COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA
of a meeting of the Marathon County Public Library Task Force Library System Inquiry,
Monday May 18, 2020 at 11:00 a.m.
Library Headquarters, Wausau Community Room.

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Task Force members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Task Force members and the public may attend this meeting by **computer or telephone conference**. If Library Task Force members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website:** https://global.gotomeeting.com/join/860403261 or **number:** 1-866-899-4679. **Access Code for dialing in: 860-403-261.**

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

<u>AGENDA</u>

1.   **Call to Order**
2.   **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
3.   **Approval of Minutes**
4.   **Review of System Membership Costs Spreadsheet**
5.   **Review of S. Schultz' Statistical Report**
6.   **Discussion of June Topic: Innovation, Organization Excellence**
7.   **Revised Future Meeting Dates and Topics:**
    • **June 15: Innovation, Organization Excellence**
    • **July 20: System Governance**
    • **August 17: Service to Customers Internal and SWOT Analysis and Summary**

8.   Adjournment

Signed: **/s/ Mark Arend**
Committee Chair or Designee

*NOTICE - Pursuant to Wis. Stat. Section 19.84(2) and (3), notice is hereby given to the public that a quorum of the Marathon County Public Library Board of Trustees may be in attendance. No action will be taken.
*All items on the agenda are considered action items, regardless of action taken.
*All times are approximate and subject to change
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and	**NOTICE POSTED AT COURTHOUSE**
FAXED TO: Other Media Groups	
FAXED BY: H. Wilde	**BY:**
FAXED DATE: May 13, 2020	**DATE:** _____
FAXED TIME: 2:45 p.m.	**TIME:** _____

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, March 16, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastrom, Rebecca Frisch, Sharon Hunter,
                Shannon Schultz (remote)

Excused: Scott Winch

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano, Thomas O'Neill, Heather
                Wilde, Marla Sepnafski, Joshua Klingbeil, Anne Hamland (remote), Kris
                Adams Wendt (remote), Sonja Ackerman (11:13 a.m.)

The meeting was called to order at 11:00 by Mark Arend.
Mark Arend welcomed visitors to the meeting.

Public Comments - None

Approval of notes and minutes of previous two meetings

A motion was made by Sharon Hunter to approve the MCPL Task Force Library System Inquiry notes from January and minutes from February. Seconded by Gary Beastrom. Motion carried.

Review of System Statistical Comparison
Shannon Schultz had pulled together information from the 2019 Annual Report data for the two library systems. The document handed out shows a brief comparison of both systems. The information compared was; Total Municipal Population, Total Population, Number of Libraries, Books in Print, E-Books, Total Holdings, MCPL % of System Holdings.

The Number of Library Locations will be added to the document along with a better understanding of E-Books numbers.

Review of System Answers to Technical Questions
The task force reviewed the answers submitted by both library systems.

Library Director was asked to have library staff determine our vision and how the answers from the library systems fit into the vision for MCPL.

Review of System Answers to Financial Questions
This agenda item will be discussed in April.

Discussion of April Topic: Innovation, Organization Excellence – What Information would the committee like to have for the April meeting?
Questions will be sent to the two systems to help the task force understand the information.

<u>Future Meeting Dates and Topics:</u>
- April 20: Innovation, Organization Excellence
- May 18: System Governance
- June 15: Service to Customers Internal and SWOT Analysis and Summary

<u>Adjournment</u>

A Motion was made by Rebecca Frisch to adjourn the meeting at 11:53 a.m. Seconded by Sharon Hunter. Motion carried.

/s/ Mark Arend
Committee Chair or Designee

Note: These minutes subject to approval at the next Marathon County Public Library Task Force Library System Inquiry meeting scheduled for May 18, 2020.

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, February 17, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Mark Arend, Rebecca Frisch, Gary Beastrom,
              Scott Winch (11:22 a.m.), Shannon Schultz (remote)

Excused:

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano, Thomas O'Neill, Heather
              Wilde, Ben Deitz, Ann Hamland, Joshua Klingbeil, Marla, Sepnafski, Stacy
              Stevens, and 1 other visitor

The meeting was called to order at 11:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

MCPL Board President Statement regarding: Public Comments
No discussion on this agenda item.

