

Marathon County Public Library

Director's Report

August 2018

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

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

https://www.mcpl.us/sites/default/files/attachments/board_packet_2018-07.pdf

Director's Activities:

6-18-18 Marathon County Public Library Board of Trustees Meeting
6-19-18 Early Years Coalition Steering Committee Meeting
6-20-18 Early Literacy Center dedication @11am
6-25-18 Friends of the Marathon County Public Library Board Meeting
6-25-18 LENA Start Data Team Meeting
6-28-18 Meeting with Jonette Arms/New ADRC Director
7-9-18 Monthly agenda meeting with Library Board President
7-10-18 OverCOATs Meeting re: Culture work moving forward
7-16-18 Marathon County Public Library Board of Trustees Meeting
7-20-18 County Dept. Heads Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

7-16-18 Marathon County Public Library Board of Trustees Meeting
7-16-18 Toward One Wisconsin Committee Meeting
7-20-18 County Dept. Heads Meeting
7-23-18 Friends of the Marathon County Public Library Board Meeting
7-25-18 LENA Start Data Team Meeting
7-30-31-18 PLSR Summit/Stevens Point
8-9-18 Library Advisory Council Meeting/WVLS
8-15-18 WMMIC Workshops/CE/Pewaukee
8-16--18 County Dept. Heads Meeting
8-19-18 Marathon County Public Library Board of Trustees Meeting
TBD Policy reviews w/Leah and Matt
TBD Monthly agenda meeting with Library Board President

LIBRARY PROJECTS, PROGRAMS, EVENTS:

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Annual Conference is in New Orleans, LA, from June 21-26.
WLA Annual Conference is in La Crosse, from Oct. 23-26.

Any other issues or items of note:

Letters and notes are posted at the Library Board Meeting.



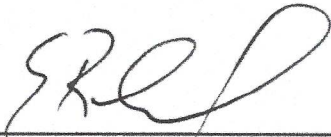
**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 16, 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) **Policy Discussion re: Branch Libraries Establishment and Dissolution – For Discussion and Possible Action**
8. (10 minutes) **Policy Discussion re: Service Animals – For Discussion and Possible Action**
9. (10 minutes) **Solar initiative on library’s projected new roof – For Discussion and Possible Action**
10. (10 minutes) **Toward One Wisconsin Project Update – For Discussion and Informational Purposes Only**
11. (10 minutes) **L.E.N.A Start Marathon County Update – For Discussion and Informational Purposes Only**
12. (10 minutes) **Branch Libraries Hours and Staffing Discussion (Procedure) Update – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**
15. **Next Meeting Dates**
 - **Monday 05/21/2018**
 - **Monday 06/18/2018 – Spencer Branch Library**
 - **Monday 07/16/2018**
 - **Monday 08/20/2018**
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: April 10, 2018
FAXED TIME: 11:40 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 16, 2018. Wausau Community Room, Marathon County Public Library.

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

Excused: Alison Morrow

Others: Matthew Derpinghaus, Leah Giordano, Heather Wilde

The meeting was called to order at 12:01 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 March 19, 2018 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by Kari Sweeney to approve the Bills & Services report for March 2018. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – The evaluation for the Library Director will be emailed out.

Other Board Members – No Report

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

- There are 1.8 million square feet of space under the facilities department, this building is 50,000 square feet which is now completely LED and is the only one in the county.
- We would like to get this building compliant to an active shooter situation.
- There are some professional meetings coming up, WAPL will be in Pewaukee, ALA will be held in New Orleans this year and WLA will be in La Crosse.
- There was an explanation of the reports for the new Board of Trustees members.

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Director Illick reported that the Library Services Manager has been working with their new ILS Director. They are ironing out issues on getting the full use of the integrated library service.

Policy Discussion re: Branch Libraries Establishment and Dissolution

The policy is not completed, but it is close. The parts about establishing a new branch and the policy language accompanying that is pretty much finished. We made it based on growth and demographics and requests from a municipality for a library. The part of dissolution of a branch, I have asked for help from County Administrator and Corporation Counsel.

Policy Discussion re: Service Animals

There is a draft of the policy in front of you. The draft is also at Corporation Counsel under review. I am waiting back for some language that needed to be reviewed by Corporation Counsel. A service animal is not a comfort, therapy or a support animal. A service animal must be allowed in the building. We are allowed to only ask two questions, is that a service animal and what service is the animal trained to do.

Solar initiative on library's projected new roof

The library was contacted by the vendors regarding the solar initiatives. We were told at the time that they could meet 38% of our power needs, which was before we did the changeover to LED. I would like to ask a solar power installation company, how much they would charge us. I want to see which way is the best way to proceed with the solar power project.

Toward One Wisconsin Project Update

I will be working with the Toward One Wisconsin Project. I started out with the Toward One Wausau project last calendar year and got a chance to work the WIPPS group and had some really good community conversations.

This will be a state wide conference held in Milwaukee during the month of April 2019. There will be four different tracks that we are focusing on in terms of what barriers people are facing, and how can we be more inclusive to everyone in the state of Wisconsin. The tracks are workforce, education, health and community.

L.E.N.A Start Marathon County Update

We have begun plans for the September cohort. We will have one in the library along with one at a local business. We have received really great feedback about this program from the community. I did have my annual rounding with County Administrator Karger recently, he was thrilled about this.

Branch Libraries Hours and Staffing Discussion (Procedure) Update

We have an opportunity this year, which I have discussed this with the Library Services Manager over the last couple years. We have both free standing branch libraries (4) and branch libraries in municipal buildings (4). We are in different locations and they appear to me random hours at each location. It is important to take a look at where we are at each location. This would involve surveying the public we serve in those communities, to find out how we can better align the hours which we are open with the hours that the members of the community want. I will be shocked if everyone in the community doesn't say that they would like Saturday hours. There will be some change, we would want to do this all at once after a lot of Public Relations, surveying and communicating.

