

**Marathon County Public Library**

**Resource Library Report**

**March 2024**

This includes the *Agenda and Director's Report* for February 19, 2024, Marathon County Public Library Board of Trustees meeting.

Also included is the agenda/minutes from January 22, 2024.



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, February 19, 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/604495965> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 604-495-965.**

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 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. (10 minutes) **Library Policy Updates – For Discussion and Possible Action**
  - A. 10.14 - E-Reader and Handheld Scanner Policy
  - B. 6.08 - Recognition of Personnel Policy
8. (10 minutes) **Strategic Plan: Mission and Vision Statements – For Discussion and Possible Action**
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. **Announcements**
12. **Request for Future Agenda Items**
13. **Next Meeting Dates**
  - Monday 03/18/2024
  - Monday 04/15/2024
  - Monday 05/20/2024 – Marathon City Branch Library
  - Monday 06/17/2024

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: February 13, 2024

EMAILED TIME: 11:00 a.m.

NOTICE POSTED AT COURTHOUSE

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

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

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

# Marathon County Public Library

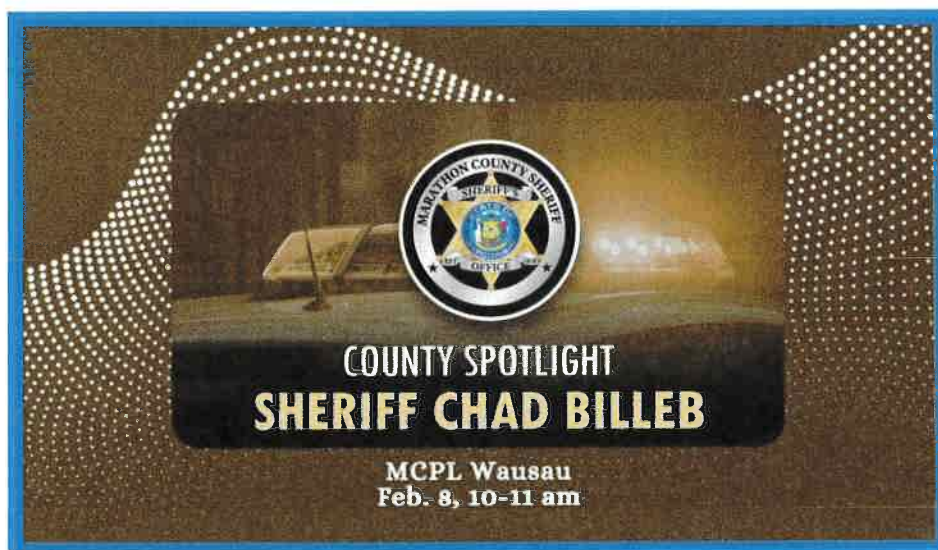
## Director Report

### February 2024

#### Highlights

##### MCPL County Spotlight Program Series

Starting in January 2024, MCPL Wausau is offering a monthly meet-and-greet program featuring various city and county department heads on a rotating basis – a city official one month, a county official the next month. The officials are given a chance to discuss issues, initiatives and events that are important to them. Library staff may ask a few questions and attendees in the audience will also have an opportunity to ask questions, too.



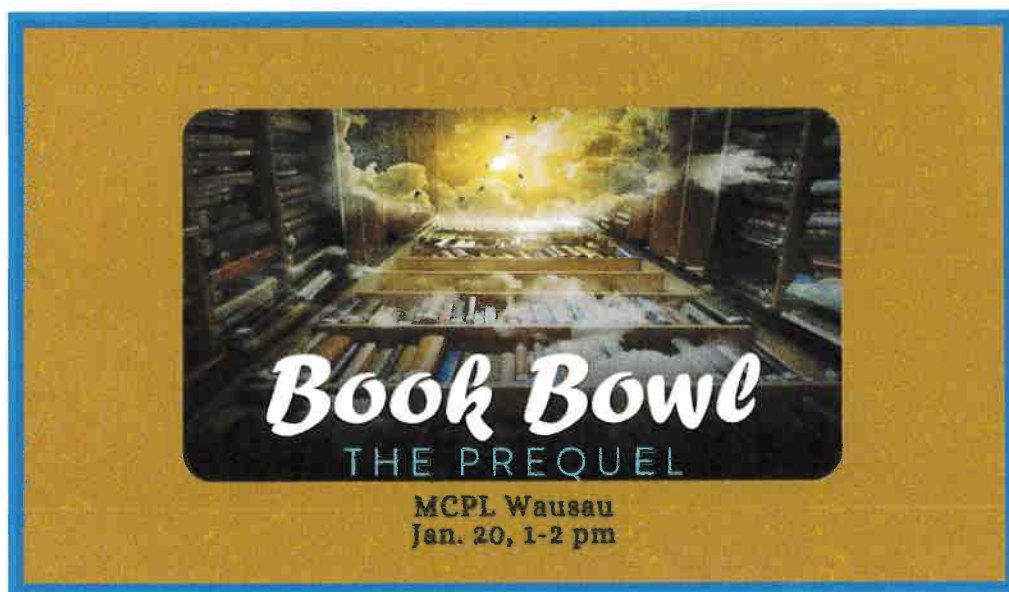
Programs scheduled so far include leaders from Wausau's Police, Fire, and Community Development departments, and the heads of the Marathon County Sheriff's Department and Health Department will also be joining us. Guests for the rest of the series have yet to be determined.

