

LIBRARY BOARD MEETING

Gordon Granroth
Scottie Ard
Vicki Gjovik
Marla Hall
Jarell Kuney
Jeff Peplau
Patty Van Nevel

This is to inform you that there will be a Library Board meeting on **Tuesday, April 24, 2018 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 5 minutes per citizen)
5. Approve minutes from 03.27.18
6. Approve monthly expenditures
7. Financial Report
8. Discussion and Potential Vote on revisions to the Collection Development Policy
9. Discussion and Potential Vote on revisions to the Circulation Policy
10. Discussion and Potential Vote on revisions to the Damaged or Lost Materials Policy
11. Discussion and Potential Vote on revisions to the Displays/Exhibits/Petitioning Policies
12. Discussion and Potential Vote on revisions to the Public Relations Policy
13. Director's Report
14. Set date for next regular meeting
15. Communications
16. Adjourn

The C.A. Friday Memorial Library will attempt to provide accommodations to the public who wish to attend meetings, provided reasonable notice of need is given.

To request such accommodation, contact Katie Marsh at 715-243-0431.

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, March 27, 2018 4:30 p.m.

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

Trustees Attending via Phone: Peplau

Trustees Absent: Gjovik

Also Attending: Katie Marsh, Library Director; Jennifer Rickard, Reference & Information Coordinator; Jessi LaPean, Youth Services Coordinator; John Thompson, IFLS Director

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

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

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

Approve Minutes from 02.27.18: (Van Nevel/Ard) Motion to approve minutes; passed unanimously by voice.

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

Financial Report: Financial report for Signator was presented.

Library Trustee Training Presentation: John Thompson, Director of Indianhead Federated Library System, IFLS, presented an overview of Public Library Board Roles & Responsibilities.

Library Building Project Next Steps: Discussion on the feasibility study that was presented in January and our plan to move forward and continue community engagement. Many ideas were mentioned so will schedule a work session in April.

Discussion and Potential Vote on Library Overdue Reminders and Fines: Marsh presented the following report.

With the recent changes in MORE policy about lending rules and local holds priority, it might be prudent to take a look at our library's overdue reminders and fine schedules.

Overdue Reminders

Our library currently sends out three overdue reminders: the first reminder is sent 7 days after an item is due, the second is sent 14 days after the first reminder, and the third and final reminder is sent 14 days after the second reminder. Kathy Setter from MORE recommended that we update

our overdue reminders so that our first reminder is sent 7 days after the item is due, the second is sent 7 days after the first reminder, and the third and final reminder is sent 14 days after the second reminder. I would recommend a vote on updating our reminder schedule to that recommended by MORE.

Action: (Ard/Kuney): Motion to update reminder schedule to that recommended by MORE; passed unanimously by vote.

Fines

Currently, our library charges \$.15 per day for overdue books, audiobooks, magazines, Early Literacy Backpacks, Music CDs, and Traveling Tales. We charge \$1 per day for DVDs, video games, WiFi hotspots, and launchpads. We are the only library in MORE that charges \$.15 per day for books. Most libraries charge \$.10 per day. Additionally, many libraries have reduced their overdue fines for DVDs from \$1 to \$.50. This reduction is meant to reflect the fact that DVDs have become considerably less expensive in recent years. Finally, more and more nearby libraries, such as Hudson, Baldwin, Deer Park, and Hammond, have opted to go entirely fines free.

While going fines free may not be an option for us in our current situation, it may make us remarkably more attractive to patrons if we reduced the cost of our overdue fines. With the new lending rules, patrons may choose to have their holds sent to libraries with less expensive overdue fines, thereby reducing both our foot traffic and our circulation statistics.

I have discussed these issues with the staff, and I recommend a vote to reduce our overdue fines as follow:

Books, Audiobooks, Magazines, Early Literacy Backpacks, Traveling Tales, and Music CDs: I recommend a reduction from \$.15/day to \$.10/day

DVDs and Video Games: I recommend a reduction from \$1/day to \$.50/day

Action: Motion by Hall to reduce fines to \$.10/day and \$.50/day as laid out by Marsh. Second by Van Nevel. Discussion; passed unanimously by vote.

March 2018

MORE

- Kathy Setter from MORE visited the library on March 15th to meet with Jennifer and Katie. They went over the library's loan rules for various types of materials that we circulate. She will use this information to implement the changeover from Owning library rules to Lending library rules for MORE libraries. Kathy implemented these changes on March 18. We expect to be working out the kinks in the coming weeks.

Personnel

- Katie joined the staff on March 6th. She has been meeting with various stakeholders and is grateful to all of those who have helped her get her feet under her so far.
- Paula Brandt has announced her resignation from her position as Circulation Assistant. Her last day was Saturday, March 24th. Paula has been with us for nearly 4 years, and we will miss her friendly presence at the library. We wish her the very best of luck in the future. Diane Kern has been offered and has accepted the 25 hour/week Circulation Assistant vacancy. Diane's 20 hour/week Circulation Assistant position will be posted as soon as the Approval Form is signed.
- Melanie returned from FMLA leave on Monday, March 12th. Everyone has been glad to have her back.

Classes/Events

- Escape Rooms continued to be a popular draw to our teenage patrons this month. All teens who participated were able to solve all of the puzzles Jessi laid out for them.
- Paula successfully stepped in and ran Babygarten on March 12th.
- Spring Break on March 12-17 brought many children and teenagers into the library. In Jessi's absence, the Info Team stepped in and planned a number of fun programs and surprises, including a showing of the film "Ferdinand," which brought in 70 people!
- Jessi offered an Advanced Lego program to the 10yr+ homeschool group, using apps on iPads that allowed them to build programmable robots.
- We rounded out Spring Break with a visit from Daikon Cosplay, who presented their program "Characters Welcome," which invited participants to attend dressed as their favorite characters.
- The Mystery Book Club had a lively discussion about the book Speaking in Bones, by Kathy Reichs, and the Books & Brews club met at Table 65 to discuss The Identicals, by Elin Hilderbrand.
- On March 21st, Jennifer acted as the library's tech tutor, offering technology information and instruction to patrons on a walk-in basis.

