

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, March 5, 2019 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AMENDED AGENDA:

\*\*LATE ADDITIONS

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 2 minutes per citizen)
5. Approve minutes from 02.05.19
6. ReaLiving Presentation and Feedback
7. Approve monthly expenditures
8. Financial Report
9. Library Building Project Discussions
10. Discussion and Action on 2018 Annual Report\*\*
11. Library Director Hiring Process
12. Library Director Job Description
13. Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws
14. Discussion and Action on Shelving proposal for Large Print Area
15. Director's Report
16. Set date for next regular meeting
17. Communications
18. 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, February 5, 2019, 4:30 pm**

**Trustees Attending:** Ard, Gjovik, Granroth, Kuney

**Trustees Attending via Phone:** Hall, Peplau, Van Nevel

**Trustees Absent:** None

**Also Attending:** Mike Darrow, Jennifer Rickard, Jim Zajkowski

**Call to order:** Granroth called the meeting to order at 4:41 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

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

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

**Approve Minutes from 01.08.19:** (Ard/Gjovik) Motion to approve minutes; passed unanimously by voice.

**ReaLiving Presentation and Feedback:** Tabled until next meeting. Presenter unavailable to attend due to weather conditions.

**Approve Monthly Expenditures:** (Ard/Gjovik) Motion to approve monthly expenditures for 2018 and 2019 as presented. The 2018 expenses presented will close out our 2018 fiscal year. Motion passed unanimously by voice.

**Financial Report:** Rickard presented Financial Reports for Royal Alliance and New Richmond Area Community Foundation.

**Library Building Project:**

- Noah Wiedenfeld, City of New Richmond Planning Director, presented about the Downtown façade grants, National Register of Historic Places and the discussions to date with Legacy Architects.
- Rickard has reached out to obtain square footage costs of recent area library projects as further information for the board to consider.
- Special meeting is scheduled for February 26th with the Library Board and the City Council to provide an opportunity to share visions and considerations moving forward.
- Discussed the possibility of a joint trip with the Council and the Board members to view area libraries in hopes of determining best fit for our community. The trip idea will be discussed after the joint meeting on February 26th.

- Library board members who had an opportunity to have discussions with council members stated that they were positive and informative. More discussions were scheduled to occur in the upcoming weeks.

**Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws:**

Discussion tabled until next meeting as we were waiting for feedback from ReaLiving.

**Discussion and Action on Newspaper Subscriptions:** Rickard presented our current listing of newspaper subscriptions, which includes 10 titles. Currently our annual expenses for the subscriptions is just under \$4,000.00. Discussion and consideration to cancel some subscriptions based on our tracked usage by patrons. Board trusts staff to reduce the number of subscriptions as recommended.

**Director's Report:** Rickard presented the director's report.

**Set date for next regular meeting:** Tuesday, February 26, 2019 4:30 pm will be the joint meeting in the City Council Chambers.

Next regular meeting will be Tuesday, March 5, 2019 at 4:30 pm.

**Communications:** None.

**Google Chromebooks, Docs and Email Training:** Rickard presented the attending board members with their Chromebooks and gave an overview of accessing their new email and features within their Google accounts.

**Adjourn:** (Ard/Gjovik) moved to adjourn at 5:45 pm; passed by voice.

*Submitted by: Vicki Gjovik*

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 02.11.19**

**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.

This presentation was tabled from our February meeting due to the weather.

## Amazon statement 2/10/19

55110-

310	315	320	373
\$ 47.04	\$ 44.55	\$ 39.99	\$ 13.11
\$ 21.94			\$ 17.82
\$ 13.99			
\$ 12.29			

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\$ 95.26	\$ 44.55	\$ 39.99	\$ 30.93
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TOTAL \$ 210.73

## General Bills - February, 2019

### To be paid by Pcard

55110-310	Minuteman Press	59406	\$ 341.01	1500 - Window envelopes w/ Logo
	Quill	4587241	\$ 89.97	100 Business Cards
	Baker & Taylor	2034346519	\$ 10.03	3 reams paper
	Baker & Taylor	2034338113	\$ 18.29	17 mylar
	Baker & Taylor	2034337524	\$ 6.49	31 mylar
	Baker & Taylor	2034318861	\$ 0.59	11 mylar
			<b>\$ 341.01</b>	1 mylar

