

**Marathon County Public Library**

**Director's Report**

**November 2021**

This includes the *Director's Activities* for the November 2021 Marathon County Public Library Director's Report and the agenda for the meeting on November 15, 2021.

Also included, are the agenda/minutes from September 20, 2021 and October 18, 2021.

# Marathon County Public Library

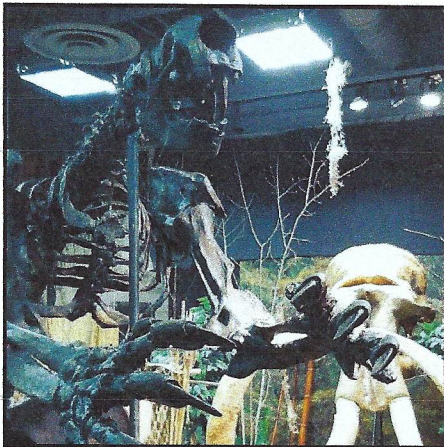
## Director Report

### November 2021

#### October Highlights

##### Colossal Fossil Installation

From their collection of museum quality fossils and fossil reproductions, Colossal Fossils has installed a 9 foot Ice Age sloth in the 1<sup>st</sup> floor rotunda. The installation will be housed at the library for the next six months.



##### Recruitment & Staffing

Very pleased to report new hires and promotions: Stephanie Martell is our new Business Specialist, starting on November 1. Support Services Manager Alexander Johnson began Tuesday, November 2<sup>nd</sup>. James Bauer has been promoted to full time library assistant, beginning November 15<sup>th</sup>. Jen T., the Athens Branch Coordinator, had her last day at the library on November 3<sup>rd</sup>. We will miss her greatly, especially her enthusiasm and creative energy. Applications are being accepted for this open position through November 11<sup>th</sup>.

## ARPA Grant Opportunity

The Wisconsin Department of Public Instruction recently announced the opening of a competitive grant application process for ARPA library pandemic relief funding. WVLS, IFLS, and NWLS have collaborated to apply for this funding on behalf of the libraries in our systems. They have worked to come up with options that they think both meet the grant requirements and will be useful to public libraries in our area.

If awarded grant funding, MCPL is hoping to receive external material pickup lockers to allow remote and after-hours pick-up of library materials. This is something that has been on the MCPL wish list for some time, and would allow greater opportunities for our patrons to get access to library materials. It includes a ten locker set with barcode reader/pin code accessible access. Other intriguing possibilities include a Solar Forma Design smart bench with USB and solar contact device charging, and a 20'x20' seasonal event tent with optional side walls.

## Youth Events

Grab and go activities proved to be popular again, with over 800 Blazing Star Spinner engineering activity kits going out. Next month's activity will be a Marble Maze Run.



MCPL partnered with the Wisconsin Science Festival out of UW-Madison and gave away 50 science-at-home kits aimed at kids ages 8+.

LENA Start continued through the month of October and graduation will be the week of November 15<sup>th</sup>. Over 20 families will graduate and Mayor Katie Rosenberg will be the commencement speaker.

Virtual Story Times continued and averaged 20 views per week. Themes included nocturnal animals, fall leaves, farmyard fun, and surprising stories.

## Staff Development Day Summary

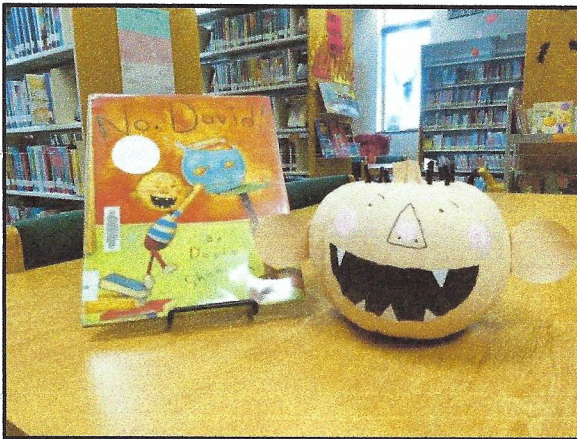
On October 15, over 40 Marathon County Public Library employees took part in the organization's annual Staff Development Day. Most MCPL locations were closed to the public for the day so that employees could attend the in-service, which consisted of a series of team-building exercises, as well as a presentation on library safety and service.

