPL staffers **Dan Richter**, **Laura Wood** and **Taylor Weinfurter** to visit with Brown County Library staff in Green Bay on Wednesday, August 31. Dan, Laura, and Taylor will receive a tour of the Central Library and meet with colleagues who perform similar duties at the Brown County Library. Because of limited face-to-face time, all colleagues will be asked to prepare a series of responses to questions to allow for more impactful discussion. Brown County Library, comprised of Central Library, eight branches and a Bookmobile, serves over 80 percent of the households in Brown County, and circulates over 2.3 million materials annually. Watch for photos of the visit in a few weeks on the WVLS Facebook page!

WPLC / Digital Library News

Following are highlights of several Wisconsin Public Library Consortium (WPLC) meetings that **Rachel Metzler** attended over the summer.

During the **WPLC Digital Library Steering Committee** meeting in May, Rachel updated the members on WPLC Board activities, discussed the recent Selection Committee activity, and approved the Collection Development Committee's recent updated recommendations. Additionally, the Steering Committee discussed the reconsideration form and collection development policy surrounding material challenges.

In June, the **WPLC Board** approved the 2023 WPLC budget, discussed fiscal sponsorship options, and approved updated bylaws.

Rachel attended the July meeting of the **WPLC Selection Committee** on behalf of the WVLS WPLC Advantage Collection Selectors. The committee discussed new options from Overdrive for marketing, upcoming sales and offers, collection stats, weeding, and its year-to-date budget.

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

Matczak Presents for Portage County Public Library

Jamie Matczak was the morning presenter at the Portage County Public Library Staff Inservice on Monday, August 8. Jamie's presentation focused on customer service and difficult conversations with library patrons. The Portage County Public Library is based in Stevens Point and is a member of the South Central Library System.

Upcoming Webinars

The following workshops/webinars for 2022-23 are scheduled and/or in the planning stages.

Wisconsin Trustee Training Week

August 22-26. One webinar each day at 12 p.m. [Register here](#). Library staff members are also welcome, in addition to trustees from local library, county and public library system boards.

- Monday, August 22: *Materials Challenges and Your Library from the Trustee Table*
- Tuesday, August 23: *Here to Stay: Recruiting & Retaining Dedicated Library Workers*
- Wednesday, August 24: *Effective & Efficient Meetings: Parliamentary Procedure*
- Thursday, August 25: *Making Sense & Cents of a Library Building Project: The Library Trustee Role*
- Friday, August 26: *From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding*

The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth

Friday, September 16 from 8:30 a.m. - 12 p.m. at the Marathon County Public Library. [Register here](#).

Tech Days 2022 Online

Scheduled for September 20-21, 2022, four ninety-minute sessions will take place over two days.

[Registration is open](#).

- Tuesday, September 20: *Overcoming the Email Avalanche: Three Steps to an Empty Inbox, and Making Your Images Ready for the Web*
- Wednesday, September 21: *Canva for Teachers and Librarians, and What's on the Technology Horizon for 2023?*

Author Presentation / Youth Services Social at Central Wisconsin Book Festival

A feature of the sixth annual Central Wisconsin Book Festival, will be a **Youth Services Social and presentation by author Claire Swinarski** at the Wausau headquarters of the Marathon County Public Library on September 24, 2022. The Youth Services Social will be at 2:00 pm in the Wausau Community Room and will provide an opportunity for school and public library staff to network and to explore the collection of Makerspace kits available through WVLS. Central Wisconsin Book Festival author Claire Swinarski will then present writing for middle-grade youth and what makes a middle grade book great for public and school libraries. Read [more about Claire's books here](#). A tour of the MCPL youth spaces will follow the presentation.

Advocacy Series

Based on feedback from a Spring Continuing Education survey, Leah Langby (IFLS Library System) and Shauna Koszegi (Southwest Wisconsin Library System) are developing a Fall Webinar Series on advocacy in November and December. The series is developed on behalf of IFLS, Southwest, WVLS and NWLS.

[More information](#), including registration, will be available soon.

Annual WVLS Youth Services Workshop

After being virtual for a few years, this year's annual WVLS Youth Services Workshop will be held in-person on December 2 at the Marathon County Public Library – Wausau. Argyle Public Library Director **Sarah Kyrie** will kick off the workshop by showcasing a small library's successful programs and creative outreach, and her process for program and partnership development. In the session that follows, Westboro Public Library Director **Melissa Highfill** will jumpstart a discussion that highlights 2022 summer library program successes (2022 was Melissa's first SLP!) and generate ideas for SLP in 2023! Registration for this even will open soon.

2023 Wild Wisconsin Winter Web Conference

WVLS continues to work with SCLS and IFLS on planning speakers for this annual state conference scheduled for January 25-26, 2023. The session tracks are Marketing, Management, Reference and Reader's Advisory (R&RA) and Sustainability. Several speakers have already committed! Registration for the conference will open in late November.

Trainings Opportunities for Members

Several new *Digital Bytes*, short training sessions produced by WVLS staff and colleagues from other libraries, have been recorded and made available online:

- **Tools for People with Disabilities** One in four people in the U.S. live with a disability. In this *Digital Byte*, **Jamie Matczak** talks about five mobile tools that could be helpful for this demographic.
- **Breaking the Binary** In this *Digital Byte*, **Sarah Wargin** from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.
- **Finding Books By Grade Level** In this *Digital Byte*, **Katie Zimmermann** focuses on finding books at a particular reading level, and more specifically, how to search Aspen for books using Accelerated Reader book level and Accelerated Reader interest level filters.

Training on **V-Cat related topics** will be offered in September and October. Topics include MARC Alert cataloging, Z39.50 cataloging, Aspen Discovery genealogy and local history, and create lists.

UPCOMING EVENTS / MEETINGS

- August 2 – DPI-hosted discussion with system directors
- August 2 – ETF Wisconsin Retirement System training for employers
- **August 4 - WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **August 10 – WVLS Library Advisory Committee meeting**
- **August 11 - WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **August 12 – WVLS V-Cat Cooperative Circulation Committee meeting**
- **August 13 – WVLS Board of Trustees meeting**
- August 15 - WPLC Technology Steering Committee meeting

- August 15 - Marathon County Public Library Board of Trustees meeting
- August 16 - DPI-hosted System Youth Services Consultants meeting
- August 18 – WVLS training with Innovative on Sierra Hold Audits
- **August 22 – 26 – “Trustee Training Week” webinars**
- August 23 - DPI-hosted WISCAT Interlibrary Loan Coordinators’ meeting
- August 23 - LAWDS (Libraries Activating Workforce Development Skills) SuperPac meeting
- August 24 - DPI-hosted System Continuing Education Consultants’ meeting
- August 26 – System and Resource Library Administrators’ Association of Wisconsin (SRLAAW) meeting
- **September 1 - WVLS V-Cat Council meeting**
- **September 5 – Labor Day Holiday; WVLS office closed**
- **September 8 - WVLS V-Cat ILS Evaluation and Review Committee meeting**
- September 9 – Council for Library and Network Development (COLAND) meeting
- **September 13 - WVLS/IFLS/NWLS Website Office Hours**
- **September 14 – 17 – Association for Rural and Small Libraries Conference, Chattanooga, Tennessee**
- **September 17 – WVLS Board of Trustees meeting**
- September 19 – Marathon County Public Library Board of Trustees meeting; WVLS presents 3rd Quarter Report
- **September 20-21 – “Tech Days” webinars**
- **September 22 - WVLS/IFLS/NWLS Website Office Hours**
- September 23 – WLA’s Library Development and Legislation Committee meeting
- **September 24 – Librarian Makerspace Social / Central Wisconsin Book Festival**
- September 27 – DPI-hosted WISCAT Interlibrary Loan Coordinators’ meeting
- September 27 - LAWDS (Libraries Activating Workforce Development Skills) SuperPac meeting
- September 28 - DPI-hosted System Continuing Education Consultants’ meeting

Thank you for reading!

Marla

Evers hears Oneida County broadband struggles as PSC approves major infrastructure project

By Katie Thoresen | WXPB | July 13, 2022



Oneida County will invest more than 15 million local, state, and federal dollars to improve broadband. The state Public Service Commission approved and awarded grants for a project that will build a 223-mile fiber ring in the county. It will provide high-speed internet to more than 300 businesses and nearly 6,000 homes.

It's a project that's severely needed in the area, as Governor Evers found out during his visit to Rhinelander Tuesday.

Inside a nearly full Rhinelander city council meeting room, Evers heard from person after person about the struggles with getting an internet connection in Oneida County.

Jenny Gibson, who owns Black Cliffs resort in Minocqua, shared how unreliable her broadband is.

"How do you run a 13-cabin resort with people coming up from Chicago that expect to have the service that they have? I'm just trying to keep my own business going," Gibson said.

Kris Adams Wendt with the Wisconsin Valley Library Service talked about how all three libraries in Oneida County saw a record number of people trying to connect to their internet the last few weeks as tourism season peaks.

"All three Oneida County libraries regularly have people in their parking lots connecting to WiFi throughout the day as well as before opening and after hours," said Wendt. "They're working virtually, telehealth appointments, if you can imagine taking one of those in your car, homework, job interviews, online classes."

