

LIBRARY BOARD MEETING

Gordon Granroth
Scottie Ard
Vicki Gjovik
Marla Hall
Jarell Kuney
Jeff Peplau
Patty Van Nevel

This is to inform you that there will be a Library Board meeting on **Tuesday, January 8, 2019 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AMENDED AGENDA:

**LATE ADDITIONS

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 2 minutes per citizen)
5. Approve minutes from 12.18.18
6. Approve Monthly Expenditures
7. Library Building Project**
8. Director's Report
9. Set date for next regular meeting
10. Communications
11. Library eResources Overview
12. Adjourn

The C.A. Friday Memorial Library will attempt to provide accommodations to the public who wish to attend meetings, provided reasonable notice of need is given.

To request such accommodation, contact Jennifer Rickard at 715-243-0431.

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, December 18, 2018, 4:30 pm

Trustees Attending: Ard, Gjovik, Granroth, Hall, Kuney, Van Nevel

Trustees Attending via Phone: Peplau

Trustees Absent: None

Also Attending: Jennifer Rickard, Interim Library Director, Jim Zajkowski

Call to order: Granroth called the meeting to order at 4:30 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Approve Agenda: (Ard/Van Nevel) Motion to approve the agenda with proposed changes. Move agenda item 12) Library Building Project to follow Monthly Expenditures. Passed unanimously by voice.

Public Comment: (limit 2 minutes per citizen) Granroth thanked board members for extra work while he was out of the area.

Approve Minutes from 11.27.18: (Gjovik/Van Nevel) Motion to approve minutes; passed unanimously by voice.

Approve Monthly Expenditures: Rickard presented monthly expenditures and current budget status to date. Discussion on remaining budget money. Suggestion to purchase Chromebooks for all board members. These devices would allow easy access of shared documents on Google Drive and reduce paper. We will also create email addresses for all Board Trustees. Rickard will get quotes and verify enough dollars remain in the budget for the purchases. (Ard/Van Nevel) Motion to suspend the rules and use some of the remaining funds to purchase devices for the library board of trustees. Roll call taken, motion passed. (Gjovik/Hall) Motion to approve the monthly expenditures as presented. Motion passed unanimously by voice.

Library Building Project: Rickard provided binders with relevant reports and documents related to the building project for each trustee. Documents include reports completed by Cuningham Group, Leo A. Daly, Library Strategies and IFLS Library System. The binders did not include the agreement with the City of New Richmond and the School District. Rickard will provide that for the trustees at the next meeting. Discussion revolved around the two sites for the building project, the current location and the property acquired from the School District of New Richmond Arch Street. As part of the City's downtown façade grant from the Historic Preservation Commission, an architect working in the area expressed interest in our current building, recognizing the work of the original architect. He offered his services if we were looking to do something with this site. Further discussion occurred involving the possible

addition onto the current library with proposed drawings from the WI Preservation Commission. Alderman Zajkowski informed the board that he spoke with Derrick Construction. Derrick Construction offered to assist with any construction process questions if needed, knowing there would still be a formal RFP process before any quotes or work would take place. (Gjovik/Van Nevel) Motion for Ard to consult with Noah Wiendenfeld to follow up with options for the existing site with the Preservation Commission and Granroth to speak with Derrick Construction. 5-1 vote, motion passed.

We also wanted to reach out to members of the City Council to learn more about their thoughts regarding the needs of the library as we continue to move forward and our joint meeting nears.
Gjovik – Alderman Montello
Hall – Alderman Zajkowski
Kuney – Alderman Jackson
Peplau – Alderman Kittel
Van Nevel – Alderman Volkert

Financial Report: Rickard presented financial report from Royal Alliance, previously Signator, as well as the City restricted investments and impact fees available for the library.

Discussion and Action on Circulation Policy: (Ard/Kuney) Motion to approve the Circulation Policy as presented. Motion passed unanimously by voice.

Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws: (Ard/Kuney) Motion to strike the phrase “for the study of special problems” from Article 5, Section 1. Motion passed unanimously by voice. (Ard/Gjovik) Motion to suspend the rules and receive input and feedback from City of New Richmond Administration on our Bylaws and move forward with setting the regular meeting date at this current meeting. Roll call taken, passed unanimously.

Discussion and Possible Action on Adjusting Date of Regular Board Meetings: (Ard/Van Nevel) Motion to approve meeting the first Tuesday of each month at 4:30 pm. Motion passed unanimously by voice.

Discussion and Possible Action on Bill paying process and approval of library invoices: Going forward all bills will be presented to the Library Board prior to being turned over to City Hall for payment. (Ard/Hall) Motion to rescind April 28, 2014 motion. Motion passed unanimously by voice.

April 28, 2014 Motion – “As the Board discussed, we want timely bill paying. Therefore, Kim would be designee for board, then board can approve report at our meetings” - motion by Bill, seconded by Bobbie -- unanimous adoption.

Director's Report – November: Rickard presented the director's report.

Set date for next regular meeting: Tuesday, January 8, 2019 4:30 pm

Communications: None.

Adjourn: (Gjovik/Ard) moved to adjourn at 6:02 pm; passed by voice.

Unapproved

Amazon statement
12/10/18

55110-

310	315	317	318	319	355	373	391
\$ 12.61	\$ 25.98	\$ 32.36	\$ 28.95	\$ 24.99	\$1,040.93	\$ 40.98	\$ 15.19
\$ 6.49	\$ 7.99	\$ 76.44	\$ 13.93	\$ 246.37	\$ 50.99	\$ 16.82	\$ 44.98
\$ 13.99	\$ 30.43	\$ 6.97	\$ 77.11	\$ 52.88			\$ 46.53
\$ 16.97	\$ 7.23	\$ 8.00		\$ 72.79			
	\$ 67.80			\$ 35.98			
				\$ 17.96			
				\$ 19.99			

\$ 50.06	\$ 139.43	\$ 123.77	\$ 119.99	\$ 470.96	\$1,091.92	\$ 57.80	\$ 106.70
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TOTAL \$ 2,160.63

General Bills - December, 2018 - 2018 budget

(City to cut check)

46710	April Hamdorf	\$	10.00	2 Lost & Paid reimbursements
	Grettel Hecht	\$	6.00	1 reimbursemsent
		\$	16.00	
55110-220	New Richmond Utilities	\$	606.98	
		\$	606.98	
55110-310	IFLS Library System		218496 \$ 1,600.37	Shared Services, Supplies July-Dec, 2018
			\$ 1,600.37	
55110-321	IFLS Library System		218501 \$ 1,500.00	eAudiobooks - Advantage
			\$ 1,500.00	
55110-330	Kiwanis Club of New Richmond		140 \$ 114.00	Quarterly Dues, 4 qtr, 2018
			\$ 114.00	
55110-355	IFLS Library System		218499 \$ 4,448.08	5 Computers 1 BK, 1 JL, 3 Patron
			\$ 4,448.08	
55110-396	Department of Administration		05-0000033487 \$ 600.00	TEACH 7/1/18-12/31/18
			\$ 600.00	

TOTAL \$8,885.43

General Bills - December, 2018 - 2018 Budget

(to be paid by PCard)

