

**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, November 27, 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 10.30.18 and 11.15.18
6. Closed Session per State Statute 19.85 (1)(e) –
  - a. Potential Investment of Public Funds for Public Use
  - b. Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
7. Open Session Action on Closed Session
8. Library Building Project
9. Approve Monthly Expenditures
10. 2018 Budget Update
11. Financial Report
12. Discussion and Possible Action on Circulation Policy
13. Discussion on Library Board Bylaw Review
14. Discussion and Vote to Close for City Staff Development Day – April, 26, 2019
15. Discussion and Possible Action on Internet Use Policy and Guidelines
16. Director's Report
17. Set date for next regular meeting
18. Communications
19. 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. 2<sup>nd</sup> 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, October 30, 2018, 4:30 pm**

**Trustees Attending:** Ard, Gjovik, Kuney, Peplau, Van Nevel

**Trustees Attending via Phone:** Hall

**Trustees Absent:** Granroth

**Also Attending:** Jennifer Rickard, Interim Library Director

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

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

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

**Approve Minutes from 09.25.18 and 10.02.18:** (Ard/Gjovik) Motion to approve both sets of minutes; passed unanimously by voice.

OLD BUSINESS:

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

Ard and Reese, Human Resources, are working on updates to the existing City of New Richmond Employee Handbook as the scope of the awards program does not fall within current City Policy. Program on hold until Council approves updates to Handbook.

**Review and Discussion of Library Director job description:** Discussion to table until January to ensure we are thorough with the updates. Van Nevel is willing to assist with updates to job description after the first of 2019.

**Library Director Hiring Process:** (Ard/Peplau) Motion for Rickard to begin RFP process for hiring search firm. Once quotes have been received, board will review for cost efficiencies of utilizing an agency. Passed unanimously by voice.

**2019 Budget Update:** Rickard provided an update to the draft 2019 budget.

**Discussion and Vote on Circulation Policy Update:** Rickard will make edits to policy as discussed in the meeting. Policy will be sent to attorney for review and will be brought back to the November library board meeting for final approval.

## **Director's Report – September:**

### **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.

#### **NEW BUSINESS:**

- Closed Session:** (Ard/Peplau) 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. Staff Performance Reviews

Roll call to enter closed session.

#### **Open Session Action on Closed Session:**

(Ard/Peplau) Motion to approve closed session agenda items a, b, c, as discussed in closed session. Roll call taken. Passed unanimously by voice.

**Library Project:** No discussion.

**Approve Monthly Expenditures:** (Ard/Gjovik) Motion to approve the monthly expenditures. Motion passed unanimously by voice.

**Financial Report:** Rickard presented financial report for Signator and New Richmond Area Community Foundation accounts.

**Library Board Bylaw Review:** Library board will have a work session on Thursday, November 15, 2018 at 4:30 to review bylaws.

**Discussion and Possible Action on Adjusting Date of Regular Board Meetings:** Tabled until review of Library Board bylaws is complete.

**Discussion and Possible Action on Bill paying process and approval of library invoices:** Tabled until review of Library Board bylaws is complete.

**Discussion and Possible Action on MORE Record Retention Policy:** (Ard/Peplau) Motion to approve MORE Record Retention Policy. Passed unanimously by voice.

**Discussion and Vote to Open Late for Staff Development Training:** (Ard/Peplau) Motion to approve library opening at 12:00, noon on Monday, December 3, 2018 for staff development training on safety. Passed unanimously by voice.

**Discussion and Action to approve IFLS Name Change:** Library board is aware of the IFLS Library System name change and all existing agreements and contracts will remain valid.

**County Library Plan Update:** Rickard presented the proposed Plan of Library Service for St. Croix County for 2019-2022. This document has been approved by the committee and will go to County Board for final approval November, 2018.

**Director's Report – October:**  
**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, faxes, 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.

**Set date for next regular meeting:** Tuesday, November 27, 2018 4:30 pm

**Communications:** Rickard mentioned the new City of New Richmond emergency notification system.

**Library Services and Materials Overview:** Rickard provided an overview of the numerous library materials and services that we offer. We also discussed services at other libraries for awareness of what we can provide to the community with additional space.

**Adjourn:** (Ard/Gjovik) moved to adjourn at 6:54 pm; passed by voice.

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, November 15, 2018, 4:30 pm**

**Trustees Attending:** Ard, Gjovik (4:41), Kuney, Van Nevel

**Trustees Absent:** Granroth, Hall, Peplau

**Also Attending:** Jennifer Rickard, Interim Library Director

**Call to order:** Ard called the meeting to order at 4:32 pm. The meeting was properly noticed under Wisconsin Open Meeting Law. Quorum was established at 4:41 when Gjovik arrived.

**Approve Agenda:** (Kuney/Van Nevel) Motion to approve the agenda; passed unanimously by voice.

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

**Library Board Bylaw Review:** (Gjovik/Kuney) Motion to approve amendments of the bylaws as discussed and will be sent to the City attorney for legal consult and review. Passed unanimously by voice.

