COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA
A meeting of the Marathon County Public Library Board of Trustees,
Monday, November 21, 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/193271997 or number 1 866 899 4679. Access Code for dialing in: 193-271-997.**

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. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
   A. **Pursuant to §§ 19.85(1) (e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: procurement process for book sorter.**

7. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
   A. **Announcements and/or Action Regarding Closed Session Discussion**

8. **MOTION TO GO INTO CLOSSED SESSION (roll call vote suggested)**
   A. **Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.**

9. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
   A. **Announcements and/or Action Regarding Closed Session Discussion**

10. **(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**

11. (5 minutes)	**2023 MCPL Holiday Closures – For Discussion and Possible Action**	
12. (10 minutes)	**System Expectations Review – For Discussion and Informational Purposes Only**	
13. (15 minutes)	**Trustee Essential 20 & 21– For Discussion and Informational Purposes Only**	
14.	**Announcements**	
15.	**Request for Future Agenda Items**	
16.	**Next Meeting Dates**	

- **Monday 11/28/2022**
- **Monday 12/19/2022**
- **Monday 01/23/2023**
- **Monday 02/20/2023**
- **Monday 03/20/2023**

17.   **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	**NOTICE POSTED AT COURTHOUSE**
EMAILED TO: Other Media Groups	
EMIALED BY: H. Wilde	**BY:**
EMIALED DATE: November 15, 2022	**DATE:** _____
EMAILED TIME: 10:30 a.m.	**TIME:** _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday October 17, 2022.

Present: Sharon Hunter, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Absent: Jeff Campo

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and two additional guests, remote visitors: Anne Hamland, and five additional remote visitors

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 REID RAYOME; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 19, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY SECONDED BY GARY GISSELMAN TO APPROVE THE BILLS & SERVICES REPORT FOR SEPTEMBER, 2022. MOTION CARRIED.

Public Comments – Chris Dickinson, Marathon County Board Supervisor, District 29 asked that the County Board Supervisors be updated on the actions being taken by the MCPL Board in regard to comments made on MCPL collection concerns.

President –None

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano.
- County Administrator, Lance Leonhard, updated directors on the AARPA requests submitted to the county. The county has asked that the capital budget include no additional borrowing and no new AARPA funding. Additionally the Human Resource Finance Property Committee would like the focus of the AARPA funds to be on mandatory and end of life updates. Therefore, the third floor of the library will likely not be updated with AARPA funds. Based on normal maintenance schedules, the library HVAC system may be scheduled for repairs in 2024, which may include expanding the system to the third floor.
- The library currently has an opening for a 24 hour per week library specialist.
- Library Board Trustees were provided with a folder of correspondence about the current collection concerns.
- Currently the Reconsideration Committee is working on one reconsideration request. Additionally a committee has been formed to look at the appeal on another request.

Board Committees - The MoU Task Force has provided the County Administrator with copies of the proposed MoU contracts and are awaiting a response.

Friends of the Library –The Friends made approximately $500 at the last members' sale. The September 26th meeting covered general business items.

MCPL Foundation – The next Foundation meeting is November 10th.

Wisconsin Valley Library Service –The last WVLS meeting covered the 2023 budget. The next meeting is scheduled for November 19th. Kari Sweeney, MCPL's representative on the WVLS Board will attend the WLA conference the first week in November.

January 2023 Meeting Date Change – The January Board meeting lands on Martin Luther King Day which is a training day for county staff so the library will be closed. The January, 2023 Board meeting will be moved to January 23rd.

Fiscal Powers of the Library Board and the Library Director Policy Update – The new policy is an update of a policy that has been in place for several years. As requested by the MCPL Board and the County Administrator, the policy was changed to more clearly define what the Positive Fund Balance/CIP funds will be used for.   These funds, which are annual budget funds left over at the end of the year, will be used for specific long term and multi-year challenges that are not funded with the annual budget. In conjunction with this policy a technology inventory and technology plan for the library will be created in 2023.

A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY MICHELLE VAN KREY TO APPROVE THE POLICY AS PRESENTED. MOTION CARRIED.

Automated Materials Handler Proposals Recommendation – Two proposals were received by the September 30th deadline. Library staff continue to evaluate the best option for MCPL. This item was tabled until the next Board meeting with the option to go into closed session for Trustees to hear confidential information about the proposals.

Strategic Plan Discussion – The library would like to start working on a strategic plan in 2023. Options include hiring an external consultant or getting guidance from the County Health Department. There would be pros and cons of using internal versus external sources for the development of a strategic plan.   The board has authorized staff to move forward with this process, including creation of a request for proposal (RFP) if needed and could authorize the use of Positive Fund Balance/CIP funds for this project.

System Contract Renewal Discussion- The previous task force that looked into the potential system change recommended waiting a year before acting on any system change. With this in mind the Board created an expectation list for WVLS that was approved at the November, 2021

board meeting. WVLS has given quarterly updates describing how they have met these expectations. The last quarterly presentation will be in December, 2022. The Board will continue to evaluate the meeting of these expectations and will discuss at the December meeting.

Library Trustee Essentials: Chapter 17 – Discussion led by Kari Sweeney
- Essential # 17 – Membership in the Library System – There are 484 member libraries with 16 library systems in Wisconsin. MCPL is a member of WVLS which has 25 member libraries across 7 counties. Library systems were created in 1971 to increase cooperation rather than competition among libraries and to get access to resources for libraries across the state. Library systems support libraries with things like technology, professional consultation, and ILS systems. Libraries can help the library systems by communicating the local needs that they have and participating in the library systems planning.

Announcements
- County emails for library trustees has been approved and CCITC is working toward providing the new emails.
- The county budget process includes an educational meeting for the County Board October 20th, a public hearing on November 3rd and a decision by the County Board on November 10th.

Request for Future Agenda Items - None

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 12:43 P.M. MOTION CARRIED.
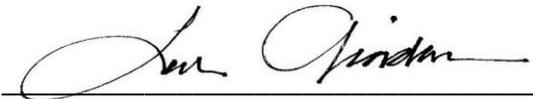
_____
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 21, 2022.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday September 19, 2022.

Present: Sharon Hunter, Jeff Campo, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney (remote), Michelle VanKrey (remote), Leah Giordano

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Chris Holman, Marla Sepnafski, Jamie Matczak, Susie Hafemeister and 56 other visitors; Remote visitors: Lance Leonard, Sarah Severson, Mike Puerner, Anne Hamland, Brenda Walenton, Katie Zimmerman, Martha Van Pelt and three additional remote visitors

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 GARY GISSELMAN; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 15, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE BILLS & SERVICES REPORT FOR AUGUST, 2022. MOTION CARRIED.

Public Comments – Shantese Tarpey, Dr. Robin Baker, Tanya Riehle, Joanne Leonard, Erin Crawford, Jesse Wellhoefer, Timothy Sondelski, and James Juedes – Members of the public voiced concerns about the content of some of the library's books. Some speakers alleged that the content was pornographic in nature and/or alleged that it was a violation of Wisconsin statutes 948.10, 948.11 and 948.12 and the 2008 ruling by the United States Supreme Court on United States vs. Williams.

President – Director Leah Giordano is on target with goals.

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano.
- The Spencer branch recently hosted a presentation which attracted over 350 attendees. The presentation featured an air traffic controller in New York on September 11, 2001.
- Staff Development day was September 16th and gave staff a chance to learn more about library security from Steve Albrecht, an expert in the field.

Board Committees – The MoU Task Force is finalizing edits on the documents and they will soon be available for review by the county and individual departments.

Friends of the Library –The next Friends of the Library meeting is Monday, September 26th. During the Wausau Artrageous Weekend event, the group purchased new art for the library to circulate.

MCPL Foundation – The Foundation met on November 8, 2022 and has filled one board position, but is still looking for additional members.

Wisconsin Valley Library Service – The Wisconsin Library Association convention is coming up November 1-4, 2022.

2023 Library Budget – Presented by Stephanie Martell, MCPL Business Specialist with additional comments by Lance Leonard, County Administrator

- The overall budget has increased due to the estimated wage increases as a result of the county compensation study. The library has decreased its operating budget by 2.3% to offset some of this.
- Internet and phone services that were not in use were disconnected.
- RFID equipment maintenance fees are temporarily reduced because the maintenance contract was not renewed in anticipation of the new AMH purchase. Money for potential repairs is still in the proposed budget.
- Budgeted V-CAT fees have increased because this line item was under budgeted in the past and the fees are increasing for the upcoming year.
- Processing fees have increased from the library's primary book vendor. Processes have moved in house to reduce expenses and staff will look into additional processes that can be done internally.
- Liability insurance expenses have greatly increased and therefore the amount passed on from the county has increased.
- Increased utility costs have increased individual branch expenses.
- The county's last fall compensation study was in 2014. All county departments are effected by the expected wage increases and budget constraints. The county-wide impact is expected to be 8%, approximately $3 million.
- During the 2022 budget process the County Administrator proposed aiming for $300,000 in the library's reserve funds. Current estimates predict that the library will end the year with about $430,000 in its reserve fund with an additional $289,000 in rollover funds. The County Administrator is working on how to get this to the desired $300,000 reserve fund balance.
- In 2023 additional planning will solidify how the reserve funds will be needed in upcoming years including for technology and third floor renovations to the library.
- By looking at the capital improvements prioritized by the library board, the county can plan for needed resources.

A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY REID RAYOME TO APPROVE THE BUDGET AS PRESENTED. MOTION CARRIED.

<u>WVLS Expectations Quarterly Update</u> – Presented by WVLS Director Marla Sepnafski and Jamie Matczak, WVLS continuing education consultant

- In an effort to help with onboarding new trustees, WVLS created a video that describes the role of library systems in general and the work that WVLS does specifically.
- To initiate reviews of new ILS products, a committee was created in January that has since reviewed six vendors. After creating a scoring matrix the committee narrowed the selection down to three vendors (The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra) that will demonstrate their product in the coming months.
- As presented at the last update, 14,000 bibliographic records that did not have subject headings have been corrected. To ensure this doesn't happen again, WVLS is training new catalogers on this topic and doing monthly checks for records accuracy.
- With the help of a Federal grant, WVLS is collaborating with other systems on cataloging projects that help create complete and accurate records by working toward common practices and standards.
- To provide additional continuing education opportunities, WVLS is collaborating with other library systems. In 2021 they provided 61 hours of training and are on target to do the same in 2022. Three of these events are the Wild Wisconsin Web conference, Wisconsin Trustee Training and Tech Days' webinars.
- Due to decreased budgets at many libraries, WVLS training opportunities and scholarships have become even more important.
- To provide mentoring and networking opportunities, WVLS paired MCPL with Brown County Library and recently two MCPL staff members went to Brown County to tour the facilities and meet with staff.
- Additional services provided by WVLS include Staff Development Day planning, Digital Bytes and a newsletter with training opportunities.

<u>Library Trustee Essentials: Chapters 16</u> – Discussion led by Reid Rayome

- Essential #16- Ethics and Conflict of Interest Laws Applying to Trustees- The code of ethics and conflict of interest laws apply to library trustees to ensure that they do not personally benefit financially from any actions of the Board. To prevent even the appearance of unethical behavior, members should notify the Board in advance that there is a conflict of interest with an agenda item and they should leave the meeting while that item is discussed, making sure that the minutes reflect that they left. Trustees may not accept any items or services in exchange for voting in a particular way or for showing favoritism. It is a felony for a trustee with a financial interest to participate in making a contract in their official capacity in excess of $15,000. Trustees have a duty to uphold the public image of the Library Board.

<u>Announcements</u> - none

<u>Request for Future Agenda Items</u> – The MoU Task Force may be ready for approval at the next meeting.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 1:03 P.M. MOTION CARRIED.

_____
Library Director or Designee

11/10/2022
9:33 am

Marathon County Library

Bills for Approval

Period   10

Page 1 of 3

Org: 665   LIBRARY

Vendor Name	Amount
101 000000000066592141 INTERNET SERVICE	
TIME WARNER CABLE	519.86
INTERNET SERVICE	**519.86**
101 000000000066592164 CONTRACT SERV-DEBT COLLECTIONS	
UNIQUE MANAGEMENT SERVICES	46.60
CONTRACT SERV-DEBT COLLECTIONS	**46.60**
101 000000000066592250 TELEPHONE	
FRONTIER	1,029.56
CHARTER COMMUNICATIONS	86.57
TELEPHONE	**1,116.13**
101 000000000066592561 LIBRARY FEES-REIMBURSE TO CNTY	
MARSHFIELD PUBLIC LIBRARY	180.60
LIBRARY FEES-REIMBURSE TO CNTY	**180.60**
101 000000000066592959 TIMING SOFTWARE MAINT-LIBR	
LIBRARICA LLC	1,590.45
TIMING SOFTWARE MAINT-LIBR	**1,590.45**
101 000000000066592990 SUNDRY CONTRACTUAL SERVICES	
TOMAHAWK PUBLIC LIBRARY	12.00
SUNDRY CONTRACTUAL SERVICES	**12.00**
101 000000000066592998 SUNDRY CONTR SERV-JACKETS LIBR	
BAKER & TAYLOR COMPANY	3,291.14
SUNDRY CONTR SERV-JACKETS LIBR	**3,291.14**
101 000000000066592999 SUNDRY CONTR SERV-PROC AV LIBR	
BAKER & TAYLOR COMPANY	805.06
SUNDRY CONTR SERV-PROC AV LIBR	**805.06**
101 000000000066593130 PRINTING/DUPLICATION	
MARCO	455.84
PRINTING/DUPLICATION	**455.84**
101 000000000066593161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	32,716.87
OVERDRIVE INC	3,824.26
AMAZON CAPITAL SERVICES	1,759.31
SPLASH 5	90.00
BOOKS LIBRARY	**38,390.44**

