

Marathon County Public Library

Director's Report

**August
2017**

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the July 2017 Marathon County Public Library Director's Report, and agendas/approved minutes.

If you are interested in reading the entire Director's Report for July 2017, please visit the Marathon County Public Library website via the link below.

<https://www.mcpl.us/sites/default/files/attachments/mcpl-board-packet-2017-07.pdf>

Director's Activities:

- 6-19-17 Early Years Coalition Steering Committee Meeting
- 6-19-17 Marathon County Public Library Board of Trustees Meeting
- 6-19-17 Family-Friendly Policies Meeting/Employee Resources
- 6-20-17 OverCOATs Committee Meeting
- 6-22,23-17 ALA/Chicago
- 6-22-17 Policy reviews w/Leah and Matt
- 7-3-17 Swearing in ceremony for State Supt of Education
- 7-6-17 Monthly meeting with Library Board President
- 7-14-17 Marathon County Department Heads Meeting/Retreat
- 7-17-17 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 7-17-17 Early Years Coalition Steering Committee Meeting
- 7-17-17 Marathon County Public Library Board of Trustees Meeting
- 7-18-17 Family-Friendly Policies Meeting/Employee Resources
- 7-20-17 Mission Team COATs Committee Meeting
- TBD Policy reviews w/Leah and Matt
- 7-24-17 Friends of the Marathon County Public Library Board Meeting
- TBD Monthly meeting with Library Board President
- 8-8-17 Mission Team COATs Committee Meeting
- 8-15-17 Library Advisory Council meeting @ WVLS
- 8-21-17 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

New cabinets/shelving for magazines and Teen Zone have been delivered- stored in new Friends area. Scheduling old shelving move to basement with Facilities Department is challenging due to their many summer projects- mid August is rough time frame.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Annual Conference was in Chicago June 22-27. Director toured library furnishings manufacturers facilities.



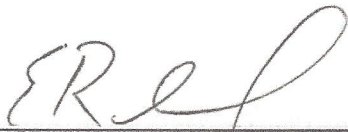
COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 17, 2017 at 12:00 noon
Library Headquarters, Wausau Community Room.

AGENDA

- 1. (12:00 p.m.) Call to Order
- 2. Acknowledgement of Visitors
- 3. Approval of Minutes
- 4. Bills and Services Report
- 5. (15 minutes) Public Comments
- 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 Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
- 7. (10 minutes) Update on Solar Project – For Discussion and Informational Purposes Only
- 8. (10 minutes) Update on Renovation Project – For Discussion and Informational Purposes Only
- 9. (10 minutes) Update on Consultant Proposal – For Discussion and Informational Purposes Only
- 10. (10 minutes) Update on Culture Survey Results – For Discussion and Informational Purposes Only
- 11. (10 minutes) Update on CPZ Partnership – For Discussion and Informational Purposes Only
- 12. (10 minutes) WVLS Report Summary – For Discussion and Informational Purposes Only
- 13. (10 minutes) MCPL Policy Reviews – For Discussion and Possible Action
 - Meeting Room Policy – 8.01
- 14. Announcements
- 15. Request for Future Agenda Items
- 16. Next Meeting Dates
 - Monday 05/15/2017 – Stratford Branch Library
 - Monday 06/19/2017
 - Monday 07/17/2017
 - Monday 08/21/2017
- 17. Adjournment

Signed: 
Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: April 11, 2017
FAXED TIME: 2:45 p.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 17, 2017. Headquarters Library, Wausau Community Room.

Present: Scott Winch, Gary Beastrom, William Gamoke, Sharon Hunter, Alison Morrow, Katie Rosenberg, Pa Thao, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde

The meeting was called to order at 12:00 by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by Sharon Hunter to approve the Board of Trustee minutes from the March 20, 2017 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by William Gamoke to approve the Bills & Services report for March. Seconded by Pa Thao. Motion carried.

