

Marathon County Public Library

Director's Report

January 2019

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

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

<https://www.mcpl.us/sites/default/files/attachments/mcpl-board-packet-2018-12.pdf>

Director's Activities:

11-19-18	Marathon County Public Library Board of Trustees Meeting
11-20-18	Early Years Coalition Planning Committee Meeting
11-26-18	Friends of the Marathon County Public Library Board Meeting
11-27-18	LENA Start Project Meeting Monthly WVLS Meeting/Cancelled
12-6-18	Toward One Wisconsin Meeting
12-10-18	Monthly agenda meeting with Library Board President
12-17-18	Marathon County Public Library Board of Trustees Meeting
12-21-18	County Department Heads Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

12-21-18	Marathon County Public Library Board of Trustees Meeting
12-22-18	Early Years Coalition Planning Committee Meeting
TBD	Monthly WVLS Meeting
TBD	Policy reviews w/Leah and Matt
TBD	Monthly agenda meeting with Library Board President
N/A	Friends of the Marathon County Public Library Board Meeting
1-10-19	Marathon County Public Library Foundation Meeting
1-15-19	Early Years Coalition Steering Committee Meeting
1-16-19	LIFE Report Steering Committee Meeting
TBD	County Department Heads Meeting
1-21-19	Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Roof repairs continue- there was a delay due to a previous repair issue.

RFP for Interior Design at HQ and Branches schedule:

CALENDAR OF EVENTS

- Release of RFP Monday, December 17, 2019
- RFP Advertisement Monday, December 17, 2019
- **Architectural meeting** **Tuesday, January 8, 2019 10:00AM**
- **Deadline for Receipt of Questions** **Tuesday, January 15, 2019 4:30PM**
- Cut-off for issuance of addenda Friday, January 18, 2019 4:30PM
- **Proposal Submission Deadline** **Tuesday, January 22, 2019 2:00PM**
- Selection of short-listed firms Week of February 4, 2019
- *Scheduling short-listed firms for interviews* *Week of February 11, 2019*



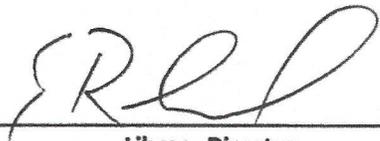
**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 17, 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) **New Positions Update – For Discussion and Possible Action**
- 8. (10 minutes) **WVLS Service Agreement – For Discussion and Possible Action**
- 9. (10 minutes) **2019 Library Budget – For Discussion and Possible Action**
- 10. (10 minutes) **Update on Disaster Repairs – For Discussion and Informational Purposes Only**
- 11. (10 minutes) **RFP/Facilities Update – For Discussion and Informational Purposes Only**
- 12. (20 minutes) **Who Are You Reconsideration Committee Review – For Discussion and Possible Action**
- 13. **Announcements**
- 14. **Request for Future Agenda Items**
- 15. **Next Meeting Dates**
 - Monday 10/15/2018
 - Monday 11/19/2018
 - Monday 12/17/2018
 - Monday 01/21/2019
- 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 11, 2018
FAXED TIME: 3:42 p.m.

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 17, 2018. Wausau Community Room, Marathon County Public Library.

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

Excused:

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

The meeting was called to order at 12:01 p.m. by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by MaiGer Moua to approve the Board of Trustee minutes from the August 20, 2018 meeting. Seconded by Sharon Hunter. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for August 2018. Seconded by MaiGer Moua. 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.

- Director Illick answered questions regarding the monthly business report.

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – Director Illick reported the Foundation did meet in September. The library received three checks for grants that were previously requested. There are three new grants that have been approved. The Foundation will be meeting again before the end of the year for the RFP request.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet and Board Member Rosenberg reported that WVLS passed their budget.

