



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, November 18, 2024, 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/770396045> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 770-396-045.**

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

**AMENDED 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 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](mailto:library-administration@mcpl.us))*
6. **(15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Valley Library Service
7. **(10 minutes) Election of Library Board Officers – For Discussion and Possible Action**
  - President
  - Vice President
8. **(10 minutes) 2025 MCPL Holiday Closures – For Discussion and Possible Action**
9. **(15 minutes) Library Service Highlight: Passport Services – For Discussion and Informational Purposes Only**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
  - Monday 12/16/2024
  - Monday 01/27/2025
  - Monday 02/17/2025
  - Monday 03/17/2025

13. Adjournment

Signed:   
Library Director or Designee

\*All times are approximate and subject to change

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

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: H. Wilde

EMAILED DATE: November 12, 2024

EMAILED TIME: 10:20 a.m.

NOTICE POSTED AT COURTHOUSE

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

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

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 21, 2024.

Present: Kari Sweeney, Reid Rayome, Gary Gisselman, LeeAnn Podruch, Leah Giordano

Absent: Andrea Sheridan, Chris Voll

Others: Katelyn Sabelko, Heather Wilde, David Hahn, and Stephanie Martell  
Remote visitors: none

The meeting was called to order at 11:59a.m. by Kari Sweeney.  
Kari Sweeney acknowledged visitors at the meeting.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 16, 2024, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY GISSELMAN TO APPROVE THE SEPTEMBER 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – Nathan Turajski has resigned from the MCPL Board of Trustees. The county administrator is reviewing possible replacements. Kari Sweeney and Andrea Sheridan have terms expiring this year and will seek reappointment.

Other Board Members – None

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

- A multiple year project has come to an end with the last grant funded Wi-Fi antennas being installed at branches.
- The director is working with the county administrator to implement some improvements in Workday for the hiring of library personnel.
- When the county wellness clinic lost its primary care provider, the county opted to look for a new healthcare vendor. The county plans to maintain the clinic for county employees and potentially add additional services.
- The county human resources department recently created the Adventure Closet. County employees are able to check out sports equipment, kitchen tools and other items for their personal use. The library is housing these items and handles the checkout to employees.

Board Committees – The nominating committee will need to meet to nominate a President and Vice President for the upcoming year.

Friends of the Library – The Friends have added new shelving and are holding bag sales to decrease excess inventory.

MCPL Foundation – None

Wisconsin Valley Library Service – None

Library AHU/Chiller Project Update - Presented by Craig Christians, Construction Project Manager.

- The current library construction project is to replace air handlers, install a new chiller, replace the backup generator, and build a dumpster enclosure separate from the equipment.
- The third-floor air handler has been installed and now air handlers will be installed on the first and second floors. This phase will be the most disruptive to the public and will last through November or early December.
- On November 11<sup>th</sup> the west main entrance doors and part of the upper parking lot will be closed so the contractor can remove old equipment and bring in new equipment. Afterwards the construction crew will work on installation behind tents on the first and second floor to create the least amount of disruption.
- On October 31<sup>st</sup> there will be a power shut down from 9pm to midnight, but a backup generator will be run for required items.
- While working on the outside portion of the project, the crew ran into a soil issue which resulted in a need to use rigid inclusions, delaying this portion of the project.
- The full project completion date is projected for May 15<sup>th</sup>, 2025.

January 2025 Meeting Date Change- Due to the county's staff day, the board will move its January 20<sup>th</sup> meeting to January 27<sup>th</sup>, 2025.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO MOVE THE JANUARY 20, 2025, MCPL BOARD MEETING TO JANUARY 27, 2025. MOTION CARRIED.**

Library Service Highlight: Central Wisconsin Book Festival Recap – Presented by Katelyn Sabelko, Library Services Manager.

- The 2024 Book Festival had 15 events with 480 attendees.
- The headline act was David Wroblewski, an internationally bestselling author, and was held in Stevens Point.
- Book Festival plans for 2025 will start in November.

Announcements – None

Request for Future Agenda Items- None

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO ADJOURN AT 12:35 P.M. MOTION CARRIED.**

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

Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 18, 2024.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 16, 2024.

Present: Reid Rayome, Gary Gisselman, LeeAnn Podruch, Andrea Sheridan, Leah Giordano

Absent: Kari Sweeney, Chris Voll, Nathan Turajski

Others: Katelyn Sabelko, Heather Wilde, David Hahn, Stephanie Martell, and Chad Dally  
Remote visitors: none

The meeting was called to order at 12:00pm by Reid Rayome.  
Reid Rayome acknowledged visitors at the meeting.

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 19, 2024, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY GARY GISSELMAN TO APPROVE THE AUGUST 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – None

Other Board Members – None

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

- Engineers have found a solution to the ground issue on the HVAC project and progress is continuing.
- Summer program attendance has increased this year over last year.
- The bathtub in the children's area at the Wausau location is being repainted.
- The initial interviews for the Support Services Manager position have taken place.

Board Committees – None

Friends of the Library – The Friends met in August and decided to have another design competition in the coming year.

MCPL Foundation – The Foundation met last week and agreed to fund the Wi-Fi hotspots for circulation. The grants that have funded the hotspots will run out at the end of the year and with the Foundation's funding the library will be able to continue this service to the public.

Wisconsin Valley Library Service – None

Library Service Highlight: Central Wisconsin Book Festival – Presented by Chad Dally.

- The eighth annual Central Wisconsin Book Festival starts Thursday, September 26<sup>th</sup>.
- The Book Festival is a joint effort with the Portage County and Wisconsin Rapids libraries.
- This year the Festival will partner with the CVA on a poetry and art event.
- The largest planned event this year is author David Wroblewski's discussion of his new book, *Familiaris*, which was selected as an Oprah Winfrey's Book Club pick. This program will be on the UWSP campus on Saturday, September 28<sup>th</sup>.
- The events are free and funded by donations.

2025 Library Budget- Presented by Director Giordano

- An adjusted budget was handed out at the meeting and used for the presentation. See Exhibit 1.

**A MOTION WAS MADE BY REID RAYOME SECONDED BY ANDREA SHERIDAN TO APPROVE THE BUDGET AS PRESENTED WITH THE PROVISION THAT THE PERSONNEL NUMBERS MAY VARY BY UP TO 1%, ALLOWING FOR MINOR ADJUSTMENTS AS NECESSARY WHILE REMAINING WITHIN THE APPROVED BUDGET LIMITS. MOTION CARRIED.**

Announcements – None

Request for Future Agenda Items- None

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY LEEANN PODRUCH TO ADJOURN AT 1:14 P.M. MOTION CARRIED.**

  
Library Director or Designee

**Marathon County Budget Report**

Library

Cost Center Level: 55110 Library

Fund: 101 General Fund

Programs: None (uncategorized)

Grant: None (uncategorized)

2024 Amended	2025 Requested	Variance
\$ 3,603,220	\$ 3,682,107	\$ 78,887

GL Accounts	2024 Amended Budget	2025 Requested	Variance
41110 - 41110 General Property Taxes (Tax Levy)	\$ 3,603,220		\$ (3,603,220)
46100 - 46170 Sale of Maps, Poll Lists, Copies	\$ 12,000	\$ 14,000	\$ 2,000
46100 - 46190 Other General Government Fees	\$ 24,000	\$ 27,500	\$ 3,500
46700 - 46710 Library Fees	\$ 45,000	\$ 47,000	\$ 2,000
48200 - 48200 Rental of Buildings and Property	\$ 42,153	\$ 42,153	\$ -
48900 - 48900 Other Miscellaneous Revenues	\$ -	\$ -	\$ -
49200 - 49210 Transfer from the General Fund	\$ 63,085		\$ (63,085)
49200 - 49299 Transfers from Fund Balance	\$ -		\$ -
<b>Total Revenues</b>	<b>\$ 3,789,458</b>	<b>\$ 130,653</b>	<b>\$ (3,658,805)</b>
50210 - 52130 Accounting and Audit Services	\$ 1,300	\$ 2,500	\$ 1,200
50210 - 52131 Financial, Banking and Investment Services	\$ 1,200	\$ 1,200	\$ -
50210 - 52192 Other Professional Services	\$ 6,500	\$ 6,500	\$ -
50220 - 52250 Telephone, Internet and Cable	\$ 22,750	\$ 22,300	\$ (450)
50240 - 52420 Machinery/Equipment Maintenance Services	\$ 6,500	\$ 6,500	\$ -
50250 - 52140 Technology Services	\$ 16,000	\$ 13,946	\$ (2,054)
52164 Contractual Services		\$ 54,000	\$ 54,000
50250 - 52560 Other Special Services	\$ 34,000	\$ 43,000	\$ 9,000
50250 - 52561 Reimburse County	\$ 6,400	\$ 7,500	\$ 1,100
50290 - 52932 Copier Charges	\$ 6,500	\$ 12,000	\$ 5,500
50290 - 52990 Sundry Contractual Services	\$ 15,000	\$ 9,000	\$ (6,000)
50310 - 53110 Postage and Courier	\$ 1,700	\$ 1,700	\$ -
50310 - 53130 Printing and Forms	\$ 5,000	\$ 5,000	\$ -
50310 - 53142 Software - IT	\$ 6,000	\$ 9,600	\$ 3,600
50310 - 53161 Books Library	\$ 275,045	\$ 274,250	\$ (795)
50310 - 53168 Audio-Visual Materials	\$ 56,596	\$ 60,000	\$ 3,404
50310 - 53169 E-Books Library	\$ 34,252	\$ 35,749	\$ 1,497
50310 - 53190 Office Supplies	\$ 27,000	\$ 21,000	\$ (6,000)
50320 - 53220 Subscriptions	\$ 18,600	\$ 18,600	\$ -
50320 - 53221 Electronic Subscriptions	\$ 35,200	\$ 24,650	\$ (10,550)
50320 - 53240 Membership Dues	\$ 118,497	\$ 125,068	\$ 6,571
50320 - 53250 Registration Fees/tuition	\$ 3,500	\$ 1,200	\$ (2,300)
50320 - 53260 Advertising	\$ 4,000	\$ 4,000	\$ -
50330 - 53321 Personal Auto Mileage	\$ 3,500	\$ 1,700	\$ (1,800)
50340 - 53410 Meeting Expenses	\$ 2,700	\$ 2,200	\$ (500)
50340 - 53494 Technology Supplies	\$ 3,000	\$ 5,000	\$ 2,000
50390 - 53936 Other Supplies	\$ 10,000	\$ 10,000	\$ -
50510 - 55190 Insurance Other Premiums	\$ 48,000	\$ 50,400	\$ 2,400
50530 - 55320 Building/Offices Rent	\$ 65,000	\$ 65,000	\$ -
<b>Total Operating Expenses</b>	<b>\$ 833,740</b>	<b>\$ 893,563</b>	<b>\$ 59,823</b>
50110 - 51111 Salaries and Wages	\$ 2,078,706	\$ 2,112,886	\$ 34,180
50110 - 51120 Overtime	\$ 22,935	\$ 5,348	\$ (17,587)
50130 - 51390 Other Special Pay	\$ -	\$ -	\$ -
50150 - 51510 Social Security	\$ 160,775	\$ 161,636	\$ 861
50150 - 51520 Retirement Employers Share	\$ 131,875	\$ 134,571	\$ 2,696
50150 - 51541 Dental Insurance	\$ 12,031	\$ 8,609	\$ (3,422)
50150 - 51550 Life Insurance	\$ 7,016	\$ 520	\$ (6,496)
50150 - 51560 Workers Compensation	\$ 1,261	\$ 1,268	\$ 7
50150 - 51580 Unemployment Compensation	\$ 2,102	\$ -	\$ (2,102)
50150 - 51590 Other Employer Contributions	\$ 30,030	\$ 30,859	\$ 829
50150 - 51593 Health Insurance	\$ 508,987	\$ 463,500	\$ (45,487)
<b>Total Personnel Expenses</b>	<b>\$ 2,955,718</b>	<b>\$ 2,919,197</b>	<b>\$ (36,521)</b>
<b>Net Total</b>	<b>\$ 3,603,220</b>	<b>\$ 3,682,107</b>	<b>\$ 78,887</b>



# Marathon County Public Library Bills for Approval October 2024\*

<b>Library</b>		
52131 Financial, Banking and Investment Services		
Unique Management Services Inc	\$	69.90
	<b>Financial, Banking and Investment Services</b>	<b>\$ 69.90</b>
52140 Technology Services		
City-County Information Technology Commission	\$	1,806.00
	<b>Technology Services</b>	<b>\$ 1,806.00</b>
52250 Telephone, Internet and Cable		
Charter Communications	\$	542.94
Frontier	\$	696.97
	<b>Telephone, Internet and Cable</b>	<b>\$ 1,239.91</b>
52560 Other Special Services		
Amazon Capital Services	\$	23.94
Baker & Taylor Company	\$	2,839.34
Blackstone Publishing	\$	5.90
	<b>Other Special Services</b>	<b>\$ 2,869.18</b>
52561 Reimburse County		
Everett Roehl Marshfield Public Library	\$	90.00
	<b>Reimburse County</b>	<b>\$ 90.00</b>
52932 Copier Charges		
Marco Technologies LLC	\$	830.00
	<b>Copier Charges</b>	<b>\$ 830.00</b>
52990 Sundry Contractual Services		
Colby Community Library	\$	20.00
Loyal Public Library	\$	21.99
	<b>Sundry Contractual Services</b>	<b>\$ 41.99</b>
53130 Printing and Forms		
Roto Graphic Printing Inc	\$	214.00
	<b>Printing and Forms</b>	<b>\$ 214.00</b>
53161 Books Library		
Amazon Capital Services	\$	2,479.71
Baker & Taylor Company	\$	18,908.09
OverDrive Inc	\$	1,856.01
	<b>Books Library</b>	<b>\$ 23,243.81</b>
53168 Audio-Visual Materials		
Amazon Capital Services	\$	761.57
Baker & Taylor Company	\$	592.87
Blackstone Publishing	\$	63.95
Midwest Tape LLC	\$	2,169.92
Playaway Products LLC	\$	773.86
	<b>Audio-Visual Materials</b>	<b>\$ 4,362.17</b>
53190 Office Supplies		
Amazon Capital Services	\$	818.50
CDW Government Inc	\$	62.46
Discount Paper Products	\$	1,299.80
Staples	\$	239.65
	<b>Office Supplies</b>	<b>\$ 2,420.41</b>
53221 Electronic Subscriptions		
AtoZdatabases	\$	12,420.00
	<b>Electronic Subscriptions</b>	<b>\$ 12,420.00</b>
53321 Personal Auto Mileage		

