



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, March 17, 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/802711765> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 802-711-765.**

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. ( 5 minutes) **2024 Fund Transfer – For Discussion and Possible Action**
  - Library Fund Transfer
  - Friends and Foundation Donations Transfer
8. ( 5 minutes) **13.04: Donation Policy Update – For Discussion and Possible Action**
9. ( 5 minutes) **13.08: Friends of Marathon County Public Library Book Sale Policy Update – For Discussion and Possible Action**
10. (15 minutes) **Strategic Plan Presentation – For Discussion and Informational Purposes Only**
11. **Announcements**
12. **Request for Future Agenda Items**
13. **Next Meeting Dates**
  - Monday 04/21/2025
  - Monday 05/19/2025 (Mosinee Branch Library)
  - Monday 06/16/2025
  - Monday 07/21/2025

14. Adjourment

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: March 11, 2025

EMAILED TIME: 9:45 a.m.

NOTICE POSTED AT COURTHOUSE

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

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

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 17, 2025.

Present: Reid Rayome, Kari Sweeney, Gary Gisselman, Joyce Griese, LeeAnn Podruch (remote), Andrea Sheridan (remote), Chris Voll (remote), Leah Giordano

Absent:

Others: Katelyn Sabelko, Nicole Metz-Andrews, Heather Wilde, David Hahn, Stephanie Martell, Remote visitors: two

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 KARI SWEENEY; SECONDED BY JOYCE GRIESE TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JANUARY 27, 2024 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY CHRIS VOLL TO APPROVE THE JANUARY 2025 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments – None

President – At a prior meeting there was a request for an update on the Strategic Plan, but with extra items on the agenda this will be moved to next month.

Other Board Members – None

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

- Director Giordano shared that the new floating branch position is going very well.
- Kanopy is a streaming service that provides packages with limited titles to the library that patrons can use an unlimited number of times. MCPL will be testing with a few packs and if things go well, will look at a way to expand the number of packs offered.
- Director Giordano spoke with Chris Holman, the Deputy County Administrator and Interim Facilities Director about painting in the children's area, adding study rooms on the main floor, and updating the restrooms.
- The HVAC project is proceeding well with only a few minor obstacles.

Board Committees – None

Friends of the Library – The Friends had their quarterly sale February 5-8<sup>th</sup> and took in \$3,266.

MCPL Foundation – The Foundation will be meeting in March.

Wisconsin Valley Library Service – The WVLS Board met on Saturday January 15<sup>th</sup> and focused on the 2024 report for the system. Last week representatives went to Madison to talk with legislators.

Approval of Annual Report for DPI

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY KARI SWEENEY TO APPROVE THE ANNUAL REPORT AS PRESENTED. MOTION CARRIED.**

Statement Concerning System Effectiveness

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY JOYCE GRIESE TO STATE THAT THE SYSTEM DID PROVIDE EFFECTIVE LEADERSHIP AND DID ADEQUATELY MEET THE NEEDS OF THE LIBRARY. MOTION CARRIED.**

Clark County Cross Border Borrowing Inquiry – President Rayome shared information about the Clark County Library Committee’s interest in revisiting the standing agreement concerning cross county borrowing between Marathon County and Clark County. He shared additional background information and the Board discussed how to proceed.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY THAT MARATHON COUNTY PUBLIC LIBRARY CONTINUE THE PRACTICE OF NOT REQUESTING PAYMENT FROM CLARK COUNTY, OR ANY LIBRARY IN CLARK COUNTY, FOR MATERIALS FROM MARATHON COUNTY PUBLIC LIBRARY LOANED TO RESIDENTS OF CLARK COUNTY. MOTION CARRIED.**

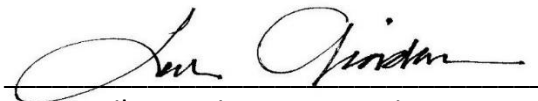
WVLS Space Needs –WVLS needs additional space for storing materials that are in transit between libraries due to a need for a new courier service. The rental agreement with WVLS would be modified to include the additional square footage.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY GISSELMAN TO APPROVE THE WVLS SPACE NEEDS, TO BE RENTED OUT AT THE SAME SQUARE FOOTAGE PRICE. MOTION CARRIED.**

Announcements – None

Request for Future Agenda Items- None

**A MOTION WAS MADE BY JOYCE GRIESE SECONDED BY GARY GISSELMAN TO ADJOURN AT 12:46 P.M. MOTION CARRIED.**



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 17, 2025.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 27, 2025.

Present: Reid Rayome, Kari Sweeney (remote), Gary Gisselman, Joyce Griese, LeeAnn Podruch, Andrea Sheridan, Chris Voll (remote), Leah Giordano

Absent:

Others: Katelyn Sabelko, Nicole Metz-Andrews, Heather Wilde, David Hahn, Stephanie Martell and Robyn Vargas 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 CHRIS VOLL; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE DECEMBER 16, 2024 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY JOYCE GRIESE TO APPROVE THE DECEMBER 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – President Rayome introduced new board member, Joyce Griese. The County Board approved reappointment of Kari Sweeney and Andrea Sheridan.

Other Board Members – None

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

- Director Giordano is meeting with library managers to discuss 2025 goals that align with the library's strategic plan.
- Staff is currently looking at ways to enhance users' experience in the children's department.
- The aquarium has had a problem with leaks and may need to be replaced soon. The Foundation may head up a fundraising effort for this.

Board Committees – None

Friends of the Library – The Friends had their annual meeting in January and elected officers for the coming year. The most recent members-only sale brought in \$721.

MCPL Foundation – The Foundation met in January and talked about the library's aquarium.

Wisconsin Valley Library Service – The WVLS Board met January 18<sup>th</sup> for a brief meeting. February 11<sup>th</sup> is Library Legislative Day.

Library Service Highlight: Marketing – presented by Robyn Vargas, Library Marketing Specialist.

- The objective of the library’s marketing plan is to publicize and promote what is offered at the library.
- Items including passport services, 1000 Books Before Kindergarten, memory kits, notary service, and Tonie boxes are all publicized, so people know the diverse services and resources available.
- Press releases are sent to local media, so that information can be shared with the public.
- The library advertises in newspapers and digitally.
- The library provides brochures to Wausau Area Newcomers to be sent to people new to the area. In the future the library plans to include information in the Welcome Baby packet too.
- Currently the Marketing Specialist is on Big Bull Falls radio every other week to share what’s happening at the library.
- Weekly posts with activities are made on social media, primarily Facebook and Instagram. Additional updates are also made throughout the week. Other organizations regularly pull library events from Facebook to share on their sites.

Announcements – None

Request for Future Agenda Items- None

**A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY GARY GISSELMAN TO ADJOURN AT 12:31 P.M. MOTION CARRIED.**

  
Library Director or Designee

# Marathon County Public Library Bills for Approval February 2025\*

<b>Library</b>		
52131 Financial, Banking and Investment Services	Unique Management Services Inc	\$ 128.15
	<b>Financial, Banking and Investment Services</b>	<b>\$ 128.15</b>
52164 Contractual Services	Per Mar Security & Research Corporation	\$ 2,962.86
	<b>Contractual Services</b>	<b>\$ 2,962.86</b>
52250 Telephone, Internet and Cable	Charter Communications	\$ 552.94
	Frontier	\$ 706.98
	<b>Telephone, Internet and Cable</b>	<b>\$ 1,259.92</b>
52560 Other Special Services	Amazon Capital Services	\$ 14.00
	Baker & Taylor Company	\$ 2,356.68
	Blackstone Publishing	\$ 17.70
	<b>Other Special Services</b>	<b>\$ 2,388.38</b>
52561 Reimburse County	Everett Roehl Marshfield Public Library	\$ 4,634.00
	<b>Reimburse County</b>	<b>\$ 4,634.00</b>
52990 Sundry Contractual Services	Colby Community Library	\$ 10.00
	IROW	\$ 42.50
	Rhineland Public Library	\$ 176.85
	<b>Sundry Contractual Services</b>	<b>\$ 229.35</b>
53161 Books Library	Amazon Capital Services	\$ 1,937.14
	Baker & Taylor Company	\$ 14,895.60
	OverDrive Inc	\$ 954.12
	<b>Books Library</b>	<b>\$ 17,786.86</b>
53168 Audio-Visual Materials	Amazon Capital Services	\$ 259.71
	Baker & Taylor Company	\$ 1,099.77
	Blackstone Publishing	\$ 448.95
	<b>Audio-Visual Materials</b>	<b>\$ 1,808.43</b>
53190 Office Supplies	4imprint, Inc.	\$ 153.09
	Amazon Capital Services	\$ 491.56
	Staples	\$ 90.98
	<b>Office Supplies</b>	<b>\$ 735.63</b>
53220 Subscriptions	The Mosinee Times	\$ 37.00
	<b>Subscriptions</b>	<b>\$ 37.00</b>
53260 Advertising	Greater Wausau Chamber of Commerce	\$ 325.00
	<b>Advertising</b>	<b>\$ 325.00</b>
53321 Personal Auto Mileage	Staff	\$ 1,099.14
	<b>Personal Auto Mileage</b>	<b>\$ 1,099.14</b>
53936 Other Supplies	Amazon Capital Services	\$ 143.40
	BroDart	\$ 220.00

	<b>Other Supplies</b>	<u>\$</u>	<b>363.40</b>
55320 Building/Offices Rent			
	Marathon City, Village of	\$	1,670.02
	Mosinee, City of	\$	48.34
	Rothschild, Village of	\$	2,250.00
	WI Public Service Corporation	\$	668.66
	<b>Building/Offices Rent</b>	<u>\$</u>	<b>4,637.02</b>
<b>Library - Gifts/Donations</b>			
53161 Books Library			
	Amazon Capital Services	\$	459.61
	Baker & Taylor Company	\$	483.40
	<b>Books Library</b>	<u>\$</u>	<b>943.01</b>
53936 Other Supplies			
	Amazon Capital Services	\$	452.30
	Staples	\$	30.24
	<b>Other Supplies</b>	<u>\$</u>	<b>482.54</b>
<b>CIP Library</b>			
52140 Technology Services			
	Harder Technologies LLC	\$	550.00
	<b>Technology Supplies</b>	<u>\$</u>	<b>550.00</b>
53936 Other Supplies			
	Carts4U LLC	\$	1,740.50
	<b>Other Supplies</b>	<u>\$</u>	<b>1,740.50</b>
58120 Furniture, Fixtures and Equipment			
	The Samuels Group Inc	\$	2,484.88
	Witmer Furniture LLC	\$	1,038.00
	<b>Other Supplies</b>	<u>\$</u>	<b>3,522.88</b>
<b>Grand Total</b>		<u>\$</u>	<b>45,634.07</b>