*-Chad Dally, Library Specialist*

#### Library Services

Our ongoing collaboration with schools in Marathon County remained strong in January. The Youth Services team welcomed 136 Mosinee 1st graders to MCPL-Wausau this month; over 50

students received their very first library card during their visit. We also welcomed 28 3rd and 4th graders from St. Peter Lutheran School to the library for a tour and a fun lesson about our aquarium. Robyn V. visited John Muir Middle School for an outreach opportunity; she presented to 45 middle schoolers about opportunities for teens at the library. Rose D. represented MCPL at the Thomas Jefferson Elementary School Literacy Night; Rose helped participants create a bookmark craft and shared information about the library to 37 attendees. Like in years past, Robyn V. and Taylor W. hosted a Book Bowl practice event for the Wausau School District Book Bowl participants. Over 30 students attended and practiced their book knowledge while having a blast in the library. Rose D. and Taylor W. continued to plan and organize county-wide activities for SLP, ongoing collaborations with the Parks and Recreation department, and program partnerships with Marathon County 4-H.



Outreach was also a highlight for our Adult Services team. Jailin P. and Julie K. visited Rennes Heath & Rehab Center in Weston to share information about our Homebound Program. Jailin and Julie brought Homebound applications and welcomed three new participants to the program.

Chad D. compiled programming and event statistics for the annual DPI report. We are thrilled to share that we hosted double the amount of in-person programs for the Marathon County community in 2023 versus 2022. We also doubled attendance by a wide margin: In 2023 MCPL hosted 931 in-person programs with 18,925 attendees! Our focus in 2023 was to increase in-person programming and build back attendance. Programming staff are proud of the forward momentum created in 2023, and have identified areas of improvement for 2024.

Kathy G. and Jordan B. continued to help Kate S. with a large volume of weeding throughout January. Julie reviewed our periodical and database budget and assessed current needs and opportunities in preparation for a February meeting. Ben K. compiled website data for the DPI annual report and continued exploring options for a staff intranet replacement; currently Ben is testing the feasibility of using Microsoft Teams for this purpose. Allycia ran a publicity campaign and appeared on local news to promote the Mamava, which was recently installed in the library

