

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

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 2 minutes per citizen)
5. Approve minutes from 09.25.18 and 10.02.18

OLD BUSINESS:

6. Review and Consideration of Student Work Awards Program Language and Funding Options
7. Review and Discussion of Library Director job description
8. Library Director hiring process
9. 2019 Budget Update
10. Discussion and Vote on Circulation Policy Update
11. Director's Report - September

NEW BUSINESS:

12. Closed Session per State Statute 19.85 (1)(c)(e) –
 - a. Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
 - b. Staff Compensation
 - c. Staff Performance Reviews
13. Open Session Action on Closed Session
14. Library Project
15. Approve Monthly Expenditures
16. Financial Report
17. Library Board Bylaw Review
18. Discussion and Possible Action on Adjusting Date of Regular Board Meetings
19. Discussion and Possible Action on Bill paying process and approval of library invoices
20. Discussion and Possible Action on MORE Record Retention Policy
21. Discussion and Vote to Open Late for Staff Development Training
22. Discussion and Action to approve IFLS Name Change
23. County Library Plan Update
24. Director's Report
25. Set date for next regular meeting
26. Communications
27. Library Services and Materials Overview
28. 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, September 25, 2018, 4:30 pm

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

Trustees Absent: Gjovik

Also Attending: Jennifer Rickard, Interim Library Director; Sarah Reese, City of New Richmond HR Manager; John Thompson, IFLS Director

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

Public Comment: (limit 2 minutes per citizen) None.

Approve Minutes from 08.28.18: (Ard/Van Nevel) Motion to approve minutes; passed unanimously by voice.

Library Board Elections:

September is our annual meeting in which we hold elections for officers.

(Hall/Ard) Motion to nominate Gjovik as Secretary; passed unanimously by voice.

(Peplau/Van Nevel) Motion to nominate Hall as Vice President; passed unanimously by voice.

(Hall/Peplau) Motion to nominate Granroth as President; passed unanimously by voice.

Closed Session: (Ard/Hall) Motion to go into closed session per State Statute 19.85 (1)(c)(e) –

- a. Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
- b. Staff compensation
- c. Increase staff hours temporarily
- d. Assistant Director position

Roll call to enter closed session.

Open Session Action on Closed Session:

(Ard/Hall) Motion to approved expenditure of up to \$5000.00 from impact fees. Roll call taken. Passed unanimously by voice.

(Ard/Van Nevel) Motion to approve as discussed in closed session based on Finance Director and HR review. Roll call taken. Passed unanimously by voice.

(Ard/Peplau) Motion to increase the Reference and Information Assistant position for an additional 75 hours until the end of 2018. Roll call taken. Passed unanimously by voice.

(Hall/Ard) Motion to approve establishment of Assistant Director Position. Roll call taken. Passed unanimously by voice.

Library Project:

Rickard proposed adding an option on our website for patrons to subscribe to updates for the building project. There is not a lot of information available currently, but this is a tool for us to begin tracking individuals that express interest as we move forward. Board agreed, selection will be added to our Newsletter options.

Approve Monthly Expenditures: (Peplau/Hall) Motion to approve the monthly expenditure minus the Legal Fees expense. Motion passed unanimously by voice.

Financial Report: Rickard presented financial report for Signator.

Discussion and possible action on bill paying process and approval of library invoices:

Ideas and processes used by other libraries in the area were presented. Rickard presented current process was approved by Library Board in 2014. Further discussion and review is needed. Will bring back to October meeting.

Review and Consideration of Student Work Awards Program Language and Funding Options:

Tabled for October meeting.

Review and Discussion of Library Director job description:

Tabled for October meeting.

Library Director hiring process:

Tabled of October meeting.

Discussion and Vote on 2019 Closed Dates:

(Hall/Ard) Motion to approve 2019 closed dates as presented. Motion passed unanimously by voice.

- Tuesday, January 1 – New Year’s Day
- Friday, April 19 – Good Friday
- Monday, May 27 – Memorial Day
- Thursday, July 4 – Independence Day
- Monday, September 2 – Labor Day
- Thursday, November 28 – Thanksgiving
- Friday, November 29 – Day after Thanksgiving
- Tuesday, December 24 – Christmas Eve
- Wednesday, December 25 – Christmas Day
- Tuesday, December 31 – New Year’s Eve – close early at 5:00 pm

2019 Budget Update:

Tabled for October meeting.

Discussion and Possible Action on Staffing levels for 2019 budget:

(Ard/Peplau) Motion to approve increased hours as presented for Youth Services Assistant and all three Library Shelver positions beginning in January, 2019 and the reinstatement Summer Reading Intern position for 2019. Motion passed unanimously by voice.

Discussion and Vote on Circulation Policy Update:

Tabled for October meeting.

Director's Report:

Tabled for October meeting.

Set date for next regular meeting: Tuesday, October 30, 2018 4:30 pm

Communications: Granroth and Hall announced dates they will be out of town for travel.

Library Services and Materials Overview:

Tabled for October meeting.

Adjourn: (Peplau/Ard) moved to adjourn at 6:45 pm passed by voice.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, October 2, 2018, 4:30 pm

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

Trustees Absent: Kuney

Also Attending: Jennifer Rickard, Interim Library Director; Sarah Reese, City of New Richmond HR Manager

Call to order: Granroth called the meeting to order at 4:32 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

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

Public Comment: (limit 2 minutes per citizen) None.

Closed Session: (Ard/Van Nevel) Motion to go into closed session per State Statute 19.85 (1)(c) – Staff compensation. Roll call to enter closed session.

Open Session Action on Closed Session: (Ard/Van Nevel) Motion to approve pay scale for Jennifer Rickard, Interim Director, as discussed in closed session, effective September 24, 2018 through the duration of the interim position. Motion passed unanimously by voice.

Adjourn: (Hall/Ard) moved to adjourn at 4:50 pm passed by voice.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: September 21, 2018

Subject: Student Work Awards Program (SWAP)

Discussion and review of Student Work Awards Program recommendation.

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 ^a ~~award~~ ^{Scholarship} to assist with post-secondary ^{education.} ~~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~~ ^e 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 ^{Library Shelves} ~~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~~ ^{Circulation Coordinator} will submit an evaluation form to the students SWAP application. ^{in addition to}

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

Summer

Change question applications per week

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.

at NRHS

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: September 21, 2018

Subject: Review and Discussion of Library Director job description

The Library Director Job description is attached to review and consider for updates or changes.

**C.A. Friday Memorial Library
 Job Description**

Position Title: Library Director	Department: Library
Reports To: Library Board of Trustees	FLSA Code: Exempt

Position Summary: To manage the operations of the Library and the development and implementation of its service programs, and to provide leadership and advocacy for quality, state-of-the-art library service.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Developing and directing library policies, planning and programs consistent with the directives of the Library Board of Trustees.
➤ The overall direction, organization and coordination of actions within the public library.
➤ Assessing long-range library needs, recommending staffing levels and hiring professional staff.
➤ Coordinate fundraising and grant writing.
➤ Developing and overseeing a variety of services designed to meet the needs of a diverse public.
➤ Advocate and promote the Library and its services to the community and surrounding area(s).
➤ Operating the library under a philosophy of service which puts the needs of library users first and responding to those needs in a positive, helpful and friendly manner. In addition to the lending of a wide variety of materials to users of all ages, the library provides reference and information services, public programming and access to electronic information. Library services are designed to be accessible to everyone in the community and surrounding area(s) including individuals with various types of disabilities.
➤ Develop and administer a budget effectively.
➤ Work effectively with library trustees, elected officials and community groups and organizations.
➤ Work with the public tactfully and courteously; interact effectively with people; and foster and maintain positive public relations for the Library within the community.
➤ Supervise and motivate library staff.
➤ Manage a progressive and dynamic library environment and guide and direct the growth and development of the library.
➤ Leverage cutting edge technology and resources to keep the library competitive.

➤ Excellent leadership, oral and written communication, interpersonal, presentation and technology skills.
➤ Evaluates future needs for library services and resources to meet those needs.
➤ Continually evaluates the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.
➤ Communicates to the Indianhead Federated Library System the needs of the library in its role as resource library for the ten-county system and contributes to the formulation and revision of the Indianhead Federated Library System policies and budgets through the Advisory Council of Librarians.
➤ Serves in a leadership role on the MORE Directors Council.
➤ Maintains effective working relationships with the City Council and County Board officials in addition to regional and state organizations.
➤ Maintains contact with and works with the Friends of the Library for the betterment of the library.
➤ Works with the Library Board of Trustees and New Richmond Area Community Foundation to manage and grow the library's Endowment Fund.
➤ In general advocates for and promotes the library. Establishes and maintains effective working relationships with schools, agencies, civic, community and professional groups, the general public and the news media.
➤ Represents the Library at official functions.
➤ Works to establish effective communications through news releases, e-mail or print newsletters, blogs, web sites, etc.
➤ Represents the library at and speaks before community, civic and other groups regarding the objectives and activities of the library.
➤ Handles complaints from the public when referred from another level. Monitors public perceptions of the library and its services. Addresses public criticism of the library when necessary.
➤ Keep current in library trends including, but not limited to, participation in professional and other meetings, conferences and seminars as appropriate, membership in state and national library organizations and networking with regional and state librarians.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Facilitate and coordinate the fundraising for and building of a new library.
➤ Prepare various reports, records, and correspondence to meet City and State requirements, community needs, and applicable laws.