\*Current as of 3/7/25 when pulled from Workday (county system)



## Marathon County Public Library Budget vs Actual (Library cost center) for February 2025\*

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library Cost Center</b>				
<b>Revenues</b>				
41110 General Property Taxes	\$ 3,681,559.00	\$ -	\$ -	\$ (3,681,559.00)
46170 Sale of Maps, Poll Lists, Copies	\$ 14,000.00	\$ 1,934.19	\$ 3,123.77	\$ (10,876.23)
46190 Other General Government Fees	\$ 27,500.00	\$ 2,820.00	\$ 5,965.00	\$ (21,535.00)
46710 Library Fees	\$ 47,000.00	\$ 2,370.14	\$ 4,700.11	\$ (42,299.89)
46197 Employer Share of Insurance **	\$ -	\$ 33,651.95	\$ 33,651.95	\$ 33,651.95
46199 Employee Share of Insurance **	\$ -	\$ 8,014.70	\$ 8,014.70	\$ 8,014.70
47393 Local Department Charges Internal Service Fund **	\$ -	\$ 94.86	\$ 94.86	\$ 94.86
48200 Rental of Buildings and Property	\$ 42,153.00	\$ -	\$ 10,538.25	\$ (31,614.75)
48900 Other Miscellaneous Revenues	\$ -	\$ -	\$ 300.29	\$ 300.29
<b>Total Revenues</b>	<b>\$ 3,812,212.00</b>	<b>\$ 48,885.84</b>	<b>\$ 66,388.93</b>	<b>\$ (3,745,823.07)</b>

<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,112,655.00	\$ 155,874.85	\$ 254,664.71	\$ 1,857,990.29
51120 Overtime	\$ 4,646.00	\$ -	\$ -	\$ 4,646.00
51390 Other Special Pay	\$ -	\$ 1,420.62	\$ 1,635.40	\$ (1,635.40)
51510 Social Security	\$ 161,973.00	\$ 11,377.37	\$ 18,829.77	\$ 143,143.23
51520 Retirement Employers Share	\$ 134,617.00	\$ 9,908.03	\$ 16,203.80	\$ 118,413.20
51541 Dental Insurance	\$ 8,609.00	\$ 776.17	\$ 997.94	\$ 7,611.06
51550 Life Insurance	\$ 520.00	\$ 39.10	\$ 50.29	\$ 469.71
51560 Workers Compensation	\$ 1,270.00	\$ 94.86	\$ 154.23	\$ 1,115.77
51590 Other Employer Contributions	\$ 30,859.00	\$ 1,726.40	\$ 2,836.40	\$ 28,022.60

51593 Health Insurance	\$	463,500.00	\$	32,875.78	\$	42,670.33	\$	420,829.67
<b>Personnel Expenses Total</b>	<b>\$</b>	<b>2,918,649.00</b>	<b>\$</b>	<b>214,093.18</b>	<b>\$</b>	<b>338,042.87</b>	<b>\$</b>	<b>2,580,606.13</b>

### Operating Expenses

52130 Accounting and Audit Services	\$	2,500.00	\$	-	\$	-	\$	2,500.00
52131 Financial, Banking and Investment Services	\$	1,200.00	\$	128.15	\$	209.70	\$	990.30
52192 Other Professional Services	\$	6,500.00	\$	-	\$	-	\$	6,500.00
52250 Telephone, Internet and Cable	\$	22,300.00	\$	1,259.92	\$	1,866.02	\$	20,433.98
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	-	\$	6,500.00
52140 Technology Services	\$	13,946.00	\$	-	\$	-	\$	13,946.00
52164 Contractual Services	\$	54,000.00	\$	2,962.86	\$	5,769.78	\$	48,230.22
52560 Other Special Services	\$	43,000.00	\$	2,388.38	\$	4,265.16	\$	38,734.84
52561 Reimburse County	\$	7,500.00	\$	4,634.00	\$	4,634.00	\$	2,866.00
52932 Copier Charges	\$	12,000.00	\$	-	\$	893.34	\$	11,106.66
52990 Sundry Contractual Services	\$	9,000.00	\$	229.35	\$	3,831.03	\$	5,168.97
53110 Postage and Courier	\$	1,700.00	\$	-	\$	-	\$	1,700.00
53130 Printing and Forms	\$	5,000.00	\$	-	\$	275.00	\$	4,725.00
53142 Software - IT	\$	9,600.00	\$	-	\$	710.82	\$	8,889.18
53161 Books Library	\$	274,250.00	\$	17,786.86	\$	21,917.90	\$	252,332.10
53168 Audio-Visual Materials	\$	60,000.00	\$	1,808.43	\$	2,648.79	\$	57,351.21
53169 E-Books Library	\$	35,749.00	\$	-	\$	-	\$	35,749.00
53190 Office Supplies	\$	21,000.00	\$	735.63	\$	1,108.11	\$	19,891.89
53220 Subscriptions	\$	18,600.00	\$	37.00	\$	37.00	\$	18,563.00
53221 Electronic Subscriptions	\$	24,650.00	\$	-	\$	4,205.00	\$	20,445.00
53240 Membership Dues	\$	125,068.00	\$	-	\$	-	\$	125,068.00
53250 Registration Fees/tuition	\$	1,200.00	\$	-	\$	-	\$	1,200.00
53260 Advertising	\$	4,000.00	\$	325.00	\$	725.00	\$	3,275.00

53321 Personal Auto Mileage	\$	1,700.00	\$	1,099.14	\$	1,186.63	\$	513.37
53410 Meeting Expenses	\$	2,200.00	\$	-	\$	207.84	\$	1,992.16
53494 Technology Supplies	\$	5,000.00	\$	-	\$	253.38	\$	4,746.62
53936 Other Supplies	\$	10,000.00	\$	363.40	\$	363.40	\$	9,636.60
55190 Insurance Other Premiums	\$	50,400.00	\$	-	\$	-	\$	50,400.00
55320 Building/Offices Rent	\$	65,000.00	\$	4,637.02	\$	5,296.15	\$	59,703.85
<b>Operating Expenses Total</b>	<b>\$</b>	<b>893,563.00</b>	<b>\$</b>	<b>38,395.14</b>	<b>\$</b>	<b>60,404.05</b>	<b>\$</b>	<b>833,158.95</b>
Total Expenditures	\$	3,812,212.00	\$	252,488.32	\$	398,446.92	\$	3,413,765.08
Net Change	\$	-	\$	(203,602.48)	\$	(332,057.99)	\$	(332,057.99)

\*Current as of 3/7/25 when pulled from Workday (county system).

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

Marathon County Public Library Budget vs Actual (additional cost centers) February 2025\*

	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 180,000.00	\$ 500.00	\$ 22,000.00	\$ (158,000.00)
Total Expenditures	\$ 180,000.00	\$ 1,425.55	\$ 15,356.35	\$ 164,643.65
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ (925.55)</b>	<b>\$ 6,643.65</b>	<b>\$ 6,643.65</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 300,000.00	\$ -	\$ -	\$ (300,000.00)
Total Expenditures	\$ 300,000.00	\$ 5,313.38	\$ 20,163.38	\$ 279,836.62
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (5,313.38)</b>	<b>\$ (20,163.38)</b>	<b>\$ (20,163.38)</b>

\*Current as of 3/7/25 when pulled from Workday (county system).

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of February 2025

Branch	2024 CURRENT MONTH	2025 CURRENT MONTH	% CHANGE	2024 YEAR-to-DATE	2025 YEAR-to-DATE	% CHANGE
ATHENS	2,020	1,906	-5.64%	4,218	3,964	-6.02%
EDGAR	1,289	1,174	-8.92%	2,454	2,388	-2.69%
HATLEY	1,742	1,919	10.16%	3,249	3,735	14.96%
MARATHON	2,146	2,234	4.10%	4,471	4,762	6.51%
MOSINEE	2,388	2,004	-16.08%	4,875	4,191	-14.03%
ROTHSCHILD	7,266	6,916	-4.82%	15,055	14,616	-2.92%
SPENCER	1,152	1,028	-10.76%	2,407	1,979	-17.78%
STRATFORD	1,900	1,878	-1.16%	3,787	3,511	-7.29%
WAUSAU	30,347	29,908	-1.45%	61,337	61,589	0.41%
WAUSAU DRIVE UP	1,821	1,549	-14.94%	3,730	3,163	-15.20%
HOMEBOUND	580	556	-4.14%	1,240	1,251	0.89%
ILL	156	208	33.33%	289	465	60.90%
OVERDRIVE	17,554	17,783	1.30%	36,383	37,350	2.66%
<b>GRAND TOTAL</b>	<b>70,361</b>	<b>69,063</b>	<b>-1.84%</b>	<b>143,495</b>	<b>142,964</b>	<b>-0.37%</b>

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

February 2025

	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	44	0	47	0	0	161	0	252	3,964	6.36%
EDGAR	0	0	0	0	0	8	0	8	2,388	0.34%
HATLEY	0	0	0	0	0	0	0	0	3,735	0.00%
MARATHON	0	0	12	0	0	0	0	12	4,762	0.25%
MOSINEE	0	0	1	0	0	0	2	3	4,191	0.07%
ROTHSCHILD	18	0	6	0	0	0	0	24	14,616	0.16%
SPENCER	50	0	0	0	0	0	0	50	1,979	2.53%
STRATFORD	0	0	0	0	0	0	14	14	3,511	0.40%
WAUSAU	15	0	511	0	0	98	27	651	61,589	1.06%
WAUSAU DRIVE UP	0	0	2	0	0	0	0	2	3,163	0.06%
MISC*									39,066	
TOTAL MCPL	127	0	579	0	0	267	43	1,016	142,964	0.71%
% of CIRC by COUNTY	0.09%	0.00%	0.40%	0.00%	0.00%	0.19%	0.03%			

