

Marathon County Public Library

Director's Report

May 2018

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

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

<https://www.mcpl.us/sites/default/files/attachments/mcpl-board-packet-2018-04.pdf>

Director's Activities:

3-16-18 Marathon County Department Heads Meeting
3-19-18 Marathon County Public Library Board of Trustees Meeting
3-26-18 Friends of the Marathon County Public Library Meeting
4-4-18 Speaker at Marathon County LDP
4-5-18 Annual rounding session with Brad Karger
4-6-18 Agenda Meeting with Board President Winch
4-6-18 Policy Meeting (Branches Est./Dissol.) with Atty. Puerner @ Corp Counsel
4-11-18 LENA Team Meeting
4-11-18 Meeting with Corp Counsel re: Svc. Animals Policy
4-12-18 Marathon County Public Library Foundation Meeting
4-16-18 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

4-16-18 Marathon County Public Library Board of Trustees Meeting
4-17-18 Toward One Wisconsin Meeting (Madison)
4-20-18 County Dept. Heads Meeting
4-23-18 Friends of the Marathon County Public Library Meeting
TBD Policy reviews w/Leah and Matt
TBD Monthly agenda meeting with Library Board President
5-21-18 County Dept. Heads Meeting
5-21-18 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

LED Project is 100% completed at Wausau HQ.
LENA Start Project is at the mid-point.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

WAPL (WI Assoc. of Public Libraries) Annual Conference is in Pewaukee, WI, from May 2-4.
ALA Annual Conference is in New Orleans, LA, from June 21-26.

Any other issues or items of note:

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, February 26, 2018 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) 2017 Annual Report – For Discussion and Possible Action
8. (5 minutes) Statement Concerning System Effectiveness – For Discussion and Possible Action
9. (10 minutes) 2017 Fund Balance Transfer – For Discussion and Possible Action
- 10.(10 minutes) Article in The Municipality Magazine – For Discussion and Informational Purposes Only
- 11.(10 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
- 12.(10 minutes) Uniform Addressing Update – For Discussion and Informational Purposes Only
- 13.(10 minutes) PLSR Focus Group – For Discussion and Informational Purposes Only
- 14.(10 minutes) Friends First Sale – For Discussion and Informational Purposes Only
15. Announcements
16. Request for Future Agenda Items
17. Next Meeting Dates
 - Monday 03/19/2018
 - Monday 04/16/2018
 - Monday 05/21/2018
 - Monday 06/18/2018
18. 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: February 21, 2018
 FAXED TIME: 9:38 am

NOTICE POSTED AT COURTHOUSE

BY: _____
 DATE: _____
 TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 26, 2018. Wausau Community Room, Marathon County Public Library.

Present: Scott Winch, Sharon Hunter, Alison Morrow, Katie Rosenberg, Ralph Illick (remote)

Excused: Gary Beastrom, Kari Sweeney

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

The meeting was called to order at 12:04 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 December 18, 2017 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by Katie Rosenberg to approve the Bills & Services report for December 2017 and January 2018. Seconded by Sharon Hunter. 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 – Report included in the packet, Business Manager O'Neill reported that the sale in the new room was equal to the sale in 2017.

MCPL Foundation – Director Illick reported that there will be a meeting on April 12. We have received two Grant's from the Foundation, the L.E.N.A Grant along with the Early Literacy Center Grant.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

2017 Annual Report

There were no major changes, WVLS has approved everything.

A motion was made by Katie Rosenberg to accept the 2017 Annual Report as presented. Seconded by Sharon Hunter. Motion carried.

Statement Concerning System Effectiveness

We are working well with the WVLS. Please remember that we are in a period of transition. There are more committee meetings now and throughout summer. We will be meeting with WVLS on a monthly basis. WVLS has had some changes in personnel and we feel this is a good opportunity for us to get some features from the ILS database. We feel like we have an opportunity we can get some more responsiveness and make it more customized and useful.

A motion was made by Alison Morrow to accept the Statement Concerning System Effectiveness as presented. Seconded by Katie Rosenberg. Motion carried.

2017 Fund Balance Transfer

Business Manager O'Neill explained that we didn't receive the information from the County Finance until this morning. What we would like to do is move the full amount into the Customer Service Area until Ralph has a chance to review the information and have new board members approve.

\$237,037.00 will be transferred into the 2018 Customer Service Area until Director Illick has a chance to review the information and to bring the Library Board.

A motion was made by Sharon Hunter to accept the Temporary Fund Balance Transfer as presented. Seconded by Alison Morrow. Motion carried.

Article in The Municipality Magazine

There are extra copies available. This is an article that was written explaining how libraries and systems work together. The entire edition has been dedicated to Libraries in Wisconsin.

L.E.N.A Update

The program starts today. We have moved the program on Thursday evening to the Community Room, there was more interest in the evening event than the daytime event. We are very excited as this is going to show a great corporative effort from many agencies, departments, organizations, funders and operational entities.

