

Marathon County Public Library

Director's Report

January 2018

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the January 2018 Marathon County Public Library Director's Report, and agendas/approved minutes.

If you are interested in reading the entire Director's Report for January 2018, please visit the Marathon County Public Library website via the link below.

<https://www.mcpl.us/sites/default/files/attachments/mcpl-board-packet-2017-12.pdf>

Director's Activities:

11-20-17 Marathon County Public Library Board of Trustees Meeting
11-22-17 LENA Project Virtual Training
11-27-17 Policy reviews w/Leah and Matt
11-27-17 Friends of the Marathon County Public Library Board Meeting
11-29-17 OverCOATs Meeting
11-30-17 LENA Project Meeting
12-4-17 Uniform Addressing Project/CPZ
12-5-17 Meeting with Plumer Lovelace/Exec. Dir. Of WLA (onsite)
12-11-17 Uniform Addressing Project/CPZ
12-14-17 LENA Project Meeting
12-14-17 *Library Foundation Meeting*
12-18-17 Early Years Coalition Steering Committee Meeting
12-18-17 Marathon County Public Library Board of Trustees Meeting
12-22-17 Marathon County Department Heads Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

12-18-17 Early Years Coalition Steering Committee Meeting
12-18-17 Marathon County Public Library Board of Trustees Meeting
12-19-17 LENA Project Meeting
12-22-17 Marathon County Department Heads Meeting
12-26-17 LENA Project Virtual Training
TBD Policy reviews w/Leah and Matt
TBD Monthly agenda meeting with Library Board President
TBD OverCOATs Meeting
1-4-18 LENA Project Meeting
1-11-18 Uniform Addressing Project/CPZ
1-11-18 LENA Project Meeting
1-15-17 Early Years Coalition Steering Committee Meeting
11-15-18 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

LED Project nearing completion

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

SRLAAW Q1 Meeting in Madison on February 19, 2018.

Library Legislative Day is February 20, 2018.

Any other issues or items of note:

January 15, 2018 there will be county-wide MLK Day-on workshops.

Letters and notes are posted at the Library Board Meeting.




COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 18, 2017 at 12:00 noon
Library Headquarters, Wausau Community Room.

AMENDED 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. (20 minutes) County Administrator Karger to address the Library Board of Trustees re: Activity Center on the Third Floor – For Discussion and Informational Purposes Only
8. (10 minutes) Education Subcommittee Update – For Discussion and Informational Purposes Only
9. (10 minutes) Friends Book Sale and Move Update – For Discussion and Informational Purposes Only
10. (10 minutes) LED Lighting Project Update – For Discussion and Informational Purposes Only
11. (10 minutes) 2018 Library Budget – For Discussion and Possible Action
12. (10 minutes) L.E.N.A Foundation Update – For Discussion and Informational Purposes Only
13. Announcements
14. Request for Future Agenda Items
15. Next Meeting Dates
 - Monday 10/16/2017
 - Monday 11/20/2017
 - Monday 12/18/2017
 - Monday 01/15/2018
16. 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: September 12, 2017
FAXED TIME: 1:12pm

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 18, 2017. Wausau Community Room, Marathon County Public Library.

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

Excused: Scott Winch

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

The meeting was called to order at 12:00 by Alison Morrow.
Alison Morrow welcomed visitors to the meeting.

A motion was made by William Gamoke to approve the Board of Trustee amended minutes from the August 21, 2017 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by Katie Rosenberg to approve the Bills & Services report for August. Seconded by Pa Thao. Motion carried.

Public Comments – None

Vice President – No Report

Other Board Members – No Report

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

- WI Library Association meeting will be coming up in October. This will be held in WI Dells.
- Staff development will be held on Friday, September 29. The second half of the day will focus on customer service and the first half of the day we will have two guest speakers. The first will focus on mental health issues at public service desks and the second will focus on stress relief.