**Adjourn:** (Van Nevel/Kuney) moved to adjourn at 6:08 pm passed by voice.

## General Bills - October, 2018

46710	Somerset Public Library		\$ 38.00	2 items - reimbursement
	Boyceville Public Library		\$ 18.00	Lost & Paid reimbursement
	Joseph Sommerfeld		\$ 38.00	Lost & Paid reimbursement
			<b>\$ 94.00</b>	
55110-220	New Richmond Utilities		\$ 798.34	
			<b>\$ 798.34</b>	
55110-311	MailFinance		\$ 83.64	Lease, postage - 2 qtr
	MailFinance		\$ 288.93	Lease, postage - 3 qtr
	MailFinance		\$ 83.64	Lease, postage - 4 qtr
			<b>\$ 456.21</b>	
55110-316	Midwest Tape	96569590	\$ 9.99	Replacement Disc
			<b>\$ 9.99</b>	
55110-318	Antigo Public Library		\$ 16.95	ILL book - not returned
	Gale/Cengage	65445152	\$ 87.71	4 Westerns - Standing Order
	Gale/Cengage	65168853	\$ 88.46	4 Westerns - Standing Order
			<b>\$ 193.12</b>	
55110-330	Jessica LaPean		\$ 98.00	Kiwanis Membership Quarterly Dues, meals
			<b>\$ 98.00</b>	
55110-373	Garden Expressions		\$ 250.00	Spring flowers and planters
			<b>\$ 250.00</b>	

**TOTAL \$1,899.66**

## Amazon statement 10/10/18

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55110-					
310	317	318	319	355	373
\$ 17.99	\$ 14.09	\$ 117.83	\$ 33.31		\$ 22.88
	\$ 209.01	\$ 17.17	\$ 82.61		\$ 39.74
	\$ 10.99	\$ 42.87	\$ (0.65)		
	\$ 10.99	\$ 69.42	\$ 16.99		
	\$ 59.99	\$ 29.75	\$ 159.26		
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\$ 17.99	\$ 305.07	\$ 277.04	\$ 291.52	\$ -	\$ 62.62
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		TOTAL \$	<u>954.24</u>		

## P-Card Purchases - October, 2018

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2033975979	\$ 24.19		
	1	Baker & Taylor	2033970544	\$ 11.80		
	1	Baker & Taylor	2033968196	\$ 5.90		
	1	Baker & Taylor	2033952363	\$ 7.67		
	1	Findaway	268609	\$ 2.99		LaunchPad replacement label
	1	Baker & Taylor	2034023236	\$ 10.03		
	1	Baker & Taylor	2034005788	\$ 8.85		
	1	Baker & Taylor	2033984219	\$ 12.98		
				<b>TOTAL</b>	<b>\$ 84.41</b>	

55110-315	1	Fun Express	692125150-01	\$ 138.61		Trick-or-treat goodies
	2	Walmart		\$ 11.88		Mark Moran supplies
				<b>TOTAL</b>	<b>\$ 150.49</b>	

55110-316	1	Baker & Taylor	2033970372	\$ 195.69		
	1	Baker & Taylor	2033949614	\$ 58.15		
	1	Baker & Taylor	2033996250	\$ 71.44		
	1	Baker & Taylor	2034030054	\$ 206.69		
				<b>TOTAL</b>	<b>\$ 531.97</b>	

55110-317	1	Baker & Taylor	H05759650	\$ 14.98		
	1	Baker & Taylor	H05229860	\$ 13.48		
	1	Baker & Taylor	H04981940	\$ 34.79		
	1	Baker & Taylor	H04594720	\$ 11.03		
	1	Baker & Taylor	H03973410	\$ 11.88		
	1	Baker & Taylor	H06930260	\$ 11.89		
	1	Baker & Taylor	H06456690	\$ 11.03		
					<b>TOTAL</b>	<b>\$ 109.08</b>

55110-318	1	Baker & Taylor	2033975978	\$ 770.23		
	1	Baker & Taylor	2033968195	\$ 415.64		
	1	Baker & Taylor	2033952362	\$ 331.67		
	1	Baker & Taylor	2033970543	\$ 475.74		
	1	Taste of Home Country Books	1022	\$ 33.98		
	1	Baker & Taylor	2034005787	\$ 342.42		
	1	Baker & Taylor	2033984218	\$ 501.28		
	1	Baker & Taylor	2034023235	\$ 293.33		
	1	Gale/Cengage	65473511	\$ (13.06)		Credit shipping -invoice 64710322
	1	Gale/Cengage	65461739	\$ 255.11		
					<b>TOTAL</b>	<b>\$ 3,406.34</b>

55110-319	1	Baker & Taylor	H06409780	\$ 28.35		
	1	Baker & Taylor	H04981950	\$ 5.03		
	1	Baker & Taylor	H05229860	\$ 9.35		
	1	Baker & Taylor	H04981940	\$ 21.57		
	1	Baker & Taylor	H04594720	\$ 42.44		
	1	Baker & Taylor	H03973410	\$ 10.75		

	1	Target	3180976922	\$	13.99	
	1	Baker & Taylor	H06456690	\$	15.82	
	1	Baker & Taylor	H07363600	\$	54.82	
	1	Baker & Taylor	H07418900	\$	10.79	
	2	Walmart		\$	9.96	
				<b>TOTAL</b>	<b>\$</b>	<b>222.87</b>

