ST. FRANCIS
PUBLIC LIBRARY

St. Francis Library Board
Meeting Agenda
December 14, 2022
4:00 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, November 9, 2022 at 4:00 pm the St. Francis Public Library.**

AGENDA

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Approval of Minutes from the Library Board meeting of November 9, 2022. (discussion/action)
5. Approval of November Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Motion to Convene into Closed Session:
   The Board may convene into Closed Session pursuant with Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction. Topic: Director contract.
9. Reconvene into Open Session:
   Upon conclusion of the Closed Session item, the Board will reconvene into Open Session prior to acting on any matter that needs to be acted upon in Open Session.
10. Discussion and possible action from Closed Session.
11. Reports:
    a. Chairperson
    b. School Representative
    c. Friends
    d. Director
12. Unfinished Business
13. New Business
    a. Reciprocal Borrowing 2023 Spending Plan (discussion/action)
    b. Staff In-Service Date/Library Closure (discussion/action)
    c. Wage Step Increases (discussion/action)
    d. Meeting Dates/Times 2023 (discussion/action)
    e. TKE proposed elevator upgrade (discussion/action)
14. Comments on prior, present, and potential agenda items by Board Members.
15. Adjourn

Note: The Library Board may discuss other matters as authorized by law. Some correspondence and unfinished/new business may or may not be acted upon or discussed.

NEXT REGULAR MEETING: Wednesday, January 11, 2022.

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis Library at 481-7323. The meeting room is wheelchair accessible from the front entrance.
NOTE: There is a potential that a quorum of the Common Council may be present.

Posted on Saturday, December 10, 2022.

ST. FRANCIS LIBRARY BOARD MINUTES
DATED NOVEMBER 9, 2022

Present: Richard Adamczewski, Alderman Feirer, Charles Buechel, Kathy Frymark, Richard Lentz, Kathy MacAvaney and Jennifer Polinski

Also Present: Library Director Amy Krahn and City Administrator Johnsrud.

The meeting was called to order at 4:00 p.m.

Statement of Public Notice:
The meeting has been properly posted and noticed as required by law.

Approval of Minutes
Moved by Kathy MacAvaney seconded by Richard Lentz to place on file the minutes of the St. Francis Library Board meeting held on September 15, 2022. Motion carried.

Approval of Claims:
Moved by Jennifer Polinski, seconded by Richard Lentz to approve the September and October claims as presented. Motion carried.

Correspondence:
None

Public Comments

Adjourn to Closed Session: Roll Call Vote Required:
Moved by Alderman Feirer seconded by Kathy Frymark to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for considering personnel related issues, such as the employment, compensation and performance of personnel and the library employee handbook. The following voted "aye": Adamczewski, Alderman Feirer, Buechel, Frymark, Lentz, MacAvaney and Polinski.
Motion carried.

Time: 4:02 p.m.

Reconvene to Open Session:
Moved by Alderman Feirer, seconded by Kathy Frymark to reconvene into Open Session.
Motion carried.

Time: 4:06 p.m.

Discussion and Possible Action from Closed Session:
None.

Reports:

Chairman

- None

School Representative

- Jess has been giving Kathy fliers to post on the Willow Glen Dojo to help inform more parents about library programs for their children.
- In September, Jess came to help set up the Innovation Lab and was able to stop in and talk to teachers about her school visits. The next time she came, every class came.

Friends

- Planning a book sale for December 3.

Director

- See Director's Report as included in the Board packet.

Moved by Jennifer Polinski seconded by Charles Buechel, to approve all reports as submitted. Motion carried.

Unfinished Business:

- Personnel Manual
  - Discussed changes and edits that were submitted.

- 2023 Library Budget Draft – Operating and Capital
  - Discussed revenue and projected shortfalls in the coming years due to the amount of money from the state going down. May need to look for ways to reduce costs.

- Snow Removal
  - Approval given at the September 2022 meeting to contract with GreenScapes for snow removal and cleanup. Upon further review, the quote that was provided did not include salting. Amy asked GreenScapes to send a new quote that included salting and has not heard back.

New Business:

- 2023 Holidays and closures
  - Moved by Jennifer Polinski and seconded by Richard Lentz to approve the holiday and closures calendar. Motion approved.

- Exam Proctoring Policy
  - Moved by Kathy MacAvaney and seconded by Charles Buechel, to approve the exam proctoring policy. Motion approved.

- Staff Appreciation
    - Moved by Charles Buechel and seconded by Alderman Feirer, to approve a staff appreciation dinner that does not exceed $450. Motion approved.

Comments on Prior, Present and Potential Agenda Items by Board Members:

- None

Adjourn:
Moved by Richard Adamczewski, seconded by Alderman Feirer to adjourn the meeting. Motion carried.

Time: 4:50 p.m.

