

Marathon County Public Library

Director's Report

September 2021

This includes the *Director's Activities* for the September 2021 Marathon County Public Library Director's Report. Attached are the agenda/minutes from August 23, 2021 and the agenda from the September 20, 2021 upcoming meetings.

Marathon County Public Library

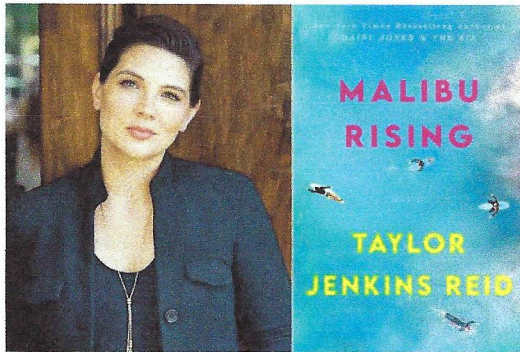
Director Report

September 2021

August Highlights

Upcoming Central Wisconsin Book Festival

Our 2021 festival is scheduled for Sept. 17-26, with almost 40 events, more than 40 authors, events in three cities and virtually over 10 days! With three libraries involved as part of a core group of organizers, we've put together a fantastic mix of events covering fiction and non-fiction, poetry, graphic novels, children's authors and teen events, panels and workshops, and much more. The full lineup is on the schedule page at <https://www.mcpl.us/cwbf>, but some of the writers joining us include NYT bestselling novelist Taylor Jenkins Reid, music scholar (and Wausau native) Charles Hughes, Wisconsin Poet Laureate Dasha Kelly Hamilton, champion boxer and non-profit leader Héctor Colón, mystery authors Mary Logue and Kathleen Ernst, novelist and retired firefighter Gregory Renz, Miranda Paul and Baptiste Paul, Andrew Graff and so many more!



Summer Library Program & Youth Events

This year's Summer Library Program came to a close at the end of August. Despite COVID challenges, we had 380 participants countywide and gave away 500 books! We also gave away 520 Grab and Go Magpie Magnet kits to children and families in Wausau in August. In partnership with the Marathon County Parks and Rec Department, 250 library card holders used their cards for free entry to any of the three Wausau Pools on August 3rd.

Recruitment

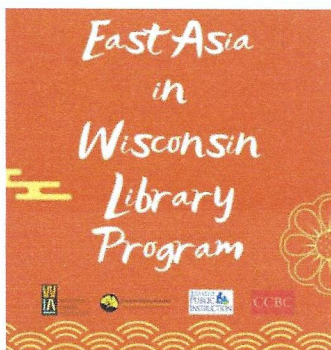
The library has several positions open and we are working diligently to find the right candidates for our needs. Interviews were held for the Support Services Manager and IT Technician positions, candidates have been selected to be interviewed for a part-time page position, and the Business Specialist position is open until September 8.

2022 Marathon County Public Library Budget

In the absence of a Business Specialist, budget information was adeptly prepared by Heather W. in anticipation of the annual budget meeting with County Administrator Leonhard and Finance Director Palmer which will take place on September 9th.

MCPL Adds East Asian Materials to Collection

The Marathon County Public Library (MCPL) recently purchased over 60 new items for its collection, thanks to a \$1,000 grant from the [East Asia in Wisconsin Library Program](#). MCPL was one of 38 public libraries around the state to be awarded a grant. With the funds, MCPL purchased over 60 books that were either about the history and culture of East Asia or written by authors of East Asian descent. The materials purchased include fiction and nonfiction titles for children, teens, and adults.



Roof & Construction Update

Contractors have completed everything except for hanging blinds on the windows on the 3rd floor, fixing grass/landscape outside where we had to run lifts on the lawn, and a few small maintenance type items (ceiling tile replacement, door adjustment etc.).

We are at: 100% tuck pointing, 100% Window Replacement, 100% sheetrock/paint/ insulation, 100% masonry block, 100% roofing, 100% siding, 100% concrete pads, 95% demobilization.

Continuing Education

Plans for Staff Development Day are underway- themes and speakers have been confirmed for October 15, and a detailed planning session will be taking place in mid-October to refine details. The focus of the day will be on team building, safety and positivity in the workplace.

Branches

The eight branch locations all had a successful summer. Circulation is picking up at all locations, and we are all happy to welcome more people back to the library.

Virtual and outdoor book clubs continue to be popular at some of our locations. Hatley hosted a lively discussion about *The Great Peshtigo Fire: An Eyewitness Account* by Reverend Peter Pernin. The group was delighted that 2 retired foresters joined the discussion because they were able to give some firsthand insight on what may have happened in the days leading up to the fire and how there could be another fire like Peshtigo in the future.