Board Committees – No Report

Friends of the Library – Presented in the meeting packet, Director Illick reported that there will be one more book sale in October. The new book sale room occupancy permit has been granted. The book shelves will be installed soon. The friends have agreed that the very best material will fill the book shelves. We have also agreed the donation policy will be enforced regarding what materials will be accepted.

MCPL Foundation – Director Illick reported that the Foundation will be meeting on October 14. This will be a big meeting for the Foundation.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Presented in the meeting packet, Board Member Rosenberg reported that Statute 43.12 was discussed at the last WVLS meeting.

County Administrator Karger to address the Library Board of Trustees re: Activity Center on the Third Floor:

Administrator Karger addressed the Library Board regarding an activity center. The Health Care Center Campus had some extra space where groups would gravitate to play cards, do woodworking, etc., these weren't programmed activities. As a result they used the space for 15 years, now mental health programs need to be moved back to the Health Care Center Campus. We can't have people playing cards when we need the space for business. The Health and Human Services Committee is looking at possibly developing one wing of the libraries third floor. This will not be a space just for seniors. This will be a community activity center where groups could meet. It needs to be integrated so that library programs are benefited from the increased traffic. The estimate to develop the space is \$260,000, which the County would figure out how to fund the costs. We would turn the space into something special to benefit both library and community programs.

Is the Library Board open to explore this with the Health and Human Services Committee?

There were additional discussions regarding the Activity Center.

A motion was made by William Gamoke to Explore the Third Floor Community Activity Center with the County. Seconded by Gary Beastrom. Motion carried.

Education Subcommittee Update

Director Illick updated the subcommittee regarding the consultant's report. They are on board and willing to move forward. Not sure what the Library Boards roll will be as we move forward, but there will be communication throughout the process.

Friends Book Sale and Move Update

Talked with the Friends Board at their last meeting, they are keen on doing a tasteful/modest memorial for Ken Srozinski.

LED Lighting Project Update

Getting closer, updated about 1,200 of the 1,750 bulbs that needed to be changed. Staff and patrons have noticed the difference.

2018 Library Budget

There is a meeting set with Administrator Karger to review the library budget. The instructions this year weren't to come in flat, but we were to only ask for what we really need. We will be asking for a bit more than last year. Our personnel and operation costs have increased and our fine revenue has decreased because of other sources. There are some opportunities to cut costs if needed.

A motion was made by William Gamoke to take the 2018 Library Budget as presented to Mr. Karger. Seconded by Katie Rosenberg. Motion carried.

L.E.N.A Foundation Update

When the Library Foundation does meet they have a lot on their plate and the L.E.N.A Foundation request will be one of those things. The intent has been to try and get that program started by the fall of 2017. I will be asking our Foundation for \$25,000, which is a startup amount and then \$5,000 for the next four years.

Announcements – The Library Director mentioned that in May 2018 the meeting is scheduled to be held at Marathon City. The meeting room there is very small, if we cannot fit in the same room we will go to a plan b.

Request for Future Agenda Items -

- Future Branches/Term of the Branches, Branch Development Policy

Vice President Morrow moved to adjourn the meeting.



Library Director



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, October 16, 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) Nominating Committee – For Discussion and Informational Purposes Only
8. (10 minutes) Progress on Third Floor/Community Activity Center – For Discussion and Informational Purposes Only
9. (10 minutes) Brief Update on Staff Development Day – For Discussion and Informational Purposes Only
10. (10 minutes) L.E.N.A Project/Foundation Grant – For Discussion and Informational Purposes Only
11. (10 minutes) WVLS/ILS Cloud Migration Library Closing Update – For Discussion and Informational Purposes Only
12. (10 minutes) Friends Book Sale – For Discussion and Informational Purposes Only
13. (10 minutes) Library Card Holder Totals – For Discussion and Informational Purposes Only
14. Announcements
15. Request for Future Agenda Items
16. Next Meeting Dates
 - Monday 11/20/2017
 - Monday 12/18/2017
 - Monday 01/15/2018
 - Monday 02/19/2018
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: October 10, 2017
 FAXED TIME: 2:32 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
 DATE: _____
 TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 16, 2017. Wausau Community Room, Marathon County Public Library.