Outreach

- The branded library shirts that Britta ordered have arrived and have been distributed.
- The Info Team continues to make regular visits to Grace Place in order to pick up items that have been returned there. For the most part, we have seen a slow but steady increase in popularity over the course of the month.
- Jessi attended the St. Croix County Early Childhood Inter-agency Council Musical Event, to distribute books and promote upcoming library events. Musician and event headliner Tom Pease also stopped by the library's booth and sang a song written for Read Across America day.
- Jennifer attended the Connections Business Builders group meeting to promote the library's upcoming Alzheimer's Forum and to network with local business leaders.

- In anticipation of Spring Break, Jessi visited 2 classes on March 6th and 7 classes on March 7th.

Funding

- The Friends of the Library met on March 14th, and generously voted to fund all of the library programs and materials the staff requested.
- Jennifer met with Lisa Woletz from the First National Community Bank to discuss the bank's sponsorship of several library programs and initiatives.

Statistics

- Jennifer installed new software on our Microfilm computer to track usage and also to help maintain control of the settings on that computer.

Building/Facilities

- Owing to a downed power line, the library lost power at around 10:45 a.m. on Saturday, March 10th. After waiting an hour to see if power resumed, Katie made the call to close the library to ensure the safety of staff and patrons. Normal library hours resumed the following Monday.

Set date for next meeting: Regular meeting – April 24, 2018 at 4:30 pm, Work session for Building Project, next steps – April 17, 2018 at 4:30 pm

Communications: Marsh mentioned that she will be making adjustments to the way the Board packets are put together. She welcomes feedback. Marsh also plans to begin the process of examining the library's policies to ensure they are current, accurate, and complete. She will bring suggested revisions to the attention of the Board as they arise.

Adjourn: (Ard/Hall) moved to adjourn 6:20 p.m.; passed unanimously by voice.

General Bills - March, 2018

46710	Kristy Christensen Clear Lake Public Library		\$ 17.00	Lost & Paid reimbursement
			\$ 15.00	
			\$ 32.00	
55110-220	New Richmond Utilities		\$ 657.89	
			\$ 657.89	
55110-310	Moore Imprints	8281	\$ 864.50	28 branded library shirts
			\$ 864.50	
55110-318	David Hedquist	71	\$ 17.03	Book
	Gale/Cengage Learning	63406973	\$ 86.96	
			\$ 103.99	
55110-373	Clog Un-Boggler	15612	\$ 250.00	Clean pipes - 3/8/18
			\$ 250.00	
55110-393	Indianhead Federated Library System	218136	\$ 13,932.50	Shared Services, personnel Jan-June, 2018
			\$ 13,932.50	

TOTAL \$15,840.88

Amazon statement 3/10/18

810-00-55110-315	310	315	317	318	319	373	390	
\$	100.80	\$ 15.43	\$ 9.65	\$ 59.70	\$ 5.49	\$ 162.50	\$ 99.95	\$ 10.50
		\$ 35.40	\$ 3.65		\$ 28.94	\$ 474.51		
			\$ 12.25		\$ 95.21	\$ 29.58		
			\$ 6.50		\$ 40.73	\$ (0.06)		
			\$ 12.89		\$ 93.97			
			\$ 2.59		\$ 54.18			
			\$ 10.90		\$ 103.04			
			\$ 48.62		\$ 11.84			
					\$ 120.67			

\$	100.80	\$	50.83	\$	107.05	\$	59.70	\$	554.07	\$	666.53	\$	99.95	\$	10.50
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TOTAL \$ 1,649.43

P-Card Purchases - March, 2018

Account	Pcard #	Invoice #	Amount	Subtotals	Notes
55110-310	1	Northern Business Products	271687-0	\$ 89.97	Copy paper
	1	Schwaab	B069672	\$ 75.42	4 name tags
	1	Minuteman Press	52809	\$ 37.40	250 Business cards
	1	Baker & Taylor	2033517819	\$ 18.88	32 mylar
	1	Baker & Taylor	2033510329	\$ 33.04	56 mylar
	1	Baker & Taylor	2033561840	\$ 18.88	32 mylar
	1	Baker & Taylor	2033542053	\$ 1.77	3 mylar
	1	Baker & Taylor	2033538227	\$ 9.44	16 mylar
			TOTAL	\$ 284.80	
55110-311	2	New Richmond Post Office		\$ 11.33	
			TOTAL	\$ 11.33	
55110-315	2	Walmart		\$ 14.49	Spring break week supplies
	2	Demco	6335382	\$ 558.30	SRP supplies
	3	Michaels		\$ 46.66	Spring break week supplies
	3	Fleet Farm		\$ 2.39	Little University Supplies
	3	Walmart		\$ 23.85	Spring break week supplies
			TOTAL	\$ 645.69	
55110-316	1	Baker & Taylor	2033518027	\$ 218.14	
	1	Baker & Taylor	2033551077	\$ 51.50	
			TOTAL	\$ 269.64	
55110-317	1	Baker & Taylor	B82713090	\$ 126.88	
	1	Baker & Taylor	B82885640	\$ 19.41	
	1	Baker & Taylor	B84309240	\$ 8.80	
			TOTAL	\$ 155.09	
55110-318	1	Baker & Taylor	2033517818	\$ 688.74	
	1	Baker & Taylor	2033510328	\$ 1,275.80	
	1	Reiman Books	1021	\$ 32.98	Taste of Home, Quick Cooking
	1	Gale/Cengage	63358047	\$ 67.97	
	1	Gale/Cengage	63383375	\$ 29.59	
	1	Baker & Taylor	2033561839	\$ 674.15	
	1	Baker & Taylor	2033542052	\$ 70.27	
	1	Baker & Taylor	2033538226	\$ 274.53	
			TOTAL	\$ 3,114.03	
55110-319	1	Baker & Taylor	B82713090	\$ 48.06	
	1	Baker & Taylor	B84309240	\$ 100.74	
			TOTAL	\$ 148.80	