A father of five in the audience spoke of watching his children struggle with slow internet while they were trying to learn remotely.

"What should have taken an hour would take four or five hours of meltdowns, crying, getting kicked out of classrooms repeatedly. That's a toll that doesn't show up on any economic development report, but it's a toll that for our parents, for our community. For those concerned about mental health in our state it should matter," he said.

All of these people and others who spoke up are hopeful a new fiber optics project will help improve connectivity and bring Oneida County up to speed with other parts of the state and country.

“The statistics in terms of recent surveys of people in Oneida County, 80% of households in rural Oneida County do not have access to what I would call broadband speeds above 25 megabits per second. That’s what we’re trying to get after,” said Jeff Verdoorn, Executive Director of the Oneida County Economic Development Corporation. It was one of the groups that submitted the project to PSC for approval and grant funding.



Evers has made broadband a priority, directing nearly 300 million dollars of state and federal funding to the issue over this time in office.

But Evers admits funding is only part of the solution, finding companies to do all the work needed could be a challenge in the Northwoods.

“I believe right now with new players in the game and more money there, there’s going to be people shifting around to make sure this industry stays strong, but that is a concern,” said Evers. “Anytime we take on a new project like this we need to make sure we have not only the resources, but the people who actually do the work.”

In addition to state funds and money that came to the state through federal coronavirus relief aid, some of which will be going to this specific project, Wisconsin got more than 100 million dollars from the federal infrastructure bill.

<https://www.wxpr.org/business-economics/2022-07-13/evers-hears-oneida-county-broadband-struggles-as-psc-approves-major-infrastructure-project>

###



Governor Tony Evers with WVLS Consultant Kris Adams Wendt (left) and Rhinelander District Library Associate Director Debbie Valine following the July 12 Oneida County Broadband Forum.

Wendt summarized written testimony submitted by the Directors of the Edward U. Demmer Memorial Library (Three Lakes), Minocqua Public Library and Rhinelander District Library regarding the challenges of meeting Internet connectivity needs of area residents and visitors without reliable broadband access, especially during peak tourist months.

GL787

2023 REQUESTED BUDGET

Report Format 544

As of August 31, 2022

Transaction status 1
Rounding to Whole Dollars

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 ACTUAL	2022 ADOPTED	2022 MODIFIED	Actual as of run date	2022 ESTIMATE	2023 REQUESTED
Or2 665 LIBRARY						
Cat 845 PUBLIC CHARGES FOR SERVICES						
Act 5114 FEE FOR PASSPORTS	1,825-			15,690-		20,000-
Act 5192 DUPLICATION FEES	4,606-			6,960-		10,000-
Act 5710 LIBRARY-PUBLIC CHARGES		50,000-	50,000-	77-	50,000-	50,000-
Act 5711 LIBRARY-PUBLIC CHRGS FINES	33,827-			33,601-		
Act 5712 LIBRARY-PUBLIC CHRGS FAX SER	680-			1,087-		

Cat 845 PUBLIC CHARGES FOR SERVICES	40,938-	50,000-	50,000-	57,415-	50,000-	80,000-
Cat 848 MISCELLANEOUS REVENUE						
Act 8290 OTHER RENTS						43,153-
Cat 849 OTHER FINANCING SOURCES						
Act 9900 TRANSFERS FROM FUND BALANCE			27,551-		27,551-	

Total Revenues	40,938-	50,000-	77,551-	57,415-	77,551-	123,153-
Cat 910 PERSONAL SERVICES						
Act 1110 SALARIES-PERMANENT-REGULAR F	415,145	471,020	471,020	250,096	471,020	477,074
Act 1210 WAGES-PERMANENT-REGULAR FT	716,799	820,513	820,513	523,248	820,513	876,278
Act 1211 WAGES-PERMANENT-REGULAR PT	577,540	692,464	692,464	372,526	692,464	709,757
Act 1250 WAGES-TEMPORARY-REGULAR		24,794	24,794		24,794	24,794
Act 1510 SOCIAL SECURITY EMPLOYERS SH	121,820	153,733	153,733	82,101	153,733	159,783
Act 1520 RETIREMENT EMPLOYERS SHARE	104,843	118,717	118,717	68,766	118,717	131,080
Act 1540 HOSPITAL/HEALTH INSURANCE	416,303	509,629	509,629	297,622	509,629	500,900
Act 1541 DENTAL INSURANCE	8,692	10,558	10,558	6,789	10,558	12,651
Act 1543 INCOME CONTINUATION INSURANC		7,661	7,661		7,661	7,968
Act 1544 HLTH INS-CONVERSION, RETIREE	504			29,603		
Act 1545 POST EMPLOYEE HEALTH PLAN	23,232	31,122	31,122	15,105	31,122	30,030
Act 1550 LIFE INSURANCE	391	1,023	1,023	250	1,023	943
Act 1560 WORKERS COMPENSATION PAYMENT	1,043	1,231	1,231	427	1,231	1,283
Act 1580 UNEMPLOYMENT COMPENSATION	1,685	2,007	2,007	1,151	2,007	2,085

Cat 910 PERSONAL SERVICES	2,387,997	2,844,472	2,844,472	1,647,682	2,844,472	2,934,626
Cat 920 CONTRACTUAL SERVICES						
Act 2130 ACCOUNTING/AUDITING FEES	1,267	1,300	1,300		1,300	1,300
Act 2141 INTERNET SERVICE	18,120	25,500	25,500	11,681	25,500	15,000
Act 2164 CONTRACT SERV-DEBT COLLECTIO	644	1,000	1,000	498	1,000	1,300
Act 2190 OTHER PROFESSIONAL SERVICES	6,500	6,500	6,500	6,500	6,500	6,500
Act 2250 TELEPHONE	7,850	8,500	8,500	5,353	8,500	10,000

GL787

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Or2 665 LIBRARY						
Cat 920 CONTRACTUAL SERVICES						
Act 2433 MAINTENANCE CONTRACTS	6,324	11,000	11,000	6,639	11,000	6,500
Act 2561 LIBRARY FEES-REIMBURSE TO CN	4,334	9,000	9,000	3,025	9,000	5,000
Act 2954 RFID EQUIP MAINT FEES	33,890	36,000	36,000		36,000	15,000
Act 2955 V-CAT FEES LIBR	81,110	76,500	76,500	77,582	76,500	85,201
Act 2957 COUNTY E-MAIL SERVICE	7,950	8,500	8,500		8,500	8,500
Act 2958 COUNTY NETWORK SUPPORT	1,670	4,000	4,000		4,000	4,000
Act 2959 TIMING SOFTWARE MAINT-LIBR	1,590	1,800	1,800		1,800	2,000
Act 2990 SUNDRY CONTRACTUAL SERVICES	5,588	9,000	9,000	3,890	9,000	9,000
Act 2995 COMPUTER MAINT. CONTRACT		8,000	8,000	613	8,000	
Act 2998 SUNDRY CONTR SERV-JACKETS LI	22,686	22,000	22,000	17,458	22,000	35,000
Act 2999 SUNDRY CONTR SERV-PROC AV LI	6,072	8,000	8,000	3,454	8,000	12,000
Cat 920 CONTRACTUAL SERVICES	205,595	236,600	236,600	136,692	236,600	216,301
Cat 930 SUPPLIES & EXPENSE						
Act 3110 POSTAGE/BOX RENT	1,057	3,650	3,650	1,262	3,650	2,500
Act 3125 PAPER COPIER		2,000	2,000		2,000	2,000
Act 3126 PAPER - RECEIPTS	1,370	800	800		800	800
Act 3127 RFID TAGS-LIBR	5,536	10,500	10,500	3,459	10,500	5,000
Act 3130 PRINTING/DUPLICATION	9,433	8,000	8,000	8,222	8,000	10,000
Act 3161 BOOKS LIBRARY	259,787	274,250	279,272	140,610	279,272	274,250
Act 3168 AUDIO-VISUAL MATERIALS	58,510	60,000	70,362	36,722	70,362	60,000
Act 3169 E-BOOKS						29,100
Act 3190 OFFICE SUPPLIES				3		
Act 3195 COMPUTER SUPPLIES						8,000
Act 3220 SUBSCRIPTIONS NEWSPAPER/PERD	15,758	18,000	18,000	4,681	18,000	19,000
Act 3221 SUBSCRIPTIONS-ELECTRONIC RES	35,818	25,037	25,037	25,840	25,037	21,000
Act 3240 MEMBERSHIP DUES	463					19,500
Act 3250 REGISTRATION FEES/TUITION	659	4,000	4,000	3,844	4,000	4,000
Act 3260 ADVERTISING	137	4,000	9,832	6,732	9,832	4,000
Act 3321 PERSONAL AUTO MILEAGE	371	3,000	3,000	889	3,000	3,000
Act 3350 MEALS		400	400		400	400
Act 3360 LODGING		400	400		400	400
Act 3390 MEETING EXPENSES	1,757	2,000	8,335	6,759	8,335	2,000
Act 3490 OTHER OPERATING SUPPLIES						8,000
Act 3497 LIBRARY OPERATING SUPPLIES	42,769	28,000	28,000	16,950	28,000	26,000
Cat 930 SUPPLIES & EXPENSE	433,425	444,037	471,588	255,974	471,588	498,950

