

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, February 5, 2019 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 01.08.19
6. ReaLiving Presentation and Feedback
7. Approve monthly expenditures
8. Financial Report
9. Library Building Project
10. Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws
11. Discussion and Action on Newspaper Subscriptions
12. Director's Report
13. Set date for next regular meeting
14. Communications
15. Google Chromebooks, Docs and Email Training
16. 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, January 8, 2019, 4:30 pm

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

Trustees Attending via Phone: Peplau

Trustees Absent: None

Also Attending: Mike Darrow, Sarah Reese, Jennifer Rickard, John Thompson

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

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

Approve Minutes from 12.18.18: (Van Nevel/Kuney) Motion to approve minutes; passed unanimously by voice.

Approve Monthly Expenditures: (Ard/Hall) Motion to approve monthly expenditures for 2018 and 2019 as presented. Motion passed unanimously by voice. There was further discussion about yearend expenditures. Chromebooks were purchased for all Trustees to use for board business. Rickard has created library email accounts for each member and is almost done setting up the Chromebooks. The devices along with a policy agreement should be ready for the next board meeting.

Library Building Project: Many discussions occurred amongst the Library Board Trustees and City Council members. Reports were shared regarding those to date. It was recommended that those continue prior to our next meeting. The overall consensus of the conversations thus far was very positive.

Granroth and Hall reported that they had met with Mark Johnson from Derrick Construction regarding general thoughts about new construction of a building. They emphasized that their conversations were only information gathering. The summary of their meeting as reported by them was that the project for a new library was much less than figures discussed earlier, thus making it more feasible as an option. John Thompson from IFLS Library System reported that Colby recently built their library for \$160.00 per sq. ft. They completed the project for \$2.2 million for a 10,000 sq. ft. facility.

Mike Darrow will share 2 RFQ's to be released by the city for consideration of the library board in the event that such as action might be useful for a site for the library project.

Mike Darrow also shared with the group that Wisconsin Historical Society works with an architectural firm entitled Legacy Architects that has done work such as remodeling historical structures. Noah is checking further into this for further consideration.

Discussion was held about the building site and that the existing site as well as the old middle school site are our obvious options at this time and we will primarily focus on those. That said, we need to be open to all considerations.

The library building project will be on each agenda going forward.

Director's Report: Rickard presented the director's report. One correction was mentioned to Funding/Donations, as it still had the November numbers. Updated information is as follows, "In December, we brought in \$5,713.43 from fines, taxes, copies, replacement library cards, lost & paid materials and donations."

Set date for next regular meeting: Tuesday, February 5, 2019 4:30 pm

Agenda items to include for next meeting: Library Building Project, Library Director Job Description, Library Director Hiring Process

Joint City Council and Library Board meeting will be Tuesday, February 26, 2019 5:00 pm in the Council Chambers.

Communications: Van Nevel mentioned she will be out of town for the next meeting, but will attend by phone.

Rickard shared that the Wild Wisconsin Winter Web Conferences will be held on January 23 & 24. Library staff are participating in many sessions and the invitation was extended to the Trustees, an email will follow with details for registration if interested.

Library eResources Overview: Rickard provided an overview and demo of Lynda.com, AutoMate, Flipster and Libby/Wisconsin's Digital Library. So many resources for patrons to take advantage of to support lifelong learning.

Adjourn: (Van Nevel/Gjovik) moved to adjourn at 5:55 pm; passed by voice.

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.16.19

RE: ReaLiving Feedback

We wanted to thank you again for taking the time to meet with Sadie and Linda from ReaLiving in December. They would like to come and provide a summary of their findings from their one-on-one meetings during our board meeting.