11/10/2022

9:33 am

Marathon County Library

Bills for Approval

Period   10

Page 2 of 3

Org: 665   LIBRARY

Vendor Name	Amount
101 000000000066593168 AUDIO-VISUAL MATERIALS	
BAKER & TAYLOR COMPANY	4,757.41
BLACKSTONE AUDIOBOOKS	589.72
AMAZON CAPITAL SERVICES	408.85
MIDWEST TAPE LLC	1,085.60
AUDIO-VISUAL MATERIALS	**6,841.58**
101 000000000066593250 REGISTRATION FEES/TUITION	
WISCONSIN LIBRARY ASSOCIATION	365.00
REGISTRATION FEES/TUITION	**365.00**
101 000000000066593260 ADVERTISING	
WAUSAU AREA NEWCOMER SERVICE	25.00
ADVERTISING	**25.00**
101 000000000066593497 LIBRARY OPERATING SUPPLIES	
DEMCO INC	227.73
STAPLES ADVANTAGE	1,110.63
CDW GOVERNMENT INC	410.25
RAINBOW PRINTING	1,055.00
AMAZON CAPITAL SERVICES	335.17
FILMTOOLS	983.90
LIBRARY OPERATING SUPPLIES	**4,122.68**
101 000000000066595320 BUILDING/OFFICES RENT	
ATHENS, VILLAGE OF	5,839.46
ROTHSCHILD, VILLAGE	6,750.00
WI PUBLIC SERVICE CO	316.97
METRO FIRE PROTECTION INC	35.00
VILLAGE OF MARATHON CITY	1,794.15
BUILDING/OFFICES RENT	**14,735.58**
LIBRARY 665 TOTAL:	72,497.96

Org: 667   **LIBRARY GIFTS**

Vendor Name	Amount
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	837.48
ROTOGRAPHIC PRINTING INC	300.00
UWSP AT WAUSAU	210.00
STAPLES ADVANTAGE	125.18
TANK MATES LLC	1,400.00
AMAZON CAPITAL SERVICES	377.29
WISCONSIN PUBLIC RADIO	690.00
BOOKS LIBRARY	**3,939.95**
LIBRARY GIFTS 667 TOTAL:	3,939.95
Report Total:	76,437.91

GL787   LIB 22-OBL vs BUDGET SM2   Report Format   511

                                   Period   10 ending October   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	50,961.60		335,031.60	335,031.60	135,988.40	71.1
Act 1210 WAGES-PERMANENT-REGULAR	820,513.00	87,558.66		667,617.26	667,617.26	152,895.74	81.4
Act 1211 WAGES-PERMANENT-REGULAR	692,464.00	64,218.27		481,444.90	481,444.90	211,019.10	69.5
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	153,733.00	14,438.42		106,537.02	106,537.02	47,195.98	69.3
Act 1520 RETIREMENT EMPLOYERS SHA	118,717.00	12,269.99		89,272.27	89,272.27	29,444.73	75.2
Act 1540 HOSPITAL/HEALTH INSURANC	509,629.00	37,041.72		369,901.22	369,901.22	139,727.78	72.6
Act 1541 DENTAL INSURANCE	10,558.00	865.68		8,484.97	8,484.97	2,073.03	80.4
Act 1543 INCOME CONTINUATION INSU	7,661.00					7,661.00	
Act 1544 HLTH INS-CONVERSION, RET		1,097.49		30,700.20	30,700.20	30,700.20-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,122.00	2,478.00		19,263.00	19,263.00	11,859.00	61.9
Act 1550 LIFE INSURANCE	1,023.00	33.52		316.86	316.86	706.14	31.0
Act 1560 WORKERS COMPENSATION PAY	1,231.00	165.72		694.34	694.34	536.66	56.4
Act 1580 UNEMPLOYMENT COMPENSATIO	2,007.00	202.39		1,489.30	1,489.30	517.70	74.2
APR 711A LIBRARY LVL 1-PERS SERVICE	2,844,472.00	271,331.46		2,110,752.94	2,110,752.94	733,719.06	74.2
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,300.00					1,300.00	
Act 2141 INTERNET SERVICE	25,500.00	519.86		12,732.27	12,732.27	12,767.73	49.9
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00	46.60		614.30	614.30	385.70	61.4
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			6,500.00	6,500.00		****
Act 2250 TELEPHONE	8,500.00	1,116.13		7,242.83	7,242.83	1,257.17	85.2
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	180.60		4,063.50	4,063.50	4,936.50	45.2
Act 2954 RFID EQUIP MAINT FEES	36,000.00					36,000.00	
Act 2955 V-CAT FEES LIBR	76,500.00			77,582.48	77,582.48	1,082.48-	****
Act 2957 COUNTY E-MAIL SERVICE	8,500.00			4,092.48	4,092.48	4,407.52	48.2
Act 2958 COUNTY NETWORK SUPPORT	4,000.00			1,670.00	1,670.00	2,330.00	41.8
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00	1,590.45		1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	12.00		4,560.23	4,560.23	4,439.77	50.7
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00			612.50	612.50	7,387.50	7.7
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	3,291.14		22,894.23	22,894.23	894.23-	****
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	805.06		4,554.18	4,554.18	3,445.82	56.9
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			1,770.49	1,770.49	1,879.51	48.5
Act 3125 PAPER COPIER	2,000.00			1,580.00	1,580.00	420.00	79.0
Act 3126 PAPER - RECEIPTS	800.00					800.00	

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	455.84		9,276.60	9,276.60	1,276.60-****	
Act 3161 BOOKS LIBRARY	279,272.00	38,390.44		203,741.03	203,741.03	75,530.97	73.0
Act 3168 AUDIO-VISUAL MATERIALS	70,362.00	6,841.58		48,058.57	48,058.57	22,303.43	68.3
Act 3190 OFFICE SUPPLIES				3.16	3.16	3.16-	
Act 3220 SUBSCRIPTIONS NEWSPAPER/	18,000.00			4,720.98	4,720.98	13,279.02	26.2
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,037.00			25,839.88	25,839.88	802.88-****	
Act 3250 REGISTRATION FEES/TUITIO	4,000.00	368.40		4,754.50	4,754.50	754.50-****	
Act 3260 ADVERTISING	9,832.00	25.00		6,757.00	6,757.00	3,075.00	68.7
Act 3321 PERSONAL AUTO MILEAGE	3,000.00	116.63		1,162.09	1,162.09	1,837.91	38.7
Act 3350 MEALS	400.00					400.00	
Act 3360 LODGING	400.00					400.00	
Act 3390 MEETING EXPENSES	8,335.00			8,627.03	8,627.03	292.03-****	
Act 3497 LIBRARY OPERATING SUPPLI	28,000.00	4,122.68		22,836.43	22,836.43	5,163.57	81.6
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	14,735.58		45,619.53	45,619.53	9,380.47	82.9
APR 711B LIBRARY LVL 1-OPERATING	795,688.00	72,617.99		580,086.74	580,086.74	215,601.26	72.9
Or2 665 LIBRARY	3,640,160.00	343,949.45		2,690,839.68	2,690,839.68	949,320.32	73.9

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		****
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			41,879.44	41,879.44	273.56	99.4
Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00			41,879.44	41,879.44	273.56	99.4
Agy 0870 LIBRARY	3,682,313.00	343,949.45		2,732,719.12	2,732,719.12	949,593.88	74.2
Sub 101 GENERAL FUND	3,682,313.00	343,949.45		2,732,719.12	2,732,719.12	949,593.88	74.2

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	4,009.71		34,766.80	34,766.80	94,510.20	26.9
Or2 667 LIBRARY GIFTS	129,277.00	4,009.71		34,766.80	34,766.80	94,510.20	26.9
Agy 0870 LIBRARY	129,277.00	4,009.71		34,766.80	34,766.80	94,510.20	26.9
Sub 252 LIBRARY GIFTS	129,277.00	4,009.71		34,766.80	34,766.80	94,510.20	26.9
Report Final Totals	3,811,590.00	347,959.16		2,767,485.92	2,767,485.92	1,044,104.08	72.6

GL787   LIB 22 MAINT OBL VS BUDGET SM2   Report Format   511

                                Period   10 ending October   31, 2022   Transaction status 1

Sub 101   GENERAL FUND   Agy 0590   OTHER GENERAL GOVERNMENT

Description	2021 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 2170 PEST EXTERMINATION	420.00					420.00	
Act 2210 WATER/SEWER	40,000.00	28,446.88		38,511.24	38,511.24	1,488.76	96.3
Act 2220 ELECTRIC	37,000.00	3,951.93		30,409.41	30,409.41	6,590.59	82.2
Act 2240 NATURAL/PROPANE GAS	10,000.00	1,243.67		14,625.65	14,625.65	4,625.65-****	
Act 2460 BUILDING SERVICE EQUIP R	3,000.00					3,000.00	
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	7,300.00	233.56		5,052.46	5,052.46	2,247.54	69.2
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	680.14		2,508.99	2,508.99	91.01	96.5
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00					7,000.00	
Act 3460 CLOTHING/UNIFORM	500.00					500.00	
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00			222.06	222.06	277.94	44.4
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	

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 APR 561F   MAINT LIBR  LVL 1-OPERATIN   109,720.00   34,556.18              95,843.80   95,843.80   13,876.20 87.4
-----------------------------------------------------------------------------------------
Or2 206   LIBRARY  - BLDG MAINTENANCE   109,720.00   34,556.18              95,843.80   95,843.80   13,876.20 87.4
-----------------------------------------------------------------------------------------
Agy 0590   OTHER GENERAL GOVERNMENT     109,720.00   34,556.18              95,843.80   95,843.80   13,876.20 87.4
-----------------------------------------------------------------------------------------
Sub 101    GENERAL FUND                 109,720.00   34,556.18              95,843.80   95,843.80   13,876.20 87.4
-----------------------------------------------------------------------------------------
           Report Final Totals          109,720.00   34,556.18              95,843.80   95,843.80   13,876.20 87.4
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TOTAL CIRCULATION STATISTICAL SUMMARY
For the month of October 2022

Branch	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE	2021 YEAR-to-DATE	2022 YEAR-to-DATE	% CHANGE
ATHENS	1,179	1,779	50.89%	9,298	13,699	47.33%
EDGAR	1,561	1,503	-3.72%	12,910	16,094	24.66%
HATLEY	1,684	1,867	10.87%	14,430	17,724	22.83%
MARATHON	2,270	2,745	20.93%	21,112	27,459	30.06%
MOSINEE	2,398	2,753	14.80%	20,962	24,789	18.26%
ROTHSCHILD	7,251	7,935	9.43%	65,237	79,647	22.09%
SPENCER	753	1,314	74.50%	7,416	11,684	57.55%
STRATFORD	1,639	1,631	-0.49%	15,071	18,979	25.93%
WAUSAU	25,975	28,825	10.97%	191,284	291,440	52.36%
WAUSAU DRIVE UP	2,239	1,915	-14.47%	10,702	18,848	76.12%
HOMEBOUND	984	832	-15.45%	9,519	8,949	-5.99%
ILL	138	143	3.62%	1,587	1,775	11.85%
OVERDRIVE	12,852	14,264	10.99%	132,631	140,203	5.71%
GRAND TOTAL	60,923	67,506	10.81%	512,159	671,290	31.07%

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

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

October 2022

	CUSTOMER STATISTICAL CLASSES									
	WVLS-CLARK	WVLS-LANGLADE	WVLS-LINCOLN	SCLS-PORTAGE	NFLS-SHAWANO	WVLS-TAYLOR	SCLS-WOOD	TOTAL NON-RESIDENT CIRC	TOTAL CIRC	% of CIRC by BRANCH
ATHENS	53	0	0	0	0	418	0	471	13,699	3.44%
EDGAR	0	0	0	0	0	64	0	64	16,094	0.40%
HATLEY	0	0	0	0	0	0	0	0	17,724	0.00%
MARATHON	0	0	94	0	0	24	0	118	27,459	0.43%
MOSINEE	0	0	0	82	0	26	0	108	24,789	0.44%
ROTHSCHILD	13	0	20	71	0	1	0	105	79,647	0.13%
SPENCER	807	0	0	0	0	13	11	831	11,684	7.11%
STRATFORD	0	0	0	0	0	1	0	1	18,979	0.01%
WAUSAU	185	0	2,334	927	0	199	158	3,803	291,440	1.30%
WAUSAU DRIVE UP	7	0	142	2	0	1	0	152	18,848	0.81%
MISC*									150,927	
TOTAL MCPL	1,065	0	2,590	1,082	0	747	169	5,653	671,290	0.84%
% of CIRC										
by COUNTY	0.16%	0.00%	0.39%	0.16%	0.00%	0.11%	0.03%			

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of October 2022

	2021 CURRENT MONTH	2022 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,816	66,555	2.68%
RESIDENT CHILD	8,293	8,187	-1.28%
HOMEBOUND	168	127	-24.40%
STAFF	60	66	10.00%
TEMPORARY	461	460	-0.22%
TOTAL FOR MARATHON COUNTY	73,798	75,395	2.16%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,929	3,001	2.46%
CHILD	215	228	6.05%
TEMPORARY	24	26	8.33%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,168	3,255	2.75%
INTERLIBRARY LOAN			
ILL	402	402	0.00%
GRAND TOTAL	77,368	79,052	2.18%

Marathon County Public Library
Director Report
November 2022

Wausau Police Community Outreach Specialist Collaboration

Starting November 7th, the Marathon County Public Library will begin a weekly partnership with Tracy Rieger, the Community Outreach Specialist from the Wausau Police Department. This collaboration began because of MCPL's own dedication to community involvement and outreach.

Taylor, Children's Librarian, was introduced to Tracy at an event for the Boys and Girls Club in late August. Taylor demonstrated exactly why our staff attend outreach events; outreach provides an opportunity for us to connect with resources that can transform lives, and Tracy provides just that kind of service to Marathon County.

Tracy began her position at the Wausau PD in September, and Katelyn, Library Services Manager, reached out to her in early October. After a brief in-person meeting at the library, Tracy and Katelyn formed a plan to support Marathon County Public Library patrons experiencing homelessness. Because Tracy's focus is providing resources for the unhoused community, she must constantly be out in the community serving the public. Beginning November 7th, Tracy will hold office hours at the library every Monday and Thursday. She will meet regularly with our patrons experiencing homelessness to connect them with a growing network of support available for them in Marathon County.

This partnership is a huge asset to the Marathon County Public Library and the Wausau community. According to the 2019-2021 LIFE Report, 3,069 families and 2,217 children are living in poverty in Marathon County[1]. In 2021 alone, 850 individuals sought emergency shelter, Ben Lee of United Way of Marathon County reported in February of this year[2]. Our collaboration with Tracy will bring much-needed support directly to unhoused individuals who utilize the public library.

MCPL Notary Services

There are some questions that you just seem to get over and over again when working the public desk. At the Marathon County Public Library, one of those questions is, "Is there a notary here?"

The answer to that question used to be "no," but since September 2021, MCPL has offered notary services at its Wausau Headquarters and it's a resource that has been incredibly popular.

After years of patron inquiries and requests, Adult Services Librarian Julie Kinney took the steps needed to become a certified Wisconsin Notary Public. Notary services are offered on a walk-in

basis, in coordination with Kinney's work schedule. The service is offered to the public for free, whereas many banks and other institutions with a notary charge a fee or require you to be a member.

