

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, July 31, 2018 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AMENDED AGENDA:

**Late Changes and additions

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 5 minutes per citizen)
5. Approve minutes from 06.26.18, 06.28.18, and 07.10.18
6. Approve monthly expenditures
7. Financial Report
8. Discussion on City of New Richmond, the New Richmond Way Process
9. Review of DPI Recommendations and the Trustee Essentials Handbook while Collaborating with the City on the Hiring Process
10. Open Discussion on Moving Forward with Hiring a New Library Director
11. 2019 Budget
12. Library Boiler
13. Closed Session per State Statute 19.85 (1)(e) - Consideration of property proposal and possible expenditure of public funds
14. Open Session Action on Closed Session
15. Review and Consideration of Student Work Awards Program Language and Funding Options
16. Discussion and Potential Vote on Loan Rules and Processing Fees
17. Discussion and Potential Vote on Fine Amnesty Program
18. Sponsorship of Candidate Forums**
19. Library Project
20. Director's Report
21. Set date for next regular meeting
22. Communications
23. 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, June 26, 2018 4:30 p.m.

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

Trustees Attending via Phone: Peplau

Trustees Absent: Gjovik

Also Attending: Katie Marsh, Library Director; Mark Devereux, Pinnacle Wealth Advisory Group Investment Professional

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

Approve Agenda: (Ard/Hall) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 5 Minutes per citizen) None.

Approve Minutes from 05.29.18: (Ard/Van Nevel) Motion to table agenda item until minutes could be presented and reviewed; passed unanimously by voice.

Approve Monthly Expenditures: (Hall/Ard) Motion to approve monthly expenditures; passed unanimously by voice.

Financial Report: Financial report for Signator was presented by Marsh.

Mark Devereux Financial Report: Mark Devereux provided an overview on the current state of the library's investment accounts to the board.

Public Relations Policy: (Ard/Kuney) City of New Richmond's Public Relations and Media Inquiries Policy was reviewed. Ard recommended that the Library Board adopt the City's policy, stating that if a member of the public were to take issue with the library, it would not be the library that would be sued but the City. Motion to adopt the City's Public Relations and Media Inquiries Policy; passed unanimously by voice.

High School Library Staff Scholarship: Ard presented her idea for a scholarship to the Library Board. Ard said that it is difficult to retain student help. She added that the majority of students are looking at higher education opportunities. She proposed the idea that students working at the library from ages 16-18 would qualify for a scholarship. Hall inquired whether working at the library for 12 months would be sufficient. Ard responded that students would be required to finish out the summer. Van Nevel added that many students need fulltime work in the summer before college. Ard amended that students would be required to work through graduation, and that the amount would not be prorated. Ard added that the Board would have the discretion to increase

the scholarship amount, and the student could use the money as needed. Hall proposed that the library reach out to local high school career development offices for promotional purposes. Hall suggested that the scholarship be in the amount of \$1,000. Granroth said that the Friends of the Library might be willing to contribute, but likely could not pay the full amount. Ard will get samples drawn up and will present at the July Board Meeting.

Library Project: Discussion was opened to the Board. Hall inquired why the project has been put on hold. Granroth answered that there had not been any progress toward scaling down the project. Ard discussed a case in New Jersey similar to the situation in New Richmond in which the library collaborated with two retailers, purchased a warehouse, and remodeled it as a library, businesses, and a rental space for a source of revenue. Ard mentioned a 41,000 sq. ft. building for sale in New Richmond that would have sufficient space for the library, city administrative offices, a senior center, and the VFW. Discussion followed. Discussion will be tabled until such a time as the entire Library Board can be present for consideration. Ard will provide the article about the New Jersey library to Marsh, and Marsh will distribute copies to the Library Board.