GL787

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Or2 665 LIBRARY						
Cat 950 FIXED CHARGES						
Act 5140 GENERAL LIABILITY PREMIUM	5,823					
Act 5151 BUILDING & CONTENTS INSURANC	8,061					
Act 5190 OTHER INSURANCE	18,606	32,500	32,500	36,532	32,500	44,961
Act 5320 BUILDING/OFFICES RENT	60,145	55,000	55,000	27,937	55,000	65,000

Cat 950 FIXED CHARGES	92,635	87,500	87,500	64,469	87,500	109,961

Total Expenses	3,119,652	3,612,609	3,640,160	2,104,816	3,640,160	3,759,838

Or2 665 LIBRARY	3,078,714	3,562,609	3,562,609	2,047,401	3,562,609	3,636,685

GL787

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Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2021 ACTUAL	2022 ADOPTED	2022 MODIFIED	Actual as of run date	2022 ESTIMATE	2023 REQUESTED
Or2 666 WVLS CONTRACTUAL SERVICE-LIBR						
Cat 847 INTERGOVT CHARGES FOR SERVICE						
Act 7225 LIBRARY I/G CHRGS OUT DISTRI	21,077-			10,538-		
Cat 848 MISCELLANEOUS REVENUE						
Act 8290 OTHER RENTS	42,178-	42,153-	42,153-	21,077-	42,153-	
Total Revenues	63,255-	42,153-	42,153-	31,615-	42,153-	
Cat 930 SUPPLIES & EXPENSE						
Act 3169 E-BOOKS	23,153	23,153	23,153	23,153	23,153	
Act 3240 MEMBERSHIP DUES	18,726	19,000	19,000	18,726	19,000	
Cat 930 SUPPLIES & EXPENSE	41,879	42,153	42,153	41,879	42,153	
Total Expenses	41,879	42,153	42,153	41,879	42,153	
Or2 666 WVLS CONTRACTUAL SERVICE-LIBR	21,375-			10,265		
Agy 0870 LIBRARY	3,057,339	3,562,609	3,562,609	2,057,666	3,562,609	3,636,685
Sub 101 GENERAL FUND	3,057,339	3,562,609	3,562,609	2,057,666	3,562,609	3,636,685

GL787

2023 REQUESTED BUDGET

Report Format 544

As of August 31, 2022

Transaction status 1
Rounding to Whole Dollars

Sub 252 LIBRARY GIFTS Agy 0870 LIBRARY

Description	2021 ACTUAL	2022 ADOPTED	2022 MODIFIED	Actual as of run date	2022 ESTIMATE	2023 REQUESTED
Or2 667 LIBRARY GIFTS						
Cat 848 MISCELLANEOUS REVENUE						
Act 8110 INTEREST & DIVIDENDS ON INVE	721-			831-		
Act 8410 DONATIONS FROM PRIVATE ORG&I	163,069-			54,787-		

Cat 848 MISCELLANEOUS REVENUE	163,790-			55,618-		
Cat 849 OTHER FINANCING SOURCES						
Act 9900 TRANSFERS FROM FUND BALANCE		100,000-	129,277-		129,277-	100,000-

Total Revenues	163,790-	100,000-	129,277-	55,618-	129,277-	100,000-
Cat 930 SUPPLIES & EXPENSE						
Act 3161 BOOKS LIBRARY	182,386	100,000	129,277	18,753	129,277	100,000

Total Expenses	182,386	100,000	129,277	18,753	129,277	100,000

Or2 667 LIBRARY GIFTS	18,596			36,864-		

Agy 0870 LIBRARY	18,596			36,864-		

Sub 252 LIBRARY GIFTS	18,596			36,864-		

Report Final Totals	3,075,935	3,562,609	3,562,609	2,020,801	3,562,609	3,636,685
=====						

July - September 2022

WVLS EXPECTATIONS & ASSESSMENTS REPORT

MCPL Annual Staff
In-Service Day to feature
Steve Albrecht.
Details on page 27.



COMPLETED PROJECTS

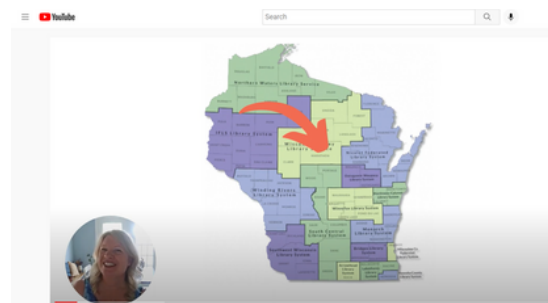
- ✓ WVLS New Member Library Board Trustee Orientation Video
- ✓ WVLS organized MCPL staff field trip to Brown County Library
- ✓ WVLS organized the Annual MCPL Staff In-service Day
- ✓ WVLS enhanced MCPL staff input to workgroups and committees
- ✓ V-Cat libraries and WVLS staff addressed 14,300 database records without subject headings
- ✓ WVLS launched new user-friendly public catalog
- ✓ WVLS increased MCPL catalog item cover images
- ✓ WVLS V-Cat Council implemented weighted voting system
- ✓ MCPL received a \$10,000 Collection Development Grant from WVLS
- ✓ MCPL received \$1,680 in 2022 Summer Performer Grants from WVLS
- ✓ WVLS surveyed MCPL staff for their continuing education needs



Brown County Visit

On August 31, 2022, WVLS organized a MCPL staff visit to Brown County Library (BCL) in Green Bay for MCPL's Youth Services Librarian **Taylor Weinfurter** and Branch Services Lead and Rothschild Branch Coordinator **Laura Wood**. BCL, a member of the Nicolet Federated Library System, is similar to MCPL in that it's a consolidated county library system with a central location and eight branches. Likewise, BCL is the resource library for its public library system.

Details on page 3.



INTRODUCTION TO WVLS VIDEO

WVLS created a video training for new member library board members.

Details on page 3.

TABLE OF CONTENTS

[Executive Summary](#)

[MCPL and WVLS Staff Guide](#)

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

[MCPL System Task Force Specific Items and Additional Support](#)

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

[Appendix A – Continuing Education Survey](#)

[Appendix B – Youth Services Consulting](#)

[Appendix C – Subject Headings Maintenance](#)

ADDITIONAL INFORMATION

[WVLS Expectations Report; March 2022](#)

[WVLS Expectations Report; June 2022](#)

EXECUTIVE SUMMARY

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

DPI Approves Two LSTA Grant Projects

LSTA Grant applications have been pre-approved by the Wisconsin Department of Public Instruction to fund two projects that have potential to improve the V-Cat Database:

- A COOPERATIVE CATALOGING EXPLORATION Project submitted by the Northern Waters Library System, will use grant funds to develop a report on cataloging practices and opportunities for statewide standardization of records. Seven library systems are participating in the grant.
- A JOINT ILS CONSORTIUM EXPLORATION Project collaboration between the Northern Waters Library System and WVLS will use grant funds to determine value and feasibility of merging two integrated library systems and respective ILS consortia. The overarching goals of a joint ILS consortium are to provide increased ILS administrative support to member libraries and improved service to library users.

Emergency Connectivity Fund (ECF) and American Rescue Plan Act (ARPA) Supported Projects

Two large technology service projects began during 2022 with ECF and ARPA support:

- **MOBILE HOTSPOTS:** LEAN WI technology resource sharing partners IFLS, NWLS, and WVLS received notification of award for an application for 240 mobile hotspot devices and data plans totaling \$51,247 initially with additional funding supporting the project at least through the end of 2022 at no cost to participating libraries. The partnership is working with Kajeet and has procured Mobile Hotspots and Data Plans. These devices are entering service during August and September. MCPL indicated intent to pursue this service in an initial participation survey. Additional project information and guidelines are forthcoming, after which MCPL will be able to commit to the project or withdraw interest.
- **PUBLIC PRINTING MANAGEMENT:** LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in progress. Interested member libraries that have not yet been set up and operating with the Mobile Printing service (branded as the BYOD Service) may opt to do so at any time during the five-year service period. Based on a higher-than-expected level of interest and uptake with an additional service level – public PC printing management – we are negotiating a quote for that add-on to be co-termed with the original BYOD procurement targeting an approximately 50% utilization rate. We will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much support as feasible once the initial Princh implementation sweep is complete.

WVLS Selects ILS Vendors to Invite for Demonstrations

At the September 8 meeting, the V-Cat ILS Evaluation and Review Committee selected three products for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions and Innovative's Sierra. Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend demonstrations, or view recordings, and provide feedback.

Advocacy Support Provided

On August 23, K. Zimmermann provided reports detailing the value of library materials to the community similar to the “You just saved \$__._ by using your library card!” message that appears on patron receipts. Two sets of data and reports were prepared. The first detailed the value of items owned by MCPL circulated at any V-Cat location. The second gave the estimated value of V-Cat items circulated at MCPL locations (regardless of ownership). The reports are valuable for library advocacy during the Marathon County budgeting season and were provided within a quick turnaround time as requested by A. Johnson.