55110-321	1	Findaway		\$	(129.99)	Credit - double charge on invoice 266697
	1	Findaway	265544	\$	69.99	
	1	Findaway	266697	\$	199.98	
				<b>TOTAL</b>	<b>\$</b>	<b>139.98</b>

55110-330	1	Wisconsin Library Association	4714	\$	341.00	WLA membership & Conference - JR (will be reimbursed from IFLS)
	2	El Rodeo Mexican Restaurant		\$	8.99	WLA lunch - JR (will be reimbursed from IFLS)
				<b>TOTAL</b>	<b>\$</b>	<b>349.99</b>

55110-373	1	Countryside Plumbing & Heating	105448	\$	398.00	Fall Maintenance
	2	Doyle's Farm & Home	A23694	\$	4.79	Corner brace and hardware
	2	Walmart		\$	13.44	Clorox wipes
	3	Doyle's Farm & Home	CM A13977	\$	(8.99)	Refund - error with transaction
	3	Doyle's Farm & Home	A13915	\$	8.99	
	3	Doyle's Farm & Home	A18127	\$	3.99	Corner brace
	3	Doyle's Farm & Home	A20262	\$	23.96	Smoke Alarm
	3	Doyle's Farm & Home	A21623	\$	8.99	Lever - flush
				<b>TOTAL</b>	<b>\$</b>	<b>453.17</b>

55110-391	1	Facebook	NLY2BKJAU2	\$	24.39	Facebook Page promotion - September
	1	New Richmond Community Education	43228	\$	285.00	Fall - full page ad
	1	MailChimp	MC00634645	\$	45.00	Oct - 2701-5000 subscribers
	2	Walmart		\$	27.80	Pumpkin contest prizes
	2	Dairy Queen		\$	20.00	Pumpkin contest prizes
				<b>TOTAL</b>	<b>\$</b>	<b>402.19</b>

**TOTAL \$5,850.49**

Account summary	
55110-310	\$ 84.41
55110-315	\$ 150.49
55110-316	\$ 531.97
55110-317	\$ 109.08
55110-318	\$ 3,406.34
55110-319	\$ 222.87
55110-321	\$ 139.98
55110-330	\$ 349.99
55110-373	\$ 453.17
55110-391	\$ 402.19

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 11.19.18**

**RE: 2018 Budget Update**

Rickard will provide an update on our projected 2018 budget status.