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

---

## TOTAL MONTHLY CUSTOMER COUNT

For the month of February 2025

	2024 CURRENT MONTH	2025 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	52,601	53,134	1.01%
RESIDENT CHILD	8,586	9,167	6.77%
HOMEBOUND	99	97	-2.02%
STAFF	63	68	7.94%
TEMPORARY	475	517	8.84%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>61,824</b>	<b>62,983</b>	<b>1.87%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,607	2,679	2.76%
CHILD	227	242	6.61%
TEMPORARY	25	33	32.00%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>2,859</b>	<b>2,954</b>	<b>3.32%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	413	420	1.69%
<b>GRAND TOTAL</b>	<b>65,096</b>	<b>66,357</b>	<b>1.94%</b>



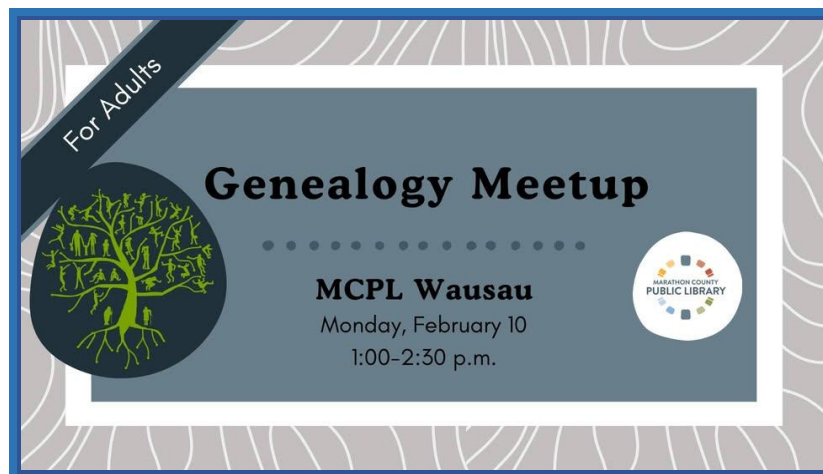
# Marathon County Public Library Director Report March 2025

## Highlights

### School Visits

February was filled with school visit fun! This month we welcomed 189 students to our Wausau Headquarters for tours, story times, and more. English as a second language (ESL) students from Horace Mann and John Muir middle schools visited the library for a tour, presentation, and read aloud. Over the course of two days, we also welcomed 130 Mosinee School District first graders. These enthusiastic young students participated in a library tour, story time, and book checkout. Also in February, the St. Anne Girl Scout Troup visited the library to earn their Scribe Badge—a fun challenge! Teachers and community organizations can schedule a group visit to any MCPL location on our website: <https://mcpl.us/services/group-visits/> -Katelyn K, Library Services Manager

### Library Services



February was full of activity for the Library Services team. Programming staff finalized all summer events and submitted them for approval by our Events Coordinator. We are already planning for a phenomenal Summer Library Program—stay tuned for more updates! Evaluating our magazine collection was another highlight this month. Library Services and Support Services staff met to analyze the magazine selection at our branch locations. With input from branch staff, the teams are looking forward to refining the collections over the next year. Library Services also welcomed the new Rothschild



Library Assistant for orientation in Wausau this month. Programming highlights from February include: school visits to the library, Dungeons & Dragons trivia, and a meetup of our genealogy group.  
*-Katelyn K, Library Services Manager*

## Branches

In Edgar, the fiber meet up group is going strong. This month, one patron brought in her brand new sewing machine and the other patrons helped her make a pillowcase.

Read to a Therapy Dog sessions were held in Mosinee and Rothschild. Young readers enjoyed spending time with Buddy the golden retriever (Mosinee) and Leslie the German shepherd (Rothschild).

The Rothschild branch hosted a special snow plow story time in February. 50 participants enjoyed stories and songs about snowplows, met snowplow driver Chris, and got to spend time admiring one of the village's snowplows.



In Mosinee, 35 patrons brave the extreme cold for our amazingly successful Bunny Fest on the 18th! Sarah, along with two representatives from the Humane Society of Marathon County, presented an informational presentation on proper bunny care and how to bond bunnies. Patrons also had the opportunity to meet 5 baby bunnies along with their mom, who all will soon be up for adoption at the Humane Society of Marathon County. Take home craft kits, coloring and activity sheets, bunny themed buttons and bookmarks, and bunny themed books were also available.

In Stratford, our second Puzzle Race was another hit! This time, fourteen teams with a total of 41 people competed to complete a 300-piece puzzle in 60 minutes. Last month, participants worked on a 500-piece puzzle for 90 minutes. This smaller, easier puzzle created a fun and frenzied speed level, with teams solving the whole puzzle within

seconds and minutes of each other! There was a lot of excitement and high-fiving going on!

Katelyn visited Hatley on February 11th to discuss removing some of our furniture by the circulation desk to make the space more welcoming and user friendly. There is now a shelf next to the circulation desk to hold the brochures and information, and a wire rack in the hallway to hold the City Pages and other community information. The seasonal items were moved to a corner shelf by the circulation desk.

The Rothschild branch also received a bit of a refresh. We received a new shelf for our new J collections. Due to this new shelf, we were able to get rid of our J DVD spinners, move the DVD collections to shelves, and swap a few things around. The space is looking great!

David continued to work on installing new computers at branch locations, completing installs in Hatley, Spencer, and Stratford – only Marathon and Mosinee remain.

Sarah was able to attend the Power Up Conference on February 13th and 14th and learned some fantastic supervisory and leadership skills, and gained a lot of programming resources and ideas!

In staffing news, Kali, our new branch assistant in Rothschild, completed orientation from 2/17 – 2/28. She is doing great, and we are so excited to have her on the team! Additionally, Sawyer, our floating assistant, visited the rest of our branches and began working shifts at multiple locations.

*-Laura W, Branch Team Lead*

## Library Services Statistics & Activities

### Team News & Projects

- Notary: 20 appointments
- Proctoring: 0 appointments
- Tech Time: 4 appointments
- MCPL study rooms were booked 108 times in February
- Homebound Services:
  - Items sent out: 380
  - Volunteer deliveries completed: 12
  - New (or recently returned) HB patrons: 5
  - Active HB accts at the start of the month: 93
  - Reading slips, letters, or notes received: 35
  - Newsletter sent to HB patrons (Jailin)
  - Implemented extended (9 week) loan periods for HB patrons (Jailin)
- Weeding:
  - Edgar: Adult Large Print, Adult Nonfiction, Adult Audiobooks
  - Hatley: Juvenile Graphic Novels
  - Marathon: Adult Audiobooks, Adult DVDs
  - Mosinee: Adult DVs
  - Rothschild: Juvenile DVDs, Juvenile Picture Books

- Stratford: Board Books, Juvenile Favorites, Juvenile Picture Books, Juvenile Nonfiction, Young Adult Fiction, Young Adult Graphic Novels, Adult Biographies
- Wausau: Adult Nonfiction, Adult Paperbacks, Adult Audiobooks
- Outreach:
  - Met with staff from the Marathon County Historical Society to discuss programming partnership (Margaret)
  - Worked with Parks & Rec to schedule story time at Rib Mountain State Park over “Fun Free Weekend” (Rose)
  - Scheduled outreach story time on opening weekend of the Kronenwetter Farmers Market (Katelyn)
- Ongoing projects:
  - Central Wisconsin Book Festival (Margaret)
    - Met with the book festival committee to discuss potential authors and venues
  - Collection maintenance (Kate, Murray)
    - Attended WVLS Overdrive Advantage Annual meeting (Kate)
    - Created reading lists in Aspen (Kate, Jailin, Jordan, Julie, Murray)
    - Met with the Library Services Manager and wrote proposal to refine magazine collections at branches (Kate, Julie, Support Services)
  - Graphic and web design (Ben)
    - Worked with Tara to determine design of print Summer Library Program materials
    - Updated: MCPL envelope design, Homebound handouts, Friends brochures, digital signage
    - Completed and printed print and e-newsletters
  - Library history digitization project (Julie)
  - Lost & Found management (Kathy)
  - Marketing and social media (Robyn)
    - Interviewed by WXCO Radio WAVE 100.5 on Feb 11 and 25 to discuss upcoming library programs
    - Collaborated with the Wausau Pilot & Review on Romantic Reads promotion
    - Designed insert for Wausau “Welcome Baby” packets
  - Obituary indexing (Jailin, Jordan, Julie, Kathy)
  - Policy & procedure edits (Kate, Rose)
    - Met to work on revisions to the Library Card Registration Procedure
  - Programming
    - Art Cluster was hosted at the library Feb 3-19 (Rose)
    - Facilitated school and group visits in the library (Tara, Murray, Rose, Olivia, Julie, Margaret)
    - All summer event forms were submitted and SLP plans finalized (Tara, Rose, Olivia, Ben, Robyn, Margaret, Julie)
  - Reference skills orientation update (Julie)
  - Universal design implementation
    - Installed translation tool on our website (Ben)
    - Attended the monthly WVLS/LibrariesWIN meeting of the Accessibility Workgroup (Ben)

## Events and Programs

### Youth Events

#### Story Times:

- February 3: Tales for Tots—27
- February 5: Play & Learn—67
- February 6: Family Story Time—18
- February 10: Tales for Tots—38
- February 12: Play & Learn—68

- February 13: Family Story Time—15
- February 17: Tales for Tots—20
- February 19: Play & Learn—36
- February 20: Family Story Time—25
- February 24: Tales for Tots—29
- February 26: Play & Learn—45
- February 27: Family Story Time—30

#### Other Programs:

- February 1: Beaded Wall Art—2
- February 6: Dungeons & Dragons Battle Royale—6
- February 11: Girl Scouts Badge Tour—13
- February 11: Pokémon Club—40
- February 15: Dungeons & Dragons Trivia—10
- February 20: LEGO Block Party—7
- February 21: Tour/Presentation for Horace Mann & John Muir middle schools—46
- February 25: Tour/Story Time for Mosinee School District first graders—65
- February 26: Tour/Story Time for Mosinee School District first graders—65
- February 1-28: Children’s Room Scavenger Hunt—100
- **Number of February Youth Services programs – 22**
- **Total attendance for February Youth Services programs – 772**