After an opening introduction from MCPL's Interim Director, employees engaged in a morning of team-building games and activities, each of which focused heavily on the themes of communication, collaboration and purpose. Each exercise also included moments for self-reflection, and for employees to discuss any new perspectives they may have gained from the activities.

After a catered lunch, employees attended a talk on library service, awareness and patron interactions with Michelle Dennis and Jill Osmond-Groell from the Hedberg Public Library in Janesville, WI. A visit from City of Wausau Mayor Katie Rosenberg, who spoke about the importance libraries have had in her own life, rounded out the day.

## Branches

Exciting things are happening at all eight branch locations! Grab and Go craft kits continue to be popular. At some of our locations, book club has transitioned back to a virtual program, while a few branches took advantage of the pleasant fall weather to continue to meet outside. Next month, most book clubs will meet virtually, while a few might try to brave the weather for one more month.



Rothschild held a book character pumpkin decorating contest. We had several entries, including these favorites – The Pidgeon, Piggie, Bluey, Captain Underpants, The Lorax, and a Ninja Turtle. More photos can be seen on the library's social media page.

Many members of the branch team attended a great staff development day in Wausau. As one team member stated, "It was great to have dedicated time to thoughtfully and

purposefully work on career skills while also being able to deepen professional relationships.”

Both collection development librarians visited Hatley to do some collection work and to swap out artwork. Kate and Tara plan to visit more locations in the upcoming months. 2021 federal tax forms have been ordered for all locations.

## Library Services Report

### News

- Several MCPL Wausau employees assisted as moderators with the Wisconsin Institute for Public Policy and Service’s Toward One Wisconsin virtual conference on Oct. 12-13
- Youth collection development: Site visit to HA branch. Weeded at WA (juv biographies and fiction), AT (YA fiction), HA (juv nonfiction and YA fiction), and MA (YA fiction). Updated WA's list of favorites and series to reflect current collections. Viewed YSS virtual tour of Tomahawk's library and ALA webinar entitled "Graphic Novels for All." Distributed supplementary Thanksgiving materials to branches. Covered extra children's and reference shifts. Recorded virtual story time and Rhyme Time segments.
- Adult collection development: Inventory: Marathon: Juvenile Fiction and Juvenile Paperback Fiction Spencer: Juvenile Fiction and Juvenile Fiction Series Stratford: Juvenile DVD, Juvenile Fiction, Juvenile Fiction New, Juvenile Paperback Fiction, Juvenile Graphic Novels, and Juvenile Graphic Novels New. Weeding: WA Adult Nonfiction and Wausau Fiction. Other: Hatley Branch Visit on October 14th
- Proctoring: 2 Proctors
- Notary: 7 Notary appointments

### Events and Programs\*

#### Youth Services Events

- Story Times
  - Oct. 4: Live Virtual Head Start Story Time—210
  - Oct. 5: Virtual Story Time – 17 total views on YouTube
  - Oct. 12: Virtual Story Time—42 total views on YouTube
  - Oct. 19: Virtual Story Time—27 total views on YouTube
  - Oct. 26: Virtual Story Time –23 total views on YouTube
- Other Programs
  - Oct. 1-31: Grab and Go Blazing Start Spinner—400
  - Oct. 7: LENA—2
  - Oct. 14: LENA—2
  - Oct. 21: LENA—1
  - Oct. 28: LENA—3
  - Oct. 28: Virtual Tween Book Talk –10
    - Number of October Youth Services programs – 11
    - Total attendance for October Youth Services programs – 737



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, November 15, 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/893063669> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 893-063-669.**

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. ( 5 minutes) **Director Search Update – For Discussion and Informational Purposes Only**
9. (10 minutes) **WVLS Expectations Assessment – For Discussion and Possible Action**
- 10.(10 minutes) **Public Library Trustee Ethics Statement – For Discussion and Possible Action**
- 11.( 5 minutes) **Athens New Building Proposal – For Discussion and Possible Action**
- 12.( 5 minutes) **2022 MCPL Holiday Closures – For Discussion and Possible Action**
- 13.(10 minutes) **Library Service Highlight: Inclusivity and Incoming Refugees – For Discussion and Informational Purposes Only**
14. **Request for Future Agenda Items**
15. **Request for Future Agenda Items**