2019 Draft Budget - City of New Richmond

	Actual 2013	Budget 2013	Actual 2014	Budget 2014	Actual 2015	Budget 2015	Actual 2016	Budget 2016	Actual 2017	Budget 2017	Projected Thru 12.31.18	Budget 2018	Budget 2019	Variance	% Change	
<b>CULTURE/RECREATION/EDUCATION</b>																
<b>LIBRARY</b>																
#55110-000	Library - Administrative Expenses	46,000	46,000	40,000	40,000	-	-	10,000	10,000	33,000	33,000	40,000	40,000	40,000	-	
#55110-110	Library - Salaries	306,012	344,985	307,670	323,369	332,262	322,392	339,913	339,050	342,400	347,001	326,531	376,415	388,695	12,280	
#55110-117	Library - Maint & Custodial Salaries	26,212	26,778	25,898	27,345	26,365	26,054	23,968	27,713	9,433	27,703	15,407	23,290	23,290	-	
#55110-120	Library - Admin Fees									67,167	71,120	60,498	60,498	60,500	2	
#55110-150	Library - Social Security	24,853	28,440	24,729	26,830	26,548	26,656	26,831	28,057	25,863	28,665	26,564	28,795	29,080	285	
#55110-151	Library - Retirement Fund	21,304	27,288	22,278	23,219	23,949	23,006	23,798	23,975	22,720	24,909	21,559	25,003	23,700	(1,303)	
#55110-152	Library - Health Insurance	106,288	124,662	53,755	71,061	68,205	76,322	70,068	64,590	63,827	82,457	42,173	65,337	57,300	(8,037)	
#55110-152-100	Library - Retiree Sick Payout	53,876	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	
	P-Card Rebate						(2,000)									
#55110-153	Library - Life Insurance	134	180	98	180	107	97	86	98	32	98	98	98	100	2	
#55110-157	Library - Disability Insurance	950	1,364	870	1,005	1,020	1,045	1,088	1,143	1,923	994	1,870	994	2,350	1,356	
#55110-160	Library - Flex Benefit Costs	146	170	52	170	57	50	71	50	33	50	50	50	240	190	
#55110-220	Library - Utilities/Telephone	14,228	13,461	14,824	13,000	13,110	13,220	13,345	13,222	12,783	13,222	10,991	13,222	13,000	(222)	
#55110-310	Library - Office Supplies	7,080	8,500	9,802	8,500	9,628	8,500	10,276	8,500	9,286	7,650	6,910	7,650	7,650	-	
#55110-311	Library - Postage	1,990	1,607	1,634	1,607	1,808	1,607	1,659	1,607	1,887	1,607	2,381	1,607	2,000	393	
#55110-312	Library - Copier Expenses	3,629	3,576	3,577	3,576	3,277	3,576	4,233	3,576	3,294	3,576	4,164	3,576	3,575	(1)	
#55110-315	Library - Programs/Materials/Adult Programs	6,652	6,350	9,604	7,630	15,824	8,681	19,882	8,681	13,558	8,681	8,681	8,681	9,500	819	
#55110-316	Library - Audio Books (Books on Tapes/CD)	5,653	5,600	5,556	5,500	5,261	5,500	5,006	5,500	4,837	5,500	5,500	5,500	5,000	(500)	
#55110-317	Library - Music and Gaming Software	4,833	5,200	4,151	4,000	3,854	4,000	4,036	4,000	3,402	3,450	3,450	3,450	3,000	(450)	
#55110-318	Library - Books	40,940	43,000	42,173	40,140	41,075	40,140	39,603	40,140	39,540	39,640	39,640	39,640	39,500	(140)	
#55110-319	Library - DVD	5,565	6,100	6,735	6,100	7,297	6,100	7,301	6,100	7,800	6,600	6,600	6,600	7,000	400	
#55110-320	Library - Publications/Subscriptions	6,277	5,200	4,984	7,000	5,507	6,000	5,718	6,000	5,101	6,000	6,000	6,000	5,000	(1,000)	
#55110-321	Library - E Content	-	-	7,584	7,578	3,017	4,100	5,098	4,100	4,707	4,650	4,650	4,650	6,500	1,850	
#55110-330	Library - Education/Travel/Meals	4,547	4,825	3,438	5,000	1,296	5,000	6,278	5,000	4,866	5,000	5,500	5,000	12,500	7,500	
#55110-355	Library - Supplies/Equipment Repairs	9,749	6,420	10,239	7,200	14,853	7,200	9,982	7,200	9,239	6,480	6,480	6,480	8,000	1,520	
#55110-373	Library - Building Repairs/Maint	3,708	6,500	10,427	5,000	9,016	5,000	6,190	5,000	12,446	5,000	26,322	5,000	10,000	5,000	
#55110-390	Library - Misc	617	-	67	200	3,525	200	465	200	1,187	200	6,920	200	1,000	800	
#55110-391	Library - Misc Publicity	2,640	2,000	3,073	2,500	7,988	2,500	4,407	2,500	3,874	2,500	2,890	2,500	2,500	-	
#55110-393	Library - Catalog Services	-	-	22,417	22,417	20,894	23,394	24,271	24,270	26,042	26,042	27,865	27,865	29,500	1,635	
#55110-395	Library - Computer Support	320	2,500	660	2,500	1,435	1,200	1,435	1,200	1,643	1,200	2,321	1,200	1,500	300	
#55110-396	Library - MORE Maintenance	24,210	24,638	28,911	28,711	30,371	30,271	30,558	27,096	31,116	31,176	32,928	32,928	33,945	1,017	
	<b>Library Sub-Total</b>	<b>728,414</b>	<b>745,343</b>	<b>665,206</b>	<b>691,338</b>	<b>677,552</b>	<b>649,810</b>	<b>695,567</b>	<b>668,569</b>	<b>763,007</b>	<b>794,171</b>	<b>744,944</b>	<b>802,228</b>	<b>830,925</b>		<b>3.58%</b>

	Actual 2013	Budget 2013	Actual 2014	Budget 2014	Actual 2015	Budget 2015	Actual 2016	Budget 2016	Actual 2017	Budget 2017	Projected Thru 12.31.18	Budget 2018	Budget 2019	Variance	% Change	
<b>CULTURE/RECREATION/EDUCATION</b>																
<b>MISCELLANEOUS</b>																
#55140	Senior Citizens Center	4,000	4,000	4,000	4,000	4,000	4,000	2,000	4,000	-	-	-	-	-	-	
	Tourism Committee													70,000	70,000	
#55145	Chamber of Commerce	13,000	13,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	(10,000)	
#55150	Historic Preservation/Downtown Improvements	-	2,500	1,750	2,500	1,250	2,500	1,000	2,500	16,031	14,000	26,000	26,000	26,000	-	
#55153	Downtown Banners	-	-	-	-	-	2,000	-	2,000	-	2,000	2,000	2,000	2,000	-	
#55154	Special Events-Oktoberfest/Hillside Series/St Pat Parade	2,750	2,750	2,750	2,750	4,250	4,250	4,250	4,500	4,500	4,500	4,500	4,500	-	(4,500)	
#55155	National Night Out					748	-	1,065	250	96	250	33	250	500	250	
#55156	NR Cemetery Assn	15,042	15,000	15,042	15,000	15,011	15,042	15,000	15,000	-	-	-	-	-	-	
#55157	Loyalty Day Parade	1,500	1,500	1,500	4,500	1,500	1,500	-	1,500	-	1,500	-	5,000	-	(5,000)	
#55160	Cable TV	12,270	16,000	14,068	16,000	11,213	16,000	11,809	16,000	12,171	17,000	29,000	17,000	17,000	-	
#55310	Employee Training & Events	1,400	1,400	1,400	1,400	2,471	2,471	2,471	2,471	2,443	2,471	2,500	2,500	2,500	-	
#55311	Fun Fest Celebration/Other Events	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	13,000	13,000	13,000	13,000	-	(13,000)	
#55312	Wellness	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	13,385	16,200	16,200	16,200	16,000	(200)	
	<b>Misc Culture Sub-Total</b>	<b>61,462</b>	<b>67,650</b>	<b>62,010</b>	<b>67,650</b>	<b>61,943</b>	<b>69,263</b>	<b>59,095</b>	<b>69,721</b>	<b>71,627</b>	<b>80,921</b>	<b>103,233</b>	<b>96,450</b>	<b>134,000</b>		<b>38.93%</b>

