# PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, December 12, 2023, at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

==**THIS MEETING IS SCHEDULED TO TAKE PLACE IN PERSON AND VIRTUALLY**==

To join via Zoom:

https://us06web.zoom.us/j/82058182459?pwd=bmw0bVJCN0dXRGp4YjZESDAzcTRFQT09
Meeting ID: 820 5818 2459          ==Passcode: 884477==

**TAKE NOTICE** that the Library Board will meet on the **12th** day of December 2023 at 6:00 PM, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll call
2. Persons Desiring to be Heard (3-minute limit per person)
3. Consideration of minutes
4. Trustee Education
5. Communications – please refer to the Directors Report for additional items of note.
    5.1. Fired Up To Read program [Goal #3: Community]
    5.2. OAK Box Presentation and Discussion: January 4, 2024 [Goal #3: Community]
    5.3. Quarterly / Year End Budget Review
    5.4. Other communications
6. Consent Agenda N*ote:  Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.*
    6.1. Current Financial Report
    6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resource]
    6.3. Current Program & Activity Report [Goal #3: Community]
    6.4. Current PC Usage Report [Goal #4: TechPlanning]
    6.5. Current Director's Report
7. Unfinished Business
8. New Business
    8.1. Discussion and possible approval of 2024 Business Meeting Plan
    8.2. Discussion and possible approval of the Technology Maintenance Plan [Goal #4: TechPlanning]
    8.3. Discussion and possible approval of update to Circulation Policy [Goal #1: Resource, Goal #2: Staff]
    8.4. Discussion and possible approval of Policy Review Schedule
9. Next meeting: **February** 13, 2023 (January meeting cancelled; Board will meet for an informational session on January 4th.)
10. Adjournment

Dated: December 6, 2023

Genavieve Danes                                              Charlene M Benjamin
Director                                                            President

## List of documents

| Agenda Item | Meeting Packet Page Number | Relevant Document(s) |
|---|---|---|
| | 1 | Agenda |
| | 2 | List of Documents |
| 3 | 3-5 | Last Month's Meeting Minutes |
| 5.2 | 6 | OAK Box |
| 5.3 | See 6.1 | Quarterly / Year End Budget Review |
| 6.1 | 7-8 | Current Financial Report |
| 6.2 | 9 | Current Circulation and Use & Hoople Costs |
| 6.3 | 10-12 | Current Program & Activity Report |
| 6.4 | 13 | Current PC Usage Report |
| 6.5 | 14-15 | Director's Report |
| 8.1 | 16-18 | 2024 Business Meeting Plan |
| 8.2 | 19-25 | Technology Maintenance Plan |
| 8.3 | 26-28 | Circulation Policy |
| 8.4 | 29 | Policy Review Calendar |

**Minutes of Butler Public Library Board Meeting - November 13, 2023**
**Minutes not formally accepted until next meeting on December 12**
**Meeting was called to order by president Charlene Benjamin at 6:00 pm**

## 1. Roll call

Present: Charlene Benjamin, Michael Bates, Laura Meyer, Karl DeBelack, Robert L. Kraus, Genavieve Danes, Liz Glaser, Bob Gundrum

Guests: Pat Tiarks, Carol Zuba

## 2. Persons Desiring to be Heard (3-minute limit per person)

Bob: extended thanks to the Board for joining, and is looking forward to getting back to library board business.

## 3. Consideration of minutes October 10, 2023

Michael Bates motioned to approve minutes, Liz Glaser seconded.
No discussion or corrections. Approved unanimously.

## 4. Trustee Education

n/a

## 5. Communications – please refer to the Directors Report for additional items of note.

*5.1. Welcome Bob Gundrum* see above

*5.2. Quarterly Technology Review: Technology Maintenance Plan [Goal #1: Resource] (Deferred to December)*

### 5.3. Fund-Raising Update [Goal #1: Resource]

Friends of the Butler Library will be sending out a year-end thank-you letter for community support, which will also act as a request for additional funds. Genavieve mentioned that recent fundraising efforts allowed for the purchase of Tonie boxes, a microscope set, jumbo games, a Bluetooth adapter, a better speaker setup for movie night, and miscellaneous processing costs. A video of how to use the Tonie box is being made to include on the library Facebook page.

### 5.4. Policy Updates – Progress Report

Updates have been made to Patron Conduct and Unattended Children policies. Text of current policies are in process of being updated on the Library website.

### 5.5. Other communications

n/a

## 6. Consent Agenda Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.

Robert Kraus motioned to approve the consent agenda, Karl DeBelack Glaser seconded. No discussion or corrections. Approved unanimously.

### 6.1. Current Financial Report

### 6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resources]

### 6.3. Current Program & Activity Report [Goal #3: Community]

### 6.4. Current PC Usage Report [Goal #4: TechPlanning]

### 6.5. Current Director's Report

## 7. Unfinished Business

**8. New Business**

    *8.1. Discussion and Possible Approval of the updated Patron Conduct Policy [Goal #1: Resource]*

    Michael Bates made motion to approve changes to Patron Conduct policy, Liz Glaser seconded. After some discussion on Patron Conducts, the motion was approved unanimously.

    *8.2. Discussion and Possible Approval of the Unattended Children Policy [Goal #1: Resource]*

    Karl Debelack made motion to approve changes to Unattended Children policy, Bob Gundrum seconded. No discussion, and the motion was approved unanimously.

    *8.3. Discussion and Possible Approval of Staff Performance Recognition 2023 [Goal #2: Staff]*

    Genavieve presented plans for holiday pay and gifts for staff recognition. Robert Kraus made motion to approve proposed staff performance recognition, Michael Bates seconded. No discussion, and the motion was approved unanimously

    *8.4. Discussion and Possible Approval of the 2024 Holiday Schedule [Goal #3: Community]*

    Proposed calendar was presented by Genavieve; and Board recommended revisions to Christmas holiday dates. Michael Bates made motion to approval calendar pending the recommended revisions, Liz Glaser seconded. No further discussion. Approved unanimously.

