

Marathon County Public Library

Resource Library Report

November 2022

This includes the *Agenda and Director's Report* for the upcoming November 21, 2022 Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from September and October 2022.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, November 21, 2022, at 12:00 noon
Library Headquarters, Wausau Community Room.**

Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/193271997> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 193-271-997.**

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** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
6. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: procurement process for book sorter.
7. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
 - A. Announcements and/or Action Regarding Closed Session Discussion
8. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.
9. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
 - A. Announcements and/or Action Regarding Closed Session Discussion
- 10.(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

- 11. (5 minutes) 2023 MCPL Holiday Closures – For Discussion and Possible Action
- 12. (10 minutes) System Expectations Review – For Discussion and Informational Purposes Only
- 13. (15 minutes) Trustee Essential 20 & 21– For Discussion and Informational Purposes Only
- 14. Announcements
- 15. Request for Future Agenda Items
- 16. Next Meeting Dates
 - Monday 11/28/2022
 - Monday 12/19/2022
 - Monday 01/23/2023
 - Monday 02/20/2023
 - Monday 03/20/2023
- 17. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: November 15, 2022
EMAILED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____



Marathon County Public Library

Director Report

November 2022

Wausau Police Community Outreach Specialist Collaboration

Starting November 7th, the Marathon County Public Library will begin a weekly partnership with Tracy Rieger, the Community Outreach Specialist from the Wausau Police Department. This collaboration began because of MCPL's own dedication to community involvement and outreach.

Taylor, Children's Librarian, was introduced to Tracy at an event for the Boys and Girls Club in late August. Taylor demonstrated exactly why our staff attend outreach events; outreach provides an opportunity for us to connect with resources that can transform lives, and Tracy provides just that kind of service to Marathon County.

Tracy began her position at the Wausau PD in September, and Katelyn, Library Services Manager, reached out to her in early October. After a brief in-person meeting at the library, Tracy and Katelyn formed a plan to support Marathon County Public Library patrons experiencing homelessness. Because Tracy's focus is providing resources for the unhoused community, she must constantly be out in the community serving the public. Beginning November 7th, Tracy will hold office hours at the library every Monday and Thursday. She will meet regularly with our patrons experiencing homelessness to connect them with a growing network of support available for them in Marathon County.

This partnership is a huge asset to the Marathon County Public Library and the Wausau community. According to the 2019-2021 LIFE Report, 3,069 families and 2,217 children are living in poverty in Marathon County¹. In 2021 alone, 850 individuals sought emergency shelter, Ben Lee of United Way of Marathon County reported in February of this year². Our collaboration with Tracy will bring much-needed support directly to unhoused individuals who utilize the public library.

MCPL Notary Services

There are some questions that you just seem to get over and over again when working the public desk. At the Marathon County Public Library, one of those questions is, "Is there a notary here?"

The answer to that question used to be "no," but since September 2021, MCPL has offered notary services at its Wausau Headquarters and it's a resource that has been incredibly popular.

After years of patron inquiries and requests, Adult Services Librarian Julie Kinney took the steps needed to become a certified Wisconsin Notary Public. Notary services are offered on a walk-in

basis, in coordination with Kinney's work schedule. The service is offered to the public for free, whereas many banks and other institutions with a notary charge a fee or require you to be a member.

In a given month, MCPL sees an average of 15-20 patrons seeking a notary. That number has continued to increase in recent months, with more than 20 patrons seeking a notary in August and September. Common items that need notarizing include immigration papers, auto titling forms, property and real estate documents, wills and end-of-life directives.

To learn more about MCPL's notary services, call 715-261-7230. To find a notary in your area, visit www.wdfr.org/apps/NotarySearch.



Library Services

Outreach was a big focus for the library this October. Our Youth Services team partnered with the Wausau School District Gifted and Talented Leadership program to give students a tour of headquarters on October 18. The fifth-grade students who toured the library and met with staff expressed their gratitude in several handmade thank-you cards. Other outreach highlights include the following: Taylor, Children's Librarian, attended the Head Start Resource Fair on October 20 to provide parents and families with information about the library. Elizabeth, Library Specialist, was invited by Trinity Lutheran School to speak to a kindergarten class as part of a series on community helpers. Chad, Library Specialist, was asked to speak about the library to local AARP Chapter 272; Chad presented on library programs, services, and more on October 17. Nikki, Athens Branch Coordinator, reached out to a local assisted living center to offer library services to residents. All of our outreach activities this month supported our goal of enriching lives by promoting lifelong learning and actively providing the community with access to ideas, information, and opportunities to connect.