55110-320	1	Rivistas	6882	\$	3,303.09	59 subscriptions - magazines & newspapers
	1	Rivistas	6881	\$	447.20	New York Times - 1 year
				TOTAL	\$ 3,750.29	

55110-330	2	Family Fresh		\$	24.99	Flowers
	2	Dollar Tree		\$	9.00	Cards
	2	Walmart		\$	2.88	Frame
	3	Fleet Farm		\$	4.69	Cards
				TOTAL	\$ 41.56	

55110-373	1	Northern Business Products	271687-0	\$	65.27	Paper towels
	1	Grainger	97147175836	\$	28.80	Air filter
				TOTAL	\$ 94.07	

55110-390	2	Lakeshore Learning Company	3767750318	\$	(79.98)	Supply return - Park packs
				TOTAL	\$ (79.98)	

55110-391	1	Minuteman Press	52996	\$	202.30	StoryWalk - Beyond the Pond
	1	Vernon Graphics & Promotions	2232282	\$	341.21	25 Picnic Blankets w/ logo
	2	Dollar Tree		\$	5.00	
				TOTAL	\$ 548.51	

55110-395	1	MidAmerica Business Systems	743041	\$	795.00	ScanPro 4000 service contract - 3/6/18-3/5/19
				TOTAL	\$ 795.00	

TOTAL \$9,778.83

Account summary	
55110-310	\$ 284.80
55110-311	\$ 11.33
55110-315	\$ 645.69
55110-316	\$ 269.64
55110-317	\$ 155.09
55110-318	\$ 3,114.03
55110-319	\$ 148.80
55110-320	\$ 3,750.29
55110-330	\$ 41.56
55110-373	\$ 94.07
55110-390	\$ (79.98)
55110-391	\$ 548.51
55110-395	\$ 795.00

Account Statement

Date: April 18, 2018

Account: Signator

	<u>This Period</u>	<u>Year-to-Date</u>
Beginning Account Value	\$262,649.47	\$263,162.99
Net Change in Portfolio	-\$1,693.43	-\$1,934.57
Ending Account Value	\$261,579.32	\$261,579.32

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: April 18, 2018

Subject: Discussion and Potential Vote on revisions to Collection Development Policy

Background

According to “Trustee Essentials: a Handbook for Wisconsin Public Library Trustees,” best practices are to review library policies every three years. Most of the Library’s policies do not appear to have been reviewed or revised within this time frame. I will therefore be reviewing the library’s policy manual and bringing my suggested revisions to the Library Board of Trustees for their review.

These policies with my suggested revisions will be available for review in the Board Packet. My suggestions are in **red**. Language I suggest changing, re-wording, or removing will be ~~struck through~~. Language that is the original language of the policy that I suggest leaving the same will be in black.

One additional note in regards to the Collection Development Policy: I have attached as appendices to this document foundational documents by the American Library Association. These documents support the work that libraries do to ensure equal access to diverse materials to all patrons, regardless of their life circumstances. These documents were written by the American Library Association, and are therefore not subject to review or revision. They are simply provided as references.

Action

Recommend approving the Collection Development Policy as revised by Director Marsh.

COLLECTION DEVELOPMENT POLICY

Selection and Withdrawal of Library Material

Purpose

The Carleton A. Friday Memorial Library strives to inform, enlighten, and empower every person in our community. The Library and the Library Board of Trustees uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, the Carleton A. Friday Memorial Public Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution. The Library Board endorses the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement*, and [the] *Freedom to View Statement*, and all interpretations pertinent to the selection and use of library materials. **These supporting documents can be found as appendices at the end of this policy.**

Objectives of the Collection [Collection Statement]

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The library collection taken as a whole will be an unbiased [even-handed] and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To enhance humanity and the enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community
- To encourage and enhance personal, artistic, and intellectual growth

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political, or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries [through] such [services] as interlibrary loan, electronic [delivery,] and other methods of information access, are valid and necessary ways of meeting patron needs.

Selection [Responsibility]

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Trustees. Direct selection [and removal] of library materials ~~is~~ [are] delegated to [specific] staff members ~~qualified for this duty by education, training, interest, and job classification.~~ [These recommendations are subject to review by the Director.]

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

[The Library staff utilizes a number of tools to aid in the selection of these materials.] Reviews are the major source of information about new materials. Major sources of reviews are *Booklist*, *Library Journal*, and the *New York Times Book Review*. The lack of review or an unfavorable review shall not be the sole reason for ~~selection~~ [selecting] or rejecting a title which is in demand. Consideration is, therefore, given to requests of library patrons and to books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Sites selected from the Internet and linked from the Library's homepage are subject to the same selection criteria as other materials.

The Board of Trustees recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be

selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval, or other means.

~~Gifted items are subject to the same selection criteria used for purchased materials.~~

[Gift Policy]

The Carleton A. Friday Memorial Library welcomes gifts and donations from the community. These gifts and donations become the property of the Library and undergo the same selection criteria that other items in the collection do. In cases in which donors wish to receive an acknowledgement of the donated materials, they will be asked to fill out a Donated Items Receipt Form (available at the front desk). The donor will then receive a receipt from the Library. The Library is unable to provide values for items donated. Donors are instead encouraged to consult a tax advisor and/or the IRS publication 526.

Material not utilized in the Library's collection will be transferred to the [Friends of Friday Memorial Library](#), a non-profit organization, for use in their book sales. The proceeds from the Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.]

Access [Intellectual Freedom]

The Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Constitutional Protection

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Wisconsin State Constitution.