November 2022
Claims

22-5511-353	Library Donations Fund	$	660.77	Little Free Library (reimbursed), books
23-5511-353	Library Rec. Borrowing Fund	$	3,644.32	Collection, Memory Kits
25-5511-272	Contracted Maintenance Services	$	345.26	
25-5511-276	New Equip. Repair/Replace	$	7,448.17	Sprinkler system recharge
25-5511-302	Telephone	$	(108.30)	
25-5511-351	Expense Allowance	$	-	
25-5511-352	Dues & Subscriptions	$	-	
25-5511-353	Office Supplies	$	585.96	
25-5511-356	Electronic Resources	$	-	
25-5511-360	Conferences & Seminars	$	-	
25-5511-361	Public Relations	$	10.99	
25-5511-363	Postage	$	68.94	
25-5511-366	Maintenance Supplies	$	24.24	
25-5511-374	**Books/Publications**			
	Adult Fiction	$	210.13	
	Adult Non-fiction	$	182.37	
	Youth Books	$	891.08	
25-5511-375	Periodicals/Subscriptions	$	2,929.08	
25-5511-376	**Audio-Visual**			
	Adult Audiobook	$	170.26	
	Adult CD	$	(1.08)	
	Adult DVD	$	666.94	
	Youth Audiobook	$	-	
	Youth CD	$	26.98	
	Youth DVD	$	94.44	
	Youth Videogames	$	39.99	
25-5511-377	Miscellaneous	$	115.95	
25-5511-380	MCFLS Charges	$	84.87	
25-5511-385	Replacement Materials	$	-	
25-5511-387	Technology	$	4,159.25	New youth and staff computers

November 2022
Claims

25-5511-601	Children's Programs	$ 60.00	
25-5511-605	Educational Programming	$ 141.80	
25-5511-401	Electric	$ 1,595.45	
25-5511-402	Gas	$ 125.82	
25-5511-403	Water	$ 23.15	
25-5511-404	Sewer User	$ -	
	Total:	**$ 24,196.83**	