Director's Report: Marsh presented the following report:

June 2018

MORE

- At the May Directors Council, revisions to the MORE Fine Waiving Policy passed. Now, any library may waive fines when those fines accrue as the result of an emergency or tragedy in a patron's life. The circumstances under which a library may waive fines without receiving permission are:
 - Hospitalization of patron or patron's loved one, death of patron or patron's loved one, house destruction, theft, loss of job, loss of housing, incarceration, circumstances that unexpectedly leave a patron homebound such as injury or debilitating illness.
- In May, Jennifer was invited to serve on an interview panel for a new PC Support Specialist for IFLS. Dalton Stewart was hired at the end of May.

Personnel

- Four candidates were interviewed for the position of Library Shelver. As of the writing of this report (6/15), we are still in the decision-making process. Marsh provided an update that Maggie Scanlan had accepted a job offer and had begun working at the library.
- Melanie Folk, our Youth Services Assistant, turned in her resignation on Monday, June 11th. She has accepted another job offer. During her time here, Melanie has been a positive, friendly presence in the library. She faces challenges with flexibility, a strong sense of teamwork, creativity, and a wonderful sense of humor. Her loss will be strongly felt. Melanie's last day will be June 22nd. Marsh updated the Board that the library is in the process of accepting applications for this position.

Classes/Events

- Thank you to Jeff and Patty for volunteering at the Summer Reading Kickoff Event!
- The Friends of the Library finished up their Book Sale on Monday, June 4th. It sounds like the sale was a success, thanks to their organizational skills and hard work.

Continuing Education

- Katie will be in Chicago from June 17th through June 20th attending the annual SHRM (Society for Human Resources Management) conference.

Building/Facilities

- On Thursday, June 21st, there will be an upgrade to Badgernet. We will be getting new fiber installed and hooked up at the library. This should increase the speed of our Internet. The upgrade is scheduled to take place at 7:45 a.m., and it is hoped that the upgrade will be complete before the library opens at 9:00 a.m. If not, the library will be without Internet connection until the upgrade is complete. It is believed that the latest the upgrade will be completed is 12:00 p.m. Marsh updated this item to tell the Board that this upgrade has been rescheduled.
- In early June, Mark discovered that one of the boilers appeared to be leaking water. Closer inspection revealed that the heat exchanger is cracked. Mark received a quote from Countryside Plumbing & Heating, and replacement costs for the heat exchanger would be \$3,875. A new boiler would cost \$5,975. Mark and Katie met with Rae Ann, who recommended replacing the boiler. Katie is in the process of examining the library's budget to see if there is any way that we can afford to pay for this cost out of our current budget. Marsh updated the Board that Mark is in the process of acquiring other quotes.

Set date for next meeting: Regular meeting – July 31, 2018 at 4:30 pm; Special Meeting June 28, at 4:30 p.m.

Communications: Granroth reported that the Friends took in just over \$1,000 in their Book Sale. Granroth passed out Library Board of Trustee Bylaws. Marsh followed up on a question from the May meeting regarding an expense, clarifying that the flags in question were purchased as replacement American and POW/MIA flags. Kuney passed out an article on rural libraries.

Adjourn: (Ard/Van Nevel) moved to adjourn 5:57 p.m.; passed unanimously by voice.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Thursday, June 28, 2018 4:30 pm

Trustees Attending: Gordon Granroth, Scottie Ard, Vicki Gjovik, Marla Hall, Jarell Kuney

Trustees Attending via Phone: Jeff Peplau

Trustees Absent: Patty Van Nevel

Also Attending: City Administrator, Mike Darrow; Director of IFLS, John Thompson, City Finance Director, Rae Ann Ailts; City Attorney, Nick Vivian; HR Manager, Sarah Reese

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: Scottie Ard made a motion to approve the agenda, seconded by Marla Hall and carried.

Closed Session: Scottie Ard made a motion to go into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(b) and (c) for the purpose of considering the dismissal, demotion, licensing, discipline, employment and performance evaluation data of a public employee under the Board's jurisdiction and potentially taking formal action on the matter of Katie Marsh, seconded by Marla Hall and carried.

