

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, August 28, 2018 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 5 minutes per citizen)
5. Approve minutes from 05.29.18 and 07.31.18

OLD BUSINESS:

6. Review and Consideration of Student Work Awards Program Language and Funding Options
7. Discussion and Potential Vote on Loan Rules and Processing Fees
8. Director's Report - July

NEW BUSINESS:

9. Closed Session per State Statute 19.85 (1)(e) – Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
10. Open Session Action on Closed Session
11. Approve monthly expenditures
12. Financial Report
13. Review and Discussion of Library Director job description
14. Discussion of Assistant Director position
15. Library Director hiring process
16. Discussion and possible vote on Library Hours for New Year's Eve
17. 2019 Budget
18. Trustee Training Week recap
19. Discussion of Public Comment time limit
20. Library Project
21. Director's Report
22. Set date for next regular meeting
23. Communications
24. Library Tour
25. 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, May 29, 2018 4:30 pm

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

Trustees Absent: None

Also Attending: Katie Marsh, Library Director

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

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

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

Approve Minutes from 4.17.18: (Hall/Ard) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from 4.24.18: (Ard/Hall) Motion to approve minutes; passed unanimously by voice.

Approve Monthly Expenditures: (Gjovik/Van Nevel) Motion to approve monthly expenditures; passed unanimously by voice.

Financial Report: Financial reports for Signator and New Richmond Area Foundation were presented.

Public Relations Action Plan: (Ard/Peplau) Motion to adopt the City of New Richmond Public Relations and Media Inquiries Policy; passed unanimously by voice.

Library Board Responsibilities: Granroth spoke about Library Board responsibilities from the Trustee Essentials Manual and Wisconsin State Statute Chapter 43.

90-Day Work Plan: Marsh presented her 90-Day work plan to the board.

Director's Report: Marsh presented the following report:

May 2018

MORE

- MORE made the switch to Local Priority for Holds on Wednesday, May 9th. So far, staff have been reporting that a number of patrons are unhappy that they are no longer able to see their place in line for materials. A couple of staff members suggested that patrons

should be able to see their place in line for materials that do not fill holds, such as WiFi hotspots and kits. I brought this idea to Lori at MORE, and she took note of this suggestion. She is compiling a list of suggestions to share with IUG for improvements to Sierra software. In the meantime, I am working to create talking points that staff can use to inform and educate our patrons about this change.

Personnel

- I am excited to announce that Bernardine (Bernie) Duerkop has accepted our job offer and began working as our new Circulation Assistant on Monday, May 7th. Maureen has been working closely with Bernie on her training.
- On a less happy note, Caitlyn Kizer turned in her resignation as Shelver. Her last day will be Saturday, June 9th. This position has been posted and we are already receiving applications. We are very sorry to see Caitlyn go. She is a hard worker who always has a smile on her face.

Classes/Events

- Registration for the library's Summer Reading Program opened up on Monday, May 14th. Patrons can sign up online.
- We will be holding a Summer Reading Program Registration Kickoff Event on Monday, June 4th, from 3:30-6:30. There will be a DJ, snacks, and other fun activities, in addition to stations where patrons can register for the Summer Reading Program and pick up their materials. We are currently looking for about 14 volunteers to help out with this event. If any members of the Library Board would be willing to volunteer, please let me know as soon as you can!
- Nora, Britta, Jennifer, and Katie met at the end of April to discuss the library book club Books & Brews. This club has been experiencing very low attendance, and Katie suggested that it might be a good idea to take a hiatus from the book club to allow ourselves some time to restructure the book club into one that may be more of a draw to a wider variety of patrons. Books & Brews will be facilitated by library staff through July, although the current members indicated that they may choose to continue to meet on their own. We have offered to help with ordering books, as we do with the Mystery Book Club.

Outreach

- The Youth Services and the Information Services Departments have been going out into the community to promote the Summer Reading Program. Youth Services have been visiting classrooms, and Information Services visited the Centre's Senior Program to talk up the Summer Reading Program.