55110-310	Baker & Taylor	2034226778	\$	2.36	4 mylar
	Baker & Taylor	2034221840	\$	14.75	25 mylar
	Baker & Taylor	2034208118	\$	5.31	9 mylar
	Baker & Taylor	2034224239	\$	5.31	9 mylar
				\$	27.73
55110-316	Baker & Taylor	2034204055	\$	41.24	
	Baker & Taylor	2034206973	\$	114.35	
	Baker & Taylor	2034226781	\$	238.78	
				\$	394.37
55110-317	Baker & Taylor Entertainment	H21572680	\$	24.83	
				\$	24.83
55110-318	Baker & Taylor	2034226777	\$	244.33	
	Baker & Taylor	2034210718	\$	148.62	
	Baker & Taylor	2034221839	\$	413.51	
	Baker & Taylor	2034208117	\$	260.33	
	Baker & Taylor	2034224238	\$	322.89	
	Gale/Cengage	65705141	\$	12.79	
	Library Ideas	66500	\$	2,826.25	Vox books
	Library Ideas	66718	\$	39.95	Vox books
				\$	4,268.67
55110-319	Baker & Taylor Entertainment	H21572680	\$	29.63	
				\$	29.63
55110-321	Findaway	272349	\$	139.98	2 replacement launchpads
				\$	139.98
55110-355	Bayscan Technologies	58911	\$	432.00	2 scanners - self check
	T-Mobile		\$	28.21	Hotspots
				\$	460.21
55110-373	Northern Business Products	362750-0	\$	389.30	10 folding chairs - cushioned
	Northern Business Products	359455-0	\$	779.70	5 folding tables - 18"
	Northern Business Products	363085-0	\$	114.76	Paper towel & Trash bags
				\$	1,283.76
55110-391	Vernon Graphics & Promotions	2296864 RI	\$	1,110.90	72 - Branded mugs
	Vernon Graphics & Promotions	4965635 RI	\$	634.41	150 - Branded journals
	Vernon Graphics & Promotions	2293553 RI	\$	306.07	250 - Branded beach balls
				\$	2,051.38

TOTAL	\$8,680.56
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P-Card Purchases - December, 2018 (2018 budget)

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Demco	6501431	\$ 203.65		14 packages - shelf markers - picture books
	1	Baker & Taylor	2034157115	\$ 6.49		11 mylar
	1	Elm USA	17567	\$ 129.95		Pads for disc cleaner
	1	Schwaab	C019232	\$ 76.71		5 Name badges - staff
	1	Baker & Taylor	2034190677	\$ 19.47		33 mylar
	1	Baker & Taylor	2034210719	\$ 3.54		6 mylar
	1	Baker & Taylor	2034178101	\$ 4.13		7 mylar
	1	Baker & Taylor	2034198740	\$ 21.83		37 mylar
				TOTAL	\$ 465.77	
55110-315	2	Walmart		\$ 28.86		Hometown Holidays
	2	Family Fresh		\$ 26.91		Hometown Holidays
	2	Dollar Tree		\$ 20.00		Soap making Class and Tea
	2	Table 65		\$ 114.95		12/7/18 Food for Holiday Tea
	2	Sweet Beet Bakery		\$ 72.00		12/7/18 Dessert for Holiday Tea
	3	Walmart		\$ 61.28		Ginch Week supplies
					TOTAL	\$ 324.00
55110-316	1	Baker & Taylor	2034141649	\$ 199.05		
	1	Baker & Taylor	2034177991	\$ 168.05		
	1	Baker & Taylor	2034166862	\$ 40.46		
				TOTAL	\$ 407.56	
55110-317	1	Baker & Taylor Entertainment	H12698460	\$ 149.84		
	1	Baker & Taylor Entertainment	H12156410	\$ 12.73		
	1	Baker & Taylor Entertainment	H12878240	\$ 20.92		
	1	Baker & Taylor Entertainment	H12887370	\$ 18.73		
	1	Baker & Taylor Entertainment	H13663660	\$ 12.40		
	1	Baker & Taylor Entertainment	H17189300	\$ 38.75		
	1	Baker & Taylor Entertainment	H15162690	\$ 19.40		
	1	Baker & Taylor Entertainment	H18093420	\$ 20.30		
				TOTAL	\$ 293.07	
55110-318	1	Baker & Taylor	2034157114	\$ 276.44		
	1	Gale/Cengage	65616365	\$ 88.46		
	1	Baker & Taylor	2034190676	\$ 793.49		
	1	Baker & Taylor	2034178100	\$ 354.83		
	1	Gale/Cengage	65694954	\$ 447.84		
	1	Gale/Cengage	65653085	\$ 185.53		
	1	Baker & Taylor	CM 0003134923	\$ (12.57)		Book return
	1	Baker & Taylor	2034198739	\$ 760.96		
				TOTAL	\$ 2,894.98	
55110-319	1	Baker & Taylor Entertainment	H11941380	\$ 87.74		
	1	Baker & Taylor Entertainment	H13059640	\$ 8.83		
	1	Baker & Taylor Entertainment	H13663660	\$ 16.89		

