

St. Francis Library Board
Meeting Agenda
February 8, 2023
4:00 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, February 8, 2023 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 January 11, 2022. (discussion/action)
5. Approval of January Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Reports:
 - a. Chairperson
 - b. School Representative
 - c. Friends
 - d. Director
9. Unfinished Business - none
10. New Business
 - a. Policy Review – Unattended Child Policy (discussion/action)
 - b. State Annual Report (discussion/action)
 - c. Local Attraction Passes (discussion/action)
11. Comments on prior, present, and potential agenda items by Board Members.
12. 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, March 8, 2023.

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 Monday, February 6, 2023.

**ST. FRANCIS LIBRARY BOARD MINUTES
DATED JANUARY 11, 2023**

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

Also Present: Library Director Amy Krahn

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 Charles Buechel seconded by Richard Lentz to place on file the minutes of the St. Francis Library Board meeting held on December 14, 2022. Motion carried.

Approval of Claims:

Moved by Alderman Feirer, seconded by Richard Lentz to approve the December claims as presented. Motion carried.

Correspondence:

None

Public Comments:

None

Reports:

Chairman

- None

School Representative

- The Saint Francis School District is planning to have a Literacy Under the Lights event in May and was hoping to include the library. The event will be for all Saint Francis School District families and will be held on the football field.

Friends

- Will be holding a Fundraiser in February for an automated external defibrillator (AED) for the library.

Director

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

Moved by Alderman Feirer, seconded by Richard Lentz to approve all reports as submitted. Motion carried.

Unfinished Business:

- None

New Business:

- Maternity Leave
 - Moved by Kathy MacAvaney and seconded by Kathy Frymark to approve maternity leave for library staff member, Debbie Intile. Motion approved.
- Policy Review
 - Moved by Kathy MacAvaney and seconded by Jennifer Polinski to approve the Health and Safety Policy update. Motion approved.
- Closures/Amended Hours due to staff shortages
 - Moved by Alderman Feirer and seconded by Kathy MacAvaney to approve closures and amended hours due to staff shortage. Motion approved.
- State Annual Report, President signature
 - Moved by Kathy MacAvaney and seconded by Charles Buechel to approve Richard Adamczewski signing the State Annual Report with Library Director Amy Krahn to make any changes. Motion Approved.
 - Moved by Alderman Feirer seconded by Kathy MacAvaney to approve the following statement: The Board of Trustees hereby states that in 2022 the Milwaukee County Federated Library System DID provide effective leadership and adequately met the needs of the library.

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

- None

Adjourn:

Moved by Alderman Feirer, seconded by Richard Lentz to adjourn the meeting. Motion carried.

Time: 4:23p.m.

Deposits for December 2022

			TOTALS
Library Donation Fund			
22-48501			\$193.50
	Donations	\$186.50	
	Special Event	\$0.00	
	Program Donations	\$7.00	
Library Reciprocal Borrowing Fund			
23-47390			\$0.00
Library Fund			
25-42201	Overdue Fines		\$204.43
25-42202	Replacement Materials		\$31.72
	Lost Material	\$27.00	
	Lost Card	\$4.72	
25-42203	Computer Printing		\$77.06
25-42204	Fax		\$51.46
25-42240	Copy Fees		\$260.00
25-42249	Miscellaneous		\$0.00
25-42250	School Grant		\$0.00
TOTAL			\$818.17

Director's Report February 2023

1. Staff Update: We had a full staff meeting on January 17th. We discussed reinstating "reference count weeks", as we are now required to provide reference stats on the annual report. We also discussed winter programming and the updated Health and Safety Policy. Great Ideas winners were announced: Mary Evers for launching the 500 Books Before 15 program, Lisa Liban for adding Engaged Patrons for online program registration and also for the circulating mystery boxes, and myself and Jess Kettner for Memory Kits.
2. Building Update: Steve Altman installed the sharps containers (provided by the Health Department) in all the restrooms.
3. Programming Update:
 - a. February is "Love Your Library" month. We are doing a number of things to promote this in the library and community. The poster in the Civic Center has been changed and we will have Hershey's kisses and "I love my library" stickers available at checkout. We've also planned some special social media posts and book displays.
 - b. We have extended the deadline for the community puzzle to give more people time to decorate a puzzle piece and return it to the library.
 - c. We had a very successful Craft Supply Swap on Saturday, Feb. 4th. Lots of crafters cleared out their craft bins and we had happy crafters come and pick out free supplies. Leftovers will go to the knitting group and to the South Milwaukee Public Library for their upcoming Craft Swap.
4. Friends Update: In conjunction with "Love Your Library" month and Heart month, the Friends is doing a fundraising campaign to raise money for the AED device for the library. They are selling paper hearts to display in the library and having a guessing game for kids. We are also labelling the donation jar at checkout with special signage and all money collected in the jar in February will go towards the purchase of the AED. The Friends are also looking for local business donors to support the AED.
5. AED Device: I am ordering the AED device so that it will be here prior to the in-service on March 20th. I'm hoping that someone from the Health Dept. will be able to walk us through the use of the device and answer questions.
6. In-Service: Deb Kneser from Inspired Training and Consulting will be doing a morning presentation on "Creating a Culture of Service Excellence". We've had Deb provide customer service workshops previously and staff indicated that they would like to have a customer service presentation.
7. LDAC Summary:

- Collaborations with Milwaukee County Jail – seeking book and magazine donations. This information will be passed on to the Friends and to Meredith, who managed our discards and donations.
- Marcus Cinemas/United Way Collaboration – They are conducting a menstrual products drive in April, to coincide with the release of the movie “Are You There, God? It’s Me Margaret.” United Way will drop off bins for participating libraries.
- The Economist magazine will no longer be available on OverDrive. This is a very popular magazine for many libraries, so this is a disappointing move. Steve Hesel will contact Bridges System to see what their experience with Flipster has been like for digital magazines. Flipster would likely supplement, not replace, magazines on OverDrive.
- We are working with Boerner Botanical Gardens to see if they can be added to the experience passes that some libraries are offering to patrons. (see agenda item)
- Senate Bill 10 – This is a bill that has been introduced regarding limiting access to computers and online catalogs. WLA is actively involved in opposing this measure. It is unlikely to pass, but others will follow.
- Member updates:
 - Materials lockers – Whitefish Bay finally has their lockers up and running. MPL is looking into the possibility of offering lockers, too.
 - South Milwaukee – Due to upcoming budget restrictions in 2024, South Milwaukee is not filling empty positions and is working with limited staff. This may lead to reduced programming and/or reduced hours.



Board Report
Adult Services
February 2023

The Noon Book Club met and discussed Anthony Doerr's book, "Cloud Cuckoo Land." It was a bit of a long read, so we will turn to a lighter book in March. We'll read Fannie Flagg's "The All-Girl Filling Station's Last Reunion."

The judges decided on the winning entries for the Library's writing competition. All of the prizes were awarded and we are now looking at putting a book together of the first through third place winning pieces. Both the adult and youth entries will be bound in one book and it will be available in the Library this spring.

We had a "Craft Supply Swap" last Saturday. Patrons donated their unwanted craft supplies throughout the Month of January. During the swap day, patrons were given a bag to fill with the craft supplies. A great way to get patrons the supplies they prefer!

Adult programming is in full swing. For "Healthy Heart Month" we featured a "Dash Diet" healthy cooking class last week and will also offer free Blood pressure screenings on two Fridays this month.

I will be organizing and presenting a "Decoupage Craft Night" and at the end of the month the Library will offer a "Healthy Houseplants" Class. Our take and make for the month will be "Gem Magnets." We will also offer our annual "Oscar Contest," for patrons who want to take a guess at the winners. At the very end of the month, the Winter Reading contest will end and prizes will be awarded.

Thank you.

Sincerely,

Kathleen Stilin
Adult Services Librarian

Library Board Report
Youth Department - February 2023

Programming

A variety of programs are being offered in the first couple of months of 2023. Along with the weekly storytimes, which have been well-attended, we also have our monthly book clubs and after school programs for kids which have been well received. The Winter Reading Program is running until the end of February. We announced our Teen Writing Contest winners on February 1st. The first place winner, Kendra, received a cash prize along with a special edition of author Liza Wiemer's book *The Assignment*. A big thanks goes out to our judges for the Teen Writing Contest: Liza Wiemer, Emily Bertholf, and Fox Markowski.

Collection

With the help of all the youth department staff, we've successfully updated the children's DVD collection to create more space for our graphic novels. Graphic novels are very popular with children and teens, and we want to make sure that we can continue purchasing the best selection for our community.