## Financial Report

**Date: October 31, 2018**

**Account: Signator**

	This Period	Year-to-Date
Beginning Account Value	\$ 284,178.73	\$ 263,162.99
Deposits	\$ -	\$ 5,600.00
Dividends, Interest and Other Income	\$ 750.28	\$ 4,582.92
Fees	\$ (914.70)	\$ (3,426.15)
Net Change in Portfolio	\$ (14,876.79)	\$ (782.24)
<b>Ending Account Value</b>	<b>\$ 269,137.52</b>	<b>\$ 269,137.52</b>

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 11.20.18**

**RE: Circulation Policy**

Updates to the Circulation Policy from the October 2018 meeting have been made and sent to the City Attorney for legal consult.

## **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, 9/30/2014, 10/28/2014, 4/24/2018, [11/27/2018](#)

### **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/legal guardian sign for them. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act in loco parentis.

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 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**

As described in Wisconsin State Statute §43.30, public library records and all circulation and other records that identify the names of library users, especially as they connect library users with material or services used, 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.

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
Vox Books	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.

### **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 will notify the patron of payment due for the replacement or repair of the lost or damaged item.

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. 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

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 11.20.18**

**RE: Library Board Bylaw Review**

The Carleton A. Friday Memorial Library Board of Trustee Bylaws were reviewed at our November 15, 2018 work session. The agreed amendments have been submitted to the City Attorney for legal review.

# Carleton A. Friday Memorial Library Board of Trustee Bylaws

## Article I Identification

This organization is the [Library](#) 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 [in a 4<sup>th</sup> Class City 43.54\(1\)\(a\)](#).

**(b.)** Not more than one (1) member of the Common Council body shall at any one time be a member of the Library Board 43.54(l)(c). One (1) 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 43.54(l)(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 43.54(1)(a).

**(c.)** All members of the Library Board shall be appointed by the Mayor of the City of New Richmond. Terms of members shall be from May in the year of their appointment, following confirmation from the Common Council and thereafter each regular appointment shall be for a term of three (3) years. 43.54(1)(a)  
Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. The appointed individual will serve the remainder of the vacated term. 43.54(1)(b)

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. [The Library Director must be informed of any anticipated absence in a reasonable amount of time to ensure a quorum.](#) Should a member miss three meetings in ~~succession~~ [a year](#) 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 [Library](#) Board. No member may hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs [43.54\(1\)\(b\)](#).

**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 [Library](#) Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Library Board, co-sign all checks drawn on funds held in the custody of the library independent of the municipality, and perform all duties as required to fulfill the obligations of the office and the Library Board.

**Section 4.** The vice president, in the event of the absence or disability of the president, or in the case of a vacancy, 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 [Library](#) Board, ~~and shall issue notice of all the regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.~~ [provide the Library Director with a draft copy of the most recent meeting minutes for publication.](#) The library director or a member of the staff may be designated by the [Library](#) Board to perform any or all of the above duties.

## Article IV Meetings

**Section 1. Open Meetings Law Compliance.** All Library Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law 19.81 to 19.98.

**Section 2. 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, or with any statutes applicable to this [Library](#) Board.

**Section 3. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by [a majority vote of the Library Board at its annual meeting.](#)

**Section 4. 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 5. 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 6. Minutes.** Minutes of all meetings shall, at a minimum, indicate Library Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Library Board minutes shall be posted in the library and on the library and city websites.

**Section 7. 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 8. Quorum.** A quorum for the transaction of business at any meeting shall consist of four (4) members of the Library Board present in person 43.54(1)(e).

## Article V Committees

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

**Section 1. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Library 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.

~~**STRIKE Section 3.** No committee shall have other than advisory powers. **STRIKE**~~

## Article VI Duties of the Library Board of Trustees

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

**Section 2.** The Library Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees 43.58(4).

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

**Section 4.** The Library Board shall have exclusive control of the expenditure of all money collected, donated or appropriated for the library fund in accordance with the City of New Richmond Fundraising Policy and Donation Protocol. The Library Board shall audit and approve all library expenditures 43.58(2).

~~**STRIKE Section 5.** The Library 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 43.58(1). **STRIKE**~~

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

**Section 7.** The Library Board shall cooperate with other public officials and Library Boards to maintain and **elevate** vital public relations.

**Section 8.** The Library Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.

**Section 8.** The Library 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 43.58(6).

## **Article VII Library Director**

The library director shall be appointed by the Library Board of Trustees and shall be responsible to the Library Board 43.58(4). The library director is not a voting member of the Library Board. The library director shall be considered the executive officer of the library under the direction and review of the Library Board, and subject to the policies established by the Library Board. The director shall act as technical advisor to the Library Board. The director is expected to attend all Library Board meetings including closed sessions where applicable (Wisconsin Statute 19.85) 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**

[Wisconsin Statutes 19.59 Codes of ethics for local government officials, employees, and candidates](#)

**Section 1.** Library 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 Library Board member shall withdraw from Library Board discussion, deliberation, and vote on any matter in which the Library Board member, an immediate family member, or an organization with which the Library Board member is associated has a substantial financial interest.