Amazon statement

1/10/19

2018 Budget

55110-

310	315	317	316	318	319	355	373	391
\$ 34.54	\$ 14.25	\$ 35.97	\$ 13.37	\$ 270.66	\$ 222.05	\$ 348.14	\$ 19.02	\$ 20.92
\$ 6.98	\$ 10.99	\$ 132.76		\$ 40.40	\$ 85.90	\$ 188.98	\$ 23.76	
\$ 40.22	\$ 14.99	\$ 34.50		\$ 35.88	\$ 89.30	\$ 119.99		
\$ 59.30		\$ 15.98		\$ 57.49	\$ 28.00	\$ 410.07		
\$ 29.95		\$ 79.98		\$ 11.02	\$ 31.98	\$ 110.45		
\$ 5.61		\$ 343.06		\$ 12.13	\$ (0.25)	\$ 21.99		
		\$ 39.97		\$ 12.14	\$ 44.90	\$ 891.99		
		\$ 515.58		\$ 8.74	\$ 497.11			
				\$ 13.96				
				\$ 9.18				
				\$ 96.51				
				\$ 63.88				
				\$ 16.89				
				\$ 21.84				
				\$ 53.61				
				\$ 22.26				
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\$ 176.60	\$ 40.23	\$ 1,197.80	\$ 13.37	\$ 746.59	\$ 998.99	\$ 2,091.61	\$ 42.78	\$ 20.92
TOTAL				<u>\$ 5,328.89</u>				

Feb Board Meeting

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

46710	Menomonie Public Library		\$	11.67	Lost & Paid Refund
	Sarah Johnson		\$	20.00	Lost & Paid Refund
				\$	31.67
55110-220	New Richmond Utilities		\$	578.88	
				\$	578.88
55110-311	MailFinance	N7496960	\$	53.22	Jan-Apr 2019
				\$	53.22
55110-315	Garden Expressions	S4118	\$	221.00	1/11/19 Class - Bulb forcing
	The Magic of Isaiah	175	\$	250.00	3/14/19 - No school Magic Show
				\$	471.00

TOTAL	\$1,134.77
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General Bills - January, 2019 - 2019 Budget

(to be paid by PCard)

55110-310	Baker & Taylor	2034259698	\$	2.36	4 mylar
	Baker & Taylor	2034289910	\$	1.77	3 mylar
				\$	4.13
55110-316	Baker & Taylor	2034250038	\$	54.98	
	Baker & Taylor	2034275305	\$	52.22	
	Baker & Taylor	2034306009	\$	8.24	
				\$	115.44
55110-318	Baker & Taylor	2034259697	\$	162.79	
	Baker & Taylor	2034289909	\$	118.33	
	Gale/Cengage	65934724	\$	30.39	
				\$	311.51
55110-355	Findaway	277357	\$	119.85	Replacement USB adapters and cords
				\$	119.85
55110-373	American College of Surgeons	A19-5869	\$	822.50	Stop the Bleed Kits
	Industrial Stafey, Inc	50029	\$	137.09	First Aid Cabinet & supplies
					Service increase -
	Floyd Security	1282736	\$	117.51	Working with them to review service contracts
				\$	1,077.10

TOTAL	\$1,628.03
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P-Card Purchases - January, 2019 2018 Budget

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2034226778	\$ 2.36		4 mylar
	1	Baker & Taylor	2034221840	\$ 14.75		25 mylar
	1	Baker & Taylor	2034208118	\$ 5.31		9 mylar
	1	Baker & Taylor	2034224239	\$ 5.31		9 mylar
	1	Baker & Taylor	2034238026	\$ 17.11		29 mylar
				TOTAL	\$ 44.84	

55110-316	1	Baker & Taylor	2034204055	\$ 41.24		
	1	Baker & Taylor	2034206973	\$ 114.35		
	1	Baker & Taylor	2034226781	\$ 238.78		
				TOTAL	\$ 394.37	