MCPL offered several popular programs this month. We welcomed the Wausau Fire Department to the library during story time; firefighters explained fire safety, gave families a firetruck tour, answered questions, and showed off their gear to the delight of kids and parents alike. Pokémon Club met a second time with a strong group of very excited families. During the two days of no classes in October, school-aged kids enjoyed a scavenger hunt and other activities celebrating the popular Dog Man book series. Two beginning computer classes were offered at headquarters to adult learners new to technology; the classes were well-attended and the series will continue, and potentially be offered at other branches, in 2023.

Branches

Grab and Go craft kits continue to be popular at all locations. In October, we handed out numerous geometric sculpture craft kits for kids and soap in a sweater craft kits for adults. Creative book displays were featured at all locations including ones like "Reading Makes You Sharp," "Once Upon a Crime," "Spook-tober," "Football Fans", and "Pet Adoption Month." In Athens, 5 different school groups are visiting the library for checkouts, book talks, and crafts either every week or every other week on recurring days and times. In Stratford, Pre-K – 8th graders from a local private school are also visiting the library a few times a month. We are very happy to welcome back local school groups at all locations.

The Mosinee branch started hosting artwork from the Mosinee School District again and currently have a display of artwork from 3rd grade, all artwork centered around the artist Piet Mondrian, which features primary colors, bold black lines, and shapes. We love how the artwork brightens our children's area in the library, and how families come and stop by to see their child's work featured! The Rothschild Branch is hoping to start a similar partnership soon. In Stratford, children and adults enjoyed our Frankenslime Family Fun Night on Oct. 18. Participants could design their own container and create their own spooky slime concoction while enjoying some fun spooky music and socializing. Thirty-seven children, six young adults and 18 adults attended this event.

Spencer has had their first teen sign up for MCPL's "100 Books Before Graduation" program. She has hit her first goal of 20 books and received a teen backpack. "Cribbage at the Library" has also returned to Spencer! Seven adults came to have a fun filled time taking turns playing two handed and three handed cribbage.

Many MCPL staff members have filled in and covered shifts in a variety of locations this month. We greatly appreciate all of the help and teamwork! In other staffing news, Laura attended interviews for the open 30 hour branch assistant position in Rothschild on 10/7. Ersa, the Rothschild 20 hour assistant, has been promoted to the 30 hour position. Congratulations Ersa! Wanda W. was hired as our new 20 hour assistant in Rothschild and started MCPL orientation on 10/31. We are excited to welcome Wanda to our team!

**Thank you to Katelyn, WVLS, and Laura for your updates and contributions.*



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, October 17, 2022 at 12:00 noon
Library Headquarters, Wausau Community Room.**

Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/694603141> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 694-603-141.**

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** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
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) **January 2023 Meeting Date Change – For Discussion and Possible Action**
8. (10 minutes) **Fiscal Powers of the Library Board and the Library Director Policy Update – For Discussion and Possible Action**
9. (10 minutes) **Automated Materials Handler Proposals Recommendation – For Discussion and Possible Action**
10. (10 minutes) **Strategic Plan Discussion – For Discussion and Possible Action**
11. (10 minutes) **System Contract Renewal Discussion – For Discussion and Possible Action**
12. (15 minutes) **Trustee Essential 17 – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**
15. **Next Meeting Dates**
 - Monday 11/21/2022
 - Monday 12/19/2022

16. Adjourment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: October 10, 2022
EMAILED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday October 17, 2022.

Present: Sharon Hunter, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Absent: Jeff Campo

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and two additional guests, remote visitors: Anne Hamland, and five additional 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 REID RAYOME; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 19, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY SECONDED BY GARY GISSELMAN TO APPROVE THE BILLS & SERVICES REPORT FOR SEPTEMBER, 2022. MOTION CARRIED.

Public Comments – Chris Dickinson, Marathon County Board Supervisor, District 29 asked that the County Board Supervisors be updated on the actions being taken by the MCPL Board in regard to comments made on MCPL collection concerns.

President –None

Other Board Members – None

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

- County Administrator, Lance Leonhard, updated directors on the AARPA requests submitted to the county. The county has asked that the capital budget include no additional borrowing and no new AARPA funding. Additionally the Human Resource Finance Property Committee would like the focus of the AARPA funds to be on mandatory and end of life updates. Therefore, the third floor of the library will likely not be updated with AARPA funds. Based on normal maintenance schedules, the library HVAC system may be scheduled for repairs in 2024, which may include expanding the system to the third floor.
- The library currently has an opening for a 24 hour per week library specialist.
- Library Board Trustees were provided with a folder of correspondence about the current collection concerns.
- Currently the Reconsideration Committee is working on one reconsideration request. Additionally a committee has been formed to look at the appeal on another request.

Board Committees - The MoU Task Force has provided the County Administrator with copies of the proposed MoU contracts and are awaiting a response.

Friends of the Library –The Friends made approximately \$500 at the last members' sale. The September 26th meeting covered general business items.

MCPL Foundation – The next Foundation meeting is November 10th.

