



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

A meeting of the Marathon County Public Library Board of Trustees,  
Monday, January 27, 2025, 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/133159149> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 133-159-149.

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

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (10 minutes) Public Comments *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for 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. (15 minutes) Library Service Highlight: Marketing – For Discussion and Informational Purposes Only
8. Announcements
9. Request for Future Agenda Items
10. Next Meeting Dates
  - Monday 02/17/2025
  - Monday 03/17/2025
  - Monday 04/21/2025
  - Monday 05/19/2025 (Mosinee Branch Library)
11. 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  
EMAILED BY: H. Wilde  
EMAILED DATE: January 21, 2025  
EMAILED TIME: 11:05 a.m.

NOTICE POSTED AT COURTHOUSE  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

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

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

Absent: Kari Sweeney

Others: Katelyn Sabelko, Nicole Metz-Andrews, Heather Wilde, David Hahn and Stephanie Martell Remote visitors: none

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

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 18, 2024, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY CHRIS VOLL TO APPROVE THE NOVEMBER 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.

- Director Giordano introduced the new Support Service Manager, Nicole Metz-Andrews.
- The HVAC project is going as expected.
- Information on an article related to library funding in Clark County was shared.

Board Committees – None

Friends of the Library – The Friends of the Library had a by-laws meeting and on January 11<sup>th</sup> they will hold their annual meeting for all Friends of the Library members.

MCPL Foundation – None

Wisconsin Valley Library Service – None

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY CHRIS VOLL TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.

B. Roll call vote:

Chris Voll	1	Yes
Gary Gisselman	2	Yes
Reid Rayome	3	Yes
LeeAnn Podruch	4	Yes
Andrea Sheridan	5	Yes
Kari Sweeney-	not present	

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY CHRIS VOLL TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY CHRIS VOLL TO APPROVE THE PERSONNEL EVALUATION AS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.**

Announcements – None

Request for Future Agenda Items- The Board of Trustees would like to include Strategic Plan discussions in future meetings.

**A MOTION WAS MADE BY CHRIS VOLL; SECONDED BY LEEANN PODRUCH TO ADJOURN AT 1:13 P.M. MOTION CARRIED.**

  
\_\_\_\_\_  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 27, 2025.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 18, 2024.

Present: Kari Sweeney, Reid Rayome, Gary Gisselman, LeeAnn Podruch, Andrea Sheridan, Chris Voll, Leah Giordano

Absent:

Others: Katelyn Sabelko, Heather Wilde, David Hahn, Stephanie Martell and Ollie Carlson and one other visitor Remote visitors: none

The meeting was called to order at 12:00 p.m. by Kari Sweeney.  
Kari Sweeney acknowledged visitors at the meeting.

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 21, 2024, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO APPROVE THE OCTOBER 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.

- Staff met and have found a way to reduce processing costs by eliminating the taping by Baker and Taylor on some paperback books.
- The new HVAC system project continued in October and November.
- The 2025 library budget passed at the county board level.
- The county is making changes to the employee wellness clinic with a new provider that will have expanded locations and services for employees.

Board Committees – None

Friends of the Library – During the November 6<sup>th</sup>-9<sup>th</sup> book sale the Friends raised almost \$4000. The Friends of the Library Board has approved the 2025 programming budget.

MCPL Foundation – The Foundation met on November 14<sup>th</sup>.

Wisconsin Valley Library Service – The WVLS Board met on November 16<sup>th</sup> and will meet again in January.

Election of Library Board Officers- Trustee LeeAnn Podruch reported that the nominating committee recommends Reid Rayome for President and Kari Sweeney for Vice President for the upcoming term.

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY ANDREA SHERIDAN TO APPROVE THE SLATE AS PRESENTED. MOTION CARRIED.**

2025 MCPL Holiday Closures- Presented in the Board packet.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO APPROVE THE 2025 HOLIDAY CLOSURES AS PRESENTED. MOTION CARRIED.**

Library Service Highlight: Passport Services- Presented by Ollie Carlson, Circulation and Page Team Lead.

- MCPL serves as a passport acceptance facility. Other locations in Wausau are the post office and the courthouse.
- All circulation staff take the training to become passport application acceptance agents. Additional training is required for the passport manager.
- Staff double check and give advice on applications for new or renewal passports but do not make the decision on whether an individual will receive a passport.
- The government requires that the library charge a \$35 application fee. Photos can be taken for \$10 each.
- Staff helped 410 adults and 240 children with passports and 185 people with renewals for a total of 835 people helped so far in 2024.
- Providing this service is a good way to introduce people to the library who haven't been in the building before.

Announcements – The Board President is working on the Director's annual review and will email it to the Board for input. The Board will deliver the annual review to the Director in closed session at December's meeting.

Request for Future Agenda Items- None

**A MOTION WAS MADE BY CHRIS VOLL; SECONDED BY REID RAYOME TO ADJOURN AT 12:20 P.M. MOTION CARRIED.**

  
Library Director or Designee

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

<b>Library</b>		
52131 Financial, Banking and Investment Services	Unique Management Services Inc	\$ 50.91
	<b>Financial, Banking and Investment Services</b>	<b>\$ 50.91</b>
52140 Technology Services	FE Technologies	\$ 3,678.00
	<b>Technology Services</b>	<b>\$ 3,678.00</b>
52250 Telephone, Internet and Cable	Charter Communications	\$ 552.94
	Frontier	\$ 1,412.60
	<b>Telephone, Internet and Cable</b>	<b>\$ 1,965.54</b>
52560 Other Special Services	Amazon Capital Services	\$ 16.96
	Baker & Taylor Company	\$ 3,549.68
	Blackstone Publishing	\$ 41.30
	<b>Other Special Services</b>	<b>\$ 3,607.94</b>
52561 Reimburse County	Everett Roehl Marshfield Public Library	\$ 45.00
	<b>Reimburse County</b>	<b>\$ 45.00</b>
52932 Copier Charges	Marco Technologies LLC	\$ 830.00
	<b>Copier Charges</b>	<b>\$ 830.00</b>
52990 Sundry Contractual Services	Colby Community Library	\$ 6.00
	Merrill, City of	\$ 18.99
	Rhineland Public Library	\$ 27.00
	RMC Imaging, Inc.	\$ 425.00
	Tomahawk, City of	\$ 25.00
	Wabeno, Town of	\$ 31.00
	WI Valley Library Service	\$ 908.00
	<b>Sundry Contractual Services</b>	<b>\$ 1,440.99</b>
53130 Printing and Forms	Roto Graphic Printing Inc	\$ 64.00
	<b>Printing and Forms</b>	<b>\$ 64.00</b>
53142 Software - IT	Heartland Business Systems	\$ 689.17
	<b>Software - IT</b>	<b>\$ 689.17</b>
53161 Books Library	Amazon Capital Services	\$ 5,521.08
	Baker & Taylor Company	\$ 23,459.70
	OverDrive Inc	\$ 2,694.16
	<b>Books Library</b>	<b>\$ 31,674.94</b>
53168 Audio-Visual Materials	Amazon Capital Services	\$ 631.31
	Baker & Taylor Company	\$ 1,123.82
	Blackstone Publishing	\$ 715.41
	Midwest Tape LLC	\$ 3,509.68
	<b>Audio-Visual Materials</b>	<b>\$ 5,980.22</b>

53190 Office Supplies		
Amazon Capital Services	\$	269.29
Staples	\$	1,160.74
		<hr/>
	<b>Office Supplies</b>	<b>\$ 1,430.03</b>
53220 Subscriptions		
Wausau Daily Herald	\$	1,084.81
		<hr/>
	<b>Subscriptions</b>	<b>\$ 1,084.81</b>
53260 Advertising		
Wausau Area Newcomer Service, LLC	\$	25.00
		<hr/>
	<b>Advertising</b>	<b>\$ 25.00</b>
53321 Personal Auto Mileage		
Staff	\$	62.11
		<hr/>
	<b>Personal Auto Mileage</b>	<b>\$ 62.11</b>
53494 Technology Supplies		
Amazon Capital Services	\$	55.99
WI Valley Library Service	\$	164.00
		<hr/>
	<b>Technology Supplies</b>	<b>\$ 219.99</b>
53936 Other Supplies		
Amazon Capital Services	\$	107.22
CCI Solutions	\$	204.91
Demco	\$	543.92
		<hr/>
	<b>Other Supplies</b>	<b>\$ 856.05</b>
55320 Building/Offices Rent		
Hatley, Village of	\$	1,628.38
Marathon City, Village of	\$	2,126.85
Mosinee, City of	\$	33.64
Spencer, Village of	\$	3,826.86
WI Public Service Corporation	\$	441.33
		<hr/>
	<b>Building/Offices Rent</b>	<b>\$ 8,057.06</b>
<b>Library - Gifts/Donations</b>		
52164 Contractual Services		
Tank Mates LLC	\$	13.00
		<hr/>
	<b>Contractual Services</b>	<b>\$ 13.00</b>
53161 Books Library		
Amazon Capital Services	\$	526.55
Baker & Taylor Company	\$	1,159.76
		<hr/>
	<b>Books Library</b>	<b>\$ 1,686.31</b>
53168 Audio-Visual Materials		
Amazon Capital Services	\$	29.57
Midwest Tape LLC	\$	73.75
Playaway Products LLC	\$	996.82
Midwest Tapes	\$	38.23
		<hr/>
	<b>Audio-Visual Materials</b>	<b>\$ 1,138.37</b>
53936 Other Supplies		
Amazon Capital Services	\$	1,321.34
		<hr/>
	<b>Other Supplies</b>	<b>\$ 1,321.34</b>

**CIP Library**

52164 Contractual Services		
Tank Mates LLC	\$	1,478.00
	<b>Contractual Services</b>	<b>\$ 1,478.00</b>
52990 Sundry Contractual Services		
Per Mar Security & Research Corporation	\$	6,653.44
	<b>Sundry Contractual Services</b>	<b>\$ 6,653.44</b>
53494 Technology Supplies		
Amazon Capital Services	\$	319.99
	<b>Technology Supplies</b>	<b>\$ 319.99</b>
58120 Furniture, Fixtures and Equipment		
The Library Store	\$	1,214.94
The Samuels Group Inc	\$	10,956.82
	<b>Furniture, Fixtures and Equipment</b>	<b>\$ 12,171.76</b>
<b>Grand Total</b>	<b>\$</b>	<b>86,543.97</b>

\*Current as of 1/17/25 when pulled from Workday (county system)



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

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b><u>Library Cost Center</u></b>				
<b>Revenues</b>				
46170 Sale of Maps, Poll Lists, Copies	\$ 12,000.00	\$ 1,215.20	\$ 14,979.46	\$ 2,979.46
46190 Other General Government Fees	\$ 24,000.00	\$ 2,820.00	\$ 28,330.00	\$ 4,330.00
46710 Library Fees	\$ 45,000.00	\$ 12,699.33	\$ 50,952.58	\$ 5,952.58
48200 Rental of Buildings and Property	\$ 42,153.00	\$ -	\$ 42,153.00	\$ -
48900 Other Miscellaneous Revenues	\$ -	\$ -	\$ 1,632.93	\$ 1,632.93
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>\$ 16,734.53</b>	<b>\$ 201,132.97</b>	<b>\$ 14,894.97</b>
<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,078,706.00	\$ 202,150.34	\$ 1,974,776.53	\$ 103,929.47
51120 Overtime	\$ 22,935.00	\$ -	\$ -	\$ 22,935.00
51390 Other Special Pay	\$ -	\$ 2,024.17	\$ 19,816.90	\$ (19,816.90)
51580 Unemployment Compensation	\$ 2,102.00	\$ -	\$ -	\$ 2,102.00
51510 Social Security	\$ 160,775.00	\$ 14,737.49	\$ 144,376.81	\$ 16,398.19
51520 Retirement Employers Share	\$ 131,875.00	\$ 13,018.85	\$ 125,485.22	\$ 6,389.78
51541 Dental Insurance	\$ 12,031.00	\$ 1,217.50	\$ 8,636.05	\$ 3,394.95
51550 Life Insurance	\$ 7,016.00	\$ 65.97	\$ 475.30	\$ 6,540.70
51560 Workers Compensation	\$ 1,261.00	\$ 120.52	\$ 1,193.54	\$ 67.46

51590 Other Employer Contributions	\$	30,030.00	\$	2,277.60	\$	32,533.85	\$	(2,503.85)
51593 Health Insurance	\$	508,987.00	\$	55,950.22	\$	406,908.34	\$	102,078.66
<b>Personnel Expenses Total</b>	<b>\$</b>	<b>2,955,718.00</b>	<b>\$</b>	<b>291,562.66</b>	<b>\$</b>	<b>2,714,202.54</b>	<b>\$</b>	<b>241,515.46</b>

### Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	-	\$	-	\$	1,300.00
52131 Financial, Banking and Investment Services	\$	1,200.00	\$	50.91	\$	978.60	\$	221.40
52192 Other Professional Services	\$	6,500.00	\$	-	\$	6,500.00	\$	-
52250 Telephone, Internet and Cable	\$	22,750.00	\$	1,965.54	\$	21,983.77	\$	766.23
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	6,731.00	\$	(231.00)
52140 Technology Services	\$	16,000.00	\$	3,678.00	\$	17,303.97	\$	(1,303.97)
52560 Other Special Services	\$	34,000.00	\$	3,607.94	\$	39,414.57	\$	(5,414.57)
52561 Reimburse County	\$	6,400.00	\$	45.00	\$	6,410.00	\$	(10.00)
52932 Copier Charges	\$	6,500.00	\$	830.00	\$	7,735.03	\$	(1,235.03)
52990 Sundry Contractual Services	\$	15,000.00	\$	1,440.99	\$	7,922.59	\$	7,077.41
53110 Postage and Courier	\$	1,700.00	\$	-	\$	1,235.14	\$	464.86
53130 Printing and Forms	\$	5,000.00	\$	64.00	\$	3,419.00	\$	1,581.00
53142 Software - IT	\$	6,000.00	\$	689.17	\$	7,876.60	\$	(1,876.60)
53161 Books Library	\$	275,045.00	\$	31,674.94	\$	262,588.85	\$	12,456.15
53168 Audio-Visual Materials	\$	56,596.00	\$	5,980.22	\$	52,160.13	\$	4,435.87
53169 E-Books Library	\$	34,252.00	\$	-	\$	34,296.24	\$	(44.24)
53190 Office Supplies	\$	27,000.00	\$	1,430.03	\$	20,928.73	\$	6,071.27
53220 Subscriptions	\$	18,600.00	\$	1,084.81	\$	17,132.43	\$	1,467.57
53221 Electronic Subscriptions	\$	35,200.00	\$	-	\$	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	\$	25.00	\$	3,671.48	\$	328.52

53321 Personal Auto Mileage	\$	3,500.00	\$	62.11	\$	2,118.20	\$	1,381.80
53410 Meeting Expenses	\$	2,700.00	\$	-	\$	683.26	\$	2,016.74
53494 Technology Supplies	\$	3,000.00	\$	219.99	\$	5,899.13	\$	(2,899.13)
53936 Other Supplies	\$	10,000.00	\$	856.05	\$	9,624.49	\$	375.51
55190 Insurance Other Premiums	\$	48,000.00	\$	-	\$	-	\$	48,000.00
55320 Building/Offices Rent	\$	65,000.00	\$	8,057.06	\$	52,848.05	\$	12,151.95
<b>Operating Expenses Total</b>	<b>\$</b>	<b>833,740.00</b>	<b>\$</b>	<b>61,761.76</b>	<b>\$</b>	<b>744,954.72</b>	<b>\$</b>	<b>88,785.28</b>
Total Expenditures	\$	3,789,458.00	\$	353,324.42	\$	3,459,157.26	\$	330,300.74
Net Change	\$	(3,603,220.00)	\$	(336,589.89)	\$	(3,258,024.29)	\$	345,195.71

\*Current as of 1/17/25 when pulled from Workday (county system).