16. **Next Meeting Dates**
- Monday 12/20/2021
  - Tuesday 01/18/2022
  - Monday 02/21/2022
  - Monday 03/21/2022
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: November 9, 2021  
FAXED TIME: 3:25 p.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, October 18, 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/308744365> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 308-744-365.**


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**
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  - 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) **Standardized Check Out Periods Policy Changes – For Discussion and Possible Action**
9. ( 5 minutes) **Director Evaluation and Grievance Procedure – For Discussion and Possible Action**
- 10.( 5 minutes) **Director Search Update – For Discussion and Informational Purposes Only**
- 11.(10 minutes) **WVLS Expectations & Review Period Update – For Discussion and Informational Purposes Only**
- 12.(10 minutes) **Library Service Highlight: Central Wisconsin Book Festival Recap – For Discussion and Informational Purposes Only**
- 13.( 5 minutes) **Marathon County MLK Day On Training – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**



16. Next Meeting Dates
- 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: October 13, 2021  
FAXED TIME: 9:00 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 18, 2021. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Jeff Campo, Kari Sweeney, Michelle Van Krey, Scott Winch, Leah Giordano

Excused: Dino Corvino

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

The meeting was called to order at 12:04 p.m. by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE SEPTEMBER 20, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 20, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE OCTOBER 4, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BILLS & SERVICES REPORT FOR SEPTEMBER 2021. MOTION CARRIED.**

Public Comments – None

President – Personnel Committee met and reviewed the applications for the Library Director. There were nine applicants and four were invited to come for an interview. Two interviews were conducted on Thursday, October 14 and two on Monday, October 18. We are hoping to select two for second interviews on November 3 with all of the trustees.

Other Board Members – No Report

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

- Staff development day was Friday, October 15. The morning was spent doing team building exercises outside, while the afternoon we had guidance on safety, security and awareness while working on a public desk. Our special guest was Mayor Rosenberg.
- We are looking into the influx of refugees coming into our community.

### Board Committees

- There was a meeting regarding the WVLS expectations that is expected to be ready for the November meeting.
- The Nominating Committee will need to meet to determine the election of officers and there are two members whose terms expire December 31 2021.
- There will be a meeting of the MoU taskforce within the next couple of weeks.

Friends of the Library – The Friends had their member only sale and received \$70 in new memberships along with \$343 in sales. The monthly sales have been going well for the group.

### MCPL Foundation – No Report

Wisconsin Valley Library Service – WVLS will meet again on November 20. WVLS did help support and collaborate with MCPL for staff development day.

### Health Department Update

I reached out to the Health Department and I explained what we are doing currently and they have no new guidance or recommendations. I did mention to them that we would like to require masks if patrons are wanting one on one computer help.

No motion was made.

### Standardized Check out Periods Policy Changes

We are aligning with the V-Cat recommendations for check out periods and we wanted to be consistent with our wording.

Library Card Registration Policy (10.01), Checkout Policies Fines and Fees (10.10), Laptop/Tablet Checkout Policy and Patron Agreement (10.12), E-Reader and Handheld Scanner Checkout Policy and Patron Agreement (10.14), User Fee – Photocopying, Printing, Faxing Fees (10.23), Interlibrary Loan Policy (10.24)

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ACCEPT ALL OF THE POLICIES THAT WERE LISTED. MOTION CARRIED.**

### Director Evaluation and Grievance Procedure

This is a new procedure to help address any grievances against the library director.

**A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY MICHELLE VAN KREY TO ADOPT THE DIRECTOR EVALUATION AND GRIEVANCE PROCEDURE. MOTION CARRIED.**

### Director Search Update

Personnel Committee met and reviewed the applications for the Library Director. There were nine applicants and four were invited to come for an interview. Two interviews were conducted on Thursday, October 14 and two on Monday, October 18. We are hoping to select two for second interviews on November 3 with all of the trustees.

### WVLS Expectations & Review Period Update

A report should be ready at the November meeting

Library Service Highlight: Central Wisconsin Book Festival Recap

Chad Dally gave a recap of the 2021 Book Festival events

Marathon County MLK Day On Training

The January 2021 trustee meeting falls on MLK Day. We could hold the meeting on that day, but the County will be holding an in-service day for staff. Moving the meeting to January 18 or January 24 would be another option.