If a court having jurisdiction over the Carleton A. [Friday] Memorial Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

Collection Review Procedure

~~The Library Board of Trustees recognizes the right of individuals to question the inclusion of materials in the library collection. The Library will give serious consideration to each patron's opinion.~~

~~Individuals questioning material in the library collection may ask Library staff about such material. The staff person in charge of the library at the time will discuss these concerns and give the patron a copy of this policy.~~

~~Individuals still questioning library materials may state their opinion in writing on a form provided by the Library. The form will be sent to the Library Director who will refer it to an appointed Materials Selection Review Committee. The Review Committee, designated on a case by case basis, will review the material in question and the patron's concern, and provide a recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy.~~

~~The Library Director will review the recommendation, make the final decision, and reply to the individual in writing. The Library Board will be informed at the next public meeting.~~

[Users who wish to comment on a resource may fill out a Request for Reconsideration Form, available as an appendix to this document, and return it to the Library Director. The receipt of the form will be acknowledged via email within 10 business days. The request will be brought before the Board at their next regular meeting. The Library Board of Trustees will make the final decision regarding the material's place in the collection. The individual who submitted the request will be notified by mail within 10 business days of the Board's decision regarding the resource in question.]

Persons still wishing to express concerns to the Board about materials in the collection shall inform the Library Director at least 72 hours in advance of a regularly scheduled Library Board meeting and will be placed on the agenda or at another time designated by the Board for public expression. The Board, after receiving testimony ~~from the public and~~ from the Library Director, will decide whether the actions taken followed library policies.

Withdrawal of Materials [Collection Maintenance]

The Board of Trustees recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy [practices] of the Library shall include the same factors as the selection policy [practices.] and is [Collection maintenance is] not intended to sanction [the] removal of library materials based upon any controversy. ~~Such materials will be deemed to have been withdrawn by the Board of Trustees.~~

Policy Review

~~This Policy for the Selection and Withdrawal of Materials will be periodically reviewed and revised or reaffirmed by the Library Board.~~

MATERIALS AND DONATIONS

~~The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of The Carleton A. Friday Memorial Library and will be placed where most appropriate. Material not utilized in the Library's collection will be transferred to the Friends of Friday Memorial Library, a non-profit organization, for use in their book sales. The proceeds from the Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.~~

PURCHASING GUIDELINES FOR AUTHORS AND PUBLISHERS

The Carleton A. Friday Memorial Library is happy to consider recently published books and other items for our collection. We receive many inquiries from authors, publishers, and publisher's representatives and have created these guidelines to help you.

The Library routinely acquires books published by commercial publishers that fit the Library's collection development plan and meet our selection criteria. We also may acquire self-published books when they include unique local content, fit the scope of the Library's collection plan and meet our selection criteria.

Having your book receive an independent, positive review in one or more the of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist and Publisher's Weekly) is the best way to bring a title to our attention. We are more likely to consider adding a self-published book to our collection if it has been reviewed in a major review journal. Paid reviews are not considered.

Unfortunately, we cannot notify you if your book is not selected because of the number of submissions we receive.

Approved: 2/26/2016

Revised: 4/24/2018

Request for Reconsideration

Name: _____ Date _____

Address: _____

Address, line 2: _____ City/State: _____

Phone Number: (____) _____

1. Do you represent yourself or are you here on behalf of another?

(Please circle one): Myself Other (please specify): _____

2. Have you read our Collection Development policy? (Please circle one):

Yes No

3. Please identify the resource you are commenting on:

Title: _____

Author: _____

Type (e.g. book, film, etc.): _____

4. Please specify the location of the content to which you object (page number, or time for audio/visual materials):

Page/Time: _____ I object to the entire resource (check): _____

5. Have you read/watched the resource? (Please circle one):

Yes, all of it

Yes, some of it

No, none of it

(Please see reverse of this form)

6. What brought this resource to your attention?

7. What concerns you about this resource? (Please feel free to ask for more paper)

Please return this form to the staff member at the front desk. The selection and deselection of library materials is at the discretion of the Carleton A. Friday Memorial Library Board of Trustees and the Library Director. Your request will be brought before the Board at their next regular meeting. You will be notified by mail within 10 business days of the Board's decision regarding this resource. Once a decision has been made, you may request a private conversation with the Library Director regarding the Board's decision. Thank you for your feedback.

This form was received by _____ on this date and time: _____

Librarian Signature _____

Patron Signature _____

American Library Association

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.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

American Library Association

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

American Library Association

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

American Library Association

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Note

1. See *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium.. And ‘the basic principles of freedom of speech . . . do not vary’ with a new and different communication medium.”
2. See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; and July 1, 2014.

American Library Association

Equity, Diversity, Inclusion

An Interpretation of the Library Bill of Rights

The American Library Association affirms that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

"Equity" takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

"Diversity" can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

"Inclusion" means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

To ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Governing bodies should also reflect the community. Library spaces, programs, and collections should accommodate the needs of every user.

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, age, background, or views of those contributing to their creation.

Library collections, in a variety of material formats, should include a full range of viewpoints and experiences, serving the needs of all members of the community. Historically, diverse authors and viewpoints have not been equitably represented in the output of many mainstream publishers and other producers. It may require extra effort to locate, review, and acquire those materials.

Therefore, libraries should seek out alternative, small press, independent, and self-published content in a variety of formats. Libraries may benefit from cooperative arrangements and other partnerships to share in the work of locating and acquiring diverse materials. Interlibrary loan may complement but not substitute for the development of diverse local collections.

All materials, including databases and other electronic content, should be made accessible for people who use adaptive or assistive technology.

To provide equitable and inclusive access, libraries must work closely with diverse communities to understand their needs and aspirations, so that the library can respond appropriately with collections and services to meet those needs. All community members will feel truly welcomed and included when they see themselves reflected in collections that speak to their cultures and life experiences.

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.