Numbers are not yet final while year end closing is occurring.

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

	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 202,783.00	\$ 15,729.00	\$ 304,599.07	\$ 101,816.07
Total Expenditures	\$ 202,783.00	\$ 4,159.02	\$ 86,063.58	\$ 116,719.42
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ 11,569.98</b>	<b>\$ 218,535.49</b>	<b>\$ 218,535.49</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 498,265.00	\$ -	\$ 498,264.97	\$ (0.03)
Total Expenditures	\$ 498,265.00	\$ 20,623.19	\$ 197,694.58	\$ 300,570.42
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (20,623.19)</b>	<b>\$ 300,570.39</b>	<b>\$ 300,570.39</b>

\*Current as of 1/17/25 when pulled from Workday (county system).

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## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of December 2024

Branch	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE	2023 YEAR-to-DATE	2024 YEAR-to-DATE	% CHANGE
ATHENS	1,765	1,799	1.93%	20,271	21,620	6.65%
EDGAR	993	996	0.30%	14,758	14,894	0.92%
HATLEY	1,627	1,872	15.06%	22,768	22,215	-2.43%
MARATHON	1,880	2,044	8.72%	29,201	27,670	-5.24%
MOSINEE	1,928	1,832	-4.98%	29,622	28,928	-2.34%
ROTHSCHILD	6,903	6,721	-2.64%	94,779	96,180	1.48%
SPENCER	1,229	816	-33.60%	13,726	12,581	-8.34%
STRATFORD	1,612	1,592	-1.24%	24,744	25,306	2.27%
WAUSAU	27,426	27,352	-0.27%	367,790	380,003	3.32%
WAUSAU DRIVE UP	1,467	1,545	5.32%	21,400	20,592	-3.78%
HOMEBOUND	480	662	37.92%	6,807	7,633	12.13%
ILL	139	188	35.25%	1,936	2,156	11.36%
OVERDRIVE	16,840	16,547	-1.74%	191,987	211,291	10.05%
<b>GRAND TOTAL</b>	64,289	63,966	-0.50%	839,789	871,069	3.72%

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

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

December 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	205	0	29	0	0	885	0	1,119	21,620	5.18%
EDGAR	1	0	0	0	0	0	0	1	14,894	0.01%
HATLEY	13	0	3	0	0	0	0	16	22,215	0.07%
MARATHON	19	0	83	0	0	3	0	105	27,670	0.38%
MOSINEE	0	0	28	0	0	2	1	31	28,928	0.11%
ROTHSCHILD	130	0	19	0	0	1	0	150	96,180	0.16%
SPENCER	666	0	0	0	0	2	24	692	12,581	5.50%
STRATFORD	0	0	0	0	0	0	13	13	25,306	0.05%
WAUSAU	134	0	1,877	0	0	158	67	2,236	380,003	0.59%
WAUSAU DRIVE UP	10	0	36	0	0	0	0	46	20,592	0.22%
MISC*									221,080	
TOTAL MCPL	1,178	0	2,075	0	0	1,051	105	4,409	871,069	0.51%
% of CIRC by COUNTY	0.14%	0.00%	0.24%	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 December 2024

	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	52,147	52,778	1.21%
RESIDENT CHILD	8,498	9,022	6.17%
HOMEBOUND	99	102	3.03%
STAFF	64	66	3.13%
TEMPORARY	469	495	5.54%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>61,277</b>	<b>62,463</b>	<b>1.94%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,577	2,637	2.33%
CHILD	228	236	3.51%
TEMPORARY	22	30	36.36%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>2,827</b>	<b>2,903</b>	<b>2.69%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	413	417	0.97%
<b>GRAND TOTAL</b>	<b>64,517</b>	<b>65,783</b>	<b>1.96%</b>



# Marathon County Public Library Director Report January 2025

## Highlights

### New & Improved Events Page

Patrons will notice an improved events page on our website. Our Web & Graphic Design Specialist was hard at work behind the scenes in 2024 implementing and perfecting a new events database on our website.

This change brings benefits for both patrons and staff. On the front end, the database allows for a number of patron-friendly tools such as a search feature, calendar subscriptions, customizable calendar and list views, and related events recommendations. On the back end, it has support for easy visual editing, recurring events and series, SEO optimization, auto-generated structured data, data export features, and automated backups courtesy of WVLS. We hope our patrons are as thrilled with the update as we are! - Ben K, Web & Graphic Design Specialist & Katelyn S, Library Services Manager

## Library Services



We welcomed a new Event Coordinator, Margaret P, to the team in December. The month was also notable for popular youth programs such as Family Story Time,



Upcycled Gingerbread Houses, and movie matinees. Due to popular demand, we also began facilitating a Teen D&D Club in December for the eager participants of our Dungeons & Dragons programs. Our Collection Development Librarians finalized spending and weeding for the year, keeping our collections fresh and well maintained. The team received their annual performance appraisals from the Library Services Manager. We are looking forward to a fantastic 2025!      *-Katelyn S, Library Services Manager*

## Branches

Our Edgar branch had a variety of programming in December - Genealogy basics with Ancestry, a fake snow sensory play event for preschoolers, and a DIY Wood Ornament craft. Staff saw regular patrons, and a few new faces at these programs!

The Stratford branch held two fun family story times in December. The Stratford Police Department visited us at our Dec. 4 session. We read a fun fiction book about police, and then read a non-fiction book too, asking Officer Sydney some questions as we went along. She was a big hit with the kids, teaching about a police officer's role in keeping our community a safe and happy place to live and visit. She also let the children see and sit in her squad car, and even turned on the sirens! At our Dec. 11 Winter Wardrobe Story Time, we borrowed a WVLS kit that included a Froggy Gets Dressed book that came with a Froggy doll that allowed the children to dress him in all his winter layers.

In Hatley, Jenna S., our new assistant, started this month. She is creating great connections with patrons and learning quickly. We're very excited to have Jenna as part of the Hatley team. Jenna led an outer space themed story time. The caregivers who attended were very excited about Jenna leading story time and expressed interested in coming back in the New Year.

In Mosinee, our family story time session this month was extra special, as we partnered with the Marathon County Humane Society to talk about rescue animals and meet an adoptable dog. We had a wonderful turnout of 17 patrons for this special partnership event.

In Rothschild, new busy boards for the children's area were installed. Visitors love to play with these and we love how they brighten up the library!



In building related news, carpets on both the main and upper level at Mosinee. They are looking much better. In Spencer, a new thermostat was installed in the library by the village. The village also provided an extra set of keys for the front door of the building and the library. The keys have been sent to Wausau to keep as an extra. In Stratford, the back-room furnace was not working properly on Dec. 13. The village fixed the issue, and it is functioning well again.

In staffing news, the Rothschild branch is currently hiring for a 30-hour branch assistant. The position closed on December 11th, and we have interviews scheduled for early January. Additionally, Laura, branch team lead, held an orientation session with Jenna, our new assistant in Hatley, and met virtually with Margaret, our new programming coordinator.

*-Laura W, Branch Team Lead*

## Library Services Statistics & Activities

### Team News & Projects

- Notary: 17 appointments
- Proctoring: 0 appointments
- Tech Time: 6 appointments
- MCPL study rooms were booked 52 times in December
- Homebound Services:
  - Items sent out: 320
  - Volunteer deliveries completed: 19
  - New (or recently returned) HB patrons: 2
  - Active HB accts at the start of the month: 90
  - Reading slips, letters, or notes received: 37
  - Library newsletters sent to all Homebound Program participants
- Weeding:
  - Athens: Adult Audiobook, Adult DVD
  - Edgar: Adult DVD, Adult Fiction
  - Hatley: Adult Fiction
  - Rothschild: Adult Fiction
  - Spencer: Young Adult Fiction, Adult Audiobooks, Adult Paperbacks
  - Wausau: Adult Nonfiction 700s, Adult Fiction
- Outreach:
  - Rose coordinated the Art Cluster display with the Leigh Yawkey Woodson Art Museum for 2025
  - Rose coordinated a special story time with the Grand Theatre as part of their Aspirus Arts in Education Series
  - Jailin sent letters to local nursing home facilities about our Memory Kits
- Ongoing projects:
  - Collection maintenance (Kate, Murray)
    - Murray worked with Dawn in Acquisitions to create a Standing Order for Young Adult Manga to begin in 2025
    - Kate visited the Edgar and Marathon City Branches
  - Events database upgrades (Ben)
    - Final minor adjustments made; new events page is live on website
  - Graphic and web design (Ben)
    - Designed program posters and handouts; designed and distributed newsletter
    - Updated digital signage in the library
    - Added/improved website metadata for better SEO and site search

- Library history digitization project (Julie)
- Lost & Found management (Kathy)
- Marketing and social media (Robyn)
  - Interviewed on WXCO Radio on Dec 3 & Dec 17 to discuss upcoming library programs
  - Interviewed on Channel 7 WSAW about Edgar’s DIY Wood Painted Ornaments program on Dec 6
  - Met with Wausau Pilot & Review on Dec 18 to discuss marketing in 2025
- Obituary indexing (Jailin, Jordan, Kathy)
- Policy & procedure edits (Kate, Rose, Olivia)
- Programming
  - Margaret P. started as the Event Coordinator for MCPL on Dec 9
  - Ben, Margaret, and Robyn met to discuss the program process on Dec 10
- Reference skills orientation update (Julie)

## Events and Programs

### Youth Events

#### Story Times:

- December 2: Family Story Time—38
- December 3: Story Time & Tour with Wausau Mom’s Club—43
- December 4: Play & Learn Story Time—37
- December 9: Family Story Time—33
- December 11: Play & Learn Story Time—46
- December 16: Family Story Time—42
- December 18: Play & Learn Story Time—41

#### Other Programs:

- December 7: Teen D&D Club—6
- December 10: Pokémon Club—40
- December 19: LEGO Block Party—10
- December 19: Teen D&D One-Shot—8
- December 23: Movie Matinee—5
- December 26: Movie Matinee—7
- December 27: Movie Matinee—19
- December 30: Movie Matinee—36
- December 30: Upcycled Gingerbread House—330
- December 30: Children’s Room Scavenger Hunt—119
- December 30: Teen D&D Club—4
  
- **Number of December Youth Services programs – 18**
- **Total attendance for December Youth Services programs – 864**

### Adults/All Ages Events

- December 3: Cribbage—0
- December 10: Adaptive Communities Arts & Crafts—10
- December 10: Movie Night—0
- December 10: Extension Gardening Microgreens—4
- December 10: Cribbage—0
- December 12: Extension Gardening Microgreens—8
- December 17: Cribbage—0

- **Number of December programs and activities – 7**
- **Total attendance/participation for December programs – 22**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 5,411 followers (+12)
  - New likes (+7)
  - Unfollows (0)
- Twitter: 1,201 followers (-14)
- Pinterest: 963 followers (+1)
- Goodreads: 350 friends (+1); 1,500 reviews (+2)
- Instagram: 1,176 followers (+8)
- YouTube: 522 subscribers (+0)

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

- December 4 – Pokémon Club
- December 11 – Family Story Time
- December 18 – Upcycled Gingerbread Houses
- December 23 – DIY Neon Signs

### WSAW Channel 7

- December 9 - Free ornament making Monday night in Edgar: <https://www.wsaw.com/2024/12/09/free-ornaments-making-monday-night-library-edgar/>
- December 9 - Marathon County Public Library branches offering free, fun holiday activities: <https://www.wsaw.com/video/2024/12/09/marathon-county-public-library-branches-offering-free-fun-holiday-activities/>
- December 10 - Free Medicare information class offered at Mosinee library: <https://www.wsaw.com/2024/12/10/free-medicare-information-class-offered-mosinee-library/>
- December 27 – Numerous events happening this weekend in Wisconsin: <https://www.wsaw.com/2024/12/27/numerous-events-happening-this-weekend-wisconsin/>