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Current, comprehensive knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing. Knowledge of accepted supervisory and

personnel management practices and the ability to use them effectively. Knowledge of the principles and practices of budget development and administration.

Skills & Abilities: Skill in communicating effectively both orally and in writing. Skill in the use and application of library technologies and equipment, and use of personal computer. Skill in effectively managing multiple projects. Skill in managing the daily operations of a library. Skill in developing and maintaining effective working relationships with Library and City staff, the library board, professional organizations, other outside agencies, and the general public. Skill in organizing, analyzing, and evaluating data to formulate and execute plans. Skill in making public presentations and in public media relations.

- Ability to estimate costs and prepare budget projections.
- Ability to analyze and effectively solve problems.
- Ability to analyze and evaluate operations, procedures and policies.
- Ability to plan, organize, assign, coordinate and manage activities of library staff.
- Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- Ability to work effectively in collaborative groups.
- Ability to effectively use computers and standard applications software.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

Education and Experience: A Master's degree in Library Science from an American Library Association accredited library school; eligible for grade 1 Wisconsin Public Library Certification as provided under the Wisconsin Administrative Code, Sec. PL 6.03

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body,

reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling and crawling.

Working Conditions: Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust.

*The Friday Memorial Library is a department of the City of New Richmond.
The Library is an Equal Opportunity employer.*

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: September 21, 2018

Subject: Library Director Hiring Process

Open discussion about the next steps of the Library Director hiring process.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: September 21, 2018

Subject: 2019 Budget Update

Rickard will provide an update of our 2019 budget.

2019 Draft Budget - City of New Richmond

	Actual 2013	Budget 2013	Variance	Actual 2014	Budget 2014	Variance	Actual 2015	Budget 2015	Variance	Actual 2016	Budget 2016	Actual 2017	Budget 2017	Actual thru 9.30.18	Budget 2018	Budget 2019	Variance	% Change
INTERGOVERNMENTAL REVENUES																		
#43730 County Funding - Library	300,442	300,442	-	317,474	317,474	0	309,249	309,249	0	283,243	283,243	301,765	302,161	302,941	301,133	314,243	13,110	
#43731 Cross County Funding - Library	35,982	36,034	52	28,822	28,787	(35)	28,292	28,268	(23)	24,307	24,311	27,180	27,203	30,474	27,494	38,514	11,020	
Intergovernmental Revenue Sub-Total	336,424	336,476	52	346,296	346,261	(35)	337,541	337,518	(23)	307,550	307,554	328,945	329,364	333,415	328,627	352,757	24,130	7.34%
PUBLIC CHARGES FOR SERVICES																		
#46710 Library Earnings	9,613	8,250	(1,363)	11,308	8,500	(2,808)	12,058	9,500	(2,558)	12,985	11,500	12,561	11,500	9,432	11,500	12,500	1,000	
Public Charges Sub-Total	9,613	8,250	(1,363)	11,308	8,500	(2,808)	12,058	9,500	(2,558)	12,985	11,500	12,561	11,500	9,432	11,500	12,500	1,000	8.70%
TOTAL LIBRARY REVENUE	346,037	344,726	(1,311)	357,604	354,761	(2,843)	349,599	347,018	(2,582)	320,535	319,054	341,506	340,864	342,848	340,127	365,257	25,130	7.39%

2019 Draft Budget - City of New Richmond

		Actual 2013	Budget 2013	Variance	Actual 2014	Budget 2014	Variance	Actual 2015	Budget 2015	Variance	Actual 2016	Budget 2016	Actual 2017	Budget 2017	Actual thru 9.30.18	Budget 2018	Budget 2019	Variance	% Change
CULTURE/RECREATION/EDUCATION																			
LIBRARY																			
#55110-000	Library - Administrative Expenses	46,000	46,000	-	40,000	40,000	-	-	-	-	10,000	10,000	33,000	33,000	30,000	40,000	40,000	-	
#55110-110	Library - Salaries	306,012	344,985	38,972	307,670	323,369	15,699	332,262	322,392	(9,871)	339,913	339,050	342,400	347,001	240,836	376,415	388,695	12,280	
#55110-117	Library - Maint & Custodial Salaries	26,212	26,778	566	25,898	27,345	1,448	26,365	26,054	(311)	23,968	27,713	9,433	27,703	11,555	23,290	23,290	-	
#55110-120	Library - Admin Fees												67,167	71,120	45,374	60,498	60,500	2	
#55110-150	Library - Social Security	24,853	28,440	3,587	24,729	26,830	2,101	26,548	26,656	108	26,831	28,057	25,863	28,665	19,923	28,795	29,080	285	
#55110-151	Library - Retirement Fund	21,304	27,288	5,984	22,278	23,219	941	23,949	23,006	(943)	23,798	23,975	22,720	24,909	16,169	25,003	23,700	(1,303)	
#55110-152	Library - Health Insurance	106,288	124,662	18,374	53,755	71,061	17,306	68,205	76,322	8,117	70,068	64,590	63,827	82,457	31,630	65,337	57,300	(8,037)	
#55110-152-100	Library - Retiree Sick Payout	53,876	-	(53,876)	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	
	P-Card Rebate								(2,000)										
#55110-153	Library - Life Insurance	134	180	46	98	180	82	107	97	(11)	86	98	32	98	-	98	100	2	
#55110-157	Library - Disability Insurance	950	1,364	413	870	1,005	135	1,020	1,045	25	1,088	1,143	1,923	994	1,402	994	2,350	1,356	
#55110-160	Library - Flex Benefit Costs	146	170	24	52	170	118	57	50	(7)	71	50	33	50	-	50	240	190	
#55110-220	Library - Utilities/Telephone	14,228	13,461	(767)	14,824	13,000	(1,824)	13,110	13,220	110	13,345	13,222	12,783	13,222	8,244	13,222	13,000	(222)	
#55110-310	Library - Office Supplies	7,080	8,500	1,420	9,802	8,500	(1,302)	9,628	8,500	(1,128)	10,276	8,500	9,286	7,650	5,183	7,650	7,650	-	
#55110-311	Library - Postage	1,990	1,607	(383)	1,634	1,607	(27)	1,808	1,607	(201)	1,659	1,607	1,887	1,607	1,786	1,607	2,000	393	
#55110-312	Library - Copier Expenses	3,629	3,576	(53)	3,577	3,576	(1)	3,277	3,576	299	4,233	3,576	3,294	3,576	3,123	3,576	3,575	(1)	
#55110-315	Library - Programs/Materials/Adult Programs	6,652	6,350	(302)	9,604	7,630	(1,974)	15,824	8,681	(7,143)	19,882	8,681	13,558	8,681	8,493	8,681	9,500	819	
#55110-316	Library - Audio Books (Books on Tapes/CD)	5,653	5,600	(53)	5,556	5,500	(56)	5,261	5,500	239	5,006	5,500	4,837	5,500	3,578	5,500	5,000	(500)	
#55110-317	Library - Music and Gaming Software	4,833	5,200	367	4,151	4,000	(151)	3,854	4,000	146	4,036	4,000	3,402	3,450	953	3,450	3,000	(450)	
#55110-318	Library - Books	40,940	43,000	2,060	42,173	40,140	(2,033)	41,075	40,140	(935)	39,603	40,140	39,540	39,640	20,394	39,640	39,500	(140)	
#55110-319	Library - DVD	5,565	6,100	535	6,735	6,100	(635)	7,297	6,100	(1,197)	7,301	6,100	7,800	6,600	3,323	6,600	7,000	400	
#55110-320	Library - Publications/Subscriptions	6,277	5,200	(1,077)	4,984	7,000	2,016	5,507	6,000	493	5,718	6,000	5,101	6,000	5,287	6,000	5,000	(1,000)	
#55110-321	Library - E Content	-	-	-	7,584	7,578	(6)	3,017	4,100	1,083	5,098	4,100	4,707	4,650	4,019	4,650	6,500	1,850	
#55110-330	Library - Education/Travel/Meals	4,547	4,825	278	3,438	5,000	1,562	1,296	5,000	3,704	6,278	5,000	4,866	5,000	5,201	5,000	12,500	7,500	
#55110-355	Library - Supplies/Equipment Repairs	9,749	6,420	(3,329)	10,239	7,200	(3,039)	14,853	7,200	(7,653)	9,982	7,200	9,239	6,480	1,620	6,480	8,000	1,520	
#55110-373	Library - Building Repairs/Maint	3,708	6,500	2,792	10,427	5,000	(5,427)	9,016	5,000	(4,016)	6,190	5,000	12,446	5,000	23,995	5,000	10,000	5,000	
#55110-390	Library - Misc	617	-	(617)	67	200	133	3,525	200	(3,325)	465	200	1,187	200	5,190	200	1,000	800	
#55110-391	Library - Misc Publicity	2,640	2,000	(640)	3,073	2,500	(573)	7,988	2,500	(5,488)	4,407	2,500	3,874	2,500	2,167	2,500	2,500	-	
#55110-393	Library - Catalog Services	-	-	-	22,417	22,417	-	20,894	23,394	2,500	24,271	24,270	26,042	26,042	27,865	27,865	29,500	1,635	
#55110-395	Library - Computer Support	320	2,500	2,180	660	2,500	1,840	1,435	1,200	(235)	1,435	1,200	1,643	1,200	1,741	1,200	1,500	300	
#55110-396	Library - MORE Maintenance	24,210	24,638	428	28,911	28,711	(200)	30,371	30,271	(100)	30,558	27,096	31,116	31,176	31,639	32,928	33,945	1,017	
	Library Sub-Total	728,414	745,343	16,929	665,206	691,338	26,131	677,552	649,810	(25,741)	695,567	668,569	763,007	794,171	560,690	802,228	830,925	28,697	3.58%
	TOTAL EXPENDITURES	728,414	745,343	16,929	665,206	691,338	26,131	677,552	649,810	(25,741)	695,567	668,569	763,007	794,171	560,690	802,228	830,925	28,697	3.58%