Open Session: No action was taken. Scottie Ard made motion to resume Closed Session, seconded by Marla Hall and carried.

Closed Session: Continuation of Closed Session.

Open Session: Vicki Gjovik made a motion for action following the discussion of events over the past three months recommending Administrative Leave without pay for two days followed by Library Improvement Plan, and if not adhered to, recommendation for termination will follow. Seconded by Scottie Ard and carried unanimously. Scottie Ard, Gordon Granroth will present letter of such action to Katie Marsh.

Vicki Gjovik made a motion to adjourn the meeting, seconded by Marla Hall and carried.

Meeting Adjourned at 7:25 pm.

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To request such accommodation, contact Katie Marsh 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, July 10, 2018 4:30 pm

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

Trustees Attending via Phone: Peplau

Also Attending: Katie Marsh, Library Director; Sarah Reese, HR Manager

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/Kuney) Motion to approve the agenda; passed by voice.

Resignation: (Ard/Hall) Motion to accept resignation of Library Director, Katie Marsh; passed by voice.

Interim Director: (Ard/Hall) Motion to appoint Jennifer Rickard as Interim Director; passed by voice. Granroth will work with Ailts, City Finance Director, regarding wage adjustment for Rickard during interim. Rickard will work with Peplau and one other board member through the 2019 budget process.

Communications: None.

Adjourn: (Hall/Gjovik) moved to adjourn 5:05 pm; passed by voice.

General Bills - June, 2018

55110-220	New Richmond Utilities		\$	634.13	
				\$	634.13
55110-310	Indianhead Federated Library System	218360	\$	303.95	5 cases receipt paper
				\$	303.95
55110-316	Midwest Tape	96197745	\$	9.99	Replacement disc
				\$	9.99
55110-318	Eau Claire Public Library		\$	27.00	Damaged - Masters of Modern Soccer
				\$	27.00
55110-330	Katelyn Marsh		\$	294.24	Mileage & Parking - Madison
	Katelyn Marsh		\$	39.01	Mileage & Parking - Eau Claire
	Katelyn Marsh		\$	42.33	Split charges with Utilities dept
	Katelyn Marsh		\$	48.44	Lyft - Airport to hotel SHRM
				\$	424.02
55110-355	Indianhead Federated Library System	218384	\$	1,163.77	HP Probook Laptop & 27" Monitor
				\$	1,163.77
55110-373	Hillyard	603020101	\$	895.71	Cleaning solution
				\$	895.71
55110-396	Wisconsin Department of Administration	505-0000028150	\$	600.00	TEACH 01/01/18-06/30/18
				\$	600.00

TOTAL \$4,058.57

Amazon statement

6/10/18

55110-

310	315	317	318	319	355	373	391
\$ 8.39	\$ 93.21	\$ 21.85	\$ 13.49	\$ 323.70	\$ 25.64	\$ 16.74	\$ 16.71
\$ 3.85	\$ 25.39	\$ 20.76	\$ 180.60			\$ 20.38	
		\$ 37.72	\$ 54.49				
			\$ 8.70				

\$ 12.24	\$ 118.60	\$ 80.33	\$ 257.28	\$ 323.70	\$ 25.64	\$ 37.12	\$ 16.71
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TOTAL \$ 871.62

P-Card Purchases - June, 2018

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Minuteman Press	54525	\$ 159.96		1500 window envelopes
	1	Northern Business Products	300227-0	\$ 65.01		9 reams colored paper
	1	Baker & Taylor	2033720808	\$ 10.03		17 mylar
	1	Baker & Taylor	2033742260	\$ 7.08		12 mylar
	1	Baker & Taylor	2033743652	\$ 1.18		2 mylar
	1	Northern Business Products	306534-0	\$ 149.95		5 cases copy paper
	1	Dollar Tree		\$ 39.50		Posterboard, table cloths, cups, cards
				TOTAL	\$ 432.71	