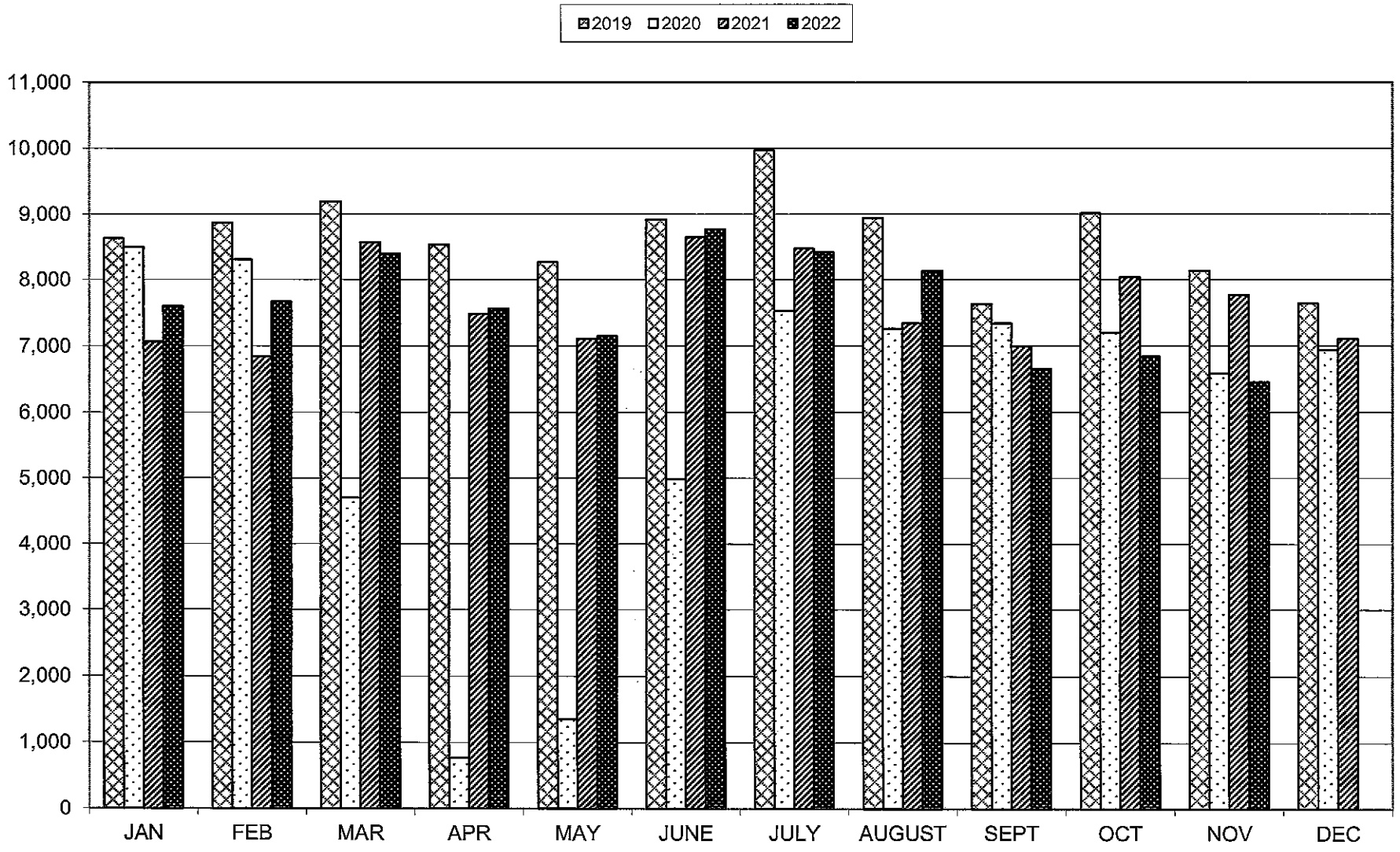
Deposits for October 2022

				TOTALS
	Library Donation Fund			
	22-48501			**$73.00**
		Donations	$0.00	
		Special Event	$0.00	
		Program Donations	$73.00	
	Library Reciprocal Borrowing Fund			
	23-47390			**$0.00**
	Library Fund			
	25-42201	Overdue Fines		**$162.11**
	25-42202	Replacement Materials		**$97.04**
		Lost Material	$92.04	
		Lost Card	$5.00	
	25-42203	Computer Printing		**$102.87**
	25-42204	Fax		**$92.08**
	25-42240	Copy Fees		**$0.00**
	25-42249	Miscellaneous		**$0.00**
	25-42250	School Grant		**$0.00**
	TOTAL			**$527.10**

St. Francis Public Library Activity Report
November 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Checkouts													
2021	7,071	6,845	8,570	7,485	7,112	8,652	8,474	8,063	7,000	8,038	7,772	7,110	**85,082**
2022	7,598	7,671	8,398	7,567	7,147	8,767	8,422	8,132	6,657	6,841	6,457		**83,657**
% Change	7.45%	12.07%	-2.01%	1.10%	0.49%	1.33%	-0.61%	0.86%	-4.90%	-14.89%	-16.92%		**-1.67%**
Hoopla Usage													
2021	108	92	88	91	110	92	113	120	88	97	93	73	**1,092**
2022	101	110	109	92	117	117	119	143	122	133	124		**1,287**
% Change	-6.48%	19.57%	23.86%	1.10%	6.36%	27.17%	5.31%	19.17%	38.64%	37.11%	33.33%		**17.86%**
Overdrive Usage													
2021	796	763	855	888	939	889	1,081	1,077	972	1,037	948	995	**10,245**
2022	1,142	1,074	1,216	1,114	1,067	1,111	1,251	1,237	1,176	1,239	1,214		**12,841**
% Change	43.47%	40.76%	42.22%	25.45%	13.63%	24.97%	15.73%	14.86%	20.99%	19.48%	28.06%		**25.34%**
eMagazine Usage													
2021	361	268	28	124	125	95	146	194	133	140	88	130	**1,702**
2022	187	218	253	113	122	158	175	232	235	211	212		**2,116**
% Change	-48.20%	-18.66%	803.57%	-8.87%	-2.40%	66.32%	19.86%	19.59%	76.69%	50.71%	140.91%		**24.32%**
Holds Filled System-wide with St. Francis Material													
2021	2,623	2,382	2,874	2,376	2,104	2,306	2,244	2,116	2,040	2,053	1,995	1,924	**25,113**
2022	2,246	2,024	2,271	1,970	1,851	2,171	2,181	2,120	1,992	2,044	1,999		**22,869**
% Change	-14.37%	-15.03%	-20.98%	-17.09%	-12.02%	-5.85%	-2.81%	0.19%	-2.35%	-0.44%	0.20%		**-8.94%**
Computer Usage													
2021	425	391	541	486	441	576	628	557	424	496	426	489	**5,391**
2022	421	483	518	462	472	580	516	558	451	552	468		**5,481**
% Change	-0.94%	23.53%	-4.25%	-4.94%	7.03%	0.69%	-17.83%	0.18%	6.37%	11.29%	9.86%		**1.67%**
Wireless Usage													
2021	334	319	396	376	347	354	404	357	348	390	383	350	**4,008**
2022	334	354	419	373	336	339	305	303	338	317	417		**3,835**
% Change	0.00%	10.97%	5.81%	-0.80%	-3.17%	-4.24%	-24.50%	-15.13%	-2.87%	-18.72%	8.88%		**-4.32%**
Meetings													
2021	1	1	1	1	1	1	1	2	8	10	9	7	**36**
2022	12	19	25	22	13	20	29	13	32	33	31		**249**
% Change	1100.00%	1800.00%	2400.00%	2100.00%	1200.00%	1900.00%	2800%	550%	300%	230%	244%		**591.67%**

Circulation Comparison



ST. FRANCIS PUBLIC LIBRARY

The mission of the St. Francis Public Library is to build community by bringing people, information, and ideas together in a welcoming environment.

POSITION: Library Director

PURPOSE: The purpose of this position is to lead a dedicated and well-trained staff in providing excellent customer service, programs, materials, and resources that meet the needs of the community and support the goals of the library's mission and strategic plan. The Library Director maintains a transformative focus in creating an effective and organic organization that is responsive to changing service models and the community it serves.