Staff		\$	494.18
	<b>Personal Auto Mileage</b>	\$	<b>494.18</b>
53494 Technology Supplies			
Amazon Capital Services		\$	207.59
CDW Government Inc		\$	214.66
	<b>Technology Supplies</b>	\$	<b>422.25</b>
53936 Other Supplies			
Amazon Capital Services		\$	9.90
Demco		\$	69.68
Staples		\$	112.80
	<b>Other Supplies</b>	\$	<b>192.38</b>
55320 Building/Offices Rent			
Edgar, Village of		\$	1,392.48
Hatley, Village of		\$	1,698.90
Marathon City, Village of		\$	730.89
Mosinee, City of		\$	97.16
WI Public Service Corporation		\$	297.07
	<b>Building/Offices Rent</b>	\$	<b>4,216.50</b>
<b>Library - Gifts/Donations</b>			
52164 Contractual Services			
Tank Mates LLC		\$	1,386.00
	<b>Contractual Services</b>	\$	<b>1,386.00</b>
52172 Artist and Event Performances Services			
Brosky, Ken		\$	150.00
Graff, Andrew		\$	600.00
Her, Duachaka		\$	500.00
Hollars, Benjamin Jacob		\$	500.00
Lee, Mai		\$	1,500.00
Wilson, Holly J.		\$	250.00
Blaschka, Shawn		\$	250.00
	<b>Artist and Event Performances Services</b>	\$	<b>3,750.00</b>
53161 Books Library			
Baker & Taylor Company		\$	67.88
	<b>Books Library</b>	\$	<b>67.88</b>
53250 Registration Fees/tuition			
Wisconsin Library Association, Inc.		\$	498.00
	<b>Registration Fees/Tuition</b>	\$	<b>498.00</b>
53260 Advertising			
Multi Media Channels LLC		\$	1,408.75
Wisconsin Rapids, City of		\$	600.00
	<b>Advertising</b>	\$	<b>2,008.75</b>
53936 Other Supplies			
Amazon Capital Services		\$	431.98
Scholastic, Inc.		\$	24.00
Staples		\$	7.43
Staff		\$	25.00
	<b>Other Supplies</b>	\$	<b>488.41</b>
<b>CIP Library</b>			
52164 Contractual Services			
Tank Mates LLC		\$	670.00
	<b>Contractual Services</b>	\$	<b>670.00</b>
52990 Sundry Contractual Services			
Per Mar Security & Research Corporation		\$	5,198.00
	<b>Sundry Contractual Services</b>	\$	<b>5,198.00</b>
53494 Technology Supplies			

Amazon Capital Services	\$	4,800.68
Envisionware, Inc.	\$	11,562.53
WI Valley Library Service	\$	16,715.42
<b>Technology Supplies</b>	<b>\$</b>	<b>33,078.63</b>
53936 Other Supplies		
Demco	\$	830.17
<b>Other Supplies</b>	<b>\$</b>	<b>830.17</b>
58120 Furniture, Fixtures and Equipment		
The Samuels Group Inc	\$	5,613.76
<b>Furniture, Fixtures and Equipment</b>	<b>\$</b>	<b>5,613.76</b>
<b>Grand Total</b>	<b>\$</b>	<b>108,522.28</b>

\*Current as of 11/8/24 when pulled from Workday (county system)

## Marathon County Public Library Budget vs Actual (Library cost center) for October 2024\*

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library Cost Center</b>				
<b>Revenues</b>				
46170 Sale of Maps, Poll Lists, Copies	\$ 12,000.00	\$ 1,575.23	\$ 12,659.68	\$ 659.68
46190 Other General Government Fees	\$ 24,000.00	\$ 2,255.00	\$ 23,990.00	\$ (10.00)
46710 Library Fees	\$ 45,000.00	\$ 2,098.54	\$ 36,546.94	\$ (8,453.06)
46197 Employer Share of Insurance **	\$ -	\$ 1,371.71	\$ 1,371.71	\$ 1,371.71
46199 Employee Share of Insurance**	\$ -	\$ 4,063.83	\$ 8,039.08	\$ 8,039.08
47393 Local Department Charges Internal Service Fund **	\$ -	\$ 43.70	\$ 133.92	\$ 133.92
48200 Rental of Buildings and Property	\$ 42,153.00	\$ -	\$ 31,614.75	\$ (10,538.25)
48900 Other Miscellaneous Revenues	\$ -	\$ -	\$ 1,314.46	\$ 1,314.46
49210 Transfer from the General Fund	\$ 63,085.00	\$ -	\$ -	\$ (63,085.00)
49299 Transfers from Fund Balance	\$ -	\$ -	\$ 63,085.00	\$ 63,085.00
<b>Total Revenues</b>	<b>\$ 186,238.00</b>	<b>\$ 11,408.01</b>	<b>\$ 178,755.54</b>	<b>\$ (7,482.46)</b>

<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,078,706.00	\$ 150,465.11	\$ 1,628,332.00	\$ 450,374.00
51120 Overtime	\$ 22,935.00	\$ -	\$ -	\$ 22,935.00
51390 Other Special Pay	\$ -	\$ 1,531.43	\$ 16,321.43	\$ (16,321.43)
51580 Unemployment Compensation	\$ 2,102.00	\$ -	\$ -	\$ 2,102.00
51510 Social Security	\$ 160,775.00	\$ 10,988.93	\$ 119,102.95	\$ 41,672.05
51520 Retirement Employers Share	\$ 131,875.00	\$ 9,267.68	\$ 103,255.73	\$ 28,619.27
51541 Dental Insurance	\$ 12,031.00	\$ 701.20	\$ 6,755.45	\$ 5,275.55
51550 Life Insurance	\$ 7,016.00	\$ 38.06	\$ 371.27	\$ 6,644.73

51560 Workers Compensation	\$	1,261.00	\$	91.69	\$	985.08	\$	275.92
51590 Other Employer Contributions	\$	30,030.00	\$	1,617.00	\$	28,660.25	\$	1,369.75
51593 Health Insurance	\$	508,987.00	\$	33,203.62	\$	319,494.39	\$	189,492.61
<b>Personnel Expenses Total</b>	<b>\$</b>	<b>2,955,718.00</b>	<b>\$</b>	<b>207,904.72</b>	<b>\$</b>	<b>2,223,278.55</b>	<b>\$</b>	<b>732,439.45</b>

### Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	-	\$	-	\$	1,300.00
52131 Financial, Banking and Investment Services	\$	1,200.00	\$	69.90	\$	827.15	\$	372.85
52192 Other Professional Services	\$	6,500.00	\$	-	\$	6,500.00	\$	-
52250 Telephone, Internet and Cable	\$	22,750.00	\$	1,239.91	\$	18,465.23	\$	4,284.77
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	6,731.00	\$	(231.00)
52140 Technology Services	\$	16,000.00	\$	1,806.00	\$	13,625.97	\$	2,374.03
52560 Other Special Services	\$	34,000.00	\$	2,869.18	\$	33,754.57	\$	245.43
52561 Reimburse County	\$	6,400.00	\$	90.00	\$	6,365.00	\$	35.00
52932 Copier Charges	\$	6,500.00	\$	830.00	\$	6,047.82	\$	452.18
52990 Sundry Contractual Services	\$	15,000.00	\$	41.99	\$	6,056.02	\$	8,943.98
53110 Postage and Courier	\$	1,700.00	\$	-	\$	279.66	\$	1,420.34
53130 Printing and Forms	\$	5,000.00	\$	214.00	\$	3,206.00	\$	1,794.00
53142 Software - IT	\$	6,000.00	\$	-	\$	5,033.01	\$	966.99
53161 Books Library	\$	275,045.00	\$	23,243.81	\$	212,479.60	\$	62,565.40
53168 Audio-Visual Materials	\$	56,596.00	\$	4,362.17	\$	41,438.60	\$	15,157.40
53169 E-Books Library	\$	34,252.00	\$	-	\$	34,296.24	\$	(44.24)
53190 Office Supplies	\$	27,000.00	\$	2,420.41	\$	18,123.96	\$	8,876.04
53220 Subscriptions	\$	18,600.00	\$	-	\$	3,599.37	\$	15,000.63
53221 Electronic Subscriptions	\$	35,200.00	\$	12,420.00	\$	35,712.53	\$	(512.53)
53240 Membership Dues	\$	118,497.00	\$	-	\$	118,951.21	\$	(454.21)
53250 Registration Fees/tuition	\$	3,500.00	\$	-	\$	829.72	\$	2,670.28

53260 Advertising	\$	4,000.00	\$	-	\$	3,461.93	\$	538.07
53321 Personal Auto Mileage	\$	3,500.00	\$	494.18	\$	1,907.22	\$	1,592.78
53410 Meeting Expenses	\$	2,700.00	\$	-	\$	683.26	\$	2,016.74
53494 Technology Supplies	\$	3,000.00	\$	422.25	\$	5,403.91	\$	(2,403.91)
53936 Other Supplies	\$	10,000.00	\$	192.38	\$	8,697.34	\$	1,302.66
55190 Insurance Other Premiums	\$	48,000.00	\$	-	\$	-	\$	48,000.00
55320 Building/Offices Rent	\$	65,000.00	\$	4,216.50	\$	34,744.11	\$	30,255.89
<b>Operating Expenses Total</b>	<b>\$</b>	<b>833,740.00</b>	<b>\$</b>	<b>54,932.68</b>	<b>\$</b>	<b>627,220.43</b>	<b>\$</b>	<b>206,519.57</b>
Total Expenditures	\$	3,789,458.00	\$	262,837.40	\$	2,850,498.98	\$	938,959.02
Net Change		(3,603,220.00)		(251,429.39)		(2,671,743.44)		931,476.56

\*Current as of 11/8/24 when pulled from Workday (county system).

\*\* Payroll revenue- temporary holding position for County Finance

Marathon County Public Library Budget vs Actual (additional cost centers) October, 2024\*

	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 202,783.00	\$ 6,335.00	\$ 270,365.07	\$ 67,582.07
Total Expenditures	\$ 202,783.00	\$ 8,199.04	\$ 80,449.67	\$ 122,333.33
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ (1,864.04)</b>	<b>\$ 189,915.40</b>	<b>\$ 189,915.40</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 498,265.00	\$ -	\$ 498,264.97	\$ (0.03)
Total Expenditures	\$ 498,265.00	\$ 45,390.56	\$ 169,803.09	\$ 328,461.91
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (45,390.56)</b>	<b>\$ 328,461.88</b>	<b>\$ 328,461.88</b>

\*Current as of 11/8/24 when pulled from Workday (county system).

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of October 2024

Branch	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE	2023 YEAR-to-DATE	2024 YEAR-to-DATE	% CHANGE
ATHENS	1,988	2,227	12.02%	16,704	18,033	7.96%
EDGAR	1,281	1,222	-4.61%	12,530	12,810	2.23%
HATLEY	1,987	1,603	-19.33%	19,277	18,710	-2.94%
MARATHON	2,452	2,227	-9.18%	25,127	23,404	-6.86%
MOSINEE	2,405	2,649	10.15%	25,469	24,764	-2.77%
ROTHSCHILD	7,796	8,040	3.13%	80,451	81,744	1.61%
SPENCER	1,255	781	-37.77%	11,303	10,902	-3.55%
STRATFORD	2,147	2,108	-1.82%	21,304	21,748	2.08%
WAUSAU	31,229	30,875	-1.13%	309,887	322,569	4.09%
WAUSAU DRIVE UP	1,877	1,688	-10.07%	18,032	17,651	-2.11%
HOMEBOUND	433	889	105.31%	5,842	5,897	0.94%
ILL	188	268	42.55%	1,653	1,813	9.68%
OVERDRIVE	17,668	17,313	-2.01%	157,961	177,871	12.60%
<b>GRAND TOTAL</b>	<b>72,706</b>	<b>71,890</b>	<b>-1.12%</b>	<b>705,540</b>	<b>737,916</b>	<b>4.59%</b>

\*MCPL Athens branch was closed November 6-11, 2023 to move into new location



## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

October 2024

	CUSTOMER STATISTICAL CLASSES								TOTAL NON-RESIDENT CIRC	TOTAL CIRC	% of CIRC by BRANCH
	WVLS-CLARK	WVLS-LANGLADE	WVLS-LINCOLN	SCLS-PORTAGE	NFLS-SHAWANO	WVLS-TAYLOR	SCLS-WOOD				
ATHENS	170	0	11	0	0	785	0	966	18,033	5.36%	
EDGAR	1	0	0	0	0	0	0	1	12,810	0.01%	
HATLEY	13	0	3	0	0	0	0	16	18,710	0.09%	
MARATHON	19	0	76	0	0	3	0	98	23,404	0.42%	
MOSINEE	0	0	28	0	0	2	0	30	24,764	0.12%	
ROTHSCHILD	104	0	19	0	0	1	0	124	81,744	0.15%	
SPENCER	633	0	0	0	0	2	24	659	10,902	6.04%	
STRATFORD	0	0	0	0	0	0	13	13	21,748	0.06%	
WAUSAU	116	0	1,561	0	0	127	67	1,871	322,569	0.58%	
WAUSAU DRIVE UP	10	0	36	0	0	0	0	46	17,651	0.26%	
MISC*									185,581		
TOTAL MCPL	1,066	0	1,734	0	0	920	104	3,824	737,916	0.52%	
% of CIRC by COUNTY	0.14%	0.00%	0.23%	0.00%	0.00%	0.12%	0.01%				

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of October 2024

	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	52,001	52,512	0.98%
RESIDENT CHILD	8,496	8,981	5.71%
HOMEBOUND	98	101	3.06%
STAFF	65	66	1.54%
TEMPORARY	566	489	-13.60%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>61,226</b>	<b>62,149</b>	<b>1.51%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,552	2,609	2.23%
CHILD	232	236	1.72%
TEMPORARY	24	27	12.50%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>2,808</b>	<b>2,872</b>	<b>2.28%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	412	417	1.21%
<b>GRAND TOTAL</b>	<b>64,446</b>	<b>65,438</b>	<b>1.54%</b>



# Marathon County Public Library

## Director Report

### November 2024

#### Highlights

##### Book Processing Changes

For the last few years, MCPL has seen drastic increases in book and AV processing costs. Stephanie met with the Collection Development and Support Services teams in October to determine if MCPL could cut expenses by reducing the number of books that are laminated by our book vendor Baker & Taylor. Those in the meeting all agreed that lamination could be eliminated on several types of books creating approximately \$5,700 in savings. The Support Service team has initiated the necessary changes to remove this processing fee from the selected book categories. *–Stephanie M, Business Specialist*