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 09.15.18

RE: Circulation Policy Update

Updates to the policy reflect the elimination of our \$5.00 processing fee and removal of the 2-week new music checkout period. I also expanded our list of materials we check out for variable loan periods and put the materials into a chart format for easier formatting.

CIRCULATION POLICY

Adopted by C.A. Friday Memorial Library Board of Trustees: 2/26/1998

Revised: 3/26/1998, 3/30/2000, 12/28/2006, 9/30/14, 10/28/2014, 4/24/18, 9/25/18

Library Cards

The Carleton A. Friday Memorial Library issues a library card without charge to anyone using the library.

Applicants must present proper identification and proof of address when they register. Children under the age of 18 must have a parent/guardian sign for them.

All library cards expire one year from the date of issue, and will be renewed on an annual basis. Cardholders will be asked to update their ~~patron record (name, address, telephone)~~ **contact information** before the card is renewed.

Lost cards will be replaced for a \$1.00 fee. Stolen cards or cards worn out from repeated use will be replaced at no charge. Staff may also choose to waive the \$1.00 fee at their discretion.

Confidentiality of Circulation Records

Library records are confidential. Library records for individual users are for the sole purpose of protecting public property.

No library records shall be made available to the public, press, or a governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law. The Library Director will resist such process, order, or subpoena until there is a proper show of good cause. Any costs incurred by the library in any search of records shall be charged to the agency demanding such search.

If approached to give information on library records, the requestor will be referred to the Library Director.

Loan Periods and Fines

Fines are charged on a per day basis for overdue library materials checked out at the Carleton A. Friday Memorial Library.

- ~~3 Day Loan~~
 - 1. ~~Lucky Day DVDs~~
- ~~7 Day Loan~~
 - 1. ~~DVDs~~
 - 2. ~~Launchpads~~

- ~~3. Lucky Day Books~~
- ~~4. Wii Games~~
- ~~5. Xbox Games~~

- ~~14 Day Loan~~

- ~~1. Multi-disc DVD sets~~
- ~~2. New Adult Books~~
- ~~3. New Music CDs~~
- ~~4. Park Packs~~
- ~~5. WiFi Hotspots~~

- ~~21 Day Loan~~

- ~~1. Books~~
- ~~2. Books on CD~~
- ~~3. Early Literacy Backpacks~~
- ~~4. Magazines~~
- ~~5. Music CDs~~
- ~~6. Traveling Tales~~

- ~~Variable Loan Periods~~

- ~~1. Projectors~~
 - ~~i. \$100.00 deposit required to borrow~~
- ~~2. Projection screens~~
- ~~3. Overhead projectors~~
- ~~4. Watts Up Meter~~
- ~~5. Slide Projector~~
- ~~6. Interlibrary Loan items~~
- ~~7. Audiocassette player~~
- ~~8. Select reference materials~~
 - ~~i. At the discretion of a supervisor~~

Item	Loan Period	Daily Overdue Fine	Renewal allowed*
Books	21 days	.10¢	Yes
New Fiction & Nonfiction Adult Books	14 days	.10¢	Yes
Lucky Day Books	7 days	.50¢	No
Magazines	21 days	.10¢	Yes
Books on CD	21 days	.10¢	Yes
Music CDs	21 days	.10¢	Yes
DVDs/Blu-Ray	7 days	.50¢	Yes
Multi-disc DVD/Blu-Ray Sets	14 days	.50¢	Yes
Lucky Day DVDs	3 days	\$1.00	No
Wii Games	7 days	.50¢	Yes

Xbox Games	7 days	.50¢	Yes
Launchpads	7 days	\$1.00	Yes
WiFi HotSpots	14 days	\$1.00	No
Early Literacy Kits	21 days	.10¢	Yes
Traveling Tales	21 days	.10¢	Yes
Park Packs	14 days	\$1.00	No
Projectors (\$100.00 deposit required to borrow)	Variable	\$1.00	Yes
Projection Screens	Variable	\$1.00	Yes
Overhead Projectors	Variable	\$1.00	Yes
Slide Projectors	Variable	\$1.00	Yes
Audiocassette Players	Variable	\$1.00	Yes
Watts Up Energy Meters	Variable	\$1.00	Yes
Interlibrary Loan Items	Variable	.10¢	No
Reference Materials (At the discretion of a supervisor)			

**Patrons may not renew items with holds on them.*

Patrons are allowed to have 100 items checked out to them at any one time.

Items shall not be checked out to any patron with ten dollars (\$10.00) or more in fines or lost or damaged item charges on their account.

Patrons are encouraged to bring their library card with them. However, patrons may check items out with an ID in the event that they do not have their library card with them.

Materials that are already checked out may be reserved.

Renewals

1. Items not on reserve may be renewed. Materials checked out to a customer may be renewed two times in sequence, if no other customer has placed a Reserve/Hold on that item.
2. If an item is reserved, it is not available for renewal by the current borrower, **unless another copy is available elsewhere in the MORE system.**
3. Items belonging to the Carleton A. Friday Memorial Library may be renewed a third time at the discretion of the Library Staff.
4. No third renewal is allowed for materials belonging to another library, **unless approval is received from the owning library.**

~~Patrons are allowed to have 100 items checked out to them at any one time.~~

~~Patrons are encouraged to bring their library card with them. However, patrons may check items out with an ID in the event that they do not have their library card with them.~~

Fines

~~Fines are charged on a per day basis for overdue library materials owned by the Carleton A. Friday Memorial Library. Fines accrue at the following rates:~~

- ~~• \$.10 per day: Books, Audiobooks, Early Literacy Backpacks, **Interlibrary loan items,** Magazines, Music CDs, Traveling Tales~~
- ~~• \$.50 per day: DVDs, Lucky Day Books, Wii Games, Xbox Games~~
- ~~• \$1.00 per day: Launchpads, Lucky Day DVDs, Park Packs, WiFi Hotspots~~

Damaged or Lost Materials

Patrons are responsible for all materials checked out on their card, and are liable for any losses or damages that may occur to library materials. The library ~~via~~ will notify the patron of payment due for the replacement or repair of the lost or damaged item.

~~A reprocessing charge of \$5.00 will be charged for lost materials in addition to the actual cost of the item. If the item is found within 60 days of payment, the library will refund the cost of the item, but not the reprocessing charge.~~

Library materials are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

- Liquid damage
- Torn covers or pages
- Marked or underlined pages
- Torn binding
- Missing or damaged audiovisual materials

Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to items checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged materials.

Replacements for damaged items will be purchased by the Carleton A. Friday Memorial Library. The Library may accept outside replacement items on a case by case basis. This decision is left to the discretion of the Selector for that area of the collection.

If the item that was lost and paid for is found and returned to the library in good condition within 60 days from the date of payment, money paid for the lost item will be reimbursed. ~~minus the \$5.00 processing fee provided a receipt is shown by the patron or library records show proof of payment.~~ **Refund checks will be processed by the City of New Richmond and sent by mail.**

Appeal of library charges

Patrons who feel they have been charged unfairly or incorrectly will be asked to fill out an appeal of library charges form. A staff member will make a decision on the appeal and notify the patron by phone or in writing. If the patron is not satisfied, he or she may appeal the decision to the library director and ultimately to the Library Board of Trustees if necessary.