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

Excused: Alison Morrow

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Josh Klingbeil, Inese Christman

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 September 18, 2017 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by Pa Thao to approve the Bills & Services report for September. Seconded by Gary Beastrom. 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 – No Report

Friends of the Library – No Report

MCPL Foundation – Director Illick reported that the Foundation agreed to some funding projects and will be meeting more regularly.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Nominating Committee

The terms for Board Members Gamoke and Morrow will be up at the end of 2017.

Progress on Third Floor/Community Activity Center

Director Illick reported that he attended the Health and Human Services Committee meeting. Mr. Karger was in attendance and he advised that committee they do want to continue to move forward on potentially having an activity center on the third floor. Facilities and Mr. Karger are looking into what the code allows on the third floor.

Brief Update on Staff Development Day

The managers worked really well to guide some activities for their teams during the second half of the day. The first half of the day we had speakers, one that focused on mental health issues at public service desks and the second focused on stress relief. We like to reinforce the safety and security and the behavior type programming when we do our staff development. The second half of the day, teams broke down into smaller groups and worked on customer service issues.

L.E.N.A Project/Foundation Grant

Dr. Norrbom attended the Foundation meeting and readdressed the L.E.N.A Program with the Foundation. A request was made to the Foundation for a \$25,000 grant to meet the goal. They did agree to fund the last \$25,000 of the project. There are only three public libraries in the whole nation doing this. This helps tie community connections together.

WVLS/ILS Cloud Migration Library Closing Update

At the end of October we are to go through a migration. With the migration all seven counties, which includes all nine of our branch libraries would not have access to the database during open hours that day. When WVLS was asked about this, the response was the vendor likes having their top tech people working on this during the day. Director Illick asked WVLS for the vendors contact information to receive some of the information in writing. Things have changed dramatically. The vendor says the migration should take *two-three hours that people in Ireland and India can work on the system while we are closed.* Bottom line is that we will get the project done with minimal or no disruption.

Friends Book Sale

The Friends had their last sale, which was called a moving sale. We are very excited because they have the new room. The shelving is assembled and they have started to move books down into the new area. Over the next couple of months nearing January materials should be on the shelves. It may be near January that we, as an organization need to move to clear the third floor. The County Administration wants to get started on the Activity Room, we may need to insist that the Friends shrink their operation and start clearing specific areas of the third floor. As we looked at the new space for the book sale room, it occurred to the Business Manager that this is probably the second largest collection in the system. The Friends book sale area is every bit the size of most of our branch libraries. The Friends are aware of our policy for donations, up until recently they have been accepting everything. We will be bringing an adjusted policy for donations after the Friends have had some time in their new area.

Library Card Holder Totals

SRLAAW created some guidelines for making sure our library card holder totals are accurate. Any card holder that has been inactive for six years or more would be removed from our database. This will show a dramatic lower card holder number. If we are going to follow the practice, the other libraries in our consortium will be dramatically lower also.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Sharon Hunter to adjourn the meeting at 12:28 p.m. Seconded by Gary Beastrom. Motion carried.

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

Library Director



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, November 20, 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 (WLTFF)
 - H. Wisconsin Valley Library Service
7. (10 minutes) Nominations for the December Meeting – For Discussion and Possible Action
8. (10 minutes) Library Director Mid-Year Evaluation – For Discussion and Informational Purposes Only
9. (10 minutes) L.E.N.A Update– For Discussion and Informational Purposes Only
10. (10 minutes) February 2018 Meeting – Change from 02/19 to 02/26 – For Discussion and Possible Action
11. (10 minutes) Friends Update – For Discussion and Informational Purposes Only
12. (10 minutes) Third Floor Update/City Pages Article – For Discussion and Informational Purposes Only
13. (10 minutes) Policy Update – Establishment & Dissolution – For Discussion and Informational Purposes Only
14. (10 minutes) WLA Update/PLSR – For Discussion and Informational Purposes Only
15. (5 minutes) 2018 MCPL Holidays– For Discussion and Possible Action
16. Announcements
17. Request for Future Agenda Items
18. Next Meeting Dates
 - Monday 12/18/2017
 - Monday 01/15/2018
 - Monday 02/19/2018
 - Monday 03/19/2018
19. 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: November 14, 2017
 FAXED TIME: 11:50 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
 DATE: _____
 TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 20, 2017. Wausau Community Room, Marathon County Public Library.