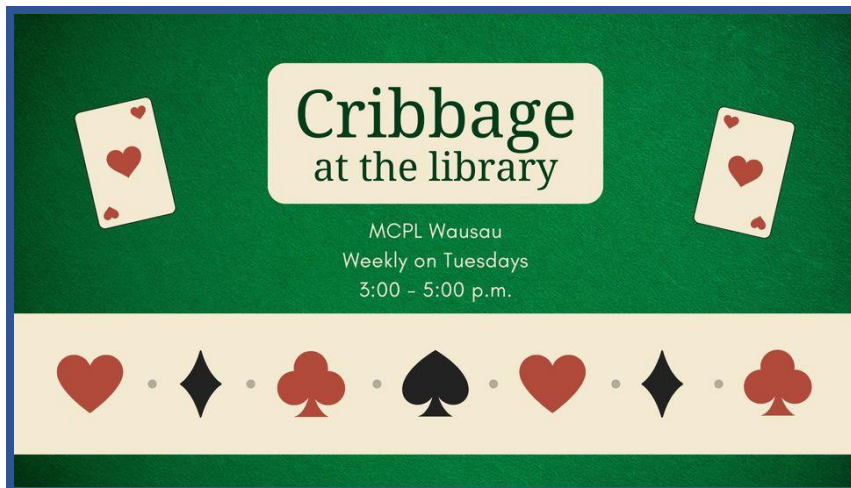
##### Reference Statistics Week

For a week during the month of October, staff at all MCPL locations tracked the number of reference questions answered for the public each day. Reference questions rely on library staff's expertise in locating and interpreting information and exclude purely directional inquiries (i.e. "Where is the restroom?"). The final number—355 reference questions answered across all locations over the course of one week—shows that MCPL is an essential resource in our community. We are proud to be a trusted information hub in Marathon County and beyond. *–Katelyn S, Library Services Manager*

## Library Services

October ushered in more new beginnings for the Library Services team. Youth Services Librarian Tara H. welcomed her firstborn child into the world in early October. Our programming highlight for the month also centered families: Story Time attendance continued to climb each week in October. We are thrilled that so many families in the area take advantage of this opportunity for their young ones to develop early literacy skills. Another highlight of the month was our ongoing collaboration with Wausau School District's Mentor Day Program. On October 15, Rose D. guided three young students in a tour of the library, introducing them to different staff and departments. The students asked great questions and used what they learned in a presentation later in their program.

The Adult Services team will soon welcome a new staff member. After many years of service to the library, Chad D. resigned from MCPL. We wish Chad all the best at his new workplace closer to home. The search for a new Library Specialist has begun and interviews will be held in November. Programming highlights for Adults in October include: Cribbage meet ups throughout the month, Wausau Paranormal Presents—Our Haunted Heartland, and the "Closure" documentary screening and discussion. Both Adult and Youth Services staff contacted local school districts to discuss current and future collaborations, adding outreach to the list of highlights for October.



## Branches

In Athens, Kitty coordinated an Athens history program with Gary Gisselman from the Marathon County Historical Society which was held at the Black Creek Inn, originally the home of William and Marianna Erbach, son-in-law and daughter of Frederick Rietbrock, one of the founders of Athens. We held two sessions with a total of 63 people. The presentation and venue was enjoyed by all. Athens also hosted a special story time where Vanessa Mann, Marathon County Special Education, and Samantha Boivan,

Athens School Psychologist, shared a story, a craft and spoke with the attending parents about the resources offered through the school system.

Hatley recently became an official Ice Age Trail Community, and to celebrate that during the month of October people hiking along the Ice Age Trail could stop in the library and ask for “Trail Magic” which was a sticker. 63 hikers stopped in the library to collect Trail Magic.

Marathon City had a very busy October! On October 2, Janell Wehr, Horticulture Educator for Extension Marathon County stopped in to cover information for How to Put Your Garden to Bed. 3 patrons came in for that program. On October 16, 8 folks dropped by to create their own beautiful DIY fall leaf lanterns. Gary Gisselman from the Marathon County Historical Society visited our Marathon branch for the Cherished Chapels event on October 23. Gary provided an engaging overview of some of the historic churches across Marathon County to 11 community members. During the week of October 28 through November 2, the branch offered a Fall Craft Week. Over 30 Children of all ages stopped in to create a variety of fall-themed craft projects. We also had an increase in story time participants and started 4K visits again.

Mosinee finished the month with another session of the popular Cat Lover Craft and Social Hour. Eleven patrons joined this month for homemade cat toys, bookmarks, and more, including a special project this month: cat buttons! Sarah created her own designs for the buttons and borrowed the IFLS Button Maker Kits so patrons could make their very own special cat buttons, which were a huge hit! Several patrons even came back later in the week with friends to make more!

In Rothschild and Hatley, David visited the library to install WiFi outside of the library for internet access in the parking lot. In Spencer, the village replaced one of the keys for the library door that was not working properly and is working on getting a third set of keys to keep in Wausau. Wanda (Rothschild) and Darla (Stratford) attended The Youth Services Workshop at TB Scott Library in Merrill on Oct. 1. The day’s agenda included a Puppet Workshop, Planning Your Next Program with AI and Science-based Reading.

*-Laura W, Branch Team Lead*

## Library Services Statistics & Activities

### Team News & Projects

- Notary: 32 appointments
- Proctoring: 1 appointment
- Tech Time: 7 appointments
- MCPL study rooms were booked 84 times in October
- Homebound Services:
  - Items sent out: 422
  - Volunteer deliveries completed: 25
  - New (or recently returned) HB patrons: 4
  - Active HB accts at the start of the month: 88
  - Reading slips, letters, or notes received: 37

- Weeding:
  - Edgar: Adult Audiobooks
  - Marathon: Adult Music CD
  - Mosinee: Juvenile Fiction, Juvenile Graphic Novels
  - Rothschild: Juvenile Fiction, Adult Fiction
  - Wausau: Juvenile Picture Books, Adult DVDs
- Outreach:
  - Olivia reached out to the John Muir Middle School, DC Everest School District, and Mosinee School District to share library events with students and teachers; Olivia also distributed teen event posters in downtown Wausau
  - Rose met with the 4K Principal for the DC Everest School district to discuss future collaborations and their traveling library (in progress)
  - Julie spoke with a teacher from DC Everest about the resources we have available to students for their History Day projects
- Ongoing projects:
  - Collection maintenance (Kate, Murray)
    - Kate met with Support Services and Stephanie to explore cost-savings possibilities related to processing new books
    - The Tonie enhancement project is complete; Murray worked with Support Services to make the upgrades
  - Events database upgrades (Ben)
    - Trained Katelyn and Robyn on new processes related to the database and our website
  - Graphic design (Ben)
    - Designed program posters and handouts for all MCPL locations
  - Library history digitization project (Julie)
  - Lost & Found management (Kathy)
  - Manga collection update (Murray)
    - Three-quarters of the collection has been reviewed; future updates include weeding, updating popular series, and purchasing missing volumes
  - Marketing and social media (Robyn)
    - Interviewed with Chad on WXCO radio to discuss upcoming library programs on 10/8; also interviewed on 10/22
    - Interviewed by 100.5 Wave radio on 10/31 and highlighted upcoming events for International Games Month at the library
  - Memory Kits (Jailin)
    - Project complete and available to the public
  - Obituary indexing (Jailin, Jordan)
  - Policy & procedure edits (Kate, Rose, Olivia)
  - Programming
    - Three students from the Wausau School District Mentor Day program received a tour of the library on 10/15 (Rose)
    - The 2025 Programming Budget was approved by the Friends of the Library
    - Programmers submitted event forms for early 2025
    - International Games Month planning finalized (Jailin, Jordan, Julie, Olivia)
    - A Winter Reading Program for Adults is currently in the planning stage (Julie, Olivia)
    - Planning has begun for Summer Library Program 2025 teen events (Olivia)
  - Reading bathtub update (Rose)
    - Project is complete the refurbished bathtub is back in the Children's area
  - Reference skills orientation update (Julie)
  - Website and newsletters (Ben)

## Events and Programs

### Youth Events

#### Story Times:

- October 2: Play & Learn Story Time—54
- October 7: Family Story Time—54
- October 9: Play & Learn Story Time—44
- October 14: Family Story Time—56
- October 16: Play & Learn Story Time—47
- October 21: Family Story Time—39
- October 22: Head Start Story Time—21
- October 23: Play & Learn Story Time—60
- October 24: Teen Dungeons & Dragons One-Shot—8
- October 28: Family Story Time—56
- October 30: Play & Learn Story Time—46

#### Other Programs:

- October 8: Pokémon Club—40
- October 17: LEGO Block Party—16
- October 23: Spooky Movie Marathon: 14
- October 24: Spooky Movie Marathon: 5
- October 25: Spooky Movie Marathon: 12
- October 26: Franken-Pumpkins: 100
- October 31: Children’s Room Scavenger Hunt—120
  
- **Number of October Youth Services programs – 18**
- **Total attendance for October Youth Services programs – 792**

### Adults/All Ages Events

- October 1: Cribbage Meet Up – 5
- October 7: Adaptive Communities—11
- October 8: Cribbage Meet Up—5
- October 10: Album Cover Art—4
- October 12: Craft Swap—5
- October 14: Genealogy Meet Up—5
- October 15: Cribbage Meet Up—5
- October 16: Extension Gardening: Forcing Bulbs—0
- October 17: Our Haunted Heartland—45
- October 22: Cribbage Meet Up—5
- October 22: Documentary Screening & Discussion: “Closure”—26
- October 23: Ribbon Bookmark—4
- October 28: Cribbage Meet Up—4
  
- **Number of October programs and activities – 13**
- **Total attendance/participation for October programs – 124**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 5,380 followers (+17)
  - New likes (+11)

- Unfollows (0)
- Twitter: 1,228 followers (-2)
- Pinterest: 962 followers (+0)
- Goodreads: 350 friends (+0); 1,496 reviews (+1)
- Instagram: 1,164 followers (+2)
- YouTube: 520 subscribers (+0)

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

- October 2 – Pokémon Club
- October 9 – Album Cover Art
- October 16 – Wausau Paranormal: Our Haunted Heartland
- October 23 – Franken-pumpkins
- October 30 – Mini Gaming Convention

#### WAVL 100.5 FM

- October 31 – International Games Month Events (Mini Gaming Convention, Mystery in the Stacks, Oregon Trail Live) with Robyn Vargas, Library Marketing Specialist

#### WSAW Channel 7

- October 9 – Marathon County’s historic chapels to be highlighted Oct. 23: <https://www.wsaw.com/2024/10/09/marathon-countys-historic-chapels-be-highlighted-oct-23/>
- October 15 – Wausau Paranormal Research Society to host free presentation at library: <https://www.wsaw.com/2024/10/15/wausau-paranormal-research-society-host-free-presentation-library/>

#### WXCO 1230 AM, 98.9 FM

- October 8 - Nick Ramos of the Wisconsin Democracy Campaign, Chad Dally of the Marathon County Public Library: <https://civicmedia.us/shows/chad-holmes-show/2024/10/08/nick-ramos-of-the-wisconsin-democracy-campaign-chad-dally-of-the-marathon-county-public-library>
- October 22 – Emily Horne, former National Security Council spokesperson and assistant to President Biden. Robyn Vargas of the Marathon County Public Library: <https://civicmedia.us/shows/chad-holmes-show/2024/10/22/emily-horne-former-national-security-council-spokesperson-and-assistant-to-president-biden-robyn-vargas-of-the-marathon-co-public-library>

#### City Pages

- October 3 – Big Guide - Ongoing: MCPL Learn How to Play Cribbage; Events: Fall Craft Club-MO, Edgar Book Club, Hatley Book Club, MCPL Spencer Branch Cribbage, Athens Book Club, Album Cover Art Craft-WA, Craft Supply Swap-WA, Marathon City Book Club, Stratford Book Club, Spencer Book Club, Rothschild Book Club; Lectures/Workshops: Gardening Class: Mitigating Wildlife Damage-ST; Kids/Teens: Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, LEGO Block Party-RO, Family Story Time-WA, Mini Makers-AT, Clay Creations-ED, Children’s Cat Craft Party-MO, Pokémon Club-WA, Mini Makers-RO, Mini Makers-SP, Family Story Time-RO, Family Story Time-ED, Read to a Therapy Dog-MO, Pokémon Club-RO, LEGO Block Party-WA, Play and Learn I Spy Bottles-ST, Zentangle Art-RO, Franken-pumpkins-WA, Spooky Movie Marathon-WA, Calendar Confusion Breakout Box-RO, Teen Dungeons & Dragons One Shot-WA
- October 10 – Kids Corner Calendar Winter 2024 - Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, Family Story Time-WA, Mini Makers-AT, Family Story Time-RO, Family Story Time-ED, Read to a Therapy Dog-MO, Pokémon Club-RO, LEGO Block Party-WA, Play and Learn I Spy Bottles-ST, Zentangle Art-RO, Franken-pumpkins-WA, Spooky Movie Marathon-WA, Calendar Confusion Breakout Box-RO, Teen Dungeons & Dragons One Shot-WA; Big Guide - Ongoing: MCPL Learn How to Play Cribbage; Events - Album Cover Art Craft-WA, Craft Supply Swap-WA, Marathon City Book Club, Stratford Book Club, Fall Leaf Lanterns-MA, Friends of MCPL Members Only Book Sale, Spencer Book Club, Documentary Screening: Closure-WA, Rothschild Book Club; Lectures/Workshops: Extension Gardening:



