

Marathon County Public Library

Resource Library Report

January 2022

This includes the *Agenda and Director's Report* for the January 18, 2022 Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from November 15, 2021 and December 20, 2021.

**COUNTY OF MARATHON
WAUSAU, WISCONSIN****OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,
Tuesday, January 18, 2022 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/654722677> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 654-722-677.**

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. (15 minutes) **COVID-19 Update – For Discussion and Possible Action**
8. (10 minutes) **Library Trustee Essentials Review 1 & 2 – For Discussion and Informational Purposes Only**
9. (10 minutes) **Library Service Highlight: Collection Development – For Discussion and Informational Purposes Only**
10. **Request for Future Agenda Items**

11. **Next Meeting Dates**
- Monday 02/21/2022
 - Monday 03/21/2022
 - Monday 04/18/2022
 - Monday 05/16/2022
12. **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."

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMAILED BY: H. Wilde
EMAILED DATE: January 11, 2022
EMAILED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____



Marathon County Public Library

Director Report

January 2022

December Highlights

Aspen Discovery

Aspen is a full-featured Discovery System that WVLS has subscribed to for use by all member libraries. Available to patrons in January 2022, it integrates with eContent and other third-party providers, giving our patrons comprehensive access to all of our materials in one place. Aspen combines our library catalog with e-content, digital archives, and enrichment from all major third-party providers. It also improves relevancy and ease of use, provides native reading recommendations, displays all formats of titles within one result (FRBR), and much more. Aspen was implemented to give users an improved experience over other Discovery systems with less impact on library budgets.



Youth Services

The Youth Services team continued to film virtual story times and plan grab and go activities for 2022. Elizabeth Lutz visited John Muir Middle School and worked with three students in an afterschool program called G2M. They did a "book tasting" where they read the beginnings of a few middle-grade novels and then discussed them. Taylor and Rose made a socially distant passive program/display featuring a cut-out of a macaroni penguin and an emperor penguin. Kids (and parents) can measure themselves to see how tall they are in comparison to the two penguins. Two new "if you liked this, try this" booklists were created for the teen area.

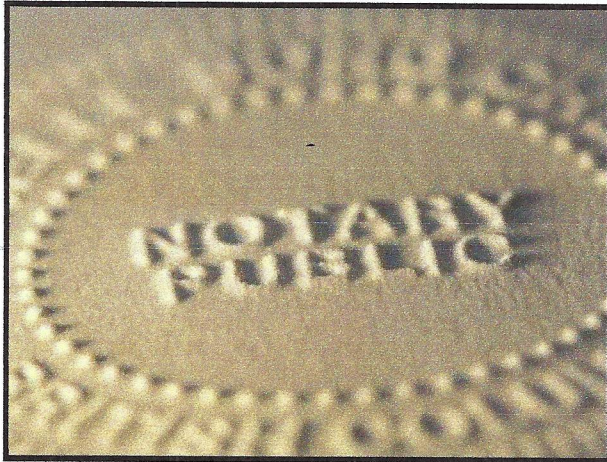
New Shelving Update

In late May, an order was placed with Witmer Furniture to create custom wood shelving for our ongoing Friends sale. This shelving is to be installed in the area next to the circulation desk where our previous metal shelving was. At the same time, an order to create art ledges for our

circulating art collection was placed as well. These ledges will be installed on walls spanning the second floor computer lab across from the adult reference desk. Due to staffing and supply chain issues, construction was delayed by several months. Finally, due to recurring issues with our newspaper display units in the past year, Witmer has also offered to manufacture replacement units for us. I am pleased to report that a recent update suggests that delivery of all of these items could arrive as early as January 12th.

Notary Services

Instituted in September, notary services are now available at MCPL Wausau. After several patron requests, adult librarian Julie Kinney took steps to become a certified Wisconsin Notary Public. Common items that need notarizing include immigration papers, auto titling forms, stock exchanges, wills and end of life directives. While we can notarize nearly anything, the most common documents are wills and end of life directives. Our service is available on a walk-in basis, but we are happy to take appointments as well. There is no cost for the service at MCPL.



Branches

Grab and Go craft kits continue to be popular at all locations. In December, we collectively handed out 270 fine motor ocean craft kits for kids and 85 "I Love Books" wooden heart craft kits for adults. Virtual book club continues at many locations. Additionally, artwork from the Mosinee Elementary School is currently on display at the Mosinee branch. Branch staff participated in the Aspen patron experience training. Some branches continue to have connectivity issues with Sierra, but MCPL, WVLS, and Marathon County are working on a long term solution. An "offline" Sierra program is being installed on branch computers which will help staff members complete circulation tasks if Sierra is not connecting. Spencer and Stratford both finished inventory of their entire collection. 2021 Wisconsin tax forms have arrived at some locations. Erica Petersen, the new Athens Branch Coordinator, started on December 27th. Wi-Fi antennas were installed in Mosinee and Stratford to extend Wi-Fi access to more of the community.



