

**Marathon County Public Library**

**Resource Library Report**

**May 2023**

This includes the *Agenda and Director's Report* for the upcoming May 15, 2023, Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from March 2023 and April 2023.



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, May 15, 2023, at 12:00 noon**

**NOTE CHANGE OF LOCATION:**

**Village of Rothschild, Community Room  
211 Grand Avenue  
Rothschild, WI 54474**


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/179957253> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 179-957-253.

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](mailto: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: evaluation of strategic plan consultant proposals.
7. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
  - A. Announcements and/or Action Regarding Closed Session Discussion
8. (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
9. (10 minutes) **Athens Relocation Commitment Letter – For Discussion and Possible Action**
10. (10 minutes) **Library Service Highlight: 2023 Summer Library Program – For Discussion and Informational Purposes Only**
11. **Announcements**
12. **Request for Future Agenda Items**

13.           **Next Meeting Dates**
- Monday 06/19/2023
  - Monday 07/17/2023
  - Monday 08/21/2023
  - Monday 09/18/2023
14.           **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](mailto: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: May 10, 2023  
EMAILED TIME: 8:15 a.m.

NOTICE POSTED AT COURTHOUSE

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



# Marathon County Public Library

## Director Report

### May 2023

#### Highlights

##### New Sorter Installed

Our new materials sorter is installed and operational! This was a big project that took many months to complete and required coordination between MCPL, CCIT, Facilities, WVLS, and Lyngsoe/Envisionware. The project was completed on schedule, with only a couple minor network hiccups that were easily remedied along the way. Compared to our old sorter, the new device is smaller, faster, quieter, more energy efficient, simpler to configure, quicker to repair, gentler on the library materials, and (most useful of all) has an additional bin that allows it to do a finer-grained sort! We expect it will serve the library well for a decade or more.



##### Strategic Plan Proposal Overview

In response to the request for proposals posted throughout the month of March, we received a total of four strategic planning consultant proposals. Of those four, the top two were selected by our review committee for interviews. Interviews were held in mid-April, and after discussion, a top choice was selected that we feel best meets the culture and hopes for the library's

strategic plan. That recommendation will be presented to the Library Board at May's meeting for discussion and possible action.

## Library Services

In April, Library Services focused on making and fostering community connections. Adult Services continued to offer social hour programs in the Wausau Community Room; the goal of these programs is to give people the opportunity to make new friends and socialize in person. The social hour programs held in the afternoon seem the most popular with our community, and we look forward to seeing this new program grow. Other popular adult programming this month included our virtual gardening series, hosted by Extension Marathon County. Despite the cold April weather, the promise of spring is near and our community is ready to garden! In April, we also worked with the Women's Community to set up a month-long book display to mark Sexual Assault Awareness and Child Abuse Prevention Month. We were honored to partner with the Women's Community during this important month.

Our Youth Services staff continued to provide story times throughout April; attendance continues to rise across all youth in-person programs, and we are thrilled to see familiar faces every week! April was also a busy month for our LENA program. We support the LENA organization and are thrilled with the outcome; our commitment to early literacy shines through the dedicated parents who attend classes at the library each week. Youth Services staff also held outreach story times at St. Michael's preschool and welcomed Head Start classes to the library for special story times. Other popular events included a bunnies and chicks program with our 4H partners, a grab and go stamp craft, and, as always, Pokémon Club. April book displays in the Youth Services department included spring, laugh out loud picture books, and Earth Day.

As the cherry on top of our month of fostering community connections, Katelyn attended the Wisconsin Association of Public Libraries Conference in Oshkosh, WI. Katelyn had the opportunity to network with other public library professionals, and attend conference sessions on everything from children's programming trends to strengthening management skills.

## Branches

Book Club and Story Time continue to grow in popularity at many of our locations. Patrons have also visited our locations for a variety of craft days, Lego events, and school visits. Creative book displays were featured at all locations including ones like "Rainy Day Reads," "Minions of books, so little time (display complete with reading minions from the Despicable Me), "Midwest Foraging," "Play Ball!", and "April Showers, Read for Hours."

Our Hatley branch held an introduction to composting program in April. It was a huge success! We had 6 participants pre-registered with us and ended up with a total of 13 people showing up. Everyone loved learning more about the composting process, materials and methods, using the compost and other options for managing yard trimmings and food scraps.



In Mosinee, class visits with the Mosinee area second grade classes started back up for the first time since the pandemic started. We had a total of 70 children and adults learn all about the Mosinee Branch Library and how to use their new cards.

The Stratford branch received great new toys for our children's area on April 26, which has already brought much delight to our small patrons. An attractive and sturdy shelf was also purchased for various displays, including the Summer Library Program.