- Forcing Bulbs-WA, Our Haunted Heartland-WA, Computer Basics: Mouse and Keyboard-ED; Kids/Teens: Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, Family Story Time-WA, Mini Makers-AT, Mini Makers-SP, Family Story Time-RO, Family Story Time-ED, Read to a Therapy Dog-MO, Pokémon Club-RO, LEGO Block Party-WA, Play and Learn I Spy Bottles-ST, Zentangle Art-RO, Franken-pumpkins-WA, Spooky Movie Marathon-WA, Calendar Confusion Breakout Box-RO, Teen Dungeons & Dragons One Shot-WA
- October 17 – Big Guide - Ongoing: MCPL Learn How to Play Cribbage; Events: Friends of MCPL Members only book sale, Spencer book club, Documentary screening: “Closure”-WA, Rothschild Book Club, Ribbon Bookmark-WA, Needlework Social Hour-ED, Cat Lover Craft and Social Hour-MO; Lectures/Workshops: Our Haunted Heartland-WA, Computer Basics Mouse and Keyboard-ED, Cherished Chapels-MA; Kids/Teens: Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, Family Story Time-WA, Mini Makers-SP, LEGO Block Party-WA, Play and Learn I Spy Bottles-ST, Zentangle Art-RO, Franken-pumpkins-WA, Spooky Movie Marathon-WA, Calendar Confusion Breakout Box-RO, Teen Dungeons & Dragons One Shot-WA; Lifelines: Navigating Medicare-AT, Medicare 101-ST
  - October 24 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage-WA; Events: Needlework Social Hour-ED, Cat Lover Craft and Social Hour-MO, Mini Gaming Convention-WA, November Game Night-WA, Marathon City Book Club; Kids/Teens: Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, Family Story Time-WA, Franken-pumpkins-WA, Spooky Movie Marathon-WA, Calendar Confusion Breakout Box-RO, Teen Dungeons & Dragons One Shot-WA, Fall Craft Week-MA, LEGO Block Party-RO, Mini Makers-AT, Family Story Time-RO, Family Story Time-ED, Mini Makers-MO, Family Story Time-MO, Mini Makers-MA, Meet a Marathon City Firefighter Story Time, Dino Chris Presents: Triceratops
  - October 31 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage; Events: Mini Gaming Convention-WA, November Game Night-WA, Friends of MCPL Book Sale-WA, Fall Craft Club-Yarn Art-MO, Author Robert Peterson-RO, Mystery in the Stacks-WA, Veteran Resource Fair-RO, Marathon City Book Club, Edgar Book Club, Hatley Book Club, MCPL Spencer Branch Cribbage, November Game Night-WA; Lectures/Workshops: Stuffed Animal Emergency Room-WA, Genealogy Meet Up-WA, Extension Gardening: Gardening Resources-WA; Kids/Teens: Family Story Time-MA, Fall Craft Week-MA, LEGO Block Party-RO, Mini Makers-AT, Family Story Time-WA, Family Story Time-RO, Family Story Time-ED, Mini Makers-MO, Play and Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MO, Mini Makers-MA, Meet a Marathon City Firefighter-MA, Dino Christ Presents: Triceratops-WA, Mini Makers-SP, Story Time & Author Visit with Kelly Nelson-WA, Stuffed Animal Sleepover-ED, Family Story Time-HA, Wings of Fire Party-MO, Pokémon Club-WA, Mini Makers-RO, Family Story Time-MA, Family Story Time-WA, Play and Learn: How Does This Sound-ST, Family Story Time-RO, Family Story Time-ED, Read to a Therapy Dog-MO, Pokémon Club-RO, Family Story Time-MA, LEGO Block Party-WA, Family Story Time-WA, Family Story Time-HA, DINOvember Dinosaur Bookmark-WA, Movie Matinee for Kids-WA

## Record Review

- October 2 – People - Athens: Medicare 101, Mini Makers; Edgar: Clay Creations, Family Story Time; Marathon City: Mini Makers, Family Story Time; Stratford: Wildlife Primer, Family Story Time
- October 9 – People - Athens: Medicare presentation; Edgar: Family Story Time; Marathon City: Fall leaf lanterns, Family Story Time; Stratford: Family Story Time; Marathon County: Gardening class
- October 16 – People - Athens: Medicare presentation; Edgar: Computer basics class, Needlework Social Hour; Marathon City: Cherished Chapels, Family Story Time; Stratford: I Spy bottles, Medicare basics, Family Story Time
- October 23 – People - Athens: Family Story Time; Edgar: Family Story Time, Needlework Social Hour; Marathon City: Meet a firefighter, Fall Craft Week, Family Story Time; Stratford: Family Story Time

- October 30 – People - Athens: Family Story Time, Mini Makers; Edgar: Family Story Time, Medicare 101, Stuffed Animal Sleepover, Book Club; Marathon City: Family Story Time, Mini Makers, Meet a firefighter, Fall Craft Week, Family Story Time, Book Club; Stratford: Family Story Time, Play and Learn: How does this sound?

#### Mosinee Times

- October 10 – MCPL Stratford to Offer Presentation on Medicare 101
- October 17 – MCPL Marathon City Media Release - Cherished Chapels - October 23
- October 24 – MCPL Edgar– Needlework Social Hour, MCPL Mosinee to host craft & social hour for cat lovers

#### Wausau Pilot & Review

- October 5 – Marathon County Public Library programs, adults:  
<https://wausaupilotandreview.com/2024/10/05/marathon-county-public-library-programs-adults-21/>
- October 19 – Marathon County Public Library programs, adults:  
<https://wausaupilotandreview.com/2024/10/19/marathon-county-public-library-programs-adults-22/>
- October 21 – Marathon County Public Library book clubs: November:  
<https://wausaupilotandreview.com/2024/10/21/marathon-county-public-library-book-clubs-november-6/>
- October 23 – Marathon County Public Library programs, youths:  
<https://wausaupilotandreview.com/2024/10/23/marathon-county-public-library-programs-youths-9/>
- October 23 – November story time dates set at Marathon County Public Library:  
<https://wausaupilotandreview.com/2024/10/23/november-story-time-dates-set-at-marathon-county-public-library-2/>
- October 31 – Marathon County Public Library programs, adults:  
<https://wausaupilotandreview.com/2024/10/31/marathon-county-public-library-programs-adults-23/>

#### Wausau Times/Buyers Guide

- October 2 – Marathon County Public Library Events: MCPL Marathon City, Extension Marathon Co. to offer class on preparing lawns and gardens for winter; MCPL Edgar to offer free class on Medicare 101; MCPL Spencer Branch to hold monthly cribbage this fall; MCPL Stratford, Extension Marathon Co. to offer gardening class on mitigating wildlife damage; Mini Makers; Pokémon Club
- October 30 – MCPL Learn How to Play Cribbage

## Materials

### Youth

October '24	2024 Annual Budget	Rollover from 2023	Total w/carryover	Free Balance	Spent as of 10/31/24	% Spent
Juvenile Audiobooks	\$10,000.00	\$0.00	\$10,000.00	\$597.81	\$9,402.19	94.02%
Juvenile CDs	\$300.00	\$30.54	\$330.54	\$52.88	\$277.66	84.00%
Juvenile DVDs	\$7,500.00	\$99.53	\$7,599.53	-\$0.38	\$7,599.91	100.01%
Juvenile Video Games	\$2,350.00	\$0.00	\$2,350.00	\$512.44	\$1,837.56	78.19%
Young Adult Audio Books	\$1,800.00	\$0.00	\$1,800.00	\$311.25	\$1,488.75	82.71%
<b>Youth AV Subtotal</b>	<b>\$21,950.00</b>	<b>\$130.07</b>	<b>\$22,080.07</b>	<b>\$1,474.00</b>	<b>\$20,606.07</b>	<b>93.32%</b>
Juvenile Fiction	\$26,000.00	\$10.05	\$26,010.05	\$1,711.18	\$24,298.87	93.42%

Juvenile NonFiction	\$26,000.00	\$53.24	\$26,053.24	\$2,510.02	\$23,543.22	90.37%
Juvenile Picture Books	\$30,000.00	\$0.00	\$30,000.00	\$2,676.44	\$27,323.56	91.08%
Juvenile Spanish	\$1,500.00	\$23.56	\$1,523.56	\$309.75	\$1,213.81	79.67%
Juvenile Standing Order	\$7,500.00	\$0.00	\$7,500.00	\$1,393.14	\$6,106.86	81.42%
Young Adult Fiction	\$12,200.00	\$0.00	\$12,200.00	\$1,381.68	\$10,818.32	88.67%
Young Adult Graphic Novels	\$3,700.00	\$30.98	\$3,730.98	\$497.09	\$3,233.89	86.68%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$316.04	\$3,083.96	90.70%
Juvenile e-books	\$2,000.00	\$0.00	\$2,000.00	\$30.43	\$1,969.57	98.48%
<b>Youth Print Subtotal</b>	<b>\$112,300.00</b>	<b>\$117.83</b>	<b>\$112,417.83</b>	<b>\$10,825.77</b>	<b>\$101,592.06</b>	<b>90.37%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$247.90</b>	<b>\$134,497.90</b>	<b>\$12,299.77</b>	<b>\$122,198.13</b>	<b>90.86%</b>

Adult

	2024 Annual Budget	Rollover from 2023	Total w/carryover	Monthly Allotment	Free Balance	Spent YTD	% Spent
Adult Audiobooks	\$11,500.00	\$279.58	\$11,779.58	\$1,045.45	\$1,778.13	\$10,001.45	86.97%
Adult Music CD	\$5,000.00	\$102.72	\$5,102.72	\$454.55	\$1,108.07	\$3,994.65	79.89%
Adult DVD	\$17,750.00	\$284.08	\$18,034.08	\$1,613.64	\$551.16	\$17,482.92	98.50%
Adult Video Games	\$1,550.00	\$0.00	\$1,550.00	\$140.91	\$185.42	\$1,364.58	88.04%
<b>Adult AV Subtotal</b>	<b>\$35,800.00</b>	<b>\$666.38</b>	<b>\$36,466.38</b>	<b>\$3,254.55</b>	<b>\$3,622.78</b>	<b>\$32,177.22</b>	<b>89.88%</b>
Adult Paperbacks	\$2,500.00	\$6.29	\$2,506.29	\$227.27	\$64.85	\$2,441.44	97.66%
Adult Paperbacks S.O.	\$450.00	\$0.00	\$450.00	N/A	\$450.00	\$0.00	0.00%
Adult Fiction	\$47,000.00	\$139.22	\$47,139.22	\$4,272.73	\$659.48	\$46,479.74	98.89%
Adult LT Fiction	\$7,500.00	\$96.97	\$7,596.97	\$681.82	-\$71.73	\$7,668.70	102.25%
***Adult LT S.O.	\$5,500.00	\$0.00	\$5,500.00	\$500.00	\$1,982.83	\$3,517.17	63.95%
Adult Non-fiction	\$71,000.00	\$386.22	\$71,386.22	\$6,454.55	\$6,434.35	\$64,951.87	91.48%
Adult Non-fiction S.O.	\$2,000.00	\$0.00	\$2,000.00	N/A	\$510.43	\$1,489.57	74.48%
Adult Biographies	\$11,000.00	\$37.54	\$11,037.54	\$1,000.00	\$1,212.78	\$9,824.76	89.32%
Adult Spanish	\$500.00	\$11.33	\$511.33	\$45.45	\$42.72	\$468.61	93.72%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$376.41	\$373.59	49.81%
Overdrive - ebooks	\$16,000.00	\$0.00	\$16,000.00	\$1,454.55	\$692.37	\$15,307.63	95.67%
<b>Adult Print Subtotal</b>	<b>\$164,200.00</b>	<b>\$677.57</b>	<b>\$164,877.57</b>	<b>\$14,927.27</b>	<b>\$12,354.49</b>	<b>\$152,523.08</b>	<b>92.89%</b>
<b>Adult Services TOTAL</b>	<b>\$200,000.00</b>	<b>\$1,343.95</b>	<b>\$201,343.95</b>	<b>\$18,181.82</b>	<b>\$15,977.27</b>	<b>\$184,700.30</b>	<b>92.35%</b>

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 208
- Accounts linked: 59
- Checkout total for Wausau First Floor: 30,875
- Ashley H processed 268 Interlibrary Loan items
- October Passports News:
  - 26 Adult Passport Books
  - 23 Minor Passport Books
  - 0 Adult Passport Cards
  - 1 Minor Passport Cards (1 attached to passport book application)

The MCPL Passport team accepted a total of 49 passport applications at \$35.00 each, and 50 photos were taken at \$10.00 each for a total of \$2,215 recorded. We also assisted with 6 renewal applications.

- Ashley H:
  - 10/1 sent ILL orientation materials to Katelyn per email
  - 10/3 created Temp Pass card folder
  - 10/8 switched seasonal items from storage
  - 10/10 helped at drive-thru, relabeling
  - 10/22 created Branch Instructions for ILL (N:\wausau\Interlibrary Loan\Branch Instructions for Interlibrary Loans)
  - 10/28 weeded DVDs
  - Helped sort transits for Support Services
  - 10/29 completed Passport Acceptance Agent Training.
  - Conducted additional ILL work beyond traditional circulations (60 requests received and processed):
    - Under \$10 per Amazon: 2
    - Incorrect item returned: 1
    - Email inquiries: 14
    - Phone inquiries: 7
    - Phone Renewals: 1
    - Email renewals: 1
    - V-Cat items: 2
    - Unfilled: 2
    - Invoices sent for MCPL items lost: 1
    - Library of Congress: 2
    - Overdue letters mailed: 2
    - Emails to Wausau West for ILL pickup: 5
    - 60 requests filled
- Margaret P:
  - Helped the page team by emptying bins and sorting carts.
  - Assisted with pull lists.
  - Helped drive through area and put new labels on favorites, easy readers, and nonfiction books.

- Took inventory of adult DVD collection P-Z.
- Took inventory of adult audiobook collection fiction A-Z and nonfiction.
- Searched for missing library items.
- Withdrew books and DVDs for library.
- Helped cataloging by uploading several Tonies.
- New adult fiction switchovers.
- Began online training to become a passport agent.
- Maggie B:
  - Ordered supplies for the team.
  - Continued to assist with the Homebound program.
  - Helped the Page team by emptying bins, sorting carts, and doing transits.
  - Had regular shifts at the drive-up and is continuing to help out on projects downstairs.
  - Juvenile to Adult account switch-overs.
  - Unlinked accounts as juveniles turned 16.
  - Worked on a location code project for adult large print books.
  - Worked on Passport Recertification course.
- Erin Q:
  - Helped with a DVD weeding list.
  - 12 billed items, 8 paid, 2 waived.
  - 19 NDLS sent to patrons.
  - Worked on Passport Recertification course.
- Mai Yia L:
  - Completed the missing in transit list.
  - Had regular shifts at the drive-up and worked on projects downstairs.
  - Library card application double checks.
  - Continued inventory in adult paperbacks.
  - Began Passport Recertification course.
  - Worked on a juvenile picture book weeding list.
- Mollie P:
  - Assisted the page team by emptying return bins and sorting carts to be shelved.
  - Assisted with pull lists.
  - Adult fiction switchovers.
  - Adult non-fiction switchovers.
  - Inventoried Beginning Chapter books, and started inventory in juvenile fiction.
  - Began online training to become a passport agent.
- Ollie C:
  - Created switchover, clean-up, location code, and missing in inventory lists throughout the month for Circ team to work on.
  - Completed Passport Acceptance Facility Manager training.
  - Completed Passport Acceptance Agent Recertification.
  - Sent out Thanksgiving items to the branches.
  - Attended VCAT Cooperative Circulation meeting.
  - Worked on several projects for VCAT Cooperative Circulation.
  - Spoke with the Wausau Area Gifted and Talented students about what my teams do for the library.
  - Had a meeting with prospective graduate students about what it is like to work in the library.
  - Coordinated with Murray and Kate to get weeding lists for picture books, DVD's, and adult fiction.
  - Completed WVLS billing list.
  - Completed WVLS pcode 4 list.