Election of Task Force Chair and Vice Chair

A motion was made by Sharon Hunter to nominate Mark Arend as Chair. Seconded by Rebecca Frisch. Motion carried.

Rebecca Frisch nominates Gary Beastrom as Vice Chair. Seconded by Sharon Hunter. Motion carried.

MCPL Attributes and Outcomes Review
Director Illick was asked how the attributes and outcomes were developed. In-between 2011-2013 these were topics which were built upon by the Library Board as a process to use for strategic planning tools.
Arend: the main points are; access to information and resources, lifelong learning and enrichment, technology, awareness of community needs, fiscal management, public image, community gathering place, and learning environment.

Approval of Task Force Topics by Quorum (see January 27 minutes)
- February our goal is to talk about technology. What are the capabilities of each system for identifying, promoting and supporting existing and emerging technologies to ensure that Marathon County Public Library is positioned to be an industry leader in Wisconsin.
- March we will talk about the financial aspect, both cost and benefit.
- April we will talk about Innovation, Organization Excellence
- May we will talk about the System Governance
- June we will talk about the service to customers internal and we will also do a SWOT analysis and summary. We will take our pros and cons to the Library Board in June or July. If we would like a tour of the facilities we can do that at any time.

Consensus of Topics, no formal approval

Library System Team Strengths and Assets Question: Review of WVLS and SCLS Responses
The task force discussed the responses received from Wisconsin Valley Library System and South Central Library System.

5 year Technical Goals for MCPL Relative to Attributes and Outcomes (to include staff conversations).
- Goals:
    - Our RFID System is nearing end of life. Next steps?
    - Technology Upgrades (hardware, software) capacity for support.
    - Emerging Technology we will need consulting support

Questions will be sent to the two systems to help the task force understand what information is needed for the technology goals.

Adjournment

A Motion was made by Rebecca Frisch to adjourn the meeting at 11:57 a.m. Seconded by Sharon Hunter. Motion carried.

/s/ Mark Arend
Committee Chair or Designee

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, January 27, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Mark Arend, Gary Beastrom

Excused: Rebecca Frisch, Shannon Schultz, Scott Winch

Others: Ralph Illick, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 visitors

The meeting was called to order at 11:03 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

Public Comments
Joshua Klingbeil had a question on the clarity of the questions and the process of the task force.   Sharon Hunter, Library Board President, explained that it will be your personal evaluation in terms or what you feel are the skills and strengths of what your staff bring to your system.

Introductions of Task Force Members
Sharon Hunter: the current President of the Library Board. I worked with the Department of Public Instruction for 40 years as a supervisor in the local office and was a longtime library user.
Mark Arend: recently retired from the Winnefox Library System as the system director. I handled the day to day administration of the system and also worked closely with the county libraries.
Gary Beastrom: current member of the MCPL Board and also representing Marathon County as a County Supervisor.
Shannon Schultz: is with the Department of Public Instruction as a Public Library Administration Consultant in the Public Library Development Sector Section.
Rebecca Frisch: is the Director of Marathon County Conservation, Planning and Zoning (CPZ).
Scott Winch: current member of the MCPL Board and also the Superintendent of the Stratford School District.

When we were looking to put the task force together, we worked with Corporation Counsel Corbett. We received approval to put together a task force that would be open minded and willing to learn about two different systems.

Review and Approval of Task Force Topics and Timeline
We will be meeting until June. In January we had hoped to talk about Attracting and Retaining Employees. When looking at library systems, does system membership impact MCPL's ability to attract and retain exceptional employees?
- February our goal is to talk about technology. What are the capabilities of each system for identifying, promoting and supporting existing and emerging technologies to ensure that Marathon County Public Library is positioned to be an industry leader in Wisconsin.
- March we will talk about the financial aspect, both cost and benefit.
- April we will talk about Innovation, Organization Excellence

- May we will talk about the System Governance
- June we will talk about the service to customers internal and we will also do a SWOT analysis and summary. We will take our pros and cons to the Library Board in June or July. If we would like a tour of the facilities we can do that at any time.