    *8.5. Discussion and Possible Approval of the Annual Addendum*

    Motion made by Robert Kraus to approval addendum, Michael Bates seconded. Approved unanimously.

**9. Next meeting: December 12, 2023**

**10. Adjournment**

    Motion made by Michael Bates to adjourn, Bob Gundrum seconded. Approved unanimously. Adjourned at 6:42 pm

# OVERDOSE AID KIT

# O.A.K.

## *The Roots of Recovery*

## Opioid Crisis in Wisconsin

Over the last year, synthetic opioids, primarily fentanyl, were identified in 87% of opioid overdose deaths in Waukesha County and 73% of all drug overdose deaths in Wisconsin.

The sharp increase in overdose deaths is not only impacting those who use opioids. Cocaine deaths involving synthetic opioids increased by 134% from 2019 (182) to 2021 (426), and it is estimated that as many as 40% of counterfeit pills contain enough fentanyl to be lethal.

## What is Naloxone?

- A medication used to reverse the effects of an opioid overdose
- It is safe for all, including children, pregnant women, and pets
- Has no effect on someone who has not taken opioids
- Has no potential for abuse
- Has minimal to no side effects
- Wears off in 30-90 minutes

## What are Overdose Aid Kits?

**Overdose Aid Kits (OAKs) are boxes that contain:**

- Naloxone nasal spray (brand name NARCAN®)
- A breathing mask and gloves
- Drug administration instructions
- Fentanyl testing strips
- Information about resources for treatment and recovery support
- Waukesha County partner information
- SAMSHA hotline information

## Save Lives! Host an OAK Box!
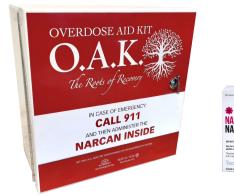
### PARTNERS WANTED:

- Local Businesses
- Nonprofits
- Schools
- Government Agencies
- Law Enforcement

### REQUEST AN OAK BOX:

**Waukesha County Health & Human Services**

- (262) 896-8061
- overdoseprevention@waukeshacounty.gov

SERVE YOU Rx

Start Healing Now

WAUKESHA COUNTY
HEALTH & HUMAN SERVICES

## 2023 Library Budget Tracking Sheet

| Projected Revenue | | | Print Date | | Current Balance (Actual Revenue - Actual Expenses) |
|---|---|---|---|---|---|
| General Property Taxes | $ 96,347.00 | | 12/6/2023 | | $ 11,528.38 |
| Planned Lib. Revenue | $ 20,689.00 | | | | |
| **Total** | $117,036.00 | | | | |

| Actual Revenue | | | | | Total of Actual Expenses |
|---|---|---|---|---|---|
| General Property Taxes | $ 96,347.00 | | | | $110,099.27 |
| Library Revenue | $ 25,280.65 | | | | |
| **Total** | $121,627.65 | | | | |

**Actual Expenses**

| Library Salaries & Wages | Projected | Planned | Actual | Balance | Used |
|---|---|---|---|---|---|
| 55100-50110 Library Salaries & Wages | $ 68,606.00 | | $ 60,492.74 | $ 8,113.26 | 88% |
| 55100-50120 FICA | $ 5,245.00 | | $ 4,627.72 | $ 617.28 | 88% |
| 55100-50123 Retirement Contribution | $ 2,764.00 | | $ 2,630.09 | $ 133.91 | 95% |
| 55100-50124 Group Life Insurance Premium | $ 50.00 | | $ 27.52 | $ 22.48 | 55% |
| **Subtotal** | $ 76,665.00 | | $ 67,778.07 | $ 8,886.93 | |

| Library Administration | Projected | Planned | Actual | Balance | |
|---|---|---|---|---|---|
| 55200-50126 Travel/ Training | $ 1,080.00 | | $ 382.50 | $ 697.50 | 35% |
| 55200-50127 Membership Dues | $ 54.00 | | $ 56.00 | $ (2.00) | 104% |
| 55200-50134 Utilities | $ 7,600.00 | $ 740.00 | $ 4,971.87 | $ 2,628.13 | 65% |
| 55200-50135 Telephone/ Internet | $ 2,280.00 | $ 99.00 | $ 2,290.41 | $ (10.41) | 100% |
| 55200-50136 Office Supplies | $ 850.00 | | $ 812.91 | $ 37.09 | 96% |
| 55200-50137 Postage | $ 50.00 | | $ 33.20 | $ 16.80 | 66% |
| **Subtotal** | $ 11,914.00 | | $ 8,546.89 | $ 3,367.11 | |

**Library Revenue**

| Source | Projected | Over/(Under) | Actual | |
|---|---|---|---|---|
| 40320 Donations & Book Sales | $ 900.00 | $ 1,961.89 | $ 2,861.89 | 318% |
| 40320 Friends Reimbursement | $ 1,500.00 | $ 28.58 | $ 1,528.58 | 102% |
| 48910 Printing/Copies | $ 2,765.00 | $ (795.34) | $ 1,969.66 | 71% |
| 48910 Replacement Cards | $ 20.00 | $ 5.00 | $ 25.00 | 125% |
| 48910 MKE Cards | $ 320.00 | $ 240.00 | $ 560.00 | 175% |
| 48920 Fines/ Replacement Costs | $ 1,200.00 | $ 82.87 | $ 1,282.87 | 107% |
| 49000 Intergov'tal Revenue | $ 15,184.00 | $ (131.35) | $ 15,052.65 | 99% |
| 49000 Grants Awarded | $ - | $ 2,000.00 | $ 2,000.00 | |
| **Subtotal** | $ 21,889.00 | | $ 25,280.65 | |