- Over the course of the month *five* patrons were banned for different lengths of time due to policy violations.

## Support Services Team

- Chris L and James B participated in the V-Cat Bibliographic/Interface Committee meeting on 10/8.
- Support Services Team gave a tour to 3 students from the Wausau School District's Gifted & Talented Leadership Conference on 10/15.
- Kayla K reports that receiving is going smoothly.
- The Tonies expansion project is complete.
  1. The number of Tonie Packs (packs of 3 Tonies circulated separately) has increased from 18 to 25. 17 packs consist of completely new content.
  2. The number of Toniebox Bundles has increased from 6 to 10. Each Toniebox Bundle now includes a total of 4 Tonies. Under our former plan each Toniebox circulated with only 1 Tonie. Patrons who did not own a Toniebox of their own needed to get both a Toniebox and Tonie Pack at the same time (in order to have a meaningful amount of content) and this was not always possible due to the high number of holds. Adding Tonies to the Toniebox Bundles has improved patron access.
  3. All work on Tonie Packs and Toniebox Bundles is complete and they are back in circulation.
  4. Thank you to Stephanie and Jailin P for cleaning bags in preparation for labeling.
  5. Thank you to Murray J of Collection Development for selecting the new content. James led the way on Support Services Team's portion of this project and we thank him. The whole team is happy to bring Tonies to the young patrons of MCPL.
- James reports that the Internal Note/Message cleanup project is nearly done with only a few items remaining for inspection at Edgar, Marathon and Rothschild. Thanks to Ashley H and Maggie B for pulling the remaining Wausau items.
- Dawn L reports that October was balanced across all funds.
- Dawn, James, Chris and the Collection Development Team met with Stephanie to discuss discontinuing the taping of paperback books as a cost-cutting measure on 10/30.
- Circulation total for Wausau Drive Up: 1,688.

## Page Team

- The large print section was shifted and tidied during October.
- Children's picture books were shifted to disperse the collection more evenly. The project is not yet complete.
- Throughout the month of October, the Page Team shelved 27,240 items. They handled an additional 3,678 more items for holds or transits to home libraries.

## Information Technology

- Public Computer Deployment Update:
  - Wausau: All patron computers replaced with new Dell 7010 MFF computers. There is a bit of a learning curve moving to Windows 11, but so far everything is going as planned.
  - Branches: David continues to configure the Branch computers for deployment.
- Security screens are being added to desk computers to help protect patron information. Screens are only visible when looking straight on.
- External Wi-Fi Updates: All MCPL locations now have external WiFi antennae installed which help to provide internet access to patrons from our parking lots.
- Configuration of new Wausau desk staff and branch staff computers continues.
- New RFID Readers are being configured and deployed.

- 3 Installed in Support Services.
- 2 Installed in Circulation.
- Several projects remain ongoing:
  - Update to fiber at branches:
    - Athens: It looks like we can treat Athens as a new install and Josh K. at WVLS has initiated the install process. An on “On Site” inspection will be scheduled before proceeding.
    - Edgar:
      - *Hatley: Connected to WCAN on 05/12/2023*
    - Marathon City:
    - Mosinee:
      - *Rothschild: Fiber Connection through Rothschild PD (WiscNet)*
    - Spencer:
    - Stratford:
  - Creating technology tutorials for staff.
- Additional projects are on the horizon:
  - Plan a deployment date for Windows 11. (Will be deployed with new patron computers)
  - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
  - Investigate hosting Teams phones on our own Microsoft tenant.
  - Investigate hosting mcpl.us email on our own Microsoft tenant.

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- Athens Book Club was held October 8 at 2:00 featuring *The Land of Lost Things* by John Connelly. Five people participated. The November Book Club pick is *Lessons in Chemistry* by Bonnie Garmus. The December selection will be *A Winter Dream* by Richard Paul Evans
- Weekly Family Story time is held every Wednesday. 69 Children and 30 Adults attended 5 story times during the month of October with an average of 20 participants per session.
- On October 9, Kitty R coordinated an Athens history program with Gary Gisselman from the Marathon County Historical Society, which was held at the Black Creek Inn. The Inn was originally the home of William and Marianna Erbach, son-in-law and daughter of Frederick Rietbrock who was one of the founders of Athens. We held two sessions with a total of 63 people. The presentation and venue was enjoyed by all.
- The second and third bi-weekly Medicare programs were held on Thursday evenings, October 3rd and 17th. 8 and 7 people attended the programs, respectively. ADRC Elder Specialist, Bettina Rinard presented. Attendees found it very informational. Athens will hold another session in spring of 2025.
- On October 30 Vanessa Mann, Marathon County Special Education, and Samantha Boiva the Athens School Psychologist from the Athens School District shared a story, a craft and spoke with the attending parents about the resources offered through the school system.
- Mini Makers is a process art craft held the first week of the month. Children can use their imagination to create any artwork they wish with the supplies on the crafting table. Two children took part in this craft.
- There were 11 class visits through the month of October, two with reading presentations, and one with a library scavenger hunt.

- Our first bi-weekly craft was “Craft Stick Scarecrows.” 15 youth created scarecrow art with craft sticks, google eyes, construction paper and gems. Our second bi-weekly craft was paper-strip pumpkin craft that 23 youth created. The last craft project to end the month was stand-up bats made from wings, a tube, googly eyes and crazy teeth. 13 bats were created.

#### Circulation Statistics

- October circulation totaled 2,227 items. This is a 12.02% increase from October of 2023. In 2024 year-to-date, Athens has circulated 18,033 items. This is a 7.96% increase from 2023.

#### Library News

- Shahara filled in for two days at the Hatley branch and for one day at the Marathon City branch.
- Kitty worked at the Mosinee branch one day during October to help cover shifts.
- Passport Photo Service has taken 11 photos in October. Kitty has assisted 12 customers with passport forms.

#### Facilities

- Our new felt board squares were hung on the vault wall to create a 3' x 6" bulletin board.
- We received our new display unit. It was put together and is now displaying books.
- Athens will be celebrating the 1 year anniversary in the new building on November 13.

## Edgar Monthly Report

#### Events and Programs

- Book club discussed the book *Burial Rites* by Hannah Kent on the 8th with 6 in attendance.
- Story time was held on the 1st with 2 people in attendance and on the 15th with 2 in attendance.
- Medicare 101 on the 2nd was attended by 8 adults.
- Our Friend or Foe air-dry clay event had 3 in attendance.
- The Needlework Social on the 30th had 0 in attendance. (Possibly due to two different dates posted. Correction was made on social media.)
- The community cookbook project is still underway.

#### Circulation Statistics

- The circulation statistics for the month of October were 1,222 checked out. This is a 4.61% decrease from the same month last year. A total of 12,810 items have been checked out so far this year. This is a 2.23% increase from 2023.
- There were 0 curbside pickups for the month.

#### Library News

- Hannah filled in at the Rothschild branch on the 17th, and the Marathon City branch on the 25th.
- Allycia filled in at the Marathon City branch on the 24th.

#### Facilities Updates

- None at this time.

## Hatley Monthly Report

#### Events and Programs

- Hatley had two Family Story Times in October that were caregiver led. 11 individuals attended Story Time on October 8th, and 4 individuals attended Story Time on October 22nd.
- Book Club met on October 22nd to discuss *The Paris Apartment* by Lucy Foley. 10 individuals attended the meeting. In November the Book Club will be reading *It Ends With Us* by Colleen Hoover.

#### Circulation Statistics

- In October, Hatley circulated 1,603 items. This is a 19.33% decrease from last year. In 2024, Hatley has circulated 18,710 items. This is a 2.94% decrease from 2023.



## Library News

- Hatley recently became an official Ice Age Trail Community, and to celebrate that during the month of October people hiking along the Ice Age Trail could stop in the library and ask for “Trail Magic” which was a sticker. 63 hikers stopped in the library to collect Trail Magic.
- Interviews were held for the 20 hour branch assistant position on October 28th and October 29th.
- Shahara and Julie K. helped cover the Hatley branch during the month of October.

## Facilities Updates

- David visited the library to install WiFi outside of the library for internet access in the parking lot.

## Marathon City Monthly Report

### Events and Programs

- Book Club: Lisa M. and 7 patrons had a lively, thoughtful discussion of the book *The Frozen River* by Areil Lawhon. 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 Monday, October 14th with a discussion of the book *Smoke Gets in your Eyes & and other Lessons from the Crematory* by Caitlin Doughty.
- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We held 5 family story time events in September with a total of 65 children and caregivers attending. The themes focused on ice cream, leaves, pumpkins, scarecrows and silly monsters. We listened to stories, sang songs and made simple crafts. We’ve had a slow start in September, but our numbers have grown substantially, adding 4 new families in October!
- Our new monthly Mini Makers session was held on October 2-4 featuring fall sponge painting. 14 “mini makers” stopped in to make colorful fall creations.
- St. Mary’s 4k story time started back up with 20 students and 2 adults walking down to the library for a quick story time and book check out with their own library cards.
- October was a very busy programming month! On October 2, Janell Wehr, Horticulture Educator for Extension Marathon County stopped in to cover information for How to Put Your Garden to Bed. 3 patrons came in for that program. On October 16, 8 folks dropped by to create their own beautiful DIY fall leaf lanterns. Gary Gisselman from the Marathon County Historical Society visited our Marathon branch for the Cherished Chapels event on October 23. Gary provided an engaging overview of some of the historic churches across Marathon County to 11 of our community members. During the week of October 28 through November 2, we offered a Fall Craft Week. Over 30 Children of all ages stopped in to create a variety of fall-themed craft projects.
- In November, our monthly book club, Mini Makers, weekly family story time and St. Mary’s 4k story time will be held as usual. On November 7, members of the Marathon City Volunteer Fire Department will come to our family story time to talk about fire safety and show us a fire truck! We will also read some fire fighter themed stories, sing some songs and make a cute fire truck craft.

### Circulation Statistics

- Marathon circulated 2,227 items during the month of October, which is a 9.18% decrease from this time last year. So far in 2024, Marathon has circulated 23,404 items. This is a 6.86% decrease over last year.

## Library News

- Lisa H. attended the Branch bonding event this month.
- We’ve been helping cover open shifts at other branches.
- We are again working on inventory.
- We are very excited to have gotten a new printer this month.
- Lisa H. will attend the virtual coordinators’ meeting on November 15.

## Facilities Updates

- None at this time.

## Mosinee Monthly Report

### Events and Programs

- Our second session of our Mini Makers process art program series on the 1st brought in 8 patrons.
- The next day was our monthly outreach story time at Head Start, with 16 children and 3 adults listening to stories and songs all about friends and friendship.
- A fall themed Family Story Time also on the 2nd welcomed a wonderful group of 15 patrons.
- On the 3rd, 5 patrons made cute paper pumpkins for our monthly fall Craft Club.
- The following week on Tuesday the 8th Sarah held a Kid's Cat Craft Party, with the popular no-sew homemade cat toys along with cat origami, bookmarks, a cat whisker craft, cat themed bean bag toss, and more, which 11 patrons had a ton of fun at!
- On the 15th was our monthly session of a Read to a Therapy Dog, with 7 patrons absolutely loving reading to Buddy!
- Our first fall session of Gentle Yoga and Meditation brought one patron who traveled all the way from Wisconsin Rapids, but unfortunately was over 20 minutes late by which time our presenter had left due to the no shows.
- 7 patrons joined us for Adult Book Club on the 21st.
- We finished the month with another session of the popular Cat Lover Craft and Social Hour. Eleven patrons joined this month for homemade cat toys, bookmarks, and more, including a special project this month: cat buttons! Sarah created her own designs for the buttons and borrowed the IFLS Button Maker Kits so patrons could make their very own special cat buttons, which were a huge hit! Several patrons even came back later in the week with friends to make more!
- Passive Programs: Throughout October 29 patrons decorated their own pumpkins and 80 colored and made their own October themed crafts.
- Upcoming Programs: Adult Book Club will continue as usual along with regular sessions of Family Story Time on the first Wednesday of the month, our Mini Makers Process Art program on the first Tuesday of the month, the adult and teen Craft Club on the first Thursday of the month, Gentle Yoga and Meditation, and the Read to a Therapy Dog program on the third Tuesday of the month. In November we're also hosting a Puzzle Competition and a Wings of Fire Party!

### Circulation Statistics

- Mosinee circulated 2,649 items in October 2024. This is a 10.15% increase. Mosinee has circulated 24,764 items in 2024. This is a 2.77% decrease.

### Library News

- Our meeting room was used 4 times this month.
- Our Team Lead Laura Wood visited our branch on the 23rd.
- Displays in October were switched over for the season. Adult fiction featured a cozy mystery display, the fireplace display asked patrons "Whooh loves learning new things?" for a nonfiction display, and the display behind our circulation desk lamented that "Life without books would be a nightmare." Our large all-age group display by the public computers held scary movies and reads that "gave us goosebumps," and our juvenile fiction section featured a dinosaur display that told patrons how much "we dig reading!" and encouraged them to pick a book today!
- Special thanks to Kitty and Lisa H. for covering the Mosinee branch this month!

### Facilities Updates

- The outside book drop had missing screws and was promptly repaired.

## Rothschild Monthly Report

### Events and Programs

- We held two family story times in October for 58 people. Both story times featured special community guests – the first session featured Officer Abby and therapy dog Sully from our Mountain Bay police force, and for our second session we were joined by members of the

Riverside Fire Department. They read stories, showed the children their equipment, and handed out fire hats. A fun time was had by all!

- In October, 10 members of our book club met to discuss *The Road* by Cormac McCarthy. Some members said this book was very dark, while others said it was one of the best books they had ever read! We definitely had an interesting conversation. In November, the club will discuss *The Measure* by Nikki Erlick.
- We had 3 recurring events in October – 8 people joined us for Lego Block Party, 12 people joined us for our preschool focused Mini-Makers program, and 10 people joined us for Pokémon Club. We hosted a Fall Zentangle craft program with 7 participants.
- In October, we had various book displays around the library including “What do I want to be,” “Read the Movie,” and “We have never been checked out...give us a chance!”

#### Circulation Statistics

- In October, Rothschild circulated 8,040 items. This is a 3.13% increase from last year. In 2024, Rothschild circulated 81,744 items. This is a 1.61% increase from last year.