Arend: commented that if a library wants to leave a system, they have to give notice before the end of June of the year ahead. Director Illick: should the Library Board determine that our best avenue be to change systems we weren't thinking that we would make it by January 2021. If we took one year from June 2020 it would give all parties involved enough time.

Task Force Member Roles

Shannon Schultz: as the public library administration for the state, I am uniquely authorized interpret Chapter 43. Therefore, I think my strongest contribution is to offer input on all system governance and legal aspects of this process, not just in the selection of a library system but in any transitions that may occur, if that path is chosen. I also bring a statewide perspective to the discussion, as I am connected to and work with all of the library systems. Further, as a DPI staff member I have access to a lot of resources and data on all of the systems. Finally, as a former director of an SCLS member library, I bring experience and familiarity with a system that perhaps others at the table do not possess.

Rebecca Frisch: likes to take copious notes, is willing to coordinate with Heather and share my notes with her as she prepares the meeting minutes. This will help us in the end with our recommendation and decision as we move along. She is also a director of the Marathon County departments and on the leadership team.

Mark Arend: started career at Beaver Dam library and for the last 19 years I have been at the Winnefox Library System. I handled the day to day administration and know the workings of the system very well. I know how different every system is and how difficult it can be to analysis or compare apples to apples. I have a passing familiarity with all of the library systems in the state through working with the system directors over the last 18 years.

Gary Beastrom: I would like to stay open minded and evaluate both systems and see what they can bring. Help to make a recommendation at the end in June once we have gone through all of the information and see what seems to be the best fit.

Sharon Hunter: I feel that is my role. I am really anxious to learn about the library systems. I am looking at this as a learning opportunity and also to be open-minded and determine what is best for our library.

We had to write up a Mission Statement, a Membership and Duties Responsibility for the County. We will be meeting monthly and at our meetings data will be collected to help us prepare a comprehensive list of pros and cons regarding whether the Marathon County Public Library should move to South Central Library System or remain with the Wisconsin Valley Library System. We will formulate a recommendation to the library board regarding that ultimate question.

<u>Meeting Procedures – Any Specific Requests or Concerns</u>
We will follow Roberts Rules of Order. Director Illick mentioned before that as a task force that we could decide who should chair the committee. There was some thought about possibility of Arend being the chair.
Arend: would need a quorum to decide this. I would be willing to chair the committee if it is the committee's desire.
Hunter: this will be on the agenda for February and we will work together to formulate the next agenda.

<u>Dave Eckmann, President and CEO of the Greater Wausau Chamber of Commerce</u>
- <u>How we Attract and Retain the Best Possible Workforce</u>

Wausau Region Chamber of Commerce President and CEO Dave Eckmann addressed the Task Force, speaking on the topic of the importance of attracting and retaining excellent employees. Mr. Eckmann noted that it is critical to the growth and vitality of the Greater Wausau region that we embrace change, and that we reckon with the realities associated with a shrinking population base. Mr. Eckmann noted that the region has many positive characteristics that can attract new people and businesses, but he emphasized that in order to move growth in a positive direction we will all need to leave our old paradigms behind and recognize that the status quo is insufficient. He said that the chamber believes that MCPL is a wonderful community resource, and that we are very much a part of the change that needs to happen in the region to ensure growth and viability in the future.

Arend: does the library have a strategic plan or a plan where you want services to be in five to ten years? Director Illick: we have operated off of our Attributes and Outcomes. These were developed to take the place of a strategic plan. Arend, could the committee have something in writing on where you would want to go. The most important issues will be what you will need from the library system for support to get to where you want to be.

<u>February's Topic: Technology</u>
February's topic will be technology. We will also look at Leadership and possibly at your recommendation. We should have some future goals from the library.

<u>Adjournment</u>

A Motion was made by Gary Beastrom to adjourn the meeting at 11:41 a.m. Seconded by Mark Arend. Motion carried.

