

Marathon County Public Library

Resource Library Report

February 2025

This includes the *Agenda and Director's Report* for January 27, 2025, Marathon County Public Library Board of Trustees meeting.

Also included are the agenda/minutes from November 25, 2024 and December 16, 2024.



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

A meeting of the Marathon County Public Library Board of Trustees,
Monday, January 27, 2025, 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/133159149> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 133-159-149.

When you enter the meeting, 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 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) Library Service Highlight: Marketing – For Discussion and Informational Purposes Only
8. Announcements
9. Request for Future Agenda Items
10. Next Meeting Dates
 - Monday 02/17/2025
 - Monday 03/17/2025
 - Monday 04/21/2025
 - Monday 05/19/2025 (Mosinee Branch Library)
11. 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 _____
EMAILED BY: H. Wilde _____
EMAILED DATE: January 21, 2025 _____
EMAILED TIME: 11:05 a.m. _____

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Marathon County Public Library Director Report January 2025

Highlights

New & Improved Events Page

Patrons will notice an improved events page on our website. Our Web & Graphic Design Specialist was hard at work behind the scenes in 2024 implementing and perfecting a new events database on our website.

This change brings benefits for both patrons and staff. On the front end, the database allows for a number of patron-friendly tools such as a search feature, calendar subscriptions, customizable calendar and list views, and related events recommendations. On the back end, it has support for easy visual editing, recurring events and series, SEO optimization, auto-generated structured data, data export features, and automated backups courtesy of WVLS. We hope our patrons are as thrilled with the update as we are! - Ben K, *Web & Graphic Design Specialist* & Katelyn S, *Library Services Manager*

Library Services



We welcomed a new Event Coordinator, Margaret P, to the team in December. The month was also notable for popular youth programs such as Family Story Time,

Upcycled Gingerbread Houses, and movie matinees. Due to popular demand, we also began facilitating a Teen D&D Club in December for the eager participants of our Dungeons & Dragons programs. Our Collection Development Librarians finalized spending and weeding for the year, keeping our collections fresh and well maintained. The team received their annual performance appraisals from the Library Services Manager. We are looking forward to a fantastic 2025! -Katelyn S, Library Services Manager

Branches

Our Edgar branch had a variety of programming in December - Genealogy basics with Ancestry, a fake snow sensory play event for preschoolers, and a DIY Wood Ornament craft. Staff saw regular patrons, and a few new faces at these programs!

The Stratford branch held two fun family story times in December. The Stratford Police Department visited us at our Dec. 4 session. We read a fun fiction book about police, and then read a non-fiction book too, asking Officer Sydney some questions as we went along. She was a big hit with the kids, teaching about a police officer's role in keeping our community a safe and happy place to live and visit. She also let the children see and sit in her squad car, and even turned on the sirens! At our Dec. 11 Winter Wardrobe Story Time, we borrowed a WVLS kit that included a Froggy Gets Dressed book that came with a Froggy doll that allowed the children to dress him in all his winter layers.

In Hatley, Jenna S., our new assistant, started this month. She is creating great connections with patrons and learning quickly. We're very excited to have Jenna as part of the Hatley team. Jenna led an outer space themed story time. The caregivers who attended were very excited about Jenna leading story time and expressed interest in coming back in the New Year.

In Mosinee, our family story time session this month was extra special, as we partnered with the Marathon County Humane Society to talk about rescue animals and meet an adoptable dog. We had a wonderful turnout of 17 patrons for this special partnership event.

In Rothschild, new busy boards for the children's area were installed. Visitors love to play with these and we love how they brighten up the library!



In building related news, carpets on both the main and upper level at Mosinee. They are looking much better. In Spencer, a new thermostat was installed in the library by the village. The village also provided an extra set of keys for the front door of the building and the library. The keys have been sent to Wausau to keep as an extra. In Stratford, the back-room furnace was not working properly on Dec. 13. The village fixed the issue, and it is functioning well again.