Beyond merely avoiding the exclusion of materials representing unorthodox or unpopular ideas, libraries should proactively seek to include an abundance of resources and programming representing the greatest possible diversity of genres, ideas, and expressions. A full commitment to equity, diversity, and inclusion requires that library collections and programming reflect the broad range of viewpoints and cultures that exist in our world. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.¹

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

By challenging censorship, libraries foster an inclusive environment where all voices have the opportunity to be heard. Inclusive materials, programs, and services may not be universally popular, but it is the library's responsibility to provide access to all points of view, not just prevailing opinions. Libraries should prepare themselves to deal with challenges by adopting appropriate policies and procedures. Libraries should respectfully consider community objections and complaints, but should not allow controversy alone to dictate policy.

Governing bodies, administrators, and library workers must discourage self-censorship. Fears and biases may suppress diverse voices in collections, programming, and all aspects of library services.² Libraries should counter censorship by practicing inclusion.

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

American society has always encompassed people of diverse origin, age, background, and views. The constitutional principles of free expression and free access to ideas recognize and affirm this diversity. Any attempt to limit free expression or restrict access to ideas threatens the core American values of equity, diversity, and inclusion.

Libraries should establish and maintain strong ties to organizations that advocate for the rights of socially excluded, marginalized, and underrepresented people. Libraries should act in solidarity with all groups or individuals resisting attempts to abridge the rights 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.

In the Library Bill of Rights and all of its Interpretations and supporting documents, the principle of inclusion is clear and unambiguous.

"Origin" encompasses all of the characteristics of individuals that are inherent in the circumstances of their birth.

"Age" encompasses all of the characteristics of individuals that are inherent in their levels of development and maturity.

"Background" encompasses all of the characteristics of individuals that are a result of their life experiences.

"Views" encompass all of the opinions and beliefs held and expressed by individuals.

Libraries should regularly review their policies with the goal of advancing equity of access to the library's collections and services. Identification requirements, overdue charges and fees, or deposits for service are examples of traditional approaches that may exclude some members of the community.³

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.

Libraries should not merely be neutral places for people to share information, but should actively encourage socially excluded, marginalized, and underrepresented people to fully participate in community debates and discussions.

Libraries should welcome diverse content in their exhibit spaces and diverse ideas, individuals, and groups in their meeting rooms, even if some members of the community may object or be offended.⁴

Conclusion

To uphold the Library Bill of Rights and serve the entire community, governing bodies, administrators, and library workers should embrace equity, diversity, and inclusion.

1. ["Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights,"](#) Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000
2. ["Diversity in Collection Development: An Interpretation of the Library Bill of Rights,"](#) Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014
3. ["Economic Barriers to Information Access: An Interpretation to the Library Bill of Rights,"](#) Adopted June 30, 1993, by the ALA Council
4. ["Meeting Rooms: An Interpretation of the Library Bill of Rights,"](#) Adopted July 2, 1991, by the ALA Council

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: April 18, 2018

Subject: Discussion and Potential Vote on revisions to Circulation Policy

Background

According to "Trustee Essentials: a Handbook for Wisconsin Public Library Trustees," best practices are to review library policies every three years. Most of the Library's policies do not appear to have been reviewed or revised within this time frame. I will therefore be reviewing the library's policy manual and bringing my suggested revisions to the Library Board of Trustees for their review.

These policies with my suggested revisions will be available for review in the Board Packet. My suggestions are in red. Language I suggest changing, re-wording, or removing will be ~~struck through~~. Language that is the original language of the policy that I suggest leaving the same will be in black.

Action

Recommend approving the Circulation Policy as revised by Director Marsh.

Circulation Policy

Library Cards

[The] Carleton A. Friday Memorial Library issues a library card without charge to any resident living within the state of Wisconsin. ~~Out of state borrowers will be charged a \$10.00 non-refundable fee per individual at the time of application.~~

Applicants must present proper identification and proof of address when they register. Children under the age of 14 [18] years must have a parent/guardian sign for them.

~~Library cards will not be issued or renewed for patrons with outstanding overdue materials. Patrons must clear their accounts in full before being issued a new card.~~

All library cards expire one year from the date of issue, and will be renewed on an annual basis. Cardholders will be asked to update their patron record (name, address, telephone) before the card is renewed.

Lost ~~or stolen~~ cards will be replaced for a \$1.00 fee. [Stolen cards or cards worn out from repeated use will be replaced at no charge. Staff may also choose to waive the \$1.00 fee at their discretion.]

Confidentiality of Circulation Records

Library records are confidential. ~~Carleton A. Friday Memorial~~ Library records ~~on~~ [for] individual users are for the sole purpose of protecting public property.

No library records shall be made available to the public, press, or [a] governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law. The Library Director will resist such process, order, or subpoena until there is a proper show of good cause. Any costs incurred by the library in any search of records shall be charged to the agency demanding such search.

If approached to give information on library records, the requestor will be referred to the Library Director.

Loan Periods

- ~~Overnight Loan (due at opening time the following day)~~

- ~~1. Selected references books at the discretion of the supervisor.~~
- **3 Day Loan**
 1. **Lucky Day DVDs**
- ~~48-hour Loan~~
 1. ~~Sunday New York Times newspaper and the Wall Street Journal (older issues only)~~
 2. ~~Projectors (slide, 16mm, 8mm, video projector.) Time is flexible for these items.~~
 - i. ~~\$10.00 deposit required for the slide, 16mm, and 8mm projectors.~~
 - ii. ~~\$5.00 deposit required for the projection screen and audio tape players.~~
 - iii. ~~\$25.00 deposit required for the TV/VCR and video projectors.~~
- **7 day Loan**
 1. ~~CD-ROM software~~
 2. ~~Audiocassette tape player. Time is flexible for this item.~~
 3. ~~Holiday collections/Season materials~~
 4. ~~Magazines and newspapers, excluding current issues. (3 weeks) (No check out of the News.)~~
 5. ~~Videocassettes.~~
 6. **DVDs**
 7. **Launchpads**
 8. **Lucky Day Books**
 9. **Wii and Xbox Games**
- **14-Day Loan**
 1. ~~New purchases (14-day yellow label)~~
 2. **Multi-disc DVD sets**
 3. **New Adult Books**
 4. **New Music CDs**
 5. **Park Packs**
 6. **WiFi Hotspots**
- **21-Day Loan**
 1. ~~Majority of the adult and juvenile book collections.~~
 2. ~~Sound recordings (music audiocassettes, books on tape, records, music CDs. This includes juvenile audiocassette and book sets.)~~
 3. **Books**
 4. **Books on CD**
 5. **Early Literacy Backpacks**