1	Baker & Taylor Entertainment	H11941390	\$	7.91	
1	Baker & Taylor Entertainment	H17553210	\$	7.19	
1	Baker & Taylor Entertainment	H17189300	\$	24.43	
1	Baker & Taylor Entertainment	H15162690	\$	25.90	
1	Center Point Large Print	1649980	\$	318.31	
1	Baker & Taylor Entertainment	H18996200	\$	14.38	
1	Baker & Taylor Entertainment	H19727300	\$	14.36	
1	Baker & Taylor Entertainment	H18093420	\$	45.91	
			TOTAL	\$	571.85

55110-320	1	Wisconsin Historical Society	MFO-0000096/2018	\$	792.00	10 rolls Microfilm
				TOTAL	\$	792.00

55110-321	1	Findaway	16655	\$	229.98	2 Launchpads
	1	Findaway	16670	\$	159.99	1 Launchpad
				TOTAL	\$	389.97

55110-330	2	Jimmy Johns		\$	74.74	Lunch - Staff Day
	2	Aldi		\$	33.99	Lunch - Staff Day
				TOTAL	\$	108.73

55110-355	3	Walmart		\$	17.94	2 Glue guns
				TOTAL	\$	17.94

55110-373	1	Northern Business Products	354773-0	\$	85.76	Paper towels, tissue
	1	Countryside Plumbing & Heating	106738	\$	3,100.00	Boiler maint - up to code
	1	Northern Business Products	363085-0	\$	114.76	Paper towels, trash bags
	2	Grainger	806622536	\$	225.92	Motor
	3	Walmart		\$	0.97	Lint roller
				TOTAL	\$	3,527.41

55110-391	1	MailChimp	MC00857701	\$	45.00	2701-5000 Subscribers
	1	MinuteMan Press	58355	\$	238.00	Here Comes Jack Frost - StoryWalk
				TOTAL	\$	283.00

TOTAL \$10,076.28

Account summary	
55110-310	\$ 465.77
55110-315	\$ 324.00
55110-316	\$ 407.56
55110-317	\$ 293.07
55110-318	\$ 2,894.98
55110-319	\$ 571.85
55110-320	\$ 792.00
55110-321	\$ 389.97
55110-330	\$ 108.73
55110-355	\$ 17.94
55110-373	\$ 3,527.41
55110-391	\$ 283.00

General Bills - January, 2019 - 2019 Budget
(to be paid by check)

46710	Glenwood City Public Library		\$	75.00	Lost & Paid reimbursement
					\$ 75.00
55110-315	National Eagle Center	103018-OR2	\$	340.33	2/18/19 - Meet an Eagle
					\$ 340.33
55110-393	IFLS Library System	219074	\$	14,770.00	Shared Services - Personnel Jan-June 2019
					\$ 14,770.00
55110-396	Wisconsin Department of Public Instruction	IV-01176-R5T8C0	\$	200.00	2019 WISCAT License
	IFLS Library System	219032	\$	30,591.00	Annual MORE Maint.
	IFLS Library System	219063	\$	2,050.00	2 Extra days of delivery
					\$ 32,841.00

TOTAL	\$48,026.33
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To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.07.19

RE: Library Building Project

Discussion on feedback and information we have received since our last board meeting.