In staffing news, the Rothschild branch is currently hiring for a 30-hour branch assistant. The position closed on December 11th, and we have interviews scheduled for early January. Additionally, Laura, branch team lead, held an orientation session with Jenna, our new assistant in Hatley, and met virtually with Margaret, our new programming coordinator.

-Laura W, Branch Team Lead

Library Services Statistics & Activities

Team News & Projects

- Notary: 17 appointments
- Proctoring: 0 appointments
- Tech Time: 6 appointments
- MCPL study rooms were booked 52 times in December
- Homebound Services:
 - Items sent out: 320
 - Volunteer deliveries completed: 19
 - New (or recently returned) HB patrons: 2
 - Active HB accts at the start of the month: 90
 - Reading slips, letters, or notes received: 37
 - Library newsletters sent to all Homebound Program participants
- Weeding:
 - Athens: Adult Audiobook, Adult DVD
 - Edgar: Adult DVD, Adult Fiction
 - Hatley: Adult Fiction
 - Rothschild: Adult Fiction
 - Spencer: Young Adult Fiction, Adult Audiobooks, Adult Paperbacks
 - Wausau: Adult Nonfiction 700s, Adult Fiction
- Outreach:
 - Rose coordinated the Art Cluster display with the Leigh Yawkey Woodson Art Museum for 2025
 - Rose coordinated a special story time with the Grand Theatre as part of their Aspirus Arts in Education Series
 - Jailin sent letters to local nursing home facilities about our Memory Kits
- Ongoing projects:
 - Collection maintenance (Kate, Murray)
 - Murray worked with Dawn in Acquisitions to create a Standing Order for Young Adult Manga to begin in 2025
 - Kate visited the Edgar and Marathon City Branches
 - Events database upgrades (Ben)
 - Final minor adjustments made; new events page is live on website
 - Graphic and web design (Ben)
 - Designed program posters and handouts; designed and distributed newsletter
 - Updated digital signage in the library
 - Added/improved website metadata for better SEO and site search



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, December 16, 2024, 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/440361909> or number **1 877 309 2073**. Access Code for dialing in 440-361-909.**

When you enter the meeting, **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 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. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. **Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.**
8. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
Announcements and/or Action Regarding Closed Session Discussions
9. **Announcements**
10. **Request for Future Agenda Items**
11. **Next Meeting Dates**
 - **Monday 01/27/2025**
 - **Monday 02/17/2025**
 - **Monday 03/17/2025**
 - **Monday 04/21/2025**

12.

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

EMAILED BY: H. Wilde

EMAILED DATE: December 10, 2024

EMAILED TIME: 9:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 16, 2024.

Present: Reid Rayome, Gary Gisselman, LeeAnn Podruch, Andrea Sheridan, Chris Voll, Leah Giordano

Absent: Kari Sweeney

Others: Katelyn Sabelko, Nicole Metz-Andrews, Heather Wilde, David Hahn and Stephanie Martell Remote visitors: none

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

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY LEEANN PODRUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 18, 2024, MEETING. MOTION CARRIED.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY CHRIS VOLL TO APPROVE THE NOVEMBER 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

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

- Director Giordano introduced the new Support Service Manager, Nicole Metz-Andrews.
- The HVAC project is going as expected.
- Information on an article related to library funding in Clark County was shared.

Board Committees – None

Friends of the Library – The Friends of the Library had a by-laws meeting and on January 11th they will hold their annual meeting for all Friends of the Library members.

MCPL Foundation – None

Wisconsin Valley Library Service – None

A MOTION WAS MADE BY REID RAYOME; SECONDED BY CHRIS VOLL TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.

B. Roll call vote:

Chris Voll	1	Yes
Gary Gisselman	2	Yes
Reid Rayome	3	Yes
LeeAnn Podruch	4	Yes
Andrea Sheridan	5	Yes
Kari Sweeney-	not present	

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY CHRIS VOLL TO RETURN TO OPEN SESSION. MOTION CARRIED.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY CHRIS VOLL TO APPROVE THE PERSONNEL EVALUATION AS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.