Public Comments – None

President – There was a good attendance for the ribbon cutting of the Community Room.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- In June the American Library Association Conference will be held in Chicago.
- The ribbon cutting ceremony for the Community Room was held.
- We are working together with the Friends as they will be having their sale in May. They are starting to ask more questions as to when they can get into their new room.

Board Committees – No Report

Friends of the Library – Presented in the meeting packet

MCPL Foundation – Presented in the meeting packet, Director Illick reported that the Foundation had some turn over with board members. Their fundraising letter will be sent out in a few weeks.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Update on Solar Project

There is a CIP committee meeting this week, Mr. Lotter will attend and will apprise them of the intended project. We agreed that I should be there just in case there are some questions. I did talk with corporation counsel about this and sent him the supporting documents. He did mention there is a lot he would need to think about regarding this project.

It is a 160,000 project to get the solar panels on the roof. We do have the roof issue to contend with before we can make holes in it. Before we would move too much further we would talk to others that do the same thing.

Update on Renovation Project

Over the past weekend we've had the new floor areas finished. There is now a nice thick surface on the floor with a nice texture. Witmer will look at the magazine and young adult areas. We won't be replacing all the selves right away but just enough so we are able to get the tall selves down to the Friends book sale room.

Update on Consultant Proposal

The consultants were originally to have a proposal to us by the end of March. I spoke with the two principals of the company last week and they have assured me they are just about to get their proposal to me.

Update on Culture Survey Results

Director Illick went over the previous year's results for the new board members. What we found from the culture results that we just completed is that the county and the library are continuing to grow. We are not perfect, but compared to 2,000 other organizations we are well above what most organizations are. We have an action plan that will be developing to continue to make that progress. We will have more details at the April meeting on the survey results.

Update on CPZ Partnership

One of the things that we have been trying to do is build partnerships with agencies and organizations in the community, especially county agencies and county departments where we can. The Conservation Planning and Zoning Department have been working over the last couple of years on improving the delivery of their services to some of our remote or rural areas. CPZ will be at our Stratford branch library on Wednesdays from 12:00-4:00 in the group use room. This will be a pilot program and we will work together with them to publicize their services at our branch.

WVLS Report Summary

We received the report from WVLS. If you look at the extended county population from 2016, out of the total 282,000 we are 131,000 nearly half. We are the resource library for the consortium and we are very much the biggest library. Things have changed over time from 30 years ago until today. Our role as a resource library has changed, we house a larger collection and we have more professional staff. My hope is to work with SRLAW and the other alphabet organizations that serve libraries throughout the state. With the system redesign project I would like to see the opportunity for like size libraries within regions to be partnered. To be aligned and to work together so that those similar to size are paired more with those that share more things in common.

MCPL Policy Reviews

- Meeting Room Policy

Met with corporation council regarding the policy, we changed the name of the rooms and changed the processing time.

A motion was made by Katie Rosenberg to accept the Meeting Room Policy as amended. Seconded by Alison Morrow. Motion carried.

Announcements – Board Member Rosenberg announced that there will be a Community Meeting on April 27 at 6:30 in the Wausau Community Room.

Request for Future Agenda Items - None

A Motion was made by Sharon Hunter to adjourn the meeting at 12:27. Seconded by Pa Thao. Motion carried.



Library Director



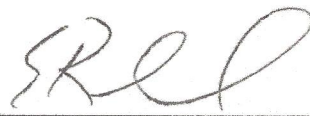
COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, May 15, 2017 at 12:00 noon
Stratford Branch Library.