PATRON SERVICES:

- Maintain an excellent level of customer service by providing professional, positive, and helpful service in a welcoming and inviting environment.
- Provide reference and reader's advisory service, both in-person and virtually, to the public.
- Assist patrons with locating library materials and placing holds, including pulling materials for holds, including paging lists.
- Maintain a welcoming environment for patrons by ensuring that shelves, furniture, and displays are appealing and orderly and that public service areas are neat and organized. Incorporate into the library's appearance decorations that represent and reflect cultural diversity, working within any limitations established by the Library Board.
- Manage the interactions between library staff and visitors, in a manner that creates a welcoming and comfortable environment for visitors.
- Support front-line staff in managing and resolving patron issues in a professional and courteous manner.
- Provide a variety of opportunities for patrons to provide feedback and suggestions on library services and resources.
- Maintain confidentiality of patron records and usage.

COLLECTION:

- Ensure that all areas of the library's collection are developed and maintained according to the library's collection development policies.
- Commit to creating and maintaining a diverse collection that represents a wide variety of views, cultures, and experiences.
- Ensure that the library budget supports a quality collection of materials, both physical and digital.

- Maintain one or more sections of the adult collection according to the library's collection development policy, including purchasing, cataloging, and weeding the collection as needed to make sure that it is inviting and relevant.
- Work with MCFLS and LDAC to evaluate and purchase digital resources as they become available.
- Work with MCFLS to ensure that automated systems and the online catalog provide user-friendly access to the collection.

TECHNOLOGY:

- Instruct and assist patrons on the use of the online library catalog, the mobile app, digital materials, databases, and basic computer questions.
- Keep current with digital resources and library technology trends.
- Evaluate and purchase/upgrade hardware and software as needed, including photocopiers, fax machine, public and staff computer equipment, wifi network.
- Ensure that library staff are providing opportunities for technology instruction and exploration in programming.
- Ensure that the library budget supports the technology needs of the library.

PROGRAMMING AND OUTREACH:

- Ensure that library staff are providing a broad and diverse range of programming experiences to meet the needs of patrons at all age levels.
- Ensure that the library budget supports the staff time and materials needed for programming and outreach events.
- Cultivate and maintain relationships with the city, community organizations, schools, and other community partners to provide or collaborate on programming and outreach events.
- Keep current on library programming and outreach trends and opportunities.
- Develop and create library programming opportunities and participate in outreach events as needed.
- Collect and maintain programming statistics, measure programming outcomes, and provide opportunities for patrons to give feedback on programs.
- Ensure that library programming supports the goals of the library's strategic plan and mission.

POLICIES AND PROCEDURES:

- Propose new policies to the Library Board, as needed.
- Work with library staff and the Board to review and update policies on a regular basis.
- Provide training and leadership to the staff in the understanding, interpretation, and implementation of policies.
- Ensure that library policies and procedures support the library's mission and strategic plan and protect patron privacy, confidentiality, and intellectual freedom.
- Commit to creating policies and procedures that eliminate unnecessary barriers for patrons and increase access to library services and resources.

- Support staff in monitoring patron behavior and interpreting/enforcing library policies as needed.

STAFF DEVELOPMENT:

- Support staff development by providing opportunities for the staff to attend job-related workshops, conferences, and webinars.
- Provide training for staff on a variety of topics through regular staff meetings, training experiences, and in-service workshops.
- Provide feedback and support through the annual performance evaluation process.
- Provide opportunities for staff to suggest areas of interest for training.
- Encourage staff to stay current on library issues and trends through reading of relevant articles and professional materials.

MARKETING AND PUBLIC RELATIONS:

- Create and implement a marketing plan that includes schools, businesses, city organizations and partners, local newspapers and publications, and social media.
- Evaluate and utilize social media platforms and the library website, including creating content, to promote the collection, services, and programming as well as encouraging feedback from the community.
- Evaluate/purchase supplies and materials needed to support marketing and outreach.
- Serve as liaison between the library and Friends of the Library.
- Keep current on library marketing and PR trends.
- Work with MCFLS staff on marketing library services and resources.
- Ensure that the library space has attractive and creative displays, signage, and brochures to promote the collection, services, and resources.
- Act as the primary ambassador and representative of the library to the community, including the public and other municipal officers, and as a technical advisor to the Library Board.
- Ensure timely posting of, and public access to, Library Board meeting agendas and minutes on the library's website. Such meeting agendas and minutes shall also be sent to the City of St. Francis Clerk's office in a timely manner for posting on the City's website.
- Except as otherwise approved by the Library Board, personally represent the library at community activities and outreach events, including but not limited to, Fourth of July Parade and Celebration, National Night Out, St. Francis Days, Christmas Parade/Celebration.
- Facilitate a library volunteer program as part of the library's community engagement efforts.
- Increase the number of community members holding library cards, with a goal to increase card holders in the community by 2% each year.