Continuing Education

- Katie visited Eau Claire on May 11th to attend a class called “Local Government 101.” This class discussed topics on budgeting, local government meetings, and public works activities.
- Katie was in Madison May 14th-16th attending two classes at UW Madison called “Budgeting for Public Managers” and “Managing Organizational Change.” She is still catching up from being away, so thank you for your patience!
- Jennifer and Katie attended “Supervisor Survivability in Employment Law,” a class offered through SHRM at WITC on May 23rd. This class was very informative and they plan to share what they learned with Jessi and Maureen.

Building/Facilities

- Library staff hit the ground running on Monday in light of multiple technical difficulties. For much of the morning and early afternoon the library was without an Internet connection, owing to a system wide issue with Badgernet. Staff didn’t even bat an eye before they all jumped in to help in any way they could. No sooner did the Internet return than all of the patron computers went down owing to a problem with Pharos, our PC Reservation software. The staff kept their heads and cheerfully and calmly helped patrons through these challenges until full functionality was restored. Special thanks to each and every member of the staff for demonstrating grace under pressure and keeping a smile on your faces!

Set date for next regular meeting: Tuesday, June 26, 2018 4:30 pm

Communications: None.

Library Tour: Tabled until a later meeting.

Adjourn: (Ard/Hall) moved to adjourn 5:25 pm; passed by voice.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, July 31, 2018 4:30 pm

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

Trustees Absent: None

Also Attending: Jennifer Rickard, Interim Library Director; Rae Ann Ailts, City Finance Director; Mike Darrow, City Administrator; Sarah Reese, Human Resource Manager; Nick Vivian, City Attorney

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

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

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

Approve Minutes from 6.26.18: (Ard/Hall) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from 6.28.18: (Hall/Ard) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from 7.10.18: (Kuney/Gjovik) Motion to approve minutes; passed unanimously by voice.

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

Financial Report: Financial report for Signator was presented.

Discussion on City of New Richmond, the New Richmond Way Process: Darrow and Reese presented on the New Richmond Way Process and emphasized collaborations between City Administration, Library Staff and Library Board.

Review of DPI Recommendations and the Trustee Essentials Handbook while Collaborating with the City on the Hiring Process: Granroth read a portion of the Trustee Essentials Handbook, TE2-1, Who Runs the Library? and TE5, Hiring a Library Director. Granroth also referred to Wisconsin Statute Chapter 43 discussing the autonomy of the Library Board. Granroth acknowledged the New Richmond Way and the joint partnership between the City and the Board. He pointed out that the statutes set forth by DPI need to be adhered to in conjunction with City partnership. He further shared a document titled "An Overview of

Municipal Library Boards” by Claire Silverman to inform board members of their duties. Rickard shared dates and schedule for 2018 Trustee Training Week.

Open discussion on Moving Forward with Hiring a New Library Director: There was extensive discussion with regard to forward movement in securing a new library director. It was the feeling of the board that under Rickard’s direction as the interim director business at the library was being handled very well and there need not be a huge rush to move forward. All board members should consider the leadership responsibilities within the library and our community and create an inclusive job description before proceeding with a posting or search for a new director. The next agenda will include reviewing the Director’s job description and expectations.

2019 Budget: Ailts presented on the City budget process and timeline. Rickard is involved with the City leadership team and is working with other departments as part of the full scope of the Library budget integration with the City.

Library Boiler: Rickard presented three bids to replace one of the boilers.
(Ard) Motion to accept bid from Benck to replace boiler. Motion not seconded; motion failed.
(Gjovik/Peplau) Motion to accept bid from Countryside Plumbing and Heating. Vote of 6-1.
Motion approved by Gjovik, Granroth, Hall, Kuney, Peplau, Van Nevel. Motion opposed by Ard.
Motion passed.