AGENDA

- 1. (12:00 p.m.) Call to Order
- 2. Acknowledgement of Visitors
- 3. Approval of Minutes
- 4. Bills and Services Report
- 5. (15 minutes) Public Comments
- 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 Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
- 7. (10 minutes) L.E.N.A Program Update – For Discussion and Informational Purposes Only
- 8. (10 minutes) Renovations Update – For Discussion and Informational Purposes Only
- 9. (10 minutes) Collection Management Team Update – For Discussion and Informational Purposes Only
- 10. (10 minutes) Summer Learning Program – For Discussion and Informational Purposes Only
- 11. (10 minutes) Marshfield/South Central Cross-Borrowing Agreement – For Discussion and Informational Purposes Only
- 12. Announcements
- 13. Request for Future Agenda Items
- 14. Next Meeting Dates
 - Monday 06/19/2017
 - Monday 07/17/2017
 - Monday 08/21/2017
 - Monday 09/18/2017
- 15. Adjournment
- 16. Tour of Library

Signed: 
Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: May 9, 2017
FAXED TIME: 11:42 a.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, May 15, 2017. Stratford Branch Library.

Present: Scott Winch, Gary Beastrom, William Gamoke, Sharon Hunter, Alison Morrow, Katie Rosenberg, Ralph Illick

Excused: Pa Thao

Others: Matthew Derpinghaus, Leah Giordano, Heather Wilde, Janice Pankratz

The meeting was called to order at 12:00 by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the April 17, 2017 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by William Gamoke to approve the Bills & Services report for April. Seconded by Alison Morrow. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – Personnel Committee met and agreed to extend the Leave of Absence for an employee through July 31 2017.

Friends of the Library – Presented in the meeting packet, Director Illick reported that the Friends will be holding their book sale (moving sale) at the end of the week.

MCPL Foundation – Presented in the meeting packet, Director Illick reported that the Foundation will be meeting sometime in June.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Presented in the meeting packet

L.E.N.A Program Update

I had a chance to talk with Dr. Norrbom. They have 35%-40% of the funding committed and she is working on the rest of it. I've wrote a letter of support and the other principles have done the same, she didn't say that she is concerned only that she is doing a lot of leg work.

Renovations Update

The punch list is complete for the book sale area with a couple fine details that need to be ironed out. Deliveries will start being accepted again in the regular places. There is some paint on the driveway outside of the staff entry which is adjacent to the drive through. We would like to have a couple things in place before we use the door for staff entry and exit. We would like to have ample lines to denote that there is a walkway and we will be installing a camera for better safety.

We will be getting another quote for the cabinets in the magazine and teen areas. Our plan is to get wooded cabinets that match the ones on the first floor for those two areas. We are still planning to give tall shelving to the Friends for their new area.

Collection Management Team Update

I just wanted to share this information with you on the professional growth and staff development we have been working on here. Three years ago we purchased a license to use the software Collection HQ. Four years ago we had fourteen people ordering books, we have two now. I wanted to standardize what we were doing and I wanted to have employees which were trained in the process to do the ordering. What we did was purchase the license for Collection HQ. It was software that would let a vendor to come in and look at our collection, compare it to modern collections and compare it also to possibilities with new books. They would tell us where we would have gaps, where we could purchase and fill in gaps. This is a lot of stuff your book buying professional staff are going to already be trained in. We didn't have that luxury so we spent \$17,000 on the first year, 75% was spend the second year and maybe 50% of the total was spent on the third year. Before they tried to sell it to us again we were able to have the two people in charge of ordering materials, put together collection development ordering tools using the integrated library system that we are currently using.

Summer Learning Program

Director Illick shared the summer learning program brochure to the trustees.

Marshfield/South Central Cross-Borrowing Agreement

At the Marshfield library because we are at the border, we've had an agreement for several years that we subsidize patrons of theirs who live in Marathon County. The deal hasn't changed much over the years. In 2015 we had 64 registered borrowers in our county using the Marshfield library. This past year when we did the agreement there were 71 registered borrowers. This is the only agreement we have in place and it seems to be working. The potential could be there in the future for others.

Announcements – President Winch mentioned that he will be sending out the Library Directors performance evaluation.

Request for Future Agenda Items - None

A Motion was made by Alison Morrow to adjourn the meeting at 12:18 pm. Seconded by Gary Beastrom. Motion carried.

A handwritten signature in black ink, appearing to be 'ERL', written above a horizontal line.

Library Director