55110-315	New Richmond Post Office		\$ 4.55	
			<b>\$ 4.55</b>	

55110-316	Baker & Taylor	2034346512	\$ 121.37	
			<b>\$ 121.37</b>	

55110-318	Cengage	66615081	\$ 87.71	
	Baker & Taylor	2034346518	\$ 447.99	
	Baker & Taylor	2034338112	\$ 836.40	
	Baker & Taylor	2034337523	\$ 204.62	
	Taste of Home	1024	\$ 33.98	
	Cengage	66000226	\$ 86.96	
	Baker & Taylor	2034318860	\$ 42.75	
			<b>\$ 1,740.41</b>	

55110-373	Hillyard	603326409	\$ 68.35	Heavy Duty Floor Cleaner
			<b>\$ 68.35</b>	

55110-395	Mid-America Business Systems	745319	\$ 795.00	Annual Service Contract - Microfilm Reader
			<b>\$ 795.00</b>	

<b>TOTAL \$3,070.69</b>
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**General Bills - February, 2019**  
**To be paid by check**

46710	Chippewa Falls Public Library		\$	19.99	Lost & Paid Refund
					<b>\$ 19.99</b>
55110-220	New Richmond Utilities		\$	562.26	
					<b>\$ 562.26</b>
55110-310	Midwest Tape	96979789	\$	7.00	Cover Art
					<b>\$ 7.00</b>
55110-312	EO Johnson		\$	347.02	Copy & Print services
					<b>\$ 347.02</b>
55110-315	65 Vines	1901	\$	60.00	2/19/19 - From Grapes to Glass
	Lowell Peterson		\$	180.00	3/7/19 - Materials for Bluebird nesting workshop (12 houses)
					<b>\$ 240.00</b>

<b>TOTAL</b>	<b>\$1,176.27</b>
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## P-Card Purchases - February, 2019

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2034259698	\$ 2.36		4 mylar
	1	Baker & Taylor	2034289910	\$ 1.77		3 mylar
	1	Avery	100356740	\$ 27.00		2.25" Circle Labels - picture books
	2	Walmart		\$ 7.97		Velcro tape
	2	Walmart		\$ 5.64		Distilled water
				<b>TOTAL</b>	<b>\$ 44.74</b>	
55110-315	2	Walmart		\$ 27.66		Homeschool Hub supplies
	2	Walmart		\$ 9.13		DIY supplies
				<b>TOTAL</b>	<b>\$ 36.79</b>	
55110-316	1	Baker & Taylor	2034250038	\$ 54.98		
	1	Baker & Taylor	2034275305	\$ 52.22		
	1	Baker & Taylor	2034306009	\$ 8.24		
				<b>TOTAL</b>	<b>\$ 115.44</b>	
55110-318	1	Baker & Taylor	2034259697	\$ 162.79		
	1	Baker & Taylor	2034289909	\$ 118.33		
	1	Gale/Cengage	65934724	\$ 30.39		
				<b>TOTAL</b>	<b>\$ 311.51</b>	
55110-320	1	Wall Street Journal		\$ 539.88		1 year
				<b>TOTAL</b>	<b>\$ 539.88</b>	
55110-330	1	Dominos Pizza		\$ 47.69		
	2	Jimmy Johns		\$ 38.53		
				<b>TOTAL</b>	<b>\$ 86.22</b>	
55110-355	1	Findaway	277357	\$ 119.85		Replacement USB adapters and cords
				<b>TOTAL</b>	<b>\$ 119.85</b>	
55110-373	1	Floyd Security	1282736	\$ 117.51		Service increase - Working to review service contracts
	2	Doyle's Farm & Home	A77763	\$ 25.98		Ice melt
				<b>TOTAL</b>	<b>\$ 143.49</b>	
55110-390	1	Best Alzheimer's Products		\$ 772.55		Materials for Memory Makers kits from Grant
				<b>TOTAL</b>	<b>\$ 772.55</b>	
55110-391	1	MailChimp	MC01072521	\$ 45.00		2701-5000 Subscribers
				<b>TOTAL</b>	<b>\$ 45.00</b>	