**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.**

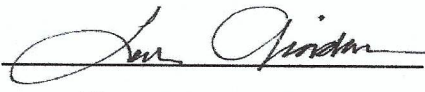
The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library 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: _____

Regular meeting of the Marathon County Public Library Board of Trustees
Monday, November 15, 2021 at 12:00pm
Library Headquarters, Wausau Community Room.

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

Excused: Kari Sweeney

Others: Heather Wilde, Stephanie Martell, Josh Klingbeil, Chad Dally, David Hahn,
Alexander Johnson, Taylor Weinfurter, 8 remote visitors

The meeting was called to order at 12:00 p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO
APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE
OCTOBER 14, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO
APPROVE THE BOARD OF TRUSTEE, PERSONNEL COMMITTEE MINUTES FROM THE
OCTOBER 18, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY MICHELLE VAN KREY TO
APPROVE THE BOARD OF TRUSTEE, INTERDEPARTMENTAL MOU TASKFORCE MINUTES
FROM THE OCTOBER 25, 2021 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SCOTT WINCH TO APPROVE THE
BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 18, 2021 MEETING. MOTION
CARRIED.**

**A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY MICHELLE VAN KREY TO APPROVE
THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 3, 2021 MEETING. MOTION
CARRIED.**

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

Public Comments – None

President – The Board of Trustees announced Leah Giordano as the new Library Director.

Other Board Members – No report

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

- Additional information was shared about Unique, the collection service used by the library. Unique's primary goal is to recover the library's materials.

- Seven of eight branch lease and Wi-Fi agreements have been completed and signed. Corporation Counsel is reviewing proposed changes by Marathon City. CCITC will start the Wi-Fi antenna install soon.

Board Committees – The nominating committee is nominating Sharon Hunter as president and Kari Sweeney as Vice President. They would also like the director to ask the County Administrator to reappoint Scott Winch and Kari Sweeney to the Board of Trustees.

Friends of the Library – The Friends had their 3 day weekend sale and made \$4412.88.

MCPL Foundation – The Foundation will be sending out their annual letter before the end of the year requesting donations.

Wisconsin Valley Library Service – Josh Klingbeil stated that WVLS is happy to continue working with MCPL.

Health Department Update - The Health Department does not propose any changes at this time.

Director Search Update – On October 18th the personnel committee interviewed several candidates and narrowed down the search to two candidates. On November 3rd the Board of Trustees interviewed these two candidates. The candidates completed a psychological evaluation, references were checked and then the position was offered to Leah Giordano. November 15th was her first day as the permanent Library Director.

WVLS Expectations Assessment - The director assembled a list of items for WVLS to look over based on the task force's recommendations. Items highlighted during conversation included:

- WVLS will help increase opportunities for MCPL to collaborate with like size libraries
- Communication between MCPL and WVLS will be increased
- ILS improvements will be looked at
- MCPL would like additional collaboration in collection development
- WVLS will help with professional development of our staff
- MCPL needs versus smaller libraries needs in the system will be addressed
- Quarterly reports by WVLS at Board meetings will be requested starting in January, 2022

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY GARY BEASTROM TO PRESENT THE LIST OF EXPECTATIONS TO WVLS. MOTION CARRIED.

Public Library Trustee Ethics Statement - Discussion on *United for Libraries Public Library Trustee Ethics statement*, *Trustee Essentials* and *Twelve Golden Rules of the Board Members*. It was agreed that Board members would review and sign the ethics statement annually.

Athens New Building Proposal - Leah met with Tracy Westfall to discuss the proposed move of the Athens branch if Athens procures the US Bank building. The new library space would be about 2100-2200 square feet while the current library space is 2024 square feet. The village would like a letter of support saying that MCPL would be interested in exploring the

possibility of moving to the new facility. MCPL cannot provide any financial help with the renovations, but we would be responsible for the moving of library contents. One concern brought up was whether the lease will continue to be with the village or will it change to the Progress Athens group.

2022 MCPL Holiday Closures - Library holidays coincide with the county's holidays except for two floating holidays that the library is open while the rest of the county is closed.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE HOLIDAY SCHEDULE AS PRESENTED. MOTION CARRIED.

Library Service Highlight: Inclusivity and Incoming Refugees - Taylor Weinfurter, youth services librarian shared what the library is doing to help the Afghan refugees that will be coming as soon as next week. She approached New Beginnings to see how the library can help and determined that the needs were twofold:

- Current residents may want education on what to expect. Book lists have been created and additional books added to the collection to fulfill these needs.
- New arrivals will need to feel welcome and have materials that they can use. In light of this we did a diversity audit of our collection and have increased materials to try to fill gaps. We may also offer tours to refugees when they arrive.

Announcements – None

Request for Future Agenda Items – None

Next meeting date – December 20, 2021 at 12:00pm.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO ADJOURN THE MEETING AT 12:55 P.M. MOTION CARRIED.