Uniform Addressing Update

The intention is to make it easier for the emergency/safety personnel to be able get to the right place at the right time. We are a bit behind on this. Most of counties in the state of WI have completed this process in the 1980's. We as a library have positioned ourselves as information centers so that anyone throughout the county can go to a library. Staff has been trained throughout the system and there is documentation available for businesses and residents. We haven't positioned ourselves as experts, we have positioned ourselves as being experts at getting people to the right information.

PLSR Focus Group

I have been working with this group since they have started, but more over the last six months. As we get closer to summertime, we're going to start seeing the different parts of the system redesign groups getting together with their recommendations. They are going to start to put together models of what they think will serve libraries best in the coming

decades. As we get closer, please keep in mind that there will be potential for change that is welcome.

Friends First Sale

The first sale went well. We used temporary signs that we will make more permanent as we go along. They normally have three sales per year totaling \$25,000. Their intention is to have four sales a year because they are in a climate control area. The Friends are very happy with the new space.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Alison Morrow to adjourn the meeting at 12:32 p.m. Seconded by Katie Rosenberg. Motion carried.

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

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 19, 2018.



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, March 19, 2018 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) Year End Money Transfer – For Discussion and Possible Action
8. (10 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
9. (10 minutes) Lighting Projects Update – For Discussion and Informational Purposes Only
10. (10 minutes) Upcoming Main Library Interior Projects – For Discussion and Informational Purposes Only
11. (10 minutes) Edgar Branch Update – For Discussion and Informational Purposes Only
12. (10 minutes) Organization Cards (Procedure) Update – For Discussion and Informational Purposes Only
13. Announcements
14. Request for Future Agenda Items
15. Next Meeting Dates
 - Monday 04/16/2018
 - Monday 05/21/2018
 - Monday 06/18/2018
 - Monday 07/16/2018
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: March 13, 2018
FAXED TIME: 10:55 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 19, 2018. Wausau Community Room, Marathon County Public Library.

Present: Scott Winch, Gary Beastrom, Sharon Hunter, Katie Rosenberg, Kari Sweeney, Ralph Illick

Excused: Alison Morrow

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

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 February 26, 2018 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for February 2018. Seconded by Sharon Hunter. 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.

- I was out last month and even though we had a quiet month, I wanted to thank the leadership team for holding the fort down.
- PLSR project is continuing. During April and May I will be working with a couple of committees that are a part of the project.

Board Committees – No Report

Friends of the Library – Director Illick reported that the Friends love where they are and will be looking forward to their spring sale.

MCPL Foundation – Director Illick reported that the Foundation will be meeting in April and he will be talking to them about upcoming projects.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report handed out at the meeting. Board Member Rosenberg reported there is a new glossary out and we have until today to contact Congressman Duffy regarding the ILMS budget.

Year End Money Transfer

There will be an update in April.

L.E.N.A Update

We are in week four. There are five participating in the Monday group and fourteen in the Thursday group. There has been very good feedback. The Friends of the Library have agreed to fund the food for the Thursday evening group.

Lighting Projects Update

Marathon County Facilities Department oversees nearly 2 million square feet of facilities. We have 50,000 square feet in the library that has been converted to LED. Tom has worked with the electricians and also the Facilities Department to make sure this happened.

We would like to continue this project in the branches. Our friends at Spencer have changed the entire building to LED lighting. Hatley is starting the process of changing over to LED. As bulbs go out they are replacing them. Mosinee should be completely changed to LED shortly. Stratford has just begun the process.

Upcoming Main Library Interior Projects

The courthouse has already had their windows numbered in case of an active shooter situation. Tom estimates that we can do this at the library for the cost of materials.

Shortly an RFP will be put together for furnishings. Engberg Anderson did an interior study on how we can better arrange our furnishings for the public so they are more efficient. We would like to replace all of the public furnishings that are over 20 years old. The newer furnishing will give the sense of privacy, but they will be easier for staff. The Foundation will be asked to pay half of the project.

Edgar Branch Update

The oil furnace had a problem and a toxic film got onto everything inside of the library. There was an issue with an aggressive cleanup company in the area. We worked well with the county, everything is clean and the public is back using the facility.

Organization Cards (Procedure) Update

Just an update to the procedure, we do not currently offer organizational cards. Cards are issued to a person rather to an organization. There are some organizations that need that flexibility. From having conversations in the community, the circulation team determined that this is something that would be helpful for us to have. We will look at this in a year and see how this is doing.

Announcements – Board Member Hunter mentioned she wrote an article for a newsletter about uniform addressing and used some of our information from our website.

Request for Future Agenda Items – None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:32p.m. Seconded by Kari Sweeney. Motion carried.

A handwritten signature in black ink, consisting of the letters 'ERD' in a cursive, stylized font. The signature is positioned above a horizontal line.

Library Director