#### Adults/All Ages Events

- February 4: Twiddlemuff Creation—3
- February 4: Cribbage Meetup—0
- February 5: Fiber Artists Meetup—1
- February 10: Genealogy Meetup—12
- February 11: Cribbage Meetup—0
- February 12: Fiber Artists Meetup—1
- February 15: Dungeons & Dragons Trivia—10
- February 17: Year of Ghibli “Castle in the Sky”—0
- February 17: Year of Ghibli “Porco Rosso”—0
- February 18: Cribbage Meetup—0
- February 19: Fiber Artists Meetup—0
- February 20: Parallel Worknights—2
- February 25: Cribbage Meetup—0
- February 26: Fiber Artists Meetup—0
- **Number of February programs and activities – 14**
- **Total attendance/participation for February programs – 29**

## Media Summary

#### Social Media Statistics:

- Facebook (MCPL): 5,509 followers (+29)
  - Unfollows (-14)
- Twitter: 1,188 followers (-6)
- Pinterest: 964 followers (+0)
- Goodreads: 353 friends (-1); 1,504 reviews (+4)
- Instagram: 1,185 followers (+2)

- YouTube: 521 subscribers (-1)

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

- February 5 – Book Sale
- February 12 – Dungeons and Dragons Trivia
- February 19 – Parallel Worknights
- February 26 – A Year of Ghibli: Spirited Away

#### WSAW

- February 7 – Numerous events happening this weekend in Wisconsin – MCPL Book Sale: <https://www.wsaw.com/2025/02/07/numerous-events-happening-this-weekend-wisconsin/>

#### WXCO 1230 AM, 98.9 FM

- February 11 – Robyn Vargas of the Marathon County Public Library. Cast members of the CWCT production of “Les Miserables”: <https://civicmedia.us/shows/chad-holmes-show/2025/02/11/robyn-vargas-of-the-marathon-county-public-library-cast-members-of-the-cwct-production-of-les-miserables>
- February 25 – Robyn Vargas of the Marathon County Public Library. “Potpourri” with sports, Jon Stewart and Devin Nunes.: <https://civicmedia.us/shows/chad-holmes-show/2025/02/25/robyn-vargas-of-the-marathon-county-public-library-potpourri-with-sports-jon-stewart-and-devin-nunes>

#### City Pages

- February 6 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage-WA, Winter Reading Program-WA, Fiber Artists Meetup-WA; Events: Puzzle Swap-ST, Friends of MCPL Book Sale-WA, Speed Puzzle Competition-ST, Love Song Sing-Along-ED, MA Book Club, ED Book Club, HA Book Club, Cribbage-SP, AT Book Club
- February 13 – Big Guide – Ongoing: MCPL Learn How to Play Cribbage-WA, Winter Reading Program-WA, Fiber Artists Meetup-WA; Events: Speed Puzzle Competition-ST, Friends of MCPL Members Only Book Sale-WA, Dungeons and Dragons Trivia-WA, SP Book Club, MO Book Club, A Year of Ghibli: Castle in the Sky & Porco Rosso-WA, Bunny Fest-MO, ST Book Club, DIY Felt Pennant-HA, Parallel Worknights-WA, Fiber Artists Meetup-ED, RO Book Club; Lectures/Workshops: Discussion on Local Genealogy-SP
- February 20 – Big Guide – Ongoing: Winter Reading Program-WA, Fiber Artists Meetup-WA; Events: Parallel Worknights-WA, Fiber Artists Meetup-ED, RO Book Club, A Year of Ghibli: Spirited Away-WA, Craft Supply & Games Swap-MO, MA Book Club, ED Book Club, HA Book Club, AT Book Club; Lectures/Workshops: Computer Basics: Mouse & Keyboard-MO; Kids/Teens: Tales for Tots-WA, Family Story Time-AT, ST, WA, MA, HA, ED, AT, ST, MO, RO, WA, MA, HA, SP, ED, RO; Play and Learn-WA, LEGO Block Party-WA, Read to a Therapy Dog-RO, Fun with Play-Doh-ST, LEGO Block Party-RO, Crafts & Coloring Extravaganza-MO, Tales for Tots-WA, World Wildlife Day-ED, Family Game Night-SP, LEGO Block Party-SP, Oregon Trail Live-AT, Lego Block Party-ED, Mini Makers-RO, Lego Block Party-SP, Faux Stained Glass-WA, DIY Funny Flip Book-WA, Read to a Therapy Dog-MO, Family Game Night-ED, LEGO Block Party-SP, LEGO Block Party-WA, Be’Tween the Lines Book Club-ED, LEGO Block Party-HA; Lifelines: Medicaid Basics-ST
- February 27 – Big Guide – Ongoing: Winter Reading Program-WA; Events: A Year of Ghibli: Spirited Away-WA, Craft Supply & Games Swap-MO, DIY Lavender Gnome-MA, Fiber Artists Meetup-SP, MA Book Club, ED Book Club, HA Book Club, Cribbage-SP, AT Book Club, Fiber Artists Meetup-WA, SP Book Club, MO Book Club, ST Book Club; Lectures/Workshops: Computer Basics: Mouse & Keyboard-MO, Landlord and Tenant Rights-ST, Envelope Junk Workshop-WA, Genealogy Meetup-WA, Fixed Income: Programs That Help-MO; Kids/Teens: Family Story Time-WA, MA, ED, AT, ST, MO, RO, WA, MA, HA, SP, ED; Lego Block Party-RO, Crafts and Coloring Extravaganza-MO, Tales for Tots-WA, World Wildlife Day-ED, Family Game Night-SP, Play and Learn-WA, Lego Block Party-SP, Oregon Trail Live-AT, Lego Block Party-ED, Mini Makers-MO, Pokemon Club-WA, Mini Makers-RO, Lego Block Party-SP, Faux Stained Glass-WA, DIY Funny Flip Book-WA

## Hub City Times

- February 5 – MCPL Spencer to host presentation on local genealogy: <https://www.hubcitytimes.com/stories/mcpl-spencer-to-host-presentation-on-local-genealogy,251196>
- February 19 – MCPL Book Clubs: March 2025: <https://www.hubcitytimes.com/stories/mcpl-book-clubs-march-2025,253197?>

## Mosinee Times

- February 6 – Bunny Fest
- February 20 – MCPL Mosinee Craft Supply & Games Swap

## Record Review

- February 5 – People – Athens: Family Story Time, Book Club; Edgar: LEGO Block Party, Book Club, Love song sing-along, Family Story Time; Marathon City: Book club, Family Story Time; Stratford: Family Story Time, Fun with Play-Doh, Book club, Speed puzzling competition
- February 12 – People – Athens: Family Story Time; Edgar: Fiber Arts Meetup, Family Story Time; Marathon City: Family Story Time; Stratford: Family Story Time, Fun with Play-Doh, Book Club
- February 19 – People – Athens: Family Story Time; Edgar: Fiber Arts Meetup; Marathon City: Family Story Time; Stratford: Medicaid 101; Paging through History: 50 years ago, February 20, 1975: Marathon to have own library branch
- February 26 – People – Athens: Family Story Time, Oregon Trail Live!; Edgar: World Wildlife Day, LEGO Block Party, Family Story Time; Marathon City: Lavender gnome sachets, Family Story Time; Stratford: Landlord/tenant rights, Medicaid 101, Family Story Time

## Wausau Pilot & Review

- February 4 – MCPL Wausau to screen Studio Ghibli movies: <https://wausapilotandreview.com/2025/02/04/mcpl-wausau-to-screen-studio-ghibli-movies/>
- February 6 – MCPL Mosinee to host event on bunny care: <https://wausapilotandreview.com/2025/02/06/mcpl-mosinee-to-host-event-on-bunny-care/>
- February 7 – Marathon County Public Library programs: <https://wausapilotandreview.com/2025/02/07/marathon-county-public-library-programs-adults-30/>
- February 8 – Romantic reads: This week's picks from the Marathon County Public Library: <https://wausapilotandreview.com/2025/02/08/romantic-reads-this-weeks-picks-from-the-marathon-county-public-library-2/>
- February 15 – Romantic reads: This week's picks to inspire a love of books: <https://wausapilotandreview.com/2025/02/15/romantic-reads-this-weeks-picks-to-inspire-a-love-of-books/>
- February 22 – Marathon County Public Library programs: <https://wausapilotandreview.com/2025/02/22/marathon-county-public-library-programs-59/>
- February 22 – Marathon County Public Library book clubs: March: <https://wausapilotandreview.com/2025/02/22/marathon-county-public-library-book-clubs-march-5/>
- February 23 – Marathon County Public Library programs, youths: <https://wausapilotandreview.com/2025/02/23/marathon-county-public-library-programs-youths-12/>
- February 26 – March story time dates set at Marathon County Public Library: <https://wausapilotandreview.com/2025/02/26/march-story-time-dates-set-at-marathon-county-public-library-2/>

## Wausau Times/Buyers Guide

- February 26 – MCPL Wausau to hold envelope junk journal workshop; MCPL Stratford to offer presentation on landlord and tenant rights

## Materials

### Youth

February '25	2025 Annual Budget	Rollover from 2024	Total w/carryover	Free Balance	Spent as of 2-28-25	% Spent
Juvenile Audiobooks	\$10,000.00	\$0.00	\$10,000.00	\$9,980.05	\$19.95	0.20%
Juvenile CDs	\$300.00	\$23.38	\$323.38	\$300.00	\$0.00	7.23%
Juvenile DVDs	\$7,500.00	\$0.00	\$7,500.00	\$7,401.07	\$98.93	1.32%
Juvenile Video Games	\$2,350.00	\$0.00	\$2,350.00	\$2,169.93	\$180.07	7.66%
Young Adult Audio Books	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	0.00%
<b>Youth AV Subtotal</b>	<b>\$21,950.00</b>	<b>\$23.38</b>	<b>\$21,651.05</b>	<b>\$21,674.43</b>	<b>\$322.33</b>	<b>1.47%</b>
Juvenile Fiction	\$26,000.00	\$1,390.25	\$27,390.25	\$21,962.70	\$5,427.55	19.82%
Juvenile NonFiction	\$26,000.00	\$1,913.82	\$27,913.82	\$22,758.06	\$5,155.76	18.47%
Juvenile Picture Books	\$30,000.00	\$1,967.84	\$31,967.84	\$26,155.61	\$5,812.23	18.18%
Juvenile Spanish	\$1,500.00	\$229.12	\$1,729.12	\$1,500.00	\$229.12	13.25%
Juvenile Standing Order	\$7,500.00	\$0.00	\$7,500.00	\$7,284.70	\$215.30	2.87%
Young Adult Fiction	\$12,200.00	\$725.98	\$12,925.98	\$10,075.29	\$2,850.69	22.05%
Young Adult Graphic Novels	\$3,700.00	\$162.95	\$3,862.95	\$2,954.31	\$908.64	23.52%
Young Adult NonFiction	\$3,400.00	\$259.14	\$3,659.14	\$2,797.88	\$861.26	23.54%
Juvenile e-books	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	0.00%
<b>Youth Print Subtotal</b>	<b>\$112,300.00</b>	<b>\$6,649.10</b>	<b>\$118,949.10</b>	<b>\$97,488.55</b>	<b>\$21,460.55</b>	<b>18.04%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$6,672.48</b>	<b>\$140,922.48</b>	<b>\$119,139.60</b>	<b>\$21,782.88</b>	<b>15.46%</b>