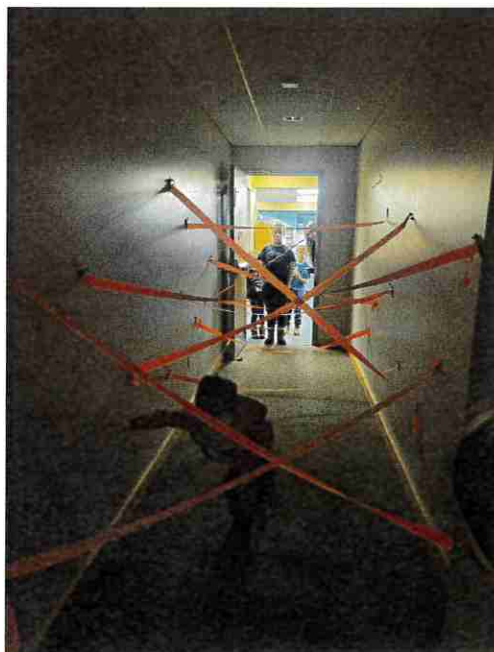
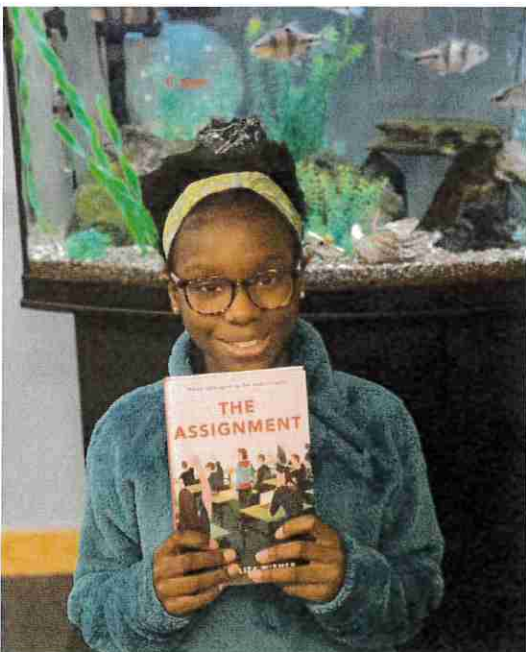
Volunteering

We currently have a 12 year old who has been volunteering at the Library on Mondays. They are doing volunteer hours for school and have helped us with a variety of tasks such as tidying the downstairs area, setting up for the Craft Supply program, and prepping take & make kits.

Photos below: Teen Writing Contest winner Kendra, January's Explorer Zone : Spy School, and January's Art Lab : Winter Cup of Tea art project.

Sincerely,

Jessica Kettner
Youth Services Librarian



UNATTENDED CHILDREN - POLICY

The St. Francis Public Library encourages children and their families to use the library and strives to create a warm and safe environment for them. However, the care and safety of children ultimately rests with their parents/guardians/caregivers. In order to ensure the safety and well-being of all children using the library, the following policies have been established:

1. All children age eight years or younger shall be attended and **supervised at all times** by a parent, guardian or assigned caregiver at least 12 years of age.
2. Children nine years old and above may use the library unattended, as long as they are able to conduct themselves appropriately. The Library's Patron Behavior Policy applies to all patrons, including children. An unattended child who behaves inappropriately will be asked to leave the library. Library staff will attempt to contact a parent/guardian/caregiver. If no one can be reached and library staff feel it is not safe for the child to leave the library unattended, law enforcement officials will be called.
3. Library staff will contact the proper authorities to ensure the safety of unattended children and /or to assist with discipline.
4. **The St. Francis Public Library assumes no responsibility for children left unattended on the library premises.**

**Approved by the St. Francis Library Board 6/8/16
Revision approved 3/14/18**



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: LIBRARY PASSES FOR LOCAL ATTRACTIONS
DATE: JANUARY 30, 2023
CC:

More and more libraries are beginning to make zoo and museum passes available to their patrons, and as the public becomes more aware of them we are getting more calls asking if we offer them.

Attached is a list of the passes currently available to libraries. They can be pricey, but they also appear to get good usage. The zoo passes are the most popular, but if we are going to offer passes, I would like to offer a variety.

Most libraries make the passes non-holdable, so it's a first come, first serve situation – which makes it more likely that our local community will use them rather than other suburban library users.

There are pros and cons to offering these passes, but they do offer access to local educational experiences that might otherwise be too costly for some families.

If the Board decides to offer them, I would recommend paying for them from donations or reciprocal borrowing for the first year – as a pilot program – and then looking for local business or individual sponsors if we decide to continue offering them.

Current Local Attraction Passes Available to Libraries

Attraction	Cost	# of Passes	Attraction
Milw. County Zoo	\$1000	2	Admission for up to 8 people, free parking, discount at Zoo Store.
Betty Brinn Museum	\$500	1	Admission for up to 6 people, discounted parking
Milw. Art Museum	\$600	4	Admission for up to 4 people, discounted parking
Discovery World	\$750	1	Admission for up to 2 adults and 4 children. \$10 discount on membership if they sign up while using pass. Pass may only be used once per week. (Pilot Program, may not be available to us at this time.)
Mitchell Park Conservatory (Domes)	\$500	3	Admission for all members of a household.
Schlitz Audubon Nature Center	\$65	1	Admission for 2 adults and all children under age of 17.
State Park Pass	\$5/pass		Admission for 1 car full of people. Single use pass.