55110-317	1	Baker & Taylor Entertainment	H21572680	\$ 24.83		
				TOTAL	\$ 24.83	

55110-318	1	Gale/Cengage	65705141	\$ 12.79		
	1	Gale/Cengage	65722879	\$ 86.21		
	1	Baker & Taylor	2034226777	\$ 244.33		
	1	Baker & Taylor	2034210718	\$ 148.62		
	1	Baker & Taylor	2034221839	\$ 413.51		
	1	Baker & Taylor	2034208117	\$ 260.33		
	1	Baker & Taylor	2034224238	\$ 322.89		
	1	Baker & Taylor	2034238025	\$ 644.99		
				TOTAL	\$ 2,133.67	

55110-319	1	Baker & Taylor Entertainment	H21572680	\$ 29.63		
				TOTAL	\$ 29.63	

55110-321	1	Findaway	272349	\$ 139.98		2 replacement launchpads
	1	Findaway	269635AB	\$ 999.00		10 Adult Launchpads
				TOTAL	\$ 1,138.98	

55110-355	1	Bayscan Technologies	58911	\$ 432.00		2 scanners - self check
	2	Tmobile		\$ 1,468.21		St. Croix County Hotspot prepayment
				TOTAL	\$ 1,900.21	

55110-373	1	Northern Business Products	362750-0	\$ 389.30		10 folding chairs - cushioned
	1	Northern Business Products	359455-0	\$ 779.70		5 folding tables - 18"
				TOTAL	\$ 1,169.00	

55110-391	1	Vernon Graphics & Promotions	2296864 RI	\$ 1,110.90	72 - Branded mugs
	1	Vernon Graphics & Promotions	4965635 RI	\$ 626.41	150 - Branded journals
	1	Vernon Graphics & Promotions	2293553 RI	\$ 306.07	250 - Branded beach balls
				TOTAL	\$ 2,043.38

TOTAL \$8,878.91

Account summary	
55110-310	\$ 44.84
55110-316	\$ 394.37
55110-317	\$ 24.83
55110-318	\$ 2,133.67
55110-319	\$ 29.63
55110-321	\$ 1,138.98
55110-355	\$ 1,900.21
55110-373	\$ 1,169.00
55110-391	\$ 2,043.38

P-Card Purchases - January, 2019 2019 Budget

Account	Pcard #	Invoice #	Amount	Subtotals	Notes
55110-315	2	Walmart	\$ 61.77		LU supplies, Stuffed Animal Sleepover, Bingo
	2	Dollar Tree	\$ 4.00		DIY Adult
	2	Jewelltown Roastery	\$ 10.00		Boredom buster prize
	2	Heidi's Hallmark	\$ 10.00		Boredom buster prize
		TOTAL		\$ 85.77	

55110-373	2	Doyle's Farm & Home	\$ 3.98		Mouse Traps
		TOTAL		\$ 3.98	

55110-391	1	MailChimp	MC00965197	\$ 45.00	2701-5000 Subscribers
	2	Dollar Tree		\$ 5.00	Chamber Gift basket
	2	Aldis		\$ 6.48	Chamber Gift basket
		TOTAL		\$ 56.48	

TOTAL	\$146.23
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Account summary	
55110-315	\$ 85.77
55110-373	\$ 3.98
55110-391	\$ 56.48



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

Financial Report

Date: December 31, 2018
Account: Royal Alliance

	<u>This Period</u>
Beginning Account Value	\$ 272,720.81
Dividends, Interest and Other Income	\$ 1,224.70
Fees	\$ 2.68
Net Change in Portfolio	\$ (17,545.49)
Ending Account Value	\$ 256,402.77



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

Financial Report

Date: December 31, 2018
Account: New Richmond Area Community Foundation
 Library Building Fund

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 30,848.41	\$ 24,831.72
Contributions	\$ 5,022.00	\$ 11,127.00
Investment Activity	\$ 171.05	\$ 298.86
Administrative Fees	\$ 135.16	\$ 351.28
Ending Account Value	\$ 35,906.30	\$ 35,906.30



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

Financial Report

Date: December 31, 2018
Account: New Richmond Area Community Foundation
 Friday Memorial Library Fund