Closed session: (Ard/Peplau) Motion to go into closed session per State Statue 19.85 (1)(e) – Consideration of property proposal and possible expenditure of public funds. Roll call to enter closed session.

Open Session Action on Closed Session: (Hall/Ard) Motion to proceed as discussed in closed session. Motion passed unanimously by voice.

Review and Consideration of Student Work Awards Program Language and Funding Options: (Ard/Gjovik) Motion to table until next meeting; passed unanimously by voice.

Discussion and Potential Vote on Loan Rules and Processing Fees: (Ard/Gjovik) Motion to table until next meeting; passed unanimously by voice.

Discussion and Potential Vote on Fine Amnesty Program: Rickard proposed offering a fine amnesty program during September for Library Card Sign up month. This would incentivize patrons to bring back all overdue or billed New Richmond materials and have all associated fines waived from their account. (Ard/Van Nevel) Motion to approve fine amnesty program for the month of September, 2018. All overdue or billed materials in good condition (per library

standards) will be cleared from the patron account and have no overdue charges accrued.
Motion passed unanimously by voice.

Sponsorship of Candidate Forums: Ard spoke about the upcoming candidate forum for the 7th Congressional district and 29th Assembly District. Both events will be held in October in the City of New Richmond Council Chambers. A request was made for Friday Memorial Library to be named as a sponsor of the forums. The Library logo will be on the posted and flyers and we will assist with promoting the forum as it nears. (Peplau/Van Nevel) Motion for Friday Memorial Library to be a sponsor of the upcoming candidate forums. Motion passed unanimously by voice.

Library Project: (Ard/Gjovik) Motion to table until next meeting; passed unanimously by voice.

Director's Report: (Ard/Gjovik) Motion to table until next meeting; passed unanimously by voice.

Set date for next regular meeting: Tuesday, August 28, 2018 4:30 pm

Communications: None.

Adjourn: (Ard/Hall) moved to adjourn 6:40 pm; passed by voice.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 25, 2018

Subject: Student Work Awards Program (SWAP)

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

SWAP

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

Eligibility:

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

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

Eligibility Loss:

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

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

Requirements:

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

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

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

SWAP Awards:

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

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

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

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

DRAFT

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: July 18, 2018

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

Background

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

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

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

Proposed Action

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

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

Director's Report **July 2018**

MORE/Technology

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

Personnel

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

Classes/Events

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

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

Building/Facilities

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

Funding

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

General Bills - July, 2018

46710	River Falls Public Library		\$ 14.95	Lost & Paid refund
			\$ 14.95	
55110-220	New Richmond Utilities		\$ 773.57	
			\$ 773.57	
55110-310	Indianhead Federated Library System	218394	\$ 1,255.49	Shared Services - Supplies Jan-June 2018
			\$ 1,255.49	
55110-315	Just Jump	225	\$ 250.00	7/11/18 Carnival - Bounce House Obstacle
	Vera Shows LLC		\$ 350.00	7/18/18 Giant Bubble Show
	Snake Discovery	4083	\$ 127.00	9/17/18 Totally Turtles
	MN Jack Sparrow	1821	\$ 300.00	10/15/18 Historical Pirates
			\$ 1,027.00	
55110-316	Midwest Tape	96290219	\$ 9.99	Replacement disc
			\$ 9.99	
55110-318	Gale/Cengage Learning	63936507	\$ 86.96	Large Print Westerns - Automatic plan
	Gale/Cengage Learning	64107287	\$ 88.46	Large Print Westerns - Automatic plan
			\$ 175.42	
55110-320	Indianhead Federated Library System	218391	\$ 99.00	OverDrive Media Station
			\$ 99.00	
55110-321	Indianhead Federated Library System	218389	\$ 3,599.41	OverDrive Advantage titles
			\$ 3,599.41	
55110-330	Rotary Club of New Richmond	223	\$ 108.00	Dues April-June Meals - 6
			\$ 108.00	
55110-373	Industrial Safety	48910	\$ 40.00	Annual inspection - 5 Fire Extinguishers
			\$ 40.00	
55110-390	Hudson Physicians	800470260818	\$ 42.00	Drug screen - JI
	Eckberg Lammers	11256	\$ 1,462.50	Legal Expenses
			\$ 1,504.50	
55110-393	Indianhead Federated Library System	218394	\$ 13,932.50	Shared Services - Personnel Jul-Dec 2018
			\$ 13,932.50	

