



WAUWATOSA PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

AGENDA • JUNE 20, 2018

Regular Meeting

Library Board Room
7635 West North Avenue, Wauwatosa WI 53213

6:30 PM

APPROVAL OF THE MINUTES

1. May 16, 2018 meeting (action)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Financial Report (information)
2. Operating vouchers (action)
3. Trustees account (action)
 - a. Charles Pofahl invoice for \$116.65 (Refinishing Student Commons tables)
4. President's Report (information)
 - a. Introduction of new Council Liaison
 - b. Civic Center
5. Director's Report (information)
6. Library Foundation Report (information)
 - a. Director and staff duties with the Foundation
 - b. Foundation Board social

OLD BUSINESS

NEW BUSINESS

1. American Library Association Library Bill of Rights
2. Review: Trustee Essential 10, Developing Essential Library Policies (information)

ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans With Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, must contact the City Clerk at voice telephone 479-8917 or TTY 471-8484 (City Hall, 7725 W. North Avenue, Wauwatosa, Wisconsin 53213) for accommodations. Requests for accommodations for meetings should be made at least three (3) business days prior to the meeting. Every effort will be made to arrange accommodations for all meetings, so please give the City Clerk as much advance notice as possible.



WAUWATOSA PUBLIC LIBRARY

Draft

LIBRARY BOARD OF TRUSTEES

MINUTES • May 16, 2018

Regular Meeting

Library Board Room

6:30 PM

7635 West North Avenue, Wauwatosa WI 53213

Present: Trs. Andrae, Carroll, Holtz, Klein, Marheine, Newton, Oliver (left the meeting at 8:00 p.m.),
Perhach – 8
Excused: Tr. Miller
Also Present: Director Loeffel, Assistant Director Trunley

President Holtz called the meeting to order at 6:37 p.m.

APPROVAL OF THE MINUTES

1. Tr. Newton moved approval of the minutes of the March 21, 2018 meeting. Tr. Klein seconded and the motion passed 8-0.

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Technical Services Librarians, Marty Fudge and Anne Marie Thomas, reported on their duties at the library.
2. Trustees reviewed the Financial report.
3. Tr. Marheine moved approval of the vouchers for the month of March in the amount of \$52,741.73. Tr. Andrae seconded and the motion passed 8-0.
Tr. Andrae moved approval of the vouchers for the month of April in the amount of \$42,642.30. Tr. Newton seconded and the motion passed 8-0
4. a) Tr. Andrae moved approval of the 1st Quarter Report. Tr. Carroll seconded and the motion passed 8-0.
b) Tr. Klien moved approval to pay a gift book invoice (Ann Marie Perhach) in the amount of \$33.26. Tr. Andrae seconded and the motion passed 7-0 with Tr. Perhach abstaining.
c) Tr. Newton moved approval to pay Demco \$104.07 for purchase of drawstring bags. Tr. Klein seconded and the motion passed 8-0.
5. President's Report: President Holtz reported that the Library Board's new liaison with the City Council is Allison Byrne. He reported that MCFLS is looking for new trustees for its board. Tr. Klein moved to approve President Holtz submitting his name for consideration. Tr. Marheine seconded and the motion passed 7-0 with Tr. Holtz abstaining.
6. Director's Report: Dir. Loeffel presented his written report.
7. Library Foundation Report: President Holtz reported again on the success of the Leadership Luncheon although final numbers are not available. He reported that the Foundation is investigating alternative ways of supporting the administrative side of its operations.

NEW BUSINESS

1. The Circulation Policy policy was discussed. Tr. Perhach moved approval of the Circulation Policy. Tr. Andrae seconded and the motion passed 8-0.
2. The reallocation of Technical Services Assistant position funding was discussed. Tr. Andrae moved approval of the reallocation of Technical Services Assistant position funding as presented. Tr. Klein seconded and the motion passed 7-0.
3. Director Loeffel presented the Amended 2017 Annual Public Library Report. Tr. Andrae moved approval of the Amended 2017 Annual Public Library Report. Tr. Carroll seconded and the motion passed 7-0.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