55110-315	2	Walmart		\$ 50.74		Supplies SPR Kick-off event
	2	Scholastic	17233590	\$ 100.00		SRP Prize books
	2	Scholastic	17248335	\$ 50.00		SRP Prize books
	2	Champs		\$ 25.00		SRP Gift Card - adult prize
	2	Walmart		\$ 20.82		SRP baskets - adult prizes
	2	New Richmond 8 Theatre		\$ 25.00		SRP Gift Card - adult prize
	2	Walmart		\$ 14.34		SRP Slime supplies
	3	Kwik Trip		\$ 7.96		4 bags ice - SRP Kick-off event
	3	New Richmond Chamber		\$ 150.00		3 - \$50.00 gc - adult SPR prizes
	3	Walmart		\$ 19.01		DIY - Bath bomb class
	3	Dollar Tree		\$ 16.18		DIY - Bath bomb class
				TOTAL	\$ 479.05	

55110-316	1	Baker & Taylor	2033715798	\$ 98.69		4 audiobooks
	1	Baker & Taylor	2033740736	\$ 192.77		10 audiobooks
	1	Baker & Taylor	2033765315	\$ 52.24		2 audiobooks
				TOTAL	\$ 343.70	

55110-317	1	Baker & Taylor	B90397510	\$ 18.66		2 music cds
	1	Baker & Taylor	B90613040	\$ 10.35		1 music cd
	1	Baker & Taylor	B91007000	\$ 23.02		2 music cds
				TOTAL	\$ 52.03	

55110-318	1	Baker & Taylor	2033720807	\$ 376.91		26 books
	1	Baker & Taylor	2033742259	\$ 348.53		26 books
	1	Baker & Taylor	2033743651	\$ 79.90		11 books
	1	Gale/Cengage	63935510	\$ 193.53		7 large print books
				TOTAL	\$ 998.87	

55110-320	1	Leader Telegram	207174	\$ 212.00		Newspaper - 1 year, daily delivery
	1	BookPage	536682	\$ 324.00		1 year subscription, 50 issues/month
				TOTAL	\$ 536.00	

55110-330	2	Pizzeria Due		\$ 11.57	Meals - KM - SHRM
	2	Pizzeria Due		\$ 19.26	Meals - KM - SHRM
				TOTAL	\$ 30.83

55110-355	3	Doyle's Farm & Home	J59550	\$ 16.99	Battery - PA System
				TOTAL	\$ 16.99

55110-373	1	Northern Business Products	302986-0	\$ 65.77	Paper towel rolls and folded
	1	Northern Business Products	306956-0	\$ 25.98	Garbage can liners
	2	Doyle's Farm & Home	J43099	\$ 13.99	Stain
	2	Doyle's Farm & Home	J56932	\$ 9.68	Hardware
				TOTAL	\$ 115.42

55110-391	1	Minuteman Press	54528	\$ 202.30	16 Pages StoryWalk - Bee Dance
	1	Facebook	YUDPLFEAU2	\$ 7.00	Event sponsor - Music in the Park
	1	New Richmond Community Ed	42267	\$ 285.00	Winter 2018 Ad, 1 page
				TOTAL	\$ 494.30

TOTAL \$3,499.90

Account summary	
55110-310	\$ 432.71
55110-315	\$ 479.05
55110-316	\$ 343.70
55110-317	\$ 52.03
55110-318	\$ 998.87
55110-320	\$ 536.00
55110-330	\$ 30.83
55110-355	\$ 16.99
55110-373	\$ 115.42
55110-391	\$ 494.30

Financial Report

Date: July 9, 2018

Account: Signator

	<u>This Period</u>	<u>Year-to-Date</u>
Beginning Account Value	\$267,613.97	\$263,162.99
Dividends, Interest and Other Income	\$578.18	\$2,433.43
Fees	\$2.99	-\$1,652.41
Net Change in Portfolio	\$131.94	\$4,383.07
Ending Account Value	\$268,327.08	\$268,327.08

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 18, 2018

Subject: 2019 Budget

The City Finance Director, Rae Ann Ailts will present an overview of the City's 2019 budget process.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 24, 2018

Subject: Library Boiler

In early June, Mark Evans discovered one of our boilers was leaking water. Upon closer inspection from Countryside Plumbing & Heating it was determined that the heat exchanger is cracked. Mark obtained the included quotes from three businesses for repairs and/or replacement.