| Library Eq & Maint. | Projected | Planned | Actual | Balance | | |
|---|---|---|---|---|---|---|
| 55300-50162 Contracted Service | $ 9,000.00 | $1,440.00 | $ 7,709.20 | $ 1,290.80 | 86% | |
| 55300-50163 Technology Maintenance | $ 2,000.00 | $ - | $ 1,954.06 | $ 45.94 | 98% | |
| 55300-50164 Computer/ Equipment Maintenance | $ 100.00 | | $ 14.97 | $ 85.03 | 15% | |
| 55300-50165 Copier Maintenance | $ 650.00 | | $ 312.41 | $ 337.59 | 48% | |
| 55300-50166 Material Processing/ Repair | $ 850.00 | | $ 2,753.47 | $ (1,903.47) | 324% | actual spent 1,253.41 |
| 55300-50167 Housekeeping supplies | $ 100.00 | | $ 2,359.34 | $ (2,259.34) | 2359% | actual spent 112.10 |
| **Subtotal** | **$ 12,700.00** | | **$ 15,103.45** | **$ (2,403.45)** | | |

| Library Prgms & Svcs | Projected | Planned | Actual | Balance | | |
|---|---|---|---|---|---|---|
| 55400-50168 E-Book Contribution | $ 678.00 | | $ 674.00 | $ 4.00 | 99% | |
| 55400-50169 Shared Databases/ Licenses | $ 671.00 | $ 30.00 | $ 533.26 | $ 137.74 | 79% | **Actual** |
| 55400-50172 Patron Programs | $ 300.00 | | $ 2,360.75 | $ (2,060.75) | | Patron Programs (Reimbursable) $ 345.15 |
| 55400-50179 Café Member Charges | $ 4,366.00 | | $ 4,366.00 | $ - | 100% | |
| **Subtotal** | **$ 6,015.00** | | **$ 7,934.01** | **$ (1,919.01)** | | |

| Library Collection | Projected | Planned | Actual | Balance | |
|---|---|---|---|---|---|
| 55500-50171 Magazines/ Newspaper | $ 552.00 | $ 30.00 | $ 519.00 | $ 33.00 | 94% |
| 55500-50173 Adult Collection | $ 4,595.00 | | $ 4,996.55 | $ (401.55) | 109% |
| 55500-50174 Youth Collection | $ 4,595.00 | | $ 5,221.30 | $ (626.30) | 114% |
| **Subtotal** | **$ 9,742.00** | | **$ 10,736.85** | **$ (994.85)** | |

| Contingency | Projected | Planned | Actual | Balance |
|---|---|---|---|---|
| 80100-50130 Contingency | $ - | | | $ - |
| **Subtotal** | | | **$ -** | **$ -** |

## Circulation & Use Numbers

| 2023 | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | TOTALS | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Patron/Visitors-2022 | 1,383 | 1,301 | 1,728 | 1,667 | 1,464 | 1,942 | 1,854 | 1,798 | 1,521 | 1,519 | 1,360 | 1,523 | 19,060 | 98% |
| 2023 | 1,725 | 1,379 | 1,690 | 1,568 | 1,553 | 2,142 | 1,929 | 1,899 | 1,444 | 1,743 | 1,563 | | 18,635 | Year to dat |
| | | | | | | | | | | | | | | |
| Circulation | | | | | | | | | | | | | | |
| Adult - 2022 | 1,221 | 1,065 | 1,174 | 1,036 | 1,159 | 1,223 | 1,274 | 1,304 | 1,088 | 1,228 | 1,112 | 1,035 | 13,919 | 97% |
| 2023 | 1,218 | 1,027 | 1,194 | 1,064 | 1,254 | 1,398 | 1,422 | 1,426 | 1,172 | 1,169 | 1,167 | | 13,511 | YTD |
| | | | | | | | | | | | | | | |
| Children -2022 | 1,257 | 1,454 | 1,504 | 1,233 | 1,510 | 1,627 | 1,529 | 1,451 | 1,285 | 1,088 | 785 | 694 | 15,417 | 87% |
| 2023 | 1,140 | 1,192 | 1,341 | 1,097 | 934 | 1,436 | 1,161 | 1,322 | 1,205 | 1,381 | 1,262 | | 13,471 | YTD |
| | | | | | | | | | | | | | | |
| Total Circulation -2022 | 2,478 | 2,519 | 2,678 | 2,269 | 2,669 | 2,850 | 2,803 | 2,755 | 2,373 | 2,316 | 1,897 | 1,729 | 29,336 | 92% |
| 2023 | 2,358 | 2,219 | 2,535 | 2,161 | 2,188 | 2,834 | 2,583 | 2,748 | 2,377 | 2,550 | 2,429 | 0 | 26,982 | YTD |
| | | | | | | | | | | | | | | |
| E & Audio Books -2022 | 88 | 119 | 119 | 106 | 100 | 75 | 99 | 110 | 96 | 120 | | 110 | 1,142 | 106% |
| 2023 | 148 | 143 | 128 | 110 | 113 | 118 | 131 | 112 | 94 | 114 | | | 1,211 | YTD |
| | | | | | | | | | | | | | | |
| Total Circ with E-books - 2022 | 2,566 | 2,638 | 2,797 | 2,375 | 2,769 | 2,925 | 2,902 | 2,865 | 2,469 | 2,436 | 1,897 | 1,839 | 30,478 | 93% |
| 2023 | 2,506 | 2,362 | 2,663 | 2,271 | 2,301 | 2,952 | 2,714 | 2,860 | 2,471 | 2,664 | 2,429 | 0 | 28,193 | YTD |
| | | | | | | | | | | | | | | |
| New Library Cards-2022 | 8 | 9 | 17 | 10 | 12 | 11 | 15 | 8 | 15 | 15 | 16 | 6 | 142 | 118% |
| 2023 | 10 | 17 | 16 | 17 | 14 | 27 | 8 | 12 | 19 | 17 | 11 | | 168 | YTD |
| | | | | | | | | | | | | | | |
| Computer Use (Sessions) -2022 | 199 | 204 | 247 | 219 | 221 | 238 | 267 | 284 | 219 | 222 | 200 | 227 | 2,747 | 85% |
| 2023 | 251 | 244 | 200 | 208 | 225 | 272 | 170 | 208 | 167 | 203 | 185 | | 2,333 | YTD |
| | | | | | | | | | | | | | | |
| Conference Room | | | | | | | | | | | | | | |
| Scheduled/Occupied - 2022 | 8 | 9 | 11 | 13 | 10 | 9 | 9 | 7 | 10 | 12 | 17 | 23 | 138 | 66% |
| 2023 | 10 | 10 | 7 | 10 | 9 | 11 | 7 | 9 | 2 | 9 | 7 | | 91 | YTD |
| | | | | | | | | | | | | | | |
| Patrons - 2022 | 36 | 42 | 50 | 68 | 37 | 36 | 20 | 39 | 40 | 39 | 49 | 53 | 509 | 41% |
| 2023 | 31 | 19 | 23 | 26 | 22 | 19 | 12 | 9 | 10 | 24 | 14 | | 209 | YTD |