2018 LIBRARY REVENUES

Account	AccountName	FiscalYear	CY Budget	CYTD JAN-MAY	May-18	Balance	% Collected
05-571-4100-000	LIBRARY BOOK FEES AND FINES	201801	\$ (92,000.00)	\$ (35,103.04)	\$ (4,577.06)	\$ (56,896.96)	38%
05-571-4110-000	LIBRARY PICTURES	201801	\$ (2,300.00)	\$ (289.23)	\$ (49.25)	\$ (2,010.77)	13%
05-571-4120-000	LIBRARY COPY SERVICE	201801	\$ (3,900.00)	\$ (1,433.25)	\$ (174.60)	\$ (2,466.75)	37%
05-571-4130-000	LIBRARY READER PRINTER	201801	\$ (12,000.00)	\$ (5,419.71)	\$ (898.79)	\$ (6,580.29)	45%
05-571-4140-000	LIBRARY FEES-OTHER COMMUNIT	201801	\$ (239,740.00)	\$ (240,882.50)	\$ 13.00	\$ 1,142.50	100%
05-571-4900-000	OTHER	201801	\$ (22,000.00)	\$ (4,621.05)	\$ (856.56)	\$ (17,378.95)	21%
			\$ (371,940.00)	\$ (287,748.78)	\$ (6,543.26)	\$ (84,191.22)	77%