**TOTAL \$2,215.47**

### Account summary

55110-310	\$ 44.74
55110-315	\$ 36.79
55110-316	\$ 115.44
55110-318	\$ 311.51
55110-320	\$ 539.88
55110-330	\$ 86.22
55110-355	\$ 119.85
55110-373	\$ 143.49
55110-390	\$ 772.55
55110-391	\$ 45.00

## Financial Report

**Date:**

**Account: Royal Alliance**

	<u>This Period</u>
Beginning Account Value	\$ 256,402.77
Dividends, Interest and Other Income	\$ 124.41
Fees	\$ (809.42)
Net Change in Portfolio	\$ 16,527.77
<b>Ending Account Value</b>	<b>\$ 272,245.53</b>

Budget Comparison - Detail  
LIBRARY

Account Number	2017 Actual 12/31/2017	2018 Actual 12/31/2018	2018 Budget	Budget Status	% of Budget
100-00-46710-000-000 LIBRARY EARNINGS	12,560.78	12,415.58	11,500.00	915.58	107.96
<b>LIBRARY - REVENUES</b>	<b>12,560.78</b>	<b>12,415.58</b>	<b>11,500.00</b>	<b>915.58</b>	<b>107.96</b>
<b>Total Revenues</b>	<b>12,560.78</b>	<b>12,415.58</b>	<b>11,500.00</b>	<b>915.58</b>	<b>107.96</b>

Account Number		2017 Actual 12/31/2017	2018 Actual 12/31/2018	2018 Budget	Budget Status	% of Budget
100-00-55110-000-000	LIBRARY - LEASE	33,000.00	40,000.00	40,000.00	0.00	100.00
100-00-55110-110-000	LIBRARY - SALARIES	342,400.29	330,131.17	376,415.00	46,283.83	87.70
100-00-55110-117-000	LIBRARY - MAINT SALARIES	9,433.49	18,322.97	23,290.00	4,967.03	78.67
100-00-55110-120-000	LIBRARY - ADMIN FEES	67,167.08	60,498.00	60,498.00	0.00	100.00
100-00-55110-150-000	LIBRARY - SS/MEDICARE	25,862.91	25,931.89	28,795.00	2,863.11	90.06
100-00-55110-151-000	LIBRARY - RF	22,719.95	21,112.12	25,002.00	3,889.88	84.44
100-00-55110-152-000	LIBRARY - HEALTH INS	63,826.88	44,820.37	65,337.00	20,516.63	68.60
100-00-55110-153-000	LIBRARY - LIFE INS	31.94	50.49	98.00	47.51	51.52
100-00-55110-157-000	LIBRARY - DISABILITY INS	1,923.21	1,929.19	994.00	-935.19	194.08
100-00-55110-160-000	LIBRARY - FLEX BENEFIT COSTS	33.03	0.00	50.00	50.00	0.00
100-00-55110-220-000	LIBRARY - UTIL/TELE	12,782.99	12,561.58	13,222.00	660.42	95.01
100-00-55110-310-000	LIBRARY - OFFICE SUPPLIES	9,286.47	8,912.90	7,650.00	-1,262.90	116.51
100-00-55110-311-000	LIBRARY - POSTAGE	1,887.00	2,735.25	1,607.00	-1,128.25	170.21
100-00-55110-312-000	LIBRARY - XEROX	3,294.19	4,164.22	3,576.00	-588.22	116.45
100-00-55110-315-000	LIBRARY - PROGRAMS/MATERIALS	13,557.75	10,603.61	8,681.00	-1,922.61	122.15
100-00-55110-316-000	LIBRARY - AUDIO BOOKS	4,836.86	5,572.47	5,500.00	-72.47	101.32
100-00-55110-317-000	LIBRARY - MUSIC & GAMING	3,401.53	3,491.90	3,450.00	-41.90	101.21
100-00-55110-318-000	LIBRARY - BOOKS	39,539.80	42,039.55	39,640.00	-2,399.55	106.05
100-00-55110-319-000	LIBRARY - DVD	7,800.08	8,099.05	6,600.00	-1,499.05	122.71
100-00-55110-320-000	LIBRARY - PUB/SUB/DUES	5,100.56	6,143.81	6,000.00	-143.81	102.40
100-00-55110-321-000	LIBRARY - E CONTENT	4,706.78	7,188.28	4,650.00	-2,538.28	154.59
100-00-55110-330-000	LIBRARY - EDUCATION/TRAV/MEALS	4,866.44	5,725.53	5,000.00	-725.53	114.51
100-00-55110-355-000	LIBRARY - SUPPLIES/EQUIP	9,238.93	11,808.54	6,480.00	-5,328.54	182.23
100-00-55110-373-000	LIBRARY - BLDG MAINT	12,446.04	32,416.10	5,000.00	-27,416.10	648.32
100-00-55110-390-000	LIBRARY - MISC	1,187.28	2,050.68	200.00	-1,850.68	1,025.34
100-00-55110-391-000	LIBRARY - MISC PUBLICITY	3,874.37	5,486.39	2,500.00	-2,986.39	219.46
100-00-55110-393-000	LIBRARY - CATALOG SERVICES	26,042.22	27,865.00	27,865.00	0.00	100.00
100-00-55110-395-000	LIBRARY - COMPUTER SUPPORT	1,643.17	1,741.00	1,200.00	-541.00	145.08
100-00-55110-396-000	LIBRARY - S.I.S. MAINT	31,116.00	32,239.00	32,928.00	689.00	97.91
<b>LIBRARY - EXPENSES</b>		<b>763,007.24</b>	<b>773,641.06</b>	<b>802,228.00</b>	<b>28,586.94</b>	<b>96.44</b>
<b>Total Expenses</b>		<b>763,007.24</b>	<b>773,641.06</b>	<b>802,228.00</b>	<b>28,586.94</b>	<b>96.44</b>
<b>Net Totals</b>		<b>-750,446.46</b>	<b>-761,225.48</b>	<b>-790,728.00</b>	<b>-29,502.52</b>	<b>96.27</b>