New Positions Update

Last year we determined that we need a little bit more structure in our organizational chart *between managers and front line staff. We worked with the Employee Resources Department to move four employees to a team lead position. We worked with the Employee Resources Department to reclassify the positions.*

A motion was made by Kari Sweeney to approve the reclassification of the three positions. Seconded by MaiGer Moua. Motion carried.

WVLS Service Agreement

There are no major changes to the agreement.

A motion was made by Sharon Hunter to accept the WVLS Service Agreement as presented. Seconded by MaiGer Moua. Motion carried.

2019 Library Budget

The budget meeting is set for September 18 with County Administration. We do not have any precise numbers on the health care costs for personnel. I am having the conversation on the operational costs and what I have that is fixed. I expect the budget conversation to go well. We should get some positive feedback from saving money on maintenance.

A motion was made by Alison Morrow to accept the 2019 Library Budget as presented to Mr. Karger. Seconded by Gary Beaström. Motion carried.

Update on Disaster Repairs

We survived the disaster. We've had an odd year with lightening hitting a branch, boiler/furnace blowing out in a branch and a water line breaking in Wausau. We still have some areas in the basement that need replacement items, the carpet repairs in the children's department. The insurance will replace the carpet and some items in our staff lounge, the other items that are needed will be funded by the library.

RFP/Facilities Update

I thought I would be reporting that I received approval from Facilities and Capital Management department by now with the RFP. We found out late in the process that the person reviewing the RFP has left the county. It is now in someone else's hands to review it. As soon as they take a look at it, I will have more to report.

Who Are You Reconsideration Committee Review

The report was sent electronically, there are handouts if needed. Board Member Rosenberg reported that the committee met to discuss the book, policies and complaint. Both Board Members gave their own opinions of the book. There was a brief discussion of what was discussed in the full committee meeting.

A motion was made by MaiGer Moua to accept the committee's reconsideration review of "Who Are You". Seconded by Sharon Hunter. Motion carried.

Announcements – None

Request for Future Agenda Items - None

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

A handwritten signature in black ink, consisting of the letters 'ERJ' in a cursive, stylized 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, October 15, 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) Viet Nam Memorial Program at Spencer – For Discussion and Informational Purposes Only
8. (10 minutes) Budget-No Final Numbers/Update – For Discussion and Informational Purposes Only
9. (10 minutes) Retreat – For Discussion and Informational Purposes Only
10. (10 minutes) New P4P Schedule – For Discussion and Informational Purposes Only
11. (10 minutes) New Roof – For Discussion and Informational Purposes Only
12. (10 minutes) MCPL Policy Review – For Discussion and Possible Action
 - E-Reader Checkout Policy and Patron Agreement – 10.14
13. (10 minutes) Thank You Customer Comment – For Discussion and Informational Purposes Only
14. (10 minutes) ADRC Partnership Discussions – For Discussion and Informational Purposes Only
15. (10 minutes) L.E.N.A Update/Next Spring Potentially at a Branch also – For Discussion and Informational Purposes Only
16. Announcements
17. Request for Future Agenda Items
18. Next Meeting Dates
 - Monday 11/19/2018
 - Monday 12/17/2018
 - Monday 01/21/2019
 - Monday 02/18/2019
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: October 9, 2018
FAXED TIME: 2:06pm

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 15, 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, Thomas O'Neill, Heather Wilde, 1 guest

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 September 17, 2018 meeting. Seconded by MaiGer Moua. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for September 2018. Seconded by Kari Sweeney. 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 – Director Illick reported the next book sale will be at the beginning of November.

MCPL Foundation – Director Illick reported the Foundation will be meeting in two weeks.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Viet Nam Memorial Program at Spencer

The Spencer branch put together a program where a memorial was brought in of the Viet Nam War. The memorial was specifically commemorating those who lost their lives from Wisconsin. There were 467 people who viewed the memorial.

Budget-No Final Numbers/Update

We are in the midst of the budget season, the County Board should be voting soon. We are just receiving some of the numbers that we have no control over, which includes the insurance portion of the budget. At the November meeting we should have more information on the final numbers.