### Adult

	2025 Annual Budget	Rollover from 2024	Total w/carryover	Monthly Allotment	Free Balance	Spent YTD	% Spent
Adult Audiobooks	\$10,500.00	\$625.43	\$11,125.43	\$954.55	\$9,404.16	\$1,721.27	16.39%
Adult Music CD	\$4,500.00	\$47.67	\$4,547.67	\$409.09	\$3,723.59	\$824.08	18.31%
Adult DVD	\$17,500.00	\$641.21	\$18,141.21	\$1,590.91	\$15,538.73	\$2,602.48	14.87%
Adult Video Games	\$1,550.00	\$34.99	\$1,584.99	\$140.91	\$1,300.15	\$284.84	18.38%
<b>Adult AV Subtotal</b>	<b>\$34,050.00</b>	<b>\$1,349.30</b>	<b>\$35,399.30</b>	<b>\$3,095.45</b>	<b>\$29,966.63</b>	<b>\$4,083.37</b>	<b>11.99%</b>

Adult Paperbacks	\$2,000.00	\$63.38	\$2,063.38	\$181.82	\$1,700.66	\$362.72	18.14%
Adult Paperbacks S.O.	\$450.00	\$0.00	\$450.00	N/A	\$450.00	\$0.00	0.00%
Adult Fiction	\$47,000.00	\$1,668.02	\$48,668.02	\$4,272.73	\$38,032.58	\$10,635.44	22.63%
Adult LT Fiction	\$7,500.00	\$34.99	\$7,534.99	\$681.82	\$5,683.71	\$1,851.28	24.68%
***Adult LT S.O.	\$5,500.00	\$0.00	\$5,500.00	\$500.00	\$5,285.63	\$214.37	3.90%
Adult Non-fiction	\$71,000.00	\$5,829.29	\$76,829.29	\$6,454.55	\$64,072.87	\$12,756.42	17.97%
Adult Non-fiction S.O.	\$2,000.00	\$0.00	\$2,000.00	N/A	\$2,000.00	\$0.00	0.00%
Adult Biographies	\$11,000.00	\$184.20	\$11,184.20	\$1,000.00	\$9,629.14	\$1,555.06	14.14%
Adult Spanish	\$500.00	\$0.00	\$500.00	\$45.45	\$500.00	\$0.00	0.00%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$720.02	\$29.98	4.00%
Overdrive - ebooks	\$18,250.00	\$0.00	\$18,250.00	\$1,659.09	\$16,475.45	\$1,774.55	9.72%
Adult Print Subtotal	\$165,950.00	\$7,779.88	\$173,729.88	\$15,086.36	\$144,550.06	\$29,179.82	17.58%
Adult Services TOTAL	\$200,000.00	\$9,129.18	\$209,129.18	\$18,181.82	\$174,516.69	\$33,263.19	16.63%

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 163
- Accounts linked: 28
- **Checkout total for Wausau First Floor: 29,908**
- Ashley H processed **208 Interlibrary Loan** items
- January Passports News:
  - The MCPL Passport team accepted a total of **62 passport applications** at \$35.00 each, and **62 photos** were taken at \$10.00 each for a total of **\$2,790.00** recorded. We also assisted with 8 renewal applications.
    - 34 Adult Passport Books
    - 28 Minor Passport Books
    - 6 Adult Passport Cards
    - 2 Minor Passport Cards
- Ashley H:
  - 2/4, 2/25 - helped with pull list
  - 2/13 - met with Katie from WVLS to troubleshoot ILL due dates in Sierra
  - 2/17 - trained Kali on ILL
  - 2/18 - AM desk coverage
  - 2/18 - Policy & Procedure meeting
  - 2/21 - met with Nicole to discuss ILL-related matters
  - 2/21 - helped with weeding Adult non-fiction
  - 2/24 - trained Ying 2:30-3:30 on *Reviewing ILL Requests for MCPL patrons and Entering ILL Requests in Sierra*



- 2/27 - V-Cat Sierra WISCAT Interlibrary Loan Training
- Conducted additional ILL work beyond traditional circulations (78 requests received and processed):
  - Under \$10 per Amazon: 3
  - Feature Film/Fictional TV Series: 1
  - Email inquiries/renewals: 9/4
  - Phone inquiries/renewals: 5/3
  - Hold pickup phone calls: 3
  - V-Cat items: 7
  - Unfilled: 4
  - Pub date over 75 years ago/available to read online: 1
  - Invoices sent for MCPL items lost: 1
  - Emails to Wausau West for ILL pickup: 5
  - MCPL items courtesy returned to us: 8
  - Non-MCPL Items courtesy returned to non-WVLS libraries: 5
  - Textbooks: 2
  - Library of Congress: 3
  - Same title within 3 month time period: 1
- Ying X:
  - Circ desk duties
  - Shadowing ILL
  - Taking online free course on library operations and services for SMART Goal
  - Drive thru and relabels
  - Auditing library card applications
  - Weed out materials on Sierra
- Maggie B:
  - Circ desk duties
  - Passports
  - Checked in transits
  - Sorted carts/ emptied bin
  - Merging juvenile to adult fines
  - Checked in/ checked out items for Jailin
  - Drive-up
  - Labeling
  - Processed new videogames
  - Ordered supplies
  - School card applications
  - Unlinking 16 year old accounts from parent/guardian account
- Erin Q:
  - NF 300s weeding
  - AF weeding
  - December Missing list
  - Branch withdraws
  - Ran m1 Missing in Inventory list
  - Damages/Missing Pieces Orientation w/ Kali
  - 11 billed, 9 paid
  - 10 NDLS
  - Valentine's and St. Patrick's Day switchovers
- Mai Yia L:
  - Audited library card applications

- Nonfiction inventory
  - Paperback weeding
- Mollie P:
  - Assisted the page team by emptying return bins and sorting carts to be shelved
  - Weeding
  - Adult non-fiction switchovers
  - Worked on an Udemy course
  - Worked on card apps for upcoming school visits
- Ollie C:
  - Created switchover, clean-up, location code, and missing in inventory lists throughout the month for Circ team to work on.
  - Completed WVLS billing list.
  - Worked on WVLS Missing in Transit list
  - Spring clean of Circulation work area
  - Paperback weeding list
  - Worked on card apps for upcoming school visits including verifying information and cleaning up past fines
- Over the course of the month six patrons were banned for different lengths of time due to policy violations.

## Support Services Team

- Chris L attended the V-Cat Council meeting on 2/6 and reported on behalf of the Bibliographic & Interface Committee.
- MCPL learned on 2/10 that Waltco, the company that operated courier services among the V-Cat libraries, would be closing its hub in Wausau at the end of February.
  - Changes to MCPL workflows that have been considered and disseminated to MCPL staff by Support Services team with the input of WVLS:
    - **All transit** bins will be addressed and delivered to WVLS which will sort them.
    - Dedicated bins which will ship directly to/from MCPL Wausau/MCPL Branches will be **non-transit materials – mending, weeding, relabeling, office/programming supplies, etc.**
- On 2/10, Support Services team members met with representatives from several other Library teams to create a small workgroup to address magazine changes.
  - James B, Julie K (Adult Services), and Laura W (Lead Branch Coordinator) were ultimately chosen to implement the proposal approved by the Director.
  - James has completed the first step in the plan at Wausau: Cataloging and circulating the most recent issue on high demand, instead of leaving it on display until the next issue arrives.
- Dawn L and Nicole met with our Baker & Taylor Sales Consultant on 2/12.
- Team Leads met with Leah 2/12.
- Support Services Team gave an orientation tour to new Rothschild Branch Library Assistant Kali E on 2/18.
- James participated in the Policies & Procedures committee meeting on 2/18. Interlibrary Loan policy was reviewed.
- James has been working with WVLS to create a new Data Exchange profile that will allow us to import vendor-supplied MARC records into Sierra and attach “On Order” items. It is currently being tested with records supplied by Center Point (our largest adult large print vendor).
- The Edifact & Midwest Tape project continues to progress. With WVLS’s help we provided needed FTP information to Midwest and are now waiting for them to complete our One-Click setup. This project will enable the team to:

- Create bib and order records and encumber funds at the time of ordering
- Create “On Order” item records which will facilitate display and holds placement in the catalog and allow electronic payment of invoices
- Improve efficiency during the Acquisitions/Cataloging process
- Chris and James attended the V-Cat Bib Committee meeting on 2/25. Discussion included:
  - 653 Subject headings
  - Update on series information to consider removing/hiding the presence of temporary items in the catalog for a holds test
  - Creation of additional Sierra material types.
  - Sierra material types are not visible in the public (Aspen) catalog, only in the staff catalog. Aspen effectively labels material types, and the committee is interested in expanding material type icons in Sierra to better assist staff in serving the public.
- **Circulation total for Wausau Drive Up: 1,549.**

## Page Team

- Lynelle worked on shifting the Hmong and Spanish collections in the Children’s library to make them more visible to patrons
- Sophie integrated CD books into the Picture book collection in the Children’s library
- Pulling materials for relabeling, e.g. removing old genre stickers, faded labels
- Throughout the month of January the **Page Team shelved 30,094 items**. They handled an additional 4,072 more items for holds or transits to home libraries.