/s/ Mark Arend
Committee Chair or Designee

SCLS Estimated 2020 ILS Cost Breakdown

ILS Software	$10,787	LibLime Bibliovation includes all modules (Acquisitions, Circulation, Offline Circulation, Cataloging, Discovery Layer)
PAC/Discovery Layer Enriched Content	$4,412	Syndetics Unbound Enriched Content: cover art; "more like this" searches; professional reviews, including the New York Times; reading level; and more https://proquest.syndetics.com/Marketing/Detail/SeeIt
PAC/Discovery Layer Mobile App	$672	Mobile app provided by Library Thing for Libraries (will do an evaluation of alternative solutions in 2020)
PAC/Discovery Layer	Included in ILS software fee	One robust interface with searching features including ability to select multiple limits and search fields; facets to narrow search; multiple sort options. Extensive "don't miss lists" integrated with catalog. Branding for each location with logo or image and the location's holdings will display first in result lists.
Misc.	$95	Miscellaneous expenses such as URL and SSL certificates; Mailchimp for patron expired notices
Telephone Notices	$704	Itiva Talking Tech solution provides telephone notification for holds and dial-in option for patrons to renew materials, etc.
ILS Support Staff + Help Desk Support	$40,628	5 full-time librarians and technicians provide documentation; system administration; regular training opportunities including user groups; new service evaluation and implementation; and software support; 20% of SCLS Technology Help Desk staff provide help desk support for LINKcat
Online credit card payment	Fees are removed from payments before distribution	Integration with Envisionware online credit card payment for LINKcat fines and fees; payments are distributed to libraries quarterly
Cataloging	$46,752	Professional MARC cataloging contracted from Madison Public Library; OCLC cataloging records
Authority control	$987	Currently use Backstage for cleanup of MARC records and as a source of authority control records
Database authentication	No cost. Included in SCLS services.	Patron authentication with library's third party products
Estimated ILS Annual Costs	**$105,037**	

Startup Costs for LibLime	$32,701
Migration costs	$30,974
Total Startup (One time) costs	$63,675

Estimates of MCPL 2020 Costs for System Services--South Central Library System

Item	SCLS	Notes
ILS	$105,037	See cost breakdown below
		SCLS headquarters technology infrastructure (servers, broadband, security) required to support LINKcat; system administration staff; reports dashboard; after hours emergency support during library
Network	$25,768	open hours.
Delivery	$18,870	5-day for Wausau, Mosinee, and Rothschild. 3-day for Athens, Edgar, Hatley, Marathon City, Spencer, and Stratford
		This is a flexible number based on estimated costs to rent a garage and how much space SCLS might use for delivery on site at MCPL.
Overdrive (Both state and system advantage collections)	$29,106	
Total System fees and costs	**$178,781**	
Estimated one-time ILS migration fees	$63,675	

Estimated 2020 Grant and other Funding Available to MCPL from South Central Library Services

Item	SCLS	Notes
Youth Literacy Grants	$4,050	Reimbursement--library is eligible for up to this amount
CE grants	$2,500	Reimbursement--library is eligible for up to this amount
WiLS Membership	$199	SCLS pays for member libraries. WiLS membership makes libraries eligible for vendor discounts, grants, and other WiLS services.
Collection development grant		
Rent paid to MCPL for SCLS delivery space		See note under delivery
Total Grants and OLther Funds	**$6,749**	

MCPL 2020 Costs for System Services--Wisconsin Valley Library Service

Item	WVLS	Notes
ILS	$74,738	
Network	$6,900	Infrastructure support required for ILS network access and for WVLS managed antivirus
Delivery	$2,200	3-day free for each building. Cost is for additional 2-days for Wausau ($1,100 oer day)
Overdrive (Both state and system advantage collections)	$28,751	
Total System fees and costs	**$112,589**	

2020 Grant and other Funding Available to MCPL from Wisconsin Valley Library Service

Item	WVLS	Notes
Youth Literacy Grants		
CE grants		
WiLS Membership		
Collection development grant	$10,000	
Rent paid to MCPL for WVLS office space	$42,153	
Total Grants and OLther Funds	**$52,153**	