



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Task Force Library System Inquiry,
Monday October 19, 2020 at 11:00 a.m.
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Task Force members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Task Force members and the public may attend this meeting by **computer or telephone conference**. If Library Task Force members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning ten (10) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/install/148194005> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 148-194-005.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
4. **Review and Discussion of SWOT Analysis**
5. **Discussion of November topic: Advantages and Disadvantages**
6. **Adjournment**

Signed: /s/ Mark Arend
Committee Chair or Designee

***NOTICE - Pursuant to Wis. Stat. Section 19.84(2) and (3), notice is hereby given to the public that a quorum of the Marathon County Public Library Board of Trustees may be in attendance. No action will be taken.**

***All items on the agenda are considered action items, regardless of action taken.**

***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 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: October 14, 2020
FAXED TIME: 10:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, September 21, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastrom (remote), Sharon Hunter, Scott Winch (remote at 11:04 a.m.)

Excused: Rebecca Frisch, Shannon Schultz

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, 14 remote visitors

The meeting was called to order at 11:00 by Mark Arend.
Mark Arend welcomed visitors to the meeting.

Public Comments – None

Approval of Minutes

A motion was made by Sharon Hunter to approve the MCPL Task Force Library System Inquiry minutes from August 17, 2020. Seconded by Gary Beastrom. Motion carried.

Discussion of Statements/Letters from MCPL Library Staff

The first letter is from Director Ralph Illick. Are there any comments?

Gary Beastrom commented that it is pretty obvious from all of the letters from the staff that they are very much in favor of the switch for a variety of reasons. One question I would have, we are looking at an extra \$100,000 to join South Central versus WVLS. Is that in the budget? Does that need to be budgeted countywide? We are expecting a \$5,000,000 shortfall, are we being good stewards of our money with the switch.

Mark Arend stated, it is too late to pull out in 2021. If the change were to go in, it would be for 2022. Knowing that it is a year out, questions were asked of Director Illick.

Director Illick spoke of the costs. It is accurate that the costs would be greater in SCLS, it is also true that we would need fewer staff. We would make up the difference in the costs through attrition and reorganizing. We could be spending less by going to SCLS because we wouldn't need the same staff. SCLS would be doing our cataloging and with the technical assistance they would give us. We would be saving an estimated amount of \$200,000 a year with salary and benefits.

The second letter is from Business Manager Tom O'Neill. Are there any comments?

The third letter is from the Library Services Team. Are there any comments?

The fourth letter is from Library Support Services Manager Matthew Derpinghaus. Are there any comments? Gary Beastrom commented on all the letters. They are all singing the same song, just a different tune. Appreciate the specificity of the comments from the different staff. Scott Winch also agrees with Gary. The trend is the same with the letters that were received. Sharon Hunter also agrees and appreciates the time and thought staff put into the letters.

Mark Arend asked the committee if they have additional questions for library staff or if they would like additional information from library staff.

Gary Beastrom had a question. MCPL is currently serving as the resource library for most of Northeast Wisconsin. Can someone define for me what exactly a resource library is and what it does for these? What happens to that if we switch to SCLS? Can we continue to be

their resource library or do we not and if not, who is their resource library? I have received emails from various librarians from the north and northeast. I guess it has been sticking with me throughout this process as to what happens to them.

Mark Arend commented, that is a good question. That has come up, and I have asked Shannon Schultz to speak to that at the next meeting. The question came up too late to make the agenda for this meeting. I've asked Shannon from the DPI, would she speak to that at the next meeting. We will make sure that the questions are noted in the minutes. Scott Winch questioned if the other libraries up north would be able to join SCLS if we made the switch. Mark Arend wanted to leave that discussion until the next meeting. There are a number of things that could happen if MCPL made the switch. Shannon will be double checking the statutes because there are mentions of resource libraries in the statutes, she will be covering the whole thing.

Discussion of October topic: SWOT Analysis

The Task Force has received some examples or possible questions to consider to do the SWOT Analysis template. Please complete the analysis over the next couple of weeks and send it back to Mark Arend. The information will be compiled into one document with hopes to be sent out before the October meeting.

Adjournment

A Motion was made by Scott Winch to adjourn the meeting at 11:25 a.m. Seconded by Gary Beaström. Motion carried.

/s/ Mark Arend

Committee Chair or Designee

Note: These minutes subject to approval at the next Marathon County Public Library Task Force Library System Inquiry meeting scheduled for October 19, 2020.

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, August 17, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastrom (remote), Rebecca Frisch (remote), Sharon Hunter, Shannon Schultz (remote)

Excused: Scott Winch

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, 12 remote visitors

The meeting was called to order at 11:00 by Mark Arend.
Mark Arend welcomed visitors to the meeting.

Public Comments – Public Comments have been submitted and posted on the MCPL website under the Task Force webpage.

Approval of Minutes

A motion was made by Sharon Hunter to approve the MCPL Task Force Library System Inquiry minutes from July 20, 2020. Seconded by Gary Beastrom. Motion carried.

System Culture and Leadership

A question was sent in advance to the two system directors. WVLS submitted a written document to the Task Force, they don't feel they need to rehash what was submitted. SCLS did not submit anything in writing, they will answer the question verbally. SCLS has conducted annual onsite visits since 2008 at each member library. All these visits and information are kept track in a spreadsheet. We ask a maximum of five (5) questions at the visits. The individual reports are shared with the SCLS Board of Trustees every month, four (4) to five (5) reports at a time and then every year we do an overall trend. We also have a library innovation subcommittee and there is an idea submission area. We do surveys all the time, we have director meetings four (4) times a year. During COVID we are making personal phone calls to see how things are going. During this time we are still doing the annual visits, but are doing them virtually.

Discussion and Comparison of the two systems

The Library Director talked with two consultants who were recommend by Marathon County. Each of the consultants felt that the library's leadership team could put together their own perspectives.

Becky Frisch reviewed the Task Force Charter and wanted to make sure the take force is addressing the bullets under Methodology.

- Interview current library staff to determine what services are needed to enhance the library
- Determine which library system can best provide these services to MCPL
- Complete a Strength/Weakness/Opportunity/Threat (SWOT) analysis for each system.
- Provide a list of pros and cons of each system to the Board of Trustees in June 2020.

The Library Board could possibly extend the task force until the end of the year 2020.

A Motion was made by Gary Beastrom to present to the Library Board of Trustees to extend the Task Force to the end of the 2020, but no longer than 2020. Seconded by Shannon Schultz. Motion carried.

September: Staff Report, October: SWOT Analysis, November: Pros and Cons, December: Final Decision

The SWOT analysis will be done by everyone and compiled by one person and then discussed at the October meeting.

The SWOT analysis and comments from staff will be sent out to task force members. Please let Ralph know if you have follow-up questions or would like to speak with MCPL staff.

Possible recommendation to the Marathon County Public Library Board of Trustees

No recommendation at this time. This agenda item will be discussed in November or December.

Becky Frisch will be retiring on September 3, but is willing to stay on the task force as a citizen of Marathon County.

Adjournment

A Motion was made by Rebecca Frisch to adjourn the meeting at 11:46 a.m. Seconded by Gary Beastrom. Motion carried.

/s/ Mark Arend
Committee Chair or Designee