#### Library News

- Laura completed annual branch visits.
- Laura met with Corinthia Soukup, the DC Everest Middle School Librarian to discuss possible partnership opportunities.
- Wanda attended the WVLS Youth Services workshop.
- Staff worked on inventory and completed weeding projects in adult fiction and J fiction.
- Staff tracked reference questions for stats week and delivery incoming and outgoing bins for WVLS’s tracking week.
- The external Wi-Fi antenna was installed.

#### Facilities Updates

- None at this time.

## Spencer Monthly Report

#### Events and Programs

- On October 8th, 6 patrons came to our Cribbage at the Library event.
- During the week of October 14th, 3 children participated in our Mini Makers event “Make a Monster.”
- On October 21st, 16 members of the “As the Page Turns” book club in Spencer met to read *Lavender Blue Murder* by Laura Childs as well as celebrate their 20th anniversary with a tea party. In November, the club will read and discuss *House of Secrets* by Tracie Peterson.

#### Circulation Statistics

- In October, Spencer circulated 781 items. This is a 37.77% decrease from last year. In 2024, Spencer circulated 10,902 items. This is a 3.55% decrease from last year.

#### Library News

- Ashley attended a branch bonding event in October.
- Ashley and Ann were interviewed for the Village Voice and Tribune Record Gleaner newspapers.

#### Facilities Updates

- The village replaced a cracked electrical cover in the library.
- Construction in the parking lot started on October 4th and is completed, other than painting new lines, as of November 2nd.
- The Village of Spencer Stage (located behind the village building) construction was completed and a grand opening was held on October 27th.

## Stratford Monthly Report

### Events and Programs

- A Gourdgeous No Carve Pumpkin Decorating Contest attracted 21 patrons on Oct. 1. The finished creations were displayed in our library for the month of October, during which 119 votes were cast. Winners in four different age categories received prizes for their victories!
- Our Fall Family Story Time is off to a great start, hosting 97 people during the four Wednesday morning sessions in October. Great books, games, crafts, and songs helped us explore the topics of glasses, counting, and fall. An extra special story time included a visit from the Stratford Area Fire Department, who explained about fire safety, demonstrated how their gear works, and gave the children a tour of their cool fire truck.
- On Oct. 8, a dozen people attended a Wildlife Primer presented by Janell Wehr, the Horticulture Educator of UW-Madison, Extension Marathon County. In the program, Wehr taught participants how to apply the concepts of randomness and diversity in tackling wildlife damage in our landscapes.
- Thirty patrons enjoyed a “pixel art” craft during the month of October.
- Seven patrons attended our Book Club on Oct. 16 to discuss “Maybe You Should Talk to Someone” by Lori Gottlieb.
- Twelve people enjoyed a Play & Learn “I Spy” program that was held at our branch on Oct. 21. A representative from Children’s Wisconsin/Marshfield Family Resource Center helped children utilize their thinking skills as well as their fine and gross motor skills by leading a variety of duck-related activities.
- One patron attended a Medicare 101 informational program on Oct. 22 presented by Donna Heil, a local health and life insurance agent.
- The 7th & 8th Grade St. Joseph’s class visited on Oct. 2 for a book check-out. The visit included seven students and their teacher.
- 1st & 2nd grade St. Joseph’s class visited on Oct. 28 for a book check-out. The visit included nine children and a teacher.
- The St. Joseph’s Pre-School class visited Oct. 23 for a Story Time and book check-out. Eight children and their teacher attended.

### Circulation Statistics

- We circulated 2,108 items in October. This is a 1.82% decrease from last year. So far in 2024, we have circulated 21,748 items. This is a 2.08% increase from 2023.

### Library News

- Darla attended The Youth Services Workshop at TB Scott Library in Merrill on Oct. 1. The day’s agenda included a Puppet Workshop, Planning Your Next Program with AI, and Science-Based Reading sessions.
- MJ subbed in Rothschild on Oct. 4 and in Marathon City on Oct. 30.
- Darla subbed in Spencer on Oct. 7.
- Our library presented a “Scared to the Bone” display in October that featured horror books and DVDs. We also provided a “National Cookbook Month” display filled with non-fiction cookbooks.
- Laura visited our branch on Oct. 16.
- We completed inventory in the Adult Non-Fiction, Adult LT Non-Fiction, Adult Hmong Collection, Adult Biography, and the Children’s Fiction sections in October.

### Facilities Updates

- The village fixed our exterior lights and our entranceway lights.
- The village replaced our fire alarm battery.
- The village took a water sample.
- We received a new café table, wall coatrack, and pretend pizza parlor play toy set for our patrons. Thank you!

# Director's Report

## WVLS BOARD OF TRUSTEES MEETING

September 21, 2024

## Correspondence

### NOTES OF GRATITUDE

#### LEANWI Website Support

*I've been exploring this [the Online Resources page], and you all knocked it out of the park, I think. I know it's super easy and intuitive for ME to browse and find things. – Nick Andrews; Director, Elmwood Public Library*

#### Trustee Training Week

*Hi Marla! We held Trustee Training week as a group this year with lunch brought in to entice [trustee participation]. Most trustees attended at some point if not the entire week. So far, all the feedback has been very positive with several trustees expressing interest in going back to old trainings and continuing this group training every year. They said how helpful it was to go through it together and [how the in-person viewings] spurred discussion after every session. Each training led to excellent conversation.*

*The **book ban training** was particularly helpful for me, but also helpful for the board in terms of hearing the ways to approach a collection policy. We'll be reviewing ours again next month. The **Wisconsin Library Law** [session] was informative and had trustees digging into some of the tools that are available to answer some questions right away. [The session on] **Making Each Other Look Good** was helpful in setting expectations around evaluation and gave us a chance to delve deeper into what metrics we're looking at and why. [The session on] **organizational best practices** brought up some good ideas for additional process safeguards and which policies we need to start looking at. The **Robert's Rules training** got my board to look at our bylaws! ... It was a great experience, and we'll keep it up. Thanks a bunch for providing this training/service! --Jill Roth; Director, Edward U. Demmer Memorial Library (Three Lakes)*

#### WVLS Director's Report

*Thank you for sharing this information. I usually feel like I am up to speed on what is going on, but your report is very helpful to make sure I'm not missing something. – Teresa Hall; Director, Loyal Public Library*

#### WVLS Makerspace Collection

*Thank you so much for lending us [the Beachcomber Puzzle] kit. We did an adult challenge, and it was a blast. -- Judy Kraetke; Adult Services Librarian, Park Falls Public Library*

## WVLS Summer Library Program Performer Grants

*Dear Wisconsin Valley Library Service, I can't thank you enough for your generous grant donation. With this grant money, we hosted Randy Peterson, an award-winning children's musician. His performance was a hit with a total attendance of 155 people. Our Summer Reading Program was a huge success, with more than 500 kids participating. It is with the support and generosity of our community members that we are able to provide books for children to keep in their home and bring so many wonderful programs to the children in our community. Thanks again!*

-- **Andrea Bennett**; Head of Youth Services, T.B. Scott Free Library (Merrill)

*The Neillsville Public Library would like to thank WVLS for providing funding for our performer, Stuart Stotts. The children and adults really enjoyed his singing. I am attaching a couple of pictures. Thank you.*

– **Kathy Wegner**; Children's Librarian, Neillsville Public Library

## WVLS Technology Support

*Thank you for all the help getting [computer and laptop] installed. Erica is such a hard worker! – Laurie Renel-Faledas*; Director, Crandon Public Library (on behalf of staff and Library Board of Trustees)

## People / Libraries / Systems in the News

### DR. WILLIAMS CELEBRATES LIBRARY CARD SIGN-UP MONTH

In celebration of National Library Card Sign-Up Month, Assistant State Superintendent for the Division for Libraries and Technology **Dr. Darrell Williams** is visiting several public and school libraries across the state in September to encourage citizens to sign-up for a new library card or to renew their expired cards. "It's important for people of all ages to have a library card," says Dr. Williams. "A library card allows you free access to all sorts of resources for a lifetime of learning including books, hotspots, Wi-Fi, games, and technology." Dr. Williams also reminds students that a library card is one of the most important school



supplies in their possession and encourages them to head to their library or go online for free access to STEAM programs and activities, educational apps, in-person and virtual homework help, technology help, their librarian's expertise, and more. "Your local library provides a place for you to go everywhere, without having to go anywhere," says Dr. Williams. "And to our libraries, thank you for providing resources matching your community members' needs each and every day, and encouraging your community to sign-up for their library card to unlock a whole world of knowledge."

(edited from a DPI Libraries Team news release; 9/3/24)

## NWLS DIRECTOR ANNOUNCES RESIGNATION

**Sherry Anderson**, Northern Waters Library Service Director, has announced that she will be leaving her position in early October to become the new director for the Metropolitan Library Service Agency (MELSA), a regional library system in Minnesota. Located in the Twin Cities Metro Area, MELSA serves member libraries in 7 counties. Sherry was hired by NWLS in 2015 to replace Jim Trojanowski, who resigned from the position to become the director of the Plum Creek Library System headquartered in Worthington, Minnesota.

WVLS wishes Sherry all the very best in her new position!

## RDL STAFF MEMBER CELEBRATES MILESTONE

On August 14, the Rhinelander District Library celebrated staff member **Cheryle Miller** for her 50-year work anniversary. Current and former library colleagues and trustees, family and friends, gathered to share laughs, stories and fond memories about Cheryle and the contributions she has made to the library. Hired by former Rhinelander District Library director Kris Adams Wendt as a library page in 1974, Cheryle went on to assume a number of positions and to serve multiple generations of Rhinelander area kids. Currently Cheryle is responsible for cataloging all items in the library's collection.



*Pictured in photo from l. to r. are WVLS Database and ILS Support Specialist Rachel Metzler, RDL staff member Cheryle Miller, and WVLS Advocacy Consultant Kris Adams Wendt*

Cheers to your 50-year work anniversary, Cheryle!

## HAUER AND BLOMBERG ATTEND ALSC NATIONAL INSTITUTE

WVLS Public Library Services Consultant **Kristie Hauer** joined Rib Lake Assistant Director and WVLS Scholarship recipient **Krista Blomberg** to attend the Association for Library Services to Children (ALSC) National Institute from September 19-22, 2024, in Denver, CO. Krista received a \$2,100 scholarship from WVLS to attend the event.

The ALSC Institute is a biennial conference designed for professionals serving children and families in libraries, children's literature experts, education and library school faculty, and other interested professionals. It offers a great opportunity for networking, attending professional development programs, and hearing from field leaders and children's literature creators at keynote sessions.

Highlights of their ALSC Institute experiences will be shared at a later date.

## MATCZAK ASSISTS WLA CONFERENCE PLANNING COMMITTEE

As Local Arrangements Chair and Programming Co-Chair of this year's Wisconsin Library Association (WLA) Planning Committee, WVLS Education Consultant **Jamie Matczak** is assisting with Conference arrangements in a multitude of ways. Most recently, she and other members of the Planning Committee created a promotional conference video. It can be [viewed here](#). Jamie is updating a training video for room monitor volunteers. Tips include confirming that speakers use microphones, assisting people with mobility devices, ensuring sessions begin and end on time, and keeping track of each session's progress. She is also determining tracks for the conference breakout sessions and visiting tour sites to determine best practices for parking and other logistics. The WLA Conference Planning Committee is working hard behind the scenes to create the best experience possible for conference goers, and to make this year's conference in Green Bay a success.

## Grant Projects and Scholarship Opportunities

### WVLS CONFERENCE SCHOLARSHIP

WVLS recently announced two conference scholarship opportunities:

- A \$1,075 scholarship for area library staff to attend the **2024 Back in Circulation Conference**, held October 7-8 at the Pyle Center, UW-Madison.
- A \$1,200 scholarship for area library staff and trustees to attend the **2024 WLA Conference**, held November 5-8 at the KI Center in Green Bay.

Scholarship applications were due the week of September 16 and awards will be announced soon.

### WVLS SUMMER MATH ADVENTURE GRANTS

The annual Summer Math Adventure organized by the Wisconsin Mathematics Council has come to an end. In the spring, WVLS awarded \$800 grants to the Minocqua, Rib Lake and Thorp public libraries to implement the program. Libraries used grant funds to print program booklets, acquire incentives for program completion, and to expand their circulating collections with math-related items. After completing the program, the three libraries filled out an evaluation survey and shared suggestions for improving future math adventures. WVLS plans to expand this grant opportunity to include more participating libraries in 2025.

### 2023/24 LSTA IMPROVED DISCOVERY SOLUTIONS GRANT

Funds from a \$50,000 2023/2024 LSTA Improved Discovery Solutions Grant, awarded to WVLS and the Northern Waters Library System in support of the NICE project, were used to improve bibliographic records in preparation for record matching in a shared ILS. Cleanup work, done by temporary part-time cataloging assistants and outsourced to Backstage Library Works, included such things as:

- updating brief MARC Alert records to full records



- correcting records cataloged in languages other than English
- updating and correcting problematic records imported when the Granton library joined V-Cat
- updating records without a physical description by inserting a description
- updating records without a cataloging utility number from OCLC or LOC

## WVLS Services

### COLLABORATIONS

#### LEANWI Partnership, Collaborative Projects, and Core Infrastructure Support

**LEANWI Core Infrastructure:** Our colleagues at South Central Library System (SCLS), hosting partners with the LEANWI partnership for collocated Backup and Digital Archiving appliances and services, will be proceeding with the maintenance extension for the final serviceable period, mid 2025-mid 2026.

Total cost: \$177,400.47

\$133,475 from IFLS-held LSTA funds: remaining balance \$0

SCLS will cover \$43,925.47: remaining balance \$66,419.53

Under the governance of WPLC, efforts are underway to investigate and prepare for the next lifecycle(s) of these two multi-system collaborations. Operational Backup services and Digitization Archival supporting services, originally comingled but then distinguished as two separate services, will likely be completely split in the next lifecycle.

The TEACH division of the Wisconsin Department of Administration (DOA) has a new contract for statewide networking. The previous network and services, labeled “BadgerNet Service,” is still in the process of being replaced by a new network, labeled “TEACH Network Service.” AT&T will continue to be the Managed Service Provider (MSP) for the statewide networking fabric for schools and libraries and is still in the process of completing the migration of service connections. The end of the “current” BadgerNet contract was originally January 31, 2024, but after AT&T struggled to meet that deadline an extension of contract through June 2024 was put into effect. Circuit migrations were paused until management access migrations and handoff from WIN to GLS (the new network management and support provider) were/are completed. Test and turn-up (TTU) events began in August, with several hiccups similar to past TTU attempts. Nordicom Tech and GLS have been able to manage through many of these and them to completion, though some still have had to be “failed and rolled back” to be rescheduled yet again in the future.