MANAGEMENT:

- Personnel

  - Determine staffing needs and hire personnel necessary to meet those needs, in partnership with the Board.
  - Review and update the personnel manual and submit to the Library Board for review and approval.
  - Work closely with the City of St. Francis Human Resource Manager to effectively administer the personnel manual and employee benefit programs.
  - Obtain, study, and present to the Library Board data on compensation for standard library positions by conducting a comparison analysis of the other libraries in Milwaukee County.
  - Prepare payroll for library and track staff wages, benefits, and hours.
  - Respond to personnel issues and work to resolve them.
  - Communicate staff concerns to the Library Board.
- Finance
  - Establish a structured budgeting process, and work with City and Library Board to prepare and report on an annual operating budget and capital improvements budget that supports the library's mission and strategic plan, with a focus on responsible stewardship of community resources, including defined use of reciprocal borrowing funds.
  - Track expenditures and income and report regularly to the Library Board at monthly meetings.
  - Prepare financial data as requested by the Library Board.
  - Prepare invoices and credit card statements and submit to City on a timely basis.
  - Work with Library Board to manage the three Library funds.
  - Work with the Friends on funding for projects and fundraising goals.
  - Facilitate a Library Trust/Endowment Fund and work with a committee of community members established by the Library Board to manage and use the Fund effectively and for the benefit of the library.
- Library Property
  - Ensure a safe, clean, and welcoming environment for patrons.
  - Oversee the maintenance of library property and facilities and work with the custodian to identify issues.
  - Plan for improvement and maximum utilization of the facility.
  - Evaluate and purchase new equipment and furniture as needed.
  - Work with custodian to contract with maintenance contractors and get proposals for needed repairs.
  - Work with DPW and City Engineer to maintain grounds and parking lots.
- General
  - Maintain records and documents necessary for the administration and accountability of the library.
  - Initiate, coordinate, and implement a long range planning process, acquiring feedback from community, staff, patrons, and Board.
  - Prepare the State Annual Report and present to Board for approval prior to submission.

- Work with circulation supervisor to prepare an annual report of library activities and circulation for the City, Board, and community.
- Attend at least one meeting of the City of St. Francis Common Council per quarter, and additional meetings upon the request of the Mayor or Common Council, to provide regular updates to the Common Council regarding building and grounds issues, community engagement issues, and such other matters as are typically reported on by other City department heads. Work cooperatively, and share information, with other City department heads and City officials as appropriate to benefit City and library operations and services.
- Ensure the library is in compliance with all City of St. Francis Ordinances.

PROFESSIONAL DEVELOPMENT:

- Attend library related conferences and meetings.
- Read professional literature to keep current on trends and developments in the library field.
- Participate in continuing education opportunities as required to maintain Grade 1 certification.

LIBRARY BOARD:

- Provide monthly report to the Library Board on library activities and programming and keep them informed on library trends and problems.
- Advise the Board on operational, staff, and facility changes and needs.
- Provide orientation for new Library Board members.
- Work with Board President and members to prepare the Board agenda.
- Provide Board with information on training/learning opportunities for Board members on topics related to Board membership and Library advocacy.
- Provide Board with an annual summary of goals and projects as part of evaluation process.
- Attend regular and special meetings of the Library Board.

MINIMUM QUALIFICATIONS:

- MLS from an ALA accredited institution.
- Wisconsin Grade 1 certification.
- Previous library work experience, preferably with supervisory experience.

REPORTING STRUCTURE:

- The Library Director will be accountable to, and report directly to, the Library Board.

WORK ENVIRONMENT:

- Salaried, exempt position, 40 hours a week minimum.
- Majority of work performed indoors, inside the library building.
- Some outreach or programming work may be conducted outdoors.
- Travel is required to attend conferences, training, and work-related meetings.

- Duties may require long periods of standing, sitting, bending, reaching, and lifting. Must be able to lift 50 lbs and push carts containing up to 300 lbs. Adequate near and far vision required for close work and distance viewing. Adequate hearing required to communicate with patrons in person and on the phone, sometimes with moderate background noise.

The requirements listed in this job description are representative of the knowledge, skills, and abilities required to perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is intended to give an overview of the nature and level of assignments normally given to this position, and the duties and responsibilities herein should not be considered all-inclusive. The requirements of the job may change as the needs of the employer change.