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 02.28.19**

**RE: Library Building Project**

Discussion on status of project and next steps while we are waiting for the RFQ proposals to be submitted.

Granroth visited Colby Public Library, which was recently built. He will share pictures and insight from the Library Director at Colby.

**To: Library Board**

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

**Date: 2.19.19**

**RE: 2018 Annual Report**

Please see attached copy of 2018 Annual Report that was submitted to the DPI and IFLS on 2/19/19 and review the Statement concerning public library system effectiveness (page 8).

**Proposed Action:** Staff recommends that the Library Board of Trustees indicates that IFLS *did* provide effective leadership and adequately met the needs of the library.



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

**FOR THE YEAR 2018**

**INSTRUCTIONS:** Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION					
1. Name of Library Carleton A. Friday Memorial Library			2. Public Library System IFLS Library System		
3a. Head Librarian First Name Jennifer	3b. Head Librarian Last Name Rickard	4a. Certification Grade N/A	4b. Certification Type Vacant		5. Certification Expiration Date
6a. Street Address 155 E. First St.	6b. Mailing Address or PO Box 155 E. First St.	7. City / Village / Town New Richmond	8a. ZIP 54017	8b. ZIP4 1801	9. County St. Croix
10. Library Phone Number (715)243-0431	11. Fax Number (715)246-2691	12. Library E-mail Address of Director vacant			
13. Library Website URL www.newrichmondlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 59	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week 0	19d. Number of Summer Weeks 0		
20. Square Footage of Public Library 8,500	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 079733465		

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	40,528	3,167
2. Electronic Books <i>E-books</i>	155,117	
3. Audio Materials	6,390	457
4. Electronic Audio Materials <i>Downloadable</i>	51,831	
5. Video Materials	6,740	586
6. Electronic Video Materials <i>Downloadable</i>	1,423	
7. Other Materials Owned <i>Describe</i> kits, book and audio, equipment, video games, microfilm, oral histories, launchpads	759	
8. Electronic Collections <i>Locally Owned or Leased</i>	0	
9. Total Electronic Collections <i>Local, regional, and state</i>	49	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	62	

**III. LIBRARY SERVICES**

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
206,823		96,956		47,900		34,444	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
5,222	5,196	10,418	Survey Week(s)	15,600	Actual Count	143,328	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			0	451
Actual Count	12,139	Router Count	30,660	63,070			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works			e. Uses of Children's Electronic Materials	
10,620	9,816	12	20,448			1,493	
11. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	251	11	136	398	16	14	
Total Attendance	9,710	136	3,226	13,072			