### WXCO 1230 AM, 98.9 FM

- December 3 - Robyn Vargas of the Marathon County Public Library. More on Giving Tuesday. MU and UW keep moving up the college basketball rankings in front of their Saturday showdown. <https://civicmedia.us/shows/chad-holmes-show/2024/12/03/robyn-vargas-of-the-marathon-county-public-library-more-on-giving-tuesday-mu-and-uw-keep-moving-up-the-college-basketball-rankings-in-front-of-their-saturday-showdown>
- December 17 - Robyn Vargas of the Marathon County Public Library. How would you spend the money if you won the big lottery tonight?: <https://civicmedia.us/shows/chad-holmes-show/2024/12/17/robyn-vargas-of-the-marathon-county-public-library-how-would-you-spend-the-money-if-you-won-the-big-lottery-tonight>

### City Pages

- December 5 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage; Events: Essential Oils Craft-MO, MA Book Club, ED Book Club, HA Book Club, Cribbage-SP, Yoga & Meditation-MO; Lectures/Workshops: DIY Painted Wood Ornament Craft-ED, Extension Gardening: Microgreens at Home-WA; Kids/Teens: Mini Makers-AT, Family Story Time-WA, Play and Learn-WA, Family Story Time-MA, Lego Block Party-RO, Mini Makers-SP, Family Story Time-HA, Pokemon Club-WA, Family Story Time-AT, Family Story Time-ST, Mini Makers-RO, DIY Snowman Ornament-MA
- December 12 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage; Events: SP Book Club, ST Book Club
- December 19– Big Guide – Ongoing: MCPL Learn How to Play Cribbage; Events: Friends of MCPL Members Only Book Sale, MA Book Club, ED Book Club, HA Book Club, AT Book Club, ST Book Club, MO Book Club, RO Book Club; Lectures/Workshops: Needlework Social Hour-ED; Kids/Teens: Family Story Time-MA, WA, ED, ST, MO, RO, MA, WA, HA, AT, ED, RO, WA, HA; LEGO

Block Party-WA, Teen Dungeons & Dragons One Shot-WA, Upcycled Gingerbread Houses-WA, Winter Craft-RO, Movie Matinee for Kids x4-WA, Winter Trail Tales, LEGO Block Party-RO, Teen DIY Neon Signs-WA, Winter Wigglers-MO, Play and Learn-WA, Mini Makers-MO, Pokemon Club-WA, Mini Makers-RO, Family Game Night-ED, LEGO Block Party-WA, Snowflake Craft Day-MA, Play and Learn For the Birds-ST

#### Record Review

- December 11 – People – Edgar: Needlework Social Hour, Family Story Time; Marathon City: Family Story Time; Stratford: Magnetic Magic
- December 15 – People – Athens: Family Story Time, Book Club; Edgar: Book club, Family Story Time, Needlework Social Hour, Family Game Night; Marathon: Family Story Time, Book club, Snowflake Craft day; Stratford: Family Story Time, Book Club, Play & Learn For the Birds
- December 25 – People – Athens: Family Story Time, Book Club; Edgar: Book Club, Family Story Time, Family Game Night; Marathon City: Family Story Time, Book Club, Snowflake Craft Day; Stratford: Family Story Time, Book Club, Play & Learn: For The Birds; Marathon County: Winter Trail Tales

#### Mosinee Times

- December 5 – Marathon County Public Library Youth Events: Play & Learn Magnetic Magic-ST, Read to a Therapy Dog-MO
- December 26 – January book clubs; MCPL Mosinee Homemade Journals and Notebooks; January Youth Events: Trail Tales, LEGO Block Party, Teen DIY Neon Signs

#### Wausau Pilot & Review

- December 18 – Marathon County Public Library book clubs: January 2025 - <https://wausaupilotandreview.com/2024/12/18/marathon-county-public-library-book-clubs-january-2025/>
- December 20 - Marathon County Public Library Wausau programs, adults - <https://wausaupilotandreview.com/2024/12/20/marathon-county-public-library-programs-adults-25/>
- December 21 - Marathon County Public Library Mosinee Branch programs, adults - <https://wausaupilotandreview.com/2024/12/21/marathon-county-public-library-programs-adults-26/>
- December 26 - January story time dates set at Marathon County Public Library - <https://wausaupilotandreview.com/2024/12/26/january-story-time-dates-set-at-marathon-county-public-library-2/>
- December 26 - Marathon County Public Library programs, youths - <https://wausaupilotandreview.com/2024/12/26/marathon-county-public-library-programs-youths-11/>
- December 31 - Marathon County Public Library programs, adults - <https://wausaupilotandreview.com/2024/12/31/marathon-county-public-library-programs-adults-27/>

#### Wausau Times/Buyers Guide

- December 4 – Local Events – Kids/Teens: Family Story Time-WA, Family Story Time-RO, Family Story Time-ED, Play & Learn-WA, Family Story Time-AT, Family Story Time-ST, Family Story Time-MA, LEGO Block Party-RO, Mini Makers-SP, Family Story Time-HA, Pokemon Club-WA, Mini Makers-RO, DIY Snowman Ornament-MA, Play & Learn Magnetic Magic-ST, Stuffed Animal Sleepover-RO, Read to a Therapy Dog-MO, Pokemon Club-RO, Lego Block Party-WA, Teen Dungeons & Dragons-WA,
- December 25 – Headline: MCPL Mosinee to offer homemade journal and notebook event

## Materials

### Youth

December '24	2024 Annual Budget	Rollover from 2023	Total w/carryover	Free Balance	Spent as of 12/31/24	% Spent
Juvenile Audiobooks	\$10,000.00	\$0.00	\$10,000.00	-\$5.66	\$10,005.66	100.06%
Juvenile CDs	\$300.00	\$30.54	\$330.54	\$4.32	\$326.22	98.69%
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	\$13.86	\$2,341.25	99.63%
Young Adult Audio Books	\$1,800.00	\$0.00	\$1,800.00	\$0.32	\$1,799.68	99.98%
<b>Youth AV Subtotal</b>	<b>\$21,950.00</b>	<b>\$130.07</b>	<b>\$22,080.07</b>	<b>\$12.46</b>	<b>\$22,072.72</b>	<b>99.97%</b>
Juvenile Fiction	\$26,000.00	\$10.05	\$26,010.05	-\$11.72	\$26,021.77	100.05%
Juvenile NonFiction	\$26,000.00	\$53.24	\$26,053.24	\$74.21	\$25,979.03	99.72%
Juvenile Picture Books	\$30,000.00	\$0.00	\$30,000.00	\$7.41	\$29,992.59	99.98%
Juvenile Spanish	\$1,500.00	\$23.56	\$1,523.56	\$2.86	\$1,520.70	99.81%
Juvenile Standing Order	\$7,500.00	\$0.00	\$7,500.00	\$162.86	\$7,337.14	97.83%
Young Adult Fiction	\$12,200.00	\$0.00	\$12,200.00	\$13.04	\$12,186.96	99.86%
Young Adult Graphic Novels	\$3,700.00	\$30.98	\$3,730.98	\$11.46	\$3,719.52	99.69%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$37.92	\$3,362.08	99.88%
Juvenile e-books	\$2,000.00	\$0.00	\$2,000.00	-\$159.93	\$2,159.93	108.00%*
<b>Youth Print Subtotal</b>	<b>\$112,300.00</b>	<b>\$117.83</b>	<b>\$112,417.83</b>	<b>\$138.11</b>	<b>\$112,279.72</b>	<b>99.88%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$247.90</b>	<b>\$134,497.90</b>	<b>\$145.46</b>	<b>\$134,352.44</b>	<b>99.87%</b>

\* This cost overrun is to help balance out the small surpluses with the other line items.

### Adult

	2024 Annual Budget	Rollover from 2023	Total w/ carryover	Monthly Allotment	Free Balance as of 1/6/25	Spent YTD	% Spent	Sierra Free Balance	Budget Transfers made on 12/9/2024
Adult Audiobooks	\$11,500.00	\$279.58	\$11,779.58	\$1,045.45	\$14.82	\$11,764.76	102.30%	\$14.82	560.00 to AF, 200.00 TO ANF
Adult Music CD	\$5,000.00	\$102.72	\$5,102.72	\$454.55	\$153.63	\$4,949.09	98.98%	\$153.63	880.00 TO ADVD
Adult DVD	\$17,750.00	\$284.08	\$18,034.08	\$1,613.64	\$13.56	\$18,020.52	101.52%	\$13.56	

Adult Video Games	\$1,550.00	\$0.00	\$1,550.00	\$140.91	\$1.43	\$1,548.57	99.91%	\$1.43	85.00 TO OVERDRIVE
Adult AV Subtotal	\$35,800.00	\$666.38	\$36,466.38	\$3,254.55	\$183.44	\$35,616.56	99.49%	\$183.44	
Adult Paperbacks	\$2,500.00	\$6.29	\$2,506.29	\$227.27	-\$31.93	\$2,538.22	101.53%	-\$31.93	
Adult Paperbacks S.O.	\$450.00	\$0.00	\$450.00	N/A	\$30.00	\$420.00	93.33%	\$30.00	420.00 TO AF
Adult Fiction	\$47,000.00	\$139.22	\$47,139.22	\$4,272.73	\$45.57	\$47,093.65	100.20%	\$49.47	
Adult LT Fiction	\$7,500.00	\$96.97	\$7,596.97	\$681.82	-\$869.11	\$8,466.08	112.88%	-\$869.11	
***Adult LT S.O.	\$5,500.00	\$0.00	\$5,500.00	\$500.00	\$907.25	\$4,592.75	83.50%	\$907.25	
Adult Non-fiction	\$71,000.00	\$386.22	\$71,386.22	\$6,454.55	\$382.50	\$71,003.72	100.01%	\$391.50	
Adult Non-fiction S.O.	\$2,000.00	\$0.00	\$2,000.00	N/A	\$8.58	\$1,991.42	99.57%	\$8.58	400.00 TO ALT
Adult Biographies	\$11,000.00	\$37.54	\$11,037.54	\$1,000.00	\$74.17	\$11,001.77	100.02%	\$74.17	225.00 TO ALT
Adult Spanish	\$500.00	\$11.33	\$511.33	\$45.45	-\$13.73	\$525.06	105.01%	-\$13.73	
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$1.49	\$748.51	99.80%	\$1.49	210.00 TO OVERDRIVE
Overdrive - ebooks	\$16,000.00	\$0.00	\$16,000.00	\$1,454.55	-\$713.28	\$16,713.28	104.46%	-\$713.28	
Adult Print Subtotal	\$164,200.00	\$677.57	\$164,877.57	\$14,927.27	-\$178.49	\$165,094.46	100.54%	-\$165.59	
Adult Services TOTAL	\$200,000.00	\$1,343.95	\$201,343.95	\$18,181.82	\$4.95	\$200,711.02	100.36%	\$17.85	

*Note: Free balance is how much was spent by the Collection Development Librarian and cancellations. The Sierra Free Balance is where we stand currently after materials coming in cheaper, cancellations, etc. so there is a small difference.*

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 135
- Accounts linked: 30
- **Checkout total for Wausau First Floor: 27,352**
- Ashley H processed 188 Interlibrary Loan items
- December Passports News:
  - The MCPL Passport team accepted a total of **38 passport applications** at \$35.00 each, and 46 photos were taken at \$10.00 each for a total of \$1,790 recorded. We also assisted with 10 renewal applications
    - 23 Adult Passport Books
    - 13 Minor Passport Books
    - 6 Adult Passport Cards (2 were unique applications, 4 were attached to book applications)
    - 1 Minor Passport Card (attached to book application)
- Ashley H:
  - 12-10 filled in at RO 3-7 pm.
  - 12-11 trained Nicole on ILL
  - 12-13 trained Ying on ILL
  - 12-17 sent ILL due date reminder to Branch staff

- 12-18 watched WISCAT User Group meeting from 12-4.
- Discs cleaned for Workroom: 27
- Discs tested for Workroom: 8
- Conducted additional ILL work beyond traditional circulations (35 requests received and processed):
  - Under \$10 per Amazon: 2
  - Too new: 3
  - Email inquiries/renewals: 16/2
  - Phone inquiries/renewals: 2/5
  - V-Cat items: 3
  - Unfilled: 2
  - Hold pickup phone calls: 3
  - Library of Congress: 2
  - Textbook: 1
  - Overdue letters sent: 1
  - Invoices sent for MCPL ILL: 1
  - Article request: 1
  - Emails to Wausau West for ILL pickup: 2
- Ying X:
  - Ying started in her position as Library Assistant on December 9th.
  - Trained with all departments to get the lay of the land.
  - Did multiple pull lists to get a better understanding on where items in the collection are.
  - Took the “Shelving with Dewey” course and practiced putting carts in order for the Page team.
- 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 on projects downstairs.
  - Juvenile to Adult account switchovers.
  - Unlinked accounts as juveniles turned 16.
  - Processed new videogames.
- Erin Q:
  - Adult fiction weeding list.
  - Adult large print fiction weeding list.
  - Adult fiction switchovers.
  - **2024 Billing Statistics:**
    - 251 Billed items
    - 31 unpaid invoices
    - 31 waived invoices
    - 189 paid invoices
- 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.
  - Finished Passport Recertification course.
  - Trained new employees about newspapers and magazines.
- Mollie P:
  - Assisted the page team by emptying return bins and sorting carts to be shelved.
  - Assisted with pull lists.
  - Adult fiction weeding.
  - Adult non-fiction switchovers.
  - Inventoried in juvenile fiction.



- Finished 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.
  - Worked on 2025 Annual Passport Certification packet.
  - Gathered information about the hotspot circulation
  - 185 - unique users (aka how many hotspot agreements we have signed)
  - 498 - total circs
  - 145 - total renewals
  - 10 - billed hotspots
  - 1 - damaged hotspot
  - 11 - length of current holds list
  - Ran a report on the amount of **new library cards that MCPL created during 2024**
    - **3,587 new patrons!**
  - Switched Thanksgiving (and a few Halloween stragglers) items back to storage and got them organized in 007.
  - Worked on several projects for VCAT Cooperative Circulation.
  - Completed WVLS billing list.
  - Worked on an issue with MCPL items being set to "Claims Returned".
  - Trained the new manager, Nicole M.A., and the new library assistant, Ying X., on Circulation and Page procedures.
  - Over the course of the month **one** patron was banned for different lengths of time due to policy violations.