Library Director or Designee



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, December 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/839672437> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 839-672-437.**

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) **Athens New Building Letter of Interest – For Discussion and Possible Action**
9. (5 minutes) **WVLS Expectations Update – For Discussion and Informational Purposes Only**
10. (10 minutes) **Library Trustee Essentials Review & Public Library Trustee Ethics Statement – For Discussion and Possible Action**
11. (10 minutes) **Nominating Committee – For Discussion and Possible Action**
12. (10 minutes) **Library Service Highlight: Social Media and Marketing – For Discussion and Informational Purposes Only**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Tuesday 01/18/2022
 - Monday 02/21/2022
 - Monday 03/21/2022
 - Monday 04/18/2022
15. **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: December 14, 2021
FAXED TIME: 12:35 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

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

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

Excused: Dino Corvino (technical problems -unable to connect remotely), Michelle Van Krey

Others: Heather Wilde, Stephanie Martell, David Hahn, Alexander Johnson, Josh Klingbeil, 6 remote visitors

The meeting was called to order at 12:11 p.m. by Sharon Hunter.

Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR NOVEMBER 2021. MOTION CARRIED.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY GARY BAESTROM TO APPROVE THE BOARD OF TRUSTEE, INTERDEPARTMENTAL MOU TASKFORCE MINUTES FROM THE NOVEMBER 15, 2021 MEETING. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

Director's Report – Presented in the Board packet with additional details provided by Director Leah Giordano

- Witmer Furniture President, Kevin Schlinkmann is hoping to ship the Friends sale shelving and the art ledges to MCPL by year end. Witmer furniture is also rebuilding the newspaper racks at no additional costs due to the ongoing problems with the shelving.
- The sorter is showing signs of aging and a new machine may be required in the near future. The hope is that only the internal parts will need to be replaced. MCPL will likely need to get quotes soon to evaluate how to proceed.
- The aquarium issue is currently in a hold pattern and being watched for further issues.
- MCPL has an agreement with the Village of Marathon City and should be receiving a signed copy soon. This will complete the lease agreements for the next five years.

Board Committees –

- Personnel committee report presented by Scott Winch and Sharon Hunter- the 2022 MCPL Library Director Goals were distributed to trustees. The five goals are trustee onboarding, updating the MOUs with the county, developing a capital improvement project policy, professional development and reviewing the personnel assessment that was conducted at the time of hire. These goals will be reviewed at the monthly agenda meetings between the director and the board president and quarterly at the trustee meetings.
- The nominating committee will follow up when terms expire.

Friends of the Library – The Friends of the Library had their annual Christmas party and everything is going well with their current system of monthly member sales and quarterly larger sales.

MCPL Foundation – None

Wisconsin Valley Library Service – Kari Sweeney shared the highlights from the WVLS November meeting:

- MCPL and WVLS IT teams are working together to see if systems can be streamlined to reduce costs.
- WVLS is working with libraries to have the Aspen Discovery layer of the catalog fully functioning in February, 2022. This will offer patrons an improved and more customized experience.
- The 2022 Wild Winter Wisconsin Web Conference is January 26th and 27th. This is an online statewide conference led by WVLS's Jamie Matczak and registration is now open.

Health Department Update - Director Giordano talked with Russell Mech who recommended no changes, but encouraged carefully following current procedures due to the latest critically high COVID- 19 numbers.

Athens New Building Letter of Interest – Progress Athens and the Village of Athens are currently in the fundraising stage and may have made an offer on the bank building that hinges on the fundraising success.

A MOTION WAS MADE BY GARY BAESTROM; SECONDED BY SCOTT WINCH TO APPROVE AND SEND THE LETTER OF INTEREST. MOTION CARRIED.

WVLS Expectations Update - Leah Giordano met with Marla Sepnafski about the WVLS expectations from the MCPL board. Marla has agreed these expectations are reasonable and achievable. She will attend the MCPL trustee board meetings quarterly in March, June, September and December to discuss how WVLS is meeting these expectations.

Library Trustee Essentials Review and Public Library Trustee Ethics Statement – The board has decided to review and sign the Public Library Trustee Ethics Statement annually and to discuss the Marathon County Public Library Trustee Essentials according to the monthly schedule presented by Sharon Hunter.

Nominating Committee – The nominating committee submitted Sharon Hunter as President and Kari Sweeney as Vice President.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO CLOSE THE NOMINATIONS AND ACCEPT THE RECOMMENDATIONS AS PRESENTED WITH SHARON HUNTER AS PRESIDENT AND KARI SWEENEY AS VICE PRESIDENT. MOTION CARRIED.

Library Service Highlight: Social Media and Marketing – Dan Richter, MCPL's Marketing Specialist, shared what is involved in the library's marketing process. Library staff draft press releases on events for newspapers, Facebook, Twitter and Instagram. Staff also write blogs about relevant issues and book reviews that are shared on MCPL social media or on Goodreads. Grab and go projects are shared on Pinterest with links to where the ideas originated. YouTube has grown significantly over the last year from less than 100 to over 500 followers. As the Marketing Specialist, Dan is always looking for new ways to promote the library.

Announcements – Due to Martin Luther King Day on January 17th, the next meeting will be held on Tuesday, January 18, 2022.

Request for Future Agenda Items – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BAESTROM TO ADJOURN THE MEETING AT 12:52 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 18, 2022.