Date Approved: _____

Director's Report
December 2022

1. Staff Update:
    a. Custodian/Snow Removal: Still no progress on hiring someone.
    b. Debbie Intile: Youth Services Assistant Debbie Intile will be going on maternity leave on or around March 10th, returning before the beginning of summer reading.
    c. Evaluations: Were completed in November. Feedback from staff included concerns about wages, possible training activities, individual goals, and suggestions for library programming and resources.
2. Building Update:
    a. We have received the soundproofing tiles purchased with ARPA funds through MCFLS and will be installing them in the current ESL room.
    b. Steve removed the lettering for St. Francis Bank from the lobby and we hope to paint that space and put up our mission statement soon.
3. Programming/Collection:
    a. The Memory Kits are now available for checkout. One checked out the very first day we put them out on the shelves!
    b. Community Puzzle: We will be doing a community project in January, making blank puzzle pieces available for patrons to color/decorate and bring back to the library. We will then assemble the puzzle and display it in the library.
4. Marketing:
    a. Display Stand in Civic Center: The Common Council approved having a library display stand in the Civic Center. We have ordered the stand and are working on a poster for our first display. It will likely be placed in the Civic Center in January.
    b. MCFLS Promotion: "Library as Destination" This will be a series of events, contests, and other promotions in early Spring designed to encourage residents to return to the library and explore everything the library offers. Individual libraries are being encouraged to do their own displays and passive programs as a tie-in to the county-wide marketing effort.
5. Policy Review: Staff suggested that we do occasional reviews of policies and policy changes at staff meetings. Currently, I send out an email following each Board meeting with all the updates, but staff felt it would be more effective to be able to ask questions and get clarifications at a meeting. I will also be doing a year-end email to staff that outlines all the policies that were added and/or revised during the calendar year, encouraging staff to make sure they are aware of the updates. In 2022, the Board approved a new Art Display policy and our new Strategic Plan. In addition, the Board approved updates to the Program Room, Photography/Videography, Collection and Reconsideration, and Exam Proctoring policies. The Board also approved merging the Library and City Personnel manuals.
6. Strategic Plan: The following items from the Library's Strategic Plan were completed during 2022:
    a. New endcap signage on the library bookstacks.

b. Launch of Memory Kits in collection.
c. Purchase (with the Friends) of outdoor furniture
d. Painting of study room 4.
e. Soundproofing of study room 4 and ESL room.
f. Addition of bilingual informational pamphlets.
g. Addition of two more wifi access points, including access in upper parking lot and park.

7. Library losses: Sadly, the library lost two important members of our library community this month. Barbara Suhm, who was the first children's librarian here, passed away. Our children's boat feature is named after Barb. We also lost a longtime patron, Sharon Schmitz, whose husband came in often to pick up stacks of books for her. She had a chronic illness and her main form of entertainment was reading.
8. LDAC Summary: see attached.

ST. FRANCIS
PUBLIC LIBRARY
"Bringing People, Information, and Ideas Together"

4230 S. Nicholson Ave.
St. Francis, WI 53235
(414) 481-7323
www.stfrancislibrary.org

To: MCFLS Board of Trustees
From: Amy Krahn, Director, St. Francis Public Library
RE: Summary of LDAC Meeting, December 1, 2022
Location: Zoom Teleconference

Topics Requiring Action or Discussion

- 2023 LDAC Chair – Director Gerber from Shorewood was next in line to serve as LDAC Chair but opted to pass this year as she is relatively new to the position and feels it would be better to serve at a later time. Steve will approach other Directors to take on the role.
- 2023 Proposed LDAC Meeting Dates – Steve provided a list of dates for the monthly meetings, as well as important event dates for Directors such as WLA and WAPL Conferences. Meetings are scheduled to be via Zoom. There was some discussion about the importance of in-person meetings with Directors to provide support and a sense of community. Steve will try to schedule several of the LDAC meetings as in-person during 2023.
- Owning/Home Report and comparison to SQL reporting for Reciprocal Borrowing – Steve identified a few coding errors and those will be cleared up for the December report. After some discussion, it was decided to bring this topic back in February so that we have two months of reports without blank codes.

Technology

- WPLC Digital Library Steering Committee – Director Loeffel of Franklin has served on this committee for several years as a suburban library representative and would like to step down. Steve is looking for someone else to serve as a representative for the suburban MCFLS libraries. Directors are asked to submit recommendations by the end of December.
- MFA Hardware Tokens – There is some questions as to whether or not our Microsoft licenses all the use of hardware tokens. Steve is working with staff from other systems to determine our options. Libraries who are willing to use other options are encouraged to move forward with implementing MFA in their libraries.
- New BadgerNet Contract – Our new contract with be with the same vendor (AT&T). Steve is still waiting on a few pieces of information, such as price and whether or not it will allow for distributed internet (directly into individual library buildings instead of routing through MCFLS).

Informational

- Marketing Update –
    - Deb Marett provided some feedback from recent marketing campaigns, including social media and Valpak. We have seen upticks in usage on resources such as Gale Courses and Brainfuse following these campaigns.
    - Deb also provided information and ideas concerning a system-wide campaign for 2023, focused on getting patrons back into the physical library buildings. It will also help increase awareness of all the library locations, resources, and unique programming and materials that are available. She will take the campaign ideas to the Youth, YA, Adult, and Circulation Committees for feedback.

- SRLAAW Compensation Study – Steve reported on the progress and upcoming survey. There was discussion about job titles/classifications and the importance of comparisons to other municipal departments as well.
- State Park Passes – Directors at the libraries participating in this pilot program offered information on how it was working and suggestions on how it could be improved in the future. It is hoped that this will become a permanent program across the state.