New Training Materials Offered

In August, WVLS produced “Navigating the Legal Reference Interview,” a training video developed through a collaboration with the Wisconsin State Law Library (WSLL). The first in a five-part series, training features WSLL’s Web Services Librarian Carol Hassler addressing how to handle legal reference questions.

“Tools for People with Disabilities,” a training video developed by Jamie Matczak in July, reviews five mobile tools that MCPL staff can recommend to library patrons.

Additional training videos developed in July include:

- “Finding Books By Grade Level,” which offers tips from Katie Zimmermann on finding books at a particular reading level, and more specifically, how to search Aspen for books using Accelerated Reader book level and Accelerated Reader interest level filters; and
- “Breaking the Binary,” in which Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.

“Introduction to WVLS” Video Created

Earlier this year, Marla Sepnafski and Jamie Matczak met with MCPL Director Leah Giordano to discuss ways in which information about WVLS could be shared with new MCPL board members. At that time, Leah suggested that a brief video be developed that explains what public library systems are and outlines higher level aspects of the WVLS operation and the services we provide. The project began in May and was just recently completed.

In the 7-minute “Introduction to WVLS” video, viewers learn:

- How public library systems started
- The purpose of public library systems
- How public library systems are governed
- The unique history between Marathon County and WVLS
- Service highlights of WVLS to its member libraries

The “Introduction to WVLS” video may be found at <https://www.wvls.org/about-wvls/>.

MCPL Staff Visit with Brown County Library Colleagues

On August 31, 2022, WVLS facilitated a networking opportunity between MCPL staff members Taylor Weinfurter and Laura Wood and their counterparts at the Brown County Library (BCL). Headquartered in Green Bay, Brown County Library is a member of the Nicolet Federated Library System. It is similar to MCPL in that it is a consolidated county library system with a central location and eight branches. Likewise, BCL serves as the

resource library for its public library system. BCL also serves 80% of the households in Brown County and circulates over 2.3 million materials annually.

Taylor and Laura received a library tour and then met with their BCL counterparts. Before the visit, each person was asked to think about responses to several questions, such as:

- What is an upcoming project or service you are working on?
- Besides not having enough time, what is the most challenging aspect of your job?
- What is the most rewarding part of your job?
- What tools do you use, or have you discovered to make your work more efficient?

The day's visit also included conversations over lunch with their BCL counterparts and, on the return trip to Wausau, a tour of BCL's Weyers-Hilliard Branch located in Howard WI.

If schedules permit, WVLS will arrange for additional MCPL staff to visit BCL later this fall.

WVLS Offers Scholarships to Attend WLA Fall Conference

In early September, WVLS announced the availability of full conference scholarships for area librarians to attend the 2022 Wisconsin Library Association (WLA) Conference in Lake Geneva from November 1-4. Valued at \$1,200, the scholarship will cover conference registration, transportation, three nights of lodging, and meal reimbursements.

Upcoming Opportunities

- September 14-17 - **Association for Rural and Small Libraries Conference**; Chattanooga, Tennessee. Jamie Matczak will be available to WVLS Scholarship winner Laura Wood while she attends the conference and will gather all WVLS scholarship winners for a post-conference meeting to share their conference experiences and what they learned.
- September 16 - **The MCPL Staff Inservice Day**, which includes a morning workshop, "The Challenging Patron Workshop: Library Security, Safety, and Services at the Moments of Truth" with nationally renowned Steve Albrecht. With input from the MCPL Library Director, WVLS has been working on the arrangements for this event, including developing the day's agenda, provisioning speakers, catering refreshments, and acting as host for the day.
- September 28 - **Aspen Genealogy and Local History training**. Requested by MCPL staff, this WVLS training opportunity will teach attendees how to use Aspen's built-in genealogy records tool to record and share obituaries and other genealogical information and how to increase discovery of local archives by adding digital copies of local history materials into Aspen or linking out to local history archives.

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

MCPL and WVLS Staff Guide

Marathon County Public Library Staff Mentioned in this Report

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

Wisconsin Valley Library Service Staff Mentioned in this Report

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

2022 WVLS EXPECTATIONS ASSESSMENT WORKSHEET

General System Expectations (Wisconsin Statutes 43.24[2])

Reference, Referral, and Interlibrary Loan

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

Continuing Education & Consultation

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

Delivery

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

Service Agreements

- Service agreements with all adjacent library systems.

Other Service Programs

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

Inclusive Services

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

Other Types of Libraries

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

Library Technology and Resource Sharing

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

Administration

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

MCPL SYSTEM TASK FORCE SPECIFIC ITEMS AND ADDITIONAL SUPPORT

Increase opportunities to collaborate with like-size libraries

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

ACTIVITIES UPDATE

J. Matczak will connect MCPL staff attending the statewide Wisconsin Library Association (WLA) Conference in Lake Geneva on November 1-4 with colleagues from similar-sized libraries.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

On August 31, 2022, J. Matczak facilitated a field trip with MCPL's Youth Services Librarian T. Weinfurter and Branch Services Lead and Rothschild Branch Coordinator L. Wood to the Brown County Library (BCL) in Green Bay. BCL, a member of the Nicolet Federated Library System, is similar to MCPL in that it's also a consolidated county library system with a central location and eight branches. Likewise, BCL is the resource library for its public library system.

T. Weinfurter and L. Wood received a library tour and met with BCL's Deputy Director E. Rogers and Youth Services Manager K. Guzek. Before the visit, each person was asked to think about responses to several questions, such as:

- What is an upcoming project or service you are working on?
- Besides not having enough time, what is the most challenging aspect of your job?
- What is the most rewarding part of your job?
- What tools do you use or have discovered to make your work more efficient?

After lunch, T. Weinfurter and L. Wood received a library tour of the BCL Weyers-Hilliard Branch. J. Matczak sent out a short survey to assess the visit to make necessary adjustments for the next trip with MCPL staff, to take place this fall.

RESULTS FROM SECOND QUARTER 2022 REPORT

Introduction to Colleagues at Similar-Sized Libraries

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

MCPL. L. Giordano supported that idea, and implementation will take place sometime in the next couple of months.

RESULTS FROM FIRST QUARTER 2022 REPORT

March 2022

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

Mentorship Opportunity

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

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

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

Improve communication between WVLS & MCPL

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

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

ACTIVITIES UPDATE

Scheduled Meetings: July – September 2022

September 12, 2022

J. Klingbeil initiated the technology consultation process to coordinate near and long-range technology services review and planning. Intent is to focus on two tracks: 1) the immediate project and support needs for operations through 2023 [support existing short-term planning]; 2) the long range holistic strategic visioning, operational architecture, and suitable fiscal planning to achieve long range needs and goals for 2024 and beyond.

September 8, 2022

S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

September 6, 2022

K. Zimmermann provided a V-Cat orientation for K. Sabelko.

September 5, 2022

M. Sepnafski met with L. Giordano to talk about county library plans, and other administrative matters.

August 23, 2022

J. Klingbeil published a Mobile Hotspots Request survey asking which libraries might be interested in receiving grant-supported mobile hotspots to lend to underserved patrons. MCPL was allocated 18 of 70 devices (2 per library location within WVLS). Devices were being catalogued and staged for use by member libraries during early September.

August 16, 2022

A. Hamland met with L. Giordano to provide information regarding WVLS services in Youth, Teen, and Adult Consulting and a tour of the WVLS website as part of the orientation for new public library directors.

August 11, 2022

K. Zimmermann met with J. Johnson to provide training and an overview of opportunities for featuring library materials through lists, on MCPL's website, online catalog, and via email or social media.

August 10, 2022

J. Klingbeil shared the initial draft of the 2024 planning guide details for technology budget planning (during the 2024 budget planning season in 2023) with the Library Advisory Committee. J. Klingbeil responded to a follow up inquiry from A. Johnson regarding predicted cost changes in an email exchange indicating that the changes were forecasts based on current operational awareness and potential service adjustments between now and 2024. Such changes would likely offset savings by replacing other 3rd-party services.

July - August, 2022

During July and August, J. Klingbeil worked with D. Hahn and a 3rd party vendor to support

network IP address schema and configuration updates coinciding with network equipment replacement/upgrades effected at MCPL Wausau headquarters and all 8 MCPL branch locations.

RESULTS FROM SECOND QUARTER 2022 REPORT

Scheduled Meetings: April - June 2022

June 2022

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

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

May 2022

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

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

April – May 2022

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

April 2022

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

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

November 2021 - March 2022

March 2022

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

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

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

February 2022

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

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

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

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

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

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

December 2021

J. Klingbeil met with S. Martell, A. Johnson, and D. Hahn to begin the process of review and analysis of technology and networking services utilized by MCPL. This discussion focused primarily on WiscNet (internet transit) and Wausau Community Area Network (WCAN, network transport) memberships and services.

November 2021

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

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

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

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

ACTIVITIES UPDATE

August 2022

K. Zimmermann reached out to L. Giordano, A. Johnson, and K. Sabelko to collaborate on selection of staff to fill vacant positions on the V-Cat Cooperative Circulation and V-Cat Bibliographic / Interface Committees due to MCPL’s recent staffing changes.

MCPL MEMBERSHIP ON WVLS BOARD-APPOINTED COMMITTEES

WVLS/V-Cat Steering Committee

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

Member/s: MCPL Director L. Giordano.