Director's Report

January, 2019

General -

- City of New Richmond provided department heads with a new policy for expenditures over \$5000.00. This is to ensure we are following the proper bidding process and compliance for purchases.
- Circulation is up for the year 9,666 physical items over last year.
- Circulation for digital items is up 4,320 over last year.
- Door counter is up for the year 2,461 more visits than last year.
- I will continue to finalize 2018 numbers to begin work on our annual report and create another Year-in-Review handout similar to 2017.
- Jessi and Julie have been begun heavily weeding the juvenile series and nonfiction areas.
- Britta, Jennifer, Jessi, Maureen and Nora met on Monday, January 7 to discuss upcoming promotions including National Library Week.
- Nora has one individual using our Homebound Delivery service currently.

MORE/Technology -

- Year-end clean up reports were completed
 - Deleted 3,518 inactive patron accounts (5 years no activity)
 - 4,601 order records (7 years)
 - 195 billed items deleted through our batch check-in process (3 years overdue)
- Lynda.com is now available for patrons to begin using. It is an online learning platform for business skills, technology and software.
- Chromebooks have arrived, but are not completely set up. They will be distributed to Board Trustees as soon as they are ready.

Classes/Events

- **January 7-March 1 – Adult Winter Reading Challenge – “Read A Latte”** - This challenge is to encourage participants to cozy up and read or try something new during the winter months. Throughout the months, they can also stop in for weekly “Boredom Buster” activity sheets.
- **Babygarten, Little University and Homeschool Hub** – Return following a quick holiday break. Stop in to see what fun topics we will learn about this month.
- **January 11, 2:00 or 4:00 – Bulb Forcing, Spring Blooms** - Enjoy learning the skill of bulb forcing with Jonna from Garden Expressions. Forcing is the term used to describe the

process that stimulates bulbs to bloom out of season. Container is provided by Garden Expressions, just bring your love for gardening! Registration required.

- **January 14, 6:00 pm – Prime Time Nutrition, Healthy Living for 2019** - Join us to learn about the importance of good nutrition, a balanced diet, being active, and the key to a healthy lifestyle with local health food restaurant Prime Time Nutrition.
- **Movie Club** – Third Thursday of the month, 4:00 pm – Stop in monthly to discuss some of your favorite movies and discover new movies to watch.
- **January 19, 10:00 am – Stuffed Animal Sleepover** - Have you ever wondered what happens when the library is closed? Bring a stuffed animal friend (if it's ok for them to spend the weekend!) and enjoy some stories. Tuck in your animal and come back Monday to find out what kind of adventures they had!
- **January 21, 1:00 pm – No School, no problem – Book Bingo!** - The mini-marshmallows won't just be for our cocoa... they'll also be our bingo markers as we enjoy a lively game locating book covers.
- **January 22, 2:00 pm – Crafty Adults** – The 4th Tuesday of each month we will host an adult crafting class on a variety of topics. January we will be making beaded brooches.
- **February 4, 5:30 pm – Make Fresh Pasta** - Learn to make fresh pasta with That Cooking School, from making the dough to testing the noodles when they are finished. Everything is provided to complete this culinary treat! Red and white sauce will be provided as well. Registration required.

Funding/Donations

- In November, we brought in \$2,786.43 from fines, fees, copies, replacement library cards, lost & paid materials and donations.
- The Kiwanis Club of New Richmond presented us with a check for \$238.00 for the newest StoryWalk, Here Comes Jack Frost, at Mary Park.
- Table 65 will be featuring us as a local non-profit for their “Name Droppers” event in April during National Library week.