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 347,006.89	\$ 340,051.01
Contributions	\$ 50.00	\$ 300.00
Investment Activity	\$ (36,011.53)	\$ (27,997.74)
Administrative Fees	\$ 1,239.90	\$ 2,547.81
Ending Account Value	\$ 309,805.46	\$ 309,805.46

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.28.19

RE: Library Building Project

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

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 02.01.19

RE: Carleton A. Friday Memorial Library Board of Trustee Bylaws

The Carleton A. Friday Memorial Library Board of Trustee Bylaws were last revised in 2014. On November 15, 2018, the board met to discuss and review changes to our Bylaws. The attached Bylaws have been reviewed by the City Attorney and include their edits. The library board reviewed them again on December 18, 2018, made one minor edit and wanted to pass along to City Administration for review and input. Discussion was had to review feedback from ReaLiving prior to finalizing Bylaws.

Following the ReaLiving presentation, we can see if there are any changes that should occur, otherwise they are ready for final board review and approval.

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 4th 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(1)(c)). One (1) of the members shall be a School District administrator, or their representative, to represent the school district or districts in which the library is located (§ 43.54(1)(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 illness or other excused absence. The Library Director must be informed of any anticipated absence within a reasonable amount of time to ensure a quorum. Should a member miss three or more regular meetings in a calendar year without due cause, they shall be removed from membership of 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 provide the Library Director with a draft copy of the most recent meeting minutes for publication. The Library Director or a member of library 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.

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

Section 1. Ad Hoc Committees. Ad hoc committees 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.

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)).

Section 3. 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)).

Section 4. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 5. The Library Board shall cooperate with other public officials and Library Boards to maintain and elevate vital public relations.

Section 6. 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 7. 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 Library Director shall act as technical advisor to the Library Board and is expected to attend all Library Board meetings including closed sessions where applicable (§ 19.85). If the Library Director is unable to attend they may appoint an alternate staff member to attend in their 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 their 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. Except as may be otherwise prohibited by law, 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 for such suspension to be valid, the vote to suspend may be taken only at a meeting at which two-thirds of the members of the Library Board are present, and two-thirds of those present so approve.

Section 3. The Library Board will review these bylaws each year at their 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 the 5th day of February, 2019.

Revisions -
June 24, 2014,
November 27, 2001

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.29.19

RE: Newspaper Subscriptions

It has been a few years since we have reviewed our newspaper subscriptions. While doing so, we are noticing a fairly drastic price increase and am concerned that some are becoming cost prohibitive. We currently get the following ten subscriptions and will be spending nearly \$4,000.00 in 2019.

Hudson Star Observer (weekly)	\$56.00
Leader Telegram (7 days)	\$212.00
Milwaukee Journal Sentinel (5 days)	\$418.56
New Richmond News (weekly)	\$52.00
New York Times (Sunday edition)	\$447.20
Pioneer Press (7 days)	\$946.16
Star Tribune (7 days)	\$410.28
USA Today (5 days)	\$296.00
Wall Street Journal (6 days)	\$539.88
WI State Journal (5 days)	\$576.89
TOTAL	\$3,954.97

We reached out to area libraries of our size to inquire which subscriptions they are holding and their guidelines for their newspaper collection. We also have been monitoring use in the library for the past couple of weeks. Rickard will provide an update on area library holdings and usage during the meeting.