Additional Business

- Brainfuse Deadline - Steve reminded all directors to let him know by December 9th whether or not they wanted to continue with Brainfuse in 2023.
- Saturday Holiday Delivery - There was discussion on whether or not libraries would find Saturday delivery over a holiday weekend (such as Thanksgiving) would be desirable. Most indicated that as long as they had adequate notice and space to store tubs if they didn't have sufficient staff, it would be helpful. In 2023, this would only be for the Thanksgiving weekend.
- ARPA Grant Deadline – Steve reminded Directors to get all invoices for ARPA technology purchases to him by the end of the month.
- WLA Advocacy – Director Loeffel of Wauwatosa gave an update on WLA Advocacy efforts. They fell into 2 categories:
    - Intellectual Freedom – The group is forming a task force that will assist with communication targeting three groups:
        - Libraries and Library Boards – encouraging them to prepare in advance for materials challenges and have policies and procedures in place.
        - The public – assisting WLA and individual libraries in communicating their collection goals and processes to the general public.
        - Legislators – working to ensure legislation maintains local control and doesn't put librarians at risk.
    - Budget – For the 2 year budget, they are asking for $25 million each year. Funds would be used for service contracts and system aid funding.

Member Library Updates

- Wauwatosa – reported that they have now eliminated overdue fines for all materials, not just children's materials, with the exception of explorer passes.
- Hales Corners – Budget passed. They will be able to keep all staff and merit pay. They will be closing earlier some evenings and will close on some holiday weekends to reduce costs.
- MPL – Budget passed, basically with a 1 year reprieve on major cuts. They will be maintaining current services and hours.
- Greendale – is looking for one or more libraries to partner with them to get a "Human Library" project off the ground.
- Oak Creek – recommended a great part-time clerk as a substitute, if needed.
- St. Francis – launched a circulating collection of Memory Kits, to provide support for caregivers of persons with dementia/Alzheimers.

Next meeting: January 5, 2023, via Zoom

WORK FROM HOME HOURS - 2022, QTR 3/4				
	Jessica Kettner	Lisa Liban	Total	
PP19 - WFH	3	7	10	
PP19 - total hours	40	40	80	
PP20 - WFH	0	0	0	
PP20 - total hours	40	40	80	
PP21 - WFH	0	8	8	
PP21 - total hours	40	40	80	
PP22- WFH	8	9	17	
PP22 - total hours	40	40	80	
PP23 - WFH	0	4.5	4.5	
PP23 - total hours	40	40	80	
PP24 - WFH	3	1	4	
PP24 - total hours	40	40	80	
PP25 - WFH	3	2	5	
PP25 - total hours	40	40	80	
Total hours worked	**560**			
WFH hours	**48.5**			
% WFH	**8.60%**			

ST. FRANCIS
PUBLIC LIBRARY

Board Report
Adult Services
December 2022

The Noon Book Club met and discussed "Holidays on Ice," a book of short stories by David Sedaris. The Club members decided that this is not a book for everyone! Sedaris's humor is a bit dark at times. They agreed that a few of these short stories were quite funny, while others, went just a bit far...a bit too dark. We were happy however, to enjoy a bit of seasonal cheer and enjoy lunch together. It is our first December luncheon since 2019. Next month we will read Ann Patchette's "These Precious Days." It is sure to be a bit more traditional.

The Library's writing competition is going well and all entries need to be submitted by December 30th.

Right in time for the season, the Adult Take and Make for December is a "Frosted Luminary." In January I will be adding a new Take and Make, a bi-monthly "Spice of the Month of the Month Club." Every other month patrons will be able to receive a sample of a particular spice along with its history, some fun facts about it and some recipes to try.

I wish everyone a wonderful holiday season!

Sincerely,

Kathleen Stilin
Adult Services Librarian

Library Board Report
Youth Department - December 2022

Fall Programming

Storytimes have wrapped up for the year. Mary and I had a lovely consistent group of families attending these early literacy programs, and we look forward to resuming in early January. I have one more program this year for the little ones, a Winter Dance Party.

Our elementary-age programming has had a great turnout, with kids ages 6-11 getting to experience a variety of topics in Art Lab, Explorer Zone, 1st-3rd Grade Book Club, and Homeschool Book Club. We will continue to offer take & make kits for children and teens. There is still a need for these passive take-home crafts, and we will continue to provide these in the new year.

We currently have a Writing Contest going on. Kathy and I are in charge of this program, which allows teens 12-17 and adults 18 and up to write a short story or essay on a library experience. Winners in each age category get a cash prize and will have their stories in our library for checkout.

The Card Making for a Cause Take & Make Kits were again a popular program. Between this take & make kit and our DIY Card Making program on December 3, I have received over 90 finished cards. I will donate them to Howard Village Senior Community and there will be enough for every resident to get one!