### Hoopla

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | TOTALS | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Monthly Cost - 2022 | $7.81 | $12.19 | $5.98 | $2.99 | $13.68 | $11.57 | $5.63 | $22.77 | $14.98 | $18.79 | $19.20 | $13.69 | $149.28 | |
| Monthly Cost - 2023 | $11.38 | $7.77 | $4.48 | $20.93 | $36.98 | $18.00 | $30.92 | $24.80 | $17.62 | $21.99 | $29.40 | | $224.27 | YTD |
| | | | | | | | | | | | | | | |
| Unique Patrons - 2022 | 2 | 3 | 2 | 1 | 4 | 2 | 1 | 3 | 4 | 3 | 3 | 2 | | |
| Unique Patrons - 2023 | 2 | 2 | 2 | 5 | 5 | 4 | 6 | 6 | 6 | 6 | | | | |

| | | 265 | 291 | 308 | 313 | 314 | 616 | 192 | 393 | 283 | 232 | 283 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Program | Audience | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
| Adult Trivia (Friends) | Adult (19+) | | | | | | | | | | 45 | | |
| Bird House Decoupage | General Interest (all ages) | | | | | | | | 18 | | | | |
| Bird House Take & Make | General Interest (all ages) | | | | | | | | 7 | | | | |
| Take & Make Witch Hat | | | | | | | | | | | 24 | | |
| Book Planter Craft | General Interest (all ages) | | | | | | | | 23 | | | | |
| Butler Did It Book Club | Adult (19+) | 6 | | 5 | 5 | 6 | 4 | 8 | 5 | | 5 | 5 | |
| Charcuterie - desserts | Adult (19+) | | | | | | | 12 | | | | | |
| Coaster Making Craft | General Interest (all ages) | | | | | | | | | 8 | | | |
| Coffee Cart | General Interest (all ages) | 88 | 70 | 81 | 64 | 100 | 75 | | 29 | 67 | 19 | 54 | |
| Coffee With a Cop | | | | | | | | | | | | 13 | |
| Compasses End of Life Documents | Adult (19+) | 3 | | | | | | | 3 | | | | |
| Door Mural | | | | | | | | | | | | 22 | |
| D&D | Young Adult (12-18) | | 3 | | 10 | | 4 | | 14 | 5 | | 3 | |
| EE Hunt | General Interest (all ages) | | | | 90 | | | | | | | | |
| Free Comic Book Day | General Interest (all ages) | | | | | 12 | | | | | | | |
| Guessing Game | General Interest (all ages) | | | | | | | | 39 | 6 | | | |
| Hide & Find | Young Child (0-5) | | 15 | 20 | 33 | 6 | 5 | | 18 | 13 | | 30 | |

| Program | Audience | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Homeschool Book Club | General Interest (all ages) | 13 | 7 | 8 | 7 | 9 | | | | 5 | | | |
| How Much Have You Saved (2 months) | General Interest (all ages) | | 57 | X | X | | | | | | | | |
| Jewelry Making | General Interest (all ages) | | 11 | | | | door | | | | | | |
| Lego Club | Child (6-11) | 16 | 14 | | 19 | 5 | 11 | | 6 | | 12 | | |
| Library Card Sign-Up Giveaway | | | | | | | | | | 28 | | | |
| Lionel Train Display | General Interest (all ages) | 29 | | | | | | | | | | | |
| Magic the Gathering Gameplay | General Interest (all ages) | | 11 | | | | | | | | | | |
| Magnet Making | Young Adult (12-18) | | | 11 | | | | | | | | | |
| Make & Take | Young Adult (12-18) | | | | | | 46 | | | 17 | 38 | 42 | |
| Meal Planning | Adult (19+) | 3 | | | | | | | | | | | |
| Medicare | Adult (19+) | | | | 3 | | | | | | | 5 | |
| Monthly Door Mural | Child (6-11) | 21 | 34 | | 13 | 19 | 26 | | 43 | 31 | | | |
| Monthly Teen Craft | Young Adult (12-18) | | | | | | | | 16 | | | | |
| Movie Night | General Interest (all ages) | | | | | | 28 | 0 | | | 11 | | |
| Movie Night Voting | Child (6-11) | | | | | | 68 | | | | | | |
| NNO Guessing Game | General Interest (all ages) | | | | | | | | 41 | | | | |
| Passport - Bridges | General Interest (all ages) | | | | | | 138 | | 56 | | | | |
| Paws & Pages | General Interest (all ages) | 8 | 3 | 3 | | 4 | 9 | 4 | 4 | 4 | 2 | | |

| Program | Audience | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Perler Bead Crafttime | General Interest (all ages) | | | | | | | | | 6 | | | |
| School Visit | Young Child (0-5) | | | | | 70 | | | | | | | |
| Storytime | Young Child (0-5) | 63 | 46 | 79 | 69 | 70 | 87 | 53 | 104 | 59 | 36 | 96 | |
| Summer Reading | General Interest (all ages) | | | | | | 94 | | | | | | |
| Summer Reading | General Interest (all ages) | | | | | | 4 | | | | | | |
| SRP - Braun concert | General Interest (all ages) | | | | | | | 32 | | | | | |
| SRP - Sushi Making | General Interest (all ages) | | | | | | | 21 | | | | | |
| Taste Test - Challenge | General Interest (all ages) | | 10 | | | | | 11 | | 13 | | | |
| Taste Test Challenge | Child (6-11) | 15 | 10 | 10 | | 13 | 5 | 12 | | | 30 | 7 | |
| Teacher Appreciation Gifts | | | | | | | | | | 20 | | | |
| Teen Week Celebration | | | | | | | | | | | | 3 | |
| Tiny Art Show | General Interest (all ages) | | | 80 | | | | | | | | | |
| YA Craft | Young Adult (12-18) | | | 11 | | | 12 | | | 7 | 10 | 3 | |