Recommendation –

Ailts, Evans and Rickard discussed the quotes and our budget. It is our recommendation to move forward with replacing the unit with either Benck Mechanical or Countryside Plumbing & Heating for the replacement of the unit. Both these contractors quoted the same boiler as our existing unit and include the same services and warranty.

PROPOSAL

ANDERSON HEATING, INC.

1446 SEVENTH STREET
HOULTON WISCONSIN 54082
WI (715) 549-6297 MN (651) 430-0685 FAX (715) 549-5718

Proposal Submitted to: New Richmond Library	Phone mevans@newrichmondwi.gov	Date July 17, 2018
Street 155 East 1st Street	Job Name BOILER	
City, State, and Zip Code New Richmond, WI	Job Location	

We propose to furnish all the material and labor necessary for the complete, professional installation of:

Burnham Series 3 308NI 245,000 Btu/h input
84% efficient cast iron heat exchanger, outdoor reset, natural draft boiler.

10 year limited parts and 1 year labor, lifetime on cast sections

\$6,155.00 tax included

100% SATISFACTION GUARANTEED 😊

WE hereby propose to furnish material and labor – complete in accordance with above specifications, for the sum of: \$
Any alteration from above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over the estimate.
Payment to be made as follows: 50% DOWN; BALANCE UPON COMPLETION (day of install)

AUTHORIZED SIGNATURE *Gary Glubka*

You are hereby notified that Anderson Heating, Inc., as a subcontractor furnishing labor or materials for the construction of your property listed above, may hold lien rights on your land and buildings if this contract is not paid. Please give your mortgage lender a copy of this notice within ten (10) days after you accept this contract, so that your lender, too, will know that Anderson Heating, Inc. is included in the work. This notice is given for purposes of identification, and is not a claim to you or your lender for payment at this time.

ACCEPTANCE OF PROPOSAL

Specifications and conditions are satisfactory and are hereby
accepted. You are authorized to do the work as specified.

Payment will be as outlined above. Prices are valid **ONE MONTH**

Signature _____

Date _____



EQUIPMENT QUOTATION

Friday Memorial Library
City of New Richmond
155E 1st. Street
New Richmond, WI 54017
Mark Evans

July 16, 2018

Below please find our scope of work outline for the boiler heat exchanger.

- | | |
|--|-------------|
| A) One replacement heat exchanger and related parts
For existing boiler. Labor for installation and test.
One year parts and labor warranty. | \$ 4,635.00 |
| B) New CGA8 Weil McClain natural gas boiler, related
Parts and labor for change-out. Start-up and test.
Disposal of existing unit, one year parts and labor
Warranty, ten year heat exchanger warranty through
Weil McClain. | \$ 5,820.00 |

Sincerely,
Benck Mechanical Inc.
David P. Benck

Countryside PLUMBING & HEATING, INC.

321 WISCONSIN DRIVE
NEW RICHMOND, WI 54017
715-246-2660
TOLL FREE: 1-800-542-4243

6/11/2018

New Richmond Library
ATTENTION: Mark

RE: Boiler installation, Boiler repair and water heater installation

This job includes the following work:

Boiler installation

- 1- Demo existing Boiler
- 1- Installation of a 245,000 BTU Weil-Mclain boiler
- 1- Installation of a new pump
- 1- Copper fittings and valves
- 1- Gas pipe fittings
- 1- Fill the boiler and vent out the air
- 1- Check & start-up