DRAFT

Director's Report

September, 2018

Personnel

- We currently have two new volunteers assisting us with our inventory process. Their assistance has been extremely beneficial.

MORE/Technology

- The hard drive in our patron copier failed. Was out of service for about 2 business days.
- The elimination of processing fees and loan rule adjustments for new music CDs went into effect on Friday, September 7.
- Patron computer #5, this computer was having some recovery issues and needed to be rebuilt. IFLS staff did a great job repairing the computer with very little down time for our patrons.
- Children's OPAC is down currently. Should be fully functional or replaced soon.
- Our disc resurfacing machine has been having a few issues. Maureen has been working with technical support from the company in hopes to get the machine operational.

Continuing Education, Meetings and Training

- Nora had her ADRC Coalition meeting on Monday, September 10. They are working on some classes for this fall.
- Maureen and the circulation team had a team meeting on Monday, September 10.
- The Family First Committee with the City met on Tuesday, September 11. Britta represents our department on that committee.
- Maureen and Jennifer had our fifth Managing Up session on Wednesday, September 12. Noah from the City presented on "Leading the New Richmond Way" and ended with a team building activity involving spaghetti noodles and marshmallows.
- Jennifer attended the St. Croix County Library Planning Committee Meeting on Thursday, September 13. This committee met to review and discuss the County Plan of Library Services for 2019-2022.
- Jessi attended the New Richmond Chamber Coffee on Friday, September 14.
- Jennifer attended a Tech Training day at WITC in Rice Lake on Tuesday, September 18. They presented on emerging tech trends in general and how we can apply that to libraries. The workshop also included a session on internet security and how to help protect our patrons.
- Jessi, Julie and Jennifer had a demo for a new product, Vox books, to potentially add to our children's collection.

- Security training – Mark Evans did a short training session with all employees on our security system. The system was disarmed so gave us all an opportunity to go through the process in the event of an emergency.
- Director’s Council – Jennifer was unable to attend the director’s council meeting on Friday, September 21. Proxy form along with notes and recommendations was sent for Katherine from Rice Lake Public Library to represent New Richmond.

Classes/Events

- August wrapped up our Summer Reading Program, with overwhelming response.
 - Birth-3 – 86
 - School Age (4 years-Grade 5) – 438
 - Teens – 119
 - Adults – 250 **Highest adult participation to date, 100% increase in participation from 2017 to 2018.
- Homeschool Hub – New classes for the homeschool families of the community. This is going great and has been very well received.
 - September 11 – Artistic activities featuring Vassily Kandinsky’s artwork.
 - September 18 – STREAM activities involving water
 - September 25 – Banned book week discussion based around literature
- Totally Turtles – No school event on Monday, September 17. We had 177 attendees!! Luckily it was nice outside so we could host the event in the park.
- Heritage History Tour at the Heritage Center was very educational and appreciated by those that attended.
- Libraries, MORE than just books – Our goal was to inform patrons all the wonderful things they can check out with their library card. We did target emails to our new card holders, but unfortunately we did not have any participants.
- 4K Outreach has resumed
 - First Lutheran
 - Sunshine
 - Center
 - St. Mary’s
- Babygarten has resumed
- Little University has resumed in full force. We had 36 attendees on Friday, September 21. Very warm and tight in that little program room. Unfortunately some patrons came, but were unable to join due to the limited space.

Marketing & Promotion

- Britta established our new electronic marketing account with MailChimp. Our email lists have been generated and promotional emails are going well.
- Jennifer presented about Technology Basics and library services at the United Methodist Church.

- Todd and Britta are working together on Throwback Thursday posts for Facebook. These posts have had great engagement and many shares, therefore increasing our Facebook followers and visibility.
- Back to School Fine Sale – August 20-31 we offered 50% off overdue fees on patron accounts.
 - We cleared **\$953.22** from patron accounts, allowing access for so many more patrons.
 - We collected **\$706.00** from patron accounts (cash or check at the library).
 - We collected an additional **\$50.00** in donations during that period.
 - We collected **\$1008.12** through eCommerce for the month of August. I don't have access to a complete breakdown for just the last 2 weeks.
 - August was our highest cash/check fine revenue month this year.

Building/Facilities

- J&K Window Tinting provided us with a quote for getting privacy film on a few interior windows in staff areas.
- Mark Evans shampooed the carpet in the periodical room. Our goal is to get additional areas of the library done yet this fall.
- Keeping Safety Simple toured on Friday, September 21 for a safety review of our building. They will be providing an update once complete.

Funding

- We received \$505.00 in memorials for Ruth A. Johnson. The money was deposited into our Library Building account with the Foundation.
- Reading for Charity check presentations for the charities occurred on September 19 and 20.
 - New Richmond Fines Arts Council - \$335.00 – Sponsored by Bremer Bank
 - Heritage Center - \$399.00 – Sponsored by WESTconsin Credit Union
 - The Gap Fund - \$750.00 – Sponsored by First National Community Bank. We received 503 entries for the Gap Fund, but First National Community Bank generous added to their donation.



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					144,289
Checkins	11,852	10,834	12,790	12,291	11,418	13,532	14,297	14,201					101,215
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	-15,743	-17,739	-15,726	-14,613	-53,623
DELIVERY TRAFFIC													
items borrowed	3,069	2,914	3,138	3,043	2,463	2,956	2,540	2,718					22,841
items lent	4,648	4,410	4,532	3,939	3,744	3,669	3,715	4,033					32,690
Courier bins received	305	273	295	280	285	259	243	290	0	0	0	0	2230
New Patrons	35	37	44	54	44	87	64	76					441
New Items	294	394	332	435	286	378	416	384					2919
PATRON ASSISTANCE													
Reference questions			294				313				0		607
Circulation assistance			385				340				0		725
Proctoring	4	5	1	6	1	0	3	2					22
Genealogy Requests	1	1	0	8	0	1	1	2					14
Meeting Room Usage													0
Pharos: sessions	1,000	953	965	971	1,000	1,087	1,052	1,125					8,153
Microfilm Computer Usage			27	25	18	17	39	47					173
Wireless sessions	1,855	2,086	2,610	2,482	2,570	2,459	2,535	2,866					19,463
Patron Counter	9,791	8,944	10,720	10,786	11,387	15,925	15,134	14,824					97,511
Days open	26	24	26	24	26	26	25	27					204
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					13,211
Freading	16	8	8	6	13	12	18	12					93
Flipster	37	49	55	29	41	55	27	37					330
Total Content	1,744	1,644	1,747	1,697	1,647	1,639	1,650	1,866	0	0	0	0	13,634
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					311
Interlibrary loans received	84	53	43	46	64	58	41	21					410
OVERDUE NOTICES													
Overdue notices: TNS	102	96	105	116	129	128	126	127	0	0	0	0	929
Overdue notices: mail	87	51	55	128	151	121	157	131	0	0	0	0	881
Overdue notices: emailed	182	152	205	212	263	212	306	281	0	0	0	0	1813
Bills mailed	46	25	35	36	75	47	63	46	0	0	0	0	373
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	1999	1740	810					8184
Teens	60	180	0	0	0	510	960	0					1710
FINE DEPOSITS													
NR Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$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					\$5,600.00

General Bills - September, 2018

46710	Amery Public Library	\$	10.00	Lost & Paid reimbursement
	Eau Claire Public Library	\$	16.50	Lost & Paid reimbursement
	Menomonie Public Library	\$	13.95	Lost & Paid reimbursement
	Ashlee Kuehn	\$	17.00	Lost & Paid refund
	Laurie Stafne	\$	13.00	Lost & Paid refund
	Samantha Gora	\$	12.00	Lost & Paid refund
			\$ 82.45	
55110-220	New Richmond Utilities	\$	909.70	
			\$ 909.70	
55110-315	Mark Moran	\$	400.00	10/12/18 - Antique Appraisals
				11/12/18 - Author Spotlight
	Jim Anderson	\$	50.00	Running through North America
			\$ 450.00	
55110-316	Midwest Tape	96421044 \$	9.99	Audiobook - replacment disc
			\$ 9.99	
55110-318	Jim Anderson	\$	25.00	2 books - local author
	Gale/Cengage	64282604 \$	88.46	4 LP Standing Order
			\$ 25.00	
55110-330	Jennifer Rickard	\$	65.40	Mileage to WITC Rice Lake Technology Workshop
			\$ 65.40	
55110-373	J&K Window Tinting, LLC	\$	400.00	White frost film -62 sq ft Staff work areas
			\$ 400.00	

TOTAL	\$1,542.54
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Amazon statement 9/10/18