In a given month, MCPL sees an average of 15-20 patrons seeking a notary. That number has continued to increase in recent months, with more than 20 patrons seeking a notary in August and September. Common items that need notarizing include immigration papers, auto titling forms, property and real estate documents, wills and end-of-life directives.

To learn more about MCPL's notary services, call 715-261-7230. To find a notary in your area, visit www.wdfi.org/apps/NotarySearch.

Library Services

Outreach was a big focus for the library this October. Our Youth Services team partnered with the Wausau School District Gifted and Talented Leadership program to give students a tour of headquarters on October 18. The fifth-grade students who toured the library and met with staff expressed their gratitude in several handmade thank-you cards. Other outreach highlights include the following: Taylor, Children's Librarian, attended the Head Start Resource Fair on October 20 to provide parents and families with information about the library. Elizabeth, Library Specialist, was invited by Trinity Lutheran School to speak to a kindergarten class as part of a series on community helpers. Chad, Library Specialist, was asked to speak about the library to local AARP Chapter 272; Chad presented on library programs, services, and more on October 17. Nikki, Athens Branch Coordinator, reached out to a local assisted living center to offer library services to residents. All of our outreach activities this month supported our goal of enriching lives by promoting lifelong learning and actively providing the community with access to ideas, information, and opportunities to connect.

MCPL offered several popular programs this month. We welcomed the Wausau Fire Department to the library during story time; firefighters explained fire safety, gave families a firetruck tour, answered questions, and showed off their gear to the delight of kids and parents alike. Pokémon Club met a second time with a strong group of very excited families. During the two days of no classes in October, school-aged kids enjoyed a scavenger hunt and other activities celebrating the popular Dog Man book series. Two beginning computer classes were offered at headquarters to adult learners new to technology; the classes were well-attended and the series will continue, and potentially be offered at other branches, in 2023.

Branches

Grab and Go craft kits continue to be popular at all locations. In October, we handed out numerous geometric sculpture craft kits for kids and soap in a sweater craft kits for adults. Creative book displays were featured at all locations including ones like "Reading Makes You Sharp," "Once Upon a Crime," "Spook-tober," "Football Fans", and "Pet Adoption Month."
In Athens, 5 different school groups are visiting the library for checkouts, book talks, and crafts either every week or every other week on recurring days and times. In Stratford, Pre-K – 8th graders from a local private school are also visiting the library a few times a month. We are very happy to welcome back local school groups at all locations.

The Mosinee branch started hosting artwork from the Mosinee School District again and currently have a display of artwork from 3rd grade, all artwork centered around the artist Piet Mondrian, which features primary colors, bold black lines, and shapes. We love how the artwork brightens our children's area in the library, and how families come and stop by to see their child's work featured! The Rothschild Branch is hoping to start a similar partnership soon.
In Stratford, children and adults enjoyed our Frankenslime Family Fun Night on Oct. 18. Participants could design their own container and create their own spooky slime concoction while enjoying some fun spooky music and socializing. Thirty-seven children, six young adults and 18 adults attended this event.

Spencer has had their first teen sign up for MCPL's "100 Books Before Graduation" program. She has hit her first goal of 20 books and received a teen backpack. "Cribbage at the Library" has also returned to Spencer! Seven adults came to have a fun filled time taking turns playing two handed and three handed cribbage.

Many MCPL staff members have filled in and covered shifts in a variety of locations this month. We greatly appreciate all of the help and teamwork! In other staffing news, Laura attended interviews for the open 30 hour branch assistant position in Rothschild on 10/7. Ersa, the Rothschild 20 hour assistant, has been promoted to the 30 hour position. Congratulations Ersa! Wanda W. was hired as our new 20 hour assistant in Rothschild and started MCPL orientation on 10/31. We are excited to welcome Wanda to our team!

Thank you to Katelyn, WVLS, and Laura for your updates and contributions.

Library Services Statistics & Activities

News

- Ben and Chad had 4 Tech Time appointments in October
- Julie fielded 22 notary appointments
- Ben met with the Marathon County newsletter editorial board on Oct. 3
- Rose gave a tour of the library to 28 students and 3 adults from the Wausau Area Montessori Charter School on Oct. 31
- Chad and Elizabeth attended a Central Wisconsin Book Festival meeting on Oct. 24
- Elizabeth visited the 4K classroom at Trinity Lutheran School on Oct. 21. Two teachers and 12 kids were present
- Julie began working with volunteers Sandy Pogge and Karen Maier to digitize a Marathon County oral history project
- Julie attended the MN+ Digital Collections Conference on Oct. 18
- Kate met with Katie at WVLS October 27th to begin the transition to Aspen's suggestion module
- Taylor, Tara, Elizabeth, Rose, and Katelyn met for a monthly Youth Services meeting on October 19
- Tara attended the "It's a Nice Day for a Light Weeding" webinar on October 19
- Katelyn held rounding with individual staff throughout the month
- Katelyn met with Tracy Rieger in the library on October 6 to discuss a partnership
- Katelyn attended interviews for the Branch Assistant position open in Rothschild
  - Ersa was promoted to the 30 hour Branch Assistant position
  - Wanda was hired for the 20 hour Branch Assistant position
- Katelyn scheduled orientation for Wanda, the new Rothschild Branch Assistant
- Katelyn, Taylor, and Julie K. attended the Team Leads Meeting on October 12
- Katelyn and Ben K. met on October 13 to review all MCPL handouts and signage
- Katelyn, Taylor, and Julie met on October 13 to discuss a plan for Grab & Gos for 2023
- Katelyn attended the Library Board meeting on October 17
- Katelyn visited the Spencer branch on October 19 to see the library, switch a printer, and bring back a Lego table for storage
- The Programming Committee (Katelyn, Julie K., Chad, Taylor, Laura W., and Nikki) met for the first time on October 24
- The Library Specialist – Wausau application deadline was extended to November 2
- The Reconsideration Committee met regularly throughout the month of October in accordance with library policy and procedure

Appointments

Notary: 22

Tech Time: 4

Proctoring: 3

Weeding

- Wausau: Young Adult Fiction and Juvenile Graphic Novels

Youth Events

Story Times:

- Oct. 4: Story Time – 28
- Oct. 5: Play & Learn Story Time – 34
- Oct. 6: Story Time – 18
- Oct. 11: Story Time – 18
- Oct. 12: Play & Learn Story Time – 12
- Oct. 13: Story Time– 23
- Oct. 18: Story Time – 25
- Oct. 19: Play & Learn Story Time – 38
- Oct. 25: Story Time—28
- Oct. 26: Play & Learn Story Time—44
- Oct. 27: Story Time—26

Other Programs:

- Oct. 1-30: Grab and Go Geometric Sculpture — 384
- Oct. 1-31: Readers are Writers—12
- Oct. 6: LENA—4
- Oct. 11: Pokémon Club—34
- Oct. 13: LENA—4
- Oct. 18: Wausau School District Leadership Tour—3
- Oct. 20: Meet a Firefighter—52
- Oct. 20: LENA—4
- Oct. 20: Head Start Resource Fair—32
- Oct. 21: Head Start Story Time—20
- Oct. 22: Meet a Firefighter—38
- Oct. 24-31: Dog Man Mania—60
- Oct. 31: Wausau Area Montessori Tour—31

Number of October Youth Services programs: 21
Total attendance for October Youth Services programs: 877

Adults/All Ages Events

- All Month: Adult Grab and Go Soap in a Sweater – 122 kits distributed @ MCPL Wausau
- Oct. 5: You & Your Mouse: Beginning Computer Use – 0 participants
- Oct. 6: Marathon County Historical Society History Chats: League of Women Voters – 11 live virtual viewers
- Oct. 8: Marathon County Historical Society History Speaks: Hard Boiled Eggs w/ Ze Xiong – 17 viewers in person, 8 virtual viewers
- Oct. 10-14: Yarn Swap – 16 participants (incl. donations and pickups)
- Oct. 12: You and Your Mouse: Beginning Computer Use – 9 participants
- Oct. 13: History Chats: Wylie Aviation Collection – 51 virtual viewers
- Oct. 17: Outreach on Library Services and Programs to AARP Chap. 272 – 15 people attended
- Oct. 19: You and Your Mouse: Beginning Computer Use – 2 participants
- Oct. 20: History Chats: County Highway Department Collection – 11 virtual viewers
- Oct. 27: History Chats: Marathon County Homemakers – 9 virtual viewers

Number of October programs: 11

Total attendance/participation for October programs: 371

Media Summary

Social Media Statistics:
- Facebook (MCPL): 4,726 likes/follows (+22)
- Twitter: 1,251 followers (+1)
- Pinterest: 972 followers (+1)
- Goodreads: 322 friends (+1); 1,419 reviews (+2)
- Instagram: 1,023 followers (+10)
- YouTube: 515 subscribers (+0)

Hot Happenings in the River District (email newsletter)
- October 5- Grab & Go Craft for Adults: Soap in a Sweater
- October 12- Friends of MCPL Members-Only Book Sale
- October 19- Meet a Firefighter Story Time
- October 26- Friends of MCPL Book Sale

WSAW Channel 7
- October 4- Marathon County Public Library to offer computer class for beginners (Library Marketing Specialist, Dan Richter)
  https://www.wsaw.com/2022/10/03/marathon-county-public-library-offer-computer-class-beginners

City Pages
- October 6- Kids Corner Calendar- All Locations: Grab & Go Craft for Kids-Geometric Paper Sculptures; Wausau: Family Story Time, Play & Learn, Pokémon Club, Wausau Yarn Swap; Athens: Family Story Time; Edgar: Family Story Time; Marathon City: Family Story Time; Mosinee: Family Story Time; Rothschild: Grab & Go Craft for Kids-Geometric Fuzzy Finger Puppets, Family Story Time; Spencer: Family Story Time; Stratford: Family Story Time;
  Big Guide- All Locations: History Chats-The League of Women Voters, Grab & Go Craft for Adults-Soap in a Sweater, History Speaks-Hard-Boiled Eggs, History Chats-The Wylie Aviation Collection, History Chats-The County Highway Collection, History Chats-The Marathon County Homemakers Collection; Wausau: Computer Class for Beginners; Athens: Book-of-the-Month Club-"The Kindred Spirits Supper Club," Book Club-"Anxious People;" Edgar: Book Club-"The Stranger in the Woods;" Hatley: Book Club-"Apples Never Fall;" Marathon City: Book Club-"Sharp Objects;" Mosinee: Book Club-"The Other Mrs.;" Rothschild: Newberry Medal Book Club-"Jacob I Have Loved;" Spencer: Cribbage at the Library, As the Page Turns Book Club-"The Four Winds;" Stratford: Book Club-"The Woman They Could Not Silence"
- October 13- Big Guide-All Locations: History Chats-The Wylie Aviation Collection, Grab & Go Craft for Adults-Soap in a Sweater, History Chats-The County Highway Department Collection, History Chats-The Marathon County Homemakers Collection, Tween Writing Group; Wausau: Yarn and Fiber Arts Supplies Swap, You & Your Mouse-Computer Class for Beginners; Athens: Book-of-the-Month Club-"The Kindred Spirits Supper Club;" Mosinee: Book Club-"The Other Mrs.;" Rothschild: Newberry Medal Book Club-"Jacob I Have Loved;" Spencer: As the Page Turns Book Club-"The Four Winds;" Stratford: Book Club-"The Woman They Could Not Silence"
- October 20- Big Guide- All Locations: History Chats-The County Highway Department Collection, Grab & Go Craft for Adults-Soap in a Sweater, History Chats-The Marathon County Homemakers

Collection, Tween Writing Group, Grab & Go Craft for Kids-Geometric Paper Sculptures; Wausau: Family Story Time, Play & Learn, Meet a Firefighter Story Time!, Dog Man Mania!; Athens: Book-of-the-Month Club-"The Kindred Spirits Supper Club," Autumn Leaves Story Time and Crafts, Family Story Time; Hatley: Library Learning-Goodreads; Marathon City: Family Story Time; Mosinee: Family Story Time; Rothschild: Grab & Go Craft for Kids-Fuzzy Finger Puppets; Spencer: Family Story Time

- October 27- All Locations: History Chats-The Marathon County Homemakers Collection, Grab & Go Craft for Adults-Soap in a Sweater, Grab & Go Craft for Adults-Clothespin Star, Tween Writing Group, Grab & Go Craft for Kids-Geometric Paper Sculptures, Grab & Go Craft for Kids-Leaf Silhouette; Wausau: Friends of MCPL Book Sale, Family Story Time, Dog Man Mania!, Play & Learn, Pokémon Club, Celebrate Eric Carle Story Time!; Athens: Book-of-the-Month Club-"The Kindred Spirits Supper Club," Book-of-the-Month Club-"The Sentence," Book Club-"The Four Winds," Family Story Time, Grab & Go Craft for Kids-Pumpkin Pie Craft; Edgar: Book Club-"The Kitchen Front," Family Story Time; Hatley: Grab & Go Craft for Adults-Jenga Pumpkin Craft, Book Club-"Untamed;" Marathon City: Book Club-"The Sound of Gravel;" Mosinee: Book Club-"The Giver of Stars," Family Story Time; Rothschild: Newberry Medal Book Club-"Holes," Book Club-"The Firekeeper's Daughter," Grab & Go Craft for Kids-Fuzzy Fall Finger Puppets, Family Story Time; Spencer: As the Page Turns Book Club-"Run Rose Run," Family Story Time; Stratford: Book Club-"Maid," Family Story Time

Mosinee Times
- October 6- The Marathon County Historical Society Presents- All Locations: History Speaks-Hard Boiled Eggs, History Chats-Stories from the Archives
- October 13- MCPL Book Clubs, October 2022- Mosinee: "The Other Mrs.;" Rothschild: Newberry Medal Book Club-"Jacob I Have Loved"
- October 20- MCPL Youth Events, October 17-31, 2022- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Geometric Paper Sculptures; Rothschild: Grab & Go Craft for Kids-Fuzzy Finger Puppets; Wausau: Meet a Firefighter Story Time!, Dog Man Mania!; Athens: Autumn Leaves Story Time and Crafts