**Section 3.** A Library 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 Library Board present at the time shall be necessary to approve any action before the Library Board. The president may vote upon and may move or second a proposal before the Library Board.

**Section 2.** Any rule or resolution of the Library 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 Library Board are present and two-thirds (3) of those present so approve.

(Have Nick Review Section 2 for clarity and application)

**Section 3.** [The Library Board will review the Library Board of Trustees Bylaws each year at the Annual Meeting.](#) These bylaws may be amended at any regular meeting of the Library Board by a majority vote of all members of the Library Board, provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Library Board of Trustees for the Carleton A. Friday Memorial Library on 27<sup>th</sup> day of November, 2018.

Revisions -  
June 24, 2014  
November 27, 2001

**To: Library Board**

**From: Jennifer Rickard, Interim Library Director**

**Date: 11.19.18**

**RE: Library Closing for City Staff Development Day – April 26, 2019**

Staff recommends closing the library on Friday, April 26, 2019 so all staff may attend City-Wide staff training and continuing education.

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 11.19.18**

**RE: Internet Use Policy and Guidelines**

Our Internet Use Policy and Guidelines is attached for informational purposes. As per the section on *Visitor Passes* "Residents of St. Croix County must have a MORE library card in good standing in order to use computer stations.", The policy does not define good standing, however our current fine limit to logon to a public computer is \$25.00. If their fines are over that amount, the automated software will direct them to the front desk as their account is blocked. Rickard recommends removing current local practice, fine limit of \$25.00 to log into computer. Removing the limit of \$25.00 reduces barriers for patrons that need computer resources to search for jobs, apply for unemployment or any other personal reason for using our computers.

The removal of this limit is for public computer access only, patrons with over \$10.00 in library fines or billed materials will remain blocked from physically borrowing any library resources.

## ***INTERNET USE POLICY AND GUIDELINES***

### ***Purpose***

Carleton A. Friday Memorial Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the Internet through library computers connected to the Internet, and through wireless Internet access.

The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. However, not all sources on the Internet are accurate, complete, legal, trustworthy, or up-to-date. The Library assumes responsibility only for the information provided on its websites, web-based resources, and social media pages. The Library cannot monitor or accept responsibility for material in other Internet sources.

### ***Responsibilities of Users***

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from the use of Internet sounds and visuals which might disrupt the ability of other library users to use the library and its resources. Library users are individually responsible for their own access, use, or dissemination of information via the Internet in the Library. In the case of minors, use of library computers and the library's wireless network is a joint responsibility of the user and the parent or guardian.

Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of the information. Users must use the Internet at their own risk, realizing that beyond the Library's websites, web-based services, and social media pages they may encounter material they find offensive. The Library cannot be responsible for security of personal information shared on or with non-library sites.

### ***Supervising Use by Children and Teens***

The Library supports the right for each family to decide what appropriate Internet use is for their children and teens. Use of the Internet presents an opportunity for each family to discuss sites and content they feel are appropriate or inappropriate. The Library does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view online rests with the parents or guardians. Library staff will provide assistance in determining search strategies and finding or evaluating sites. Library staff may restrict minor use of library computers at the parent's request.

### ***Illegal and Unacceptable Uses***

People may only use the Library's computers and networks for legal purposes. Examples of unacceptable uses include, but are not limited to, the following:

- Harassment of other users and/or staff or violation of their privacy
- Libeling, slandering or maliciously offending other users;
- Violation of software licensing agreements;
- Overuse of system resources such as bandwidth;
- Attempting to crash, degrade performance of or gain unauthorized access to the Library's or other computer systems and networks;
- Damaging equipment, software or data belonging to the Library or other users;

- Failure to follow time limits, printing policies, and use of headphones;
- Exposing children to harmful materials as outlined in Sec. 948.11 of the Wisconsin Statutes

Violations may result in restrictions of library use. Illegal uses of the library's computers or wireless networks may also be subject to prosecution by local, state or federal authorities.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

### ***Responsibilities of the Library***

The Library strives to maintain Internet access via library computers, networks, and wireless access at all times the library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible. Library staff can assist users with library computers, printers, library software, and general Internet use, and can also verify that the library's wireless network is functional. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. In the event that a user needs extra time or assistance, Library staff may direct users to library resources, Internet resources, or training classes that can help users explore software or wireless devices.

Computer use information, as well as library cardholder information, is confidential. All files are removed and Internet search history is deleted from library computers as the user logs out of a workstation.

The Library's wireless networks are offered as unsecure wireless networks. Users should use wireless access accordingly.