Sincerely,

Jessica Kettner
Youth Services Librarian

RECIPROCAL BORROWING SPENDING PLAN

Youth			**Recip. Borrowing Fund**		
Collection:			Ending balance 2021	$	194,545.00
DVD	$	100.00			
Youth NF	$	1,000.00	2022 payment	$	47,747.00
Youth Fiction	$	2,000.00			
YA (Fiction and GN)	$	400.00	2022 expenditures (9/22)	$	(25,180.64)
	$	**3,500.00**			
			Ending balance (9/22)	**$**	**217,111.36**
Programming/Projects:					
1000 Books tshirts	$	500.00	2023 payment	$	66,609.00
StoryWalk sign holders	$	500.00			
Technology program	$	700.00			
Summer Program Series	$	800.00			
	$	**2,500.00**			
Total Youth request	**$**	**6,000.00**			
Adult					
Collection:					
Adult NF	$	4,000.00			
Adult Fiction	$	1,600.00			
Adult Classics	$	500.00			
Adult Audio	$	200.00			
Adult Lg Print	$	1,700.00			
	$	**8,000.00**			
Programs/Projects					
Memory kits	$	200.00			
Butterfly Garden*	$	600.00			
Presenters	$	1,500.00			
Movie license*	$	325.00			
Mystery kits	$	300.00			
Craft programs/kits	$	750.00			
Add'l Soundproofing*	$	2,000.00			
Additional Painting*	$	500.00			
6 laptops*	$	6,000.00			
	$	**12,175.00**			
Total Adult Request	**$**	**20,175.00**			
*Adult and youth usage					
Total	**$**	**26,175.00**			

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: AMY KRAHN

SUBJECT: IN-SERVICE DATE

DATE: NOVEMBER 28, 2022

CC:

We would like to close the library for one day to hold a staff in-service training day. After looking at the calendar, we would like to close on Monday, March 20, 2023.

All staff, except shelvers and custodian, would be expected to attend the full day of training. I'm hoping to find an outside presenter for part of the training, but we also have a lot of training and planning that we could do on our own if that doesn't pan out. (Staff were asked for training possibilities during their evaluations.)

Training would be from 8:30-5:00, with lunch provided by the library.

4230 S. Nicholson Ave. Saint Francis, WI 53235
(414) 481-7323 www.stfrancislibrary.org

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: **AMY KRAHN**

SUBJECT: WAGES – STEP SCALE

DATE: 11/22/22

CC:

At a recent Library Board meeting, it was suggested that instead of changing our wage step scale, I might have the authority to move employees up the wage steps, depending on experience or performance.

As wages were an issue that was raised during evaluations, I would like to clarify whether or not I do have this authority. There are several excellent employees that we are in danger of losing, solely because of the low wage.

This month, I will be preparing the wage and benefit memo for Kelly Fisler for 2023 and I would like to move several employees up the wage scale.

Repair Work Order

December 07, 2022

ST FRANCIS PUBLIC LIBRARY

Purchaser:	St Francis Public Library	Location:	St Francis Public Library
Address:	4230 S Nicholson Ave St Francis, WI 53235	Address:	4230 S Nicholson Ave St Francis, WI 53235

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Five Thousand Two Hundred Eighty Dollars and Thirty Five Cents ($5,280.35)** inclusive of all applicable sales and use taxes pursuant to the terms and conditions contained in this Work Order (the "Work Order").

Summary:

Elevator	Description	Repair category
Library Elevator	Door Edge	Safety

For further information, please see a detailed Scope of Work on the pages that follow.
Recommended by Service Technician: Leonard Hernandez

In the event you have any questions regarding the content of this Work Order please contact me at +1 608 2874928.

We appreciate your consideration.

Regards,

Matthew Kenning
TK Elevator Corporation
2829 Royal Ave
Madison WI 53713
matt.kenning@tkelevator.com |+1 608 2874928

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order

Scope of Work

Door Edge
TK Elevator will furnish and install new electronic door edge on the elevator(s) referenced above. This electronic edge senses the presence of an obstruction in the door opening with a screen of infrared beams. If obstructions are detected in this area, the doors will reopen. This new electronic door edge will reduce the chance of a closing elevator door injuring passengers.

Payment Terms

100% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 0% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		$5,280.35
Initial progress payment:	(100%)	$5,281.36

Repair Work Order

Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.
The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order.
This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.
In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order

Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

(Purchaser):	TK Elevator Corporation Management Approval
By:	By:
(Signature of Authorized Individual) Amy Krahn	(Signature of Branch Representative)
(Print or Type Name)	Mark Uy Branch Manager
(Print or Type Title)	
(Date of Acceptance)	(Date of Execution)

Please contact _____ to schedule work at the following phone number _____

Attn: Amy Krahn

,

Date	Terms	Reference ID	Customer Reference # / PO
December 07, 2022	Immediate	ACIA-21NBY2D	

	Total Contract Price:		$5,280.35
	Down Payment:	(100%)	$5,281.36

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 608 2874928. To make a payment by phone, please call 678-421-3023 with the reference information provided below.

Current and former service customers can now pay online at:
https://secure.billtrust.com/tkelevator/ig/one-time-payment

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name:	St Francis Public Library
Location Name:	ST FRANCIS PUBLIC LIBRARY
Customer Number:	8023915
Quote Number:	2022-2-1414882
Reference ID:	ACIA-21NBY2D
Remittance Amount:	$5,281.36

Remit To:

TK Elevator
PO Box 3796
Carol Stream, IL
60132-3796