WVLS Library Advisory Committee

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

Member/s: MCPL Director L. Giordano. MCPL has a permanent seat on this committee. Meetings were held on April 5 and August 10.

WVLS V-Cat Council

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

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

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

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

The V-Cat Council met on February 3, April 7, June 2, and September 1.

Others who attend V-Cat Council meetings include J. Kinney, M. Stachowiak, C. Luebbe, A. Johnson, O. Carlson, K. Sabelko.

V-Cat Bibliographic and Interface Committee

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

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

ACTIVITIES UPDATE

During its July 2022 meeting, the Committee discussed:

- Aspen Discovery Layer topics: grouping records and forthcoming fiction lists.
- A solution for the French subject headings that OCLC has been adding to their bib records.
- A plan for updating bibliographic records with diacritical errors.

RESULTS FROM SECOND QUARTER 2022 REPORT

During its May 2022 meeting, the Committee discussed:

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

- Z39.50 cataloging in system and strengthen the existing recommendation to include language about quality of records, necessary training, and WVLS' ability to turn off the privilege if a library does not choose quality records.
- The need for volume information in magazine item records for proper functionality in the patron catalog and consistency in system.
- Aspen Discovery cataloging information: grouping records, cover images, audience, prepublication information, material types, and diacritics
- Reporting circulation of "other" materials for the annual report

V-Cat Cooperative Circulation Committee

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

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

ACTIVITIES UPDATE

The Committee met in June and July to discuss:

- Instructions for creating new patron records and definitions for patron record fields.
- Library card application standards for all V-Cat libraries.

- Policies and processes in place for converting juvenile patrons to adult patrons and handling fines on juvenile patron accounts.
- Steps needed to provide templates for the most used/basic searches and reports.
- Streamlining and standardization of how libraries use item status.
- Setting up automatic Overdrive merging of patron records when a new barcode number is assigned.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

V-Cat ILS Evaluation and Review Committee

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

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

ACTIVITIES UPDATE

During the September 8 meeting, the Committee selected the following vendors to invite for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra.

Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend demonstrations, or view recordings, and provide feedback. The Committee also began to define rating tools to further evaluate the products.

During meetings in June, July, and August, the committee reviewed RFI responses from five vendors to narrow the list of possible products and select vendors to invite for demonstrations.

RFI responses included information about collaboration with NWLS. Northern Waters Library Service ILS staff and the NWLS ILS Exploration Workgroup Chair have been invited to attend ILS Evaluation and Review Committee meetings.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

September 19, 2022 MCPL Board of Trustees Meeting

WVLS plans to attend this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet, and to provide a brief presentation on the WVLS Continuing Education and Training Program.

RESULTS FROM SECOND QUARTER 2022 REPORT

July 18, 2022 MCPL Board of Trustees Meeting

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

RESULTS FROM FIRST QUARTER 2022 REPORT

March 21, 2022 MCPL Board of Trustees Meeting

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

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

ACTIVITIES UPDATE

In August J. Matczak, with assistance from WVLS staff, created the video “Introduction to WVLS.” In this video, viewers learn:

- How public library systems started
- The purpose of public library systems
- How public library systems are governed
- The unique history between Marathon County and WVLS
- Service highlights of WVLS to its member libraries

The video is just under 7 minutes in length and can be found at <https://www.wvls.org/about-wvls/>.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

September 2022

On September 7, J. Kinney notified WVLS that she was awarded a \$1,000 grant from WiLS to support work on one of MCPL's digitization projects.

Aspen Genealogy and Local History training requested by MCPL staff is scheduled for Wednesday, September 28. Attendees will learn how to use Aspen's built-in genealogy records tool to record and share obituaries and other genealogical information. Attendees will also learn how to increase discovery of local archives by adding digital copies of local history materials into Aspen or linking out to local history archives.

July 2022

Conversations between A. Hamland and J. Kinney focused on narrative writing for a National Endowment for the Humanities (NEH) grant and others. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September. J. Kinney and A. Hamland will use feedback on WiLS application to fine tune MCPL Oral History Digitization project narrative for future grant opportunities.

RESULTS FROM SECOND QUARTER 2022 REPORT

April-June 2022

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

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

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

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

April 2022

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

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

ACTIVITIES UPDATE

Links to the August and September “Inclusive Services Updates” were shared in *WVLS Monday Mentions* during the first week of those months. *Monday Mentions* is a weekly email from WVLS that alerts member colleagues to regional- and state-level news and service announcements for the week.

On September 8, S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

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

Improved integrated library system (ILS) functionality

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

ACTIVITIES UPDATE

During the July 18, 2022 MCPL Board of Trustees meeting, WVLS was asked what steps were being taken to monitor and address bibliographic records identified without subject headings. The response to this question is shared in this report as Appendix C.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

Number of records without subject headings in 2020	14,302
Number of records cleaned up by libraries	8,964

Number of records sent for outsourcing	5,338
Number of records received from outsourcing with a “perfect” match and have been upload to V-Cat	4,539
Number of records with an “acceptable” match that were reviewed before uploading to V-Cat	561
Number of records with no matches	238
Number of records that need local headings added	70

R. Metzler met frequently with WVLS member library catalogers to provide guidance on how to improve these records. Once library staff completed their individual library lists, WVLS sent the remaining records to Backstage Library Works, a vendor that assists WVLS with updating bibliographic records in the V-Cat catalog. Bibliographic records received from Backstage with perfect matches were uploaded into the V-Cat database. A file of acceptable matches was also sent from Backstage. R. Metzler reviewed this file, edited when necessary, and then uploaded it into the V-Cat database. The remaining 308 records were reviewed by R. Metzler and M. Pregler, a WVLS cataloging partner from Antigo Public Library. This project was completed in early June 2022.

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

Aspen Discovery Product

ACTIVITIES UPDATE

Aspen Discovery maintenance and improvements are ongoing.

August 2022

An Aspen Record Grouping work group is making record changes to combine multiple formats of titles into the same Aspen record. J. Kinney and T. Hornbeak and staff from Antigo, Loyal, Minocqua, and Rhinelander have volunteered to assist.

An Aspen Forthcoming Fiction work group is curating monthly lists of upcoming titles. J. Johnson and staff from Antigo and Rhinelander have volunteered to assist.

July 2022

EBSCOhost integration was completed to provide access to articles and databases within Aspen. An instructional video is available for library staff.

RESULTS FROM SECOND QUARTER 2022 REPORT

April – June 2022

Library staff are now able to submit cover images to WVLS to be uploaded in the case that an image is missing or incorrect. Instructions have been developed with copyright law and fair use guidelines in mind and were shared at the June V-Cat Council meeting.

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

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

RESULTS FROM FIRST QUARTER 2022

November 2021-March 2022

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

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

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

ACTIVITIES UPDATE

During the September 8 meeting, the V-Cat ILS Evaluation and Review Committee selected the following vendors to invite for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra.

Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend demonstrations, or view recordings, and provide feedback. The Committee also began to define rating tools to further evaluate the products.

During meetings in June, July, and August, the committee reviewed RFI responses from five vendors to narrow the list of possible products and select vendors to invite for demonstrations.

RFI responses included information about collaboration with NWLS. Northern Waters Library Service ILS staff and the NWLS ILS Exploration Workgroup Chair have been invited to attend ILS Evaluation and Review Committee meetings.

The Committee's tentative timeline is to provide a recommendation to the V-Cat Council in the third quarter of 2023 with a final decision in the fourth quarter of 2023 and a potential migration to a new product in the second quarter of 2024.

RESULTS FROM SECOND QUARTER 2022 REPORT

April - June 2022

The ILS Evaluation and Review Committee met in April, May, and June to complete a Request for Information (RFI) document to send to ILS vendors. On June 3, 2022 the RFI document was submitted to 6 vendors, including Innovative Interfaces, Inc. for its Sierra product, the vendor

currently used by the V-Cat Consortium. The Committee is developing a scoring matrix to evaluate products.

RESULTS FROM FIRST QUARTER 2022 REPORT

January – March 2022

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

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

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

RESULTS FROM SECOND QUARTER 2022 REPORT

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

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

Additional support for improved integrated library system (ILS) functionality

Examples of Support Provided

ACTIVITIES UPDATE

LSTA Grant applications have been pre-approved to fund two projects.

A Cooperative Cataloging Exploration Project submitted by the Northern Waters Library System, will use grant funds to develop a report on cataloging practices and opportunities for statewide standardization of records. Seven library systems are participating in the grant.

Preliminary outcomes for the Cooperative Cataloging Exploration Project include the following:

- Compile what cataloging practices we already have in common.
- Develop best practices in our systems for system cooperative cataloging, and any best practices for centralized cataloging.
- Develop best cataloging practices and standards, perhaps with a very basic/base level that includes what we are already all doing, secondary levels, and aspirational goals.
- Compile suggestions from discovery layer vendors on what they might need from record data.

A Joint ILS Consortium Exploration Project collaboration between the Northern Waters Library System and WVLS will use grant funds to determine value and feasibility of merging two integrated library systems and respective ILS consortia. The overarching goals of a joint ILS consortium are to provide increased ILS administrative support to member libraries and improved service to library users.