TOTAL	\$22,539.83
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Amazon statement 7/10/18

55110-													
310	315	318	319	355	373	810-00-55110-315							
\$ 35.21	\$ 12.00	\$ 101.34	\$ 95.86	\$ 25.11	\$ 37.19	\$ 31.98							
\$ 28.12	\$ 80.52	\$ 10.19	\$ (0.06)	\$ 8.99									
\$ 14.72	\$ 53.63	\$ 13.94	\$ 25.96										
	\$ 14.06	\$ 99.37	\$ 439.52										
	\$ 25.15	\$ 17.29											
	\$ 18.96	\$ 19.65											
		\$ 44.87											
		\$ 103.32											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">\$ 78.05</td> <td style="text-align: right;">\$ 204.32</td> <td style="text-align: right;">\$ 409.97</td> <td style="text-align: right;">\$ 561.28</td> <td style="text-align: right;">\$ 34.10</td> <td style="text-align: right;">\$ 37.19</td> <td style="text-align: right;">\$ 31.98</td> </tr> </table>							\$ 78.05	\$ 204.32	\$ 409.97	\$ 561.28	\$ 34.10	\$ 37.19	\$ 31.98
\$ 78.05	\$ 204.32	\$ 409.97	\$ 561.28	\$ 34.10	\$ 37.19	\$ 31.98							
TOTAL <u><u>\$ 1,356.89</u></u>													

P-Card Purchases - July, 2018

Account	Pcard #		Invoice #	Amount	Subtotals	Notes
55110-310	1	Vernon Company	2251719	\$ 456.22		1000 bags - Library Logo
	1	Baker & Taylor	2033767450	\$ 6.49		11 mylar
	1	Baker & Taylor	2033782182	\$ 18.29		31 mylar
	1	Baker & Taylor	2033794648	\$ 10.03		17 mylar
	1	Baker & Taylor	2033794106	\$ 15.34		26 mylar
	1	Baker & Taylor	2033804294	\$ 14.16		24 mylar
	1	Baker & Taylor	2033826138	\$ 25.37		43 mylar
	1	Baker & Taylor	2033829538	\$ 13.57		23 mylar
	1	Baker & Taylor	2033843846	\$ 8.26		14 mylar
	1	Baker & Taylor	2033846897	\$ 1.18		2 mylar
				TOTAL	\$ 568.91	
55110-315	1	Motion Picture Licensing Corp	504160426	\$ 124.12		9/1/18 - 9/1/19
	2	Main Street Pizza		\$ 25.00		Adult SRP Prize
	2	Gibby's Lanes		\$ 25.00		Adult SRP Prize
	2	Garden Expressions		\$ 25.00		Adult SRP Prize
	2	Garibaldi's		\$ 25.00		Adult SRP Prize
	2	Express Lube		\$ 158.75		Sno Cone machine and Bouncer rental
	2	Express Lube		\$ 34.69		Sno Cone supplies
	2	Goodwill		\$ 12.95		Supplies for 80's & 90's party
	2	Dollar Tree		\$ 8.00		Supplies for 80's & 90's party
	2	Dollar Tree		\$ 11.00		Supplies for Teens on Demand
	3	Mehandi		\$ 22.45		DIY - Henna supplies
	3	Art Factory		\$ 38.99		DIY - Henna supplies
	3	Walmart		\$ 54.75		Craft supplies
	3	Walmart		\$ 127.32		Carnival
	3	Walmart		\$ 27.86		Carnival
3	Dollar Tree		\$ 8.00		DIY - Henna supplies	
				TOTAL	\$ 728.88	
55110-316	1	Baker & Taylor	2033796044	\$ 103.80		
	1	Baker & Taylor	2033804286	\$ 337.59		
	1	Baker & Taylor	2033827336	\$ 86.87		
				TOTAL	\$ 528.26	
55110-317	1	Baker & Taylor	B93792530	\$ 59.97		
	1	Baker & Taylor	B94717280	\$ 48.07		
				TOTAL	\$ 108.04	
55110-318	1	Gale/Cengage Learning	63960887	\$ 25.59		
	1	Baker & Taylor	2033767449	\$ 273.71		
	1	Baker & Taylor	2033782181	\$ 1,338.94		
	1	Baker & Taylor	2033794105	\$ 722.63		
	1	Baker & Taylor	2033794647	\$ 318.26		
	1	Gale/Cengage Learning	64025214	\$ 60.78		