6. Magazines
 7. Music CDs
 8. Traveling Tales
- **Variable Loan Periods**
 1. **Projectors**
 - i. **\$100.00 deposit required to borrow**
 2. **Audiocassette player**
 3. **Select reference materials**
 - i. **At the discretion of a supervisor**
 - Materials that are already checked out may be reserved.
 - Renewals
 1. Items not on reserve may be renewed. Materials checked out to a customer may be renewed two times in sequence, if no other customer has placed a Reserve/Hold on that item.
 2. If an item is reserved, it is not available for renewal by the current borrower.
 3. **Items belonging to the Carleton A. Friday Memorial Library may be renewed a third time at the discretion of the Library Staff.**
 4. **No third renewal is allowed for materials belonging to another library.**
 - **Patrons are allowed to have 100 items checked out to them at any one time.**
 - **Patrons are encouraged to bring their library card with them. However, patrons may check items out with an ID in the event that they do not have their library card with them.**
 - ~~Number of items per visit per patron.~~
 1. ~~Patron with a card—no limit on the number of items. **(Exception: individuals who have messages in the computer about ongoing overdue problems.**~~
 2. ~~New card applicants—TWO ITEMS. When the new applicant returns the two items, he/she may begin normal borrowing privileges.~~
 3. ~~Patrons who do not bring a card may not be allowed to check out materials. The library will hold materials for a patron who has forgotten their card for a period of 24 hours~~

Fines

Fines are charged on a per day basis for overdue library materials owned by the Carleton A. Friday Memorial Library. **[Fines accrue at the following rates:**

- \$.10 per day: Books, Audiobooks, Early Literacy Backpacks, Magazines, Music CDs, Traveling Tales
- \$.50 per day: DVDs, Lucky Day Books, Wii and Xbox Games
- \$1.00 per day: Launchpads, Lucky Day DVDs
- Park Packs, WiFi Hotspots]

~~Overdue DVDs and videocassettes incur fines of \$1.00 per item per day. All other materials incur fines of \$.10 per item per day. There is a maximum fine of \$5.00 per item. Fines may be charged for overdue materials owned by other MORE libraries, in accordance with the policies of the owning library.~~

~~Patrons with fines or item replacement charges totaling \$10.00 or more will be asked to reduce the amount owe~~

~~[Fines are not charged for materials borrowed from the Carleton A. Friday Memorial Library collection. Fines are charged for overdue materials borrowed from other libraries through interlibrary loan if the lending library sends a bill to Friday Memorial Library.]~~

~~[Patrons with outstanding Interlibrary Loan fines or book replacement charges totaling \$15.00 or more will be asked to clear their records before being allowed to check out more materials.]~~

~~Outdoor book drops at curbside on First Street and in the library entry door are available for convenience in returning library materials during hours when the library is not open. Use of the book drops does not cancel fines. Books on tape, videos, and other sound recordings should be returned in the library entry door book drop when the library is not open.~~

Damaged or Lost Materials

Patrons are responsible for all materials checked out on their card, and are liable for any losses or damages that may occur to library materials. The librarian will notify the patron of payment due for the replacement or repair of the lost or damaged item.

A reprocessing charge of \$5.00 will be charged for lost materials in addition to the actual cost of the item. If the item is found within 90 [60] days of payment, the library will refund the cost of the item, but not the reprocessing charge.

[The following is added from the Damaged or Lost Materials Policy:]

Library materials are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

1. Liquid damage
2. Torn covers or pages
3. Marked or underlined pages
4. Torn binding
5. Missing or damaged audiovisual materials

Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to items checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged materials.

~~All replacement items will be purchased by the C. A. Friday Memorial Public Library. Due to the nature and costs of processing, the library will not accept outside replacements. Exceptions may be permitted by authorized Collection Development selectors.~~

[Replacements for damaged items will be purchased by the Carleton A. Friday Memorial Library. The Library may accept outside replacement items on a case by case basis. This decision is left to the discretion of the Selector for that area of the collection.]

If the item that was lost and paid for is found and returned to the library in good condition within ~~sixty (60)~~ [60] days from the date of payment, money paid for the lost item will be reimbursed minus the \$5.00 processing fee provided a receipt is shown by the patron or library records show proof of payment.

Appeal of library charges

Patrons who feel they have been charged unfairly or incorrectly will be asked to fill out an appeal of library charges form. A staff member will make a decision on the appeal and notify the patron by phone or in writing. If the patron is not satisfied, he or she may appeal the decision to the library director and ultimately to the Library Board of Trustees if necessary.

~~Adopted October 28, 2014 by the C.A. Friday Memorial Library Board of Trustees~~

Approved: 10/28/2014

Revised: 04/24/2018

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: April 18, 2018

Subject: Discussion and Potential Vote on revisions to Damaged or Lost Materials Policy

Background

According to "Trustee Essentials: a Handbook for Wisconsin Public Library Trustees," best practices are to review library policies every three years. Most of the Library's policies do not appear to have been reviewed or revised within this time frame. I will therefore be reviewing the library's policy manual and bringing my suggested revisions to the Library Board of Trustees for their review.

These policies with my suggested revisions will be available for review in the Board Packet. My suggestions are in red. Language I suggest changing, re-wording, or removing will be ~~struck through~~. Language that is the original language of the policy that I suggest leaving the same will be in black.

