

Marathon County Public Library

Resource Library Report

March 2023

This includes the *Agenda and Director's Report* for the upcoming March 20, 2023, Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from February 2023.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, March 20, 2023, 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/274047389> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 274-047-389.

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) **Year End Fund Transfer – For Discussion and Possible Action**
8. (5 minutes) **Policy Update – For Discussion and Possible Action**
 - 11.01 Storytime Policy
9. (30 minutes) **Library Service Highlight: Trustee Overview with Shannon Schulz – For Discussion and Informational Purposes Only**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
 - Monday 04/17/2023
 - Monday 05/15/2023 – Rothschild Branch
 - Monday 06/19/2023
 - Monday 07/17/2023

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: March 15, 2023
EMAILED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Marathon County Public Library

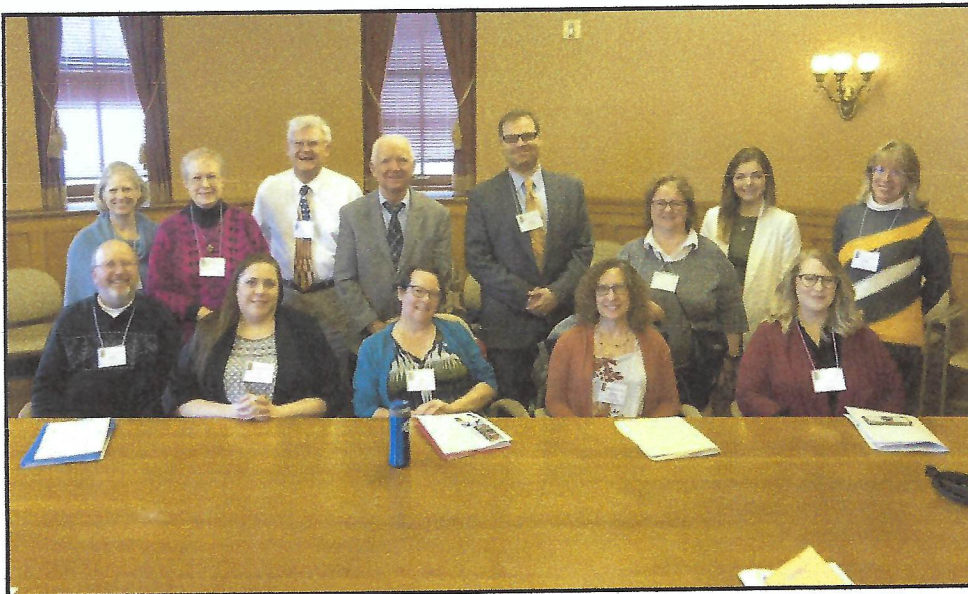
Director Report

March 2023

Highlights

Library Legislative Day

In February, Library Services Manager Katelyn Sabelko attended Library Legislative Day at the Wisconsin Capitol with a scholarship from WVLS. Every year the Wisconsin Library Association organizes appointments for Wisconsin library professionals to meet with local legislators. During these meetings, we have the opportunity to talk about the importance of libraries with legislators face-to-face.

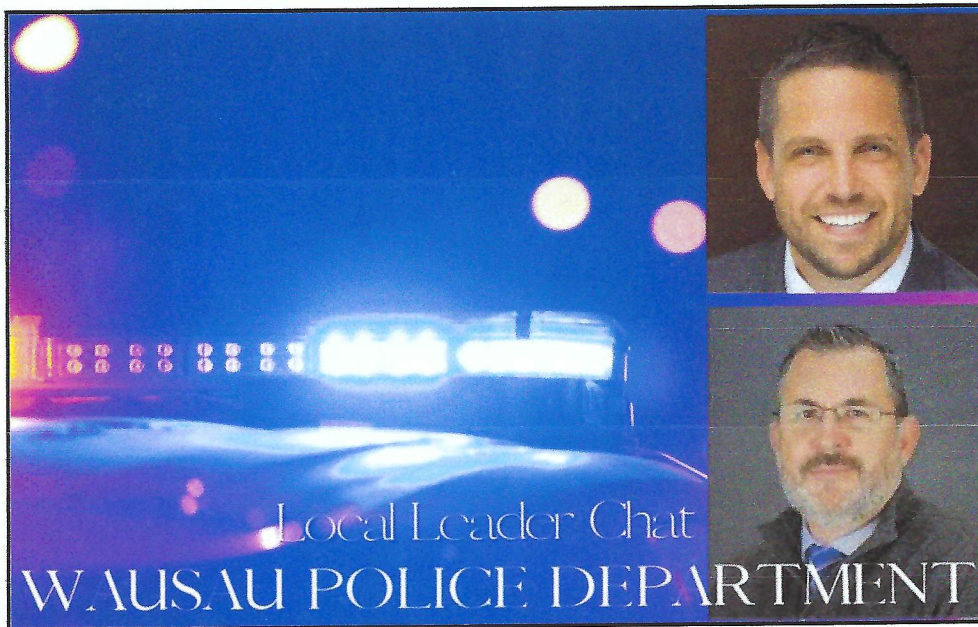


This most recent Library Legislative Day, Katelyn met with six legislators who represent different parts of Marathon County. Alongside team WVLS, she provided our legislators with information about MCPL services and an invitation to visit any of our branches. Sharing stories of impact was the highlight of each meeting, where legislators shared their experiences in libraries with Katelyn, and she shared special stories with them.