## Support Services Team

- Chris L chaired the V-Cat Bibliographic/Interface Committee meeting on 12/3. Topics discussed:
  - 653 Subject headings: research and continue discussion in February.
  - Series not actually a series: the committee decided to explore options for hiding selected series in Aspen to maintain search-ability while ensuring a clean display.
- On 12/3 Baker & Taylor pushed a software which caused previously ordered carts back into Sierra, creating duplicate order/item records and encumbering funds, though no new orders were placed.
  - The issue impacted many libraries using One-Click processes and Innovative ILSs. Katie Z of WVLS contacted Innovative, who updated the order statuses to "z cancelled." WVLS staff then batch-deleted the cancelled order and item records. Dawn L, with Stephanie's assistance, readjusted the fund balances. The process took approximately 24 staff-hours.
- Support Services Team hosted orientation sessions for Jenna S (Hatley Branch Assistant) on 12/3 and Ying X (Wausau Library Assistant) on 12/11.
- Support Services Team welcomed our new manager Nicole M on 12/9. She has jumped right in to learning our processes and helping us improve them. We look forward to continuing to work with her!
- Team Leads met with Leah 12/11.
- Murray J of Collection Development requested a new B&T standing order for manga (Japanese-style graphic novels, typically book-length and serialized). The standing order would allow automatic shipping of newly published issues. Initially, we thought a new B&T account was required, but later realized it could be added to the existing account. Dawn coordinated the discussion.
- With Nicole's approval, James B, Dawn & Chris have begun investigating the creation of an EDI ordering process for Midwest Tape since they are a supplemental vendor for Audio/Visual materials. Automating the process, like with Baker & Taylor TS360, would improve workflows for finance, receiving, and cataloging. The Support Services team will collaborate with WVLS on

implementation, which may cause a brief delay in receiving Midwest Tape orders. Acquisitions has been notified of this possibility.

- Kayla K reports that receiving is going smoothly.
- **Circulation total for Wausau Drive Up: 1,545.**

## Page Team

- Haley and Lynelle worked on inventory throughout the month.
- Throughout the month of December, the Page Team shelved 24,572 items. They handled an additional 3,358 more items for holds or transits to home libraries.

## Information Technology

- Public Computer Deployment Update:
  - On December 9th, library firewalls were reconfigured to allow network traffic from the branches to the WVLS Pharos and DeepFreeze servers. This allows IT to continue new computer deployment.
- Security screens have been added to our security computers to ensure patron privacy. Screens are only visible when looking straight on.
- Configuration of new Wausau desk staff and branch staff computers continues.
  - New desk computer installed at the Children's Desk.
- New RFID Readers are being configured and deployed.
  - New RFID installed at the Children's Desk.
- Updated the Web Help Desk software to reflect the new email addresses of MCPL staff.
- Server modifications:
  - After the last power outage David noticed some servers did not power back on and had to be manually reactivated. Since the library had a scheduled power shutdown between 6:00am and Noon on the 24th, David took the opportunity to change some settings on our 2 physical servers and 12 virtual servers. These changes allow library servers power on automatically, upon restoration of service, in order of importance and takes about 20 minutes to complete. We are happy to report that these new changes worked perfectly.
- Ongoing Projects:
  - Update to Fiber at Branches:
    - Athens
    - Edgar
    - Marathon City
    - Mosinee
    - Spencer
    - Stratford
  - Creating technology tutorials for staff.
- Prospective Projects:
  - 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 replacing our security gates at the Wausau location.
  - Investigate VoIP options for our phones at the branches.

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- The December Book Club pick was *A Winter Dream* by Richard Paul Evans. Six people participated in a thoughtful discussion. The January selection will be *The Storm We Made* by Vanessa Chan and will be held on January 14, 2025 at 2:00.
- Weekly Family Story time was held on Wednesdays in December. 7 Children and 6 Adults attended 2 story times during the month of December. Winter/Spring Storytime will resume on Wednesday, January 15 at 10:30.
- 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. 18 children took part in this craft.
- There were 7 class visits through the month of December, one with a reading presentation.
- Our first bi-weekly craft of December was “Create your own gift bags” using stamps, markers, gems, and snowflakes. The second bi-weekly craft was “Paper craft ornaments.” Children were given 3” circles to cut, fold, glue, and a ribbon loop to attach for hanging.

#### Circulation Statistics

- December circulation totaled 1,799 items. This is a 1.93% increase from December of 2023. In 2024 year-to-date, Athens has circulated 21,620 items. This is a 6.65% increase from 2023.

#### Library News

- Passport Photo Service has taken 10 photos in December. Kitty has assisted 10 customers with passport forms.
- Wheels have been attached to our display unit by a local volunteer for safe and easier movement of the unit.
- MCPL-Athens Branch conducted 121 events/passive crafts in 2024.

#### Facilities

- Witmer Furniture and Stephanie came to take measurements for an inside book drop cover.

### Edgar Monthly Report

#### Events and Programs

- Book club discussed the book *Winter Street* by Elin Hilderbrand on the 10th with 5 in attendance. The book was enjoyed by all, and many are going to read the rest of the series.
- Story time was held on the 3rd with 2 people in attendance and on the 17th with 0 in attendance.
- Genealogy basics with Ancestry on the 2nd was attended by 3 adults.
- Hannah visited the Wildcat Early Learning Center for story time on the 10th with 9 in attendance. We have planned on a monthly visit to their building in the future.
- Our fake snow sensory play event was on the 4th with 5 attending.
- DIY Wood Ornaments was on the 9th and was a hit with 13 participating, including people I had never seen/are new to the library.
- Needlework Social Hour was on the 23rd with none in attendance.
- The Community Puzzle is still ongoing; patrons are enjoying working on it.

#### Circulation Statistics

- The circulation statistics for the month of December were 996 items checked out. This is a 0.30% increase from the same month last year. A total of 14,894 items have been checked out so far this year. This is a 0.92% increase from 2023.
- There were 0 curbside pickups for the month.

#### Library News

- MJ helped cover an emergency shift on the 17th

- Hannah covered a shift in Mosinee on the 20th
- Allycia covered a shift in Mosinee on the 26th

#### Facilities Updates

- None at this time.

## Hatley Monthly Report

#### Events and Programs

- Book club met on December 10th to discuss *One Perfect Day* by Lauraine Snelling. Eight individuals attended that meeting. Book club will meet for the first time in 2025 on January 14<sup>th</sup> to discuss *The Horse Whisperer* by Charles Martin.
- Story time was held for children and their caregivers on December 10th, with four individuals attending. Jenna S., the new Hatley assistant, led an outer space themed story time. The caregivers who attended were very excited about Jenna leading story time and expressed interested in coming back in the New Year.

#### Circulation Statistics

- In December, Hatley circulated 1,872 items. This is a 15.06% increase from last year. In 2024, Hatley has circulated 22,215 items. This is a 2.43% decrease from 2023.

#### Library News

- Winter book displays were created in both the juvenile and adult sections of the library. Each display highlights books about winter, books that take place in winter, or books that have wintry themes. We also have a snowflake bulletin board that patrons can add to and snowflakes on the windows. Very seasonal and cozy!
- Jenna S., Hatley's new assistant started this month. She is creating great connections with patrons and learning quickly. We're very excited to have Jenna as part of the Hatley team.

#### Facilities Updates

- The outside light bulb by the staff entrance and outside book drop was replaced. New air filters were installed.

## Marathon City Monthly Report

#### Events and Programs

- Book Club: Lisa M. and 9 patrons had a lively, thoughtful discussion of the book *Carrie Soto is Back* by Taylor Jenkins Reid. 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, January 13th with a discussion of the book *Hello Beautiful* by Ann Napolitano.
- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We held 3 family story time events with themes that focused on owls, animals getting ready for winter, and candy canes. We listened to stories, sang songs and made simple crafts with 15 children and caregivers attending these three events.
- The St. Mary's 4k class came for their monthly visit. Twenty students and 2 adults walked down to the library for a quick story time and book check out with their own library cards.
- On December 11, we offered a DIY Snowman Ornament craft event. Over 20 children of all ages stopped in to create the cute ornaments. We also had a drop-in Make your own Candy Cane Ornament station during the holiday week where 12 children made cute little beaded candy cane ornaments. We focused most of our days on finishing our inventory for 2024 during the month of December.
- In January, our monthly book club, weekly family story time and St. Mary's 4k story time will be held as usual. On January 24 during the Marathon School District In-service day, we are hosting a Snowflake Craft Day event. Children of all ages can stop in to create a variety of snowflake projects.

## Circulation Statistics

- Marathon circulated 2,044 items during the month of December, which is an 8.72% increase from this time last year. So far in 2024, Marathon has circulated 27,670 items. This is a 5.24% decrease over last year.

## Library News

- We are looking forward to the County/Library Staff Development Day on January 20.
- We are looking forward to the installation of new computers this month.

## Facilities Updates

- None at this time.

# Mosinee Monthly Report

## Events and Programs

- Our Mini Makers process art program series brought in 12 patrons for creative winter decorations.
- The next day was our monthly outreach story time at Head Start, with 16 children and 4 adults listening to stories and songs all about motion.
- Our Family Story Time session this month was extra special, as we partnered with the Marathon County Humane Society to talk about rescue animals and meet an adoptable dog. We had a wonderful turnout of 17 patrons for this special partnership event.
- The next day was our final fall adult and teen craft club session, which had 7 patrons participate.
- Adult Book Club had our December break, but will start back up on January 27th.
- Passive Programs: Throughout December 44 patrons had fun guessing how many mints were in our passive display. We had a scavenger hunt to find all the winter animal friends that were hidden throughout the children's area. 39 patrons joined us for that. 49 patrons, both young and old, sat down to color/draw on our winter themed coloring sheets.
- Our Gentle Yoga and Meditation program brought in 5 patrons.
- Sadly, our final fall session of Read to a Therapy dog got cancelled at the last minute as the handler was ill.
- We hosted the first of many programs by the ADRC, but unfortunately no patrons braved the cold to learn about navigating Medicare and maintaining their coverage this month on the 10th.
- Upcoming Programs:
  - The following programs will continue into January: Family Story Time on the first Wednesday of the month, our Mini Makers Process Art program on the second Tuesday of the month, and Adult Book Club. We'll also have a Winter Wiggles obstacle course for children on the 7th, host the Friends of the Library on the 14th, and have a presentation about Retirement benefits from the ADRC on the 14th. The month will also start with a passive homemade journal and notebook craft week, along with our monthly Head Start Outreach.

## Circulation Statistics

- Mosinee circulated 1,832 items in December 2024. This is a 4.98% decrease. Mosinee has circulated 28,928 items in 2024. This is a 2.34 % decrease.

## Library News

- Displays in December featured winter and holiday themes, along with a display highlighting our foreign language collection in honor of "Learn a Foreign Language Month." We also had bear books in our juvenile fiction display since "Books make winter BEARable," and our circulation desk display encouraged patrons to "Read like it's SNOWbody's business."
- A huge special thank you to Jailin, Lisa H., Robin, and Hannah for covering this month at Mosinee!

## Facilities Updates

- Carpets in the main library were cleaned as well as the carpet in the upper level. They are looking much better.

## Rothschild Monthly Report

### Events and Programs

- We held two family story times in December for 50 people. The second story time of the month was our annual Stuffed Animal Sleepover. The children loved bringing a stuffed animal to stay at the library overnight and enjoyed photographs of the fun things they did while the library was closed! Because our attendance has been steadily growing, we will be moving story time into our larger community room in 2025.
- Book club did not meet in December due to the holidays. We will meet again in January to discuss *Good Night, Irene* by Luis Alberto Urrea.
- We had 3 recurring events in December – 5 people joined us for Lego Block Party, 8 people joined us for our preschool focused Mini-Makers program, and 5 people joined us for Pokémon Club. We also hosted an adult craft night and made large scale paper bag snowflakes. Additionally, we hosted a week long craft for winter break and 35 participants made a watercolor and yarn winter hat.
- In December, we had various book displays around the library including “Winter is coming, try a new hobby!”, “Just One Word” (one word titles), “Read the Movie,” and a display of Christmas and winter holiday books.

### Circulation Statistics

- In December, Rothschild circulated 6,721 items. This is a -2.64% decrease from last year. In 2024, Rothschild circulated 96,180 items. This is a 1.48% increase from last year.

### Library News

- We are currently displaying Giacometti inspired sculptures from our local 5th graders. We love these sculptures and have enjoyed welcoming the families into the library to see their student’s art!
- Laura attended the monthly team leads meeting.
- Our new busy boards for the children’s area were installed. Visitors love to play with these, and we love how they brighten up the library!
- Staff worked on inventory and completed weeding projects in adult fiction.
- Jenna, the new Hatley branch assistant, completed orientation in Rothschild on 12/2. Laura met virtually with Margaret on 12/9 to discuss programming services for the branches.
- Rothschild staff covered two shifts in Mosinee. Many staff members from various locations helped cover open shifts in Rothschild.

### Facilities Updates

- None at this time.

## Spencer Monthly Report

### Events and Programs

- From December 9th to December 14th, 5 patrons participated in our Mini Makers “Prepare a Puppet” craft.
- On December 10<sup>th</sup>, 8 patrons came to our Cribbage at the Library event.
- On December 16<sup>th</sup>, 20 members of the “As the Page Turns” book club in Spencer met to discuss *James Paterson* by James Paterson. There will be no book club meeting in January.

### Circulation Statistics

- In December, Spencer circulated 816 items. This is a 33.60% decrease from last year. In 2024, Spencer circulated 12,581 items. This is a 8.34% decrease from last year.

### Library News

- Ashley covered in Mosinee on December 27th.
- Ashley completed her annual review with Katelyn on December 17th.
- Weeded the Adult Books on CD, Adult Paperbacks, and YA Fiction sections.

## Facilities Updates

- A new thermostat was installed in the library by the village.
- The village provided an extra set of keys for the front door of the building and the library.