55110-

310	317	318	319	355	373	391
\$ 23.86	\$ 61.89	\$ 25.00	\$ 44.39	\$ 27.98	\$ 40.72	\$ 6.98
\$ 38.53	\$ 39.73	\$ 9.80	\$ 170.75	\$ 449.49		
\$ 22.27			\$ 45.98	\$ 44.49		
\$ 30.89			\$ (0.97)			
			\$ (0.06)			
			\$ 64.91			
			\$ 85.92			
			\$ 48.50			
			\$ (0.56)			

\$ 115.55	\$ 101.62	\$ 34.80	\$ 458.86	\$ 521.96	\$ 40.72	\$ 6.98
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TOTAL \$ 1,280.49

P-Card Purchases - September, 2018

Account	Pcard #	Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2033935589	\$ 8.26	Mylar
	1	Baker & Taylor	2033912736	\$ 7.67	Mylar
	1	Baker & Taylor	2033917503	\$ 15.93	Mylar
	TOTAL			\$ 31.86	
55110-315	1	Scholastic	17482197	\$ 187.00	Summer Reading Prizes
	2	Walmart		\$ 24.02	Little University & Homeschool Hub supplies
	TOTAL			\$ 211.02	
55110-316	1	Recorded Books	75996530	\$ 82.20	
	1	Baker & Taylor	2033923042	\$ 134.00	
	TOTAL			\$ 216.20	
55110-317	1	Baker & Taylor	H02919380	\$ 11.88	
	1	Baker & Taylor	H02870870	\$ 11.88	
	TOTAL			\$ 23.76	
55110-318	1	Gale/Cengage	64434912	\$ 32.97	Will receive credit for \$11.38 for shipping charges.
	1	Gale/Cengage	64537603	\$ 41.77	Will receive credit for \$11.38 for shipping charges.
	1	Gale/Cengage	64636480	\$ (37.87)	Credit for shipping - Invoices 64322677, 64434912, 64537603
	1	Gale/Cengage	64710322	\$ 96.23	Will receive credit for \$13.06 for shipping charges on next statement.
	1	Baker & Taylor	2033912735	\$ 302.16	
	1	Baker & Taylor	2033917502	\$ 478.59	
	1	Baker & Taylor	2033935588	\$ 323.15	
	TOTAL			\$ 1,237.00	
55110-319	1	Baker & Taylor	H03327790	\$ 10.79	
TOTAL			\$ 10.79		
55110-373	1	Northern Business Products	328385-0	\$ 63.96	Paper towel
	2	Doyle's Farm & Home	J98448	\$ 9.99	Flex Spout
	TOTAL			\$ 73.95	
55110-391	1	Facebook		\$ 6.58	Sponsored ad - Fine sale
	1	MailChimp	MC00521205	\$ 50.00	Monthly plan - 2701-5000 subscribers
	TOTAL			\$ 56.58	
810-00-55110-315	1	Costume Specialists	SH8346	\$ 140.00	Curious George Costume - 1000 Books party
TOTAL			\$ 140.00		

TOTAL \$2,001.16

Account summary	
55110-310	\$ 31.86
55110-315	\$ 211.02
55110-316	\$ 216.20
55110-317	\$ 23.76
55110-318	\$ 1,237.00
55110-319	\$ 10.79
55110-373	\$ 73.95
55110-391	\$ 56.58
810-00-55110-315	\$ 140.00

Budget Comparison - Detail
LIBRARY

Account Number		2018 September	2018 Actual 09/30/2018	2018 Budget	Budget Status	% of Budget
100-00-46710-000-000	LIBRARY EARNINGS	1,185.53	9,432.35	11,500.00	-2,067.65	82.02
=====						
	LIBRARY - REVENUES	1,185.53	9,432.35	11,500.00	-2,067.65	82.02
=====						
	Total Revenues	1,185.53	9,432.35	11,500.00	-2,067.65	82.02
=====						

LIBRARY

Account Number		2018		2018 Budget	Budget Status	% of Budget
		September	Actual 09/30/2018			
100-00-55110-000-000	LIBRARY - LEASE	10,000.00	30,000.00	40,000.00	10,000.00	75.00
100-00-55110-110-000	LIBRARY - SALARIES	24,893.13	240,835.77	376,415.00	135,579.23	63.98
100-00-55110-117-000	LIBRARY - MAINT SALARIES	1,254.09	11,555.24	23,290.00	11,734.76	49.61
100-00-55110-120-000	LIBRARY - ADMIN FEES	15,124.50	45,373.50	60,498.00	15,124.50	75.00
100-00-55110-150-000	LIBRARY - SS/MEDICARE	1,955.05	19,923.24	28,795.00	8,871.76	69.19
100-00-55110-151-000	LIBRARY - RF	1,627.93	16,169.48	25,002.00	8,832.52	64.67
100-00-55110-152-000	LIBRARY - HEALTH INS	10,315.42	31,629.51	65,337.00	33,707.49	48.41
100-00-55110-152-100	LIBRARY - RETIREE/MRA PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-55110-153-000	LIBRARY - LIFE INS	0.00	0.00	98.00	98.00	0.00
100-00-55110-157-000	LIBRARY - DISABILITY INS	458.98	1,402.34	994.00	-408.34	141.08
100-00-55110-160-000	LIBRARY - FLEX BENEFIT COSTS	0.00	0.00	50.00	50.00	0.00
100-00-55110-220-000	LIBRARY - UTIL/TELE	1,041.76	8,243.51	13,222.00	4,978.49	62.35
100-00-55110-310-000	LIBRARY - OFFICE SUPPLIES	267.31	5,182.54	7,650.00	2,467.46	67.75
100-00-55110-311-000	LIBRARY - POSTAGE	121.27	1,785.93	1,607.00	-178.93	111.13
100-00-55110-312-000	LIBRARY - XEROX	347.02	3,123.16	3,576.00	452.84	87.34
100-00-55110-315-000	LIBRARY - PROGRAMS/MATERIALS	816.77	8,493.05	8,681.00	187.95	97.83
100-00-55110-316-000	LIBRARY - AUDIO BOOKS	1,071.60	3,578.38	5,500.00	1,921.62	65.06
100-00-55110-317-000	LIBRARY - MUSIC & GAMING	77.24	957.24	3,450.00	2,492.76	27.75
100-00-55110-318-000	LIBRARY - BOOKS	2,277.03	20,393.92	39,640.00	19,246.08	51.45
100-00-55110-319-000	LIBRARY - DVD	776.34	3,323.28	6,600.00	3,276.72	50.35
100-00-55110-320-000	LIBRARY - PUB/SUB/DUES	0.00	5,286.81	6,000.00	713.19	88.11
100-00-55110-321-000	LIBRARY - E CONTENT	419.94	4,019.35	4,650.00	630.65	86.44
100-00-55110-330-000	LIBRARY - EDUCATION/TRAV/MEALS	30.51	5,201.05	5,000.00	-201.05	104.02
100-00-55110-355-000	LIBRARY - SUPPLIES/EQUIP	21.75	1,620.08	6,480.00	4,859.92	25.00
100-00-55110-373-000	LIBRARY - BLDG MAINT	7,372.00	23,994.58	5,000.00	-18,994.58	479.89
100-00-55110-390-000	LIBRARY - MISC	0.00	5,190.18	200.00	-4,990.18	2,595.09
100-00-55110-391-000	LIBRARY - MISC PUBLICITY	288.00	2,167.19	2,500.00	332.81	86.69
100-00-55110-393-000	LIBRARY - CATALOG SERVICES	0.00	27,865.00	27,865.00	0.00	100.00
100-00-55110-395-000	LIBRARY - COMPUTER SUPPORT	0.00	1,741.00	1,200.00	-541.00	145.08
100-00-55110-396-000	LIBRARY - S.I.S. MAINT	0.00	31,639.00	32,928.00	1,289.00	96.09
100-00-55110-810-000	LIBRARY - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-55110-820-000	LIBRARY - CAP IMP	0.00	0.00	0.00	0.00	0.00
LIBRARY - EXPENSES		80,557.64	560,694.33	802,228.00	241,533.67	69.89
Total Expenses		80,557.64	560,694.33	802,228.00	241,533.67	69.89
Net Totals		-79,372.11	-551,261.98	-790,728.00	-239,466.02	69.72



155 East 1st Street
New Richmond, WI 54017
Phone: 715.243.0431
Fax: 715.246.2691

Financial Report

Date: September 30, 2018

Account: Signator

	This Period	Year-to-Date
Beginning Account Value	\$ 284,751.88	\$ 263,162.99
Deposits	\$ -	\$ 5,600.00
Dividends, Interest and Other Income	\$ 261.86	\$ 3,832.64
Fees	\$ 2.79	\$ (2,511.45)
Net Change in Portfolio	\$ (837.80)	\$ 14,094.55
Ending Account Value	\$ 284,178.73	\$ 284,178.73



155 East 1st Street
 New Richmond, WI 54017
 Phone: 715.243.0431
 Fax: 715.246.2691

Financial Report

Date: 9/30/18
Account: New Richmond Area Community Foundation
 Library Building Fund
 7/01/18-9/30/18

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 24,831.72	\$ 24,831.72
Contributions	\$ 6,105.00	\$ 6,105.00
Investment Activity	\$ 127.81	\$ 127.81
Administrative Fees	\$ 216.12	\$ 216.12
Net Change	\$ 6,016.69	\$ 6,016.69
Ending Account Value	\$ 30,848.41	\$ 30,848.41



155 East 1st Street
 New Richmond, WI 54017
 Phone: 715.243.0431
 Fax: 715.246.2691

Financial Report

Date: 9/30/18
Account: New Richmond Area Community Foundation
 Friday Memorial Library Fund
 7/01/18-9/30/18

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 340,051.01	\$ 340,051.01
Contributions	\$ 250.00	\$ 250.00
Investment Activity	\$ 8,013.79	\$ 8,013.79
Administrative Fees	\$ 1,307.91	\$ 1,307.91
Net Change	\$ 6,955.88	\$ 6,955.88
Ending Account Value	\$ 347,006.89	\$ 347,006.89

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 10.20.18

RE: Library Board Bylaw Review

The Carleton A. Friday Memorial Library Board of Trustee Bylaws were last reviewed in 2014. Rickard recommends forming subcommittee or special meeting to review bylaws and bring back changes for approval to November meeting.