Preliminary outcomes for the Joint ILS Consortium Exploration Project include:

- Identify concerns, barriers, and benefits of a merged ILS and consortia.
- Identify conditions that make a merged system desirable
- Design policies and governance structure
- Determine joint consortium overall budget and calculation method for membership shares
- Create potential timeline for migration including an implementation plan, logistics, and steps needed for a unified ILS

In August K. Zimmermann worked with H. Wilde and A. Johnson to begin rolling out individual username and password credentials for Sierra access to increase security.

On July 25, K. Zimmermann offered to meet with A. Johnson to discuss setting up MCPL circulation notices to be automatically sent out to library patrons instead of being sent manually by MCPL staff.

On July 22, K. Zimmermann invited A. Johnson to select an MCPL staff member to attend Sierra Technical Services Training hosted by Innovative along with a WVLS staff person in October. This will help MCPL with training new staff on the MCPL Technical Services Team.

In June and July K. Zimmermann and J. Klingbeil worked with MCPL to offer multiple workaround options when Baker and Taylor's usual file transfer protocol (FTP) service failed multiple times. FTP is an essential acquisitions process that is necessary for MCPL to order new materials from Baker and Taylor, as well as receive and process related invoices.

RESULTS FROM SECOND QUARTER 2022 REPORT

April - June 2022

June 2022

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

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

May 2022

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

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

April – May 2022

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

December 2021 - March 2022

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

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

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

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

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

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

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

A WVLS Collection Development meeting, slated for Thursday, September 29, WVLS will present the results of the V-Cat Collection Development Survey. Attendees will talk about opportunities

for collaboration and how WVLS can support member libraries' collection development processes.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

An email was sent in September sharing the WPLC Collection Development Committee's Diverse Collection Toolkit to the WPLC WVLS Advantage selectors. This toolkit provides useful tips and information for selecting titles that are representative of all readers and users in Wisconsin.

Through frequent communications with colleagues, WVLS provides resources for libraries to consult as they work to build, maintain, diversify, and evaluate their library collections. Resources developed and shared includes Starred Reviews Monthly Digest, material concerns and challenge articles and resources, topic areas in the V-Cat online catalog, as well as professional journals, reviews, blogs, and websites. WVLS also offers online and in-person opportunities for librarians to discuss specific items and collections as a whole, and to share their collection development expertise and offer support.

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

In September, libraries with magazines older than 5 years were contacted and encouraged to inventory those holdings. Library staff have been encouraged to weed those titles if no longer on the shelf or no longer relevant.

In July, the WVLS *Monday Mentions* announced a webinar opportunity on the topic of weeding outdated materials. Hosted by OCLC, a global library organization that provides shared technology services, original research, and community programs for its membership and the library community at large, the webinar "Weed 'Em and Reap: Getting Your Collection from Awful to Awesome" was held on July 14.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

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

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

ACTIVITIES UPDATE

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

July-August 2022

On September 7, J. Kinney notified WVLS that she was awarded a \$1,000 grant from WiLS to support work on one of MCPL's digitization projects.

A. Hamland and J. Kinney continued conversations regarding narrative writing for the National Endowment for the Humanities (NEH) National Digital Newspaper Program (NDNP) and other grant opportunities. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September.

J. Kinney and A. Hamland will use feedback on WiLS application to fine tune the MCPL Wausau Daily Herald Digitization Project narrative for the NDNP grant deadline of January 12, 2023.

RESULTS FROM SECOND QUARTER 2022 REPORT

April-June

J. Kinney consulted with A. Hamland and K. Zimmermann on April 19, May 18, and June 8 to discuss the development on MCPL's digitization projects, explored solutions to access,

connections partner organizations and libraries, and finally grant opportunities. The Wausau area yearbooks project likely will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

Increased continuing education & professional development geared for larger libraries

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

RESULTS FROM SECOND QUARTER 2022 REPORT

During the March 21, 2022 MCPL Board of Trustees meeting, WVLS was asked to share the results of the continuing education and training survey sent to member libraries in January 2022. The survey results are shared at the end of this report as Exhibit A.

Survey results were used to develop topics for a Spring 2022 Webinar series and will be used to drive upcoming workshop and training opportunities. Continuing education webinars are offered by WVLS in collaboration with the IFLS Library System, Northern Waters Library Service, and Southwest Wisconsin Library System.

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

ACTIVITIES UPDATE

On July 11, 2022, J. Matczak presented an in-service day schedule to L. Giordano, which included an agenda, speaker description, and registration link. The in-service day is scheduled for Friday, September 16. J. Matczak will arrange speaker needs with S. Albrecht and M. Wright, manage refreshments, order lunch, and coordinate the room set up. MCPL staff started registering for the in-service day on August 25, 2022.

AGENDA

8 - 8:30 am	Refreshments and Conversation
8:30 am	Introduction and Housekeeping
8:35 am – 12:00 pm	The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth with Dr. Steve Albrecht (There will be a 15-minute morning break.) <i>Dr. Steve Albrecht (from Springfield, MO) has trained thousands of library employees on the do's and don'ts of handling challenging,</i>

entitled, odd, or even threatening patrons who may want to disrupt the library. His popular program offers practical and realistic tools which will make your facility a better, safer place to work.

12 - 12:45 pm

Lunch

12:45 - 2:45 pm

Security Scenarios with Dr. Steve

Based on the morning workshop, take a deeper dive into security scenarios specific to MCPL and its branch locations.

2:45 – 3:00 pm

Break

3 - 3:30 pm

Team Building Exercises with Jamie Matczak

WVLS Education Consultant Jamie Matczak will lead small groups into fun and collaborative team-building exercises.

3:30 - 4:15 pm

Meditation and Relaxation with Mandy Wright

End the day relaxed and refreshed! Certified mediation and yoga instructor Mandy Wright will guide the group on breathwork, gentle movement, and mindful connection.

4:15 - 4:30 pm

Wrap Up

RESULTS FROM SECOND QUARTER 2022 REPORT

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

RESULTS FROM FIRST QUARTER 2022 REPORT

January-March 2022

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

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

ACTIVITIES UPDATE

July – September 2022

On September 8, S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

On September 6, K. Zimmermann provided V-Cat orientation for K. Sabelko.

On August 16, A. Hamland met with L. Giordano to provide information regarding WVLS services in Youth, Teen, and Adult Consulting and a tour of the WVLS website as part of the orientation for new public library directors.

RESULTS FROM SECOND QUARTER 2022 REPORT

April- June 2022

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

December 2021-March 2022

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

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

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

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

ACTIVITIES UPDATE

In August, WVLS produced "[Navigating the Legal Reference Interview](#)," a training video developed through a collaboration with the Wisconsin State Law Library (WSLL). The first in a five-part series, training features WSLL's Web Services Librarian Carol Hassler addressing how to handle legal reference questions.

In July, J. Matczak published a Digital Byte training called "[Tools for People with Disabilities](#)," in which she reviews five mobile tools that MCPL staff can recommend to library patrons.

- Additional training videos developed in July include "[Finding Books By Grade Level](#)," which offers tips from Katie Zimmermann on finding books at a particular reading level, and more specifically, how to search Aspen for books using Accelerated Reader book level and Accelerated Reader

interest level filters; and “[Breaking the Binary](#),” in which Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.

RESULTS FROM FIRST QUARTER 2022 REPORT

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

Technology & website support

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

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

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

Fiscal

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

ACTIVITIES UPDATE

July-September 2022

WVLS WLA Conference Scholarship; November 1-4

On September 5, 2022, member libraries were notified of the availability of full conference scholarships to attend the 2022 Wisconsin Library Association (WLA) Conference, that will be held in Lake Geneva on November 1-4. Valued at \$1,200, the scholarship will cover conference registration, transportation, three nights of lodging, and meal reimbursement.

Emergency Connectivity Fund (ECF) and American Rescue Plan Act (ARPA) Supported Projects

Two large technology service projects began during 2022 with ECF and ARPA support:

MOBILE HOTSPOTS: LEAN WI technology resource sharing partners IFLS, NWLS, and WVLS received notification of award for an application for 240 mobile hotspot devices and data plans. MCPL is allocated at least 18 devices and service plans (funded through 2022) valued at \$3,100. These devices are entering service during August and September. Additional devices may become available to allocate to MCPL during 2022 or 2023 depending on overall usage throughout WVLS and the LEANWI partnership, and if our third-round request for additional hotspots is awarded.

PUBLIC PRINTING MANAGEMENT: LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in progress. BYOD and Public Printing services valued at \$34,200 are available to MCPL, covering the Wausau location and all branches through at least the first quarter of 2027.

RESULTS FROM SECOND QUARTER 2022 REPORT

April – June 2022

WVLS Summer Performer Grant

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

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

Digitization Grants (see also p. 27)

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

A. Hamland and J. Kinney continued conversations in July and August regarding narrative writing for the National Endowment for the Humanities' (NEH) National Digital Newspaper Program (NDNP) and other grant opportunities. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September.