## Information Technology

- Public Computer Deployment Update:
- Computer Deployment Update:
  - New computers installed in Stratford
    - 2 Staff computers
    - 3 Patron computers
  - New computers installed in Spencer
    - 2 Staff computers
    - 3 Patron computers
  - New computers installed in Edgar
    - 2 Staff computers
    - 3 Patron computers
    - 1 Catalog computer
  - New computers installed in Athens
    - 2 Staff computers
    - 4 Patron computers
  - New computers installed in Hatley
    - 2 Staff computers
    - 2 Patron computers
    - 1 Catalog computer
- Ongoing Projects:
  - Update to Fiber at Branches:
    - Athens
    - Edgar
    - Marathon City
    - Mosinee

- Spencer
    - Stratford
  - Creating technology tutorials for staff
- Prospective Projects:
  - Replacement of failing Raspberry Pi devices powering catalog kiosks
  - Upgrade door counter systems to PoE camera counters.
  - Plan a deployment date for Windows 11 on remaining staff computers.
  - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
  - Investigate replacing our security gates at the Wausau location.
  - Investigate VoIP options for our phones at the branches. (TDS VoIP)

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- The February Book Club selection was *Wandering Stars* by Tommy Orange was held on February 11, 2025 at 2:00. It was attended by 5 book enthusiasts. The March 11, 2025 Book Club pick is *Now is not the Time to Panic* by Kevin Wilson.
- Four Family Story times were held in February; 54 Children and 20 Adults attended. Frigid temperatures kept most of our little story lovers in their homes and daycares on February 19. Our average attendance per story time is 19.
- There were 11 class visits throughout the month of February, two with a reading presentation.
- Our first bi-weekly craft of February was “3-D snowflakes.” This craft was for older children; 5 people took part. The second bi-weekly craft was “Love Monsters.” Children were given a cup, yarn, wiggly eyes, chenille sticks and glitter hearts for the antenna ears. Twenty-five children created their own special monsters. We also did a cut and fold heart box for Valentine’s Day fun, which 4 youth enjoyed making.
- On February 5, Athens hosted a special guest story time with Kaitlin Konrardy from the Grand Theater. Kaitlin read *The Runaway Bunny* and *Goodnight Moon* followed by a paper bag bunny puppet craft. 18 children and 7 adults were present.

#### Circulation Statistics

- February circulation totaled 1,906 items. This is a -5.64% decrease from February 2024. In 2025 year-to-date, Athens has circulated 3,964 items. This is a -6.02 decrease from 2024.

#### Library News

- Passport Photo Service has taken 5 photos, 2 of those were courtesy photos on customer phones. Kitty has assisted 3 customers with passport forms.
- Marathon City Branch desk coverage by Shahara on 2/4/25, 2/21/25 and and Kitty on 2/20/25.
- Athens will bring the game, Oregon Trail to Life on March 6 & 7. Groups are signing up to push the covered wagon around the library from Missouri to Oregon. Watch out for calamities!

#### Facilities

- Kitty R sent in a book drop design plan to Witmer Furniture. The after-hours book drop cover has been drafted and will be made in the near future.

### Edgar Monthly Report

#### Events and Programs

- Book club discussed the book *Born a Crime* by Trevor Noah on the 11th with 6 in attendance. A great discussion was had; patrons learned a lot and were impressed with Trevor Noah’s writing.

- Story time was held on the 4th with a special guest from the Grand Theater with 9 people in attendance and on the 18th with 6 in attendance.
- Family Game Night was on the 18th with 5 people participating.
- Hannah visited Wildcat Early Learning Center for story time on the 4th with 9 in attendance.
- On the 4th Fiber Arts Meetup had 3 patrons, one of whom brought her brand new sewing machine and the other patrons helped her make a pillowcase.
- We had LEGO block party on the 8th with no participants; however, there was a nasty snow storm that day.
- On the 10th we had the Love Song Sing-A-Long with 2 in attendance.
- Celebrate the Presidents ended up being a week-long event with 10 participating, and many comments about how fun and what a good idea it was.
- We had 1 patron reach 200 for 1,000 books before kindergarten, she received her prizes and her star was moved up on the display.

### Circulation Statistics

- The circulation statistics for the month of February were 1,174 items checked out. This is a 8.92% decrease from the same month last year. A total of 2,388 items have been checked out so far this year. This is a 2.69% decrease from 2024.
- There were 0 curbside pickups for the month.

### Library News

- Hannah covered shifts in Marathon on the 5th and 6th
- Allycia covered in Marathon on the 13th
- Sawyer and Sarah M. helped out on the 17th

### Facilities Updates

- None at this time

## Hatley Monthly Report

### Events and Programs

- Jenna hosted Family Story Time twice in February. On February 11th a love themed story time with a ladybug craft brought 4 individuals. On February 25th a color themed story time brought 6 individuals. Caregivers continue to praise Jenna's story time style, stating that the more relaxed format works well for their energetic, busy kids.
- Book Club met on February 11th to discuss Hidden Figures by Margot Lee Shetterly. Eight individuals attended. March's selection is *The Mountain Between Us* by Charles Martin.
- We held a DIY Felt Pennant craft program for adults. We had one patron attend and make two pennants to take home. That patron expressed excitement about participating in adult programs in the future.
- We put out a puzzle for patrons to work on at the end of this month; we'll see how much gets completed!

### Circulation Statistics

- In February, Hatley circulated 1,919 items. This is a 10.16% increase from last year. In 2025, Hatley has circulated 3,735 items. This is a 14.96% increase from 2024.

### Library News

- A display with books about birds has replaced the winter themed book display in the kids section.
- A new display behind the desk titled "Receipt Wall of Fame" invites patrons to have their picture taken with their receipts to then be displayed (with no personal information visible). One patron has participated so far, with their receipt stretching taller than they are!
- The new floating assistant, Sawyer, trained in Hatley on February 11th.
- We received a cart for patrons to use to hold their items as they browse the shelves.
- Jenna continued to work on inventory and completed 13 sections.
- Megan weeded the juvenile graphic novels.

- Darla, from the Friends of the Library, visited Hatley again on February 25th and was able to talk to patrons about the Friends.
- Megan and Jenna completed planning programs for the upcoming summer.

#### Facilities Updates

- David and Nicole came out to install Hatley's new patron and staff computers. They also moved the printer to be by the patron computers, and replaced one of our catalog computers, as it was no longer functional.
- Katelyn visited Hatley on February 11th, and we discussed removing some of our furniture by the circulation desk. Megan removed the table that housed MCPL brochures and information and replaced it with a shelf that was in the hallway. There is now the shelf next to the circulation desk to hold the brochures and information, and a wire rack in the hallway to hold the City Pages and other community information. Megan also removed a shelf on the left side of the circulation desk that held juvenile seasonal items. The seasonal items were moved to a corner shelf by the circulation desk. The space feels more open and inviting.

## Marathon City Monthly Report

#### Events and Programs

- Book Club: Lisa M. and 9 patrons had a lively, thoughtful discussion of the book *The Woman They Could Not Silence* by Kate Moore. 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, March 10th with a discussion of the book, *The River We Remember* by William Kent Krueger.
- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We held 3 regular family story time events with themes that focused on dinosaurs, love, and pancakes/syrup. We listened to stories, sang songs and made simple crafts with 34 children and caregivers attending these three events. Since Lisa H. had an unplanned surgery during the month, 2 of the story time sessions were self-guided. The caregivers stepped in and read the stories and led the activities that were planned. We also had a special Story Time event on February 20 featuring a guest reader, Kaitlyn Konrardy from the Grand Theater. This event focused on the books by author Margaret Wise Brown. Fifteen children and caregivers participated in this wonderful collaborative event.
- The St. Mary's 4k class came for their monthly visit. Twenty-two students and 2 adults walked down to the library for a quick story time and book check out with their own library cards.
- In March our monthly book club, weekly family story time and St. Mary's 4k story time will be held as usual. On March 5, we will hold an adult DIY event, Make your own Lavender Gnome. Adults can stop in any time to create a cute and fragrant Lavender Gnome sachet. Kits will also be available for pick up for this event. During the week of March 24 – 29, we will offer an opportunity for students that are looking for something to do during spring break, to stop in anytime during open hours and create a variety of Spring Craft projects. They can take them home to keep or give away as a gift.

#### Circulation Statistics

- Marathon circulated 2,234 items during the month of February, which is a 4.10 % increase from this time last year. So far in 2025, Marathon has circulated 4,762 items. This is a 6.51% increase over last year.

#### Library News

- Lisa H. had an unexpected knee injury and surgery. Many members of branch staff and Jailin from Wausau assisted to cover hours. Lisa M. kept the ship sailing smoothly along with our new floating assistant, Sawyer, who was a tremendous help. Lisa H. will be returning to the branch on March 5.
- Lisa H. will attend the coordinators' meeting on March 21.
- David will install the new computers during the first week of March!

#### Facilities Updates

- None at this time.

## Mosinee Monthly Report

### Events and Programs

- Our hedgehog craft the first week in February had 32 participants.
- Head Start outreach on the 5th featured books about food, and had 20 participants.
- Shortly after, Family Story Time had 17 enthusiastic patrons.
- Our presentation from the ADRC on Medication brought in 2 patrons who really appreciated getting personalized information and help.
- Our Mini Makers February session did not have any attendees.
- Adult Book Club brought in 10 patrons for a fun discussion.
- We had 2 participants for Gentle Meditation and Yoga this month.
- We also hosted a special *Goodnight Moon* story time in collaboration with The Grand Theater on the 12th, which brought in 10 participants.
- This month's session of Read to a Therapy Dog brought in 12 patrons who braved the extreme cold to read to Buddy the golden retriever.
- We also had 35 patrons brave the extreme cold for our amazingly successful Bunny Fest on the 18th! Sarah, along with two representatives from the Humane Society of Marathon County named Riki and Indi, presented an informational presentation on proper bunny care and how to bond bunnies. Patrons also had the opportunity to meet 5 baby bunnies along with their mom, who all will soon be up for adoption at the Humane Society of Marathon County. Take home craft kits, coloring and activity sheets, bunny themed buttons and bookmarks, and bunny themed books were also available for the extravaganza.
- Towering Tots story and play hour brought in 6 patrons the next morning who had a lot of fun hearing stories about building before having open play time with several of the fantastic kits available for staff to request through the Lend Items website.
- Passive Programs: Eighteen patrons decorated a teddy bear to make our library "Beary" cute, while 51 patrons took a bunny kit to get crafty at home, and 45 patrons had a lot of fun searching our library for scavenger hunt clues.
- Upcoming Programs: The following programs will continue into March: Family Story Time on the first Wednesday of the month, our Mini Makers Process Art program on the second Tuesday of the month, Yoga, Read to a Therapy Dog, and Adult Book Club. We'll also host another ADRC presentation about living on a Fixed Income, have 3 different computer classes, hold our annual Craft and Games Supply Swap program, hold our annual March Month of Crafts and Coloring, and end the month with our very own Escape Room during Spring Break.