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Gordon	Granroth	785 165th Avenue	New Richmond	54017	granroth@newrichmondlibrary.org
2. Ellen (Scott)	Ard	105 South Montana Avenue	New Richmond	54017	ard@newrichmondlibrary.org
3. Marla	Hall	1165 Tamarack Place	New Richmond	54017	hall@newrichmondlibrary.org
4. Patricia	Van Nevel	305 South Dakota Avenue	New Richmond	54017	vannevel@newrichmondlibrary.org
5. Jeff	Peplau	1232 200th Avenue	New Richmond	54017	peplau@newrichmondlibrary.org
6. Jarell	Kuney	316 East 6th Street	New Richmond	54017	kuney@newrichmondlibrary.org
7. Vicki	Gjovik	1769 George Norman Drive	New Richmond	54017	gjovik@newrichmondlibrary.org
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members  
Include vacancies in this count

7





**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$70,000	40.00				
Reference and Information Coordinator	Librn. no-MLS	\$53,414	40.00				
Youth Services Coordinator	Librn. no-MLS	\$47,840	40.00				
Circulation Coordinator	Librn. no-MLS	\$40,414	40.00				
Assistant Librarians	Librn. no-MLS	\$74,443	80.00				
Circulation Assistants	Librn. no-MLS	\$44,937	65.00				
Reference & Information Assistant	Librn. no-MLS	\$15,954	20.00				
Youth Services Assistant	Librn. no-MLS	\$18,957	23.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Shelvers	Other	\$22,733	45.00				
Maintenance	Other	\$19,844	19.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
1.00	7.70	8.70	1.60	10.30

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*  
 107,393

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	8,418	81,273	89,691
3. Circulation to Nonresidents Living in Another County in Your System	1,990	15,171	17,161
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	0	0	0

5. Circulation to All Other Wisconsin Residents  
 91

6. Circulation to Persons from Out of the State  
 450

7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Barron	270	f.	
b. Dunn	505	g.	
c. Pierce	267	h.	
d. Polk	14,376	i.	
e.		j.	

**XII. TECHNOLOGY**

1. Does your library provide wireless Internet access for patrons' mobile devices?  Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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**XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES**

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	2	1	1
Total Unduplicated Individuals Involved	504	114	228	846
Number of Other Literacy Offerings	0	0	0	0
Total Unduplicated Individuals Involved	0	0	0	0

2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	28	9	12
Total Drop-in Activity Participation	2,084	190	1,256	3,530

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Jessica	b. Last Name LaPean	c. Email Address jessical@newrichmondlibrary.org
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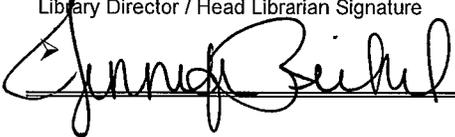
**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i> Gordon Granroth	Date Signed 2-19-19
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Jennifer Rickard	Date Signed 2.19.19

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County

St. Croix

The Carleton A. Friday Memorial Library Board of Trustees hereby states that in 2018, the  
*Name of Public Library*

IFLS Library System

*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
- Did not provide effective leadership and adequately meet the needs of the library.

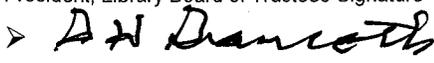
Explanation of library board's response. *Attach additional sheets if necessary.*

\* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
	Gordon Granroth	2-19-19

	COMMENTS	
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**To: Library Board**

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

**Date: 03.01.19**

**RE: Library Director Hiring Process**

Discussion about a possible Request for Proposal for an Executive Recruitment Firm to assist with the hiring process.

**To: Library Board**

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

**Date: 03.01.19**

**RE: Library Director Job Description**

Discussion about possible changes and updates to the Library Director's job description.

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

<b>Position Title:</b> Library Director	<b>Department:</b> Library
<b>Reports To:</b> Library Board of Trustees	<b>FLSA Code:</b> Exempt

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

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

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

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

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

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

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

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

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

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

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

#### **Position Evaluation Factors:**

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

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

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

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

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

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

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 03.01.19**

**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.

Discussion tabled at February 5, 2019 meeting.

# 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(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 5<sup>th</sup> day of February, 2019.