# November 2023 PC Hours Available vs Used

| | 11/1/2023 Total | 11/2/2023 Total | 11/3/2023 Total | 11/4/2023 Total | 11/6/2023 Total | 11/7/2023 Total | 11/8/2023 Total | 11/9/2023 Total | 11/10/2023 Total | 11/11/2023 Total | 11/13/2023 Total | 11/14/2023 Total | 11/15/2023 Total | 11/16/2023 Total | 11/17/2023 Total | 11/18/2023 Total | 11/20/2023 Total | 11/21/2023 Total | 11/22/2023 Total | 11/27/2023 Total | 11/28/2023 Total | 11/29/2023 Total | 11/30/2023 Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 8.67 | 7.40 | 6.67 | 6.50 | 11.08 | 8.75 | 7.40 | 12.40 | 6.67 | 0.58 | 12.86 | 13.30 | 5.40 | 6.08 | 6.30 | 0.50 | 10.30 | 8.08 | 5.75 | 10.67 | 9.00 | 9.08 | 10.40 |
| Series2 | 28.75 | 38.75 | 28.75 | 18.75 | 28.75 | 38.75 | 28.75 | 38.75 | 28.75 | 18.75 | 28.75 | 38.75 | 28.75 | 38.75 | 28.75 | 18.75 | 28.75 | 38.75 | 28.75 | 28.75 | 38.75 | 28.75 | 38.75 |

**December Director's Report**

**Delivery Driver Day**

The Bridges Directors wanted to thank our delivery drivers for all the hard work they do to keep our system running smoothly so we picked a day in November and every library had a small gift and thank you note waiting for our drivers. There are 2 men who pick up, sort & deliver for all 24 libraries!

**Teen Week**

I'm sure you're sick of reading about Teen Week but it went so well. A special Thank You to Laura, Charlene, Jim, Katherine, Rosalind, McKenzie, Melissa & the Young & Danes kids for their help!

**East Asia Grant**

We got it! The full $1,000 paid for over 80 items for our collection.

**APL Notes**

The Directors are doing a deep dive into our digital media purchasing at the December meeting. We will be discussing Hoopla, Advantage (Libby) and how to get the best value for our dollars but also how to maintain a digital collection as thoughtfully as we maintain our physical collections. We will be looking at the circ stats for digital content vs physical content, current purchasing of perpetual licenses vs limited licenses and information about the state digital content compared to our local content. Most libraries are struggling with the demand for digital media and the volatility of the Hoopla system. More information to follow but we want to make sure we are having discussions at the local level as well as at the system level.

Hartland is looking to create a Vulnerable Adult Policy that will address those patrons who fall somewhere between the Patron Code of Conduct and the Unattended Minors Policy. Although none of the other libraries currently have a policy on the books we all agreed that it was something we'd all be looking at in 2024. Once we have a few examples I will bring them to the board for discussion.

One of the other small libraries ran a "Fired Up for Reading" challenge on Beanstack and the winning family got picked up at the library and driven to school (or in the case of this years winners to a location downtown since they were a homeschooling family) in the Fire Truck. The Village is excited about this too so we'll start planning for a Fall event! DPW, the PD & the FD are all interested so we can make it a really fun event.

**Library Staff Compensation Report**

At the November APL meeting we discussed the Library Workers Compensation Survey and how to use it effectively. It's been discussed many times before but our library falls far short in most categories. Director pay in our area is averaging $36.70/hour but that is mostly full time staff with an MLIS. In smaller libraries 1,000-3,000 population (across the state) the average is $22.19 which is not too far off from my 2024 salary of $20.80. Our Librarians will be making $13.55 & $11.47 but the average in our region is $27.53 & $19.87 in small libraries. Our Library Clerks are making $12.08, $11.44 & $11.00 with the region average being $15.51 and the small library average at $13.06. The biggest pay gap is with our Youth services Associate Librarian (non-MLS). That salary averages $20.29 in our region and $16.52 in

smaller libraries across the state but our position is paying at $12.93. (all numbers are from 2023 & do not reflect the Cost of Living increases for 2024 or beyond)

| Position | Our Staff (2023) | Regional Average (Small Libraries) |
|---|---|---|
| Director | $20.80 | $22.19 |
| Librarians | $11.47 – 15.44 | $19.87 – 27.53 |
| Library Assistants (Circulation) | $12.08, $11.44 & $11.00 | $13.06 |
| Youth Services | $12.93 | $16.52 – 20.29 |

**Eagle Scout Project**

My son's decided on an Eagle Scout project (he asked for a library project so I gave him a couple options)! He's going to build us a custom bookshelf unit for the board books. The current plan is to recreate the current set up with an extra shelf on top and a display space in the corner. We're still in the planning phase but he took some measurements and is going to get started soon.

RFID Update

We are nearing the end! On track to finish up in 2023.

## 2024 Plan for monthly business meetings

**BOARD Responsibilities: Director, Budget, Policy, Strategic Plan, Advocacy**

2024 meeting topics. *This is a tentative schedule; **not** set in stone. Items can be added or deferred as needed.* ==*Last updated 06-Dec-23*==

As items are addressed in each meeting, they are ~~crossed off~~. Any not addressed are added to a list following this table.