Record Review
- October 5- All Locations: Tween Writing Group; Edgar: Family Story Time; Marathon City: Book Club-"Sharp Objects," Family Story Time
- October 12- All Locations: History Chats, Tween Writing Group; Edgar: Family Story Time; Marathon City: Family Story Time
- October 19- Edgar: Family Story Time
- October 26- All Locations: Tween Writing Group, Grab & Go Crafts for Kids-Leaf Silhouette; Wausau: Family Story Time, Play & Learn, Pokémon Club, Celebrate Eric Carle Story Time!; Athens: Family Story Time, Book-of-the-Month Club-"The Sentence," Grab & Go Crafts for Kids-Pumpkin Pie Craft; Edgar: Family Story Time, Book Club-"The Kitchen Front;" Marathon City: Family Story Time, Book Club-"The Sound of Gravel;" Mosinee: Book Club-"The Giver of Stars;" Spencer: As the Page Turns Book Club-"Run Rose Run;" Stratford: Family Story Time, Book Club-"The Maid"

Wausau Pilot & Review
- October 1- Marathon Co. Public Library October story time dates
  https://wausaupilotandreview.com/2022/10/01/marathon-co-public-library-october-story-time-dates

- October 6- Marathon County Public Library programs- Wausau: Yarn and Fiber Arts Supplies Swap; Spencer: Cribbage at the Library
  https://wausaupilotandreview.com/2022/10/06/marathon-county-public-library-programs-15
- October 13- Marathon County Public Library programs- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Geometric Paper Sculptures; Wausau: Friends of MCPL Members-Only Book Club, Story Time with a Firefighter, Dog Man Mania; Rothschild: Grab & Go Craft for Kids-Fuzzy Finger Puppets; Stratford: Frankenslime!
  https://wausaupilotandreview.com/2022/10/13/marathon-county-public-library-programs-16
- October 19- Learn Goodreads at MCPL Hatley Branch
  https://wausaupilotandreview.com/2022/10/19/learn-goodreads-at-mcpl-hatley-branch
- October 27- Marathon County Public Library programs- All Locations: Tween Writing Group, Grab & Go Craft for Kids-Leaf Silhouette, Grab & Go Craft for Adults-Clothespin Star; Wausau: Friends of MCPL Book Club, Pokémon Club, Celebrate Eric Carle Story Time; Athens: Grab & Go Craft for Kids-Pumpkin Pie Craft; Hatley: Grab & Go Craft for Adults-Jenga Pumpkin
  https://wausaupilotandreview.com/2022/10/27/marathon-county-public-library-programs-17

The Wausau Sentinel
- October 26- Controversial book to stay in Wausau's library in another section, for now
  https://www.wausausentinel.com/p/contrroversial-book-stay-wausaus-library-for-now

Wausau Times/Buyers Guide
- October 5- MCPL Wausau to offer computer class for beginners this October;
  Out & About- All Locations: History Chats
- October 12- Out & About-All Locations: History Chats; Rothschild: Newberry Medal Book Club-"Jacob I Have Loved"
- October 19- Out & About- History Chats
- October 26- Out & About- History Chats

Materials

Youth

	2022 Annual Budget	Rollover from 2021	Total Appropriation	Monthly Allotment	Free Balance	Spent as of (10/03/2022)	% Spent
Juvenile Audiobooks	$6,500.00	$617.26	$7,117.26	$541.67	$992.54	$6,124.72	86%
Juvenile CDs	$500.00	$0.00	$500.00	$41.67	$74.38	$425.62	85%
Juvenile DVDs	$10,250.00	$2,570.51	$12,820.51	$854.17	$3,530.06	$9,290.45	72%
Juvenile Video Games	$2,000.00	$0.00	$2,000.00	$166.67	$8.96	$1,991.04	100%
Young Adult Audio Books	$1,750.00	$0.00	$1,750.00	$145.83	$528.86	$1,221.14	70%
Youth AV Subtotal	**$21,000.00**	**$3,187.77**	**$24,187.77**	**$1,750.00**	**$5,134.80**	**$19,052.97**	**79%**
Juvenile Fiction	$20,000.00	$1,043.66	$21,043.66	$1,666.67	$1,823.29	$19,220.37	91%
Juvenile NonFiction	$34,000.00	$2,339.34	$36,339.34	$2,833.33	$9,648.15	$26,691.19	73%
Juvenile Picture Books	$33,000.00	$568.20	$33,568.20	$2,750.00	$6,761.19	$26,807.01	80%
Juvenile Spanish	$1,500.00	$227.04	$1,727.04	$125.00	$732.88	$994.16	58%
Juvenile Standing Order Print	$9,000.00	$0.00	$8,045.00	$750.00	$3,029.10	$5,015.90	62%
Young Adult Fiction	$9,000.00	$0.00	$9,000.00	$750.00	$2,401.29	$6,598.71	73%
Young Adult Graphic Novels	$3,750.00	$126.91	$3,876.91	$312.50	$1,062.08	$2,814.83	73%
Young Adult NonFiction	$3,000.00	$25.70	$3,025.70	$250.00	$973.31	$2,052.39	68%
Youth Print Subtotal	**$113,250.00**	**$4,330.85**	**$116,625.85**	**$9,437.50**	**$26,431.29**	**$90,194.56**	**77%**
Youth Services TOTAL	**$134,250.00**	**$7,518.62**	**$140,813.62**	**$11,734.47**	**$31,566.09**	**$109,247.53**	**78%**

Adult

	2022 Annual Budget	Rollover from 2021	Total w/carryover	Monthly Allotment	Free Balance	Spent as of Nov. 2, 2022	% Spent
Adult Audiobooks	$12,000.00	$687.43	$12,687.43	$1,090.91	$942.99	$11,057.01	92.14%
Adult Music CD	$7,500.00	$23.76	$7,523.76	$681.82	$1,515.80	$5,984.20	79.79%
Adult DVD	$22,500.00	$312.90	$22,812.90	$2,045.45	$2,082.37	$20,417.63	90.75%
Adult Video Games	$1,650.00	$0.00	$1,650.00	$150.00	-$151.22	$1,801.22	109.16%
Adult AV Subtotal	**$43,650.00**	**$1,024.09**	**$44,674.09**	**$3,968.18**	**$4,389.94**	**$39,260.06**	**89.94%**
Adult Paperbacks	$3,585.00	$67.22	$3,652.22	$325.91	$1,274.43	$2,310.57	64.45%
Adult Paperbacks S.O.	$2,415.00	$0.00	$2,415.00	N/A	$0.00	$2,415.00	100.00%
Adult Fiction	$47,000.00	$1,577.78	$48,577.78	$4,272.73	$743.51	$46,256.49	98.42%
Adult LT Fiction	$7,200.00	$485.38	$7,685.38	$654.55	$383.58	$6,816.42	94.67%
******Adult LT S.O.**	$6,568.00	$0.00	$6,568.00	$597.09	$1,685.72	$4,882.28	74.33%
Adult Non-fiction	$66,000.00	$4,516.10	$70,516.10	$6,000.00	$746.83	$65,253.17	98.87%
Adult Non-fiction S.O.	$2,150.00	$61.18	$2,211.18	N/A	$941.16	$1,208.84	56.23%
Adult Biographies	$11,500.00	$144.69	$11,644.69	$1,045.45	$412.18	$11,087.82	96.42%
Adult Spanish	$750.00	$29.55	$779.55	$68.18	$148.16	$601.84	80.25%
Adult Hmong	$750.00	$0.00	$750.00	$68.18	$299.38	$450.62	60.08%
Overdrive - ebooks	$7,000.00	$0.00	$7,000.00	$636.36	$865.13	$6,134.87	87.64%
Adult Print Subtotal	**$154,918.00**	**$6,881.90**	**$161,799.90**	**$14,083.45**	**$7,500.08**	**$147,417.92**	**95.16%**
***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**	**$11,890.02**	**$188,109.98**	**94.05%**

Notes: B&T website was down the last two weeks of August and no orders could be submitted. $1500 was moved from Adult DVD to Adult Biographies

*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: 153
- Circulation total for Wausau First Floor: 28,825
- Laura D processed 143 Interlibrary loan requests
- Ashley H and Jailin P checked out 832 items for our Homebound patrons, and eviewed/refreshed Homebound workflows.
- October Passports News:

  19 Adult Passport Books

  15 Minor Passport Books

  2 Minor Passport Cards

  2 Card and Book

  The MCPL Passport team accepted a total of 38 passport applications accepted at $35.00 each and 37 photos were taken at $10.00 each for a total of $1,700.00 recorded. We also assisted with 6 renewal applications.

- Leads meetings were held with the Director and Managers
- Ashley H attended several webinars.
- Olivia B did maintenance work on Outstanding Holds and Missing Item reports; Jeff P updated the juvenile-to-adult account report.
- Kitty R assisted with the interview process for a Library Assistant position and trained Wanda W (new Library Assistant at Rothschild branch).
- Four patrons were banned from the library over the course of the month due to policy violations.

Support Services Team

- Stephanie M. and Heather W. assisted with processing of materials invoices.
- The team has helped to cover various duties due to staff absences.
- 10/13: Chris L attended the ILS Evaluation Committee meeting. The committee discussed the procedure for evaluating the products at the demonstrations as well as ensuring the right amount of broader staff input. An additional related committee has been established to investigate whether sharing an ILS subscription between WVLS and NWLS (Northern Waters Library Service) would be viable.
- Cataloging of the new art acquired at this year's Wausau Festival of Arts is nearly complete, and the art should be in circulation shortly.
- The team continues to learn about how our discovery layer (Aspen) interacts with our ILS (Sierra), in order to be sure that patrons have the best online browsing experience possible.
- Further cost/benefit analysis of materials processing procedures and public service point coverage optimization is underway.
- The faded label replacement project has continued.
- Circulation total for Wausau Drive-Through Window: 1,915

Page Team

- The team finished up the shelf-reading, shifting, and tidying in the adult nonfiction 900's and we began tackling the adult nonfiction 800's, biographies, and large type fiction.
- Ollie C. covered various shifts at the Drive-thru and on the circulation desk throughout the month to support coworkers during outages.
- The pages had a lot more time for projects this month! Tara H. provided some weeding lists for Young Adult fiction and Juvenile graphic novels and we removed items from the collections.
- Ollie C. was able to look over the proposals for a new sorter and offer input.
- After gaining some needed space in both Young Adult fiction and the juvenile graphic novels allowed us to shift the collections for an even fit throughout.
- The team completed the Missing & Missing in Inventory report for 2022 Quarter 2 (Apr-Jun) & Aug 2022 and found five items!
- Kali E. unboxed all of the items set to "possible withdrawal" in the basement and organized them for Tara. H.
- Ollie C. attended multiple meetings of the Social Engagement Committee in preparation for our October event which was held on Oct. 27th.
- Ollie C. did Page Orientation with Wanda, the new branch assistant for Rothschild.
- The team consolidated DVD shelving for optimal use of space.
- The page team assisted Support Services throughout the month with re-labeling the adult non-fiction 700's
- During the month of October the page team shelved approximately 30,205 items.

Information Technology

- Moved all virtual servers from ESXi01 to ESXi02 so ESXi02 could be updated.
- Repatched the 4 LAN ports on each ESXi server and patched the iLO ports. This allows us to remotely update, monitor, and configure our host ESXi servers.
- Started replacing color coded CAT6 cables in our server rooms to help visually identify the type of device that is patched to our switches.
- Updated our Veeam Backup and Recovery Server and set backups to occur daily at 10pm. At this level we should be able to recover any lost or accidently deleted data from the previous 21 days.
- Patched LAN port 4 and iLO port for easier remote monitoring and support.
- Spun up a new Print Server
    - Printers on this server will be deployed by group policy depending on the location of the client computer.
    - New print server allows us to install and use the latest print drivers.
    - Slowly deploying printers from the new print server to Wausau staff. Wausau staff will have access to all printers at this location and can select the default printer they would like to use.
    - Once Wausau deployment is tested the branches will be deployed.
- Deleted old Domain Controllers from our Host Servers.
- New file storage servers up and running
    - New servers are 750GB compared to 500GB on the old servers
- Web Help Desk server deployed to run our new help desk software. Once final configurations are completed staff will receive an email link for creating support tickets for library IT issues.
- 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:
  - Plan a deployment date for Windows 11
  - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
  - Create a technology replacement schedule for all MCPL devices, including financial details.

Branch Statistics & Activities

Athens Monthly Report

Events and Programs
- Soap in a Sweater: Adults and teens took and enjoyed 14 kits this month.
- Geometric Paper Sculpture: Children took and enjoyed 20 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 October was *The Kindred Spirits Supper Club* by Amy Reichert. There was 1 adult participant.
- Book Club: This month the Athens Book Club read *Anxious People* by Fredrik Backman. Nikki led an in-depth discussion on October 11 with 1 patron who attended.
- Upcoming Programs: The Athens Book Club will be reading *The Four Winds* by Kristin Hannah for November. Book Club meets on Tuesday, November 15 at 2:00pm in the Board Room of the Athens Village Hall. Family Story Time is running in Athens every other Monday in the library. Upcoming dates include November 14, 28, and December 12. On December 8 kids and tweens are invited to come to the library between 3-6pm to make their own snow slime jars!

Circulation Statistics
- Athens had a total of 4 curbside appointments in the month of October.
- In October, Athens circulated a total of 1,779 items. This is a 50.89% increase from October of 2021. In 2022 year-to-date, Athens has circulated 13,699 items. This is a 47.33% increase from 2021.

Library News
- This month's adult displays included "Guys Read: Westerns for Men" featuring a variety of westerns, and "Once Upon a Crime" showcasing books about true crime.
- In the children's section, we are displaying football books and books about machines.
- We also had a "Spook-tober" display with ghost story books and movies.
- Athens recently acquired two new plastic shelving displays where we are now able to display our Staff Picks along with some seasonal type other materials.

- Shahara covered at Athens while Nikki helped out at Mosinee and Rothschild this month.
- Shahara also helped out at Rothschild this month.
- We officially have 5 different school groups coming to the library for checkouts, book talks, and crafts who visit routinely either every week or every other week on recurring days and times.

Edgar Monthly Report

Events and Programs
- Grab n Go crafts, 30 adult soap in a sweaters, and 13 children geometric paper sculpture.
- Book club discussed the book "the Stranger in the woods" with 6 people present.
- Story time was held on the 4th with 4 kids and 2 adults and on the 18th with 7 kids and 3 adults
- There were 0 curbside pickups for the month.

Circulation Statistics
- The circulation statistics for the month of July were 1,503 items checked out. This is a 3.72% decrease for the same month last year. A total of 16,094 items have been checked out so far this year. This is a 24.66% increase from 2021.