### Circulation Statistics

- Mosinee circulated 2,004 items in February 2025. This is a 16.08% decrease. Mosinee has circulated 4,191 items in 2025. This is a 14.03% decrease.

### Library News

- Displays in February included a nonfiction display to sweeten our patrons' day, a "Read your Heart Out" display of romance books, a display on craft books for children, books about kindness, a "Blind Date with a Book" display for all ages, and a display encouraging patrons to "Love Your 'Shelf'."
- Special thanks to Sawyer and Lisa for coverage this month!
- Sarah was grateful to attend the Power Up Conference on February 13th and 14th and learned some fantastic supervisory and leadership skills, and gained a lot of programming resources and ideas!

### Facilities Updates

- Marcos did a service call on the 3rd as all of our color printing was coming out with lines in the ink, despite replacing the toner and troubleshooting. Thankfully they were able to quickly correct the issue!
- Marcos did another service call on the 24th as we had another line in certain documents and the device had jammed.

- Our raspberry Pi card catalog computer stopped working, and changing the unit and HDMI cords did not remedy the situation. This will be looked at when all of our computers are switched over to the new ones.

## Rothschild Monthly Report

### Events and Programs

- We held two family story times in February for 65 people. Both story times had special guests – the first featured a visiting village snow plow and driver, and the second a guest reader from the Grand Theater. Both were huge hits with our families!
- Book club met in February to discuss *Tomorrow, and Tomorrow, and Tomorrow* by Gabrielle Zevin with 11 people attending. We will meet again in March to discuss *The Giver of Stars* by Jojo Moyes.
- We had 2 recurring events in February – 10 people joined us for Lego Block Party and 7 people joined us for our preschool focused Mini-Makers program. We also hosted an evening with a therapy dog, Leslie, with 12 participants.
- In March, we had various book displays around the library - “Mini Makers,” “National Love Your Pet Day,” “Travel without Leaving Home,” and “Just One Word.”

### Circulation Statistics

- In February, Rothschild circulated 6,919 items. This is a 4.82% decrease from last year. In 2025, Rothschild circulated 14,616. This is a 2.92% decrease from last year.

### Library News

- Laura attended the monthly team leads meeting and a meeting about magazines. Julie, Wanda, and Kali attended the branch assistant meeting.
- We received a new shelf for our new J collections. Due to this new shelf, we were able to get rid of our J DVD spinners, move the DVD collections to shelves, and swap a few things around. Our space is looking great and refreshed!
- Staff completed weeding projects in the adult biographies, J DVDs, and picture books.
- Kali, our new branch assistant, completed orientation in Rothschild from 2/24 – 2/28. She is doing great, and we are so excited to have her on the team!
- Rothschild staff covered a shift in Marathon City. Many staff members from various locations helped cover open shifts in Rothschild.

### Facilities Updates

- None at this time.

## Spencer Monthly Report

### Events and Programs

- On February 11<sup>th</sup>, 8 patrons came to our Cribbage at the Library event.
- On February 13<sup>th</sup>, 14 patrons participated in our Discussion on Local Genealogy event with the Spencer Historical Society.
- On February 14<sup>th</sup>, 15 patrons visited for a 1st grade class visit from the Spencer Elementary School.
- On February 17<sup>th</sup>, 11 members of the “As the Page Turns” book club in Spencer met to read *The All-Girls Filling Stations Last Reunion* by Fannie Flagg. In March, the book club will read and discuss *Tom Lake* by Ann Patchett.
- On February 18<sup>th</sup>, 0 patrons attended our family story time event. This could have been due to extremely cold weather and the Spencer schools being virtual for the day.

### Circulation Statistics

- In February, Spencer circulated 1,028 items. This is a 10.76% decrease from last year. In 2025, Spencer circulated 1,979 items. This is a 17.78% decrease from last year.

### Library News

- Sawyer came to the Spencer branch on February 3rd for training on Spencer branch specifics.



- On February 5th and 6th new patron and staff computers were installed at the Spencer branch, as well as a new RFID reader. We have already received many compliments on the large type keyboard and computer.
- On February 14th Ashley completed rounding with Katelyn.
- On February 26th Ann attended the branch assistant meeting.
- In February the Spencer staff has begun inventory for the branch.
- In February, we started showing artwork on the back shelf behind the desk. The artwork is being switched out at the beginning of every month. During the school year we are showing student artwork and during the summer we are hoping to showcase art from other members of the Spencer community.

#### Facilities Updates

- None at this time.

## Stratford Monthly Report

#### Events and Programs

- We hosted 53 people at Family Story Time during the four Wednesday morning sessions in February. Sessions included great books, songs and finger plays, fun learning activities, and crafts. Themes included Peek-a-Boo and Hide & Seek, Love & Friendship, a Pajama Party with a quilting craft, and Donuts & Counting.
- Our second Puzzle Race was another hit! This time, fourteen teams with a total of 41 people competed the week of Feb. 10-15 to complete a 300-piece puzzle in 60 minutes. Last month, participants worked on a 500-piece puzzle for 90 minutes. This smaller, easier puzzle created a fun and frenzied speed level, with teams solving the whole puzzle within seconds and minutes of each other! There was a lot of excitement and high-fiving going on!
- Also in late January, we invited people to bring in their good-condition/complete puzzles to donate; then we invited anyone interested to come back during the week of Feb. 3-8 to choose one or two puzzles during our Puzzle Share. This was very popular! About 80 puzzles were donated, and more than 40 people stopped in to take a new-to-them puzzle home.
- Our Valentine's Day Scavenger Hunt throughout the library was enjoyed by 34 patrons.
- Three patrons attended our Book Club on Feb. 18 to discuss *The Heaven & Earth Grocery Store* by James McBride.
- The St. Joseph's Pre-School class visited Feb. 3 for a Story Time and book check-out. Seven children and their teacher attended.
- The St. Joseph's 1st & 2nd grades stopped by Feb. 3 as well, and they enjoyed checking out books and participating in our scavenger hunt. Seven children plus their teacher visited.
- The 1st & 2nd grade St. Joseph's class dropped in on Feb. 25 for a book check-out. The visit included nine children and a teacher.
- The 3rd-5th grade St. Joseph's class came over on Feb. 25. The visits included three children and a teacher.
- There was 1 attendee at our Medicaid Basics Informational Program presented Feb. 27 by Donna Heil, a local health and life insurance agent.
- Six people attended the Play & Learn Session on Feb. 24. A staff member from Children's Wisconsin Marshfield Family Resource Center provided Play-Doh and some great ideas to inspire children to use their motor and creative skills.

#### Circulation Statistics

- We circulated 1,878 items in February. This is a 1.16% decrease from last year. So far in 2025, we circulated 3,511 items. This is a 7.29% decrease from 2024.

#### Library News

- David visited our branch on Feb. 4 and installed new staff and patron computers and monitors, as well as a new RFID reader. The upgrades and Pharos are working well and are much appreciated.
- Sawyer visited our branch on Feb. 5 to become familiar with our library.

- Darla subbed for MJ on 2.10, 2.17 & 2.19.
- Sawyer helped us out on 2.13, 2.19 & 2.20. We are very thankful for all her help!
- The Friends of the Library visited our branch on Feb. 19 from 11 a.m.-1 p.m. to bring awareness to their organization and mission.
- MJ subbed in RO on Feb. 25.
- Darla attended the Branch Assistants' Meeting on Feb. 26.
- Our library presented a Black History Month book display for adults and children and an I'm Checking You Out Valentine's Day book display for adults in February.

#### Facilities Updates

- None at this time.



To: Marathon County Public Library Board Members  
From: Leah Giordano, Library Director  
Date: 3/17/25  
Subject: 2024 to 2025 Library Fund Transfer

**2023 Fund Balance Sources**

Personnel Expenses	\$ 241,515.46
Operating Expenses	\$ 50,482.82
Revenue	\$ 14,894.97

**TOTAL** **\$306,893.25**

**Suggested allocation**

Books	\$ 15,288.94
AV	\$ 1,069.58
Positive Fund Balance (CIP)	\$ 290,534.73

**TOTAL** **\$ 306,893.25**



To: Marathon County Public Library Board Members  
From: Leah Giordano, Library Director  
Date: 3/17/25  
Subject: 2024 Year End Friends and Foundation Donations Transfer

**Transfer of donations to Friends of MCPL via check – balance in Gift account 12/31/24 -\$826.70**

**Transfer of donations to MCPL Foundation via check – balance in Gift account 12/31/24 -\$3000.00**

ITEM NUMBER: 13.04 a-b  
CHAPTER 13: Collection  
Development  
CODE: Policy

---

Title: Donation Policy  
Effective Date: 11-24-86  
Authorized By: Library Board of Trustees  
Date of Last Revision: 5-20153-2025

---

Effective July 1, 2015

### Purpose

The purpose of this policy is to establish guidelines for accepting monetary and material donations made on behalf of the Marathon County Public Library. ~~This policy applies to monetary donations as well as donations of materials given on behalf of the library.~~

### Monetary Donations

Marathon County Public Library is grateful for the ~~ongoing~~ support of the community ~~it serves~~ and welcomes donations. These donations can be made directly to the Marathon County Public Library Foundation. Individuals and groups may give monetary donations to the Friends of the Library or the Library Foundation. These organizations will distribute funds to the Library as needed. Donors are welcome to recommend subject areas, but in order to maintain the integrity of the collection, collection development specialists will choose materials. The Library will choose specific titles in accordance with the Collection Development Policy (13.01 a b) and the needs of the Library. Donations greater than \$500 for a specific project or program at the Library require consultation with Library Administration.

The Library Foundation maintains an endowment with the mission to support and enhance the libraries of Marathon County and the services they provide. Donations should be given directly to the Library Foundation by making checks payable to MCPL Foundation. The Library Foundation also gratefully accepts support from estate gifts, planned giving, securities, charitable trusts, bequests, insurance policies, retirement account beneficiary and tangible personal property. These donations may be made in memory or honor of individuals or as general gifts for the endowment.