**Consent agenda items include:** Monthly Financial Report, Circulation & Use Report, Director's Report

| Month | Trustee Education/ or Communications | New Business – discussion and possible approval of … | Unfinished Business – tabled items |
|---|---|---|---|
| January 04 | OAK Box Presentation: NO JANUARY MEETING on the 9th | | |
| February 13 | *Standing Item: Preliminary prior year budget review*<br><br>*Standing Item: Quarterly Current Budget Review*<br><br>Fine-Free Pros & Cons (for 2025) | *Standing item: Annual Report to DPI*<br><br>*OAK Box Decision* | |
| March 12 | *Standing item: Director's Evaluation*<br><br>Possible New Policy: Fiscal Policy [Goal #3: Community] | *Elections as needed; Board Term Renewals as needed*<br><br>*Standing item: Allowable Cost Worksheet*<br><br>Possible New Policy: Fiscal Policy [Goal #3: Community] | |
| April 09 | *Standing item: Prior year Budget Review (post audit); Infographic (Genavieve)*<br><br>*Standing item: Budget guidance to Director*<br><br>Monthly Reporting to Village – are we telling the best story? | *Standing item: Deliver Director's Evaluation Closed Session* | |

| Month | Trustee Education/ or Communications | New Business – discussion and possible approval of … | Unfinished Business – tabled items |
|---|---|---|---|
| May 14 | *Standing Item: Quarterly Current Budget Review*<br><br>*Standing Item: Board By-Laws Review*<br><br>Check out/Check in Procedures (Understanding the work) | *Standing item: Next Year Wage review Closed Session*<br><br>*Standing Item: Review Director's Goals* | |
| June 11 | *Standing item: Quarterly Technology Review*<br><br>Collection Development (Understanding the work) | *Standing item: Initial draft of Next Year Budget worksheet*<br><br>*Standing item: Motion to approve Library Standards Certification (due in August)* | |
| July 09 | *Standing item: Next year Budget Pre-review with Director*<br><br>In-House Policies / Other Staff Procedures (Understanding the work) | | |
| August 13 | *Standing Item: Trustee Training Week*<br><br>*Standing Item: Quarterly Current Budget Review* | *Standing item: Approved <u>Draft</u> of Next Year Budget worksheet to Village*<br><br>*Standing item: Motion to approve Library Standards Certification (done in June in 2023)* | |
| September 10 | *Standing item: Quarterly Technology Review* | | |
| October 08 | ***Next year's Budget review with Village Board** [Goal #3: Community]*<br><br>Preliminary Thank you / Donation Letter & Decisions | | |
| November 12 | *Standing Item: Quarterly Current Budget Review*<br><br>Thank you / Donation Letter & Decisions | *Standing item: Approve Staff Recognition Strategy*<br><br>*Standing item: Approve 2024 Holiday Schedule*<br><br>*Standing item: approve Annual Addendum* | |

| Month | Trustee Education/ or Communications | New Business – discussion and possible approval of … | Unfinished Business – tabled items |
|---|---|---|---|
| December 10 | *Standing Item: Quarterly Technology Review* | | |

Annually: Review policies that were approved or revised per schedule in manual.

Additional topics:

- Homebound Service / Book Mobile
- Telling our Stories project (????)

**Butler Public Library Technology Plan: January 2024-December 2028**

12808 W Hampton Avenue, Butler, WI 53007    Adopted by the Board _____ date)

## Plan Objectives

This plan guides the maintenance of our library computers, peripherals, productivity software, and other technology for the next five years.

## Current State of Technology

- WiFi Internet is provided to anyone inside the building or parking lot without password requirements from their own devices (laptop, smart phone, tablet, etc)

- Public computer access is available for library patrons with a card and for guests with a guest pass, no ID is required for a guest pass. Time limits are imposed. Computers can be reserved but are otherwise first-come-first-serve basis.

- The Library currently has TEACH internet services provided through DPI.

- Online databases allow library guests access to information in the library and elsewhere.

- Online databases can be accessed through the Butler website by clicking through the Resources tab. Access to databases is provided by Bridges & DPI. Some notable examples are:

    - *Libby/Overdrive*

    - *Hoopla (partially funded through Bridges grant)*

    - *Udemy Courses*

    - *BadgerLink catalog of topics*

    - *Ancestry*

    - *Cypress Resume Builder*

- The Library maintains its own website hosted by WordPress through Bridges , the site is maintained by library staff.

- The Library's network consist of:

    - *1 mainframe staff computer which runs all admin programs for the network*

    - *2 staff only computers running Polaris, Envisionware, & other staff programs*

    - *1 director laptop*

    - *5 public computers for internet access*

    - *1 OPEC computer for online library catalog access only*

    - *1 wifi network provided by TEACH*

    - *2 printers, accessed by employees only. Patrons can print from the public PCs but we do not currently offer wireless printing options.*

    - *4 security cameras & a sensored security system provided through First Security & Alarm Detection Services*

## Automation Objectives

- The library uses technology to provide efficient, secure service to the community. We utilize computers, scanners, software, web-based programs and security systems to allow access to information, services & materials. Library patrons use technology access in the library to learn, connect, entertain and communicate. Public PCs provide internet, program and printing access while WiFi provides access to those with their own devices. Printers, scanners, laminators, projectors, and meeting technology are used by staff & patrons to provide materials, access and/or entertainment.

- The library strives to maintain uninterrupted services for its staff and patrons by creating and maintaining a technology schedule for evaluating, servicing and replacing technology as it becomes outdated, unsupported or unusable.

## Current State of Staff Knowledge

Current technology information can be found in the Staff Procedures book (currently being rewritten to reflect the use of LEAP instead of Polaris as our main operating system).

We use Staff Meetings to go over new technology options and staff is encouraged to sign up for access and get familiar with programs as they are able to during work hours.

The Library Director is responsible for understanding, implementing and explaining backend technology (eg Security systems, WiFi support, maintence support for computer, printer, etc.).