Library News
- Hannah filled in at Rothschild on the 1st, 3rd, and 15th
- Jailin covered an emergency shift on the 14th
- A spooky reads display was put up with horror books and movies
- Received 2 new acrylic shelves for Lucky Day items

Facilities Updates
- No updates at this time

Hatley Monthly Report

Events and Programs
- Book Club – "Apple Never Falls" by Liane Moriarty had 8 adults in-person.
- Grab N Go programs
  a. Soap in a Sweater – 7 adults, 3 children, and 2 teens
  b. Geometric Paper Sculptures – 5 adults, 13 children and 1 teen
  c. Our week long Jenga Piece Pumpkins kits were a success and had 10 adults, 13 children and 4 teens stop in a grab a kit. (2 of the adults kits were sent to WA to be delivered to a Homebound Patrons!)
  d. We also set out some of the extra kits we had from throughout the year and 7 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.
- Story Time is held the 1st and 3rd Tuesday of each month
  a. October 4th had 2 adults and 4 children show and we read/sang about Fire Safety!
  b. October 18th had 2 adults and 2 children show and we read/sang about Pumpkins!

Upcoming Programs
- Book Club on November 8th "Untamed"
- Grab N Go Crafts – Clothespin Stars and Leaf Silhouettes for the full month.
- Story Times on November 1st and 15th.
- Wine Bottle Scarecrows on November 9th

Circulation Statistics
- Hatley circulated 1,867 items for the month of October. This is a 10.87% increase. Year to date is 17,724 items. This is a 22.83% increase from last year.

Library News
- Inventory has been completed!
- Thank you to Julie G for helping cover some shifts here!
- Heather helped cover shifts in Rothschild
- We continue to send in items to be labeled and cleaned
- Robin watched a webinar on upcoming Mysteries.

Facilities Updates
- None to Report

Marathon City Monthly Report
Events and Programs
- **Book Club**: Megan and 8 patrons had an in-depth discussion of the book *Sharp Objects* by Gillian Flynn. The book club meets on the second Monday of the month from 5:45-6:45 pm. The next book club session will meet on November 14 with a discussion of the book *The Sound of Gravel: a memoir* by Ruth Wariner.
- During the month of October all MCPL branches offered special **Grab & Go** kits for children, teens and adults. We gave out **60** of the children's **Geometric Paper Sculpture** kits**.** The teen/adult kits were **Soap in a Sweater.** We distributed **20** of those.
- **Story Time:** We began offering regular indoor story time beginning October 6, **being held every other Thursday at 10:30 am.** We have had a slow start, but a few families have discovered our fun filled Story time so far. A total of 4 adults and 14 children attended the 2 story times we offered in October. We hope to grow the attendance as the year progresses.
- In the month of November, All branches will again be offering monthly **Grab & Go** activities for children, teens and adults. Supplies for the **Leaf Silhouette** and **Clothespin Star kits** may be picked up at any of the nine libraries during the month of November. More information for all programs is available on the MCPL website.

Circulation Statistics
- Marathon circulated 2,745 items during the month of October which is a 20.93% increase from this time last year. So far in 2022, Marathon has circulated 27,459 items. This is a 30.06% increase over last year.

Library News
- Lisa will attend the virtual Branch Coordinators' meeting on November 18.

Facilities Updates
- None to report at this time.

Mosinee Monthly Report
Events and Programs
- Book Club: Our second indoor book club had 5 patrons, who discussed *The Other Mrs.* On the 17th.
- This month's Grab and Go craft kits included 50 geometric paper sculpture kits for children and

20 soap-in-a-sweater kits for adults handed out throughout the month.

- We promoted the History Chats series *Stories from the Archives* as well as grab and go craft kits, book clubs, and family story time as usual.
- Passive Programs: This month we celebrated Inktober, where 13 patrons drew us artwork! We also had a really popular giant Sudoku board posted on the end of a book shelf, and patrons had a lot of fun playing throughout the month!
- Upcoming Programs: Family Story Time and Adult Book Club will continue as usual. We'll host the MCPL wide grab and go kits as well, and also host a special Mosinee only grab and go kit where adults can make unique wooden coasters.

Circulation Statistics

- Mosinee circulated 2,753 items in October 2022. This is a 14.8% increase. Mosinee has circulated 24,789 items in 2022. This is a 22.09% increase.

Library News

- Displays: This month we had a "Reading makes you sharp" display behind the circulation desk, a "Never fear, graphic novels are here" display for the children's chapter book section, and featured fall themed books in the children's section. Our fireplace held scary stories for our "Oh the Horror" display, and we had a fun "I don't remember the title but the cover was red" display for the adult fiction section. Lastly, we had two popular displays by our public computers in honor of "Adopt a Shelter Dog Month" and "World Cat Day", both held in October. Most of the display featured books themed around adoption and rescue, and included pictures of current adoptable pets at the Marathon County Humane Society along with their descriptions. Sarah even had a picture of her, her husband, and their recent adoptee, and we got a large amount of great patron feedback on the display, and it was featured on the Marathon County Humane Society's Facebook page as well! We finished off the display with a section of vegan and vegetarians cookbooks for any patrons who love animals enough to leave them off their plate.
- Curbside services continued throughout the month of October with one request.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- We started hosting artwork from the Mosinee School District again and currently have a display of artwork from 3rd grade, all artwork centered around the artist Piet Mondrian, which features primary colors, bold black lines, and shapes. We love how the artwork brightens our children's area in the library, and how families come and stop by to see their child's work featured!
- Special thanks to Nikki, Lisa, and Katie for coverage this month!
- Inventory sections that were completed this month: juvenile nonfiction, juvenile picture books, and adult paperbacks. We have now completed inventory for every collection at MCPL Mosinee a second time.

Facilities Updates

- Sierra, WiFi, the Internet, and phone lines temporarily went down on the 17th, but luckily popped back online after about a half hour. Our printers were offline later in the day but were fixed within a few hours.
- On Friday the 21st a basement lighting issue was resolved.
- We are still waiting on A&A Lock Services to redo our entrance locks.
- We are investigating adding a handrail to our handicap ramp outside the Second Street entrance,

which has been requested by several patrons in our community to help allow access to all into the building.
- We are still waiting to hear on the possibility of getting new windows.

Rothschild Monthly Report

Events and Programs
- We handed out 50 grab-and-go geometric sculpture craft kits for kids and 25 grab-and-go soap in a sweater craft kits for adults. We also had 76 children decorate paper pumpkins for our pumpkin patch of readers.
- Story time is again meeting in the library. Currently, story time in scheduled for every other Tuesday. In October, we had 29 participants.
- Book Club met to discuss *The Girl with the Louding Voice* by Abi Daré. 7 participants attended and had a wonderful time discussing the book. Next month, we will discuss *The Firekeeper's Daughter* by Angeline Boulley. 2 participants attended our Newbery Book Club meeting to discuss *Jacob Have I Loved* by Katherine Paterson. In November, the club will discuss *Holes* by Louis Sachar.

Circulation Statistics
- In October, Rothschild circulated 7,935 items. This is 9.43% increase from last year. In 2022, Rothschild circulated 79,647 items. This is 22.09% 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!
- Laura attended the monthly team leads meeting on 10/12 and the programming committee meeting on 10/24.
- Ersa attended county orientation on 10/3.
- Laura attended interviews for the open 30 hour branch assistant on 10/7. Ersa, our 20 hour assistant, has been promoted to the 30 hour position. Wanda W. was hired as our new 20 hour assistant and started MCPL orientation on 10/31. We are excited to welcome Wanda to our team!

Facilities Updates
- The Village of Rothschild welcomed Ryan VanDeWalle as our new village administrator.
- All of the outside windows and doors were power washed.

Spencer Monthly Report

Events and Programs
- "Cribbage At The Library" has returned! Seven adults came to have a fun filled time taking turns playing two handed and three handed cribbage. They are looking forward to next month.
- Spencer Kindergarten classes came to the library on October 19th. Audrey read them a story and then they were able to check out one book. A total of 37 attended.
- "The Four Winds" was this month's book club discussion book. This book was very popular and discussed by 16 adults.
- Grab N Go was again offered in October for adults. Soap In A Sweater was the featured craft this month with all 20 crafts handed out.

- Grab N Go for children was also offered. This month Geometric Paper Sculptures was offered with 17 crafts being handed out to children.
- Spencer has their first teen sign up for "100 Books Before Graduation". She has hit her first goal of 20 books and received a "Teen" backpack.
- Story time was held on October 12th and 26th with a total of 3 attending.
- Pumpkin coloring sheets, spider crossword puzzles, and monster treat bags were set out as a passive program. 6 children enjoyed the projects.

Circulation Statistics
- Spencer has circulated 1,314 items in the month of October. This is an increase of 74.50%. Spencer has circulated 11,684 items in 2022. This is an increase of 57.55%.

Library News
- Katelyn Sabelko visited the Spencer Library on October 19th. She took with her the Lego Table that we are currently not using.
- The Junior Fiction area is now completed with books being marked as series only if there is more than one author, others who have the same author (for example The Puppy Place by Ellen Miles) is no longer considered a series and are filed with regular fiction.
- Audrey and Lue started going through the many toys and games that are stored in our tiny storage area. Many will never be used or not be used at this time. We started sending them to Wausau for them to be put in storage.
- Children's books that were marked as "NEW" and more than 4 months old were shelved with the regular children's books.
- David Hahn came to Spencer to work on the printers that were not working. He moved one of the public printers to behind our circulation desk so we now have a staff printer.
- The week of October 17th Spencer kept a tally of reference questions.
- Books needing new spine labels were sent to Wausau to be replaced.

Facilities Updates
- The Village of Spencer workers fixed a faucet in the sink that is behind the circulation desk.
- The village installed new emergency lights in the library.

Stratford Monthly Report
Events and Programs
- Children and adults enjoyed our Frankenslime Family Fun Night on Oct. 18. Participants could design their own container and create their own spooky slime concoction while enjoying some fun Halloween music and socializing. Thirty-seven children, six young adults and 18 adults attended this event.
- We held two indoor Family Story Times in October, with a total of 18 children and 12 adults attending. The story times included books, songs, and crafts.
- Our Book Club met on Oct. 19 to discuss The Woman They Could Not Silence by Kate Moore. Eight people attended, and many others checked out the book for personal reading.
- Nine children from St. Joe's Pre-K visited the library for a story time and book check-out on Oct. 12.
- St. Joe's 1/2/3rd graders visited the library for book check-out on Oct. 10 and 24. A total of 14 students and 2 adults attended.
- St. Joe's 4th and 5th grade classes visited the library and checked out books on Oct. 14 and 28. A

total of 2 adults and 12 children visited.
- St. Joe's 6-8th grade classes visited the library and checked out books on Oct. 14 and 28. A total of 24 children and 2 adults visited.
- Fifty-five patrons stopped by the Stratford Branch in October to pick up the *Geometric Paper Sculptures* craft kit for kids offered through MCPL.
- Twenty patrons enjoyed the *Grab & Go: Soap in a Sweater* craft kit offered for adults and teens through MCPL in October.
- Thirty-eight kids participated in the self-directed activities for October. Children could enjoy a Roll-A-Frankenstein game and a Frankenstein maze.

Circulation Statistics
- We circulated 1,631 items in October. This is a .49% decrease from last year. So far in 2022, we circulated 18,979 items. This is a 25.93% increase from 2021.

Library News
- We provided two adult book displays for adults: *Pumpkin Spice Books are Nice* and *The Enduring Legacy of Frankenstein*.
- MJ covered a shift on Oct. 25 in Rothschild.
- We sent in books to support services for relabeling.
- We continued working on inventory and are nearing completion for 2022.

Facilities Updates
- David visited our library on Oct. 5 to update cords and relocate our patron printer.
- The Village Dept. of Public Works did some fall clean-up of our landscaping outside in preparation for winter.
- The Dept. of Public Works also replaced lights inside our library.

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[1] https://www.marathoncountypulse.org/content/sites/marathon/2019-2021_Marathon_County_LIFE_Report_2019-01-06.pdf
[2] https://wausaupilotandreview.com/2022/02/23/build-more-affordable-housing-units-suggest-wausau-task-force-members/

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 848 MISCELLANEOUS REVENUE							
Act 8410 DONATIONS FROM PRIVATE O				22,085.00-	22,085.00-	22,085.00	
Cat 980 CAPITAL OUTLAY							
Act 8444 LIBR-CUSTOMER SRV AREA	716,096.00			45,715.68	45,715.68	670,380.32	6.4
APR 777A LIBRARY CIP PROJECT	716,096.00			23,630.68	23,630.68	692,465.32	3.3
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				23,630.68	23,630.68	23,630.68-	
Sub 604 LIBRARY CIP PROJECTS				23,630.68	23,630.68	23,630.68-	
Report Final Totals				23,630.68	23,630.68	23,630.68-	

Exhibit 11

Director's Report

WVLS BOARD OF TRUSTEES MEETING
September 17, 2022

COMMUNICATIONS

Notes of Thanks

Jamie Matczak arranged for Marathon County Public Library (MCPL) staff to visit with their counterparts at the Brown County Library (BCL). Following are notes WVLS received following the visit.

MCPL Staff Visited with Staff at the Brown County Library on August 31. Pictured from left to right:
Taylor Weinfurter (MCPL), Emily Rogers (BCL), Katie Guzek (BCL) and Laura Wood (MCPL). More information about the visit is shared on page 7 of this report.

"Thank you so much to WVLS for organizing this trip, and to the Brown County Library staff for its warm hospitality. I had a wonderful time touring the buildings and talking with staff. I especially loved seeing their special cake pan collection and hearing about their weekly community resource table where people from community organizations spend an afternoon at the library sharing resources with the community!

Exhibit 11

Visiting another library system helped me feel enthusiastic about new ideas, as well as supported by other library professionals encountering the same challenges." – Laura Wood, MCPL Branch Services Lead and Rothschild Branch Coordinator

"Marla and Jamie, Thank you so much for setting up time this week for members of our team to meet with members of the MCPL team. After a time of isolation and when the whole world seems so stressed out, it was incredibly valuable for us to meet and share our challenges, our projects, and our ideas. It was great to share a meal together too! Thank you for funding that and arranging all the details. We are so lucky in the library world to have such phenomenal support from our library systems!"
 - Emily Rogers, BCL Deputy Director

Introduction to WVLS Video

"Introduction to WVLS," a video tutorial to use when doing orientations for new area library staff and trustees, was created by Jamie Matczak with the help of WVLS staff. In the 7-minute 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/.

WVLS to Report to MCPL Board of Trustees

WVLS Director **Marla Sepnafski** and WVLS Continuing Education Consultant **Jamie Matczak** plan to attend the Marathon County Public Library Board of Trustees meeting on September 19 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 will highlight staffs' accomplishments since our presentation to the MCPL Board in July, and featured information on the WVLS Continuing Education and Training Program. A copy of the report will be included with the Director's Report in November.