TOTAL, MATERIAL, LABOR & TAX \$5,975.00

Boiler heat exchanger repair

TOTAL, MATERIAL, LABOR & TAX \$3,875.00

Water heater installation

- 1-Demo existing electric water heater
- 1- Installation of a power vented Bradford white water heater
- 1- PVC venting to the outside
- 1- Hangers & supports
- 1- Copper fittings and pipe
- 1- Electrician for wiring
- 1- Gas piping from existing main
- 1- Check & start-up

TOTAL, MATERIAL, LABOR & TAX \$3,575.00

● PLUMBING ● HEATING ● AIR CONDITIONING ● SHEET METAL
WISCONSIN REGISTERED DESIGNER
(MP CREDENTIAL #664713)

Notes:

- 1) No local, state fees or permits
- 2) Electrician included for the water heater

Thank you

A handwritten signature in black ink that reads "Jake Singerhouse". The signature is written in a cursive style with a large initial "J".

Jake Singerhouse

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 25, 2018

Subject: Student Work Awards Program (SWAP)

Ard drafted the attached guidelines for the Student Work Awards Program as discussed at the June board meeting.

SWAP

The Carlton A. Friday Memorial Library Student Work Awards Program - SWAP is dedicated to providing student workers with the incentive to serve their community library while earning an award to assist with post-secondary expenses.

Eligibility:

Each SWAP award is \$250.00 for one semester (based on the 2018 student hours of 12 hours per week with additional summer volunteer program hours determined based on programming).

The program is open to students age 16 – 21 who are employees in good standing of the Carlton A. Friday Memorial Library and in good standing in their educational program.

Eligibility Loss:

The loss of eligibility for the SWAP program will include the following:

Poor work performance, excessive absenteeism, no call/no show, and not following policies. Failure to fulfill the minimum 12 hours of work per week and failure to participate in summer programming. Resigning or termination from the appointed position before the required semester hours are met. (Completed semester hours will be credited for resignations in good standing). Termination will result in immediate loss of eligibility.

Requirements:

Eligible students must apply for SWAP every year to maintain eligibility and proper crediting of hours worked and voluntary summer program participation.

Each semester the student staff supervisor will submit an evaluation form to the student's SWAP application.

The student will submit an essay addressing the question: How has working at the Carlton A. Friday Memorial Library affected your work ethic? Please give at least one example, demonstrating the evolution of your work ethic. Essays will be evaluated on originality, creativity and enthusiasm as well as quality of writing.

SWAP Awards:

SWAP will be awarded following the successful graduation of the student employee (generally in May) and the successful completion of the required work and summer program hours.

Awards may be prorated based on the length of service time, work ethic, participation and absence from work which may result in failing to meet the required SWAP hours of eligibility. Substitution

of volunteer hours is at the discretion of the Student Supervisor and the SWAP Committee. Award totals which may be prorated are at the discretion of the SWAP Committee.

SWAP participants are required to attend the SWAP Award Celebration in May to accept their award. SWAP participants agree to allow their essays and likeness to be used in library publicity about the SWAP program.

DRAFT

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 18, 2018

Subject: Discussion and Potential Vote on Loan Rules and Processing Fees

Background

April 12, 2018 the MORE system switched from owning library to lending library loan rules. Lending library loan rules states that the library where an item is checked out determines the loan period and fine rates regardless of what library owns the item. This overall is a great change for our patrons as it provides consistency of checkout periods and fine rates.

Loan Rules, New Music - Previously with owning library rules, we set our new music CDs to only check out for 2 weeks to fill holds quicker therefore getting to all patrons in a timely fashion. We were one of the few libraries in the system to have a shorter checkout period for new music. Since, the change and most libraries don't have a shorter checkout period for new music, our patrons are the only ones with the 2-week checkout period.