Stratford held their final outdoor Family Story Time for summer on Aug. 11, and 47 patrons joined us for this *Chalk Fest*-themed program. They read books, sang songs, played games, and made chalk drawings. Families and older children (ages 8-14) came the night before the story time in order to create the chalk drawings and chalk games for the younger children to enjoy, and it appeared that the volunteers enjoyed their time creating with chalk as much as the younger patrons.

In September, Marathon City will host their second annual "Take a Plant, Leave a Plant" plant swap. Patrons can stop by anytime the library is open to swap a plant or give some helpful advice for growing plants, and then take home a plant of their choice.

Library Services Statistics & Activities

Events and Programs*

Youth Services Events

- Story Times
 - Aug. 3: Virtual Story Time – 20 total views on YouTube
 - Aug. 10: Virtual Story Time—17 total views on YouTube
 - Aug. 17: Virtual Story Time—7 total views on YouTube
 - Aug. 24: Virtual Story Time –14 total views on YouTube
 - Aug. 31: Virtual Story Time—10 total views on YouTube
- Other Programs
 - Aug. 1-31: Grab and Go Magpie Magnet—520
 - Aug. 3: Library Card Pool Day—250
 - Reading Club Participants—154 kids (199 books given away)
 - Number of August Youth Services programs – 8
 - Total attendance for August Youth Services programs – 992

Adult/All Ages Events

- Aug. 2-31: Little Treasures Grab and Go – Macrame key chain – 145 kits handed out
- Aug. 5: Marathon County Historical Society History Chats: Rib Mountain – 18 live viewers
- Aug. 12: Marathon County Historical Society History Chats: Stewart Park – 19 live viewers
- Aug. 16: Women's Night Out book club – 6
- Aug. 19: Marathon County Historical Society History Chats: Rothschild Park
- Aug. 21: Marathon County Historical Society History Speaks: From Wheat to Dairy Farming in Marathon County – 10 live viewers



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees, Personnel Committee
Monday September 20, 2021 at 11:30 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 the public to attend this meeting remotely. To this end, instead of attendance in person, the public may attend this meeting by **computer or telephone conference**. If 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/join/927023485> or number: [1 877 309 2073](tel:18773092073). Access Code for dialing in: 927-023-485.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER OR PHONE ON MUTE.**

AGENDA

1. Call to Order
2. Discussion of the Director evaluation and grievance procedure
3. Adjournment

Signed: 
Library Director or Designee

***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: September 15, 2021
FAXED TIME: 11:40 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 20, 2021 at 12:00 noon
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 Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee 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/join/492850717>** or number: **1 866 899 4679**. Access Code for dialing in: **492-850-717**.

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

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 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 Valley Library Service
7. (5 minutes) **Health Department Update – For Discussion and Possible Action**
8. (10 minutes) **Referral of item to Library Board from Marathon County Education, Extension and Economic Development Committee for further consideration: to wit: Consideration of withdrawal from WVLS – For Discussion and Possible Action**
9. (5 minutes) **2022 Resource Library Agreement Draft – For Discussion and Possible Action**
- 10.(10 minutes) **2022 Budget – For Discussion and Possible Action**
- 11.(10 minutes) **County Department Memorandum of Understandings – For Discussion and Possible Action**
- 12.(10 minutes) **Library Service Highlight: Libby and Other Online Resources – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**

15. **Next Meeting Dates**
- Monday 10/18/2021
 - Monday 11/15/2021
 - Monday 12/20/2021
16. **Adjournment**

Signed: 

Library Director or Designee

*All times are approximate and subject to change

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FAXED DATE: September 15, 2021
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DATE: _____
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**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, August 23, 2021 at 12:00 noon
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 Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee 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/join/917248909>** or number: **[1 877 309 2073](tel:18773092073)**. Access Code for dialing in: 917-248-909.


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

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 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. (5 minutes) **Health Department Update – For Discussion and Possible Action**
8. (5 minutes) **Staff In-Service Day – For Discussion and Possible Action**
9. (5 minutes) **Transfer of funds to Facilities and Capital Management – For Discussion and Possible Action**
- 10.(5 minutes) **Personnel Committee appointment – For Discussion and Possible Action**
- 11.(10 minutes) **Director Evaluation procedure – For Discussion and Possible Action**
- 12.(10 minutes) **Discussion – County Memorandums of Understanding – For Discussion and Possible Action**
- 13.(10 minutes) **Central Wisconsin BookFest presentation – Chad Dally – For Discussion and Informational Purposes Only**
14. **Announcements**
15. **Request for Future Agenda Items**

- 16. **Next Meeting Dates**
 - Monday 09/20/2021
 - Monday 10/18/2021
 - Monday 11/15/2021
 - Monday 12/20/2021

- 17. **Adjournment**

Signed: 
Library Director or Designee

***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: August 18, 2021
FAXED TIME: 10:30 a.m.

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, August 23, 2021. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastro (remote), Jeff Campo, Dino Corvino (remote), Kari Sweeney, Scott Winch (remote), Leah Giordano

Excused: Michelle Van Krey

Others: Chad Dally, Heather Wilde, Joshua Klingbeil, 5 remote visitors

The meeting was called to order at 12:02 p.m. by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JULY 19, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 2, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR JULY 2021. MOTION CARRIED.