County Funding of Libraries

Earlier this week, Susie Hafemeister sent member public library directors a series of spreadsheets that summarize member county funding of home libraries for nonresident service from 2020-2022. A copy of the spreadsheets is shared with this report as **Exhibit 11a**.

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

T.B. Scott Library Seeks New Director

In mid-August WVLS learned that T.B. Scott Library Director **Jessica Zellers** submitted her resignation. The T.B. Scott Library Board's Search Committee is undergoing a search for a new director, and Assistant

Exhibit 11

Director **Laurie Ollhoff** has been named Acting Director. A copy of the job post is here. Applications – including cover letter, resume, three professional references and responses to supplemental questions – are due by September 30.

MARKETING PROJECTS

WVLS Promotes "Library Card Sign-Up Month"

Spearheaded by the American Library Association, Library Card Sing-Up Month is a national campaign held in September to emphasize the importance of library cards to a child's education and to combat illiteracy. This year, the Public Library System Marketing Cohort promoted this campaign in two ways. First, Jamie Matczak, as a member of the cohort, added WVLS libraries to a getyourlibrarycard.org website. Created by the Bridges Library System in Waukesha, the website directs Wisconsin residents to sign up for digital library cards for their county and library.

To promote the getyourlibrarycard.org website during Library Card Sign-Up Month in September and beyond, the cohort members designed high-quality, vinyl, die-cut stickers. These can be placed on water bottles, laptops, phone cases and more. Stickers were sent to all WVLS public libraries in early September.

WVLS further promoted Library Card Sign-up Month with a feature article in an August issue of Monday Mentions that provided links to free resources available on the ALA website, resources available through WVLS and ideas from the Marathon County Public Library, Granton Community Library and Loyal Public Library. Colleagues were encouraged to contact WVLS for website support and assistance with writing press releases.

LEAN WI Website Services

Anne Hamland is updating websites for libraries in the LEAN WI website service with fall programs and services. She is working with Page Turner Adventures, a company that provides a virtual summer program series, to aggregate usage statistics for libraries participating in the group discounted contract. Lastly, she continues redesign work on websites for the Rhinelander District Library, Ellsworth Public Library, Prescott Public Library and Phelps Public Library.

GRANT and SCHOLARSHIP PROJECTS

WVLS Offers Scholarships to Attend WLA Fall Conference

Earlier this month, 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. The scholarships are possible through 2022-23 LSTA professional learning funds made available to public library systems.

Exhibit 11

2022 LSTA Improved Discovery Solutions Grants

LSTA grant applications for two competitive grants were recently submitted to DPI. The applications for A Cooperative Cataloging Project , that includes WVLS and seven other Wisconsin library systems, and A Joint ILS Consortium Exploration Project with Northern Waters Library System. The submission of applications follows the preapplication process that was shared in August 2022 Director's Report.

The WVLS Board of Trustees approved these projects in May.

2022 LSTA Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid

LEAN WI partners were allocated $75,297.00 in aggregate and submitted the application in the DPI WISE grant portal in August. LEAN WI partners will plan how to use this funding once official notice of award is received.

LEGISLATIVE UPDATE

November 2022 General Election Guide (Exhibit 11b)

Included with this report is a **November 8, 2022 General Election Guide** developed by Kris Adams Wendt. It lists the campaign websites for all candidates in the WVLS area who are running for positions in this election. The Guide also includes voting information and 2022 Wisconsin Senate and Assembly Districts for WVLS counties.

V-CAT AND ILS ADMINISTRATION PROJECT

Status on Key Projects

Aspen Discovery. The Classic V-Cat Catalog will be converted so that the catalog.wvls.org URL sends users to the WVLS Aspen Site in the coming weeks.

An Aspen Record Grouping work group is making record changes to combine multiple formats of titles into the same Aspen record. **Rachel Metzler** and staff from Antigo, Loyal, Minocqua, MCPL, and Rhinelander have volunteered to assist.

An Aspen Forthcoming Fiction work group is curating monthly lists of upcoming titles. Staff from Antigo, MCPL and Rhinelander have volunteered to assist.

Collection Development. WVLS invited area library staff responsible for collection to meet on Thursday, September 29 to review the results of the V-Cat Collection Development Survey. The purpose of the survey was to gain a better understanding of libraries' collection development and maintenance practices and needs as well as interest in collaborating with staff at other libraries who select new materials and weed materials. Those in attendance will also talk about opportunities for collaboration and WVLS support.

Exhibit 11

Council and Committee Meeting Highlights

V-Cat Council. During its meeting on September 1, the Council approved the following:

- monthly financial reports from May - July 2022
- a recommendation that Sierra be configured so that unfilled item level holds and pages do not automatically transfer to another attached item. This change will be made in the coming weeks.
- a recommendation to discontinue the following statuses – cataloging department, bindery, cleaning/mending and Horizon claim. Libraries will have the opportunity to review records set to statuses. Batch record changes will be made in the coming weeks, and the statuses will be removed from Sierra.
- the use of $5,500 in Special Projects funds to outsource the improvement of bibliographic records. The funds will primarily be used to improve records with diacritical errors.

During the meeting, the Council received information about the Fall 2022 V-Cat Training Schedule. Upcoming training sessions will cover Create Lists, Aspen Genealogy & Local History, and Cataloging. Also, the Council was reminded that patron ID numbers should NOT be included in any Sierra patron record fields. This includes parent/guardian information, notes, and messages. A list of records that need cleanup has been sent to libraries.

More information about the September 1 V-Cat Council meeting is shared in this meeting packet as **Exhibit 12**.

V-Cat Cooperative Circulation Committee. During its August 12 meeting, the Committee held discussions on the following topics:
- policies and practices related to the conversion of juvenile patron records to adult patron records. Questions were raised regarding current practices and Wisconsin State Statute 43.30 regarding privacy for 16 and 17-year-old patrons and whether these patrons can be held legally responsible for fines.
- patron record fields and potential clarification needed to create a standard library card application.

The committee agreed to delay an automatic OverDrive patron record merge update to January 2023. after annual report data has been collected and verified as there is a potential for statistics information to be altered.

The committee continues to work on creating Sierra create list query templates for all libraries to use. This will make it easier for libraries to keep up with necessary reports and follow up.

V-Cat ILS Evaluation and Review Committee. Meetings were held on August 4, August 11 and September 8. The Committee has been reviewing vendors' responses to an RFI sent to them in the spring to narrow the list of possible products and vendors to invite for demonstrations and further consideration: The Library Corporation's CARL; Koha, supported by Bywater Solutions; and, Sierra from Innovative. Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend

Exhibit 11

demonstrations, or view recordings, and provide feedback. The committee also began defining rating tools to further evaluate the products.

RFI responses included information about collaboration with Northern Waters Library Service. The ILS staff at NWLS and the NWLS ILS Exploration Workgroup Chair continue to attend ILS Evaluation and Review Committee meetings as they are able.

TECHNOLOGY PROJECTS OVERVIEW
LEAN WI Core Infrastructure

The partnership is still 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 5th generation host servers along the server lifecycle continuum. We were expecting to receive the new server in September and introduce it to production during October/November, but it arrived in August. It is intended to be introduced to production by the end of September. Global delays in tech manufacturing and logistics are still affecting the expected production and shipment dates of computers, servers, networking equipment, and other electronic equipment but access and timelines have improved dramatically over the summer.

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. We will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much funding and technical support as feasible once the initial implementation sweep of Princh services is complete with operations and support models stable.

WVLS still has the Technical Support position open. After reviewing the initial round of applicants for the position, an offer was made to an applicant, but the applicant opted for a competing offer from another employer. A second round of applications solicitation is in progress. WVLS will continue engaging with LEAN WI partners and working with **Tony Kriskovich** (NWLS), acting as Technology Support Lead within the partnership (see p.5 of LEAN WI Information Technology Strategy).

Internal Projects, Library Projects and Core Services Support

WVLS Project. The review and update of the comprehensive WVLS IT assets tracking remains on hold pending the hire of a new technology support technician and other project completions. The portion of large cap assets necessary for annual audit was presented to the 2022 auditors, but we still intend to review and update our comprehensive internal tracking.

Member Library Projects. Prior to departure, Achraf was working on ongoing/recurring maintenance projects including:

Exhibit 11

- Ensuring computers throughout the membership have updated firmware and device drivers and have the latest Windows Updates
- Ensuring all libraries are using the currently supported stable version of Deep Freeze Enterprise

Core Services Support. WVLS will continue working within the LEANWI partnership framework to engage in support services and manage general technology maintenance in more unified LEANWI technology team mode of operations. Ongoing support for critical service issues and high priority service needs continues, though general support is backlogging absent a local full time support person.

PUBLIC LIBRARY CONSULTANT SERVICES

MCPL Staff Visit with Brown County Library Colleagues

On August 31, 2022, WVLS facilitated a networking opportunity between MCPL's Youth Services Librarian **Taylor Weinfurter** and Branch Services Lead and Rothschild Branch Coordinator **Laura Wood** and their counterparts at the Brown County Library (BCL), Deputy Director **Emily Rogers** and Youth Services Manager **Katie Guzek**. 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 (Howard, WI) by **Amy Greatens**.

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

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

Upcoming Webinars and Workshops

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

MCPL Staff In-Service Day

Jamie Matczak is working with MCPL Director **Leah Giordano** to plan a staff in-service day for MCPL staff on Friday, September 16. The day will feature **Dr. Steve Albrecht** from Springfield, Missouri, who has trained thousands of library employees on the do's and don'ts of handling challenging patrons who

Exhibit 11

disrupt the library. The morning session, "The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth," is open to area member libraries. The day will also feature security scenarios, team building, and a meditation session led by WVLS Board of Trustee **Mandy Wright**!

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.

Fall Webinar Series Will Focus on Advocacy
The [Fall Webinar Series](#) coordinated through the four-system collaboration of WVLS, IFLS Library System, Southwest Wisconsin Library System, and Northern Waters Library Service will focus on library advocacy.

"The Reluctant Library Advocate" webinar series will feature **Jill Markgraf**, Director of Libraries at the University of Wisconsin-Eau Claire. Delighted and energized by the intersection of work and play, she has been incorporating the empowering elements of improv into her work as an academic librarian and has facilitated applied improv workshops for librarians regionally and nationally.

The webinar series schedule follows:

Session 1: Wednesday, November 9, 2:00 p.m. (Not recorded)
Session 2: Tuesday, November 15, 10:00 a.m. (Repeat of Session 1; not recorded)
Session 3: Wednesday, December 7, 10:00 a.m. (Recorded)

More information, including registration, is available on the [WVLS website.](#)

Exhibit 11

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! Register for the workshop here.

WLA Conference 2023

As 2023 WLA Conference Chair, Jamie Matczak has been attending monthly meetings of the 2022 WLA Conference Planning Committee to learn about her role as well as the responsibilities of each member of the conference planning team. Jamie is hopeful that the 2023 conference planning committee will be formed by the 2022 WLA Conference in Lake Geneva. The 2023 WLA Conference will be held at the Madison Marriott West in Middleton on Tuesday, October 25 - Friday, October 27, 2023.

Training Opportunities for Members

WVLS Partners with Wisconsin State Law Library to Produce New Training Series

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 addresses how to handle legal reference questions.

Digital Bytes, short training sessions produced by WVLS staff and colleagues from other libraries, are available on the WVLS website at https://wvls.org/digital-bytes/.

V-Cat Fall Training Schedule

The WVLS ILS Administration Team has scheduled the following trainings for Fall 2022:

- September 1   *V-Cat Sierra Create Lists – Part 1*
- September 28   *Aspen Genealogy and Local History*
- October 4-6   *Sierra Technical Services*
- October 19   *V-Cat Sierra Cataloging – Part 1, MARC Alerts*
- October 19   *V-Cat Sierra Create Lists – Part 2*
- October 26   *V-Cat Sierra Cataloging – Part 2, Z39.50*

More information about these training opportunities may be found here.

INFO TO GO

- Bomb threats, canceled events, empty schools: How a bullying probe in Kiel (WI) paralyzed the Wisconsin town's democracy [PBS Wisconsin]

Exhibit 11

- What does the law say about materials challenges? *American Libraries'* online column, <u>Letters of the Law</u> explores a wide range of legal issues that arise in libraries, with the help of a pair of leading authorities: **Mary Minow** (a librarian who became a lawyer) and **Tomas A. Lipinski** (a lawyer who became a librarian). In his latest column, Lipinski addresses new regulations governing exemptions to copyright law, case law surrounding challenges to public library collections, and legal factors when considering controlled digital lending. (*AL Online*; August 5, 2022)

UPCOMING EVENTS / MEETINGS

- **SEPTEMBER – <u>Library Card Sign-up Month</u>**
- **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 – DPI-hosted meeting with System Directors
- **September 13 – WVLS/IFLS/NWLS Website Office Hours**
- **September 14 – 17 – Association for Rural and Small Libraries Conference, Chattanooga, Tennessee**
- September 15 – Wisconsin Public Library Consortium (WPLC) Steering Committee meeting
- **September 16 – The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth with Dr. Steve Albrecht**
- **September 17 – WVLS Board of Trustees meeting**
- **September 18-24 – <u>Banned Books Week</u>**
- September 19 – Marathon County Public Library Board of Trustees meeting; WVLS presents 3rd Quarter Report
- September 20 – WVLS Staff meeting
- **September 20-21 – "Tech Days" webinars**
- **September 21 – V-Cat "Sierra Create Lists" training**
- **September 22 – WVLS/IFLS/NWLS Website Office Hours**
- **September 22 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- 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
- **September 28 – V-Cat "Aspen Genealogy and Local History" training**
- **September 29 – WVLS-hosted meeting of member library collection development staff**
- September 30 – SOMBAAW (System Office Managers and Business Administrators Association of Wisconsin) meeting
- October 4 – DPI-hosted meeting with System Directors

Exhibit 11

- **October 4 – WVLS V-Cat Bibliographic/Interface Committee meeting**
- **October 4 – 6 – Innovative Interface Inc. Training – Managing Sierra Technical Services**
- **October 11 – WVLS/IFLS/NWLS Website Office Hours**
- **October 13** – **WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **October 14** – **WVLS V-Cat Cooperative Circulation Committee meeting**
- October 17 – Marathon County Public Library Board of Trustees meeting
- October 18 – DPI-hosted meeting with System Directors
- October 18 – DPI-hosted System Youth Services Consultants meeting
- **October 19 – V-Cat "Marc Alert" training**
- **October 19 – V-Cat "Sierra Create Lists" training**
- **October 20 – WVLS/IFLS/NWLS Website Office Hours**
- October 24 – WPLC Board meeting
- October 25 – LAWDS (Libraries Activating Workforce Development Skills) SuperPac meeting
- October 26 – DPI-hosted System Continuing Education Consultants' meeting
- **October 26 – V-Cat "Sierra Z39.50 Cataloging" training**
- **November 1 – 4 - WLA (Wisconsin Library Association) Conference; Lake Geneva**
- **November 3** – **WVLS V-Cat Council meeting**
- **November 8 – WVLS/IFLS/NWLS Website Office Hours**
- **November 9 – "The Reluctant Library Advocate – Session 1" – a WVLS/IFLS/NWLS/SWLS webinar**
- **November 10 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- November 11 – Council for Library and Network Development (COLAND) meeting
- November 14 – WPLC (Wisconsin Public Library Consortium) Technology Steering Committee meeting
- **November 15** – **"The Reluctant Library Advocate – Session 2 (repeat of Session 1)" – a WVLS/IFLS/NWLS/SWLS webinar**
- **November 19 – WVLS Board of Trustees meeting**
- November 21 – Marathon County Public Library Board of Trustees meeting
- **November 24 – WVLS Office closed**
- **November 25 – WVLS Office closed**
- **December 2 – WVLS Annual Youth Services workshop**
- **December 6 – WVLS V-Cat Bibliographic/Interface Committee meeting**
- **December 7** – **"The Reluctant Library Advocate – Session 3" – a WVLS/IFLS/NWLS/SWLS webinar**
- **December 8 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **December 9 – WVLS V-Cat Cooperative Circulation Committee meeting**

Thank you for reading!