1	Gale/Cengage Learning	64036589	\$	27.19	
1	Center Point Large Print	1600777	\$	143.05	
1	Baker & Taylor	2033804293	\$	460.92	
1	Center Point Large Print	1588949	\$	193.22	
1	Baker & Taylor	2033826137	\$	840.97	
1	Baker & Taylor	2033846896	\$	85.16	
1	Baker & Taylor	2033829537	\$	638.56	
1	Baker & Taylor	2033843845	\$	308.50	
TOTAL				\$ 5,437.48	

55110-319	1	Baker & Taylor	B94312700	\$	16.55	
	1	Baker & Taylor	B94717290	\$	12.22	
	1	Baker & Taylor	B94717280	\$	62.24	
TOTAL				\$	91.01	

55110-373	1	Northern Business Products	308625-0	\$	48.80	Garbage bags
	1	Northern Business Products	312669-0	\$	31.98	Paper towels
	1	Countryside Plumbing & Heating	103031	\$	50.00	Boiler diagnostic
	2	Doyles Farm & Home	J74064	\$	19.99	Battery for PA system
	3	Doyles Farm & Home	J63591	\$	3.99	Hardware
	3	Doyles Farm & Home	J67614	\$	5.99	Tape Mount
TOTAL				\$	160.75	

55110-391	1	Vernon Company	2250799	\$	367.61	Logo Pens
TOTAL				\$	367.61	

TOTAL \$7,990.94

Account summary

55110-310	\$	568.91
55110-315	\$	728.88
55110-316	\$	528.26
55110-317	\$	108.04
55110-318	\$	5,437.48
55110-319	\$	91.01
55110-373	\$	160.75
55110-391	\$	367.61

City Account						
51600	2	Doyles Farm & Home	J77088		12.99	
TOTAL					12.99	

Financial Report

Date:

Account: Signator

	This Period	Year-to-Date
Beginning Account Value	\$ 268,327.08	\$ 263,162.99
Deposits	\$ 5,600.00	\$ 5,600.00
Dividends, Interest and Other Income	\$ 648.33	\$ 3,081.76
Fees	\$ (864.61)	\$ (2,517.02)
Net Change in Portfolio	\$ 4,520.38	\$ 8,903.45
Ending Account Value	\$ 278,231.18	\$ 278,231.18



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

Financial Report

Date: 7/30/18
Account: New Richmond Area Community Foundation
 Library Building Fund
 7/01/17-6/30/18

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 24,823.56	\$ 24,096.42
Contributions	\$ -	\$ 950.00
Investment Activity	\$ 101.63	\$ 255.80
Administrative Fees	\$ 93.47	\$ 470.50
Net Change	\$ 8.16	\$ 735.30
Ending Account Value	\$ 24,831.72	\$ 24,831.72