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

WVLS WAPL Conference Scholarship; May 11-13

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

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

Ideas to Action Fund (see also p. 27)

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

PLA Digital Literacy Workshop Incentive

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

Incentive recipients will receive \$7,000 and be required to conduct a minimum of five workshops reaching a minimum of 50 learners. The application deadline was Friday, June 10, and recipients will be announced in August.

WVLS ARSL Conference Scholarship; September 14-17, 2022

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

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

RESULTS FROM FIRST QUARTER 2022 REPORT

January-March 2022

WVLS PLA Conference Scholarship; March 23-25, 2022

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



WVLS PLA Conference Scholarship Recipients (L to R): Jennifer Davis, Minocqua Public Library; Laurie Ollhoff, T.B.

Scott Free Library – Merrill; Elisha Sheffer, Rhinelander District Library; **Dan Richter** and **Julie Kinney**, Marathon County Public Library; and Ashley Polinski, Rhinelander District Library.

WVLS Library Legislative Day Scholarship; February 3, 2022

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



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

Additional Activities

Library Advocacy

ACTIVITIES UPDATE

On August 23, K. Zimmermann provided reports detailing the value of library materials to the community similar to the “You just saved \$__ by using your library card!” message that appears on patron receipts. Two sets of data and reports were prepared. The first detailed the value of items owned by MCPL circulated at any V-Cat location. The second gave the estimated value of V-Cat items circulated at MCPL locations (regardless of ownership). The reports are valuable for library advocacy during the Marathon County budgeting season and were provided within a quick turnaround time as requested by A. Johnson.

WVLS Promotes Library Card Sign-Up Month

On August 15, WVLS added its member libraries to the statewide getyourlibrarycard.org website that directs Wisconsin residents to sign up for digital library cards for their county and library. To help

promote this resource during Library Card Sign-Up Month in September and beyond, public library system marketing consultants designed high-quality, vinyl, die-cut stickers that can be placed on water bottles, laptops, phone cases and more. In early September, all MCPL locations received stickers to hand out to library patrons and community members.

RESULTS FROM SECOND QUARTER 2022 REPORT

WVLS 2021 System Information & Public Library Statistics

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

RESULTS FROM FIRST QUARTER 2022 REPORT

WVLS Advocates for Libraries at WLA's Library Legislative Day

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

Continuing Education and Consultation

RESULTS FROM FIRST QUARTER 2022 REPORT

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

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

Collection Development and Readers Advisory

ACTIVITIES UPDATE

In September, training information for creating and sharing lists within Aspen was shared at the V-Cat Council Meeting.

In August, training information for creating and sharing lists within Aspen was provided to J. Peterson, and E. Lutz.

RESULTS FROM FIRST QUARTER 2022 REPORT

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

Administration

ACTIVITIES UPDATE

In August, M. Sepnafski began collecting county plans from other consolidated county library systems to prepare a draft MCPL Plan to share with L. Giordano.

RESULTS FROM SECOND QUARTER 2022 REPORT

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

RESULTS FROM FIRST QUARTER 2022 REPORT

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

APPENDIX A: WVLS Continuing Education Survey Analysis

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

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

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

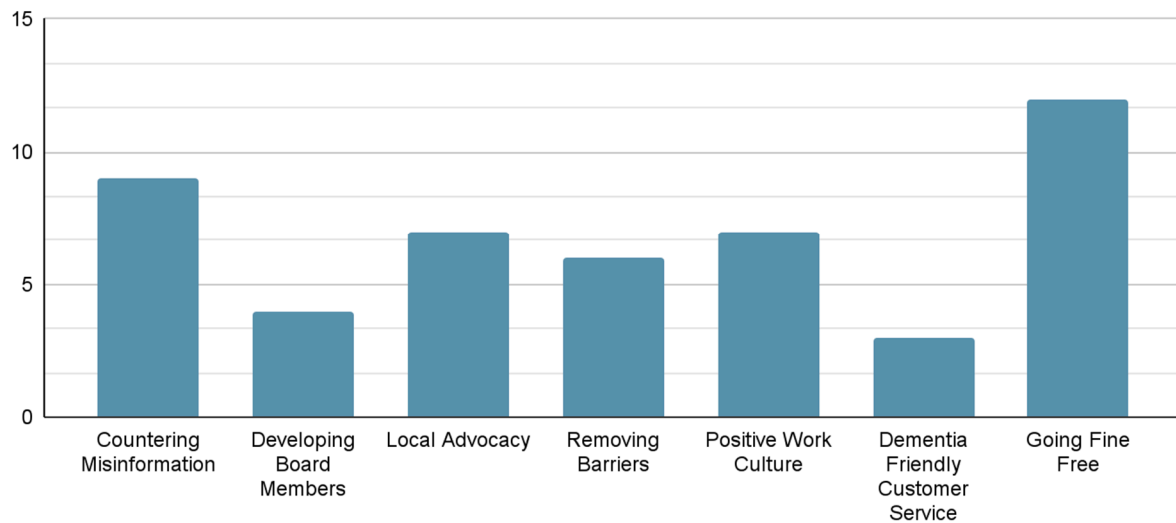
There were 12 topic choices in this question, decided by trends and feedback from librarians in WVLS, IFLS, NWLS and SWLS. Respondents were asked to select their top six.

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

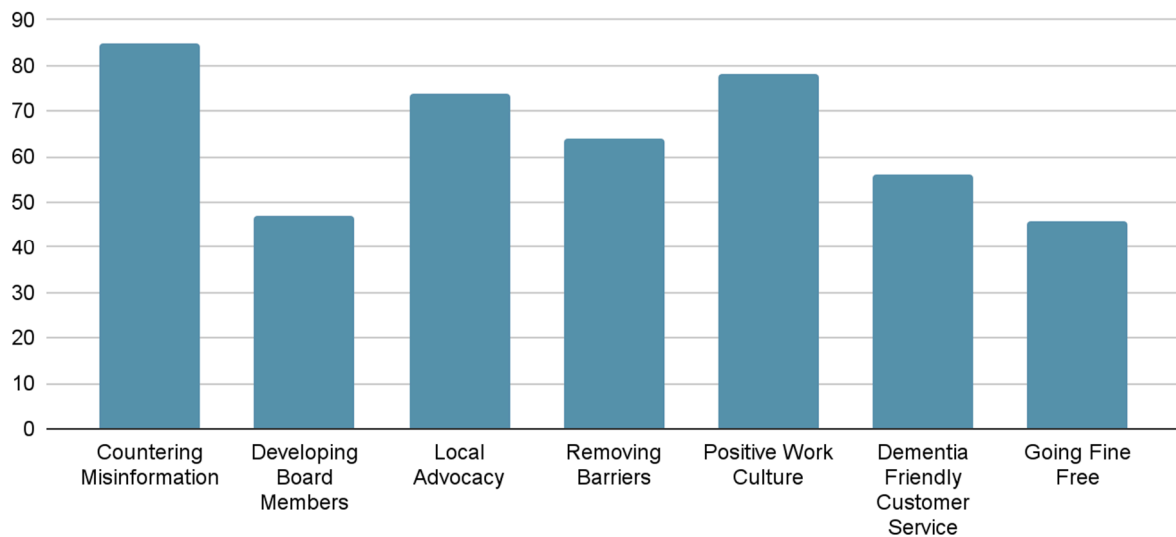
Following is a graph of the top preferences of MCPL staff followed by a graph showing the top choices from all staff from libraries in the system partnership.

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

MCPL Responses



All Responses



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

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

April 19: Enhancing Your Workplace Culture

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

May 5: Public Libraries and Fake News

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

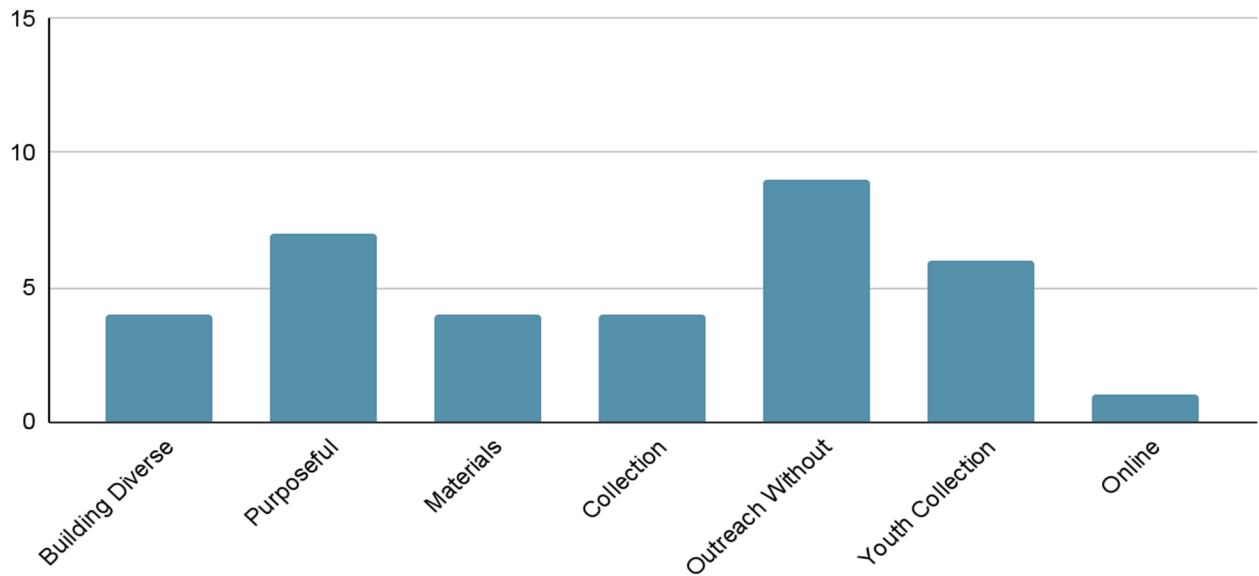
2) Which youth services areas would be helpful as a 60-minute webinar in February - May 2022?