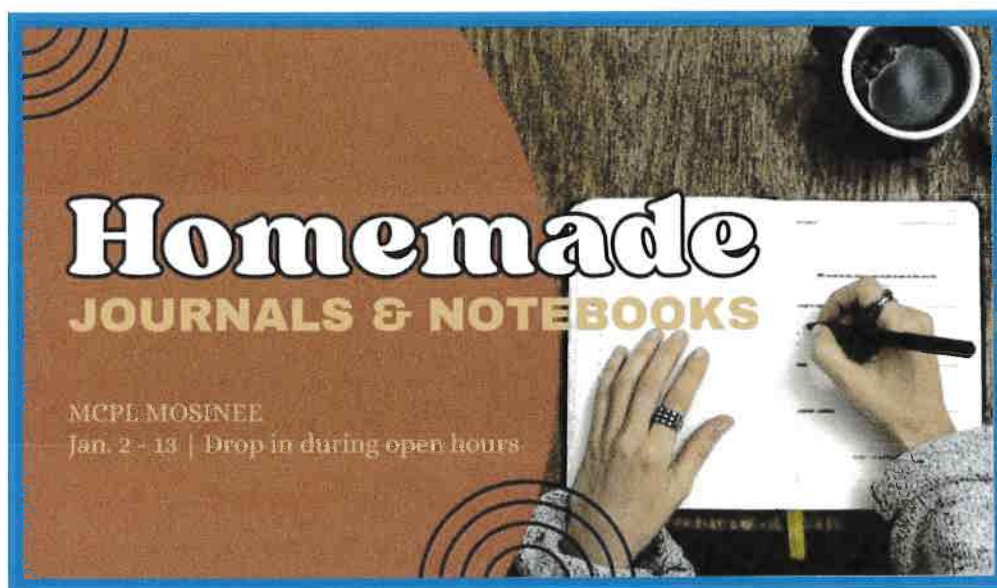


on the first floor. Library Services staff also attended the Marathon County "Imagine 2024" Staff Development day on January 15.

*-Katelyn S, Library Services Manager*

## Branches

In Athens, items were received to accentuate the new library -- a bean bag for the Tween room, bulletin boards throughout the library, a clock, and a folding step ladder. The remainder of the children's room shelving should be arriving in February to complete the move. Additionally, the Athens municipal building now has a digital sign where library programming will be advertised. For the first two weeks of the month, Mosinee staff encouraged patrons to start off the New Year with a healthy habit. Patrons were able to make their very own notebook or journal using a binding machine borrowed from WVLS. Thirty-one patrons got creative and left the library with their handmade creation!



Class visits continue to be popular in many locations. In Marathon City, the 4K class from St. Mary's School has been making monthly visits to the library since October. Lisa H. reads them themed stories and sings a song or two. Then, the students get an opportunity to check out a book with their own library card. The class of 22 students and 2 teachers visit on the second Wednesday of the month. In Spencer, the Spencer Elementary School kindergarten class visited twice, as well as students from the Bethany Mennonite School of Spencer. Athens and Stratford also hosted multiple classes.

In Spencer, a Kirigami snowflakes event was held on Wednesday, January 3rd. Kirigami is a method of paper cutting and folding much like origami. This program was well received by 21, all impressed with their snowflakes. The final project was also featured in an article in the local paper, the TRG.

In January, various creative book displays were hosted in all locations, including ones like "Snowplow Stories," "Janu-hairy" (books about hair! Who knew there were so many?!), "Dragon

Appreciate Day,” and “I only have pies for you.” The Mosinee branch also had a humorous display telling patrons that sometimes “Big books last longer than New Year’s Resolutions”. Many branch staff members attended Imagine 2024 sponsored by Marathon County on January 15. It was held at the Lake View Conference Center. Staff participated in discussions about wellness strategies, communication, resolving conflict, cyber security and other sessions.

*-Laura W, Branch Team Lead*

## Library Services Statistics & Activities

### News

- The Library Services Team attended the county-wide Imagine 2024: Staff Enrichment Day on Jan 15
- The Adult Services Team held their bimonthly meeting on Jan 24; they will meet again in March
- The Youth Services Team held their monthly meeting on Jan 23
- The Team Leads meeting was held on Jan 10 (attended by Taylor and Julie)
- The Policies and Procedures Committee (in attendance: Kate, Taylor, Rose) met on Jan 16<sup>th</sup> with representatives from the Friends of the Library
- Library Services participated in professional development opportunities throughout the month
- Library Services curated book displays and booklists for patrons throughout the month
- Allycia began research into a print promotion project for the library and Marathon County Facebook groups for local events
- Allycia ran publicity campaigns for the Mamava, Stratford youth advisory group (YOLO), and hotspots
- Allycia was interviewed by Channel 7 about our Tales for Tots Story Time program
- Ben researched/enabled new website plugins w/ WVLS (media replace, duplicate, author box)
- Ben compiled database statistics for DPI annual report
- Ben continued development of the MCPL site theme, search box, and staff intranet
- Chad met with the Central Wisconsin Book Festival Committee on Jan 16
- Chad appeared on WXCO 98.9FM/1230AM on Jan 3, 16, and 30 to talk about upcoming library programs and MCPL resources
- Chad compiled statistics for the DPI annual report
- Jailin and Julie met with Katie Z. from WVLS to discuss making our indexed obituary searchable in Aspen
- Jailin and Julie held an outreach event at Rennes Rehab to share about our Homebound Program on Jan 31
- Jailin and Robyn met with Olivia B to discuss ongoing teen Dungeons and Dragons events; the group also met with the organizer of Evercon to discuss outreach possibilities
- Jailin continued working with the Forthcoming Fiction and Aspen Grouping workgroups
- Jordan and Julie sent historical editions of the Mosinee Times to our Mosinee branch
- Jordan continued assisting Kate to withdraw weeded books and working with Allycia to order supplies for the Library Services team
- Jordan joined the WiseLearn Resources group focused on Learning, Libraries, and Gaming in Wisconsin
- Julie reviewed our periodical and database budget and current needs, reaching out to vendors as needed for information
- Julie attended the WLA Best Book committee meeting
- Julie facilitated the ordering and delivery of tax forms and continues to support our branch locations
- Kate focused on weeding and sorting through a large number of book bins sent in from our branch locations
- Kate finalized the Adult Collection budget lines for 2024, including gifts