Carleton A. Friday Memorial Library Board of Trustee Bylaws

Article I Identification

This organization is the Board of Trustees of the Carleton A. Friday Memorial Library, located in New Richmond, Wisconsin, established by the City of New Richmond, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60

- a. The Library Board of Trustees shall consist of seven (7) members.
- b. Terms of members shall be from July first in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years. Not more than one (1) member of the Common Council body shall at any one time be a member of the Library Board. One of the members shall be a School District administrator, or his/her representative, to represent the school district or districts in which the library is located.
- c. Members of the Library Board shall be residents of the City of New Richmond, except that not more than two (2) members may be residents of towns adjacent to the City.
- d. All members of the Library Board shall be appointed by the Mayor of the City of New Richmond.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Should a member miss three meetings in succession without due cause, he or she shall be replaced on the Library Board.

Article III Officers

Section 1. The officers shall be a president, a vice president, and a secretary, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as a voting member of all committees, co-sign all checks drawn on funds held in custody of the library independent of the municipality, and generally perform all duties associated with the office of president.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in September of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the library and on the library and city websites.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of 2 members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws, with any statutes applicable to this Board, and with the successful performance of this Board's duties.

Article V Committees

Section 1. Standing Committees. Standing committees may be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Carleton A. Friday Memorial Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Department of Public Instruction: Division for Libraries, Technology, and Community Learning, and also to the City Council of the City of New Richmond.

Article VII Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director is expected to attend all Board meetings

(but may be excused from closed sessions) and shall have no vote. If the director is unable to attend he/she may appoint an alternate staff member to attend in his/her place.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Carleton A. Friday Memorial Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Carleton A. Friday Memorial Library on the 24th day of June, 2014

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 10.20.18

RE: Date of Regular Board Meetings

Discussion and consideration to adjust standing date for regular Library Board Meetings.

To: Library Board

From: Gordon Granroth and Jennifer Rickard, Interim Director

Date: 10.20.18

RE: Bill paying process and approval of library invoices

We would like to review our current practice of processing monthly invoices to ensure Library Board of Trustee approval prior to payment.

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 10.20.18

RE: MORE Electronic Record Retention Policy

MORE Director's Council approved the attached policy and will begin to go into effect on November 2, 2018. Rickard recommends we implement the MORE Policy.

MORE Electronic Record Retention Policy

Approved by MORE Directors Council, September 21, 2018

- Delete patron records with expiration dates 3+ years past, CIRCACTIVE dates 1+ year past, and owing less than \$5 in fines
- Delete overdue fines assessed more than 5 years ago
- Delete bills and manual charges assessed more than 10 years ago

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 10.20.18

RE: Staff Development Training, opening late

Rickard proposes opening the library at 12:00 pm on Monday, December 3, 2018. I would like to provide some safety training opportunities for the staff.

To: Library Board

From: John Thompson, IFLS Director and Jennifer Rickard, Interim Director

Date: 10.21.18

RE: IFLS Name Change

Per October 17, 2018 email from John Thompson –

I am emailing to inform you and your library boards that on September 26, 2018 the library system board officially changed our name to the IFLS Library System. All existing agreements and contracts between the library system and the libraries remain valid. When changes are made to those agreements we will formally update the agreements.

We need each library to acknowledge the formal name change and that it will apply to existing contracts and agreements. Please respond acknowledgement via email on behalf of your library/library board by November 30, 2018.



To: Library Board

From: Jennifer Rickard, Interim Director

Date: 10.20.18

RE: County Library Plan

The St. Croix County Library Planning Committee has been working with County Library Directors on updating the Plan of Library Services for 2019-2022. The attached plan has been approved by the Committee and will be going to the County Administration Committee for final approval on November 19.

Plan of Library Service



2019 - 2022



St. Croix County Government Center-1101 Carmichael Road-Hudson, Wisconsin

Introduction

The municipalities of Baldwin, Deer Park, Glenwood City, Hammond, the Hudson Area Joint Library (which consists of the City of Hudson, Village of North Hudson, and the Town of St. Joseph and the Town of Hudson), New Richmond, River Falls, Roberts, Somerset, Spring Valley, and Woodville have an agreement with St. Croix County (the "County") to provide services to all residents of the County. The specifics of this commitment are outlined in this Plan of Library Service. In response to this commitment to offer services to the residents of the County, the County has approved this plan for the financial support of the service provided by these libraries.

I. Mission Statement

St. Croix County envisions library services that ensure all residents have the opportunity and high quality resources to read, engage, work, create, and learn. The County shall provide equitable funding that will allow libraries within the County to provide access to the tools required to meet the needs of the County's residents.

II. Background

A. Statutory Requirements of County Planning

WI Stat. §43.11 - County library planning committees.

(1) CREATION. Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.

(3) DUTIES AND POWERS.

(a) The committee may prepare a new plan for the organization of a county or multicounty system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.

(b) The committee's final report, including a new plan, revisions to an existing plan or changes to the boundaries of a public library system and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a method for allocating system board membership among the member counties.

(c) The plan of library service for a county, whether for a single county or a multicounty system, shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries participating in the public library system and the plan shall provide for reimbursement for that access. Services may include books-by-mail service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for improving public library service countywide and in municipalities that have libraries. The plan shall specify the method and level of funding to be provided by the county to implement the services described

in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.

(d) The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50 percent of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80 percent of the population of participating municipalities in the county.

(e) The plan of library services for a county may require that a municipality located in whole or in part within the county that operates a public library compensate another municipality located in whole or in part within the county that operates a public library whenever the latter public library provides library services to residents of the municipality that operates the former public library. The plan's compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

History: 1971 c. 152; 1981 c. 20; 1985 a. 29, 177; 1993 a. 184; 1997 a. 150; 2005 a. 420.

WI Stat. §43.12 - County payment for library services.

(1)

(a) By March 1 of each year, each of the following payments of not less than the minimum amount calculated under par. (b) shall be made:

1. Except as provided in subd. 2., by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 750,000 or a county that maintains a consolidated public library for the county.

2. If the adjacent county maintains a consolidated public library and provides the notice under sub. (1m), by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to the consolidated public library for the adjacent county providing the notice under sub. (1m).

3. If a county maintains a consolidated public library and provides a notice under sub. (1m), by that county to each public library in an adjacent county, other than a county with a population of at least 750,000, that provides a statement to the county under sub. (2).

(b) The minimum amount under par. (a) shall be calculated to equal 70 percent of the amount computed by multiplying the number of loans of material made by the library during the prior calendar year, for par. (a) 1. or 3., to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, or, for par. (a) 2., to residents of the county who are not residents of a municipality that contains a branch of the consolidated library, as reported under sub. (2), by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.

(c) The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.

(1m) If a county maintains a consolidated public library, the library shall provide a notice not later than April 1 to any public library from which it requests payment under sub. (1).

(2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 750,000, that reports all of the following:

(a) The number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53.

(b) If the library is in a county that is adjacent to a county with a consolidated library system, the number of loans of material made by that library during the prior calendar year to residents of the adjacent county who are not residents of a municipality that contains a branch of the consolidated library.

(c) The total number of loans of material made by that library during the previous calendar year.

(3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.

(4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).

(5m) Nothing in this section prohibits a county from providing funding for capital expenditures.

(6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.

(7) This section does not apply to a county having a population of 750,000 or more.

(8) For the purposes of this section, a county that provides library service solely under s. 43.57 (2m) is a county that maintains a consolidated public library, and a tribal college-county joint library under s. 43.57 (2m) is a branch of the consolidated library.

History: 1997 a. 150; 2005 a. 226, 420; 2007 a. 97; 2013 a. 157; 2015 a. 306; 2017 a. 207 s. 5.