## Stratford Monthly Report

### Events and Programs

- Family Story Time hosted 31 people during two Wednesday morning sessions in December.
- The Stratford Police Department visited us at our Dec. 4 session. We read a fun fiction book about police, and then read a non-fiction book too, asking Officer Sydney some questions as we went along. She was a big hit with the kids, teaching about a police officer's role in keeping our community a safe and happy place to live and visit. She also let the children see and sit in her squad car, and even turned on the sirens! At our Dec. 11 Winter Wardrobe Story Time, we borrowed a WVLS kit that included a Froggy Gets Dressed book that came with a Froggy doll that allowed the children to dress him in all his winter layers.
- Forty-four patrons enjoyed our Ugly Sweater Art Craft during the month of December, which also created a fun and festive display for our library visitors.
- Nine patrons attended our Book Club on Dec. 18 to discuss *The Curious Charms of Arthur Pepper* by Phaedra Patrick.
- We had zero participants at this month's Play & Learn Session on Dec. 16.
- The 3rd-5th grade St. Joseph's class came over on Dec. 6. The visits included three children and a teacher. The children also enjoyed the Ugly Sweater Art Craft.
- The St. Joseph's Pre-School class visited Dec. 11 for a Story Time and book check-out. Eight children and their teacher attended.
- 1st & 2nd grade St. Joseph's class dropped in on Dec. 16 for a book check-out. The visit included nine children and a teacher. The children also enjoyed our Ugly Sweater Art Craft while here.

### Circulation Statistics

- We circulated 1,592 items in December. This is a 1.24% decrease from last year. In 2024, we circulated 25,306 items. This is a 2.27% increase from 2023.

### Library News

- Our library presented a holiday fiction book display, a holiday movie display, and a holiday cookbook display in December.
- We shifted our entire adult non-fiction section Dec. 17 and 18 to more evenly distribute the collection.
- MJ subbed in RO on Dec. 13, in ED on Dec. 17, and in ST on 12.14, 12.27, 12.28, and 12.30.

## Facilities Updates

- The back room furnace was not working properly on Dec. 13. The Village fixed the issue and it is functioning well again.

# Director's Report

## WVLS BOARD OF TRUSTEES MEETING

November 16, 2024

## CORRESPONDENCE

### WVLS BOARD APPOINTMENTS

Five WVLS trustees have terms set to expire at the end of the year: **Louise Olszewski** (Clark County), **Judy Peterson** (Langlade County), and **Jessica Bernett**, **Michael Otten** and **Sonja Ackerman** (Marathon County). Notifications were sent to the clerks in those counties in October, and we anticipate hearing back from them following their December 2024 and January 2025 county board meetings when appointments to the WVLS Board are approved. A replacement to fill the unexpired term for Tyson Cain (Marathon County) who resigned in 2021 remains unfilled.

**Louise Olszewski** (Clark County) has announced her resignation from the WVLS Board. We were notified this week that the Clark County Board of Supervisors selected Loyal Public Library Board member **Jim Mildbrand** as her replacement. **Jessica Bernett** (Marathon County) also does not plan to seek reappointment.

## NOTES OF GRATITUDE

### Nic-Con Thank You

*"I am writing to express my deep gratitude for WVLS supporting Jamie in her presentation at NicCon yesterday. After seeing **Jamie** [Matczak] present at HootCon, the NicCon planning committee threw away our typical break-out session format to allow for two featured presenters that all attendees would see. We knew her customer service presentation would be invaluable to all our attendees. With updated content, Jamie more than exceeded our expectations! Her session was practical, engaging, and grounded in actual library work. I have heard numerous people rave about her presentation since yesterday. I am always so appreciative of the ways in which Wisconsin libraries support each other. Thank you!"*

– **Emily Rogers**, Brown County Library Deputy Director

### V-Cat Conference Scholarship

*"After attending the [UW-Madison iSchool's 2024 Back In Circulation Conference held in October], I came away with some new ideas and met some great people. I loved the wide variety of presentations and so many different topics. It's conferences like these that allow for us to get new ideas for our own library as well as make changes to existing services to better serve our communities in the future."* – **Maxx Handel**, Frances L. Simek Memorial Library (Medford) Director



## Wessler Scholarship Memorials

Seven donations to the WVLS Carol Ruth Wessler Scholarship Fund were received in September following the passing of former WVLS Director Heather Eldred. Letters of thanks were sent to **Marla Sepnafski** and **Sue Hafemeister**, and former WVLS staff members **Beth Sillars**, **Ellen Buchberger**, **Kathy Leitza**, and **Leora Young**.

## PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

### DPI LIBRARY SERVICES TEAM WELCOMES NEW MEMBER

In late October, the DPI Library Services Team announced that **Michael Dennison** had rejoined the team as the new Interlibrary Loan (ILL Coordinator). Michael had been on the Library Services Team in 2019-2020, serving public libraries and public library systems as the Library Services and Technology Act (LSTA) Coordinator and State Data Coordinator. Michael's work included administering compliance requirements and state aid payments for public library systems, budget planning and coordination of the federal LSTA grant funding, annual report data collection, reporting the annual report data to the federal Institute of Museum and Library Services, and promoting the use and understanding of data in decision-making. Since then, Michael has administered Wisconsin's \$2.4 billion stimulus grant funding to local educational agencies through policy creation, training, technical assistance, and budget expenditure and performance data review.

Michael returns to the Library Services Team to facilitate resource sharing and improve access to library resources by libraries and those they serve.

(edited from a DPI Libraries Team news release; 10/28/24)

### WVLS STAFF MEMBER ANNOUNCES RESIGNATION

WVLS Public Library Services Consultant **Kristie Hauer** recently announced her resignation from WVLS to become the new assistant director of the Nicolet Federated Library System headquartered in Green Bay. Prior to joining WVLS, Kristie was the Director of the Shawano County Library. Her last day with WVLS will be November 15.

In her announcement to WVLS colleagues, Kristie stated, *"Since joining WVLS in August 2023, I have had the privilege of getting to know and work with many of you. This position has significantly expanded my understanding of the vital role public library systems play in Wisconsin. I have learned so much from each of you, and I am grateful for the collaborative spirit and support that has been a hallmark of my time here. I am excited about the new opportunities and challenges that await me at the Nicolet Federated Library System. However, leaving WVLS is bittersweet because of the wonderful relationships I have built and the meaningful work we have accomplished together. Your dedication and passion for library services have been truly inspiring. Thank you for welcoming me into the WVLS family and for the many memorable experiences we have shared."*

In the brief time Kristie was with us, she quickly became an integral member of the WVLS community. Her dedication to serving WVLS member libraries and aspiration to improve WVLS services will be deeply missed. We congratulate Kristie on taking this next step, and also NFLS on attaining a remarkable colleague. While we are so sorry to see Kristie leave WVLS, we are pleased that she will continue to work in a public library system environment and look forward to working with her in this new capacity.

## **BREWSTER ATTENDS GOVERNOR'S CYBERSECURITY SUMMIT**

WVLS Data and Technology Services Consultant **Erica Brewster** attended the **Governor's Cybersecurity Summit** in Appleton, October 28-30. Several other technology staff from other library systems also participated this year. The summit focused on state and local government and businesses in Wisconsin and featured keynote and breakout speakers from both national/international viewpoints and those focused specifically on Wisconsin. Key takeaways from the event:

**Phishing remains the top security risk concern** for business and government (some statistics say it is the source of 96% of all successful attacks). Rapid improvements in artificial intelligence means scammers are able to create highly sophisticated schemes that are much more likely to be successful. Previous red flags such as poor grammar and misspellings are less common.

In general, **artificial intelligence is exponentially increasing cybercrime evolution**. This includes the speed at which new scams can be created and the quality of those scams is rapidly improving. New crimes involving AI include voice cloning to create phone and audio message scams, website/social media cloning, SIM swap (gaining access to your phone number), and improved identity theft.

**Open communication about incidents (malicious or accidental) and avoiding shaming or finger-pointing is critical**. Being a victim of a cybercrime is no longer just a matter of lack of diligence or training. If we attempt to downplay, cover up, or sweep incidents under the rug, we run the risk of becoming bigger targets rather than bringing attention to areas of weakness or concern. Use incidents as opportunities for growth and improvement.

**Libraries and other "small" actors are not immune**. If a bad actor deploys ransomware and discovers we don't have anything of value, that doesn't mean they're just going to give it all back. They will still hold out for ransom or any other thing of value they can find.

**Every presenter said the words "asset management" multiple times**. If you don't know what devices are connected to your network and what their status is (age, update status, etc.), you also don't know the extent to which the doors to your castle are unlocked.

## AREA LIBRARIANS RECEIVE SCHOLARSHIPS

### Power Up Conference Scholarship

Staff from three WVLS member libraries will be attending the Power Up: A Leadership Conference for Youth Services Managers and Staff that will be held February 13-14, 2025. This virtual conference brings together youth services librarians and staff from public libraries, schools, after-school programs, museums, and other community partners. The conference is sponsored by the iSchool at UW-Madison.

Congratulations to **Andrea Bennett**, T.B. Scott Free Library (Merrill); **Erica Dischinger**, Minocqua Public Library; and **Sarah Moscatello**, Marathon County Public Library Mosinee Branch.

### Free Registration for Continuing Education Course

The iSchool at UW-Madison recently awarded a free registration to a member of each public library system to attend its online course, What's New in Children's Books. The course will run from November 11 - December 8. **Amber Brill**, Director of the Greenwood Area Library, was selected to represent WVLS. Learning objectives for the course include creating and maintaining inclusive collections, understanding current trends in children's literature, connecting collections to popular media, and more. Amber will receive 14 contact hours toward public library certification upon course completion.

Congratulations, Amber!

## ANTIGO PUBLIC LIBRARY CLOSES A BRANCH

In September, the Board of Trustees for the joint city-county Antigo Public Library made the decision to close a branch library in Elcho. With the closure, service to residents will be provided through a weekly bookmobile stop at the Elcho Town Hall. The Elton Branch closed in March 2020. A branch in White Lake remains open.

## WVLS ASSISTS at WLA CONFERENCE

The 2024 Wisconsin Library Association (WLA) Conference, held Tuesday, November 5 – Friday, November 8 at the KI Convention Center in Green Bay has concluded. The theme for this year's conference was "All In: Include and Innovate." WVLS Education Consultant **Jamie Matczak** served as the 2024 Conference Local Arrangements Chair, and WVLS Business Manager **Brenda Walenton** served as Exhibit Hall Chair. Both attended monthly meetings with other members of the 2024 WLA Conference Planning Committee since January, and weekly meetings since September.

Jamie helped in the following ways:

- Local Arrangements Chair: Coordinated the conference tours, food and drink specials, the professional headshots, and assisted with other questions as they arose.
- Presenter: Solo presentation on "Giving Great Service" and helped facilitate the discussion for "Library Programs Ideas Exchange."
- Volunteer: Wayfinder, Room Monitor, and the emcee for the Exhibit Hall Closing Showcase.

As 2024 WLA Conference Exhibits Chair, Brenda supervised the exhibit area at all times the exhibit area was open and assisted vendors with setting up and tearing down their booths and displays; insured the head “exhibit table,” the primary point of communication between WLA Conference staff and vendors, was staffed during exhibit hours; solicited feedback from conference exhibitors to share with WLA staff and conference planning committees; and assisted with onsite coordination of all special initiatives and activities held in the exhibit hall. Brenda will serve as an advisor to the WLA Conference Exhibits Chair in 2025.

## GRANT PROJECTS and SCHOLARSHIP OPPORTUNITIES

### WVLS OFFERS WLA CONFERENCE SCHOLARSHIPS

Six area colleagues received scholarships to attend the 2024 WLA (Wisconsin Library Association) Conference on November 5-8 in Green Bay.

WVLS awarded \$1,200 scholarships to **Alice Sturzl**, Edith Evans Community Library (Laona) Trustee; **Andrea Bennett**, T.B. Scott Free Library (Merrill); **Laurie Renel-Faledas**, Crandon Public Library;

**Leah Giordano** and **Murray Johnson**, Marathon County Public Library; and **Teresa Hall**, Loyal Public Library. **Annette Miller**, Tomahawk Public Library, received a Wisconsin Library Association Foundation (WLA Foundation) Gloria Hoegh Memorial Fund Education for Rural Librarians Scholarship to attend the conference.



*Pictured left to right are Marla Sepnanski, WVLS Director; Leah Giordano, MCPL Director; Laurie Renel-Faledas, Crandon Public Library Director; Teresa Hall, Loyal Public Library Director; Murray Johnson, MCPL Youth Services Collection Development Librarian; Alice Sturzl, Edith Evans Community Library Trustee; Andrea Bennett, T.B. Scott Free Library Assistant Director; and, Annette Miller, Tomahawk Public Library Children’s Librarian*

Conference reports from WVLS scholarship recipients will be shared in the WVLS Board of Trustees February 2025 packet.

### WVLS MARKETING SUPPORT GRANT

In 2024, WVLS offered a Marketing Support Grant, a pilot project and opportunity for WVLS libraries to evaluate their library’s marketing efforts and to work toward a library marketing plan or marketing campaign.

Participants included **Loralee Petersen**, Owen Public Library; **Laurie Ollhoff** and **Chris Sprague**, T.B. Scott Free Library (Merrill); and **Brandon Hardin**, Withee Public Library. The libraries received \$250-\$500 in funds to support their marketing plan or campaign. The marketing campaigns wrapped up and the funds were spent by early October.

A report on the Marketing Grant Pilot is shared as **Exhibit 16** later on the agenda.

## WVLS SERVICES

### COLLABORATIONS

#### NEW! Trustee Training Resources

New trustee training materials are now available for public library board members across Wisconsin. The training aims to provide knowledge and skills for effective governance, oversight, and advocacy, enabling responsible management of resources and support for the library's mission. The materials include a series of short videos for each chapter in [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#) and can be found [here](#). Additionally [Trustee Tail](#), an online newsletter for public library and system trustees, will be published monthly.