Revisions -  
June 24, 2014,  
November 27, 2001

**To: Library Board**

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

**Date: 2.20.19**

**RE: Shelving – Large Print Area**

In effort of continually optimizing our space for library collections based on customer needs, we obtained a quote for shelving. We are looking to expand our shelving units for our large print collection as it continues to grow and the demand has increased. This would remove three sections of shelving for the magazines, but add 18 shelves for large print books. The pictures below assist with visualizing the suggested changes.

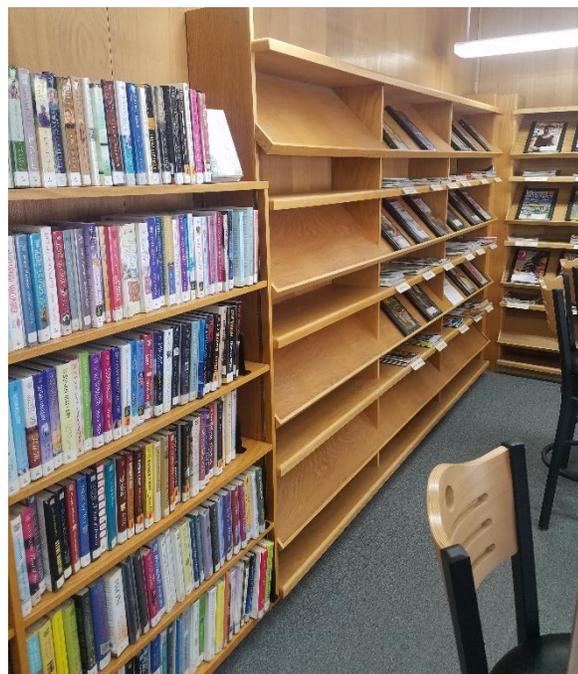
This picture to the right shows one section of the existing large print books. Please take note to how tight the shelves are and unfortunately the books are on the bottom shelf, making it very difficult for some patrons to access.





The three magazine shelving units, shown above and the right, would be removed and three additional stacks for regular shelving would be built into the wall. In effort to save money, the shelves would be built as a frame and not include a back. The exterior library wall would be used as the back of the book case. The units and shelves would match the existing large print shelves, giving us an additional 18 shelves.

We will be able to shift the magazine collection to fit on the back wall, shown below, and relocate the newspapers, which are also being condensed.



The total quote for demo, shelving and installation is **\$2,150.00**, which has been provided by Larry Ball, which is the same individual that made all of our paperback shelving units in 2018.

Another idea, which has not been quoted, is to remove the shelving units under the window sill. These shelving units are not heavily used and we would be able to find other locations for the materials.



Our suggestion is to add a counter to provide additional workspace overlooking the park. This would also double for counter use and displays for programs and events. See picture below from our young adult area.



**Director's Report**  
**March, 2019**

**General -**

- Britta, Jessi, Julie, Maureen, Nora and Jennifer met to discuss details for our upcoming Summer Reading Program. The theme for this year is Universe of Stories. There were many wonderful ideas shared during the meeting and we are excited for summer!
- Our internal fiscal close was completed and individual collection budgets were distributed to selectors.
- Due to the winter weather, the library closed at 5:00 pm on Thursday, February 7 and Wednesday, February 20.
- Maggie Scanlan, our Library Shelver, turned in her resignation. She is a very busy young lady and will be greatly missed.
- The vacant Library Shelver position has been posted. The deadline for application is Friday, March 8. Maureen and Jennifer will review applicants with Sarah R. in HR and begin the hiring process as soon as possible.
- Our annual supply order with the system was placed. This is yet another great service that the library system offers member libraries. With over 50 libraries ordering processing materials for annual use, we are able to receive some amazing discounts.
- Our annual fund requests have been submitted to the Friends of the Library for their review at their coming meeting.
- This year is the 120 year anniversary of the New Richmond cyclone. Jennifer met with some City staff to brainstorm ideas to commemorate that tragic event.