Action

Recommend absorbing the Damaged or Lost Materials Policy into the Circulation Policy.

[I recommend that this policy be combined with the Circulation Policy]

CIRCULATION POLICY

Damaged or Lost Materials

Patrons are responsible for all materials checked out on their card, and are liable for any losses or damages that may occur to library materials plus a non-refundable \$5.00 processing fee per item. A notice of these charges will be sent to the borrower.

Library materials are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

1. Liquid damage
2. Torn covers or pages
3. Marked or underlined pages
4. Torn binding
5. Missing or damaged audiovisual materials

Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to items checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged materials.

All replacement items will be purchased by the C.A. Friday Memorial Public Library. Due to the nature and costs of processing, the library will not accept outside replacements. Exceptions may be permitted by authorized Collection Development selectors.

If the item that was lost and paid for is found and returned to the library in good condition within sixty (60) days from the date of payment, money paid for the lost item will be reimbursed minus the \$5.00 processing fee provided a receipt is shown by the patron or library records show proof of payment.

Appeal of library charges

Patrons who feel they have been charged unfairly or incorrectly will be asked to fill out an appeal of library charges form. A staff member will make a decision on the appeal and notify the patron by phone or in writing. If the patron is not satisfied, he or she may appeal the decision to the library director and ultimately to the Library Board of Trustees if necessary.

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: April 18, 2018

Subject: Discussion and Potential Vote on revisions to Displays/Exhibits/Petitioning Policies

Background

According to “Trustee Essentials: a Handbook for Wisconsin Public Library Trustees,” best practices are to review library policies every three years. Most of the Library’s policies do not appear to have been reviewed or revised within this time frame. I will therefore be reviewing the library’s policy manual and bringing my suggested revisions to the Library Board of Trustees for their review.

These policies with my suggested revisions will be available for review in the Board Packet. My suggestions are in red. Language I suggest changing, re-wording, or removing will be ~~struck through~~. Language that is the original language of the policy that I suggest leaving the same will be in black.

Action

Recommend approving the changes to the Displays/Exhibits/Petitioning Policies as revised by Director Marsh.

~~DISPLAYS/EXHIBITS/PETITIONING~~ [Displays, Exhibits, and Petitioning] POLICIES

In the spirit of community partnerships, [the] Carleton A. Friday Memorial Library provides designated space on a public bulletin board for announcements and notices of local community events. In addition to the public bulletin board, a designated display area is available for distribution of free handouts, notices, and other materials which may be of interest to the community. Though the library may be providing space for a display or exhibit, this does not indicate that the library endorses the position promoted. All information that complies with the ~~Displays/Exhibits/Petitioning~~ [Displays, Exhibits, and Petitioning] Policies set forth in this document will be posted as space is available.

Displays/Exhibit/Handouts—Public

The following will [guidelines should be followed in order for items to] be considered for display:

- Items for posting should be delivered to the Reference Desk.
- All postings must be approved, posted, and removed by designated library staff and are subject to available space.
- Items posted without authorization will be removed and discarded.
- If space is limited, library staff reserves the right to select the timeliest postings with the widest appeal.
- Community newsletters, magazines, newspapers and other publications distributed free of charge containing information of local interest may be placed in the display area after designated staff approval and as space allows.
- Postings must be of reasonable size in relation to the space available.
- The appearance and content of the posting must be suitable for display in a public service area.
- All postings must identify the organization including name, address and telephone number or email.
- Event postings must be for events open to the public.
- The library is unable to make arrangements for any postings to be returned.
- [All displays and exhibits must be latex-free. No balloons, gloves, band aids, or other materials containing latex will be permitted inside the library.]

The following will not be displayed:

- Postings of advertisements by for-profit organizations.
- Postings which promote political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.

- Postings which advocate a position on a public issue.
- Postings which publicize ongoing programs or series of programs, except those of tax-supported institutions.
- Postings of events not open to the general public.
- Requests for study participants for medical or other research
- Direct requests for contributions not associated with an event unless it is library-sponsored
- Legal notices
- Notices of merchandise or services for sale
- Rental announcements
- Lost pets

Workforce Resources Bulletin Board

Items for posting should be delivered to the Reference Desk and will ~~have~~ [receive] the same considerations as other [materials for] bulletin boards and display areas. ~~In addition to those policies, other considerations will be~~ [Additional guidelines]:

- Priority will be given to tax-supported workforce agencies, and non-profit job seeking resources.
- No business cards will be allowed
- Job fair information will be considered if space allows.

Adopted June 24, 2014 by the C.A. Friday Memorial Library Board of Trustees

~~DISPLAYS/EXHIBITS/PETITIONING POLICIES (CONTINUED)~~

~~Displays/Exhibits—Staff~~ [Staff Displays and Exhibits]

Any display created by an employee of the Library will be considered a staff display and not a public display. Staff may create displays of library materials to encourage the use of the informational resources of the Library, to promote Library events, and to promote a positive view of the Library in the community.

Petitioning In the Library

It is the policy of [the] Carleton A. Friday Memorial Library that petitioning, solicitation, distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public other than [the] Carleton A. Friday Memorial Library and Friends of the Friday Memorial Library are not allowed in libraries. Exceptions may be made for specific City Department or County projects with express approval of the Library Director.

Petitioning On Library Grounds

Groups or individuals who wish to petition, solicit, canvass or distribute literature to the public on library sidewalks, or other grounds surrounding the library building, may do so if they have the approval of the City of New Richmond and do not impede access by the public to the building or interfere with the use of the building.

~~Adopted June 24, 2014 by the C.A. Friday Memorial Library Board of Trustees~~

[Approved: 06/24/2014

Revised: 04/24/2018]

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: April 18, 2018

Subject: Discussion and Potential Vote on revisions to Public Relations Policy

Background

According to "Trustee Essentials: a Handbook for Wisconsin Public Library Trustees," best practices are to review library policies every three years. Most of the Library's policies do not appear to have been reviewed or revised within this time frame. I will therefore be reviewing the library's policy manual and bringing my suggested revisions to the Library Board of Trustees for their review.