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

Excused: Pa Thao

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 William Gamoke to approve the Board of Trustee minutes from the October 16, 2017 meeting. Seconded by Katie Rosenberg. Motion carried.

A motion was made by Sharon Hunter to approve the Bills & Services report for October. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – Input will be asked from all board members for the Library Director's mid-year evaluation.

Other Board Members – Board Member Rosenberg mentioned that the County passed the 2018 budget and it includes funds for a new library roof.

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

- I was asked by the publishers from the Municipality Magazine to write an article about Library Services in the state.

Board Committees – No Report

Friends of the Library – Report included in the packet

MCPL Foundation – Director Illick reported that there will be a meeting held in December.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet

Nominations for the December Meeting

Officers for next year will need to be determined. The committee will meet and will bring nominations to the December meeting.

No motion was made.

Library Director Mid-Year Evaluation

President Winch will be sending out an email to board members asking for input for the director evaluation.

L.E.N.A Update

Moving forward with the L.E.N.A Start project, there is a lot of training coming up. We will be meeting every other week so there will be plenty of updates for you. We are looking at *the projected startup of springtime.*

February 2018 Meeting – Change from 2/19 to 2/26

The regular Board of Trustees meeting is scheduled to be Monday, February 19. Library Legislative Day will be held on February 20 and System and Resource Library Administrators' Association of WI (SRLAAW) will have their meeting on February 19. It is my request to move the Board of Trustees meeting to the following Monday, February 26, so I am able to attend the two meetings.

A motion was made by Katie Rosenberg to change the Board of Trustees February 2018 meeting date from February 19 to February 26. Seconded by Sharon Hunter. Motion carried.

Friends Update

The Friends have made a lot of progress to move the materials into the new room. They are getting excited as they are seeing what the potential could be for the new room. There is more room in the new book sale room than anyone anticipated. There are a few odds and ends on the third floor that they will be giving it one last shot of selling on December 1 and 2.

Third Floor Update/City Pages Article

Overall the article came out pretty well. It describes the challenges that we are having trying to find a suitable community partner for the room. We are now right back at the start, the 100 lbs. per foot load is the limit and assemble or administration is the code alignments for the room.

Policy Update – Establishment & Dissolution

It is easier finding articles about libraries adding or dissolving branches. Working with the articles and the consulting report I was able to put something together that is going to be serviceable. I wanted to report to this board, that I met with Deputy Administrator Leonard. He felt that the working bones of it are good and also wanted to start working on the specific language. He has gone to Corporation Counsels office with the document and should be ready to be seen by the board with in the next couple of months.

WLA Update/PLSR

I did attend WLA and the last day was spent attending Public Library System Redesign update meetings. After attending and participating in the discussions, I would say I am cautiously optimistic about how it is going to work out. I did have some concerns and I made sure they were aware of them. I will be attending more listening sessions. I will be lobbying for them to use professionals that are currently in the distribution area. I feel we are perfectly able to be a distribution hub, if it's here in the building or somewhere close.

2018 MCPL Holidays

We will work with the county for Martin Luther King Jr. "Day-On" day.

A motion was made by Katie Rosenberg to accept the 2018 MCPL Holidays as presented. Seconded by Gary Beaström. Motion carried.

Announcements – None

Request for Future Agenda Items -

- Update on Weston

A Motion was made by Sharon Hunter to adjourn the meeting at 12:25 p.m. Seconded by Gary Beaström. Motion carried.



Library Director