All monetary donations will be used in a way that is deemed most advantageous to the library while respecting the wishes made by donors.

### Material Donations

All donations of materials will be given to the Friends of ~~the Marathon County Public Library~~ to distribute as appropriate. ~~The Friends of the Library will select items for review by Marathon County Public Library staff that will be considered as additions to the library collection. MCPL Sstaff may review the donated items for consideration as additions to the library collection will make determinations for addition based on using~~ the criteria outlined in the Collection Development Policy (13.01 a b).

ITEM NUMBER: 13.04 a-b  
CHAPTER 13: Collection  
Development  
CODE: Policy

The Friends of the Library and MCPL staff cannot appraise donations for purpose of income tax deductions. Such appraisals are the responsibility of the donor. The Friends of the Library or MCPL staff will acknowledge receipt of materials on an appropriate form.

The Friends of the Library have established guidelines for accepting donations. Many of the same standards will be applied to donations as are applicable for purchased materials. Primary criteria include:

- Timeliness (~~created~~ within the last 5 years)-
- Scope —(~~items~~ geared toward the general ~~public~~;public, non-academic titles)-
- Relevance to MCPL's mission statement and collection development policy
- Physical condition
- Literary quality

ITEM NUMBER: ~~13.04 a-b~~  
CHAPTER 13: ~~Collection~~  
~~Development~~  
CODE: ~~Policy~~

ITEM NUMBER: 13.04 b

Outdated, yellowed, damaged or musty items will not be accepted. The Friends of the Library do not accept the following items:

- ~~• Magazines~~
- Condensed books
- ~~• Advanced reader copy (ARCs)~~
- Video cassettes (~~VHS/BETA~~ format)
- ~~Audio C~~cassettes (~~spoken~~ word/music)
- ~~Textbooks~~ Text Books
- Any Annual Publication older than 5 years
- ~~• Phonograph Records~~
- Encyclopedias

Once items are donated, ~~books and non-print materials they~~ become the property of the Friends of the Library. ~~The Friends of the library and MCPL reserve the right to use and will be used or disposed of the donated items~~ in a manner most beneficial to the Library. ~~Items will not be returned to donors.~~ Common dispositions of items include:

- ~~• 1. Addition to the collection~~
- ~~• 2. Disposition through the Friends of the Library book sSale~~
- ~~• 3. Gifts to other libraries~~
- 4. Contributions to local charitable organizations
- ~~• 5. Made available for rRecycling~~

~~The Friends of the Library and MCPL are unable to appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Friends of the Library will acknowledge receipt of materials on an appropriate form.~~

#### Other Donations

~~Other items may be accepted as donations by the Director of the Library if the item(s) may be of use to the library. This decision will be based on the item's usability, potential expenses or maintenance requirements and demand on staff time. Items accepted for donation may be used in the library or sold for the benefit of the library. Once given to the library, gifts will not be returned to the donor and may be disposed of as seen fit by the library.~~

#### Memorial and Special Occasion Requests for -Donations

~~The library will not accept donations of materials with the guarantee that they will be added to the collection. Monetary donations can be made as a memorial or to commemorate a special occasion. and may be designated toward categories as listed on the donation form. For any special donation designations, please email your request to info@mcpl.us.~~

ITEM NUMBER: 13.04 a-b  
CHAPTER 13: Collection  
Development  
Policy  
CODE:

---

Title: Donation Policy  
Effective Date: 11-24-86  
Authorized By: Library Board of Trustees  
Date of Last Revision: 3-2025

---

### Purpose

The purpose of this policy is to establish guidelines for accepting monetary and material donations made on behalf of the Marathon County Public Library.

### Monetary Donations

Marathon County Public Library is grateful for the support of the community and welcomes donations. These donations can be made directly to the Marathon County Public Library Foundation.

The Library Foundation maintains an endowment with the mission to support and enhance the libraries of Marathon County and the services they provide. Donations should be given directly to the Library Foundation by making checks payable to MCPL Foundation. The Library Foundation also gratefully accepts support from estate gifts, planned giving, securities, charitable trusts, bequests, insurance policies, retirement account beneficiary and tangible personal property. These donations may be made in memory or honor of individuals or as general gifts for the endowment.

All monetary donations will be used in a way that is deemed most advantageous to the library while respecting the wishes made by donors.

### Material Donations

All donations of materials will be given to the Friends of Marathon County Public Library to distribute as appropriate. MCPL staff may review the donated items for consideration as additions to the library collection using the criteria outlined in the Collection Development Policy (13.01 a b).

The Friends of the Library and MCPL staff cannot appraise donations for purpose of income tax deductions. Such appraisals are the responsibility of the donor. The Friends of the Library or MCPL staff will acknowledge receipt of materials on an appropriate form.

The Friends of the Library have established guidelines for accepting donations. Many of the same standards will be applied to donations as are applicable for purchased materials. Primary criteria include:

- Timeliness (within the last 5 years)
- Scope (items geared toward the general public, non-academic titles)
- Relevance to MCPL's mission statement and collection development policy
- Physical condition
- Literary quality



ITEM NUMBER: 13.04 b

Outdated, yellowed, damaged or musty items will not be accepted. The Friends of the Library do not accept the following items:

- Condensed books
- Advanced reader copy (ARCs)
- Video cassettes
- Audio cassettes
- Textbooks
- Any Annual Publication older than 5 years
- Encyclopedias

Once items are donated, they become the property of the Friends and will be used or disposed of in a manner most beneficial to the Library. Items will not be returned to donors. Common dispositions of items include:

- Addition to the collection
- Sale
- Contributions to local charitable organizations
- Recycling

Other Donations

Other items may be accepted as donations by the Director of the Library if the item(s) may be of use to the library. This decision will be based on the item's usability, potential expenses or maintenance requirements and demand on staff time. Items accepted for donation may be used in the library or sold for the benefit of the library. Once given to the library, gifts will not be returned to the donor and may be disposed of as seen fit by the library.

Memorial and Special Requests for Donations

The library will not accept donations of materials with the guarantee that they will be added to the collection. Monetary donations can be made as a memorial or to commemorate a special occasion. For any special donation designations, please email your request to [info@mcpl.us](mailto:info@mcpl.us).

ITEM NUMBER: 13.08 ~~a-b~~  
CHAPTER 13: Collection  
Development  
Policy  
CODE:

---

Title: Friends of Marathon County Public Library Book Sale Policy  
Effective Date: 10-26-87  
Authorized By: Library Director  
Date of Last Revision: ~~10-20133-2025~~

---

### Purpose

To define the appropriate channels for the sale of discarded and donated materials.

### Disposition of discarded or donated materials:

- All suitable discarded or donated materials must be sold in a book sale organized by the Friends of the Library. Any materials not sold must be discarded by the Friends of the Library. ~~Certain Mmaterials that are not suitable gathered for sale such as magazines, reference materials and damaged materials may also~~ be directly discarded by library staff.
- Assigned staff and Friends of the Library Book Sale volunteers will sort out the items that do not meet collection development requirements ~~held value for the library~~. These items will be put in the Friends book sale room ~~and will to~~ be sold at an upcoming the next book sale.
- ~~Items that are of possible interest to the library will be routed to the assigned staff person who will determine which items to keep for the library's collection. Any items not chosen for the collections will be returned to the Friends for the next book sale.~~
- Friends members and Library staff are not allowed to keep any discarded or donated materials for personal use. However, discarded materials may be used for library programming. ~~Staff may retain certain donated materials to be added to the library collection.~~
- ~~No item-Items will not~~ be held for anyone in anticipation of a sale ~~staff, volunteers, Friends members, or the general public in anticipation of it being discarded.~~
- Library staff and volunteers will be permitted to purchase items from the Friends book sale during the pre-sale time, at the public sale, or from the ongoing sale shelves in the library. At no time, can library staff purchase items during the sorting process or prior to the Friends volunteers completing their sorting and placement of items.

Organization and operation of book sales:

- All book sales must be organized and operated by members of the Friends of ~~the~~ Marathon County Public Library. Any person who organizes or participates in a book sale must have a current membership to the Friends of the Library. ~~At branch locations membership of the organizing party must be verified by the Library Services Manager.~~
- ~~Friends of the Library members who organize at branch locations are responsible for contacting the Friends of the Library Book Sale Chair or the President of the Friends of the Library with any questions. Staff should not contact these persons on behalf of other members.~~
- The Friends of the Library are responsible for all financial transactions associated with ~~the~~ book sales.
- ~~Library staff are not to sell items or collect money for book sale items at any time.~~
- Staff participation in book sales will be limited to providing space and access/accommodations to hold the book sale. All other functions ~~must~~ should be performed by the Friends of the Library.

ITEM NUMBER: 13.08  
CHAPTER 13: Collection  
Development  
Policy  
CODE:

---

Title:	Friends of Marathon County Public Library Book Sale Policy
Effective Date:	10-26-87
Authorized By:	Library Director
Date of Last Revision:	3-2025

---

### Purpose

To define the appropriate channels for the sale of discarded and donated materials.

### Disposition of discarded or donated materials:

- All suitable discarded or donated materials must be sold in a book sale organized by the Friends of the Library. Any materials not sold must be discarded by the Friends of the Library. Materials that are not suitable for sale may also be directly discarded by library staff.
- Assigned staff and Friends of the Library Book Sale volunteers will sort out the items that do not meet collection development requirements. These items will be put in the Friends book sale room to be sold at an upcoming book sale.
- Friends members and Library staff are not allowed to keep any discarded or donated materials for personal use. However, discarded materials may be used for library programming.
- Items will not be held for anyone in anticipation of a sale.
- Library staff and volunteers will be permitted to purchase items from the Friends book sale during the pre-sale time, at the public sale, or from the ongoing sale shelves in the library. At no time can library staff purchase items during the sorting process or prior to the Friends volunteers completing their sorting and placement of items.

### Organization and operation of book sales:

- All book sales must be organized and operated by members of the Friends of Marathon County Public Library. Any person who organizes or participates in a book sale must have a current membership to the Friends of the Library.
- The Friends of the Library are responsible for all financial transactions associated with book sales.
- Staff participation in book sales will be limited to providing space and access/accommodations to hold the book sale. All other functions should be performed by the Friends of the Library.