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

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Monday, January 22, 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/334263765> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 334-263-765.**

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 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. (10 minutes) **Strategic Plan: Mission and Vision Statements – For Discussion and Possible Action**
8. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
  - A. Pursuant to §§ 19.85(1) (c) for Director Performance Evaluation.
9. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**  
**Announcements and/or Action Regarding Closed Session Discussions**
10. **Announcements**
11. **Request for Future Agenda Items**
12. **Next Meeting Dates**
  - Monday 02/19/2024
  - Monday 03/18/2024
  - Monday 04/15/2024
  - Monday 05/20/2024 – Marathon City Branch Library



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: January 16, 2024

EMAILED TIME: 2:02 p.m.

**NOTICE POSTED AT COURTHOUSE**

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

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

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

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 22, 2024.

Present: Kari Sweeney, Becky Buch (remote), Gary Gisselman, LeeAnn Podruch, Reid Rayome, Nathan Turajski (remote), Leah Giordano

Absent: Andrea Sheridan

Others: Heather Wilde, Stephanie Martell, David Hahn, and Lance Leonhard. Remote visitors: one

The meeting was called to order at 11:59 p.m. by Kari Sweeney.  
Kari Sweeney acknowledged visitors at the meeting.

The Board moved the closed session to the beginning of the meeting to accommodate County Administrator Leonhard's schedule.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY BECKY BUCH TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

A. Pursuant to §§ 19.85(1) (c) for the purpose of Director Performance Evaluation.

B. Roll call vote:

Gary Gisselman	Yes
Reid Rayome	Yes
Kari Sweeney	Yes
LeeAnn Podruch	Yes
Nathan Turajski	Yes
Becky Buch	Yes
Andrea Sheridan	Not present

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH, BASED ON THE INFORMATION RECEIVED FROM COUNTY ADMINISTRATION, TO APPROVE THE AMENDED PERFORMACE EVALUATION AS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BECKY BUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE DECEMBER 18, 2023, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO APPROVE THE DECEMBER 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – The Public Library Trustee Ethic's Statement has been provided to Trustees attending in person and will be emailed to the remaining Trustees. Trustees are asked to review, sign, and return the document.

Other Board Members – None

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

- The Strategic Plan Steering Committee will meet on January 25<sup>th</sup> to hear a presentation by the consultants and discuss the survey information gathered.
- Library leadership continues to attend NICE meetings exploring the combining of ILS services between Northern Waters and WVLS.
- Director Giordano received a WVLS scholarship and will be attending Library Legislative Day on February 6<sup>th</sup>.
- The library has added a Mamava lactation pod at the Wausau location for staff and patrons.
- MCPL will be receiving a donated triceratops skeleton from Colossal Fossils soon that will be displayed in the first-floor rotunda.
- MCPL had over 1400 new Overdrive users register last year.

Board Committees – None

Friends of the Library – The most recent Friends of the Library sale made over \$1000 including new memberships. The Friends had their annual meeting on January 13<sup>th</sup>.

MCPL Foundation – The Foundation Board met on January 11<sup>th</sup> and are planning to send out donation requests in spring.

Wisconsin Valley Library Service – Trustee Sweeney shared that she plans to attend Legislative Day.

Strategic Plan: Mission and Vision Statements – Trustees were presented with documents from WiLS, the Strategic Plan consultant, with the current mission and vision statement and a list of potential revised mission and vision statements. After discussion the Trustees decided to revisit the information after the steering committee reviews the survey results so that public input is taken into consideration.

Announcements - None

Request for Future Agenda Items Discussion of the mission and vision statement will be added to a future meeting agenda.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO ADJOURN AT 1:07 P.M. MOTION CARRIED.**

  
\_\_\_\_\_  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 19, 2024.