Public Comments – None

President – The Library Director position will be posted at the end of August for six weeks. We will then screen the candidates and invite them for interviews starting November 1. We would like to have someone on board by January 1, 2022. We did reach out to Employee Resources with a number of different associations and publications that work directly with library's that WVLS was able to help us out with.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Interim Director Leah Giordano.

- We are half way through our branch and Wi-Fi agreements and having them signed.
- LENA has met and decided on a virtual cohort for fall.
- We are conducting interviews for the Support Services Manager and IT Technician positions. The job postings for the Business Specialist and part-time Page positions close in a few days.
- The aquarium is running into some small problems. Tank Mates who services the aquarium has noticed a little bit of bubbling at the seams. It's nothing to be alarmed by, but it's something to keep an eye on.

Board Committees – The Nominating Committee will need to meet to bring forth nominations for President and Vice-President.

Friends of the Library – Interim Director Giordano reported the Friends held their big four day sale which was very successful. They raised approximately \$4,700 and gained 40 new memberships.

MCPL Foundation – Interim Director Giordano reported the Foundation met on July 8 and will be meeting September 8. The Foundation received an invoice for the furnishings and agreed to fund the additional pieces needed to complete the renovations.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported that the WVLS discussed their plan and budget which is in their draft stages right now. Their next meeting is in September.

Health Department Update

I reached out to the Health Department and I explained what we are doing currently, asked them if they had any recommendations for changes or if there was something additional we wanted to do. What we are doing right now is working quite well. I've included the County guidelines that require all staff wear face coverings in public areas of county buildings. In house programming is on hold at the moment, we are continuing to do our grab & go programming along with our virtual programming. We are offering our study rooms and meeting rooms with the requirements from the Health Department. They feel we are doing well and should keep things as is.

No motion was made.

Staff In-Service Day

I have received guidance from many people and we are hoping to have a really great day. It is on the agenda, to ask that we close to the public on Friday, October 15, so we can have a staff development/in-service day here at the library. We want to focus on team building, positivity and safety/security. I have spoken with WVLS to get a couple ideas.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY DINO CORVINO TO CLOSE ON OCTOBER 15, 2021 FOR STAFF IN-SERVICE DAY. MOTION CARRIED.

Transfer of funds to Facilities and Capital Management

Before the roof was under way the library agreed to pay \$500,000 towards the new roof.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO MOVE \$500,000 FROM THE LIBRARY CIP TO THE FACILITIES AND CAPITAL MANAGEMENT CIP. MOTION CARRIED.

Personnel Committee appointment

Board Member Campo would like to resign from the Personnel Committee, but will remain on the Library Board of Trustees. Board Member Sweeney has stepped forward and would like to serve on the Personnel Committee. If there is another member that would like to serve on the committee please say so now, otherwise I would appreciate a motion to appoint Kari to the Personnel Committee.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY SCOTT WINCH TO APPOINT KARI SWEENEY TO THE PERSONNEL COMMITTEE. MOTION CARRIED.

Director Evaluation procedure

The current complaint and grievance procedure for County employees was sent out. There isn't a complaint and grievance procedure if a staff member has a complaint about the director. We wanted to think of some steps that could be put in place, so Leah came up with a draft policy which was sent out. How would you like to proceed, do we want to have the Personnel Committee review the policy, does the board want to work on this together? It was decided that the Personnel Committee will take a look at the policy and bring suggestions to the September meeting.

No motion was made.

Discussion – County Memorandums of Understanding

All of the MOU's were handed out and will be mailed out to those that were not in attendance. It was recommended that a task force be formed with two members of the board to review the MOU's.

No motion was made.

Central Wisconsin BookFest presentation – Chad Dally

Chad Dally gave a short presentation to the trustees on the Central Wisconsin BookFest, its history and the events for 2021.

Announcements – None

Request for Future Agenda Items – WVLS motion to leave and go to South Central, Onboarding for New Trustees, Strategic Plan and Onboarding for the new director.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:46 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for September 20, 2021.