Spencer had two well attended adult programs in April. In "So, What's Happening in Spencer?" the Village Administrator talked about municipal updates and then Shawn Bauer spoke about statistics from the 2022 year with the police in Spencer. The branch also hosted a "Spring Bell Choir Concert". The Spencer High School is one of the few schools in the state that has a program for hand bells. They played a variety of music ranging from the theme from The Phantom of the Opera to "It's A Small, Small World."

A historical window restoration expert visited our Mosinee branch on the 21st to review the current state of our windows in preparation for a restoration project intended to be completed by the city this fall.

Interviews for the open branch assistant position in Edgar were held on April 13th. Christina H. was hired for this position and began orientation on May 1st. We are very excited to welcome her to the team!

## Library Services Statistics & Activities

### News

- Chad submitted an application for a Community Arts Grant from the Community Foundation of North Central Wisconsin that, if approved, would go toward the 2023 Central Wisconsin Book Festival
- Jailin worked with the Women's Community to set up a month-long display in April for Sexual Assault Awareness and Child Abuse Prevention Month.
- Jailin is working with our Policies and Procedures Committee to develop policies for MCPL's Homebound program
- Julie and Jailin organized MCPL Wausau book displays on themes including "Modern Gothic," "Folk Horror," "Cottagecore," and Child Abuse Prevention and Sexual Assault Awareness Month
- Katelyn, Allycia, Ben and Chad met to discuss the transition for Allycia as our new Marketing Specialist
- Ben met with WVLS about the registrar transfer of the mcpl.us domain
- Ben met with Chris and James for an Aspen browse categories meeting
- Youth Services (Taylor, Tara, Rose, Elizabeth, Katelyn; Jailin, guest) held their monthly meeting on April 6<sup>th</sup>
- The Programming Committee (Chad, Julie, Taylor, Laura, Nikki, Katelyn) met on April 10<sup>th</sup>
- The Policies and Procedures Committee (Kate, Rose, Taylor, Olivia B.; Jailin, guest) met on April 13<sup>th</sup>
- Kate and Tara attended the WVLS Collection Development meeting on April 19<sup>th</sup>
- Allycia began her first day as a full-time Library Specialist on April 17<sup>th</sup>
- Allycia viewed a webinar by Ryan Dowd titled "Homeless De-Escalation 401: Managing Your Own Emotions During Conflict"



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, April 17, 2023, at 12:00 noon  
Library Headquarters, Wausau Community Room.**

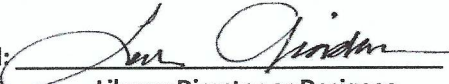
Persons wishing to attend the meeting by computer or phone may log or call into the meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/611534381> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 611-534-381.

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](mailto: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) **2022 Updated Annual Report – For Discussion and Possible Action**
8. (10 minutes) **Athens New Building Update – For Discussion and Informational Purposes Only**
9. (10 minutes) **Library Service Highlight: Digitization Project Update – For Discussion and Informational Purposes Only**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
  - Monday 05/15/2023 – Rothschild Branch
  - Monday 06/19/2023
  - Monday 07/17/2023
  - Monday 08/21/2023

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](mailto:library-administration@mcpl.us) one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and  
EMAILED TO: Other Media Groups  
EMAILED BY: H. Wilde  
EMAILED DATE: April 11, 2023  
EMAILED TIME: 12:10 p.m.

NOTICE POSTED AT COURTHOUSE

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



Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 17, 2023.

Present: Kari Sweeney, Gary Gisselman, Brent Jacobson(remote), LeeAnn Podruch, Reid Rayome, Andrea Sheridan, Leah Giordano

Absent: Becky Buch

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn  
Remote visitors: Marla Sepnafski and three additional remote visitors

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

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 20, 2023, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE MARCH 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments – None

President – National Library Week starts Sunday, April 23<sup>rd</sup>.

Other Board Members – None

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

- The library has received 50 state park day passes from the DNR for the Check Out Wisconsin State Parks at Your Library program. Starting May 1<sup>st</sup> Marathon County residents can pick up a family pass at the MCPL Wausau circulation desk.
- In response to an RFP for a Strategic Plan, the library has received four proposals. Currently, staff are looking at references and scheduling interviews.

Board Committees – None

Friends of the Library – The Friends met on March 27<sup>th</sup> and requested additional shelving for their sale items on the first floor. These may be purchased with other library shelving.

MCPL Foundation – The Foundation's next meeting is May 11, 2023.

Wisconsin Valley Library Service –The current focus for WVLS is the biannual state budget.