B. Brief History of Library Development and Planning in the County

The public libraries located in the County have been members of the IFLS Library System since 1978 and have developed a plan by which each of the libraries is reimbursed for rural resident usage.

The librarians of all the public libraries located in the County are all invited to meet periodically to discuss countywide service and ways to improve it. The librarians are proactive in determining community needs and addressing them as well as acting upon suggestions for service changes. The librarians are committed to sharing resources and planning cooperatively in order to provide optimum value from tax dollars.

C. County Membership in the IFLS Library System

By virtue of the County's population, the County has three (3) representatives on the IFLS board of trustees, each serving a three-year term. These slots have regularly been filled with a member of the County Board of Supervisors and 2 citizens-at-large.

III. Current Library Service to County Residents

A. Inventory of Services

All the public libraries in the County strive to provide services to meet the needs of their communities and will continue to expand those services to reflect technological advances. Each library's Board of Trustees determines that library's policy and the scope and extent of services provided by that library. Library services offered can be found at the end of this plan. See Attachment 1: St. Croix County Library Services-2018

B. Governance Structure of Library Organizations

All public libraries in the County are governed by library boards which meet regularly and are appointed by their municipality. County appointments to the libraries in the County are made in accordance with Wisconsin Statutes 43.60 (3).

C. Current Library Usage Statistics for County Residents

All public libraries in the County maintain detailed circulation statistics which indicate circulation by residence; that is, whether each item circulated is checked out by a resident of a municipality with a library or by a resident of a municipality without a library ("rural residents"), within or outside of the County.

With the advent of MORE (the online catalog and circulation system), the circulation and borrower's residence is automatically tabulated. All of the public libraries in the County are part of this system.

IV. Current Funding of Library Services to County Residents

Chapter 43.12 of Wisconsin Statutes requires that counties reimburse libraries for the cost of serving residents living within municipalities located in the County that do not have their own municipal library. Such residents are referred to in Wisconsin library finance terms as "rural residents". This cost is determined by dividing the total operating expenditures by the total number of circulations. This amount is then multiplied by the number of actual circulations provided to rural residents of the County who have used that municipal library. Because the cost of providing library circulation items to rural residents is no less per item than the cost of providing library circulation items to residents living within a library's jurisdiction, the County has determined that it is just and proper to reimburse the libraries at no less funding than the full cost of providing library services to rural residents and to not arbitrarily cause a funding shortage by providing any lesser support. However, the County retains the right to adjust funding for reasons that are other than arbitrary.

V. Priorities and Strategies

A. Priority - Provide equitable access to library services to all residents of the County
Strategies:

- 1) Each library shall continue to provide hours of operation and range of services in accordance with Wisconsin Statutes 43.11(c)
- 2) Each library will provide services to special needs individuals, child care centers, nursing homes and group homes, on an individual library basis

- 3) All libraries will provide inter-library loans in the manner prescribed by IFLS and will follow IFLS's guidelines, policies, and procedures
 - 4) All libraries will provide shared research and information service
 - 5) Each library will continue courier service among public libraries
 - 6) Each library will participate in MORE. (MORE- **My Online RE**source; Online circulation/online catalog for sharing resources)
 - 7) Each library will support and promote literacy activities and programs
- B. Priority - Maintain the relevancy of the Plan of Library Service Objectives
Strategies:
- 1) The Library Directors in the County will meet at least annually to evaluate and review the plan and will make recommendations to the County Library Planning Committee for changes that need to be made; and will evaluate compliance with the Wisconsin Public Library Standards
 - 2) The County Library Planning Committee will meet as deemed necessary by the County Administration Committee and the Director of IFLS to revise the plan. Other units of government and librarians may be invited to participate
- C. Priority - The County will continue to be represented on the IFLS Advisory Council of Libraries
- D. Priority - The Library Directors in the County will communicate and cooperate effectively and hold meetings at least annually on a rotating location basis
- E. Priority - Library staff will respect each other's service area and work collaboratively to provide access and programs
- F. Priority - The County's residents will continue to be made aware of the scope of library services.
Strategies:
- 1) Publicize library services and programs within each library service area utilizing techniques such as:
 - a. Local press releases
 - b. Submit special interest stories to local newspapers
 - c. Provide information to the County Library Planning Committee to publish on the County web pages
 - d. Publish library services and programs
 - 2) Encourage the County to maintain links on the County web page
 - 3) The County Library Planning Committee shall make library services reports to the Administration Committee and/or to the County Board, as needed
- G. Priority - The County will encourage all libraries to achieve compliance with the Tier 1 Level Standards as set forth in the most recent edition of the Wisconsin Public Library Standards
- H. Priority - The County will support the funding obligations of municipalities for all the public libraries within the County and may adjust funding support based upon local decisions made and/or actions taken by library boards and/or their municipalities

VI. Implementation

Individual libraries in the County will provide the services listed in section III of this plan. Reimbursement to the libraries for rural residents' library use will be provided by the Finance Department of the County based on figures submitted to the department. These figures will be taken directly from the Public Library Annual Report that is filed with the Wisconsin Department of Public Instruction. These payments are made as direct payments to the library boards of trustees per the requirement in Wisconsin Statutes 43.12

VII. Evaluation

The County Library Planning Committee will monitor the progress of this plan implementation and evaluate it against changing conditions on a minimum of four-year intervals, or as changes warrant. The County Library Planning Committee will remain flexible with regard to updates. When updates are to be implemented, the County Library Planning Committee will report that development to the County Administration Committee.

VIII. Attachments

- 1) St. Croix County Library Services-2018
- 2) St. Croix County Library Directors-2018

St. Croix County Libraries

Baldwin Public Library
Carleton A. Friday Memorial Library, New Richmond
Deer Park Public Library
Glenwood City Public Library
Hammond Public Library
Hazel Mackin Community Library, Roberts
Hudson Area Joint Library
River Falls Public Library
Somerset Public Library
Spring Valley Public Library
Woodville Community Library

County Library Planning Committee to Revise and Present Final Plan - 2018

Barbara Krueger (Chair) – Deer Park Public Library
Krissa Coleman (Vice Chair) - Hazel Mackin Community Library, Roberts
Tina Norris - Hudson Area Joint Library
Judy Achterhof – County Board Supervisor
Roy Sjoberg – County Board Supervisor
Dennis Duckworth – Citizen Member
Katie Wendt – Citizen Member

Attachment 1

St. Croix County Library Services October 2018

Services offered evolve. Check with the libraries for the most current services.

Services available at all libraries

Collection

Books	Audiobooks (compact disc or MP3)
Videos/DVDs/Blu-Ray/Video Games	Music CDs
Magazine and newspaper subscriptions	Digital book, audiobook, and magazine collections
Community and family history	Interlibrary loans

Services

Reference and readers advisory service	Student homework resources
Programming for children and adults	Summer reading programs
Income tax forms	Proctoring of exams
Online information resources	Outreach services
Technology help	

Equipment

Public computers with internet access and/or word processing capabilities	Copy machines with color capabilities for the public
WiFi access for the public	Fax machine for the public
Meeting room(s) at all but one library	Scanner for the public

Additional services available at some libraries

Collection

Theme Kits for Kids	Baldwin, Glenwood City, Hammond, Hudson, New Richmond, River Falls, Roberts, Somerset, Spring Valley, Woodville
Book Club In A Bag	Baldwin, Deer Park, Hudson, River Falls, Roberts

Services

ACT prep class	Woodville
Dept. of Workforce Job Development	Baldwin, Hammond, Hudson, New Richmond, River Falls, Roberts, Spring Valley, Woodville

Equipment

Microfilm Reader	Baldwin, Hudson, New Richmond, Somerset
Low-vision reader	Baldwin, River Falls
3D Printer	Hudson
Blood Pressure Kits	River Falls, Spring Valley
Equipment checkout (i.e. projectors)	Baldwin, Deer Park, New Richmond, River Falls
Wifi Hotspot checkout	Deer Park, New Richmond, River Falls, Roberts

Other

Art Gallery	Hudson, River Falls
Young Adult Area	Hammond, Hudson, New Richmond, River Falls, Roberts, Spring Valley, Woodville
Whitetail Deer Antler Shed Display	Deer Park

Attachment 2
St. Croix County Library Directors October 2018

Director	Library
Brandt, Amanda	Glenwood City Public Library
Coleman, Krissa	Hazel Mackin Community Library, Roberts
Dixen, Rebecca	Baldwin Public Library
Furo-Bonnstetter, Karen	Woodville Public Library
Johnson, Michelle	Hammond Public Library
Krueger, Barbara	Deer Park Public Library
Misselt, Tanya	River Falls Public Library
Norris, Tina	Hudson Area Joint Library
Rickard, Jennifer, Interim Director	Carleton A. Friday Memorial Library, New Richmond
Scheiderer, Ginny	Somerset Public Library
Schmitt, Rebecca	Spring Valley Public Library