Director's Report **February, 2019**

General -

- City of New Richmond provided department heads with a new Capital Improvement Project process including a new form. There is another meeting scheduled to review the process further.
- The new furniture that we purchased for the teen area and for classes arrived and has been greatly appreciated by our patrons.
- Old issues of magazines have been deleted from the system and were available first come, first serve for patrons to take.
- Tax forms have arrived and are out for the public.
- We have two new formats of materials for patrons to checkout.
 - VOX books are children's picture and nonfiction books with built-in audio readers. The audio reader is built right into the book and is very simple to use and no additional equipment is needed to listen. We are the third library in the MORE system to offer these books and have been really well received from patrons so far. We currently have about 70 titles to select from and will continue to add new titles through 2019.
 - Adult LaunchPads – The LaunchPads are tablets with pre-loaded games and activities. The collections of apps included on each device are strategically selected to train the mind by challenging memory, reaction time and problem-solving and observation skills. The use of basic technology by any adult, but specifically seniors, boosts confidence, creates a sense of independence and improves fine motor and cognitive skills. The LaunchPads utilize technology for brain exercises to keep their minds active. We have 10 new devices that will be ready to check out any day.
- Due to the extreme cold, the library closed at 5:00 pm on Tuesday, January 29, was closed all day on Wednesday, January 30 and opened at 12:00 on Thursday, January 31. In effort to ensure no overdue charges for patrons, any materials due on those days were automatically extended. We also posted locations and contact information for assistance for the extreme cold on our doors.

Outreach & Community Engagement –

- Jessi and Julie attended all three elementary schools for Books & Breakfast. They were able to provide a quick overview of library materials and services for attendees as well as getting interested kiddos signed up with their own library card.
- Britta attended her first City Safety Committee meeting as a representative for the library.

- Jessi and Jennifer attended the City's Donuts and Discussion meeting. The City has issued the first round of our wellness surveys for staff feedback. The second survey was just distributed to get feedback from families.
- Jennifer attended the New Richmond Community Health Action Team (CHAT) meeting at Westfields. This is a new group of individuals brought together by the Living Well Together initiative. We met to discuss resources and needs for our community related to both physical and mental health. This group will meet once a month to collaborate on ideas and generate events and educational opportunities if needed. Going forward, either Jessi or Jennifer will be attending these meetings to stay connected and share what the library has to offer.
- Jessi and Julie attended the Minnesota Field Trip Expo and came back with many wonderful ideas for new programs and presenters.
- During the City's Leadership meeting, in which we talked about 2018 successes, got our new wellness partner for 2019 and talked about our goals of Transparency, Wellness & Family First, Technology and the New Richmond way. I have a few ideas for technology upgrades to our building along with processes, but would need to brainstorm with more staff before moving forward.
- We are moving forward with our National Library Week promotion of "Libraries = Strong Communities". This [1st annual] initiative will be scaled countywide in hopes for businesses to provide discounts, incentives or special offers to library card holders during National Library Week. Each business is encouraged to be creative and offer a promotion that fits their needs and interest if they'd like. Britta generated documents and graphic templates to be used by all St. Croix County libraries. Letters to businesses will be mailed early the week of February 4 and will include our 2018 Year-in-Review.

Continuing Education –

- Maureen completed an online Homelessness Training Course.
- Britta, Nora, Todd and Jennifer began the course, but have not yet completed.
- Various staff members attended sessions during the Wild Wisconsin Winter Web Conference held January 23 and 24. Sessions included a Leadership, Youth Services and Marketing tracks along with a Small & Mighty for smaller libraries.
- Jennifer attended two webinars on Agenda and Minute management software that could be used across City departments to streamline processes.

Maintenance, Safety and Security –

- Shelving/demo consideration - An individual came in to look at our shelving options for our Large Print and Magazine area. He will be providing us with a price (should be fairly minimal, as last year he made a lot more shelving units for the paperbacks) soon. We are looking to see what the cost would be to remove built in magazine shelving units and increasing our large print shelving. Many magazines have gone out of print and we are providing more digital titles through Flipster we don't have the need for as much

shelf space for magazines, but the demand has definitely increased for the large print materials. Pricing and options will be presented to the board before any decisions will be made.