### ***Copyright***

Copyright law of the United States (Title 17, U.S. Code) protects created works (including email, text, music, videos, websites, images, programs or data), and describes permissible and prohibited uses of protected works. The U.S. Copyright Office notes that while "use of works may be permissible for criticism, comment, news reporting, teaching, scholarship, and research.....the distinction between fair use and infringement may be unclear and not easily defined."<sup>1</sup> Except as permitted by fair use or other copyright exemptions, Friday Memorial Library Internet users may not reproduce, display, or distribute copyrighted materials. Responsibility for any consequences of copyright infringement lies with the user; Friday Memorial Library expressly disclaims any liability or responsibility resulting from such use.

<sup>1</sup> U.S. Copyright Office fair use factsheet. <<<http://www.copyright.gov/fls/fl102.html>>>. Accessed 3 January 2011.

### ***Visitor Passes***

Non-residents of St. Croix County who do not have a MORE library card may be issued a daily visitor pass upon presentation of a valid photo identity card. Children requesting a visitor pass must be with a parent/guardian with a valid photo identity card. Residents of St. Croix County must have a MORE library card in good standing in order to use computer stations. All MORE issued library card holders may access Friday Memorial Library's Internet computers.

### ***Internet Acceptable Use Guidelines***

- Customers' time on the public computers is managed by an automated system. All computer usage is on a first-come, first-served basis. Users are guaranteed 60 minutes per day on the public computers, with the possibility of extending their time to a maximum of 120 minutes per day if

no one else is waiting to use the computers. Exceptions may be made by library staff for users taking a test or filling out an application that does not allow for interruptions in the process.

- No more than two people may use a single Internet computers at the same time without special permission by library staff. The second person must have the consent of the person whose time was originally scheduled.
- Color and black and white printouts are available. Users must pay for printouts. Costs are posted in the Library. In accordance with state law, sales tax is charged on printouts.
- Users should not misrepresent themselves via access codes, passwords, or signature.
- The privacy of others using the computers must be respected.
- No altering of computer hardware or software is allowed.
- Users must abstain from the deliberate propagation of computer worms and viruses.
- Users cannot send, receive, or display inappropriate materials, defined as text or graphics that may reasonably be construed as obscene.
- Library staff will try to assist users needing help on the Internet. However, staff members working at the public desk are unable to provide extensive training because they must be available to assist other library users.
- Library staff members will attempt to troubleshoot problems with the library's Internet computers. However, problems with accessing websites can sometimes be outside of the library's control.

Users who do not abide by the policies and rules will be warned twice. At the third offense, they will be barred from Friday Memorial Library Internet computers and/or facilities for three months.

- First offense – verbal warning and note placed on user's record.
- Second offense – verbal warning and note placed on user's record. If user is under age 18, their parent/guardian will be notified.
- Third offense – user will be blocked from using Friday Memorial Library computers, and will be barred from all library locations at the discretion of the Director for a period of three months. If user is under age 18, their parent/guardian will be notified.

Computers in Children's areas are to be used by children under age 12 and their parents or caregivers only.

## **Director's Report**

### **November, 2018**

#### **Personnel**

- Benefit eligible employees attended a benefit meeting as we will have a new health insurance provider beginning January 1. Coverage and benefit options will remain the same will just be with a new company.

#### **Continuing Education, Meetings and Training**

- Maureen had a WISCAT Users Group webinar on Friday, November 2.
- Jessi and Julie attended the system Summer Reading Workshop in Eau Claire on November 8. They brought back many wonderful ideas and have already begun booking performers for Summer, 2019.
- Jennifer provided training for the circulation team on MORE catalog searching. We all learned some tips and tricks from
- November 12-17 we conducted our third reference survey week of 2018. These numbers are used for our annual report.
- Jennifer attended the Director's Council meeting at IFLS on Friday, November 16. Followed by the St. Croix County Librarian's meeting.
- Jennifer presented to the local Mom's Group about the variety of library resources available.
- Maureen and Jennifer had their last session of the City's Managing Up leadership training on November 7. This was a great opportunity.
- Earlier this year we stopped locking our locking cases as materials were returned. We did this for a trial period of time to see if we had theft issues. Fortunately, we have not so the circulation department has unlocked all of our cases for the ease of patrons borrowing materials.

#### **MORE/Technology**

- The two additional HotSpots funded by the County have been received and will be ready to help fill the demand of patrons in the near future.
- Per MORE's Electronic Record Retention Policy, the first batch of waiving old fines and charges has been completed. The numbers below are system totals.
  - Fines 5+ years old waived: \$359,843.24 from 32,888 patron records
  - Replacement and manual fees: 10+ years old waived: \$260,278.55 from 5,753 patron records

- IFLS is providing a 1-year subscription to Lynda.com. Lynda.com is a database that helps anyone learn software, technology and business skills to achieve their personal and professional goals.

### **Classes/Events**

- Trick-or-Treating was a busy day at the library! Staff dressed up as Dr. Seuss characters as part of the festivities.
- Job Center of Wisconsin is available in the library one day a month to assist with any employment related questions.
- Veteran's Roundtable – Wednesday, November 7. We hosted our annual round table at Deerfield this year. It was open for the public and easily accessible for all Deerfield residents.
- Teen after Hours game night – Friday, November 9. We had a great turn-out and the teens loved playing yard games indoors and challenged each other with minute-to-win-it games.
- Author Spotlight, Jim Anderson is a Wisconsin author that spoke about his experiences running marathons around the world. He provided a great presentation that our local running club really enjoyed.
- Friends of the Library hosted their book sale November 15-19.
- No school movie – Monday, November 26 – Incredibles 2, it's bound to be an *incredible* show.