Marla

Marathon County Public Library
2023 Official Closings

New Year's Day	Sunday	January 1	Closed
*New Year's Day Observed	Monday	January 2	Closed
MLK Jr Day On	Monday	January 16	Closed
Memorial Day Weekend	Saturday	May 27	Closed
Memorial Day Weekend	Sunday	May 28	Closed
*Memorial Day	Monday	May 29	Closed
*Independence Day	Tuesday	July 4	Closed
Labor Day Weekend	Saturday	September 2	Closed
Labor Day Weekend	Sunday	September 3	Closed
*Labor Day	Monday	September 4	Closed
Thanksgiving Eve Day	Wednesday	November 22	**Close at 5:00 p.m.
*Thanksgiving Day	Thursday	November 23	Closed
Christmas Eve	Sunday	December 24	Closed
*Christmas Day	Monday	December 25	Closed
*Christmas Eve Observed	Tuesday	December 26	Closed
*New Year's Day	Monday	January 1, 2024	Closed

* Indicates a paid holiday
**For locations that normally close later than 5:00 p.m.

WVLS Report to the MCPL Board of Trustees

on its progress on service goals outlined in the

2022 WVLS Expectations Assessment Worksheet

November 21, 2022

This document is an interim summary of the 45-page July – September third quarter WVLS Expectations & Assessments Report that WVLS shared with the MCPL Board on September 19. Please note that the goals listed in the Expectations Assessment Worksheet are entirely compatible with the general service expectations of systems outlined in Wis Stat 43.24(2). The WVLS Team appreciates the sincere effort by MCPL Board members, administration and staff contributing to mutually enhanced communication, collaboration, and inter-agency relationships during 2022. We look forward to maintaining a strengthened partnership for the future. This interim summary provides an opportunity to solicit comments and questions prior to completion of the final WVLS report for presentation on December 19.

Improve 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.

SUCCESSFULLY ON TRACK!

WVLS facilitated a networking opportunity between MCPL staff and the Brown County Library (Green Bay) staff at the end of August. The morning portion of the day trip to BCL provided MCPL staff with a tour of the central library, and opportunities to visit with their counterparts. The afternoon's agenda continued conversations over lunch and concluded with an MCPL staff tour of BCL's Weyers-Hilliard Branch library located in Howard.

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

SUCCESSFULLY COMPLETED!

Through the WVLS Mentorship Program, the MCPL Director was paired with the Brown County Library Director (Green Bay). Like MCPL, the Brown County Library is a consolidated county library with eight branches and serves as the resource library for the Nicolet Federated Library System.

Through this mentee/mentor relationship, the MCPL Director was made aware of monthly online meetings of other resource library directors. We anticipate these meetings will broaden

1

related to bibliographic records, and how they display in the integrated library system and public library catalogs.

MCPL has one staff member on **the V-Cat Cooperative Circulation Committee**. 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.

Created by the V-Cat Council in February 2022, the **V-Cat ILS Evaluation and Review Committee** is a 10-member committee of colleagues from V-Cat member libraries, including two from MCPL, and WVLS staff. This committee 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 the V-Cat Council to either re-negotiate the current contract with Innovative Interfaces, Inc., or negotiate a new service contract with another vendor.

In addition to MCPL staff participation on the committees mentioned above, Marathon County may appoint seven representatives to the 15-member **WVLS Board of Trustees**.

The engagement and leadership by Marathon County staff and community members on WVLS advisory and decision-making bodies is essential to the establishment of an effective WVLS plan of service that benefits all libraries in central Wisconsin and the communities they serve.

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

SUCCESSFULLY ON TRACK!

WVLS has attended three meetings of the MCPL board to report progress on the expectations outlined in the 2022 WVLS EXPECTATIONS WORKSHEET ASSESSMENT WORKSHEET.

During the MCPL Board's **March 21** meeting, WVLS also provided a demonstration on the new Aspen Discovery online catalog made available to Marathon County library users in early March.

The MCPL Board's **July 18** meeting featured a presentation on the WVLS Summer Library Performer Grant opportunity, Beanstack, and virtual and in-person meetings of youth services staff hosted by WVLS and IFLS Library System.

WVLS provided a brief orientation on the WVLS Continuing Education and Training Program to the MCPL Board during its **September 19** meeting.

WVLS plans to do a final presentation in 2022 at the MCPL Board meeting on **December 19**.

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

SUCCESSFULLY COMPLETED!

The MCPL Director suggested that WVLS develop a brief video that explains what public library systems are and how we/WVLS supports our member libraries. In September, WVLS released a 7-minute "Introduction to WVLS" video in which viewers learn:

2

- How public library systems started
- The purpose of public library systems
- How public library systems are governed
- The unique history between Marathon County Public Library and WVLS
- Some of the ways WVLS supports its member libraries

The link to the "Introduction to WVLS" video may be found on the WVLS website at https://www.wvls.org/about-wvls/ and viewed here.

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).

SUCCESSFULLY ON TRACK!

Beginning in April 2022, WVLS staff has met frequently with MCPL staff to consult on MCPL's digitization project priorities, copyright issues, and grant opportunities. Options for training and mentoring opportunities with other member libraries that have integrated digitized materials into their Aspen Discovery catalogs have also been considered.

In early fall MCPL was awarded a $1,000 Ideas to Action Grant from WiLS (Wisconsin Library Services) to support one of its digital projects and has been working on a National Endowment for the Humanities (NEH) grant and other opportunities with WVLS support.

A training provided by Aspen Genealogy and Local History in September reviewed 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.

MCPL and WVLS recently began work to convert MCPL's index to the *Wausau Daily Herald* to a format compatible with Aspen so that the indexes can be sideloaded into the Aspen genealogy and obituaries interface. This will make the archive much more accessible to MCPL patrons.

Central Wisconsin Digital Project (CWDP) archives were made available on the WVLS Aspen site and MCPL was invited to provide feedback about how collections, including MCPL's digitized yearbooks, are displayed. Adjustments will be made once WVLS receives feedback from MCPL and the T. B. Scott library (Merrill), who have added most of the content to the CWDP archive. When needed adjustments are completed, the archive will be made available on the MCPL Aspen site.

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.

SUCCESSFULLY ON TRACK!

The IDEA team, originally formed with staff from WVLS and Northern Waters Library Service member libraries, disbanded in mid-2022 due to scheduling and capacity challenges.

An IDEA Team Advisory Committee is being formed statewide for 2022-2023, and a call for applicants was distributed through public library communication channels in October. The purpose of the IDEA Team is to facilitate and organize learning on topics related to diversity, equity, and inclusion (DEI) for Wisconsin public library workers. The WVLS / NWLS Inclusive Services Consultant was on last year's IDEA Team that organized the LSTA-funded, statewide learning project "WI Libraries Talk About Race."

The WVLS / NWLS Inclusive Services Consultant plans to invite MCPL staff to an online meeting to review the goals of the state's IDEA Team Advisory Committee and the WI Department of Public Instruction resources such as the "Inclusive Services Assessment and Guide" including 12 individual Qualtrics surveys, as well as services and support the system can offer MCPL to help reach its goal of having a more inclusive library environment. The WVLS / NWLS Inclusive Services Consultant has shared *Inclusive Services Updates* with member libraries throughout the year and is available to offer support upon request.

Improved integrated library system (ILS) functionality

Improved record subject headings.

SUCCESSFULLY COMPLETED!

Approximately 14,300 bibliographic records without subject headings were identified in the V-Cat database. Once the problem was identified, WVLS met frequently over several months with member library catalogers to provide guidance on how to improve these records. When their cleanup was finished, records were sent to a vendor for additional work. WVLS concluded the project by ensuring the few remaining records had either a general or local subject heading.

WVLS monitors full bibliographic records with monthly queries of the database. This query seeks bibliographic records without subject headings that are not marked as temporary. If records are incomplete, WVLS follows up with V-Cat catalogers to alert them to the error and request that the records be cleaned up.

As part of our ongoing objective to have thorough and accurate records in the V-Cat database, the cataloging staff at WVLS and 7 other public library systems are entering into a COOPERATIVE CATALOGING EXPLORATION PROJECT with the help of a federal grant approved by DPI. Some of the systems joining WVLS in this partnership include the Milwaukee County Federated Library System, the IFLS Library System headquartered in Eau Claire, and the Outagamie Waupaca Library System headquartered in Appleton.

By sharing their experiences and expertise, the 8 public library systems plan to:

- compile common cataloging practices across all systems.
- develop best practices for cooperative and centralized cataloging.
- establish standards for minimum and secondary cataloging levels.

More user-friendly interface for the public.

SUCCESSFULLY COMPLETED!

The new Aspen Discovery library catalog launched this spring provides a more user-friendly interface for the public. This new product allows MCPL to have its own custom-tailored catalog site to highlight new materials and special collections while still providing library users to access the variety of materials available throughout the V-Cat Consortium.

The WVLS Aspen Implementation Team worked with the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL's expectations to best serve Marathon County library users.

Biennial review of new ILS products.

SUCCESSFULLY ON TRACK!

A review of new ILS software began in January of this year with the establishment of a V-Cat ILS Evaluation and Review Committee

Several months following its formation, the committee spent several months drafting a Request for information document.

In June, the RFI document was sent to six vendors, and began work on a scoring matrix to evaluate products. Following a review of proposals received from vendors, the committee selected three for further consideration – Carl, from The Library Corporation; Koha, which is supported by Bywater Solutions; and, Innovative's Sierra, the product currently used by the V-Cat Consortium.

Vendor demonstrations will be completed by the end of 2022. Library staff have been invited to attend demonstrations and provide feedback.

Work with ILS product developers to fix the issue of missing cover images in the catalog.

SUCCESSFULLY COMPLETED!

The new Aspen Discovery library catalog pulls in cover images from multiple sources and improves cover image availability for non-book formats.

As cover images are not available for all items, WVLS consulted with an attorney expert in Copyright Law to determine if uploading our generic cover images into Aspen for display in the catalog would be within Fair Use. The attorney affirmed that what WVLS proposed to do was legal. Following that consultation, WVLS worked with MCPL to upload generic cover images of MCPL artwork into the Aspen catalog.

Create weighted voting system to accurately represent our service population.

SUCCESSFULLY COMPLETED!

The by-laws of the V-Cat Consortium were updated in 2021 to institute a dual voting model that includes both representative and weighted voting.

5

The weighted vote calculation is based on collection size, circulation transactions and net lending to other libraries.

In 2022, MCPL's representative vote is 1 of a total 25 votes, while its weighted vote is 34 of the total 110 votes available.

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

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

SUCCESSFULLY COMPLETED!

During its September 2021 meeting, the WVLS Board of Trustees approved a $10,000 collection development grant for MCPL in 2022.

In September 2022, the WVLS Board of Trustees approved the continuation of this grant in 2023.

MCPL has received this grant from WVLS since 2015. The WVLS Board of Trustees and staff believe that supporting a deeper, broader collection of materials for the resource library is a benefit to library users across the WVLS area.

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.

SUCCESSFULLY ON TRACK!

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

During a WVLS-hosted gathering in September of colleagues interested in collection development, feedback from the collection development survey was reviewed and resources for selecting new materials and weeding materials were shared. Notes and slides were shared with all member library staff participating in collection development.

The group identified a number of possible projects for collection development collaborations and plans to meet again in late February or early March 2023.

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

The WVLS Advantage Collection Development workgroup received information in September about the WPLC (Wisconsin Public Library Consortium) Collection Development Committee's Diverse Collection Toolkit. 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 member library staff to consult as they work to build, maintain, diversify, and evaluate their library collections. Resources developed and shared include a monthly "Starred Reviews Digest" email, collection development topics (selection; weeding, and policies), and topic areas in the V-Cat online catalog, as well as links to professional journal articles, reviews, blog posts, and websites. WVLS also offers online and in-person opportunities for librarians to discuss specific library collections in a targeted area or as a whole, and to share their collection development expertise with others.

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.

SUCCESSFULLY ON TRACK!

Upon request, WVLS offers training to libraries to create their own lists of materials for weeding consideration and will assist libraries completing inventories of their collections.

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

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

In July, the WVLS *Monday Mentions* announced a webinar opportunity on the topic of weeding outdated materials. On July 14, the webinar "Weed 'Em and Reap: Getting your Collection from Awful to Awesome" was 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.

In September, libraries with magazines older than five years were contacted and encouraged to inventory those holdings.

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

SUCCESSFULLY ON TRACK!

Beginning in April 2022, WVLS staff has met frequently with MCPL staff to consult on MCPL's digitization project priorities, copyright issues, and grant opportunities. Options for training and mentoring opportunities with other member libraries that have integrated digitized materials into their Aspen Discovery catalogs have also been considered. The Wausau area yearbooks project will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

WVLS is working with MCPL on a National Endowment for the Humanities (NEH) National Digital Newspaper Program (NDNP) and other grant opportunities. The narrative for the WiLS Ideas to Action grant application awarded to MCPL in early fall will be used for this application. The grant deadline is January 12, 2023.