Library Services

Although February is a short month, Library Services filled every week with activity. Our Local Leader Chat with the Wausau Police Department was a highlight for the Adult Services team. We had 21 attendees join us in the library for a discussion with Police Chief Bliven and Deputy Chief Barnes. One very young

attendee was given a toy badge, and all attendees enjoyed the opportunity to hear about local issues and ask questions.



Our Library Services team was also out in the community this month. Outreach efforts included staff-led library presentations at the Golden Kiwanis and Shriner's Auxiliary meetings, attending the Community Partners Campus open house and tour, and leading an afterschool group at the Wausau School District's G2M program. In addition to the G2M program, the Youth Services team partnered with Wausau schools by hosting a Book Bowl event in the library for participating 4th and 5th grade students. Mount Olive 3K and 4K classrooms visited the library for their very own Elephant and Piggie party, complete with a fun skit acted out by our Youth librarians and library specialist and character headbands and puppets. Our Elephant and Piggie programs for the public were also well-received and popular. Regular story times and Pokémon Club continued to be popular with healthy groups participating regularly. Another big focus of February for Youth Services was planning for the future; we continue to prepare for this year's exciting Summer Library Program.

Branches

Grab and Go craft kits continue to be popular at all locations. In February, we continued to hand out numerous shattering boomerang craft kits for kids and thimble bouquet pendant craft kits for adults. Creative book displays were featured at all locations including ones like "Love Gone Wrong," "Valentine's Day," "Woodland Creatures," and "I Googled my symptoms and it turns out I just need more books". Story time was also held at many branches, scheduled either weekly, biweekly, or monthly. We hope to welcome more friends to story time as the year continues.

Our Spencer branch has been busy with class visits. On February 6th, Audrey was invited to the Spencer Elementary School to be presented with 200 bookmarks that were made by the elementary school students. This project was led by Leah Boone the advisor for the Fifth Grade Leadership Program. They are now handed out to patrons checking out items. We have received many compliments on them. On February 8th, the 2nd and 3rd grade classes from the Spencer Mennonite School came to the library for a visit. Audrey read them two stories and the children were able to check out books.

Athens held a week-long event titled Solar Week. This included a large display of books about the sun;

make-at-home activity directions for Crystal Sun Catchers, Sun Prints, and Sunspot Cookies; and an in-house craft that allowed patrons to make their own sun dials with straws and paper plates. One of the area schools brought their 1st/2nd grade class over and Nikki led a short lesson on sun dials and helped students each make one. We then took our sun dials outside in the sunshine to test them!

Julie G. from Rothschild attended the 2023 Child, Student, and Family Disability Resource Day at DC Everest to promote the library.

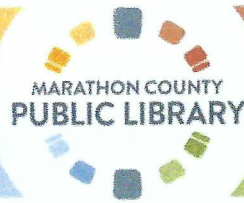
All branch staff members attended Teller training with Stephanie M. in preparation for the Teller rollout on 2/13. Branch coordinators attended a SLP planning meeting with Taylor, Rose, and Katelyn on 2/17.

Athens experienced multiple leaks in the roof and window sashes this month. Originally leaking in only one spot, the incoming melt water spread to 8 different ceiling tiles. Kulp's in Stratford came out to assess and patch the roof. They will be doing a larger repair/replace job once the snow is melted from the roof. No books were damaged during the leak. Julie K. from Wausau came out to bring fans and buckets, and to help Nikki in moving a large number of materials away from the area most concerning. Many items have been returned to their respective places, but several bins of picture books still remain behind the desk in case the leak should reoccur in an area that could cause damage to the books.

Library Services Statistics & Activities

News

- Elizabeth, Jailin, and Katelyn attended the Community Partners Campus Open House & Tour on February 1
- Youth Services held a monthly meeting on February 2
- Julie attended a V-Cat meeting February 2
- Elizabeth and Chad met with the Central Wisconsin Book Festival committee on February 6
- Chad did outreach on library history at the Golden Kiwanis meeting on February 6 for 15 attendees
- Kate and Tara participated in Purchasing and Processing meetings on February 7 and 22
- Chad did outreach on library services and resources for seniors at the Shriner's Auxiliary meeting on February 10 for 12 attendees
- Julie, Taylor, and Katelyn attended the Team Leads meeting on February 8
- Julie attended a webinar titled "Native Stories, Native People" on February 15
- Taylor led a Branch Coordinator SLP planning meeting on February 17
- Kate, Tara, and Katelyn held a meeting to review collection development policy on February 20
- Kate attended the WVLS Overdrive Advantage Committee Annual Meeting on February 28
- Ben and Tara worked together to create a Youth Services programming calendar printable
- Allycia took over ordering Library Services supplies and reorganized the Reference office's handouts and office supplies
- Dan worked with County Admin on content for MCPL's new landing page on the County's redesigned website (coming soon) and new email newsletter delivery system (also coming soon)
- Jailin and Dan organized February adult book displays on Black History Month, "Blind Date with a Biography," Mythopoeic books, and an "I Heart Books" teen display
- Wausau's first and second floor study rooms were used 75 times in February, and the meetings rooms were used 24 times
- Katelyn attended the SRLAAW meeting in Madison on February 6
- Katelyn participated in Library Legislative Day in Madison on February 7
- Katelyn attended the Library Board meeting on February 20
- Katelyn visited the Athens branch on February 20