These new resources are a collaborative project of the Manitowoc Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System, and Wisconsin Valley Library Service.

#### Workforce Development

**JobPod** is a collaborative initiative by the Bay Area Workforce Development Board, the Brown County Library, the Department of Workforce Development (DWD), and the Nicolet Federated Library System (NFLS). The primary purpose of JobPod is to create dedicated workspaces in libraries where patrons can access job seeker services available virtually through DWD. Libraries utilize their resources, such as space, internet access, technology, and staff, to support job seekers. This setup allows library staff to focus on their expertise in providing library services and basic digital literacy, while workforce development professionals offer specialized job search assistance.

JobPod launched three pilot sites in Northeast Wisconsin in 2024 and funding is available to open six more sites by September 2025. While five member libraries expressed interest in being a future site for JobPod, only **Frances L. Simek Memorial Library** in Medford was selected to participate.

#### WPLC Board Approves Mission and Vision

During its meeting in October, the Wisconsin Public Library Consortium (WPLC) Board elected 2025 officers, approved the Digital Library Steering Committee Seat Apportionment, approved the WiLS

Project Management Agreement, discussed the annual membership meeting, and approved the following mission and vision statements for WPLC.

**Mission:** The Wisconsin Public Library Consortium brings together expertise and resources to support collaborative work resulting in greater equity and affordability for Wisconsin public libraries and their communities.

**Vision:** To serve as the strategic center of experimentation, collaboration, and innovation for Wisconsin public libraries.

## COMMUNICATIONS

### WVLS Newsletter Highlights

Published during the first week of each month, the *WVLS Newsletter* showcases ways that member libraries are providing service and support to their communities, national library news, WVLS updates and more. Recent issues included the following articles:

- [September 2024](#) - "WLA Conference Scholarships Available," "Annual Youth Services Workshop Next Month," "MCPL Provides Reading to Therapy Dogs," "Essential Library," "Withee Receives AED," "Schedule Tally Week in October."
- [October 2024](#) - "Wendt Inducted into Wisconsin Library Hall of Fame," "WVLS Members Attend DPI Workshop," "Clark County Passport Program Comes to an End," "MCPL Circulates Tonieboxes," "RDL Now Fine Free," "V-Cat Training Day Set for October 17," "WVLS Launches Data Dashboard Dissections."
- [November 2024](#) - "Readers' Advisory: Bringing Readers and Books Together," "Tomahawk Catalogs Record Board Game," "Marketing Support Grant Pilot Project Concludes," "Minocqua Holds Story Time at Local Museum," "WVLS Awards First Ever Scholarship to ALSC Institute," "Data Dashboard Dissections' Continue."

Thank you to all area library staff for sharing news from their libraries!

## DELIVERY SERVICES

### WVLS Statewide Delivery Tracking

All WVLS libraries (including branches) have been asked to track incoming and outgoing bins and bags for one week sometime between October 26 - November 22. The data received from all public libraries in Wisconsin will be used to study trends and delivery efficiencies among systems. All data should be reported by Monday, November 25. Libraries that have questions should contact Jamie Matczak.

## LEGISLATIVE UPDATE

An updated WVLS Libraries and Legislators Handout is shared at the end of this report as **Exhibit 12a**.

## MEMBER LIBRARY / WVLS GATHERINGS

### WVLS Listening Session Held In September

A Listening Session was held at the Frances L. Simek Memorial Library in Medford on Monday, September 23, 2024. Five WVLS staff members and eight public library directors attended this event.

Planned and hosted by Kristie, WVLS listening sessions are opportunities for informal conversations between directors and to ask questions of WVLS staff. Conversation topics at the September session included Friends of the Library groups, volunteers, handling of donations, upcoming programs, outreach opportunities, technology, and budgets for 2025. Rib Lake Public Library Director **Tammie Blomberg** gave an overview of the library's experiences with the American Library Association's Libraries Transforming Communities grant. The library was awarded the grant earlier this year and ALA has recently released another round of funding.

## PUBLIC LIBRARY CONSULTANT SERVICES

### Data Analysis and Reporting

In September 2024, a statewide Data Dashboard Pilot developed by WiLS became accessible to public libraries and systems to explore and evaluate. The pilot dashboard and accompanying feedback form are available to data dashboard users through the end of the year. In 2025 the pilot dashboard will be evaluated and plans for a permanent tool will be made.

To encourage participation and feedback from area library directors and staff, a curriculum of brief self-paced activities to test the pilot dashboard was developed by Erica, Jamie and Kristie. The activities are based on the exercises recommended in a toolkit that WiLS provided with the dashboard.

Instructions for the first activity was sent to member libraries in September, the second in October, and the third will go out shortly. The final activity will be completed in conjunction with a WVLS public library annual report refresher slated for December 12.

Details about the Data Dashboard pilot are available on the WPLC website at <https://wplc.info/dashboard>.

## TECHNOLOGY PROJECTS OVERVIEW

### Communication and Training

**October was Cybersecurity Awareness Month.** Several events happened during the month that both reinforced the importance of cybersecurity awareness internally within WVLS and the need to educate staff at member libraries about awareness and steps they can take to improve our cybersecurity position.

Recent events reminded us of why cybersecurity is a major issue of concern for WVLS and our local libraries. **Three websites were hacked** in early October, resulting in one website needing to be rebuilt as

it couldn't be restored from backup. There was also a **semi-successful phishing attempt** in that one email from a Wisconsin library was compromised and new phishing emails were sent to LEANWI libraries from the compromised account. Fortunately, our systems alerted us to the malicious hyperlink and quickly automatically isolated those emails. Unfortunately, a couple of users did click on the link before the email was removed and later manually scrubbed from the system. However, blocking access and resetting passwords on those accounts prevented any further access by bad actors.

Erica presented a **training on password use in libraries** on October 16. That training was recorded and is posted in the password protected section of the Technology Resources page on the WVLS website. Erica plans to present technology trainings monthly. Based on feedback from 10 library responses to a survey and from other sources (known issues, etc.), key messages in future technology trainings and communications include: use of Deep Freeze on public computers, technology and patron privacy, changing passwords, managing files, Office 365, libraries and open records.

The WVLS ILS and Technology team continues to refine the **Library Staffing Changes Form** which tracks member library hires, departures, or job roles changes that require adjustments to email, Sierra ILS use, or email list membership. Questions about the Aspen online catalog and library website management were added. On the WVLS side backend workflows were created to track implementation of changes. More than 11 staffing changes have been processed since the form was released.

A survey was sent to member library directors for feedback 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.

### Procurement and Asset Inventory

New computers have been deployed at the Abbotsford, Antigo, Colby, Gilman, Neillsville, Owen and Rhinelander libraries. Staging computers and scheduling installations at the Greenwood Library is underway. Installation totals YTD:

Libraries	Computers	Monitors	Peripherals	Days to installation
19/25	90	40	37	37

Erica Brewster continues to update the asset inventory and to work on network inventories. As part of these projects, she is also updating internet outage reporting procedures.

### Member Library Services

October also reminded us that cybercrime is not the only cause of incidents impacting day-to-day functions. **Microsoft released the 2024 Feature Update for Windows in October.** Unfortunately, this update would cause public computers running the previous version of Deep Freeze to lock up, requiring reimaging. Erica, Josh, and IFLS Library System Technology Support Specialist **Brad Jensen** worked to rapidly migrate the old Deep Freeze server and transfer all 140 or so public computers to the new server and upgrade the program on each computer.



Unfortunately due to a schedule difference for the Medford update cycle, three Medford computers were affected by this incident. They were sent to the WVLS office and successfully reimaged and redeployed at the library. Support was provided to MCPL IT staff as they continue to test and soft deploy Pharos, Princh, and Deep Freeze for public PCs and with network/internet connection instability.

## Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	DF Central Console	Pharos	Princh
<b>a1 Antigo</b>	complete	in progress	complete	complete	complete	complete
a4 White Lake	complete	complete	complete	complete	n/a	n/a
<b>ab Abbotsford</b>	in progress	in progress	complete	complete	complete	interested
<b>co Colby</b>	in progress	in progress	complete	complete	interested	interested
<b>cr Crandon</b>	complete	complete	pending	complete	no	no
<b>do Dorchester</b>	in progress	pending	pending	in progress	no	no
<b>ga Granton</b>	complete	pending	complete	complete	no	complete
<b>ge Greenwood</b>	complete	complete	complete	complete	no	no
<b>gi Gilman</b>	in progress	pending	complete	complete	interested	interested
<b>la Laona</b>	complete	pending	pending	in progress	no	no
<b>lo Loyal</b>	complete	pending	pending	complete	no	complete
<b>m1 Wausau</b>	pending	pending	n/a	complete	in progress	complete
m2 Athens	pending	pending	n/a	complete	in progress	complete
m3 Edgar	pending	pending	n/a	complete	in progress	complete
m4 Hatley	pending	pending	n/a	complete	in progress	complete
m5 Marathon City	pending	pending	n/a	complete	in progress	complete
m6 Mosinee	pending	pending	n/a	complete	in progress	complete
m7 Rothschild	pending	pending	n/a	complete	in progress	complete

m8 Spencer	pending	pending	n/a	complete	in progress	complete
m9 Stratford	pending	pending	n/a	complete	in progress	complete
me Medford	complete	pending	complete	complete	complete	complete
mi Minocqua	in progress	in progress	pending	complete	interested	complete
mr Merrill	in progress	complete	complete	complete	Cassie	complete
ne Neillsville	in progress	complete	complete	complete	interested	complete
ow Owen	in progress	in progress	pending	complete	interested	interested
rh Rhinelander	in progress	pending	complete	complete	complete	interested
rl Rib Lake	complete	complete	pending	complete	complete	no
st Stetsonville	complete	pending	pending	in progress	no	no
th Thorp	complete	pending	pending	complete	no	complete
tl Three Lakes	complete	complete	complete	complete	no	complete
to Tomahawk	complete	pending	complete	complete	no	no
wa Wabeno	complete	pending	pending	complete	no	no
we Westboro	complete	complete	pending	complete	no	no
wi Withee	complete	pending	pending	in progress	no	no

**TEACH internet migration update:** nine new attempted migrations with two successful since September 1, 2024. At the time of this report, migrations were pending in Greenwood and Stetsonville.

Member Site	TEACH TTU Migration	2023 Circuit Speed	Circuit Alt/Increase to 100 GB
<b>a1 Antigo</b>	9/18/2024	100	yes
a4 White Lake	2/29/2024	50	pending
<b>ab Abbotsford</b>	3/4/2024	50	pending
<b>co Colby</b>	pending	100	yes
<b>cr Crandon</b>	2/29/2024	50	pending
<b>do Dorchester</b>	pending	50	pending
<b>ga Granton</b>	pending	50	pending
<b>ge Greenwood</b>	pending	50	pending
<b>gi Gilman</b>	pending	50	pending

la Laona	pending		50	pending
lo Loyal	pending		50	pending
me Medford		10/31/2024	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		9/6/2024	100	yes
wa Wabeno		10/23/2024	50	pending
we Westboro	pending		50	pending
wi Withee	pending		50	pending

## V-CAT AND ILS ADMINISTRATION

### V-Cat Council/Committee Meeting Highlights

#### V-Cat Bibliographic and Interface Committee; October 8

Members discussed possible unneeded series information to remove from the online catalog, changes to the order formats display in the online catalog, and a procedure for cataloging Tonie figurines. The committee will meet again in December.

#### V-Cat Cooperative Circulation Committee; October 11

The committee finalized application and circulation guidelines for unique cases such as Book Clubs, Teacher/Institutional library cards to present to the V-Cat Council in November. The group also discussed circulation and application guidelines in progress for Short Term/Temporary borrower applications.

### Other Projects

**Backstage.** The quarterly Backstage bibliographic record clean-up process was run on October 14. During this process, 6,784 new records were sent for cataloging improvements, Lexile and Accelerated Reader information, and additions and corrections to subject and genre headings.

**V-Cat Patron Record Clean Up.** Adult patron records that were expired and inactive over 5 years with no fines or fees as of July 1, 2024 were removed from the V-Cat database. A total of 7,074 records were deleted. All libraries received the number of records deleted, and upon request, a report including additional information.

This is the second year WVLS has coordinated a purge for all libraries. Birth date is used to determine "adult" records rather than patron type. Juvenile patron records, as determined by birth dates, and patron records with fines or fees were not purged at this time. WVLS offers assistance to library staff with purging inactive juvenile patron records, and/or patron records with minimal fines if desired.

WVLS has completed the first steps for systematic review of residency information in patron records.

- A patron code 4 accuracy check for all V-Cat patrons with Langlade County Patron Code 4 residency was completed using the US Census Bureau's Geocoder Batch Addressing tool. A total of 7,806 records were reviewed.
- WVLS was able to identify and correct 887 patron records with inaccurate patron code 4 information.
- Libraries were asked to review patron records with Langlade county addresses and residency codes that could not be verified using the US Census Geocoder tools.
- Accuracy of these codes is important for statutory payments for library service. When creating new patron records, staff are expected to verify patron residency codes at the time of application/record creation. In addition, libraries complete a second review of address and residency information in patron records. This project is intended as a third verification of patron record information.

**Examples of ILS Administration Support Provided in September and October:**

- APL Antigo Bookmobile / Mobile Outreach set up
- Copy Use function in Sierra for multiple libraries
- Correction to loan rules for Medford
- Lending Yoto cards and readers at Rhinelander
- Emergency library closure adjustments for MCPL Hatley
- Statistical circulation, patron and/or item reports for T. B. Scott, MCPL, Colby, Granton and others.
- Fine free lending adjustments and batch waivers of old overdue fines for Rhinelander
- Fine free lending adjustments for Stetsonville
- Follow up on stale holds and stale holds shelf items at multiple libraries
- Adjustments for lending Tonie players and figurines at Abbotsford
- Adjustments and troubleshooting for new RFID pad installation at MCPL
- Adjustments and clean up for permanent closure of APL Elcho branch
- Setup for Rhinelander self-checkout station
- Adjustments for staffing changes at multiple libraries
- Investigate and follow up on hold over-rides at multiple libraries
- Investigate and follow up on patron notice issues at multiple libraries
- Troubleshoot receipt printing issues experienced at multiple libraries
- Troubleshoot spine label printing issue for MCPL
- Update MCPL paging list settings for improved format
- Update Medford patron record information for patron record renewals

## Training Opportunities

**Training Attended: WILIUG.** WVLS ILS & Database Support Specialist Rachel Metzler attended the virtual WILIUG (Wisconsin/Illinois Innovative Users Group) conference in October. Sessions included an update from Innovative, a tour of upcoming Sierra features, a lesson on AI for libraries, and building a workplace centered on well-being.