Announcements – None

Request for Future Agenda Items- The Board of Trustees would like to include Strategic Plan discussions in future meetings.

A MOTION WAS MADE BY CHRIS VOLL; SECONDED BY LEEANN PODRUCH TO ADJOURN AT 1:13 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 27, 2025.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, November 18, 2024, 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/770396045> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 770-396-045.**

When you enter the meeting, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AMENDED 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 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. (10 minutes) **Election of Library Board Officers – For Discussion and Possible Action**
 - President
 - Vice President
8. (10 minutes) **2025 MCPL Holiday Closures – For Discussion and Possible Action**
9. (15 minutes) **Library Service Highlight: Passport Services – For Discussion and Informational Purposes Only**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
 - Monday 12/16/2024
 - Monday 01/27/2025
 - Monday 02/17/2025
 - Monday 03/17/2025

13. Adjournalment

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
EMAILED BY: H. Wilde
EMAILED DATE: November 12, 2024
EMAILED TIME: 10:20 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 18, 2024.

Present: Kari Sweeney, Reid Rayome, Gary Gisselman, LeeAnn Podruch, Andrea Sheridan, Chris Voll, Leah Giordano

Absent:

Others: Katelyn Sabelko, Heather Wilde, David Hahn, Stephanie Martell and Ollie Carlson and one other visitor Remote visitors: none

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 GARY GISSELMAN; SECONDED BY ANDREA SHERIDAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 21, 2024, MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO APPROVE THE OCTOBER 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

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

- Staff met and have found a way to reduce processing costs by eliminating the taping by Baker and Taylor on some paperback books.
- The new HVAC system project continued in October and November.
- The 2025 library budget passed at the county board level.
- The county is making changes to the employee wellness clinic with a new provider that will have expanded locations and services for employees.

Board Committees – None

Friends of the Library – During the November 6th-9th book sale the Friends raised almost \$4000. The Friends of the Library Board has approved the 2025 programming budget.

MCPL Foundation – The Foundation met on November 14th.

Wisconsin Valley Library Service – The WVLS Board met on November 16th and will meet again in January.

Election of Library Board Officers- Trustee LeeAnn Podruch reported that the nominating committee recommends Reid Rayome for President and Kari Sweeney for Vice President for the upcoming term.

A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY ANDREA SHERIDAN TO APPROVE THE SLATE AS PRESENTED. MOTION CARRIED.

2025 MCPL Holiday Closures- Presented in the Board packet.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO APPROVE THE 2025 HOLIDAY CLOSURES AS PRESENTED. MOTION CARRIED.

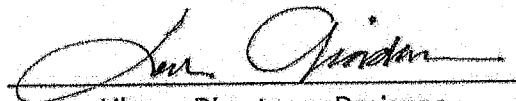
Library Service Highlight: Passport Services- Presented by Ollie Carlson, Circulation and Page Team Lead.

- MCPL serves as a passport acceptance facility. Other locations in Wausau are the post office and the courthouse.
- All circulation staff take the training to become passport application acceptance agents. Additional training is required for the passport manager.
- Staff double check and give advice on applications for new or renewal passports but do not make the decision on whether an individual will receive a passport.
- The government requires that the library charge a \$35 application fee. Photos can be taken for \$10 each.
- Staff helped 410 adults and 240 children with passports and 185 people with renewals for a total of 835 people helped so far in 2024.
- Providing this service is a good way to introduce people to the library who haven't been in the building before.

Announcements – The Board President is working on the Director's annual review and will email it to the Board for input. The Board will deliver the annual review to the Director in closed session at December's meeting.

Request for Future Agenda Items- None

A MOTION WAS MADE BY CHRIS VOLL; SECONDED BY REID RAYOME TO ADJOURN AT 12:20 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for December 16, 2024.