Processing Fees – Currently we charge a \$5.00 non-refundable processing fee for any damaged or lost materials when a patron pays to replace an item. We are one of only four libraries (Elk Mound, Park Falls and Prescott) that charge the \$5.00 processing fee. There are five other libraries (Baldwin, Barron, Bruce, Cumberland and Turtle Lake) that charge \$2.00 processing fee. Since the change to lending library rules, our items will not generate a processing fee when checked out at most other libraries, therefore only reflecting the charge for our patrons. In 2017 we collected \$785.00 in processing fees on 185 items that were paid for. Which means, that we did adjust the fee for 25 items including other libraries directly the library system. Due to the change, all items checked out at our library from other libraries also accrue the \$5.00 processing fee which would go to the owning library and effecting our patrons.

Proposed Action

Rickard recommends changing the two week New Music loan rule to the standard three week checkout period with other music collections.

Rickard recommends removing the \$5.00 processing fee from our loan rule structure completely.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 24, 2018

Subject: Discussion and Potential Vote on Fine Amnesty Program

Background

Billed New Richmond Materials as of 7/24/18 –

906 items totaling \$17,566.00 checked out to 320 patrons

Breakdown of materials –

- 523 Book
- 13 Audiobooks
- 299 DVDs
- 33 Music CDs
- 38 Video games

Breakdown of patrons –

- 213 Adults
- 105 Children
- 2 Institutions

Proposed Action

September is National Library Card Sign up month. Annually, we strive to reach out to new individuals and inform them about all the wonderful library services we offer and get them set up with new accounts. While we want to get new people in the door, we would also like to reconnect existing patrons with the library. For this month, we would like to recover overdue materials and reduce barriers for our community. Rickard recommends offering a one-month (September, 2018) fine amnesty program in which patrons can return any overdue or billed New Richmond item(s) and have all associated fines waived from their account. The overall goal is reinstate library privileges for our patrons.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 27, 2018

Subject: Sponsorship of Candidate Forums

A request has been made for Friday Memorial Library to lend its name as a sponsor of the October Candidate Forums. Forums to be conducted at the Civic Center City Council Chambers on October 11 and October 18.

Director's Report

July 2018

MORE/Technology

- MORE did a software upgrade to our Sierra platform on July 10. The upgrade provided us with a few new features and bug fixes.
- The service provider for Badgernet, our internet connection with the state, transitioned to AT&T. The switch went well and all services were restored before opening the library on July 10.

Personnel

- Maggie Scanlan has been hired as our Shelver. Her first day with us was June 21.
- Todd Kittel, our Reference & Information Assistant has had increased hours over the summer. He is working 29 hours per week through August 25. At that time he will revert to his previous schedule of 20 hours per week.
- The City hired Carlson Dettmann as a consultant to do a Compensation & Benefit Study of all City positions. The initial informational meeting for all staff was held on Tuesday, July 10. All of our current job descriptions have been submitted to them as part of the process. The tentative timeline is to have the process finalized September/October, 2018.
- Julie Irwin, has been hired as our Youth Services Assistant. Her first day with us will be Monday, August 6.

Classes/Events

July has been a busy month with events for all ages. Below are a few highlights of our Summer Reading Program for the month.

- Summer Reading Registrations (as of report date)
 - Birth through 3 years – 85 registrants
 - Age 4 through Grade 5 – 434 registrants
 - Grade 6 through 12 – 118 registrants
 - Adults – 243 registrants
- Carnival – 275 attendees
- DIY Creative Workshop, Henna – 23 attendees (full class)
- Giant Bubble Show – 305 attendees
- Rocktastic Crafts, Sensory bottles – 67 attendees
- Geological Wonders of Western Wisconsin
- Voter Registration events on Fridays, provided by the League of Women Voters
- Reading for Charity
- Books & Brews, July – This meeting was canceled due to weather and was the last meeting for this group.

Building/Facilities

- Library closed early on Thursday, July 12 due to power outage in town. We waited 1 hour and power had not been restored. We closed at 6:45 pm. Signs were posted on our doors, on our Facebook page as well as the City's Facebook page informing the public of our early closing.

Funding

- The Friends of the Library presented us with a check for \$650.00. This check was for their sponsorship of our July 25 Summer Reading Performer, Colossal Fossils as well as books for monthly prizes for the Summer Reading Program.