2022 Updated Annual Report – The Annual Report was revised to reflect the final financial numbers from the County. The corrected report will be submitted to DPI.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE UPDATED ANNUAL REPORT. MOTION CARRIED.**

Athens New Building Update

- The Village of Athens has made an offer on a former bank building to use for municipality functions. The Village is including the library branch in the expected move. The offer was accepted, and the Village Board approved the purchase. They hope to close on the property in mid-May.
- Progress Athens asked the Library Foundation for financial help and the Foundation donated \$5000 toward the project.
- The library will be responsible for moving branch items to the new location.
- The village has proposed working out an agreement to share internet services.

Library Service Highlight: Digitization Project Update- presented by Julie Kinney, adult services librarian.

- Wausau area high school yearbooks are scanned through 2000.
- Historical Plot Maps are in the process of being digitized.
- Oral histories will be converted from tape to CD and software will be used to increase clarity. Those that haven't been transcribed will be transcribed using software.
- The library's history will be digitized with pictures and newspaper articles of the downtown location, branches, and the bookmobile.
- Funds from a WiLS Ideas to Action grant were used to purchase the transcription software and a tape to digital player.
- Additional genealogical sources will also be digitalized when possible.

Announcements-None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY REID RAYOME TO ADJOURN AT 12:34. MOTION CARRIED.**

  
Library Director or Designee

These minutes subject to approval at the next Library Board meeting scheduled for May 15, 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](mailto: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](mailto:library-administration@mcpl.us) one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMAILED BY: H. Wilde

EMAILED DATE: March 15, 2023

EMAILED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

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

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

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, and one additional visitor. Remote visitors: Marla Sepnafski, and two 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 LEEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE FEBRUARY 20, 2023 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY BECKY BUCH; SECONDED BY BRENT JACOBSON TO APPROVE THE JANUARY-MARCH 13, 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.**

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE DECEMBER, 2022 BILLS AND SERVICES UPDATES. MOTION CARRIED.**

Public Comments – None

President – None

Other Board Members – None

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

- The Library's Strategic Plan Request for Proposals was published on March 1, 2023. Proposals are due by March 31, 2023.
- Staff continue to learn and adapt to Workday financial and employee resource functions. Financial reports were created by combining reports that are currently available and may take a different format as new report options become available. The first employee recruitment with Workday occurred this month. There are difficulties with interviewers being able to access the applications. These issues are still being smoothed out.
- The Director received a scholarship to take part in the American Library Association (ALA) conference in Chicago and will be attending in June.

Board Committees – None

Friends of the Library – The next Friends meeting is on Monday, March 27<sup>th</sup>.

MCPL Foundation – The Foundation met on March 9, 2023. With two members finishing their terms, the Foundation is working to transition responsibilities. To help with future transitions, the Foundation Board is storing records at the library. Individuals interested in joining the Foundation Board should contact current President Mary Coates.

Wisconsin Valley Library Service –The WVLS Board met on March 18<sup>th</sup>. MCPL Board President Kari Sweeney will send information to the MCPL Board about submitting public comments supporting libraries to the State Joint Finance Committee who will be meeting about the state biannual budget on April 26<sup>th</sup>.

#### Year End Fund Transfers

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY BECKY BUCH TO APPROVE THE YEAR END FUND TRANSFERS AS PRESENTED. MOTION CARRIED.**

Policy Update – 11.01 Storytime Policy – This policy was updated to provide for consistency in story telling during Storytime at MCPL. General training will be provided to staff that are hired to do storytelling.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE UPDATED STORYTIME POLICY (11.01). MOTION CARRIED.**

Library Service Highlight: Trustee Overview: Presented remotely by Shannon Schulz, Public Library Administration Consultant with DPI

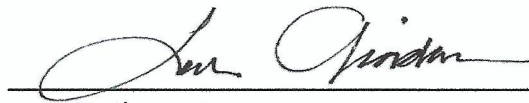
- Wisconsin Statute Chapter 43 defines the requirements of Wisconsin public libraries.
- Library boards operate separately from municipalities to guarantee public access to information.
- Library boards have control of expenditures from the library fund and provide stewardship of library property.
- Library boards will supervise the administration of the library by hiring a head librarian to oversee the operation of the library.
- Trustees need to ensure adequate funding by attending county meetings and advocating for the library.
- Trustees participate in the development, review and approval of policies.
- Trustees should raise awareness in the community for the library and its services.
- Library trustees should work with the director on creation of a strategic plan. This plan should be reviewed monthly or annually to make sure that the library is adapting to the changing community and technology.
- There are many training opportunities available to library trustees.

Announcements – President Kari Sweeney will be attending the ALA conference.



Request for Future Agenda Items – None

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BRENT JACOBSON TO ADJOURN AT 12:53. MOTION CARRIED.**

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

Library Director or Designee