2018 LIBRARY EXPENSES

Account	AccountName	FiscalYear	CY Budget	CYTD JAN-MAY	May-18	Balance	% Used
05-511-5100-000	REGULAR PAY	201801	\$ -				
05-511-5100-100	REGULAR PAY-ADMIN	201801	\$ 201,422.00	\$ 81,036.22	\$ 15,748.00	\$ 120,385.78	40%
05-511-5100-110	REGULAR PAY-SECURITY	201801	\$ 16,128.00	\$ 7,567.40	\$ 1,655.57	\$ 8,560.60	47%
05-511-5100-200	REGULAR PAY-TECHNICAL SERV	201801	\$ 119,451.00	\$ 37,870.89	\$ 7,582.66	\$ 81,580.11	32%
05-511-5100-300	REGULAR PAY-REF AND ADULT SERVICES	201801	\$ 296,204.00	\$ 100,767.48	\$ 21,218.63	\$ 195,436.52	34%
05-511-5100-400	REGULAR PAY-CHILDREN'S SERVICES	201801	\$ 257,261.00	\$ 84,137.13	\$ 19,107.60	\$ 173,123.87	33%
05-511-5100-500	REGULAR PAY-CIRCULATION	201801	\$ 408,644.00	\$ 134,248.03	\$ 28,239.20	\$ 274,395.97	33%
05-511-5195-000	FRINGE BENEFITS	201801	\$ 219,340.00	\$ 18,438.91	\$ -	\$ 200,901.09	8%
05-511-5196-100	WIS RETIREMENT FUND - ADMIN	201801	\$ 13,495.00	\$ 5,261.53	\$ 931.62	\$ 8,233.47	39%
05-511-5196-200	WIS RETIREMENT FUND - TECHNICAL SERV	201801	\$ 8,001.00	\$ 2,606.67	\$ 386.89	\$ 5,394.33	33%
05-511-5196-300	WIS RETIREMENT FUND - REF & ADULT SERV	201801	\$ 20,624.00	\$ 8,393.57	\$ 1,475.72	\$ 12,230.43	41%
05-511-5196-400	WIS RETIREMENT FUND - CHILDREN'S SERV	201801	\$ 17,233.00	\$ 7,574.78	\$ 1,332.86	\$ 9,658.22	44%
05-511-5196-500	WIS RETIREMENT FUND - CIRCULATION	201801	\$ 32,345.00	\$ 6,143.49	\$ 1,034.70	\$ 26,201.51	19%
05-511-5197-100	SOCIAL SECURITY - ADMIN	201801	\$ 15,407.00	\$ 6,519.51	\$ 1,152.42	\$ 8,887.49	42%
05-511-5197-110	SOCIAL SECURITY - ADMIN	201801	\$ 1,232.00	\$ 719.05	\$ 126.64	\$ 512.95	58%
05-511-5197-200	SOCIAL SECURITY - TECHNICAL SERV	201801	\$ 9,134.00	\$ 4,281.91	\$ 931.51	\$ 4,852.09	47%
05-511-5197-300	SOCIAL SECURITY - REF & ADULT SERV	201801	\$ 23,545.00	\$ 9,963.57	\$ 1,754.12	\$ 13,581.43	42%
05-511-5197-400	SOCIAL SECURITY - CHILDREN'S SERV	201801	\$ 19,675.00	\$ 8,249.27	\$ 1,452.39	\$ 11,425.73	42%
05-511-5197-500	SOCIAL SECURITY - CIRCULATION	201801	\$ 36,923.00	\$ 13,556.74	\$ 2,252.14	\$ 23,366.26	37%
05-511-5198-000	WORKERS COMP	201801	\$ 3,760.00	\$ 299.47	\$ -	\$ 3,460.53	8%
05-511-5200-000	OFFICE SUPPLIES	201801	\$ 30,000.00	\$ 8,340.05	\$ 624.54	\$ 21,659.95	28%
05-511-5210-000	PRINTING AND DUPLICATION	201801	\$ 10,000.00	\$ 3,938.93	\$ 1,199.36	\$ 6,061.07	39%
05-511-5230-000	LIBRARY MATERIALS	201801	\$ 332,700.00	\$ 143,689.88	\$ 30,174.13	\$ 189,010.12	43%
05-511-5250-000	POSTAGE	201801	\$ 2,500.00	\$ 384.86	\$ -	\$ 2,115.14	15%
05-511-5300-000	PROGRAMMING ACCOUNT	201801	\$ 5,000.00	\$ 1,261.00	\$ 36.00	\$ 3,739.00	25%
05-511-5400-000	DUES AND PERIODICALS	201801	\$ 2,200.00	\$ 1,615.36	\$ 351.00	\$ 584.64	73%
05-511-5410-000	CONFERENCE AND TRAVEL	201801	\$ 3,500.00	\$ 147.00	\$ 122.00	\$ 3,353.00	4%
05-511-5510-000	BUILDING & GROUNDS RENTAL	201801	\$ 483,132.00	\$ 40,250.00	\$ -	\$ 442,882.00	8%
05-511-5520-000	INFORMATION SYSTEMS	201801	\$ 215,402.00	\$ 17,950.20	\$ -	\$ 197,451.80	8%
05-511-5530-000	RENTAL PICTURES ETC	201801	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	0%
05-511-5730-000	OTHER REPAIRS	201801	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%
05-511-5810-000	SUNDRY CONTRACTUAL SERVICES	201801	\$ 81,629.00	\$ 73,553.75	\$ 375.74	\$ 8,075.25	90%
05-511-5811-000	PAYMENT CARD PROCESSING FEES	201801	\$ 4,500.00	\$ 920.75	\$ 254.67	\$ 3,579.25	20%
05-511-5900-000	OTHER EXPENSES	201801	\$ 3,344.01	\$ 57.98	\$ 57.98	\$ 3,286.03	2%
05-511-5950-000	OFFICE FURNITURE & EQUIP	201801	\$ 10,345.00	\$ 10,345.00	\$ 10,345.00	\$ -	100%
			\$ 2,907,376.01	\$ 840,090.38	\$ 149,923.09	\$ 2,067,285.63	29%

**CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: JUNE 20st, 2018
MAY 2018 INVOICES**

<u>VENDOR NUMBER</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
US Bank (P card)		<u>33 Invoices</u>	<u>Total</u>	<u>6,443.22</u>		
		Minitex	5/14/2018	555.00	Office Supplies	05-511-5200-200
		Alibris	5/14/2018	23.06	Materials: Adult	05-511-5230-300
		WPL	5/14/2018	1.00	Materials: Adult	05-511-5230-300
		WPL	5/14/2018	1.00	Materials: Adult	05-511-5230-300
		Bunzel's	5/14/2018	452.49	Other Expenses	05-511-5900-100
		Amazon	5/15/2018	25.98	Materials: Adult	05-511-5230-300
		Amazon	5/15/2018	479.00	Printing/Dup	05-511-5210-300
		WI Taxpayers Alliance	5/15/2018	48.00	Materials: Adult	05-511-5230-300
		Amazon	5/16/2018	25.98	Materials: Adult	05-511-5230-300
		Amazon	5/17/2018	15.19	Office Supplies	05-511-5200-100
		PayPal *Jim	5/18/2018	12.00	Materials: Adult	05-511-5230-300
		Swank	5/21/2018	3248.00	Programming	05-511-5300-000
		Amazon	5/22/2018	30.87	Materials: Adult	05-511-5230-300
		Motherfolk	5/22/2018	16.00	Materials: Adult	05-511-5230-300
		PayPal *gkoch	5/22/2018	17.63	Materials: Adult	05-511-5230-300
		PayPal *Blackwalnut	5/22/2018	19.99	Materials: Adult	05-511-5230-300
		PayPal *Schoepp	5/22/2018	18.75	Materials: Adult	05-511-5230-300
		NYTimes Digital	5/22/2018	8.00	Materials: Adult	05-511-5230-300
		Alibris	5/24/2018	71.28	Materials: Adult	05-511-5230-300
		Amazon	5/24/2018	9.99	Materials: Adult	05-511-5230-300
		PayPal *Magic Hills	5/24/2018	49.50	Materials: Adult	05-511-5230-300
		Alibris	5/25/2018	280.93	Materials: Adult	05-511-5230-300
		Alibris	5/25/2018	139.50	Materials: Adult	05-511-5230-300
		Amazon	5/29/2018	29.17	Materials: Adult	05-511-5230-300
		Alibris	5/30/2018	15.48	Materials: Adult	05-511-5230-300
		Discount Paper	5/30/2018	349.95	Office Supplies	05-511-5200-500
		Alibris	5/30/2018	65.21	Materials: Adult	05-511-5230-300
		Center Point Large Print	6/5/2018	132.42	Materials: Adult	05-511-5230-300
		Amazon	6/5/2018	179.40	Materials: Adult	05-511-5230-300
		MicroMarketing	6/7/2018	41.49	Materials: Adult	05-511-5230-300
		Amazon	6/7/2018	13.98	Programming	05-511-5300-000
		Amazon	6/7/2018	16.99	Office Supplies	05-511-5200-100
		Amazon	6/8/2018	49.99	Materials: Adult	05-511-5230-300
		Baker & Taylor	6/5/2018	13,902.72	Materials: Adult	see itemized below
		Baker & Taylor	5/3/2018	5,355.79	Materials: Children	see itemized below
40217 Office Max (City P card)		<u>12 Invoices</u>	<u>Total</u>	<u>893.06</u>		
		133474869001	4/30/2018	276.38	Printing/Dup	05-511-5210-300
		133799253001	5/1/2018	67.74	Office Supplies	05-511-5200-200
		136268472001	5/7/2018	81.50	Printing/Dup	05-511-5210-300
		136990901001	5/9/2018	15.99	Office Supplies	05-511-5200-400
		137087764001	5/9/2018	6.45	Office Supplies	05-511-5200-400
		137087895001	5/9/2018	8.49	Office Supplies	05-511-5200-400
		138438583001	5/14/2018	21.24	Office Supplies	05-511-5200-400
		138810623001	5/15/2018	72.00	Office Supplies	05-511-5200-200
		138811596001	5/15/2018	227.26	Printing/Dup	05-511-5210-300
		140099434001	5/16/2018	10.14	Office Supplies	05-511-5200-300
		141676987001	5/21/2018	90.64	Printing/Dup	05-511-5210-300
		145157149001	5/29/2018	15.23	Office Supplies	05-511-5200-500
2237 Baker & Taylor		<u>2 Invoices</u>		<u>225.45</u>	Continuation Account	05-511-5230-300
		5014998562	5/4/2018	134.48		
		5015018528	5/18/2018	90.97		
2237 Baker & Taylor		<u>12 Invoices</u>		<u>11,427.46</u>	Materials: Adult	05-511-5230-300
		2033691440	5/3/2018	997.21		
		2033698305	5/7/2018	467.02		
		2033698380	5/7/2018	750.72		
		2033713478	5/11/2018	774.75		
		2033714734	5/14/2018	788.66		
		2033714803	5/14/2018	851.43		
		2033714976	5/14/2018	815.18		
		2033722356	5/16/2018	1,019.56		
		2033730818	5/21/2018	412.49		
		2033740496	5/23/2018	1,487.36		
		2033752771	5/30/2018	693.87		
		2033755067	5/30/2018	2,369.21		

**CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: JUNE 20st, 2018
MAY 2018 INVOICES**

<u>VENDOR NUMBER</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
2237	Baker & Taylor	<u>19 Invoices</u>		<u>2,249.81</u>	Media: Adult	05-511-5230-300
		B603675CM	4/17/2018	(20.94)		
		Q22571420	4/25/2018	12.21		
		B88731490	4/27/2018	655.90		
		B88731500	4/27/2018	87.28		
		B88821060	4/30/2018	36.23		
		Q22857300	4/30/2018	8.35		
		B89007080	5/1/2018	128.91		
		Q23122350	5/2/2018	18.87		
		B89325270	5/4/2018	33.75		
		B89454180	5/7/2018	17.96		
		B89636570	5/8/2018	115.27		
		B90007150	5/14/2018	741.59		
		B90007160	5/14/2018	81.72		
		B90247670	5/15/2018	147.73		
		B90344340	5/18/2018	14.64		
		B90772060	5/22/2018	50.31		
		Q24587410	5/22/2018	17.46		
		B90933360	5/24/2018	10.47		
		B91106760	5/29/2018	92.10		
2237	Baker & Taylor Entertainment	<u>10 Invoices</u>		<u>4,936.83</u>	Materials: Children	05-511-5230-400
		2033675853	4/26/2018	430.50		
		2033689920	5/2/2018	309.33		
		2033690036	5/2/2018	521.93		
		2033690234	5/2/2018	584.60		
		2033704779	5/8/2018	284.82		
		2033711654	5/11/2018	553.29		
		2033726254	5/18/2018	407.25		
		2033730761	5/21/2018	567.05		
		2033734815	5/22/2018	972.74		
		2033740439	5/23/2018	305.32		
2237	Baker & Taylor Entertainment	<u>12 Invoices</u>		<u>418.96</u>	Media: Children	05-511-5230-400
		B89008490	5/1/2018	15.36		
		B89247500	5/3/2018	27.94		
		B89247501	5/3/2018	27.94		
		B89912530	5/10/2018	26.48		
		B89912531	5/10/2018	125.76		
		B89916500	5/10/2018	64.28		
		B89983210	5/11/2018	20.90		
		B90947150	5/24/2018	39.10		
		B90947151	5/24/2018	18.14		
		B91239880	5/29/2018	13.96		
		B91239881	5/29/2018	18.14		
		B91409450	5/31/2018	20.96		
	Brainfuse	<u>1 Invoice</u>		<u>8,600.00</u>	Materials: Adult	05-511-5230-300
		2007497	6/15/2018	8,600.00		
2721	Brodart	<u>1 Invoice</u>		<u>218.59</u>	Office Supplies	05-511-5200-200
		500162	5/7/2018	218.59		
4430	Demco	<u>2 Invoices</u>		<u>302.36</u>		
		6385101	5/23/2018	186.73	Office Supplies	05-511-5200-200
		6391043	6/4/2018	115.63	Office Supplies	05-511-5200-400
62785	DigiCopy	<u>1 Invoice</u>		<u>388.50</u>	Office Supplies	05-511-5200-500
		139838	3/1/2018	388.50		
64986	Gale/Cengage Learning	<u>3 Invoices</u>		<u>186.67</u>	Materials: Adult	05-511-5230-300
		63644286	5/8/2018	47.23		
		63693785	5/16/2018	46.48		
		63694274	5/16/2018	92.96		
99743	Maris Associates	<u>1 Invoice</u>		<u>185.04</u>	Materials: Adult	05-511-5230-300
		1312	6/11/2018	185.04		

**CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: JUNE 20st, 2018
MAY 2018 INVOICES**

<u>VENDOR NUMBER</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
60047	Penworthy	<u>1 Invoice</u> 541401-IN	5/30/2018	<u>159.70</u> 159.70	Materials: Children	05-511-5230-400
	Petty Cash		Feb. thru May	40.44	Programming	05-511-5300-000
99571	Recorded Books	<u>2 Invoices</u> 75786013 75789535	5/10/2018 5/17/2018	<u>326.40</u> 284.80 41.60	Materials: Adult	05-511-5230-300
19251	Schwaab Inc	<u>1 Invoice</u> B086594	6/4/2018	<u>134.21</u> 134.21	Office Supplies	05-511-5200-500
	Wehr Nature Center Outreach	<u>1 Invoice</u> OR0288	6/15/2018	<u>100.00</u> 100.00	Programming	05-511-5300-000

TOTAL INVOICES 37,236.70

Trustees have audited and approved the same.