- An unknown individual entered staff workspace on Monday evening, January 14 between 5:00-8:00 pm. Tuesday morning, before opening, two staff members reported that someone had been at their desk. For each, just a couple small personal items that were missing, but other things were knocked down and moved around. A very similar item was located on my desk, which appeared untouched. The missing items, nor the value of the items have been the concern, it is unsettling knowing that someone was in their personal space and touched their belongings. Mark has reached out to our security company to get quotes to install locks and fobs for staff work areas. Quotes will be brought back to the board for consideration.
- Stop the Bleed and First Aid kits have been purchased for the library. The Stop the Bleed kit will be mounted in an area accessible for the public in the case of an emergency. The first aid kit will be for staff access only.

MORE & Technology –

- Director's Council meeting approved the revised MORE bylaws and discussed the scoping needs and changes for Encore, our discovery platform.
- Encore software update will be held on Thursday, February 7. The catalog will be down briefly but provide some fixes and scoping upgrades.
- Dalton from IFLS will be coming out to install our new computers on Friday, February 8.

Classes/Events –

- **January 7-March 1 – Adult Winter Reading Challenge – “Read A Latte”** - This challenge is to encourage participants to cozy up and read or try something new during the winter months. Throughout the months, they can also stop in for weekly “Boredom Buster” activity sheets.
- **Babygarten, Little University and Homeschool Hub** – Weekly classes for all ages. Stop in to see what fun topics we will learn about during February.
- **February 18, 1:00 pm – No School, no problem – Meet an Eagle** – The National Eagle Center will be joining us this President's Day to teach us a bit about these majestic birds that represent our nation. This event will be held in the City Council Chambers due to our limited space.
- **February 19, 6:00 pm – From Grapes to Glass!** – A brief overview on the Wisconsin grape growing and winemaking industry. Can we really grow grapes and make wine in this climate? Presented by 65 Vines Winery in Roberts, Wisconsin.
- **Movie Club** – Third Thursday of the month, 4:00 pm – Stop in monthly to discuss some of your favorite movies and discover new movies to watch.
- **February 23, 10:00 am – LEGO Animate** – Crossing LEGO® with technology, we'll have car races, challenges, stop motion, green screen, and more.

- **February 26, 6:00 pm – Crafty Adults** – The 4th Tuesday of each month we will host an adult crafting class on a variety of topics. February we will be making bath bombs and shower steamers.
- **March 1, 5:00 pm – SoulSpace Farm Sanctuary** - Learn about how SoulSpace Farm Sanctuary is a nonprofit farmed animal rescue and protection organization, working to end cruelty to farm animals. SoulSpace promotes compassionate living through rescue, rehabilitation and education.

Funding/Donations

- In January, we brought in \$1,568.68 from fines, fines, copies, replacement library cards, lost & paid materials.
- We received \$36,779.13 from Dunn and Polk Counties for our ACT150 reimbursements. We should receive payment from the St. Croix, Pierce and Barron in the near future.
- We received \$1500.00 from the AnnMarie Foundation for new Memory Maker Kits. The goal of these kits is to would include items related to our senses to easily trigger recollections of their past. There would be something to read, watch, hear and touch along with an activity. Themes that we would like to offer include: America, Animals, Birds, Colors, Fun & Games, Memories of the Midwest, Music and Sewing. We hope to have them ready to circulate in the next month or so.
- We were notified that we received a grant from Bosch for \$9,130.00 for a Hatch, Early Literacy Table. This early literacy table is and active play center designed to encourage two to four children to cooperate and play together while developing early literacy skills. Each table is intended for early childhood ages, including over 275 pre-loaded educational games. The variety of games are designed to promote collaborative play, develop critical and emotional skills, vocabulary and cognitive development of literacy, math and STEM skills. Through the games on the multi-touch table, children not only learn essential basic skills, they also engage with other children to collaborate, problem solve and improve their social skills. As soon as we receive the grant specifics and funding, we will order the table for installation.

To: Library Board

From: Jennifer Rickard, Interim Director

Date: 01.29.19

RE: Google Chromebooks, Docs and Email Training

Library Board Trustee email accounts and Chromebooks have been set up. They will be distributed and Rickard will provide an overview of use of the device, email and Google Docs.