Wisconsin Valley Library Service –The last WVLS meeting covered the 2023 budget. The next meeting is scheduled for November 19th. Kari Sweeney, MCPL's representative on the WVLS Board will attend the WLA conference the first week in November.

January 2023 Meeting Date Change – The January Board meeting lands on Martin Luther King Day which is a training day for county staff so the library will be closed. The January, 2023 Board meeting will be moved to January 23rd.

Fiscal Powers of the Library Board and the Library Director Policy Update – The new policy is an update of a policy that has been in place for several years. As requested by the MCPL Board and the County Administrator, the policy was changed to more clearly define what the Positive Fund Balance/CIP funds will be used for. These funds, which are annual budget funds left over at the end of the year, will be used for specific long term and multi-year challenges that are not funded with the annual budget. In conjunction with this policy a technology inventory and technology plan for the library will be created in 2023.

A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY MICHELLE VAN KREY TO APPROVE THE POLICY AS PRESENTED. MOTION CARRIED.

Automated Materials Handler Proposals Recommendation – Two proposals were received by the September 30th deadline. Library staff continue to evaluate the best option for MCPL. This item was tabled until the next Board meeting with the option to go into closed session for Trustees to hear confidential information about the proposals.

Strategic Plan Discussion – The library would like to start working on a strategic plan in 2023. Options include hiring an external consultant or getting guidance from the County Health Department. There would be pros and cons of using internal versus external sources for the development of a strategic plan. The board has authorized staff to move forward with this process, including creation of a request for proposal (RFP) if needed and could authorize the use of Positive Fund Balance/CIP funds for this project.

System Contract Renewal Discussion- The previous task force that looked into the potential system change recommended waiting a year before acting on any system change. With this in mind the Board created an expectation list for WVLS that was approved at the November, 2021

board meeting. WVLS has given quarterly updates describing how they have met these expectations. The last quarterly presentation will be in December, 2022. The Board will continue to evaluate the meeting of these expectations and will discuss at the December meeting.

Library Trustee Essentials: Chapter 17 – Discussion led by Kari Sweeney

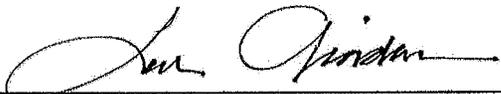
- Essential # 17 – Membership in the Library System – There are 484 member libraries with 16 library systems in Wisconsin. MCPL is a member of WVLS which has 25 member libraries across 7 counties. Library systems were created in 1971 to increase cooperation rather than competition among libraries and to get access to resources for libraries across the state. Library systems support libraries with things like technology, professional consultation, and ILS systems. Libraries can help the library systems by communicating the local needs that they have and participating in the library systems planning.

Announcements

- County emails for library trustees has been approved and CCITC is working toward providing the new emails.
- The county budget process includes an educational meeting for the County Board October 20th, a public hearing on November 3rd and a decision by the County Board on November 10th.

Request for Future Agenda Items - None

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 12:43 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 21, 2022.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

A meeting of the Marathon County Public Library Board of Trustees,
Monday, September 19, 2022 at 12:00 noon
Library Headquarters, Wausau Community Room.

Persons wishing to attend the meeting by computer or phone may log or call into the meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/719020909> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 719-020-909.

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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** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
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) **2023 Library Budget – For Discussion and Possible Action**
8. (15 minutes) **WVLS Expectations Quarterly Update – For Discussion and Informational Purposes Only**
9. (10 minutes) **Trustee Essential 16 – For Discussion and Informational Purposes Only**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
 - Monday 10/17/2022
 - Monday 11/21/2022
 - Monday 12/19/2022

13. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: September 13, 2022
EMAILED TIME: 11:50 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday September 19, 2022.

Present: Sharon Hunter, Jeff Campo, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney (remote), Michelle VanKrey (remote), Leah Giordano

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Chris Holman, Marla Sepnafski, Jamie Matczak, Susie Hafemeister and 56 other visitors; Remote visitors: Lance Leonard, Sarah Severson, Mike Puerner, Anne Hamland, Brenda Walenton, Katie Zimmerman, Martha Van Pelt and three additional 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 GARY GISSELMAN; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 15, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE BILLS & SERVICES REPORT FOR AUGUST, 2022. MOTION CARRIED.

Public Comments – Shantese Tarpey, Dr. Robin Baker, Tanya Riehle, Joanne Leonard, Erin Crawford, Jesse Wellhoefer, Timothy Sondelski, and James Juedes – Members of the public voiced concerns about the content of some of the library's books. Some speakers alleged that the content was pornographic in nature and/or alleged that it was a violation of Wisconsin statutes 948.10, 948.11 and 948.12 and the 2008 ruling by the United States Supreme Court on United States vs. Williams.

President – Director Leah Giordano is on target with goals.