# Technology Maintenance Plan

| COMPUTERS-Library | Date Acquired | Replacement Date (est) | Criteria for Replacement | Reference / Risk / Trouble | Estimated Cost | Funding Source |
|---|---|---|---|---|---|---|
| Main Computer | 06/07/2017 | 2024 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Running Windows 10; support ceases in 2025 | $3600 | Reserve |
| Front Desk (Left) PC | 10/11/2019 | 2025 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | | 1000 | Budget |
| Front Desk (Right) P*C | 10/19/2019 | 2026 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | | 1000 | Budget |
| OPAC-PC-Catalog | 12/04/2019 | 2027 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | | 1000 | Budget |
| Laptop (Director) | 03/09/2018 | 2025 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Already relatively old; required for Director's job, including staff records and management | 1000 | Reserve |
| | | | | | | |
| | | | | | | |
| COMPUTERS-Public | Date Acquired | Replacement Date (est) | Criteria for Replacement | Reference / Risk / Trouble | Estimated Cost | Funding Source |
| PC 1 DESKTOP-DE3L79J | 02/29/2016 | 2025 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Will become non-functional as operating system becomes obsolete | 1000 | Budget or Reserve |
| PC 2 DESKTOP-P4DSBIV | 02/29/2016 | 2026 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Will become non-functional as operating system becomes obsolete | 1000 | Budget or Reserve |
| PC 3 CS811530 | 02/29/2016 HD Upgraded 2022 | Xxx | Age; Software compatibility; Current usage; Lagging/Crashing statistics | RETIRED IN 2023 WITHOUT INTENT TO REPLACE | Xxx | Xxx |
| PC 4 DESKTOP-8S10G22 | 06/04/2017 | 2027 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Will become non-functional as operating system becomes obsolete | 1000 | Budget or Reserve |
| PC 5 DESKTOP-14UVHV9 | 09/23/2019 | 2028 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Will become non-functional as operating system becomes obsolete | 1000 | Budget or Reserve |
| PC 6 DESKTOP-UJCF9SJ | 02/28/2016 | 2028 | Age; Software compatibility; Current usage; Lagging/Crashing statistics | Determine replacement based on need once other computers are replaced | 1000 | Budget or Reserve |
| | | | | | | |

| STAFF PERIPHERALS | Date Acquired | Replacement Date (est) | Criteria for Replacement | Reference / Risk / Trouble | Estimated Cost | Funding Source |
|---|---|---|---|---|---|---|
| Printer/Copier (inkjet) | Unknown | As needed | If not functioning/repairable, if no longer supported by MKE, if incompatible with current network needs | Under combined contract with Village Hall | Unknown | Budget |
| Printer (laser); Note: acquired using Visa credit card points | 2022 | As needed | If not functioning | Required for collection maintenance; printing spine labels, Wisconsin labels, and special designations such as Friends, etc. | $250 | Budget |
| RFID Scan Pads (2) | 2022 | As needed | If not functioning, if incompatible with current software | Internal inventory / Interlibrary loan program | $190 | Budget or Grant |
| Handheld Scanners (2) | 2022 | As needed | If not functioning | Required for circulation of items | $400 | Budget |
| Receipt Printers (2) | Unknown | As needed | If not functioning | Required for circulation of items | $700 | Budget |
| DVD/CD Resurfacer | 2022 | As needed | If not functioning | | $150 | Budget |
| Cash Register | 2019 | As needed | If not functioning | | Unknown | Grant |
| Security Cameras (Inside & Outside) | #1-3: 2021 #4: 2023 | 2026 2028 | Software requirements and performance | Purchase from F.I.R.S.T.Security | Package Cost $1335; 4th camera cost $425 | Budget |
| 4-Camera HD DVR (for Security Monitor) | 2021 | As needed | Software requirements and performance | Purchased from F.I.R.S.T.Security | | Budget |
| 1080P Security Monitor | 2021 | As needed | Software requirements and performance | Purchased from F.I.R.S.T.Security | | Budget |
| UPS Battery / Surge Protector | 2021 | 2026 | If not functioning or aged out | Protects security monitor and cameras from power surges | $200 | Friends |
| Cricut | 2021 | As needed | If not functioning | *Staff use* | $250 | Friends or Grant |
| Tablet | 2017 | As needed | If not functioning or aged out | Used by Friends for online donations | $200 | Friends |
| **PUBLIC-FACING** | *Date Acquired* | *Replacement Date (est)* | *Criteria for Replacement* | *Reference / Risk / Trouble* | *Estimated Cost* | *Funding Source* |
| Monitor (wall) Lobby | 2019 | | If not functioning | Communications Tool; slides sent from main computer | $1500 | Grant or Fundraiser |
| OWL Conference Camera | 2022 | | *Based on use or request by users* | Provided via Bridges Grant | $1,000 | Grant |
| Projector 1 | 2022 | As needed | If not functioning | Used in meetings | $500 | Grant |
| Projector 2 (w disc player) | Unknown | As needed | If not functioning; could have 1 projector if other disc player option is available | Used for movie nights and entertainment | Unknown | Grant or Fundraiser |

| TELE-COMMUNICATIONS | Date Acquired | Replacement Date (est) | Criteria for Replacement | Reference / Risk / Trouble | Estimated Cost | Funding Source |
|---|---|---|---|---|---|---|
| Phones are linked to Village system | 2022 | Unknown | If not functioning | Equipment is part of contract; two wireless handsets, one desk phone | $1080 | Budgtet |
| **PRODUCTIVITY SUBSCRIPTIONS** | *Date Acquired* | *Replacement Date (est)* | *Criteria for Replacement* | *Reference / Risk / Trouble* | *Estimated Cost* | *Funding Source* |
| EDR services (beginning in 2024) | 2024 | Annual | As needed per contract | Provides cybersecurity; Contracted through Taylor Computing | $924.00 | Budget |
| Patch Management (all computers) | n/a | Annual | As needed per contract | COMBINED INTO EDR IN 2024 | Xxx | Budget |
| SonicWall Firewall Standard Support | 2022 | Annual | As needed per contract | Cybersecurity tool to track system usage; detects anomalies (threats) in real time. Secures private and sensitive data against threats. | $ 244.20 | Budget |
| Envisionware | 2019 | Annual | As needed per contract | Captures patron's agreement to Internet Use Policy<br>Enables control over internet browser searches. Industry standard<br>Data tracking on computer use, time in service, etc.<br>Manages print jobs, librarians "release" a job *before* it prints.<br>Allows advance registration of a PC | $240.38 | Budget |
| Back up services for Director's Laptop & Main PC (Server) | 2020 | Annual | As needed per contract | Required. Industry Standard | $228.00 | Budget |
| Deep Freeze (1 year) Services | Unknown | 2 year contract | As needed per contract | Protects from random acts of stupidity or malice by preventing users from making changes to the setups. It essentially wipes each public PC's operating system clean and restores them to their original settings each night. | $80.00 | Budget |

DRAFT

# Circulation Policy

## Registration

Any resident of the State of Wisconsin who does not currently have a library card in the System libraries may apply for a library card at the Library. The Library will honor cards from any library in the System, located in Waukesha and Jefferson counties.