MONTHLY STATISTICS

	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUNE 18	JULY 18	AUG 18	SEPT 18	OCT 18	NOV 18	DEC 18	TOTAL
CIRCULATION													
Checkouts and renewals	16,892	15,452	19,829	18,146	15,848	19,899	19,374	18,849	15,931	17,353	15,850	14,155	207,578
Checkins	11,852	10,834	12,790	12,291	11,418	13,532	14,297	14,201	11,820	13,324	11,996	11,094	149,449
2017 CHECKOUTS	14,651	14,250	16,936	14,287	15,940	19,556	18,594	19,877	15,743	17,739	15,726	14,613	
Circulation Change	2,241	1,202	2,893	3,859	-92	343	780	-1,028	188	-386	124	-458	9,666
DELIVERY TRAFFIC													
items borrowed	3,069	2,914	3,138	3,043	2,463	2,956	2,540	2,718	2,602	3,020	2,847	2,511	33,821
items lent	4,648	4,410	4,532	3,939	3,744	3,669	3,715	4,033	3,595	3,902	3,786	3,463	47,436
Courier bins received	305	273	295	280	285	259	243	290	239	276	286	221	3252
New Patrons	35	37	44	54	44	87	64	76	129	42	51	35	698
New Items	294	394	332	435	286	378	416	384	332	472	627	468	4818
PATRON ASSISTANCE													
Reference questions			294				313				295		902
Circulation assistance			385				340				286		1,011
Proctoring	4	5	1	6	1	0	3	2	1	4	5	0	32
Genealogy Requests	1	1	0	8	0	1	1	2	2	2	1	1	20
Pharos: sessions	1,000	953	965	971	1,000	1,087	1,052	1,125	958	1,070	875	797	11,853
Microfilm Computer Usage			27	25	18	17	39	47	25	36	30	22	286
Wireless sessions	1,855	2,086	2,610	2,482	2,570	2,459	2,535	2,866	2,278	2,987	3,010	2,922	30,660
Patron Counter	9,791	8,944	10,720	10,786	11,387	15,925	15,134	14,824	11,138	13,535	11,187	9,957	143,328
Days open	26	24	26	24	26	26	25	27	24	27	24	24	303
2017 DOOR COUNTER	9,771	10,192	11,680	9,635	11,831	15,479	14,518	14,009	11,394	12,666	10,794	8,898	140,867
DOWNLOADABLE CONTENT													
OverDrive	1,691	1,587	1,684	1,662	1,593	1,572	1,605	1,817	1,794	1,783	1,794	1,691	20,273
Freeding	16	8	8	6	13	12	18	12	15	31	19	17	175
Flipster	37	49	55	29	41	55	27	37	22	44	46	52	494
Total Content	1,744	1,644	1,747	1,697	1,647	1,639	1,650	1,866	1,831	1,858	1,859	1,760	20,942
2017 total	1,458	1,324	1,459	1,345	1,444	1,326	1,301	1,401	1,361	1,400	1,381	1,422	16,622
INTERLIBRARY LOAN													
Interlibrary loans sent out	28	35	56	38	41	33	37	43	38	48	35	46	478
Interlibrary loans received	84	53	43	46	64	58	41	21	49	41	56	67	623
OVERDUE NOTICES													
Overdue notices: TNS	102	96	105	116	129	128	126	127	147	130	135	198	1539
Overdue notices: mail	87	51	55	128	151	121	157	131	153	195	198	192	1619
Overdue notices: emailed	182	152	205	212	263	212	306	281	257	300	265	319	2954
Bills mailed	46	25	35	36	75	47	63	46	60	61	56	53	603
Statement of Charges	213	198	192	211	215	249	100	388	0	0	0	0	1766
VOLUNTEER TIME (MINUTES)													
Adults	405	690	980	755	805	1,999	1,740	810	2,010	1,510	2,230	1,025	14,959
Teens	60	180	0	0	0	510	960	0	360	0	0	12	2,082
FINE DEPOSITS													
NR Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00
Pershing Invest. Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.03.19

RE: Library eResources Overview

Rickard will provide an overview of various eResources (online databases and apps) that we offer, including our newest additions in 2019, Lynda.com and AutoMate (which replace the Auto Repair Reference Center).