Other Board Members – None

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

- The Spencer branch recently hosted a presentation which attracted over 350 attendees. The presentation featured an air traffic controller in New York on September 11, 2001.
- Staff Development day was September 16th and gave staff a chance to learn more about library security from Steve Albrecht, an expert in the field.

Board Committees – The MoU Task Force is finalizing edits on the documents and they will soon be available for review by the county and individual departments.

Friends of the Library –The next Friends of the Library meeting is Monday, September 26th. During the Wausau Artrageous Weekend event, the group purchased new art for the library to circulate.

MCPL Foundation – The Foundation met on November 8, 2022 and has filled one board position, but is still looking for additional members.

Wisconsin Valley Library Service – The Wisconsin Library Association convention is coming up November 1-4, 2022.

2023 Library Budget – Presented by Stephanie Martell, MCPL Business Specialist with additional comments by Lance Leonard, County Administrator

- The overall budget has increased due to the estimated wage increases as a result of the county compensation study. The library has decreased its operating budget by 2.3% to offset some of this.
- Internet and phone services that were not in use were disconnected.
- RFID equipment maintenance fees are temporarily reduced because the maintenance contract was not renewed in anticipation of the new AMH purchase. Money for potential repairs is still in the proposed budget.
- Budgeted V-CAT fees have increased because this line item was under budgeted in the past and the fees are increasing for the upcoming year.
- Processing fees have increased from the library's primary book vendor. Processes have moved in house to reduce expenses and staff will look into additional processes that can be done internally.
- Liability insurance expenses have greatly increased and therefore the amount passed on from the county has increased.
- Increased utility costs have increased individual branch expenses.
- The county's last fall compensation study was in 2014. All county departments are effected by the expected wage increases and budget constraints. The county-wide impact is expected to be 8%, approximately \$3 million.
- During the 2022 budget process the County Administrator proposed aiming for \$300,000 in the library's reserve funds. Current estimates predict that the library will end the year with about \$430,000 in its reserve fund with an additional \$289,000 in rollover funds. The County Administrator is working on how to get this to the desired \$300,000 reserve fund balance.
- In 2023 additional planning will solidify how the reserve funds will be needed in upcoming years including for technology and third floor renovations to the library.
- By looking at the capital improvements prioritized by the library board, the county can plan for needed resources.

A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY REID RAYOME TO APPROVE THE BUDGET AS PRESENTED. MOTION CARRIED.

WVLS Expectations Quarterly Update – Presented by WVLS Director Marla Sepnafski and Jamie Matczak, WVLS continuing education consultant

- In an effort to help with onboarding new trustees, WVLS created a video that describes the role of library systems in general and the work that WVLS does specifically.
- To initiate reviews of new ILS products, a committee was created in January that has since reviewed six vendors. After creating a scoring matrix the committee narrowed the selection down to three vendors (The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra) that will demonstrate their product in the coming months.
- As presented at the last update, 14,000 bibliographic records that did not have subject headings have been corrected. To ensure this doesn't happen again, WVLS is training new catalogers on this topic and doing monthly checks for records accuracy.
- With the help of a Federal grant, WVLS is collaborating with other systems on cataloging projects that help create complete and accurate records by working toward common practices and standards.
- To provide additional continuing education opportunities, WVLS is collaborating with other library systems. In 2021 they provided 61 hours of training and are on target to do the same in 2022. Three of these events are the Wild Wisconsin Web conference, Wisconsin Trustee Training and Tech Days' webinars.
- Due to decreased budgets at many libraries, WVLS training opportunities and scholarships have become even more important.
- To provide mentoring and networking opportunities, WVLS paired MCPL with Brown County Library and recently two MCPL staff members went to Brown County to tour the facilities and meet with staff.
- Additional services provided by WVLS include Staff Development Day planning, Digital Bytes and a newsletter with training opportunities.

Library Trustee Essentials: Chapters 16 – Discussion led by Reid Rayome

- Essential #16- Ethics and Conflict of Interest Laws Applying to Trustees- The code of ethics and conflict of interest laws apply to library trustees to ensure that they do not personally benefit financially from any actions of the Board. To prevent even the appearance of unethical behavior, members should notify the Board in advance that there is a conflict of interest with an agenda item and they should leave the meeting while that item is discussed, making sure that the minutes reflect that they left. Trustees may not accept any items or services in exchange for voting in a particular way or for showing favoritism. It is a felony for a trustee with a financial interest to participate in making a contract in their official capacity in excess of \$15,000. Trustees have a duty to uphold the public image of the Library Board.

Announcements - none

Request for Future Agenda Items – The MoU Task Force may be ready for approval at the next meeting.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 1:03 P.M. MOTION CARRIED.

A handwritten signature in black ink, appearing to read "Andrea Sheridan", written over a horizontal line.

Library Director or Designee

Note: These minutes subject t to approval at the next Library Board meeting scheduled for October 17, 2022.