Date: _____

Secretary of the Wauwatosa Public Library Board of Trustees

2,198.07 05-511-5200
1,154.78 05-511-5210
30,028.94 05-511-5230
3,402.42 05-511-5300
452.49 05-511-5900
37,236.70



**Director's Report
June, 2018**

1. Children's update (From Anne Kissinger, Children's Library Supervisor): Children's Department had one Librarian attend WAPL and another attend "Students as Community Members: Connecting through Books, Collections, and Perspective Sharing" workshop in Marshfield. Both came back to WPL with plenty of information to share with their colleagues, and instilling the importance of multicultural diverse books so all children may see (i.e., imagine; exposure) themselves and others in their reading.

Gearing up for summer 2018!

2. Adult update (From Shellie Anderson, Adult Reference Supervisor): We have moved the Graphic Novels to a new location between the Business Center and Periodicals. Tim Erbes in Circulation made a large colorful sign to identify its new space. To make room, we shifted down the Career section and bound copies of the "Wauwatosa News-Times" and back issues of "Milwaukee Magazine" are now housed in the Wisconsin Collection.

We are adding genres to the music CDs to make them more patron friendly. A Rolling Stones CD would change from 781.5 R65 to ROCK ROLLING STONES. Our categories are: Pop, Rock, Country, Rap, Jazz, World, Soundtrack, and Musical.

We had an initial meeting with Paul Vepraskas about changing our logo for the library. He printed out logos from other libraries and companies and we discussed things we would like to include. We all agreed we want an colorful, open design. Books and fireflies are also things that we would like to incorporate. Paul will mock up 5 totally different designs and we will go from there.

3. Circulation update (From Tristan Marshall, Circulation Supervisor): The updated circulation policies went into effect and patrons have been especially pleased with the renewability of DVDs and new adult materials.

The PIN requirement on self-checkout units went into effect recently. Patrons have had to make an adjustment and there may be a slight decrease in self-checkouts until all patrons know how to use the PIN feature. Overall, the function has been working well.

Patrons now have the ability to enter their library card number at a self-check unit if they do not have their physical library card. We are also looking into the option for patrons to e-mail their due date receipts instead of printing.

We welcomed new shelvers to the Circulation Department: Cheryl Currer, Ben Fenelon, Kyle Gedemer, Cortney Mihulka, and Augustina (Gusty) Piel.

4. Internal Granting: Senior Library staff applied in May for an internal City grant to purchase a disc repair machine. This machine, which would replace one that stopped working shortly before I started, would allow the Library to quickly repair damaged music CDs, DVDs, and Books on CD and return them to the shelves instead of having to purchase replacement copies.

The internal grant review met in June and decided to award your Disc Repair project with 2019 funds. The funding is contingent on Council approval, which will take place this fall.

5. The Milwaukee County Federated Library System is switching to a new vendor for their telephone notification system on July 9. Wauwatosa will be participating for the first time after the switch. Patrons with email addresses on file will continue to receive notices by email when an item is on hold for them. Patrons without email addresses on file will receive an automatic phone call through MCFLS' system when items are on hold for them.
6. Department Annual Reports: As part of the 2019 budget process, the Library will be giving an annual report to the Community Affairs Committee in July or September. All City departments will be using the same template for their report; copies of this template will be available at the Board meeting.

7. Public Library System Redesign update: (From the PLSR Steering Committee):

Preliminary Model Framework

Over the past several months, members of the Public Library System Redesign Steering Committee along with the Core Recommendation Collaborators have been discussing possible structures for providing services to public libraries in Wisconsin. These discussions have been facilitated by Russell Consulting, Inc.

The preliminary results from the administrative/funding/governance discussions have led to two preliminary model frameworks now available for public comment. [Preliminary Model W](#) is based on keeping the current regional system structure with improving funding and system service standards. [Preliminary Model Y](#) would result in a 6-8 regional system model under a statewide services umbrella creating a statewide service philosophy with a more formalized regional structure.