Retreat

There was a management retreat focusing on the strategic plan for the county and our role. Here at the library we've been promoting the strategic goals for years. We want to keep providing broadband services and educational programs. We should continue doing it the right way with partnerships throughout the community.

New P4P Schedule

We have been in the pay for performance model for three years. We will be changing it this year. Previously it the annual review was held in May and the mid-year review was in December. The change will be just flipping the two, May we will hold the mid-year reviews and December will be the annual reviews. They are making the changes so we are better aligned with the fiscal calendar.

New Roof

We are excited about the new roof. The facilities department is getting up to speed because of new employment. We met with the facilities project manager, who will be overseeing the roof project. We have assurance they will try to have the project completed by the end of the year.

MCPL Policy Review

- E-Reader Checkout Policy and Patron Agreement

We included the hand held scanner in our policy.

A motion was made by Katie Rosenberg to accept the amendment to the E-Reader Checkout Policy and Patron Agreement as presented. Seconded by Sharon Hunter. Motion carried.

Thank You Customer Comment

Director Illick read a comment from a patron regarding our library services. We also received a thank you letter from the Passport Agency regarding our services.

ADRC Partnership Discussions

There is a new director, who really wants to get things done. There was a brief meeting with her and three of her managers. We discussed the possibility of having satellite offices at branches. This would be similar as to what we had done with CPZ. The group would advertise their hours at the locations and offer counseling in a discreet setting. We visited all of the branches with one of the managers from ADRC. This will be a great opportunity to provide services for those who are not able to make it down town.

L.E.N.A Update/Next Spring Potentially at a Branch also

Having toured all of the branches, I kept in mind the potential of having a program at one of our branches in spring.

Announcements –

Board Members Rosenberg and Moua are Athena Young Professional Leadership Award finalists. The award ceremony will be November 7.

Request for Future Agenda Items - None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:23 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



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, November 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) Branch Libraries Hours Project – For Discussion and Possible Action
8. (10 minutes) Roof Update – For Discussion and Informational Purposes Only
9. (10 minutes) Library Director Annual Evaluation– For Discussion and Informational Purposes Only
- 10.(5 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
- 11.(10 minutes) Nominations for the December Meeting – For Discussion and Possible Action
- 12.(10 minutes) WLA/Milwaukee Fines Forgiveness – For Discussion and Informational Purposes Only
- 13.(10 minutes) Holidays plus MLK Jr. Day On/Staff Day – For Discussion and Possible Action
- 14.(5 minutes) Toward One Wisconsin – For Discussion and Informational Purposes Only
- 15.(5 minutes) Uniform Addressing – For Discussion and Informational Purposes Only
- 16.(5 minutes) Athena Awards – For Discussion and Informational Purposes Only
- 17.(5 minutes) RFP – For Discussion and Informational Purposes Only
- 18.(5 minutes) Children’s Carpet Completed/Staff Lounge back in operation – For Discussion and Informational Purposes Only
19. Announcements
20. Request for Future Agenda Items
21. Next Meeting Dates
 - Monday 12/17/2018
 - Monday 01/21/2019
 - Monday 02/18/2019
 - Monday 03/18/2019
22. 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 13, 2018
FAXED TIME: 11:34 am

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

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

Present: Scott Winch, Gary Beastrom, Alison Morrow, MaiGer Moua, Katie Rosenberg, Kari Sweeney, Ralph Illick

Excused: Sharon Hunter

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Sarah Thurs

The meeting was called to order at 12:02 by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by MaiGer Moua to approve the Board of Trustee minutes from the October 15, 2018 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by MaiGer Moua to approve the Bills & Services report for October 2018. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – President Winch asked Director Illick to send out his self-evaluation and a blank form for the director's annual evaluation. Please take the next week or so to complete the evaluation. The evaluation will be due the second week in December.