**Training Offered.** trainings provided include:

- V-Cat Sierra Cataloging Training – Attaching Items – Thursday, September 12
- V-Cat Sierra Cataloging Training – MARC Alerts – Thursday, September 26
- Staff training for new T. B. Scott Free Library Circulation Coordinator – Friday, September 27 & Tuesday, October 29
- V-Cat Aspen Patron Experience & Collection Showcase Training – Tuesday, October 29

WVLS staff prepared for in-person training day sessions, V-Cat Sierra Z39.50 Cataloging Training and V-Cat Resource Sharing and Holds. Due to very low registration, this training opportunity was cancelled.

Registration is open for one additional fall training session **V-Cat Reports the Easy Way** slated for Thursday, November 21 from 10 a.m. – 12 p.m.

## WEBSITE SERVICES AND SUPPORT

### Website Development

LEANWI Technology Support Consultant **Brendan Tuckey** continues to **develop and design new websites** and to rebuild 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:** Kendall (awaiting initial site information); Bayfield (awaiting initial site information), Winter (NWLS, stalled, waiting library feedback), Wonewoc (WRLS, active development – nearing deployment), Viroqua/McIntosh (WRLS, active development – nearing deployment), LaFarge/Lawton (WRLS, in development), Trempealeau (WRLS, deployed), Mercer (NWLS, deployed).

**Rebuilds:** Rhinelander (WVLS, rebuilt due to website compromise).

### 2024 Website Development

On deck	New design (current)	Rebuild (current)	Deployed
0	6	0	10

**WRLS implemented their new catalog from Vega (Polaris ILS)** which required some minor changes to sites to change links and add some code for performing searches from a library website page.

Minor updates to the **Online Resources** page included changes to specific resources. We are reviewing/cross referencing the BadgerLink resource list for 2025.

Brendan is working on developing an **online room (venue) booking and event booking function for library websites**. Progress on the LEANWI-Book-A-Room plugin is progressing well. The core functionality has been finished and we plan to have a beta version (customer test version) on a library site in November, likely Olsen Memorial Library in Eagle River. Once functionality for the Room Booking plugin has been completed and tested, we will look into work on completing a plugin for an Events Booking system. The core functionality will be based on the room booking plugin and will benefit from current testing. Timeline: early 2025.

**Learning about and implementing website accessibility features** in website design is an ongoing effort.

On October 1, a **website compromise was detected**, first at the E.U. Demmer Memorial Library (Three Lakes), and eventually at libraries in Barron and Rhinelander. After much forensics effort during troubleshooting, **Kris Schwartz** identified the source of the infection to be a specific plugin, “Give” donation plugin. **Josh Klingbeil** identified a known vulnerability listed in official publications as the plugin being susceptible to Cross Site Scripting (XSS) attacks. The plugin vulnerability was targeted in August, so the implanted code was injected 4-6 weeks before symptoms appeared on websites.

The first symptom of the attack was library users being unable to log in through traditional methods. We were still able to access the websites through our management dashboard. We could see non-standard administrative users had been added to the site and other existing administrative accounts were disabled.

To the best of our knowledge, Kris was able to prevent the attackers from fulfilling their end mission on the website (still not entirely clear), but the vector was persistent and required several back-up/restore cycles to completely clear any remaining malicious code from Three Lakes and Barron websites. Unfortunately, the attack was silent long enough that all of the backups for Rhinelander were infected, so that site had to be wiped and rebuilt from scratch.

Two other websites also had the plugin activated on their site. It was not in use on the Jean M. Thomsen Memorial Library (Stetsonville) website and was quickly disabled. It was active at the TB Scott Free Library (Merrill), but that instance appears to have been patched before an attack could happen.

Lessons learned:

- Plugins are a major source of security concern on the open-source WP platform. At first, we suspected a phishing attack as being the source of the compromise, but Kris was able to correctly identify the Give plugin as the source – which was confirmed by posted documentation. We believe “Give” was specifically targeted because it deals with accepting donations (though the actual fund transfer occurs through separate authentication with PayPal or Stripe).
- Reviewing quality of plugin management, maintaining a library of known plugins, and updating plugins regularly is critical to ensuring plugin security. Plugins are key to WP website functions, and are patched and updated frequently, sometimes even multiple times a day if a known issue

is addressed. We are looking into enabling auto-updates on websites (researching downsides) and establishing a plugin library and reinforcing library management procedures that request review of a plugin before it is deployed on a website.

- Adjustments were made to the website backup and retention schedule to create a repository of archive backups that could be used in the case of more frequent/recent backups being compromised. This would save us from having to rebuild a website from scratch, even if significant recent changes were lost.
- Success: the LEANWI website team was able to prioritize and respond to the incident when it was discovered very quickly. The technical code-reading and website file management skills of IFLS Library System IT Director **Kris Schwartz** were invaluable, and all team members contributed information that quickly identified extent, threat, and methods to prevent further harm. Brendan was then able to quickly rebuild the Rhinelander website, getting them back up within two or three days of the initial discovery. Libraries received prompt communication about what was happening with their websites and were appreciative of the response and understanding of the disruption and inconvenience.

## Website Training

**October website training focused on specific aspects of website accessibility.** Erica presented two trainings on specific practical steps libraries will need to take to assure accessible website content: adding alternative text to images and an overview of making documents (Word, PDF) accessible. Trainings are recorded and publicly available at <https://training.leanwi.org>.

**Alt + Text:** <https://training.librarieswin.org/website-accessibility/alttext>

**Accessible Documents:** <https://training.librarieswin.org/website-accessibility/accessible-documents/>

**November website trainings** will feature the website plugin compromise incident as an opportunity to educate about website plugins and website security.

## CONTINUING EDUCATION and TRAINING

### NEW DIGIAL BYTES

**Readers' Advisory:** In this *Digital Byte*, Kristie talks about what readers' advisory is, why libraries should offer it, and what tools are available to help staff develop readers' advisory skills.

**Evaluating Resources:** In this *Digital Byte*, Kristie addresses why the evaluation of resources is a necessary skill for librarians and ways in which it can be done. She also examines the difference between disinformation and misinformation.

## WVLS ANNUAL YOUTH SERVICES WORKSHOP A SUCCESS

The annual youth services workshop held October 2 at the TB Scott Free Library (Merrill) brought together 21 people from three library systems – WVLS, Nicolet Federated Library System (NFLS), and Outagamie-Waupaca Library System (OWLS). The workshop included presentations by **Pam Corcoran**, a performer and puppet master, and **Mary Newton**, the founding president of The Reading League Wisconsin. Mary presented a session on science-based reading, explaining what it entails and exploring how public libraries can contribute to this school initiative. Feedback from all who attended the workshop was very positive. A representative from NEWI reached out to Kristie for contact information for Mary Newton as they were interested in providing a workshop on the science-based reading initiative. NEWI is Northeast Wisconsin CE Partnership among four public library systems – NFLS, OWLS, Manitowoc Calumet and Winnefox (Oshkosh).

## WVLS PARTICIPATES IN LIBRARIES' STAFF DEVELOPMENT DAY

**Jamie Matczak** and **Katie Zimmermann** presented at a Staff Development Day for T.B. Scott Library (Merrill) staff in October. Jamie presented a workshop on “Giving Great Service” and Katie spoke about Aspen Discovery.

## WVLS ASSISTS WITH MCPL STAFF IN-SERVICE

On January 20, 2025, Marathon County will provide a half-day of training to all county employees and then encourage individual departments, such as the library, to coordinate their own training in the afternoon. **Jamie Matczak** is working with **Katelyn Sabelko**, Library Services Manager from MCPL, to host and coordinate a presenter in the afternoon for the entire staff.

## 13<sup>th</sup> ANNUAL WILD WISCONSIN WINTER WEB CONFERENCE

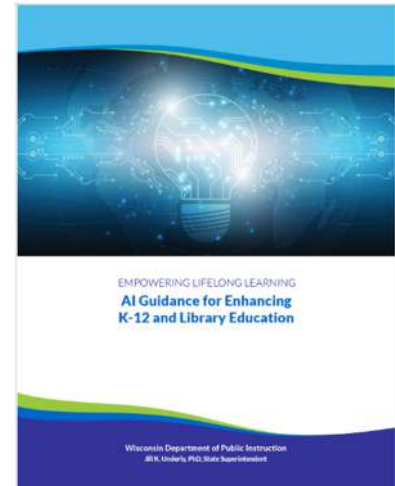
WVLS is working with colleagues from the South Central Library System and IFLS Library System on final details for the 13th annual Wild Wisconsin Winter Web Conference scheduled for **January 22-23, 2025**. Fourteen sessions are planned for the conference. [Registration will open](#) in early December.



## INFO to GO

### NEW! AI GUIDANCE RESOURCE

The WI Department of Public Instruction has developed an evolving guidance document to assist K-12 educators, librarians, students, and administrators in effectively integrating Artificial Intelligence (AI) technologies within educational settings and public libraries. ***AI Guidance for Enhancing K-12 and Library Education*** will be regularly updated to ensure it aligns with the latest advancements in AI technology, ethics, and policy, promoting the responsible use of AI to enhance personalized learning, foster critical thinking, and improve education outcomes.



AI Guidance for Enhancing K-12 and Library Education is available on the WI Department of Public Instruction website [here](#). (DPI Connect Ed: Wisconsin's Education Newsletter; July 30, 2024)

## UPCOMING EVENTS / MEETINGS

- November 11 – **WVLS EXECUTIVE COMMITTEE MEETING**
- November 11 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- November 12 – Wisconsin Public Library Consortium (WPLC) Technology Steering Committee meeting
- November 12 – Wisconsin Early Childhood Collaborating Partners (WECCP) Northeast Region meeting
- November 13 – Statewide Bibliographic Standards Committee meeting
- November 13-14 – **Library Marketing and Communications Conference**; St. Louis, Missouri
- November 14 – **WVLS V-Cat Council meeting**
- November 14 – WPLC Digital Library Steering Committee meeting
- November 16 – **WVLS BOARD OF TRUSTEES MEETING**
- November 19 – DPI-hosted meeting of System Directors
- November 19 - **Website Accessibility Learning Group meeting**
- November 19 – LSTA Cooperative Cataloging meeting
- November 20 – DPI-hosted meeting of System Continuing Education Consultants
- November 20 - **WVLS/IFLS/NWLS/WRLS 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/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 21 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**

- November 22 - WLA Library Development and Legislation Committee meeting
- November 22 – System and Resource Library Administrators Association of Wisconsin (SRLAAW) meeting
- November 22 – System Marketing Co-Hort meeting
- November 28 – **WVLS OFFICE closed** (Thanksgiving Day)
- November 29 – **WVLS OFFICE closed**
- December 2 – WPLC Technology Backup meeting
- December 3 – WLA Virtual Performers Showcase
- December 3 - **WVLS V-Cat Bibliographic / Interface Committee meeting**
- December 4 – WISCAT User Group meeting
- December 5 – Collaborative Summer Library Program (CLSP) Symposium
- December 9 – WPLC Digital Archives Backup meeting
- December 9 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- December 11 – WECCP meeting
- December 12 – **WVLS 2024 Public Library Annual Report Workshop**
- December 13 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- December 17 - **Website Accessibility Learning Group meeting**
- December 17 – DPI-hosted meeting of System Youth Services Consultants
- December 17 – LSTA Cooperative Cataloging meeting
- December 18 – DPI-hosted Data Workgroup meeting
- December 18 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- December 19 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- December 19 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- December 24 - **WVLS OFFICE closed** (day before Christmas)
- December 25 – **WVLS OFFICE closed** (Christmas)
- January 1 - **WVLS OFFICE closed** (New Year’s Day)
- January 8 – **WVLS Youth Services Information Exchange (YSIE), virtual**
- January 10 - Council on Library and Network Development (COLAND) meeting
- January 13 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- January 15 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- January 16 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- January 16 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- January 18 - **WVLS BOARD OF TRUSTEES MEETING**

Thank you for reading!

Marla

## TECHNOLOGY PROJECTS OVERVIEW

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

#### LEAN WI 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, initiated the extension process with Dell in mid-September to extend maintenance for the final serviceable period from mid 2025 – mid 2026. Quotes were in review mid-September, the last update we received.

Under the governance of WPLS, 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 Network migration continues with 49 of 83 endpoints completed in the LEAN WI footprint. TTU events are largely successful once started now, though many of them still take longer than anticipated due to minute issues that manifest case by case within the complexity of the comingled BadgerNet and TEACH Network fabrics.

