

**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<br>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*

- Firm Interviews if required Week of February 18, 2019
- Ranking of Firms/Awarding of contract Week of February 25, 2019
- Completion of contract negotiations Two weeks after rankings
- Consultant begins planning preparation One week after contract completion
- Project Completion Three months after contract is executed

**UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:**

ALA Midwinter Conference is in Seattle, WA, from January 25-29.  
 Library Legislative Day is Tuesday, February 12, 2019.  
 Innovative Users Group (IUG) is in Phoenix, AZ from May 5-7.

**Any other issues or items of note:**

Updates on the Public Library System Redesign Project can be found at:  
<http://www.plsr.info/>

**Note: January Board Meeting is on M.C. MLK Day On.**

Letters and notes are posted at the Library Board Meeting.



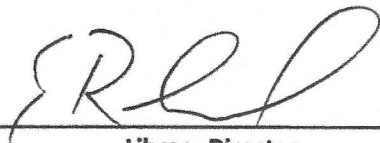
COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, September 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 Beaström, 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 Beaström 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