**Outreach & Community Engagement –**

- Jessi and Julie will be attending the New Richmond High School Showcase to promote upcoming teen events.
- Britta attended her first Resource Sharing and Collection Development Committee meeting as a representative for the library. This is a MORE system committee that meets to discuss topics and best practices with collection development locally and at a system level.
- Jennifer attended Chamber Coffee and shared information about our National Library Week promotion.
- Nora had her Senior Coalition meeting as the group is planning some great community events this year.
- Jennifer was unable to attend the City's State of the City presentation at WITC so Beth Thompson with the City stepped in and shared highlights for the library.
- Jessi provided a tour of the children's department and an overview of our early literacy practices, materials and services to the Early Childhood Class at WITC.

- Jennifer attended the Foundation's Literacy Coalition meeting in which we are planning for an author visit at the High School and trying to bring more visibility to our local Little Free Libraries.
- Maureen attended the MORE Operations meeting at the Roberts Library. They have been discussing online patron registration options.
- Jessi attended the New Richmond Community Health Action Team (CHAT) meeting at Westfields.
- Jessi had coordinated for two NRHS Freshman English classes to visit the library to see various picture books for an upcoming project. Unfortunately the weather didn't cooperate for bus transportation, but Jessi was able to deliver the books to the classrooms at the high school for their use.
- Jessi distributed forms to the High School students for the Mayor Fred Caricature contest used for our Summer Reading Program – Mayor's Reading Challenge.

#### **Continuing Education –**

- The Information Team, Britta, Nora, Todd and Jennifer completed the online Homelessness Training Course.
- Britta attended a webinar about Lynda.com.

#### **Maintenance, Safety and Security –**

- Following up on some safety concerns from last month, we had an ergonomic specialist assess staff work areas and processes to ensure we are working safely, effectively and securely. While she was here, she also toured the building to provide us with a safety risk assessment of furniture and items throughout our facility. The report will be reviewed soon to see what modifications can be made.
- A representative from Salto Locks evaluated our building and reviewed options to add a fob locking system to increase security.

#### **Classes/Events –**

- **Babygarten, Little University and Homeschool Hub** – Weekly classes for all ages. Stop in to see what fun topics we will learn about during March.
- **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. **POSTPONED DUE TO WEATHER.**
- **March 4-9 – Teen Tech Week** – Teens will have an opportunity to create their own music playlist to accompany their favorite novel.
- **March 6, 10:00 am – Wisconsin Job Center** – A representative from the Wisconsin Job Center joins us monthly to provide patrons with employment services.

- **March 7, 6:00 pm – Bluebird Nesting Workshop** – Lecture and bluebird birdhouse construction with Lowell Peterson, Wisconsin Bluebird Association.
- **March 11-16, Magical Spring Break** – Drop in throughout the week for some great magic in the library!
  - **Monday, March 11, 1:00 pm – No School Movie** – The House with a Clock on its Walls, rated PG
  - **Thursday, March 14, 1:00 pm – Magic of Isaiah** - Make your spring break magical at the Library as Isaiah Foster presents "Reading is Magical." The 45 minute show has plenty of laughs, audience participation and of course library magic.
- **March 19, 6:00 pm – Spring Cleaning with Essential Oils** - Come and learn how to utilize 5 natural essential oils along with an all-natural cleaner for your Spring cleaning needs in your household. Learn the importance of using a cleaner that is not filled with harsh chemicals and that does not leave a strong smell. During the class make a sample size: Glass Spray and Cleaning Scrub.
- **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.
- **March 23, 10:00 am – Family Escape Room** – Escape from Mr. Lemoncello's Library - Did you miss the last family escape room or have so much fun you'd like to test your skills again? We'll have a whole new theme and a new set of challenges. Let's see how long it takes everyone to unlock the locks this time.
- **March 26, 6:00 pm – Crafty Adults** – The 4<sup>th</sup> Tuesday of each month we will host an adult crafting class on a variety of topics. This month, they will be making homemade beauty products. From peppermint oil lip balm to lemon sugar scrub, don't miss out!
- **March 29, 7:00 pm – Teen After Hours** - Fantastic Beasts: the Crimes of Grindelwald. Pizza taste testing from 4 local pizza places. April fool's Day prank prepping. Pizza tasting, prank prepping, movie watching, board gaming, fun!

#### **Funding/Donations**

- In February, we brought in \$1,083.53 from fines, faxes, copies, replacement library cards, lost & paid materials.
- We received \$1,745.00 from Barron and Pierce Counties for our ACT150 reimbursements. We should receive payment from the St. Croix shortly.