In June, TEACH announced that all sites that currently receive service less than 100 Mbps will be upgraded to 100Mbps synchronous service, pending complete migration. This will likely need to correspond to adjustments on the LEANWI WAN fabric to WVLS head-end circuit speeds or to finally implementing the merger of the WVLS head-end with primary “LEANWI” head-end circuit IFLS and NWLS are currently merged into.

## DELIVERY SERVICES

Since the update in the August Director’s Report, two additional sorters have gone through orientation and training, **Hannah Marquardt** and **Diane Misoni**.

WVLS said good-bye to our summer helpers at the end of August. We are so thankful for their time with us! The months they worked offered us time to finalize sorting processes and determine the hours needed to complete the sort on a daily basis. WVLS is fortunate to have a volunteer that we can call upon when additional assistance is needed.

WVLS has been sorting materials running through the inter- and intra-system delivery for 20 weeks. Data on daily volume continues to fluctuate, however Tuesday continues to be busiest day, averaging 90 incoming bins, 97 outgoing bins and over 13 hours of sorting.

WVLS Business Manager **Brenda Walenton** has noticed a slight increase in the total of outgoing bins over the last couple of weeks. Mindful that even small changes can impact daily and weekly volume averages, as well as the number of hours required to complete the daily sort, Brenda will continue to monitor this recent development.

## LEGISLATIVE UPDATE

An oral report will be provided for WVLS board members during the meeting.

## MARKETING SUPPLIES

### Marketing Toolkit Available for ‘Gale Presents: Udemy’

[A marketing toolkit is now available](#) to promote [Gale Presents: Udemy](#), a new database WVLS recently purchased on behalf of its member libraries. The new marketing tooling includes templates to print flyers, bookmarks and stickers, as well as a sample press release and social media posts for libraries to use to promote this resource. In August, libraries that completed the marketing toolkit survey also received free bookmarks, flyers and stickers from WVLS.

Links to access Gale Presents: Udemy are now on member library websites. With the Udemy product, library staff and patrons are able to connect to thousands of video-based courses in business, technology, leadership, and personal development.

### Library Card Sign-Up Month

To promote the [getyourlibrarycard.org](http://getyourlibrarycard.org) website during Library Card Sign-Up Month in September and beyond, WVLS purchased 6,000 vinyl, die-cut stickers and distributed them to all member libraries in mid-August. Stickers can be placed on water bottles, laptops, phone cases and more.



## MEMBER LIBRARY / WVLS GATHERINGS

### Virtual Meeting of Youth Services Staff

A virtual Youth Services Information Exchange (YSIE) of staffs from WVLS and IFLS Library System member libraries was held on September 10. During this event, attendees were divided into small discussion groups to participate in various summer programming-themed topics before regrouping to share insights with the whole group. The summer programming-themed topics centered on program performers, successful and unsuccessful programs, reconsideration of prizes, managing summer library program workloads, and potential adjustments for future summer activities and programs. About 20 people attended the event.

Planned and hosted by Kristie Hauer, YSIEs are opportunities for area library staff to gather virtually or in-person for informal discussions on issues relevant to youth services. Five YSIEs have been offered in 2024.

## PUBLIC LIBRARY CONSULTANT SERVICES

### Data Analysis and Reporting

WVLS Data and Technology Services Consultant **Erica Brewster** shared a survey with library directors for feedback on technology and data training topics, target audiences, and preferred methods to support WVLS libraries. Future trainings and processes will be planned based on feedback.

The pilot statewide Data Dashboard, developed by WILS over the past eight months, became accessible to public libraries and systems on September 3, 2024. A toolkit and feedback form were distributed to library systems to assist member libraries' exploration of the new dashboard and to encourage their feedback.

The dashboard will be available to library systems, staff, and stakeholders until December 31, 2024, after which it will be evaluated and plans for a permanent tool will be made. Over the next few months, Erica, Jamie and Kristie will promote the product, work with member libraries in whatever ways may be requested prior to the December 31 cutoff date.

Additional information about the Data Dashboard pilot is available on the WPLC website at <https://wplc.info/dashboard>.

### Digitization

The Wisconsin Public Library System Backup and Digitization Storage Collaboration Project is a joint effort among collaborating Wisconsin public library systems, including LEANWI and the South Central Library System. This project aims to create a digital archives backup and storage platform to securely store archival copies of digitized materials and metadata from public libraries. So far, 15 digital projects

from LEANWI libraries, including three from the Crandon Public Library and one from the Thorp Public Library, have been uploaded into the storage system and are available for online viewing [here](#).

### **New! Essential Library Skills Series**

WVLS is now sharing information and resources on essential library skills via a bi-monthly series featured in the *WVLS Newsletter* and as a *Digital Byte*. Information on Evaluating Resources, the first topic in the series, was shared in the [September Newsletter](#) and in this [Evaluating Resources Digital Byte](#).

Upcoming topics include readers' advisory, crafting an elevator speech, and the reference interview.

### **Public Library Services**

Assistance was provided to **Marathon County Public Library** (MCPL) on implementing and scheduling floating staff. Floating staff are positions that are expected to work at varying library locations and not consistently at one location. MCPL staff were connected to staff at Door County Library, which currently utilizes floating staff, and Brown County Library, which has utilized floating staff in the past.

Assistance in the form of brainstorming ideas and activities was provided to the **Neillsville Public Library** in preparation for its Library Card Sign Up Month celebration in September. As it turned out, the library offered a free bookmark for anyone registering for a library card, a free book to anyone when referring a friend who also registered for a library card and organized a social media campaign called "Selfie With Your Card." Patrons who took a picture of themselves with their library card, and posted or tagged it on the library's social media account, were entered into a prize drawing for a gift card to a local business.

Assistance was provided to the **Owen Public Library** to implement a community conversation as part of its Libraries Transforming Communities grant project, and ideas were shared on resources the library could use for youth programs and teen art nights.

### **Resource Sharing**

During an August 20 meeting of WISCAT/ILL Coordinators that WVLS ILS and Database Support Specialist **Rachel Metzler** attended, the topic of counterfeit materials came up. It can be a service challenge for libraries when counterfeit materials are in collections and visible in WISCAT. All coordinators agreed that the retention of counterfeit materials in library collections should be discouraged.

V-Cat libraries have already agreed to withdraw counterfeit materials when they are mistakenly added to the collection. As a result of the WISCAT discussion, WVLS decided to take a more proactive approach to the withdrawing process. When counterfeit material is identified in a V-Cat library collection, WVLS will mark the item for withdrawal and notify the library with the item details.

More information about counterfeit materials is shared under the V-Cat and ILS section of this report.

## TECHNOLOGY PROJECTS OVERVIEW

### Communication and Training

A survey was sent to member library directors for brainstorming on technology and data training topics, target audiences, and training delivery methods. Future technology training will be planned based on survey feedback and follow-up discussion.

In preparation for **Cybersecurity Awareness Month** in October, the WVLS ILS and Tech teams are rolling out new procedures to better manage email and ILS user information and train library and system staff on steps to protect access to our vital systems.

Recently the two WVLS teams created a **Library Staffing Changes Survey**. This will become the standard mechanism for libraries to report new hires, departing staff, or staff changing job roles that requires changes to email, Sierra ILS use, or email list membership.

Following a related discussion at the annual Tech Talk in-person meeting, the WVLS Technology and ILS teams began working on a formal **User Agreement** for all library and system staff using LEANWI technology or ILS resources. A simplified version will be included in the welcome email when a new staff member receives their email address. A more detailed agreement, requiring review and a signature, is being developed for employee orientation. The goal is to clearly outline expectations for appropriate use of email and productivity software, safeguarding passwords, and protecting patron privacy.

Key messages in future technology training and system communication with library staff will support ongoing cybersecurity efforts, including required steps and best practices around safeguarding of passwords, account security, computer use, Office 365 logins, patron privacy, and the functions of software on public PCs.

### Procurement and Asset Inventory

New computers have been deployed at the Medford and Three Lakes public libraries, and installs at the public libraries in Colby, Neillsville, and Rhinelander are being scheduled. Installation totals YTD:

Libraries	Computers	Monitors	Peripherals	Days to installation
15/25	83	40	31	34.5

### Member Library Services

Princh print management was added at the **Frances L Simek Memorial Library** (Medford). The **Minocqua** and **E.U. Demmer Memorial (Three Lakes)** public libraries were migrated to the central Deep Freeze Console. WVLS IT staff can now monitor Deep Freeze status of public computers remotely and better address issues directly. Staff at the libraries still have access to a console for local computer management. Support was provided to **MCPL** IT staff as they continue to test and soft deploy Pharos, Princh, and Deep Freeze for public PCs.

## Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	DF Central Console	Pharos	Princh	Shared network drive
<b>a1 Antigo</b>	complete	in progress	complete	complete	complete	complete	complete
<b>a2 Elcho</b>	complete	pending	pending	in progress	n/a	n/a	complete
<b>a4 White Lake</b>	complete	complete	complete	in progress	n/a	n/a	complete
<b>ab Abbotsford</b>	complete	pending	complete	in progress	complete	interested	in progress
<b>co Colby</b>	in progress	pending	complete	pending	interested	interested	in progress
<b>cr Crandon</b>	complete	complete	pending	complete	no	no	complete
<b>do Dorchester</b>	in progress	pending	pending	complete	no	no	in progress
<b>ga Granton</b>	complete	pending	complete	complete	no	complete	complete
<b>ge Greenwood</b>	complete	pending	complete	pending	no	no	complete
<b>gi Gilman</b>	complete	pending	complete	complete	interested	interested	complete
<b>la Laona</b>	complete	pending	pending	pending	no	no	complete
<b>lo Loyal</b>	complete	pending	pending	complete	no	complete	complete
<b>m1 Wausau</b>	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Athens	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Edgar	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Hatley	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Marathon City	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Mosinee	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Rothschild	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Spencer	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Stratford	pending	pending	n/a	complete	in progress	complete	n/a
<b>me Medford</b>	complete	pending	complete	complete	complete	complete	complete
<b>mi Minocqua</b>	in progress	pending	pending	pending	no	complete	complete
<b>mr Merrill</b>	in progress	complete	complete	complete	Cassie	complete	complete
<b>ne Neillsville</b>	in progress	pending	complete	pending	interested	complete	complete
<b>ow Owen</b>	complete	pending	pending	pending	interested	interested	in progress
<b>rh Rhinelander</b>	in progress	pending	complete	in progress	complete	interested	complete
<b>rl Rib Lake</b>	complete	complete	pending	complete	complete	no	complete
<b>st Stetsonville</b>	complete	pending	pending	complete	no	no	complete
<b>th Thorp</b>	complete	pending	pending	pending	no	complete	in progress
<b>tl Three Lakes</b>	complete	complete	complete	complete	no	complete	complete
<b>to Tomahawk</b>	complete	pending	complete	pending	no	no	in progress
<b>wa Wabeno</b>	complete	pending	pending	in progress	no	no	complete
<b>we Westboro</b>	complete	complete	pending	pending	no	no	in progress
<b>wi Withee</b>	complete	pending	pending	pending	no	no	in progress

**TEACH internet migration update:** nine new attempted migrations with one successful since April 2024. Pending migrations scheduled in Tomahawk September 6, Neillsville, Dorchester, Westboro on September 10, and Antigo on September 18.

Member site	TEACH TTU Migration	2023 circuit speed	Circuit at/increase to 100 GB
a1 Antigo	pending	100	yes
a2 Elcho	1/18/2024	50	pending
a4 White Lake	2/29/2024	50	pending
ab Abbotsford	3/4/2024	50	pending
co Colby	pending	100	yes
cr Crandon	2/29/2024	50	pending
do Dorchester	pending	50	pending
ga Granton	pending	50	pending
ge Greenwood	pending	50	pending
gi Gilman	pending	50	pending
la Laona	pending	50	pending
lo Loyal	pending	50	pending
m1 Wausau	not TEACH	100	not TEACH
me Medford	pending	100	yes
mi Minocqua	pending	100	yes
mr Merrill	1/16/2024	100	yes
ne Neillsville	pending	100	yes
ow Owen	8/28/2024	50	pending
rh Rhinelander	pending	100	yes
rl Rib Lake	pending	50	pending
st Stetsonville	pending	50	pending
th Thorp	pending	50	yes
tl Three Lakes	1/25/2024	100	yes
to Tomahawk	pending	100	yes
wa Wabeno	pending	10	pending
we Westboro	pending	50	pending
wi Withee	pending	50	pending

## V-CAT AND ILS ADMINISTRATION

### V-Cat Council/Committee Meeting Highlights

#### V-Cat Council; September 5

At the September meeting, V-Cat Council members discussed the NICE (Northern Wisconsin ILS Consortium Exploration) project and **voted not to pursue an ILS merger with Northern Waters Library Network (NWLN)** at this time. WVLS staff will reflect on the outcome and will compile a report of lessons learned and next steps for V-Cat, including opportunities for improving V-Cat services for library users.

The [V-Cat ILS Evaluation and Review Committee Report](#) and [Appendices](#) from August 2023 were reviewed and confidential quotes from vendors were shared in a closed session. More information will be shared and discussed at the November V-Cat Council meeting.

Member libraries were reminded that shared Sierra Passwords must be reset when any staff with knowledge of the username and password leaves a V-Cat library. This is to protect the database, your library, V-Cat and WVLS, and our patrons. Member library directors are asked to notify WVLS of staffing changes using the **WVLS Staffing Change Form** found on the [WVLS Technology FAQs Page](#).

In order to upgrade Sierra in the future, V-Cat will need to consider either **a server migration or moving to cloud hosting with Innovative**. Preliminary information was provided, and additional information will be shared at the November V-Cat Council meeting.

A [new V-Cat procedure for potentially counterfeit materials](#) was shared. More information about how to identify potentially counterfeit materials before purchasing is available on the V-Cat Training Page:

- [Counterfeit- Illegally Produced DVDs](#) (Video)
- [Counterfeit- Avoiding Purchasing Counterfeit Items](#) (Document)

#### V-Cat Bibliographic and Interface Committee; August 6

Members discussed cataloging procedures for split Blu-Ray/DVD combos, easy reader boxed sets. Additional information was provided about ISNI numbers, and 979 ISBN prefixes. Details were shared about Aspen updates to improve the display of information for library users.