I want to take a long look at safety and security for our staff. We have branches for the most part that are run by a single staff person at a time. During busier times there are

some overlap hours. When I talked with County Administrator about this, he assured me that we should focus on the right things and make this happen. Then deal with the way the public perceives them. It maybe we need to reduce hours at branches so we can have staff hours overlap.

Announcements – None

Request for Future Agenda Items - None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:47 p.m. Seconded by MaiGer Moua. Motion carried.

A handwritten signature in black ink, consisting of the letters 'ERLO' in a stylized, cursive font. The signature is positioned 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, May 21, 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) L.E.N.A Start Project/Final Classes for String Cohorts – For Discussion and Informational Purposes Only
8. (10 minutes) Toward One Wisconsin Project Update – For Discussion and Informational Purposes Only
9. (10 minutes) Annual Reviews in Progress – For Discussion and Informational Purposes Only
10. (10 minutes) Early Literacy Center Project – For Discussion and Informational Purposes Only
11. (10 minutes) Service Animals Policy – For Discussion and Possible Action
12. (10 minutes) Branch Libraries Establishment and Dissolution Policy – For Discussion and Possible Action
13. Announcements
14. Request for Future Agenda Items
15. Next Meeting Dates
 - Monday 06/18/2018 – Spencer Branch Library
 - Monday 07/16/2018
 - Monday 08/20/2018
 - Monday 09/20/2018
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: May 15, 2018
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 21, 2018. Wausau Community Room, Marathon County Public Library.

Present: Scott Winch, Gary Beastron, MaiGer Moua, Katie Rosenberg, Kari Sweeney, Ralph Illick

Excused: Sharon Hunter, Alison Morrow

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

The meeting was called to order at 12:03 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 16, 2018 meeting. Seconded by MaiGer Moua. Motion carried.

A motion was made by Katie Rosenberg to approve the Bills & Services report for April 2018. Seconded by MaiGer Moua. Motion carried.

Public Comments – None

President – I am in the process of working on the Library Director's performance evaluation and will be wrapping it up soon. It will be submitted to the County by the end of May.

Other Board Members – No Report

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

- We are moving right along this year, we have a lot going on.
- The summer library program brochures that we distribute, will find these brochures at just any kind of library. This should cost us a lot more that it does, we have a sound team working on the graphics and layout.
- There was a new roof installed at Mosinee which was finished this past week, the branch was closed for a couple of days.

Board Committees – No Report

Friends of the Library – Director Illick reported that the new space is averaging about the same amount of money their book sales did on third floor.

MCPL Foundation – Director Illick reported that their next meeting will be in June.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report handed out at the meeting. Board Member Rosenberg also reported there will be a trustee training week August 13-17, webinars will be at noon every day. There will be an email sent out when more information is received.

L.E.N.A State Project/Final Classes for String Cohorts

We just finished the first cohort on Monday mornings for the L.E.N.A start project. As you know it was multiple funding entities and multiple collaborate entities helping us with the operational aspects. It went very well, we had the mayor give a commence speech. The parents were energized by what they managed to learn. The idea is to have kids ready for kindergarten. People in the community are aware of what we are doing with this project and have given us constructive feedback. We want the library to be a community center.

Toward One Wisconsin Project Update

This is a project that MaiGer and Sharon are both affiliated with. It started here with the WIPPS project that was done with Toward One Wausau. I am involved with the first level and there are four levels of engagement. This is process and a project which will take approximately a year. About mid-April of 2019 in Milwaukee there will be 1,000 people or more attending two days of programming. The first level is to help figure out ways to get a more diverse workforce engaged in Wisconsin. This will be a good thing, it will further the dialog that we have about being more open, being more engaged, more inviting, not only as a place to live, but also as a place to work because it does matter. We constantly try to keep our eyes and ears open here in the hiring process for the very best person. We have a lot of opportunity. This will be good not only for Wausau, but for the state.

Annual Reviews in Progress

We are at that point and aligning our structure layers with the pay classification. We have moved some employees back in 2016 with their pay classification and we are working with the Employee Resources Director to better align them.

With our pay for performance model the ratings are; exceptional, highly successful, successful, and needs improvement. I am happy to report that we might have one needs improvement this time.

Early Literacy Center Project

Please feel free to walk into the children's department and you will see some new furnishings. We have a nearly completed early literacy center. These centers are very popular in libraries. Once it is finished we will have a ribbon ceremony. We want to remember that the Community Foundation, the Earl Birds Rotary Club, and the Marathon County Public Library Foundation all had a hand in putting this Early Literacy Center together.

Service Animals Policy

This policy was a challenge, but it is important. There are a few things we want to remember about service animals. There are now service animals, therapy animals, comfort animals, emotional support animals, all of which serve a purpose for people. However, we are going to use the same kind of policy that the county and other libraries use, we only allow those in with service animals. When you have a service animal, our staff by law is only allowed to ask two questions; is that a services animal and what services does the dog provide. We wanted to have a policy in place that is functional, we will also make certain once it is approved that staff is trained on how to handle the situations.

A motion was made by Kari Sweeney to accept the policy as presented. Seconded by MaiGer Moua. Motion carried.

Branch Libraries Establishment and Dissolution Policy

We just finished this on Friday with Corporation Counsel. The idea behind it is that we have more of a structure should someone in a community request a library and some criteria for the dissolution of a branch.

No motion was made. The policy will be tabled until the June Board Meeting.

Announcements – None

Request for Future Agenda Items - None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:33 p.m. Seconded by MaiGer Moua. Motion carried.

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

Library Director