MCPL and WVLS began work on converting the current MCPL index to the Wausau Daily Herald to a format compatible with Aspen so that the indexes can be sideloaded into the Aspen genealogy and obituaries interface. This will make the archive much more accessible to MCPL patrons.

Increased continuing education and professional development geared for larger libraries

WVLS should survey MCPL staff on continuing education needs and desires.

SUCCESSFULLY COMPLETED!

WVLS annually sends a survey to library directors as a way to identify and prioritize member libraries' continuing education and training needs. Feedback from the 2022 survey was shared as Exhibit A in the MCPL Recommendations Reports WVLS shared with the MCPL Board in July and September.

One CE opportunity that has broad appeal is the nationally renowned Wild Wisconsin Winter Web Conference coordinated annually by WVLS with help from two other systems, the South Central Library System (headquartered in Madison) and IFLS Library System (headquartered in Eau Claire). The 2-day conference this year offered 14 webinars, many of which covered topics relevant to large libraries. Examples include:

> "Tools in Disaster Response for Libraries" presented the Deputy Librarian from New Jersey's State Library

> "Welcome Aboard: Planning for New Employee Success" presented by Brown County Library's Deputy Director Emily Rogers

"Why Psychological Safety Matters Now More Than Ever" presented by two PhD consultants from Segal Consulting

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

- "Enhancing Your Workplace Culture"
- "Where Does the Money Come From? Public Library Funding in Wisconsin"
- "Public Libraries and Fake News: How to Educate and Connect with Your Community"

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

SUCCESSFULLY COMPLETED!

The MCPL Staff Inservice was held on September 16, at the MCPL Wausau location.

With input from the MCPL Director, WVLS arranged for the event, which included the development of the day's agenda, provisioning speakers, catering refreshments, and acting as host for the event.

The morning of the staff in-service featured *"The Challenging Patron Workshop: Library Security, Safety, and Services at the Moment of Truth"* with nationally renowned speaker Steve Albrecht. The afternoon included a deeper dive into security scenarios with Albrecht, a team building exercise with Jamie Matczak, and meditation and relaxation with Mandy Wright.

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.

SUCCESSFULLY ON TRACK!

Orientations for new MCPL employees have been provided throughout the year.

The MCPL Director received several orientations from WVLS regarding administrative matters, including resources and tools available through WVLS and DPI to support the library's service goals.

The MCPL Director suggested that WVLS develop a brief video that explains what public library systems are and how we/WVLS supports our member libraries. In September, WVLS released a 7-minute "Introduction to WVLS" video, mentioned on page 3 in this report.

Additional orientations with MCPL staff will continue through the end of year, and thereafter upon request.

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

SUCCESSFULLY ON TRACK!

In April, WVLS reached out to the MCPL Director to solicit recommendations for *Digital Byte* training topics specific to MCPL professional development needs. Key MCPL staff suggested training videos on 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.

The *Digital Byte* training videos produced by WVLS thus far in 2022 include:
- "Tools for People with Disabilities," reviews five mobile tools that MCPL staff can recommend to library patrons.
- "Finding Books By Grade Level," offers tips 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.
- "Breaking the Binary," features a discussion with Sarah Wargin from Northern Waters Library Service on pronouns, gender identity, gender expression, and more.
- "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, this training features WSLL's Web Services Librarian Carol Hassler addressing how to handle legal reference questions.
- "Discovering Legal Resources," the second video in a 5-part series produced through a collaboration with the Wisconsin State Law Library (WSLL). In this training, Web Services Librarian Carol Hassler offers quick tips on legal research.
- "Access to Justice" in this third video in a 5-part series produced through a collaboration with the UW-Wisconsin Law School Library, Elizabeth Manriquez talks about the Justice Gap, who it effects, and how libraries can assist.

Technology and website support

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

SUCCESSFULLY COMPLETED!

MCPL staff met with WVLS staff frequently in the first quarter of 2022 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, additional permissions were granted, and settings enabled as desired for MCPL customization. They also met 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 and recordings were provided to familiarize MCPL staff on how to use and configure the Aspen Discovery catalog, and ways in which library patrons will use it. MCPL began a soft launch 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. Placards were also created 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 Board describing the services provided and the associated costs.

SUCCESSFULLY ON TRACK!

MCPL's costs are being itemized, and a list of services and opportunities available through WVLS is being developed in preparation for the WVLS report to the MCPL Board in December.

Assist MCPL in finding and applying for grant opportunities as applicable.

SUCCESSFULLY ON TRACK!

WVLS SCHOLARSHIPS
Two $3,000 WVLS Continuing Education Scholarships were provided to MCPL staff to attend the national 2022 Public Library Association Conference in Portland Oregon on March 23-25, 2022.

One $1,800 WVLS Continuing Education Scholarship was provided to a MCPL staff member to attend the national Association for Small and Rural Libraries Conference held September 14-17 in Chattanooga, Tennessee.

Two $1,200 WVLS Continuing Education Scholarships were provided to MCPL staff to attend the Wisconsin Library Association Conference in Lake Geneva from November 1-4.

WVLS SUMMER PERFORMER GRANTS
WVLS Summer Performer Grants were provided to MCPL to support a performance at seven locations across Marathon County. The total value of the grants was $1,680.00

DIGITIZATION GRANTS
Throughout the year, WVLS has helped MCPL identify potential grants to support several digitization projects. WVLS assisted MCPL with a successful application for an Ideas to Action Grant from WiLS. Consideration is now being given to the National Endowment for the Humanities (NEH) National Digital Newspaper Program (NDNP).

11

LSTA and OTHER STATE/FEDERAL GRANTS

MCPL has been invited to participate in two technology projects available to member libraries by WVLS and its LEAN WI partners, IFLS Library System and Northern Waters Library Service. With funding from an Emergency Connectivity Fund (ECF) and American Rescue Plan Act (ARPA), WVLS is providing interested libraries with mobile hotspots and data plans, and a mobile printing service (branded as the BYOD service) from Princh.

The Library Board and Building Accessibility

20

Role of the Board / Role of the Director / Role of the Municipality

As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The director has the responsibility to keep the board aware of current issues related to building accessibility. Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

The Americans with Disabilities Act is a federal law passed in 1990. It is a civil rights law for people with disabilities that ensures people are not discriminated against because they have a disability. Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities. These building specifications are called ADAAGs (ADA Accessibility Guidelines) and the UFAS (Universal Federal Accessibility Standards). Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

While many libraries have made excellent progress toward compliance, some libraries have made little or no progress in making their buildings accessible. The

In This Trustee Essential

- The role of the board and the library director in ensuring that the library building is accessible

- How the library building can equitably accommodate all members of the community, including those with disabilities

responsibility to address and correct the problems is one that is shared by the board and the municipality.

General Access Issues

Below is a general overview of the requirements of the law. For details on each requirement, please refer to the Americans with Disabilities Act Technical Assistance Manual, or contact the Great Lakes ADA Center. See below for contact information.

All buildings open to the public must meet federal specifications, but government buildings are held to a higher standard by those specifications. There are some specific regulations for public libraries, which are discussed below. There are also some exceptions for designated historical buildings.

Outside the Library

Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities. If the library does not have an automatic door opener, the law requires a doorbell or some other way for the person who uses a wheelchair or who cannot open the door to signal a need for assistance. The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

Inside the Library

The federal specifications indicate that all *public* areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.

The regulations define an "accessible path" and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms' signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a

lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.

The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.

Specific ADA Regulations for Public Libraries

Public libraries must meet all the general requirements indicated above and address the following areas as well.

Reading and Study Areas—A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.

Checkout Areas—At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Library Catalogs— Accessible workstations must be available for use of an online catalog. (Though not specifically addressed in the technical guidelines, this point falls under the need to make services accessible.)

Magazine and Reference Areas—There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.

Book Stacks—There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Everyone Benefits When the Libraries are Accessible

Generally, when the topic of accessible buildings comes up, people tend to think that the benefit of the modifications is for people who use wheelchairs or walkers, or perhaps people who use leg braces or crutches. But the reality is that accessible buildings make life easier for everyone. Most people become at least temporarily disabled at some point in life. They may break an arm and not be able to open a heavy door. They may be using crutches because they broke a leg, had a hip replacement, or had surgery for a sports injury.

When parents arrive at the library with a child in a stroller, they appreciate being able to walk right in and not having to squeeze through aisles and around tables. Healthy, active seniors appreciate not having to struggle with heavy doors and having safety bars in the bathroom. Children appreciate service counters that are at their height and don't force them to stand on tiptoe or look way up to talk to library staff. And busy library staff appreciate doors that open automatically when they approach with an armload of heavy books.

Discussion Questions

1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?

2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?

3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)

4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?

5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

Sources of Additional Information

- *Americans with Disabilities Act*. The most helpful section for building accessibility questions is the *Title II Technical Assistance Manual* available at: www.ada.gov/taman2.html.

- *Pocket Guide to the ADA: Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Version 3.0* edited by Evan Terry Associates. International Code Council, 2010.

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

- Your library system staff (See Trustee Tool B: Library System Map and Contact Information.)

- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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.

The Library Board and Accessible Services

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Role of the Board / Role of the Director

The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The section of the ADA that will be discussed in this *Trustee Essential* requires that all library services must be accessible to people with disabilities. However, people with disabilities are not the only population in the community for whom using the library may be difficult, limited, or minimized.

The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

ADA Background on Accessible Services

The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to.

The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building. But some accommodations can and must be made until such time as the building is remodeled or a new building is constructed. Provision of certain services may require accommodations even if the building is accessible.

Types of Disabilities that may Require Accommodations to Make Library Services Accessible

Mobility impairments

People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or

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In This Trustee Essential

- How to make your library services accessible to all members of the community

- Your responsibility in regard to implementing ADA requirements for accessible services

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grasp, or turn pages. If the building itself is not accessible, the problem of providing access to services is more complicated. Some libraries offer services by phone and make selections for their patrons and then either bring the materials out to the people who cannot come into the building or else deliver them to their homes. Some libraries offer a drive-up window with customized service to make pickup and delivery easier for people with disabilities—and provide a great convenience to the general public. Many libraries offer outreach services to nursing homes. One helpful service public libraries can provide is to refer people with severe mobility limitations to the Wisconsin Talking Book and Braille Library, from which they can access recorded materials and automatic page turners if they are unable to hold a book or turn pages.

Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs. The table must accommodate wheelchairs in terms of height and legroom under it. A long cord can be added to the keyboard so it can be lifted down onto the tray of a wheelchair. A trackball can be added as an alternative to a mouse, or in addition to one. Trackballs are easier for some people to manipulate. The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.

All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them. Accommodations at story hours or other programs should be made to help every child feel comfortable, accepted, and an active participant in the program.

The library collection should include resource materials on physical disabilities. Some collections include toys adapted for children with mobility impairments. Library publicity should routinely include a phone number (and a TDD number if available) to call if accommodations are needed.

Blindness and vision impairments

Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials. Computer workstations can be adapted with software that reads the text aloud. This feature can be very helpful to people with learning disabilities, adults who are just starting to learn to read, and people who are learning English. The library's webpage should follow universal design recommendations, so that it can be read easily by people who use a screen reader.

The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection. The library's regular collection of CDs, computer software and recorded books can be made accessible to patrons who are blind if clear Braille labels are added. Braillist organizations may be able to do this for the library at very little cost. Large-print

materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available. Audio materials may also be of interest to patrons who have limited vision. The library can also, upon request, be a referral point to the Wisconsin Center for the Blind and Visually Impaired in Janesville, especially if the patron is a child.

Computer workstations can easily be adapted for large print, often using the features built into the standard computer, although larger monitors also help. The ability to change the background colors and contrasts is also very helpful. Many libraries offer in-house magnifiers; some allow them to be checked out. An intensely bright table or floor lamp that can be moved around in the library is a very useful accommodation. Some libraries have machines that can enlarge photos or text. Some have machines that can read text out loud. Computer scanners can also be used to scan and then enlarge text and images. Photocopy machines can be used to enlarge pages of text for people who use large print. Some libraries have adapted toys for children who are blind or who have severe vision impairments.

Deafness and hearing impairments

As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss. Patrons should be allowed to decide individually how they want to communicate, and the staff should try to work with each patron to meet his or her needs.

Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired. A closed sound system (such as a hearing loop) which amplifies the sound only for the person using the equipment can also be used. Libraries must provide an interpreter for any programs or meetings when one is requested.

Libraries should routinely flash their lights when announcements are made, especially for emergency announcements, and to warn patrons that the library is closing soon. Flashing lights is a technique commonly used with people who are deaf to get their attention. It alerts the patron that something important is happening. Adaptations can be made in story hours to help a child who is deaf or hearing-impaired get more out of the program. Some libraries circulate special toys that light up or vibrate for children who are deaf. Libraries often order open- and closed-captioned videos. All libraries should have current information on deafness and hearing loss in their collections.

Developmental delays / brain injury / mental illness

People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary. Staff should strive to make all patrons feel welcome in the library.

Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age. Extra assistance and reminders are sometimes needed when patrons with developmental or emotional disabilities attend programs and meetings at the library. The library can be an important resource for families who have a member with a developmental delay, a brain injury, or an emotional illness. More importantly, the public library has a role in making the family and individual feel accepted and a part of the larger community. Being at a public library is a very "normalizing" experience.

Discussion Questions

1. What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)

2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?

3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

Sources of Additional Information

- The DLT Special Services page at http://dpi.wi.gov/pld/yss has links to resources and agencies serving people with various types of disabilities.

- Wisconsin Talking Book and Braille Library, 813 West Wells Street, Milwaukee, WI 53233-1436, (414) 286-3045, toll-free within Wisconsin: (800) 242-8822, fax: (414) 286-3102, e-mail: wtbbl@milwaukee.gov

- Wisconsin Center for the Blind and Visually Impaired, 1700 W. State Street, Janesville, WI 53546-5344, (608) 758-6100, toll-free: (800) 832-9784, outreach toll-free: (866) 284-1107, fax: (608) 758-6161 www.wcbvi.k12.wi.us/

- Wisconsin School for the Deaf, 309 W. Walworth Avenue, Delavan, WI 53115, (262) 740-2066, e-mail: webmaster@wsd.k12.wi.us

- Wisconsin Outreach for the Deaf and Hard of Hearing, N25 W23131 Paul Road, Suite 100, Pewaukee, WI 53072-5734, (888) 656-8556.

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

- Your library system staff (See *Trustee Tool B*: *Library System Map and Contact Information*.)

- Division for Libraries and Technology staff (See *Trustee Tool C*: *Division for Libraries and Technology Contact Information*.)

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.