### **Building/Facilities**

- We had our State Building Inspection, which occurs every 3 years. During the inspection, it was found the new boiler, installed in August, has new code requirements. This particular new code went into effect in June, 2018 and being our unit was installed after that time period, we need to bring it up to code. Evans is working with Countryside to ensure compliance of new codes. Estimate for the updates should be available shortly.

### **Funding/Donations**

- In October, we brought in \$2729.25 from fines, fees, copies, replacement library cards, lost & paid materials and donations.
- The Kiwanis Club of New Richmond presented us with a check for \$214.20 to cover the fall StoryWalk at Mary Park – Sixteen Runaway Pumpkins.
- In memory of Nancy Hansen, we received \$4000.00, which was deposited directly into the Foundation, Building Fund account.
- In memory of Nancy Hansen, a 53" plush teddy bear was donated. This will be given away to one lucky patron on December 21. Patrons will be able to enter daily for their visits upon checking out library materials.



## 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
<b>CIRCULATION</b>													
Checkouts and renewals	16,892	15,452	19,829	18,146	15,848	19,899	19,374	18,849	15,931	17,353			177,573
Checkins	11,852	10,834	12,790	12,291	11,418	13,532	14,297	14,201	11,820	13,324			126,359
<b>2017 CHECKOUTS</b>	<b>14,651</b>	<b>14,250</b>	<b>16,936</b>	<b>14,287</b>	<b>15,940</b>	<b>19,556</b>	<b>18,594</b>	<b>19,877</b>	<b>15,743</b>	<b>17,739</b>	<b>15,726</b>	<b>14,613</b>	
Circulation Change	2,241	1,202	2,893	3,859	-92	343	780	-1,028	188	-386	-15,726	-14,613	-20,339
<b>DELIVERY TRAFFIC</b>													
items borrowed	3,069	2,914	3,138	3,043	2,463	2,956	2,540	2,718	2,602	3,020			28,463
items lent	4,648	4,410	4,532	3,939	3,744	3,669	3,715	4,033	3,595	3,902			40,187
Courier bins received	305	273	295	280	285	259	243	290	239	276	0	0	2745
New Patrons	35	37	44	54	44	87	64	76	129	42			612
New Items	294	394	332	435	286	378	416	384	332	472			3723
<b>PATRON ASSISTANCE</b>													
Reference questions			294				313						607
Circulation assistance			385				340						725
Proctoring	4	5	1	6	1	0	3	2	1	4			27
Genealogy Requests	1	1	0	8	0	1	1	2	2	2			18
Meeting Room Usage													0
Pharos: sessions	1,000	953	965	971	1,000	1,087	1,052	1,125	958	1,070			10,181
Microfilm Computer Usage			27	25	18	17	39	47	25	36			234
Wireless sessions	1,855	2,086	2,610	2,482	2,570	2,459	2,535	2,866	2,278	2,987			24,728
Patron Counter	9,791	8,944	10,720	10,786	11,387	15,925	15,134	14,824	11,138	13,535			122,184
Days open	26	24	26	24	26	26	25	27	24	27			255
<b>2017 DOOR COUNTER</b>	<b>9,771</b>	<b>10,192</b>	<b>11,680</b>	<b>9,635</b>	<b>11,831</b>	<b>15,479</b>	<b>14,518</b>	<b>14,009</b>	<b>11,394</b>	<b>12,666</b>	<b>10,794</b>	<b>8,898</b>	<b>140,867</b>
<b>DOWNLOADABLE CONTENT</b>													
OverDrive	1,691	1,587	1,684	1,662	1,593	1,572	1,605	1,817	1,794	1,783			16,788
Freading	16	8	8	6	13	12	18	12	15	31			139
Flipster	37	49	55	29	41	55	27	37	22	44			396
Total Content	1,744	1,644	1,747	1,697	1,647	1,639	1,650	1,866	1,831	1,858	0	0	17,323
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
<b>INTERLIBRARY LOAN</b>													
Interlibrary loans sent out	28	35	56	38	41	33	37	43	38	48			397
Interlibrary loans received	84	53	43	46	64	58	41	21	49	41			500
<b>OVERDUE NOTICES</b>													
Overdue notices: TNS	102	96	105	116	129	128	126	127	147	130	0	0	1206
Overdue notices: mail	87	51	55	128	151	121	157	131	153	195	0	0	1229
Overdue notices: emailed	182	152	205	212	263	212	306	281	257	300	0	0	2370
Bills mailed	46	25	35	36	75	47	63	46	60	61	0	0	494
Statement of Charges	213	198	192	211	215	249	100	388	0	0	0	0	1766
<b>VOLUNTEER TIME (MINUTES)</b>													
Adults	405	690	980	755	805	1,999	1,740	810	2,010	1,510			11,704
Teens	60	180	0	0	0	510	960	0	360	0			2,070
<b>FINE DEPOSITS</b>													
NR Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$5,600.00</b>
Pershing Invest. Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$5,600.00</b>