The two potential models were selected base upon numerous factors, including adherence to the [Principles of Structure](#).

Please review the models carefully and offer your comments using this [feedback survey](#). (A [PDF version](#) is also available for review.) Comments will be accepted **June 11 – July 20**. Your feedback is crucial and all comments will be reviewed by Model Development Summit Participants.

8. Employee Anniversaries in June:

7 years	Robert Trunley, Assistant Director
1 year	Ashley Collier, Shelver
1 year	Alana Rowell, Shelver
1 year	Pete Loeffel, Director

2018 circulation statistics .xls

	May	YTD	Month 2017	2017 YTD	% Change YTD 2017	2016 YTD	%Change YTD 2016
Attendance							
Gate count divided by 2	29,000	153,964	29,472	148,326	3.80%	166,331	-7.44%
Circulation							
Total chkouts, Wauwatosa circ	57,527	312,350	61,056	323,521	-3.45%	317,900	-1.75%
Manual circ	2	5	2	35	-85.71%	12	-58.33%
Total circ	57,529	312,361	61,058	323,556	-3.46%	317,912	-1.75%
Chkouts by residence (from Crosstabs):							
Wauwatosa	34,750	185,746	35,704	187,847	-1.12%	181,387	2.40%
Milwaukee	21,202	115,203	24,073	127,841	-9.89%	127,757	-9.83%
Other	1,576	8,328	1,281	7,681	8.42%	8,948	-6.93%
% Wauwatosa	60.41%	60.06%	58.48%	58.09%	1.97%	57.02%	3.03%
Chkouts by Tosa residents of other library's materials:	10,755	56,047	10,497	55,882	0.30%	51,484	8.86%
Items circd at Tosa, owned by other libraries*	10,283	52,903	9,397	50,400	4.97%	47,136	12.23%
Items circd by Tosa residents at other libraries	4,329	23,177	4,697	24,721	-6.25%	23,285	-0.46%
Net circ of Tosa materials to other libraries' patrons	13,314	73,925	15,670	84,114	-12.11%	89,619	-17.51%
Item Chkouts at Tosa by age level:							
Adult library items	31,106	163,750	32,254	172,588	-5.12%	182,346	-10.20%
Children's library items	26,405	145,531	28,783	150,845	-3.52%	135,428	7.46%
Undefined items	16	68	19	88	-22.73%	126	-46.03%
Holds placed on materials							
Staff	1,146	6,371	1,017	5,725	11.28%	5,143	23.88%
Adults	7,219	38,763					
Children	220	1,247					
Total	8,585	46,381					
Paging slips	4,955	26,766	5,145	25,026	6.95%	24,559	8.99%
May gate count estimated							

Programs and Other Building Use Measures 2018

Facility Use	Sessions May	Attend May	Sessions YTD		Sessions month last year	Sessions YTD last year	
	Firefly Room	28		138		na	na
Conference Rooms	104		513		na	na	
Study Rooms	313		1,559		383	1,778	
Total	445	0	2,210		na	na	

Adult Programs	Sessions YTD		Attend YTD		Sessions month last year	Attend month last year	Sessions YTD last year	Attend YTD last year
		4	60	20	915	5	125	23

Children's Programs	Sessions YTD		Attend YTD		Sessions month last year	Attend month last year	Sessions YTD last year	Attend YTD last year
	School visits	12	494	34	1,520	5	220	29
Storytimes	16	758	86	4,259	16	913	80	4,558
Outreach	5	141	17	451	1	65	8	286
Self-directed Programming	2	119	14	940	2	82	12	521
Miscellaneous	2	8	21	812	5	103	23	1,282
Summer Programs	0	0	0	0	0	0	0	0
Total	37	1,520	172	7,982	29	1,383	152	7,963

	May	YTD	Prev YTD	% change
Adult computer sessions	2,607	14,024	14,843	-5.52%
Total time used, hours	2,301	12,502	13,328	-6.20%
Children's computer sessions	241	1,312	1,464	-10.38%
Total time used, hours	200	987	1,109	-11.00%
Wi-Fi Distinct Clients	2,663	13,629	13,291	2.54%

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see [Trustee Essential #7: The Library Board and Library Personnel](#)) and the board bylaws (see [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#)) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for details).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [Trustee Essential #6: Evaluating the Director](#) for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)