### Other Projects

WVLS ILS Administrator **Katie Zimmermann** continues to participate in the **Research Institute for Public Libraries (RIPL) 12 months to better library data** webinars and will attend two upcoming trainings:

- Elements of Data Visualization and Design
- Ethical Artificial Intelligence: Bridging Technology with Credible Evaluation Practices

Numerous **V-Cat patron record cleanup projects** are underway:

- A project to review and correct patron code 4 residency codes in patron records using the US Census Geocoder tools. The accuracy of these codes is important for statutory payments for



library service. Work is being completed with assistance from UW Madison Information School graduate student, **Jailin Petersen**, who currently works as a Library Specialist at MCPL Wausau.

- Adult patron records expired and inactive over 5 years with no fines or fees as of July 1, 2024 will be deleted in September.
- Following deletions, libraries will be asked to update patron records without birth dates. All patrons must have a birth date in their account. Since we do not collect unique ID numbers for patrons, birthdates are vital to identifying individuals. This along with full middle names can protect against fraudulent use of their library card, or accidental staff sharing library activity information with the wrong individual.

In addition to the cataloging work mentioned under the Grants section of this report, quarterly Backstage work was completed in July. This work is to assist with maintaining subject, author, and genre authorities, convert to RDA style cataloging, and add Lexile and Accelerated Reader information to records when available.

Sierra changes will be made in September to accommodate **reduced fines and fine free circulation at Rhinelander and Stetsonville**, as well as the addition of **remote outreach / bookmobile capabilities for Antigo**.

**Aspen test sites** are now available for testing the appearance of records, menus, search results, and general appearance of each library’s Aspen library catalog site. With a test server, we can change any of the Aspen Administration settings without having to worry about our live sites. This includes global settings that affect all libraries’ sites or system variables that are unique to each library’s site. Information about Aspen test servers and opportunities for libraries to participate in testing will be shared with V-Cat Council members soon.

## WEBSITE SERVICES AND SUPPORT

### Website Development

LEANWI Technology Support Consultant **Brendan Tuckey** is actively **developing and designing new websites** and rebuilding several others upon request. All websites are designed in collaboration with the individual library and with website accessibility and Divi best practices.

**List of current new builds:** Winter (NWLS, waiting library feedback), Wonewoc (WRLS, waiting library feedback), Viroqua/McIntosh (WRLS, in development), LaFarge/Lawton (WRLS, in development), Hurley (NWLS, in development), Mercer (NWLS, on deck). **Rebuilds:** Hammond (IFLS, just deployed).

### 2024 Website Development

On deck	New design (current)	Rebuild (current)	Deployed
1	5	0	6

**Winding Rivers Library Service** is currently undergoing an ILS migration to Polaris. Most work with the WRLS websites continues to stay on hold as they complete this time-consuming process.

**Online Resources page** has been fully deployed (examples: simple - <https://dorchesterpubliclibrary.org/online-resources/>; with local resources added - <https://spoonerlibrary.org/online-resources/>). New resources have been added, including Education Source, Hobbies and Crafts Source, Home Improvement Source, Points of View Reference Source, ChiltonLibrary (all new BadgerLink offerings), Novelist K-8 (also BadgerLink), Common Sense Media, and Digital Learn. Total resource offerings now total over 50.

Further enhancements include a basic search function to find a specific resource quickly, and the ability to track “clicks” on resources. We will collect those click counts monthly and report to the systems. [You can see the current click totals \(partial August, month of August totals\) here](#). Brendan continues to work on improvements for keyword search and mobile device functionality. Erica is working with libraries to create a marketing package to promote this service to librarians, library users, and school partners.

Brendan is working on developing an **online room (venue) booking and event booking function for library websites**. Tony Kristovich, NWLS, developed a [Product Comparisons.xlsx \(sharepoint.com\)](#) to review current third-party solutions. However, commercial products are expensive (one quote was \$2,000 per site annually) and often lack needed features. An in-house or custom solution could avoid a six-figure annual expense across the four systems.

While related, room and event booking are separate projects. Brendan has built a proof of concept using Divi and WordPress on LEANWI servers, demonstrating basic functionality for booking rooms and event registrations with a flat file (JSON) system. He is now transitioning to using the WordPress database, progressing steadily.

The events booking integrates with The Events Calendar plugin (pro version purchased earlier this summer) which provides the event creation and calendar functionality. Brendan is tying the plugin’s series/multi-events functions to the booking system as his familiarity with the plugin increases.

Reporting is also a focus, with plans to customize options to streamline libraries’ annual reporting. The project is still in the proof-of-concept stage, with a decision on pursuing an in-house solution or third-party product expected by the end of the year. An in-house solution would allow for tailored functionality, cost savings, and full control over the final product.

## Website Training

In mid-August the *US Department of Justice, Civil Rights Division* announced on ADA.gov updated regulations to Title II of the Americans with Disabilities act, requiring [all websites and mobile apps provided by state and local government entities comply with new ADA accessibility standards](#). All public (Title II) entities, including public libraries, will need to have ALL WEBSITE and MOBILE APPS fully

compliant with the new ADA standards for accessibility, or suffer the same penalties as when a building is not fully ADA accessible.

Compliance deadlines vary, depending on service population. Those serving a population over **50,000 (WVLS and MCPL) will need to comply by April 24, 2026**. Those serving **populations up to 49,999 (remainder of WVLS and other LEANWI Website libraries) have a compliance deadline of April 26, 2027**.

This will need to be a priority for all public library website managers and the LEANWI website team. LEANWI Websites is laying out a planned response beginning immediately with trainings on [awareness of this new rule](#) and the [essentials of website accessibility](#) (repeat) in September. The remainder of 2024 will be preparing for 2025 and 2026/2027 by learning more about technical aspects of complying with the rule, creating a LEANWI website internship for 2025/2026, and assessing LEANWI staff continuing education needs and opportunities.

In 2025, the LEANWI Website team plans on **recruiting an intern** to audit existing websites and assist the team in rebuilds and designs to improve library website compliance. Sites serving a population over 50,000 will be a priority. Training will focus on teaching library website managers to assure ongoing accessibility of content (images, documents, etc.) added to websites.

In 2026 the LEANWI Website team will make sure the remaining websites are compliant by the April 2027 deadline.

**There are both challenges and opportunities presented by the rule.** Basic challenges stem from the lack of native accessibility features in most website platforms and the fact that existing websites were not specifically designed to meet basic accessibility standards. Additional coding and plugs are currently needed to create an accessible website design. For content, steps like adding alternative text to images, not using images as text, or making sure documents added to websites (PDFs) are fully accessible require extra effort on the part of website managers and are often skipped or, due to lack of clear best practices, not done consistently.

However, accessibility standards force good website design, so complying with these standards will improve website use for everybody. We anticipate this rule will put pressure on website platforms to make accessibility functions a native feature of their design, which will hopefully both improve the ability of our library staff and all website developers to create better websites. Website accessibility will be a strategic focus for all libraries and library services with a website beginning now and continuing well beyond the compliance dates.

Additional training and reference materials are regularly added to <https://training.librarieswin.org/>. A minimum of four trainings are offered per month; recordings are uploaded to YouTube and posted with the topic on the training blog.

# Continuing Education and Training

## UPCOMING CE OPPORTUNITIES

### Reciprocal Continuing Education Opportunities

Jamie Matczak and Brown County Library Deputy Director **Emily Rogers** have partnered to bring helpful continuing education opportunities to the libraries in the Nicolet Federated Library Service (NFLS), NWLS and WVLS.

For this collaboration, **Becky Phillips**, Branch Manager of the Weyers-Hilliard and Pulaski Branches of the Brown County Library, provided a recorded webinar on “Programming, Scaffolding and Ideation.” WVLS and NWLS member colleagues can view the webinar [here](#).

In turn, Jamie will present a two-hour workshop on “Giving Great Service” at [Nic Con](#), an annual fall conference sponsored by NFLS on behalf of its member libraries. Nic Con will be held Thursday, September 26, at the Brown County Library.

### “Giving Great Service” Webinar

Jamie Matczak will present a webinar at 1 p.m. on Wednesday, September 25 called “Giving Great Service.” In this webinar, attendees will learn tips on assessing and improving their library's commitment to great service, how to deliver it, and what steps to take when customer service fails. This webinar will be recorded and is worth 1 contact hour toward public library certification. [Register here](#).

### WVLS Annual Youth Services Workshop

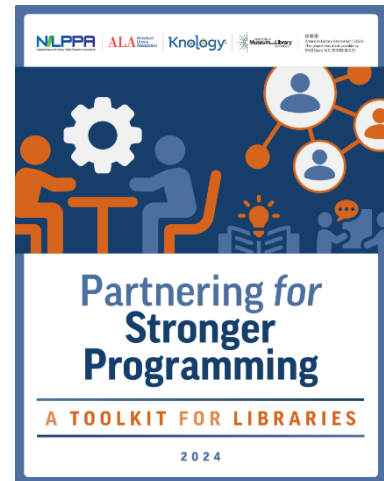
Kristie Hauer has arranged for the annual WVLS Youth Services Workshop to be held on October 2 at the T.B. Scott Free Library in Merrill. The day-long workshop will include presentations by performer and puppet master **Pam Corcoran**, and Founding President of The Reading League of Wisconsin, **Mary Newton**. Pam will lead a puppet demonstration and provide tips and techniques for using puppets in children’s programs. Mary will present a session on science-based reading, explaining what this entails and exploring how public libraries can contribute to this initiative. Additionally, participants will discover how to use artificial intelligence to assist with program planning.

## Info To Go

### NEW! COMMUNITY PARTNERSHIPS TOOLKIT

In June, the American Library Association published “Partnering for Stronger Communities: A Toolkit for Libraries.” This free resource aims to help library workers consider broader goals of library programming and determine ways to begin and sustain partnerships with other organizations.

The toolkit covers five subject areas that can be used individually or in combination to plan programming: goals, partnership focus areas, contributions, partner interactions, and strengths and weaknesses. It also includes a section to explore an institution’s impact fostering joy, connectedness, economic development, and other materials.



These materials were developed by ALA and the social science research organization Knology as part of the National Impact of Library Public Programs Assessment, which works to document U.S. library programs and their value, outcomes, and other characteristics. For more information, including how to access the toolkit and submit a testimony, visit <https://nilppa.org/resources/toolkit/>.

(*American Libraries Magazine*; September/October 2024)

## Upcoming Events / Meetings

- September 19 – 21 – **ALSC National Institute**; Denver, Colorado
- September 21 - **WVLS BOARD OF TRUSTEES MEETING**
- September 23 – **WVLS Listening Session**; Francis L. Simek Memorial Library, Medford
- September 23 – WISCAT User Group meeting
- September 24 – DPI-hosted meeting of System Directors
- September 24 - Collaborative NFLS/OWLS/WVLS Consultants meeting
- September 24 - Library Workforce Connection meeting
- September 24 – “Elements of Data Visualization and Design” webinar
- September 25 – DPI-hosted meeting of System Continuing Education Consultants
- September 25 – **WVLS/NWLS “Giving Great Service” webinar**
- September 26 - Connecting WI Libraries meeting
- September 26 - DPI-hosted Financial Data Workgroup meeting
- September 26 - **V-Cat Training: MARC Alerts**
- September 27 – WLA Library Development and Legislation Committee meeting
- September 30 – WPLC Collection Development Committee meeting
- October 1 – DPI-hosted meeting of System Inclusive Services Consultants
- October 2 – **WVLS Youth Services Workshop**; T.B. Scott Library, Merrill

- October 7-8 – “Back In Circulation Again” Conference; Madison
- October 8 - **WVLS V-Cat Bibliographic / Interface Committee meeting**
- October 8 – “Ethical Artificial Intelligence: Bridging Technology with Credible Evaluation Practices” webinar
- October 11 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- October 14 – Aspen and Customer Service training, Merrill
- October 14 - **WVLS/IFLS/NWLS Website Office Hour**
- October 15 - **Website Accessibility Learning Group meeting**
- October 15 - DPI-hosted meeting of System Youth Services Consultants
- October 16 – DPI-hosted Library Services Data Workgroup meeting
- October 16 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- October 17 - **V-Cat Training: In Person Training Day**
- October 17 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- October 17 - **WVLS/IFLS/NWLS Website Office Hour**
- October 18 – Statewide ILS Administrators meeting
- October 20 – 26 – [NATIONAL FRIENDS OF LIBRARIES WEEK](#)
- October 22 - Library Workforce Connection meeting
- October 23 - DPI-hosted meeting of System Continuing Education Consultants
- October 28 – 30 – **Governor’s Cybersecurity Summit**
- October 29 – **V-Cat Training: Apsen Patron Experience and Showcasing Collections**
- November 5 – 8 – **WLA Conference**; Hyatt Regency, Green Bay
- November 8 – Council on Library and Network Development (COLAND) meeting
- November 11 - **WVLS/IFLS/NWLS Website Office Hour**
- November 12 – WPLC Technology Steering Committee meeting
- November 13-14 – **Library Marketing and Communications Conference**; St. Louis, Missouri
- November 14 – **WVLS V-Cat Council meeting**
- November 16 – **WVLS BOARD OF TRUSTEES MEETING**
- November 19 - **Website Accessibility Learning Group meeting**
- November 20 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 20 – “Inspire, Advocate, Communicate: Library Data Storytelling” webinar
- November 21 - **V-Cat Training: Reports the Easy Way**
- November 21 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 21 - **WVLS/IFLS/NWLS Website Office Hour**
- November 22 - WLA Library Development and Legislation Committee meeting
- November 27 - DPI-hosted meeting of System Continuing Education Consultants
- November 28 – **WVLS OFFICE closed** (Thanksgiving Day)
- November 29 – **WVLS OFFICE closed**

Thank you for reading!

Marla

## Marathon County Public Library 2025 Official Closings

*New Year's Day	Wednesday	January 1	Closed
MLK Jr Day	Monday	January 20	Closed
Memorial Day Weekend	Saturday	May 24	Closed
*Memorial Day	Monday	May 26	Closed
*Independence Day	Friday	July 4	Closed
Labor Day Weekend	Saturday	August 30	Closed
*Labor Day	Monday	September 1	Closed
Thanksgiving Eve Day	Wednesday	November 26	**Close at 5:00 p.m.
*Thanksgiving Day	Thursday	November 27	Closed
*Day After Thanksgiving	Friday	November 28	Closed
*Christmas Eve	Wednesday	December 24	Closed
*Christmas Day	Thursday	December 25	Closed
*New Year's Eve	Wednesday	December 31, 2025	Closed
*New Year's Day	Thursday	January 1, 2026	Closed

\* Indicates a paid holiday

\*\*For locations that normally close later than 5:00 p.m.