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

Financial Report

Date: 7/30/18
Account: New Richmond Area Community Foundation
 Friday Memorial Library Fund
 7/01/17-6/30/18

	Current Quarter	Fiscal Year-to-Date
Beginning Account Value	\$ 341,404.07	\$ 307,419.51
Contributions	\$ 50.00	\$ 11,660.00
Investment Activity	\$ (116.30)	\$ 26,118.59
Administrative Fees	\$ 1,286.76	\$ 5,147.09
Net Change	\$ (1,353.06)	\$ 32,631.50
Ending Account Value	\$ 340,051.01	\$ 340,051.01

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Review and Discussion of Library Director job description

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Position Evaluation Factors:

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

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

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

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

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

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

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Discussion of Assistant Director Position

Open discussion about the duties of the possible need of Assistant Director position.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Library Director Hiring Process

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

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 10, 2018

Subject: Library Hours New Year's Eve

We are typically open until 8:00 pm on Monday evenings, however, this year, New Year's Eve lands on Monday. Previous years we have closed early due to decreased demand of library services that evening. Rickard recommends closing the library at 5:00 pm on Monday, December 31, 2018.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: 2019 Budget

Rickard will provide an update of our progress with our 2019 budget.

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Trustee Training Week Recap

August 13-17 was Trustee Training Week. Rickard attended four of the five sessions. Gjovik and Van Nevel joined the Wednesday viewing. Open discussion reviewing the sessions.

Monday – Orientation for New Library Board Trustees

Tuesday – Effective Boards Have Effective Meetings!

Wednesday – From Advocate to Activist

Thursday – Wisconsin Public Library Standards, 6th Edition for Trustees

Friday – Crafting Your Library's Story with Data

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Discussion of Public Comment Time Limit

Our current meeting agendas include a time limit of 5 minutes per citizen for public comment. Open discussion to review the time limit.

Director's Report

August 2018

Personnel

- Julie Irwin, our Youth Services Assistant, started with us on Monday, August 6.

Continuing Education

- Jessi and Nora attended the Minnesota Field Trip Expo. They got some great contacts and ideas for upcoming library programs and classes.
- Jennifer attended four of the five Trustee Training sessions. All were great sessions and would recommend watching the recordings.

Classes/Events

This year has been the first in many that we have continued our Summer Reading activities and reading tracking through the month. Overall, it has been well received and have had wonderful participation and increased daily visits.

- National Night Out – Jennifer set up a booth at the Police Station for National Night out. Many people stopped by. It was a great opportunity to share about library services.
- DIY Creative Workshop – Kindness Rocks and game stones – 24 people
- Rocktastic Crafts – This was the last of the Rocktastic Craft events of the year. They made mini stepping stones.
- Mayor's Reading Challenge – 89 kids completed the 4th Annual Mayor's Reading Challenge and were presented with their medals and certificates at the August 13 City Council Meeting.
- Reading for Charity – This program was such an overwhelming success, we ended early. Our adult and teen participants raised the following for our community charities. Thank you to Bremer Bank, First National Community Bank and WESTconsin Credit Union for sponsoring.
 - New Richmond Fine Arts Council - \$335.00
 - Heritage Center - \$399.00
 - The Gap Fund - \$503.00
- Art of Stone Balancing – This great class was held in the Council Chambers to ensure we could accommodate the demand.
- Movie in the Park – Coco
- 1000 Books before Kindergarten – Meet Curious George
- Back to School Fine Sale – ½ off overdue fines, August 20-31

Building/Facilities

- Thursday, August 16, Countryside replaced our broken boiler. The process went well and did not disrupt any functions of the library.
- Mark Evans tested our security system and found that one panic buttons was not functioning. Unit was replaced and tested functional.
- New bike racks were installed outside the library by the Parks Department. Racks were made by WITC welding students as part of a grant.