To register for a library card, the applicant must present a valid photo ID and proof of current address. If an applicant's photo ID does not have the current address, a utility bill or lease agreement may be presented as proof.

Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current address. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The Library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults. See the *Collection Development Policy* for specific details.

## Card Types

All applicants agree to abide by the rules of the Library and must assume financial responsibility for all materials borrowed from the Library.

### Out-of-System Cards

Individuals living outside the System (outside Waukesha and Jefferson counties) can obtain a library card for a fee of $40 per year. This is true for Milwaukee County residents as well, despite the nearness of the county line.

### Employee Cards

Individuals who work in Butler are eligible for a library card at no charge after presenting valid photo ID with proof of current address, **and** proof of employment (e.g., check stub, work identification card, business card, letter from company on letterhead). The card will be renewed annually with proof of employment.

### Student Cards

Students attending St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a library card at no charge with current verification of enrollment. To register for a card, a parent or legal guardian must present a valid photo ID with proof of current address along with school enrollment verification. The card will expire July 31st of each year. The card can be renewed annually with verification of enrollment at either of the schools for the upcoming school year.

### Teacher Cards

Teachers at St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a library card at no charge with current verification of employment. To register for a library card, the applicant must present a valid photo ID and proof of current address along with employment verification. The card will expire July 31st of each year. The card can be renewed annually with verification of employment at either of the schools for the upcoming school year.

### Volunteer Cards

Volunteers or members of the Friends who do not live in Waukesha or Jefferson counties, but who actively support the Library through donations of goods, money, or time, are eligible for a library card free of charge. Volunteers should request their free card from the Director.

### Internet-Only Card

Individuals who only wish to access the computers at the Library may request an internet-only card from staff. A photo ID with proof of current address is required. There is no fee for an internet-only card.

## Expired Cards

To ensure the accuracy and integrity of the database, library cards expire every 18 months. Patron information will be verified before renewal.

Out-of-System cards will expire after 12 months. Patron information will be verified and $40 collected before renewing for another 12 months.

Courtesy notices are sent (to email only, or email and text) 14 days before a card expires.

Inactive patron accounts are deleted from the database three years after expiration.

Patrons must reapply for a card if their previous card was deleted. A valid photo ID and proof of current address are required.

## Lost or Stolen Cards

Please notify the Library immediately if a card is lost or stolen, or if there is unauthorized use of the card. Upon notification, the card will be barred from further usage.

Replacement of a lost/stolen library card is $1.00.

## Library Loans

The loan period for books, audio books, magazines, and CDs is three weeks (21 days).

The loan period for DVDs is one week (seven days).

The loan period for Book Club Kits is 42 days.

### Loan Limits

The total number of checkouts allowed per card (adult or child) at any given time is 250.

DVDs and Blu-Rays are limited to the following out at one time:

- 15 Adult DVDs and Blu-Rays, AND
- 15 Children's DVDs and Blu-Rays

### Renewals

All items may be renewed up to three times for the original loan period *if* there are no holds on the item.

### Blocked Cards

The maximum fine/fee allowed on a library card before it is blocked is $10.00. If a card is blocked, it cannot be used to check out materials until the fines/fees are paid.

## Holds

Patrons may place their own holds using the catalog, either at the Library or online. Or they may request, either in person or over the telephone, that Library staff place holds for them. No more than 100 holds may be attached to a patron's library account at any given time.

A patron who puts a hold on an item will receive notification as soon as a copy is available. If an item is not claimed before the hold expires, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

## Fines

Fines may be paid at the Library with cash or check.

- Adult DVDs and Blu-Rays: $1.00 a day with a $10 maximum.
- All other adult materials: $.15 a day with a $10 maximum.
- No fines will be charged on Children's materials checked out on cards belonging to patrons under the age of 18.

Fines may also be paid using a credit or debit card through a patron's account in the CAFÉ system. A service fee will be charged.

## Replacement Costs

Damaged or lost Library materials will be charged the list price as the replacement cost.

All cards (adult and child) are charged replacement costs.

## Collection of Monies Owed

Patrons are responsible for returning items promptly and to pay any outstanding fines or fees promptly. Library staff contact patrons via email, US postal mail, and/or phone calls to attempt to collect outstanding fines or to recover lost book costs.

## Interlibrary Loans

The Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Library or at any other library in the System.

An interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested, received, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Library and any library outside of the System.

Patrons are required to conform to the rules and regulations of the library from which the materials are borrowed. Due dates are determined by the owning library. Any ILL material checked out from the Library to an individual patron should be returned directly to the Library.

## Confidentiality

See **Privacy Policy**.

## Revision of Library Policy

These policies shall be subject to review and revisions as needed no less than every two to five years by the Board. Individual policies will be reviewed or added as needed.

| Policy Title | Revision Cycle |
| --- | --- |
| Circulation Policy | 2 years |
| Collection Development Policy | 2 years |
| Communications Policy | 2 years |
| Computer, Internet, and Wireless Policy | 2 years |
| Emergency and Safety Policy (Internal) | 5 years |
| Health and Public Safety Policy (Internal) | 5 years |
| Library Records Policy | 5 years |
| Library Use Policy | 5 years |
| Meeting Room Policy | 5 years |
| Patron Conduct Policy | 2 years |
| Personnel Policy (Internal) | 5 years |
| Privacy Policy | 5 years |
| Programming Policy | 5 years |
| Public Comments Policy | 2 years |
| Reference Service Policy | 5 years |
| Reserve Fund Policy (Internal) | 1 year |
| Solicitation Policy | 5 years |
| Supporters of the Library (Friends / Volunteers) | 3 years |
| Unattended Children Policy | 1 year |