ST. CROIX COUNTY PUBLIC LIBRARIES 2017

654,268
PEOPLE Served



1,144,053
books | movies | music

CHECKED OUT

26,928 ITEMS Added

58,199 REGISTERED
Users

PUBLIC
COMPUTERS
ACCESSED



64,089



177,762

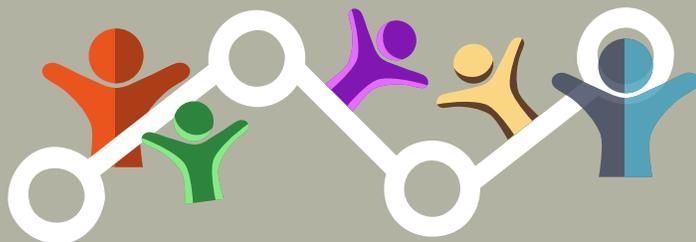
FREE WI-FI
CONNECTIONS

MOST POPULAR



Escape Clause / Sanford
Hillbilly Elegy / Vance
DVD: Hidden Figures

COMMUNITY
ENGAGEMENT



3,191 PROGRAMS
71,334 ATTENDEES

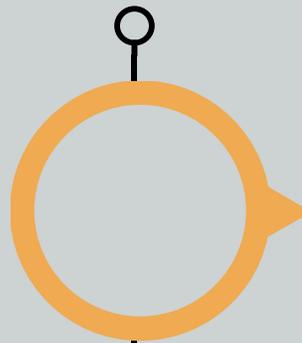
"Whatever the cost of
our libraries, the price
is cheap compared
with that of an
ignorant nation"

-Walter Cronkite

LIBRARIES SERVE OUR COMMUNITIES

LITERACY ACCESS ENGAGEMENT

early literacy,
summer reading,
author visits, book
clubs, online
resources,
workshops, media
fact-checking,
reference services



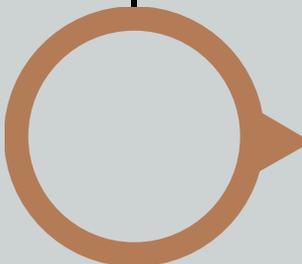
LITERACY



ACCESS

job search
resources, computer
and internet access,
basic technology
instruction, job
search workshops,
test preparation

civic engagement,
public policy
research
resources,
partnerships with
schools, parks,
businesses other
community non-
profits



ENGAGEMENT



LIBRARIES

municipal resources
dedicated to providing
open access to
information,
materials and services in
a sustainable environment
that supports and
connects all community
members

Director's Report

October, 2018

Personnel

- The City Benefit and Wage study is still underway.
- We have begun the paperwork process for annual staff reviews. This consists of each employee doing a self-evaluation in addition to an evaluation from the supervisor. Upon review from HR, the face to face meetings should occur within the next month.

Continuing Education, Meetings and Training

- Jessi, Maureen and Jennifer met for a Coordinator's meeting on October 9. We were able to provide departmental updates.
- Britta, Jessi, Maureen, Nora and Jennifer met for our Promotions meeting on October 15. We were able to review upcoming promotions for this fall and start getting plans in place for January – May events.
- Jennifer attended the MORE Bibliographic Committee meeting on Wednesday, September 26.
- Jennifer attended the Literacy Coalition meeting for the St. Croix Valley Community Foundation.
- Maureen attended the MORE Operations Committee meeting on Thursday, October 18.
- Jessi and Jennifer attended a meeting for St. Croix and Pierce County libraries to discuss the opportunity of providing Experience Passes for patron to check out.
- Jessi went to the Teen Youth Services Idea Swap in Prescott and came back with a lot of wonderful ideas for our teens.
- Jessi joined the St. Croix Valley Reading Council and attended their meeting on Monday, October 22.
- Nora attended the Senior Coalition meeting and continued planning for some great community events.
- Britta and Nora have attended a few webinars on various topics within the past month.
- Jennifer attended WLA, Wisconsin Library Association, conference in La Crosse, October 24-26.

Classes/Events

- Pirate-ology with Minnesota's Jack Sparrow – No school event on Monday, October 15. Another great turnout, which we had to host in the Council Chambers.
- Friends of the Library hosted their first silent auction. It was a great success with a wonderful variety of items for people to bid on.

- Mark Moran Antique Appraisal event – Another wonderful program provided by Mark. We had 48 people attend, some with their own items for appraisal and others to enjoy the event.
- Fall Technology series – We had 3 different technology classes, each offered twice, unfortunately each had minimal attendance.
 - Library Apps
 - Learn Libby
 - Searching MORE - Canceled due to lack of registrations.
- Family Escape Room – Dr. Seuss themed escape room was an exciting new opportunity for kiddos and families.
- Little University – Julie is doing great and attendance is still growing. There have been 43 and 53 people there consecutively. Due to our lack of space and to help ensure patron satisfaction, we are adding an additional session each week. Little University will be offered Thursdays and Fridays providing the same program each day. Hopefully this will help accommodate the growing interest.
- Dementia Series

Marketing & Promotion

- Britta and Nora attended a Promotions Trade Show in Bloomington to get ideas of different promotional materials we can use to sell or as prizes. They came back with some great ideas.
- Jessi and Jennifer provided a tour of the library and an overview of library services to three high school classes. It was great to get those kids into the library and encourage them to get library cards.
- September Fine Amnesty – No fines on New Richmond materials returned within the month of September.
 - We cleared \$1326.70 in New Richmond overdue fines.
 - We collected \$605.68 (cash and check, not via ecommerce) in fines prior to September and from other libraries.
 - 57 billed items, valuing \$1072.72 were returned during September.
 - 1 billed item from 2016 was returned
 - 7 billed items from 2017 were returned
 - 49 billed items from 2018 were returned

Building/Facilities

- J&K Window Tinting completed the privacy film on a few interior windows in staff areas.
- Thanks to great help from Mark, Britta got a new desk for her workspace. Her old desk was then moved to the Children's department for additional workspace for Jessi and Julie. A little shifting of furniture made a big difference for Britta and the Youth Services team. Thanks Mark!

- On Wednesday, October 10 shortly after we opened, we called the police for assistance with an upset patron.

Funding

- In September, we brought in \$2722.71 from fines, fares, copies, replacement library cards, lost & paid materials and donations.
- The Willow River Writers published an anthology of short stories and poem by local authors. All proceeds of the book go directly into our Building Fund Account with the Foundation. We sent in \$722.00 so far and are still selling books daily.
- St. Croix County approved funding for two additional hotspots for each County library for 2019 and 2020.



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				160,220
Checkins	11,852	10,834	12,790	12,291	11,418	13,532	14,297	14,201	11,830				113,045
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	-17,739	-15,726	-14,613	-37,692
DELIVERY TRAFFIC													
items borrowed	3,069	2,914	3,138	3,043	2,463	2,956	2,540	2,718	2,602				25,443
items lent	4,648	4,410	4,532	3,939	3,744	3,669	3,715	4,033	3,595				36,285
Courier bins received	305	273	295	280	285	259	243	290	239	0	0	0	2469
New Patrons	35	37	44	54	44	87	64	76	129				570
New Items	294	394	332	435	286	378	416	384	332				3251
PATRON ASSISTANCE													
Reference questions			294				313				0		607
Circulation assistance			385				340				0		725
Proctoring	4	5	1	6	1	0	3	2	1				23
Genealogy Requests	1	1	0	8	0	1	1	2	2				16
Meeting Room Usage													0
Pharos: sessions	1,000	953	965	971	1,000	1,087	1,052	1,125	958				9,111
Microfilm Computer Usage			27	25	18	17	39	47	25				198
Wireless sessions	1,855	2,086	2,610	2,482	2,570	2,459	2,535	2,866	2,278				21,741
Patron Counter	9,791	8,944	10,720	10,786	11,387	15,925	15,134	14,824	11,138				108,649
Days open	26	24	26	24	26	26	25	27	24				228
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				15,005
Freading	16	8	8	6	13	12	18	12	15				108
Flipster	37	49	55	29	41	55	27	37	22				352
Total Content	1,744	1,644	1,747	1,697	1,647	1,639	1,650	1,866	1,831	0	0	0	15,465
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				349
Interlibrary loans received	84	53	43	46	64	58	41	21	49				459
OVERDUE NOTICES													
Overdue notices: TNS	102	96	105	116	129	128	126	127	147	92	0	0	1168
Overdue notices: mail	87	51	55	128	151	121	157	131	153	150	0	0	1184
Overdue notices: emailed	182	152	205	212	263	212	306	281	257	219	0	0	2289
Bills mailed	46	25	35	36	75	47	63	46	60	44	0	0	477
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				10194
Teens	60	180	0	0	0	510	960	0	360				2070
FINE DEPOSITS													
NR Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$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				\$5,600.00