It was decided to move the Library Board of trustees meeting to Tuesday, January 18 2022.

No motion was made.

Announcements

Board Member Beaström reminded the board of the potential move in Athens. The group met with the village board and the facilities committee, they would like a letter from MCPL indicating we would go along with the move. Leah will reach out to Athens to see what they need.

Request for Future Agenda Items

- Athens Branch Location
- MoU's
- Director update
- Debt Collection use data
- WVLS Expectations

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 12:49 P.M. MOTION CARRIED.**

  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 15, 2021.



**COUNTY OF MARATHON  
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Monday, September 20, 2021 at 12:00 noon  
Library Headquarters, Wausau Community Room.**


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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**
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5. (10 minutes) **Public Comments**
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  - 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

"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: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 20, 2021. Library Headquarters, Wausau Community Room.

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

Excused:

Others: Chad Dally, Ben Krombholz, Heather Wilde, 13 remote visitors

The meeting was called to order at 12:00 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 AUGUST 23, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY SCOTT WINCH TO APPROVE THE BILLS & SERVICES REPORT FOR AUGUST 2021. MOTION CARRIED.**

Public Comments – None

President – No Report

Other Board Members – No Report

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

- The report format has changed a bit.
- The roof is done!
- We have an IT Technician starting on October 4, we held interviews for the Support Services Manager, and we have interviews for the Business Specialist position next week and wrapped up interviews for the part-time Page.

Board Committees – The Personnel Committee met to review the Director evaluation and grievance procedure. We will be bringing that to the meeting on October 18 for review.

The Director position closes on October 1, the committee will be meeting the following week to review the applications, the questions and set up the interview committee.

The Nomination Committee will need to start meeting as there are two members' whose terms end this year and we will also need to have an election of officers.

Friends of the Library – The next meeting will be Monday, September 27. The 2022 programming request will be presented

MCPL Foundation – The Foundation met, but did not have a quorum so it was a casual meeting. They discussed the fundraising letter that would go out.

Wisconsin Valley Library Service – The strategic plan and budget was approved for 2022. MCPL and WVLS have been working together to plan the staff in-service day for Friday, October 15.

Health Department Update

I reached out to the Health Department and I explained what we are doing currently and they have no new guidance or recommendations. I also reached out to them recently about our staff in-service day. The precautions we have outlined are good, they are doing similar procedures at the Health Department.

No motion was made.

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

The Education, Extension and Economic Development Committee has asked that the motion go back to the Library Board. Do we want to move forward and have a public campaign to move to South Central Library System. We could stay with WVLS for another year and do a probationary period. Outline the things the Task Force had concerns about, approach WVLS if they are willing and see if they are able to meet our expectations.

**A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY DINO CORVINO TO POSTPONE CONSIDERATION OF WITHDRAWAL FROM WVLS FOR ONE YEAR TO ALLOW FURTHER ASSESSMENT TO OCCUR. MOTION CARRIED.**

We need to work on the expectations of WVLS, how do we want to make this happen. It was decided that Sharon, Kari and a few staff should work on identifying the expectations of WVLS.

2022 Resource Library Agreement Draft

Nothing has changed in with the agreement besides the year.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY DINO CORVINO TO ACCEPT THE 2022 RESOURCE LIBRARY AGREEMENT. MOTION CARRIED.**

2022 Budget

The budget meeting went as expected. They suggested a cut based on what might be left over at the end of the year, but we suggested an increase based on health insurance and underfunded subscription services. We agreed upon a flat budget. One thing that was brought up during the meeting was the way the library CIP project fund is used, how much is in there. The most prudent thing to do is make a policy which outlines what the library CIP project fund can and should be used for.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO ACCEPT THE 2022 LIBRARY BUDGET AS PRESENTED. MOTION CARRIED.**



County Department Memorandum of Understandings

Gary, Michelle, Sharon and Leah will review the MOU's and should have something in November to bring back to the Library Board.

No motion was made.

Library Services Highlight: Libby and Other Online Resources

Ben Kromholz gave an overview on Libby and our other online resources.

Announcements – None

Request for Future Agenda Items

- Director evaluation and grievance procedure
- Update on Library Director Position

**A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 1:03 P.M. MOTION CARRIED.**

  
Library Director or Designee