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 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Valley Library Service
7. (10 minutes) **Welcome and Introduction of New Trustees – For Discussion and Informational Purposes Only**
8. (10 minutes) **Committee Appointments – For Discussion and Possible Action**
 - Nominating Committee (2)
 - Building Committee (1)
9. (10 minutes) **Approval of Annual Report for DPI – For Discussion and Possible Action**
10. (5 minutes) **Statement Concerning System Effectiveness – For Discussion and Possible Action**
11. (15 minutes) **Library Service Highlight: Homebound Services – For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**
14. **Next Meeting Dates**
 - Monday 03/20/2023
 - Monday 04/17/2023
 - Monday 05/15/2023 – Rothschild Branch
 - Monday 06/19/2023

15.

Adjournment

Signed: 
Library Director or Designee

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EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: February 14, 2023
EMAILED TIME: 10:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday February 20, 2023.

Present: Kari Sweeney, Becky Buch, Gary Gisselman, Brent Jacobson, LeeAnn Podruch, Reid Rayome, Andrea Sheridan, Leah Giordano

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Stephanie Martell, David Hahn, Jailin Peterson, Marla Sepnafski, Katie Zimmerman and one additional visitor. Remote visitors: Heather Wilde, Jamie Matczak, and three additional remote visitors

The meeting was called to order at 12:00 p.m. by Kari Sweeney.
Kari Sweeney acknowledged visitors at the meeting.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JANUARY 23, 2023 MEETING. MOTION CARRIED.

Bills and Services reports were not available due to new Workday software in use by the County. They will be presented to the Board when the reports can be completed.

Public Comments – None

President – President Kari Sweeney welcomed the three new trustees.

Other Board Members – None

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

- The County transition to the new Workday system has delayed the creation of financial reports usually presented monthly to the Board of Trustees. It has also impacted the financial numbers that are in the Annual Report. The report has been completed with the most up to date information available and will be updated when final numbers are available from the County Finance Department.
- A Request for Proposal for the library's strategic plan has been drafted by the Director and reviewed by Corporation Counsel. It will be published on March 1, 2023 for consultants that would like to submit proposals for the project.

Board Committees – None

Friends of the Library – The Friends had their annual meeting on January 28, 2023. They elected new board members and hosted a local author who discussed self-publishing.

MCPL Foundation – The Foundation’s next meeting is March 9, 2023.

Wisconsin Valley Library Service – The Board met on February 18, 2023 and welcomed three new members. Their next meeting is in March.

Welcome and Introduction of New Trustees – All Trustees introduced themselves to the group.

Committee Appointments- LeeAnn Podruch and Becky Buch will join the Nominating Committee and Brent Jacobson will join the Building Committee.

Approval of Annual Report for DPI – The Annual Report is due to WVLS on February 23, 2023 and is therefore being presented with the current data available. Financial numbers will be updated as they are finalized.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME THAT THE ANNUAL REPORT BE APPROVED. MOTION CARRIED.

Statement Concerning System Effectiveness

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY REID RAYOME TO APPROVE THE STATEMENT IN THE ANNUAL REPORT. MOTION CARRIED.

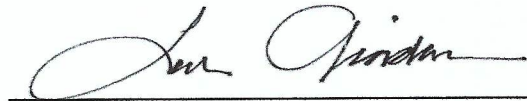
Library Service Highlight: Homebound Services- Presented by Library Specialist Jailin Peterson.

- Homebound Services are available if a patron can’t physically come to the library. The library will mail or deliver hand selected items, usually large print and audio materials, to patrons at their residence.
- Currently there are two volunteers that help pick items and two volunteers that help deliver items.
- The USPS allows for free postage on “materials for the blind and physically handicapped” that meet specific criteria.
- The Homebound staff are also the local contact for Wisconsin Talking Books and Braille Library.
- Homebound services provide local care facilities and retirement communities with activity packets and information about how individuals can use the services.
- The program has about 85 active participants at this time.

Announcements – None

Request for Future Agenda Items – The Director is in contact with Shannon Schultz from DPI about presenting a Trustee refresher at the March meeting.

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BRENT JACOBSON TO ADJOURN THE MEETING AT 12:37 P.M. MOTION CARRIED.

A handwritten signature in black ink, appearing to read "L. Jordan", is written over a horizontal line.

Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 20, 2023.