Other Board Members – No Report

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

- We had our conversation with the county auditors. There are notes in the report that address our inability to get the functionality from the Innovative ILS that we need. The point of the report is to make note of a couple things. We have folks that cannot use the library because they have overdue fines. Some of those records go back years. We've tried to get the functionality which would allow us to get debts to the library recordable and collectable. We've run into some problems in doing this. The initiation of the report would let this board know this. We are going to try another way to work toward a resolution to resolve this. There is a disagreement about what we have requested, when it was requested and what the responses have been. We will work around it and find a way to do this.
- Business Manager O'Neill stated that this will be a great thing to have as an agenda item. We could demonstrate what information we have and what we don't, what we know and what we don't. The challenge is writing off old fines. If we run a statement for patrons, it will show some, but not all of the needed information. When the audit report was filled out for 2018, it essentially followed up on the 2013 report from when we were getting a new ILS system. The company that makes the ILS had several tools that would be relevant, some of which haven't worked or we don't have access to. The reality is that many systems using Innovative ILS have the reporting that they need.

- Director Illick stated the system we are part of is responsible for providing this functionality to us. Our library is half of the circulation and budget in the seven county consortium and we get one vote.
- There were additional discussions among the Library Director and Library Board Members regarding this topic.

Board Committees – No Report

Friends of the Library – Director Illick reported that the Friends just wrapped up another book sale and are getting ready for Thanksgiving.

MCPL Foundation – Director Illick reported they recently meet and there will be a meeting in January. They did have their financial statement available and it is very positive.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Branch Libraries Hours Project

We are looking now to align our hours for staffing and providing services at the branches. We will survey the folks in the communities are branches are located, to find out what they really need. We want to proactively look at safety for our staff.

A motion was made by Katie Rosenberg to approve the research proposal as presented. Seconded by Alison Morrow. Motion carried.

Roof Update

They are working on the roof. This will be an approximate four week process.

Library Director Annual Evaluation

This was discussed in the Presidents report.

L.E.N.A Update

We are finishing the second round of cohorts. We are moving forward nicely, I have been to two presentations last month to inform other groups about what we are doing.

Nominations for the December Meeting

Board Member Morrow has given her resignation to the Library Board. Board Members Rosenberg and Morrow will work on the officer nominations for the December meeting.

No motion is necessary.

WLA/Milwaukee Fines Forgiveness

I attended a program at WLA. Our friends at Milwaukee Public Library looked at their records and found they had a substantial portion of the public who are unable to use the library because of fines. Before they did this program they trained their staff for several months on how it will work. We have enough in common with Milwaukee Public Library to make this work. What they have learned is that within six weeks of the fine forgiveness program roughly 10% of patrons went back to having fines. It will be a learning process, but I think it is important for those people to have access to the library.

Holidays plus MLK Jr. Day On/Staff Day

We added MLK Jr. Day On to the calendar. Our intention is to still have our Library Board Meeting on January 21. We will figure out our advertising of the agenda and having someone at the door to let people in.

A motion was made by Katie Rosenberg to accept the 2019 Official Closings as presented. Seconded by MaiGer Moua. Motion carried.

Toward One Wisconsin

We are making great progress in the group which I am part of. The group is a track related to building and maintaining a diverse workforce in WI. When it is finished it will be extremely effective.

Uniform Addressing

An employee at CPZ has had his address physical changed. He decided not to tell anyone just as a test, most people that he does business with had his new address.

Athena Awards

Congratulations to MaiGer and Katie on the nomination. We appreciate their leadership.

RFP

We are still waiting on Facilities and Capital Management.

Children's Carpet Completed/Staff Lounge back in operation

Please walk through the children's department, it's beautiful. The staff lounge is reopened for staff use.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by MaiGer Moua to adjourn the meeting at 12:42 p.m. Seconded by Gary Beastro. Motion carried.

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

Library Director