Funding

- The Friends of the Library presented us with a check for \$950.00. This check was for their sponsorship of our 1000 Books before Kindergarten program, an iPad for technology programs for youth services and sponsorship of our Mark Moran Appraisal event on October 12.
- The Rotary Club presented us with a check for \$260.00 to purchase books in honor of guest speakers at their meetings.
- The Kiwanis Club of New Richmond presented us with a check for \$250.00 for our 1000 Books before Kindergarten program.



MONTHLY STATISTICS

	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUNE 18	JULY 18	AUG 18	SEPT 18	OCT 18	NOV 18	DEC 18	TOTAL
CIRCULATION													
Checkouts and renewals	16,892	15,452	19,829	18,146	15,848	19,899	19,374						125,440
Checkins	11,852	10,834	12,790	12,291	11,418	13,532	14,297						87,014
2017 CHECKOUTS	14,651	14,250	16,936	14,287	15,940	19,556	18,594	19,877	15,743	17,739	15,726	14,613	
Circulation Change	2,241	1,202	2,893	3,859	-92	343	780	-19,877	-15,743	-17,739	-15,726	-14,613	-72,472
DELIVERY TRAFFIC													
items borrowed	3,069	2,914	3,138	3,043	2,463	2,956	2,540						20,123
items lent	4,648	4,410	4,532	3,939	3,744	3,669	3,715						28,657
Courier bins received	305	273	295	280	285	259	243	145	0	0	0	0	2085
New Patrons	35	37	44	54	44	87	64						365
New Items	294	394	332	435	286	378	416						2535
PATRON ASSISTANCE													
Reference questions			294				313			0			607
Circulation assistance			385				340			0			725
Proctoring	4	5	1	6	1	0	3						20
Genealogy Requests	1	1	0	8	0	1	1						12
Meeting Room Usage													0
Pharos: sessions	1,000	953	965	971	1,000	1,087	1,052						7,028
Microfilm Computer Usage			27	25	18	17	39						126
Wireless sessions	1,855	2,086	2,610	2,482	2,570	2,459	2,535						16,597
Patron Counter	9,791	8,944	10,720	10,786	11,387	15,925	15,134						82,687
Days open	26	24	26	24	26	26	25						177
2017 DOOR COUNTER	9,771	10,192	11,680	9,635	11,831	15,479	14,518	14,009	11,394	12,666	10,794	8,898	140,867
DOWNLOADABLE CONTENT													
OverDrive	1,691	1,587	1,684	1,662	1,593	1,572	1,605						11,394
Freeding	16	8	8	6	13	12	18						81
Flipster	37	49	55	29	41	55	27						293
Total Content	1,744	1,644	1,747	1,697	1,647	1,639	1,650	0	0	0	0	0	11,768
2017 total	1,458	1,324	1,459	1,345	1,444	1,326	1,301	1,401	1,361	1,400	1,381	1,422	16,622
INTERLIBRARY LOAN													
Interlibrary loans sent out	28	35	56	38	41	33	37						268
Interlibrary loans received	84	53	43	46	64	58	41						389
OVERDUE NOTICES													
Overdue notices: TNS	102	96	105	116	129	128	126	0	0	0	0	0	802
Overdue notices: mail	87	51	55	128	151	121	157	0	0	0	0	0	750
Overdue notices: emailed	182	152	205	212	263	212	306	0	0	0	0	0	1532
Bills mailed	46	25	35	36	75	47	63	0	0	0	0	0	327
Statement of Charges	213	198	192	211	215	249	100	0	0	0	0	0	1378
VOLUNTEER TIME (MINUTES)													
Adults	405	690	980	755	805	1999	1740						7374
Teens	60	180	0	0	0	510	960						1710
FINE DEPOSITS													
NR Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00						\$5,600.00
Pershing Invest. Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$0.00						\$5,600.00

MEMORANDUM

To: Library Board

From: Jennifer Rickard, Interim Library Director

Date: August 16, 2018

Subject: Library Tour

Tour of the existing library building to include public areas, staff and storage space.