Organization	Customer Name:	(TTU Complete?)
Indianhead Federated Library System	Baldwin Public Library	Yes
Indianhead Federated Library System	Balsam Lake Public Library	Yes
Indianhead Federated Library System	Boyceville Public Library	Yes
Indianhead Federated Library System	Bruce Public Library	Yes
Indianhead Federated Library System	C.A. Friday Memorial Library	Yes
Indianhead Federated Library System	Cameron Public Library	Yes
Indianhead Federated Library System	Centuria Public Library	Yes
Indianhead Federated Library System	Clear Lake Public Library	Yes
Indianhead Federated Library System	Cornell Public Library	
Indianhead Federated Library System	Ellsworth Public Library	Yes
Indianhead Federated Library System	Ellsworth Public Library	N/A
Indianhead Federated Library System	Elmwood Public Library	

Indianhead Federated Library System	Frederic Public Library	Yes
Indianhead Federated Library System	G E Bleskacek Mem Lib	
Indianhead Federated Library System	Glenwood City Public Library	Yes
Indianhead Federated Library System	Hammond Community Library	
Indianhead Federated Library System	Hazel Mackin Community Library	Yes
Indianhead Federated Library System	Hudson Public Library	Yes
Indianhead Federated Library System	Indianhead Federated Library	failed - reschedule last
Indianhead Federated Library System	Luck Public Library	
Indianhead Federated Library System	Menomonie Public Library	N/A
Indianhead Federated Library System	Milltown Public Library	Yes
Indianhead Federated Library System	Pepin Public Library	
Indianhead Federated Library System	Phillips Public Library	
Indianhead Federated Library System	Plum City Public Library	
Indianhead Federated Library System	Prescott Public Library	Yes
Indianhead Federated Library System	River Falls Public Library	Yes
Indianhead Federated Library System	Somerset Public Library	
Indianhead Federated Library System	Spring Valley Public Library	
Indianhead Federated Library System	Woodville Community Library	
Northern Waters Library Service	Bayfield Carnegie Library	Y
Northern Waters Library Service	Ben Guthrie/Lac Du Flambeau Public Lib	Y
Northern Waters Library Service	Boulder Junction Public Library	Y
Northern Waters Library Service	Drummond Public Library	Y
Northern Waters Library Service	Eleanor Ellis Public Library	Y
Northern Waters Library Service	Evelyn Goldberg Briggs Memorial Library	Y
Northern Waters Library Service	Forest Lodge Library	Y
Northern Waters Library Service	Grantsburg Public Library	Y
Northern Waters Library Service	Hurley Public Library	Y

Northern Waters Library Service	Imogene McGrath Memorial Library	Y
Northern Waters Library Service	Joan Salman Memorial Library	Y
Northern Waters Library Service	Koller Memorial Library	Y
Northern Waters Library Service	Land O' Lakes Public Library	Y
Northern Waters Library Service	Larsen Family Public Library	
Northern Waters Library Service	Legion Memorial Library	Y
Northern Waters Library Service	Madeline Island Public Library	Y
Northern Waters Library Service	Mercer Public Library	Y
Northern Waters Library Service	Northern Waters Library Service	
Northern Waters Library Service	Olson Mem Library	Y
Northern Waters Library Service	Plum Lake Women's Club Library	Y
Northern Waters Library Service	Presque Isle Public Library	Y
Northern Waters Library Service	Shell Lake Public Library	
Northern Waters Library Service	Sherman & Ruth Weiss Community Library	
Northern Waters Library Service	Spooner Memorial Library	Y
Northern Waters Library Service	Superior Public Library	Y
		<b>FAIL (EVC Provision/VLAN issue)</b>
Northern Waters Library Service	Vaughn Public Library	
Northern Waters Library Service	Washburn Public Library	Y
Northern Waters Library Service	Winchester Public Library	Y
Northern Waters Library Service	Winter Public Library	
Wisconsin Valley Library Service	Abbotsford Public Library	<b>FAIL (EVC Provision/VLAN issue)</b>
Wisconsin Valley Library Service	Antigo Public Library	Y
Wisconsin Valley Library Service	Colby Public Library	<b>Circuit not provisioned - reschedule</b>
Wisconsin Valley Library Service	Crandon Public Library	<b>FAIL (no DTAC)</b>
Wisconsin Valley Library Service	Dorchester Weix Memorial Library	
Wisconsin Valley Library Service	Edith Evans Community Library	
Wisconsin Valley Library Service	Edward U Demmer Memorial Library	Y
Wisconsin Valley Library Service	Elcho Branch Library (Antigo PL)	Y
Wisconsin Valley Library Service	Greenwood Public Library	Y

Wisconsin Valley Library Service	Jean M Thomsen Public Library	Y
Wisconsin Valley Library Service	Loyal Public Library	Circuit not provisioned - reschedule
Wisconsin Valley Library Service	Medford Free Public Library	Y
Wisconsin Valley Library Service	Minocqua Public Library	Circuit not provisioned - reschedule
Wisconsin Valley Library Service	Neillsville Public Library	
Wisconsin Valley Library Service	Owen Public Library	Y
Wisconsin Valley Library Service	Rhineland District Library	Circuit not provisioned - reschedule
Wisconsin Valley Library Service	Rib Lake Public Library	
Wisconsin Valley Library Service	T B Scott Free Library	Y
Wisconsin Valley Library Service	Thorp Public Library	
Wisconsin Valley Library Service	Tomahawk Public Library	Y
Wisconsin Valley Library Service	Wabeno Public Library	Y
Wisconsin Valley Library Service	Westboro Public Library	
Wisconsin Valley Library Service	Western Taylor Co Library	
Wisconsin Valley Library Service	White Lake Branch Library (Antigo PL)	FAIL (no tech)
Wisconsin Valley Library Service	Wisconsin Valley Library Service	Circuit not provisioned - reschedule
Wisconsin Valley Library Service	Withee Public Library	

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. Partners are seeing some of the migrated sites realizing 100Mbps speeds.

**LEAN WI Service Explorations**

Last fall, LEAN WI partners began exploring a relationship with a new Microsoft Licensing vendor due to struggles with responsiveness from our current vendor, to better understand program renewal and new procurement options. After much back and forth, and another change up of our primary account rep, we were able to work with our current MS licensing vendor to renew existing licensing for another 36-month period before the end of the previous term (June 30, 2024). We are starting the review process with our current vendor and will continue to investigate and prepare for the inevitable program migration. We also continue to monitor our Microsoft 365

tenancy, also currently under an academic program, for indications of the initiation of a mandatory migration to the charity program (e.g. for non-profits).

At the recent WPLC Technology Community of Practice meeting in mid-June, participants discussed challenges with large scale email sending, namely from ILS applications for patron notices, related to recent mas-email related security initiatives by global providers Google and Yahoo. The LEANWI Partnership announced in April that it has begun reviewing Faronics Deep Freeze licensing and intended to be engaging with Faronics reps during late Spring or the Summer of 2024, and reminded the group of that effort and the opportunity for a broader multi-system collaboration. The LEANWI five-year maintenance term with Faronics expires in November 2025. Given other systems' past indications of significantly increased costs, we want to get in front of our own renewal early enough to have time to review alternative options and potentially migrate away from Faronics Deep Freeze if cost increases prove prohibitive. We also want to increase awareness of our project among our peers and maximize the possibility for additional licensing pool mergers with other systems to reduce duplications of effort and increase our collective economy of scale.

LEANWI Partners intend to reboot and complete the development of an erate Consortium Entity within the Erate Productivity Center (EPC), modeling the approach the TEACH program uses to manage a several hundreds large "BadgerNet" consortium for schools and libraries in the state. The initial purpose for this consortium profile will be to support a joint consortial application to e-rate for member libraries that host mobile hotspot lending services. It will take time to complete the consortium and attach all initially interested members, so the partners are also looking to finalize a proposal for a plan which will help bridge the LSTA supported services (2024) and erate supported services (sometime after 2024) by modeling an approximately 75% funding support for hotspot services for up to one year after December 2024, until erate applications can be made and we know if those applications will be awarded for ongoing, long-term support.

### **Grants - 2024-2025 LSTA**

\$77,028 was awarded in aggregate to the LEANWI Partners under the newly named LSTA Core Servers channel. While it is nice to think that DPI adopted naming based on the LEANWI "Core Services" terminology, it is a common concept and naming convention and makes sense. \$10,784 of this is already committed to the continuation support for Kajeet Hotspots through the end of 2024. \$49,200 is expressly designated within the LEANWI 2025 proposed budget plan to support LEANWI tenancy for rack 1, through WiscNet, at the Chippewa Valley Technical College (CVTC) Regional Datacenter (RDC), to support a potentially significant increase above planned 5-year Faronics licensing renewal expenses, and to help offset Pharos and Splashtop licensing/subscription expenses. Approximately \$17,043 remains undesignated in the budget. LEANWI partners have begun exploring options for bridge funding support of mobile hotspot data plans between December 2024 and a functional implementation of an erate consortium management service, and may look to leverage LSTA funds directly, or for LSTA to support other eligible projects allowing for the use of local funds to support that effort.

### **Grants - 2025-20?? CPP**

The LEANWI partnership has determined that CIPA certification requirements necessary for libraries to participate in the federal [Cybersecurity Pilot Program](#) (CPP) make any system-managed project untenable.

**WVLS LIBRARIES and LEGISLATORS by COUNTY – 2024 DISTRICT MAPS**

Post Election 11/16/2024

**NOTE: Office assignments are subject to change before the WI Legislature website is updated on January 6, 2025****ONEIDA COUNTY** (Town of Nokomis in AD35) **Libraries:** Minocqua, Rhinelander, Three Lakes

**Senator Mary Felzkowski (R) SD12 Re-elected**  
**Mail:** P.O. Box 7882, Madison, WI 53707-7882  
**Office:** 415 South TBD  
**Phone:** (608) 266-2509  
**Email:** [Sen.Felzkowski@legis.wisconsin.gov](mailto:Sen.Felzkowski@legis.wisconsin.gov)

**Representative Rob Swearingen (R) AD34 Re-elected**  
**Mail:** P.O. Box 8953, Madison, WI 53708-8953  
**Office:** 123 West TBD  
**Phone:** (608) 237-9134 or toll free (888) 534-0034  
**Email:** [Rep.Swearingen@legis.wisconsin.gov](mailto:Rep.Swearingen@legis.wisconsin.gov)

**LANGLADE AND LINCOLN COUNTY****Libraries:** Antigo & White Lake branch, Merrill, Tomahawk

**Senator Mary Felzkowski (R) SD12**

**Representative Calvin Callahan (R) AD35 Re-elected**  
**Mail:** P.O. Box 8952, Madison, WI 53708-8952  
**Office:** 15 West TBD  
**Phone:** (608) 237-9135 or (888) 534-0035  
**Email:** [Rep.Callahan@legis.wisconsin.gov](mailto:Rep.Callahan@legis.wisconsin.gov)

**FOREST COUNTY****Libraries:** Crandon, Laona, Wabeno

**Senator Mary Felzkowski (R) SD12**

**Representative Jeffrey Mursau (R) AD36 Re-elected**  
**Mail:** P.O. Box 8953, Madison, WI 53708-8953  
**Office:** 113 West TBD  
**Phone:** (608) 237-9136 or toll free (888) 534-0036  
**Email:** [Rep.Mursau@legis.wisconsin.gov](mailto:Rep.Mursau@legis.wisconsin.gov)

**CLARK AND TAYLOR COUNTY****Libraries:** Gilman, Rib Lake, and Westboro in AD68; Athens-MCPL, Abbotsford, Colby, Dorchester, Granton, Greenwood, Loyal, Medford, Neillsville, Owen, Stetsonville, Thorp and Withee in AD69.

**Senator Jesse James (R) SD23**  
**Mail:** P.O. Box 7882, Madison, WI 53707-7882  
**Office:** 319 South  
**Phone:** (608) 266-7511  
**Email:** [Sen.James@legis.wisconsin.gov](mailto:Sen.James@legis.wisconsin.gov)

**Senator James**, drawn out of SD23 and into SD31, has not announced his plans for re-election in 2026.

**Rep. Summerfield** now represents AD68 under the new maps instead of AD67. He is **NEW TO WVLS**.

**Rep. Hurd** now represents AD69 under the new maps instead of AD68.

**Representative Rob Summerfield (R) AD68 Re-elected**  
**Mail:** P.O. Box 8952, Madison, WI 53708-8952  
**Office:** TBD  
**Phone:** (608) 237-9168 or (888) 534-0068  
**Email:** [Rep.Summerfield@legis.wisconsin.gov](mailto:Rep.Summerfield@legis.wisconsin.gov)

**Representative Karen Hurd (R) AD69 Re-elected**  
**Mail:** P.O. Box 8953, Madison, WI 53708-8953  
**Office:** TBD  
**Phone:** (608) 237-9169 or toll free (888) 534-0069  
**Email:** [Rep.Hurd@legis.wisconsin.gov](mailto:Rep.Hurd@legis.wisconsin.gov)

**MARATHON COUNTY****Libraries:** Wausau-MCPL in AD85; Edgar, Marathon City, Spencer, and Stratford MCPL branches in AD86; Hatley, Mosinee, and Rothchild MCPL branches in AD87. (Athens branch in SD23/AD68)

**Senator Cory Tomczyk (R) SD29**  
**Mail:** P.O. Box 7882, Madison, WI 53707-7882  
**Office:** 310 South  
**Phone:** (608) 266-2502  
**Email:** [Sen.Tomczyk@legis.wisconsin.gov](mailto:Sen.Tomczyk@legis.wisconsin.gov)  
 Odd numbered Senate seats are up for re-election in 2026.

**Representative Patrick Snyder (R) AD85 Re-elected**  
**Mail:** P.O. Box 8953, Madison, WI 53708-8953  
**Office:** 307 North TBD  
**Phone:** (608) 237-9185 or toll free (888) 534-0085  
**Email:** [Rep.Snyder@legis.wisconsin.gov](mailto:Rep.Snyder@legis.wisconsin.gov)

**Representative John Spiros (R) AD86 Re-elected**  
**Mail:** P.O. Box 8953, Madison, WI 53708-8953  
**Office:** 212 North TBD  
**Phone:** (608) 237-9186 or toll free (888) 534-008  
**Email:** [Rep.Spiros@legis.wisconsin.gov](mailto:Rep.Spiros@legis.wisconsin.gov)

Rep. Jacobson is **NEW TO WVLS**.

**Representative Brent Jacobson (R) AD87 FRESHMAN**  
**Mail:** P.O. Box 8952, Madison, WI 53708-8952  
**Office:** TBD  
**Phone:** (608) 237-9187 or toll free (888) 534-0087  
**Email:** [Rep.Edming@legis.wisconsin.gov](mailto:Rep.Edming@legis.wisconsin.gov)