These policies with my suggested revisions will be available for review in the Board Packet. My suggestions are in red. Language I suggest changing, re-wording, or removing will be ~~struck through~~. Language that is the original language of the policy that I suggest leaving the same will be in black.

Action

Recommend retiring this policy.

[I recommend retiring this policy. It primarily consists of definitions and does not serve a clear purpose in guiding the operations of the library or providing directives to staff.]

Public Relations Policy

Public relations goals of Carleton A. Friday Memorial Library are: to promote a good understanding of the library's objectives and services by governing officials, by civic leaders, and by the general public; and to promote active participation in the varied services offered by the library to people of all ages.

The board recognizes that public relations involves every person who has a connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

Programs

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an information, entertaining, or cultural experience.

Programming includes, but is not limited to, storytimes, films and activities on early-out school days, Summer Library Program for children, speakers for young adults, and book or author discussion groups for adults.

Materials to be used by press, radio, or television will be pre-approved by the director.

Adopted February 26, 1998 by the C.A. Friday Memorial Library Board of Trustees

Director's Report

April 2018

MORE

- MORE made the switch from owning library to lending library rules on Thursday, April 12th. The old method (owning library rules) was that the library that owned the item decided the loan periods and fine rates for that item, regardless of where it was checked out. The new method (lending library rules) states that the library where an item is checked out determines the loan period and fine rates, regardless of what library owns the item. Owning library rules will apply to anything checked out on or before April 11th, and lending library rules will apply to anything checked out on or after April 12th. Patrons do not need to do anything differently.
- May 7th is the tentative date set for the system wide switch to local priority for holds.

Personnel

- We are still in the process of filling the Circulation Assistant vacancy. We extended the application period, owing to lack of a sufficient number of applications, and are now sorting through 35 applicants! We hope to begin the interview process soon.

Classes/Events

- Without a doubt, the busiest week for the month of April was National Library Week. 3,068 patrons visited us during the week to spin the Prize Wheel, enter a raffle, enjoy goodies, attend Friday's money-themed storytime featuring a visit from Hoot from First National Bank, or to breathe new life into old books and magazines during the Altered Bookshop program. The staff worked their hearts out to make patrons feel wanted and welcome, and it really showed.
- Britta met with 5 patrons at Table 65 on April 12th to facilitate a discussion of "Hillbilly Elegy," by J.D. Vance. The group had a good discussion about poverty in America.

Outreach

- Two communities have reached out to Jessi for information on the StoryWalk. It appears that it has drawn the eye of nearby communities, and Jessi shared information on how we do what we do.

- Mayor Fred approved of the student-drawn caricature that will be used to promote the Mayor Fred Reading Challenge during the Summer Reading Program.
- Katie has joined the Rotary in order to promote the library out in the community. She expects to be inducted soon.
- Jessi has been invited to join the Kiwanis. The cost for a yearly membership is \$360. We feel that this would be an excellent opportunity to make connections in the community, and well worth the cost.

Funding

- Jessi has been doing a great deal of outreach in the community to request funding, donations, and support for the Summer Reading Program. She has put a lot of time and effort into building these connections, and it looks like her work is paying off.
- We made the switch from our old fine rules to our reduced overdue fines on the first day of National Library Week. We have been promoting this change through our Facebook page, website, and word-of-mouth with patrons.

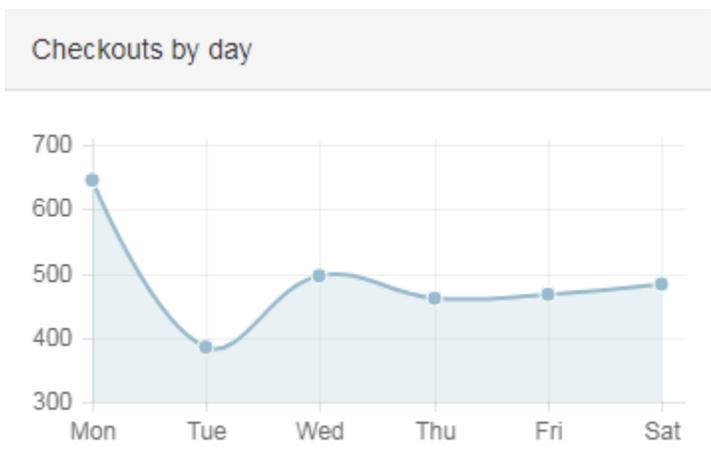
Building/Facilities

- Badgernet is going to be installing new fiber for our Internet connection here in the library. They expect the work to be completed by June 8th.

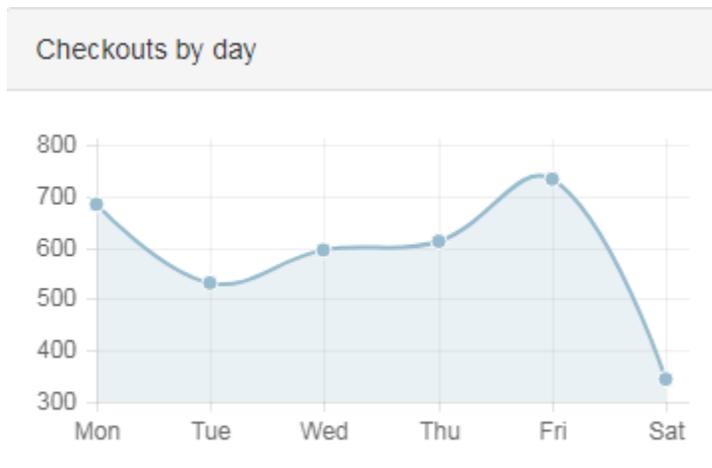


Selected Statistics

National Library Week



Checkouts April 2 – April 7



Checkouts April 9 – April 14