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

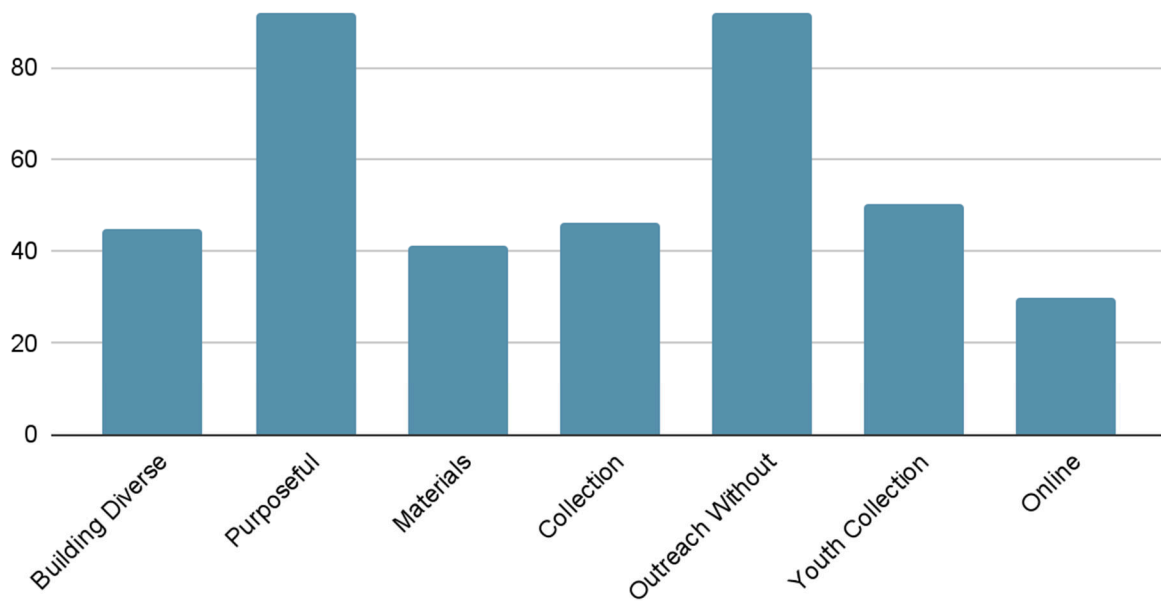
- Building Diverse Collections
- Collection Management Basics
- Materials Challenges
- Online Registration for Summer Programming
- Outreach without Overextending
- Purposeful Program Idea Slam
- Youth Collection Shelving Systems

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

MCPL Responses



All Responses



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

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

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



WVLS Youth Services Consulting



Youth Services Meetups

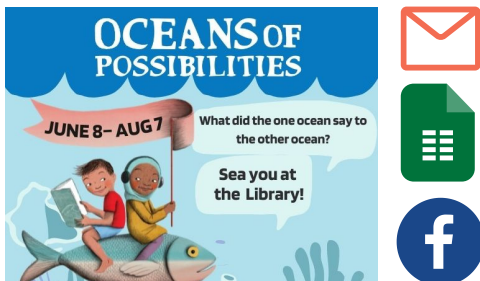
- Programs & Services
- Professional Topics
- In-person: opportunities for conversation, bonding, mentorship
- Virtual: Inclusive opportunity for small staff, no travel necessary



Anne Hamland
Public Library
Services Consultant

Personal Consultation

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



Tools & Templates

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



Youth Librarian Professional Opportunities

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

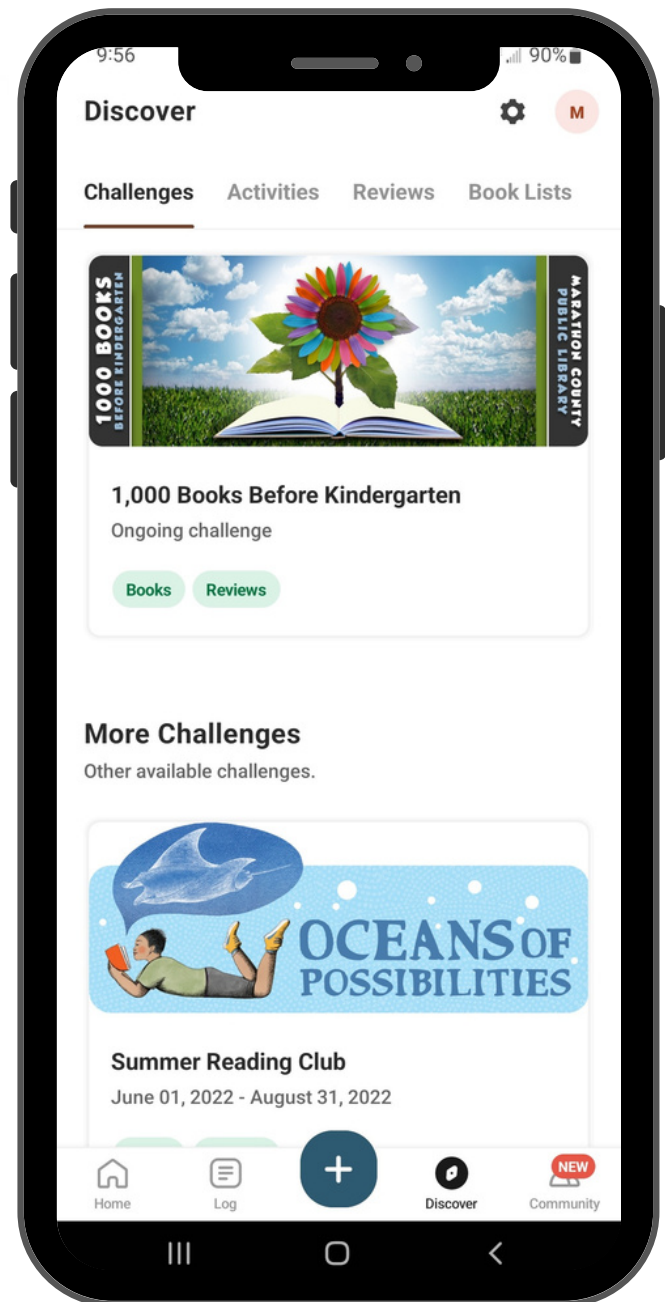


The Wisconsin Department of Public Instruction's Division for Libraries and Technology issued a \$327,000 grant to WVLS in May 2020 and a second grant in August 2021 for \$277,000 to serve as the fiscal agent for a three-year contract with Beanstack, on behalf of all public and school libraries across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

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

FEATURES

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



Marathon County Public Library

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



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

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

To get started:

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

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

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



APPENDIX C: Subject Headings Maintenance

Question raised during the July 18, 2022 MCPL Board of Trustees meeting:

How does WVLS ensure that bibliographic records have subject headings?

WVLS Response from WVLS Cataloger Rachel Metzler:

Cataloging work is an effort that is ongoing. Bibliographic records are improved over time by the collaborative effort of all V-Cat member library catalogers working with WVLS staff responsible for V-Cat administration and maintenance.

Following are the steps taken for ongoing maintenance of subject headings in bibliographic records.

GOAL: Ensure all V-Cat catalogers are saving the most complete records into the V-Cat database. The V-Cat database contains two main types of bibliographic records: temporary and full. This effort is to monitor and maintain the quality of the full records.

ACTION STEPS:

- 1) V-Cat Cataloging training is offered twice a year to all V-Cat cataloging staff in the consortium. These trainings continue to emphasize the importance of subject headings to the patron search experience. Additional training is offered to member library staff upon request or when WVLS sees a need.
- 2) A [resource document](#) has been provided to all libraries in the V-Cat ILS consortium that clearly states what is required in a full bibliographic record before it can be saved to the database. This document states that no bibliographic record should be saved as a full record into the V-Cat database if it does not contain Library of Congress subject headings.
- 3) A [V-Cat Recommendation](#) details that all V-Cat catalogers must be trained by a WVLS staff member and that cataloging privileges can be removed if standards are not met.

GOAL: Ensure WVLS remains aware of records that do not have subject headings and expedites clean-up when necessary.

ACTION STEPS:

- 1) WVLS staff will monitor full bibliographic records with monthly queries of the database. This query will seek out bibliographic records without subject headings that are not marked as temporary.
- 2) WVLS staff will follow up with V-Cat catalogers to alert them to the error and request that the records be cleaned up.

Ethics and Conflict of Interest Laws Applying to Trustees

16

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the “incompatibility doctrine” prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin’s criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin’s code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

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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