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Karl Junginger Memorial Library
Board of Trustees Meeting
November 11, 2014
5:15pm
Conference Room
Agenda

Please contact Kelli Mountford at 920-478-3344 if you need accommodations to attend the meeting.

- I. Call to Order/Roll Call
- II. Approval of agenda
- III. Reading and Approval of open minutes from October 14, 2014
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
 - A. Library Finances
 1. Approve 2015 Budget - *Action*
 - B. Library roof - *Action*
 - C. Increase wages for employee positions - *Action*
- VII. New Business
 - A. Change hours in 2015 - library to be open on Fridays from 10 a.m. to 5 p.m. instead of 12 p.m. to 5 p.m. – *Action*
 - B. Christmas / Holiday gifts to staff – Would like to close on December 11th at 6 p.m. and have a staff/family/trustee holiday get together – *Action*
 - C. Circulation policy – change wording “Patrons should bring their library card when visiting the library” to “Patrons MUST bring their library card when checking out materials from the library” – *Action*
- VIII. Date, place, and time of next meeting
January 13th at 5:15 in the library conference room
- IX. Adjournment

Karl Junginger Memorial Library
Board of Trustees Meeting
October 14, 2014
5:15pm
Conference Room

- I. Call to Order/Roll Call 5:15PM
Kelli Mountford, Deb Battenberg (left at 5:55) , Art Biermeier, Lee Fiedorowicz, Ellen Sullivan, Lindsay Reynolds, Connie Schiestl
Absent: Mike Strasser

- II. Approval of agenda
Mountford moved to add information about the library roof to Unfinished Business.
Fiedorowicz moved to approve the agenda with the change.. Schiestl seconded. Motion passed unanimously.

- III. Correspondence, Appearance, Public Comments
None

- IV. Reading and Approval of open and closed minutes from September 16, 2014
Mountford pointed out an incorrect date on the minutes document for the closed session minutes on September 16, 2014. Reynolds moved to accept the minutes with date corrected to September 16, 2014. Sullivan seconded. Motion passed unanimously (Schiestl and Battenberg abstained).

Schiestl moved to moved to change the order of the agenda to have the Thompson Investment speaker go first. Sullivan seconded. Motion passed unanimously.

Thompson Investment speaker
Thompson representatives reviewed the performance of the Evelyn Kading Clark Trust over the past year.

- V. Director's Report
Mountford's report included:
 - *MWFLS approved trio documents, which our board needs to approve*
 - *There will be no holds for patrons October 21 through Nov ember 21*
 - *A new floor has been installed in the community room*
 - *The library has purchased 2 Kindle Fires HD for use in library-. Patrons can use these with Overdrive and Zinio.*
 - *Kelli Mountford and Amanda Brueckner attended technology classes at MWFLS.*
 - *The library has begun a new program –monthly showing of mantinee classics*
 - *School elementary classes visited in September*
 - *Fired UP has started, great participation*

- VI. Unfinished Business
 - A. Library Finances
 1. 2015 Budget - Informational
Mountford reported that we are just waiting for the City Finance committee to approve of the KJML budget.

to use for the Trustee dinner. Sullivan seconded. Motion was passed unanimously.

2. Employee wages – *Informational*

Mountford discussed employee wages with the board

3. Trustee Dinner cost \$95 - *Action*

Schiestl made a motion to approve Mountford to take the \$95 from the MWFLS Grant monies

B. Scholarship application *Action*

Sullivan made a motion to award Heather Kent \$1250 for 2014/15 Spring semester from the Beatrice Owens Scholarship monies. Schiestl seconded. Motion passed unanimously. (Battenberg left the meeting at this point)

C. Parking lot grates- *Building & Grounds Committee - Informational*

Fiedorowicz had spoken with Jeff Robbins from the City Building and Grounds committee, who is worried about the water run-off. Jeff suggests the grates be removed and stone put in the bottom, and then cemented. One grate would be placed on the south side of the library driveway. When the new landscaping is designed, we will need to cut back the lawn on the west side of the library, to create a better run off from parking lot. Schiestl then discussed what would happen when the Waterloo school district adds to their parking lot regarding their water flow and distribution.

VII. New Business

A. Thompson Investment Speaker – John
(moved; see above)

B. trio participation Agreement with MWFLS – *Action*

Fiedorowicz moved to approve the trio agreement with MWFLS. Sullivan seconded. Motion passed unanimously.

C. Update the Meeting Room Cleanup Checklist –*Action*

Reynolds moved to approve the change of wording from “carpets vacuumed” to “floors cleaned” on the Meeting Room Checklist. Schiestl seconded. Motion passed unanimously.

VIII. Date, place, and time of next meeting

Tuesday, November 11 at 5:15 in the conference room of the KJML.

IX. Adjournment

Schiestl moved to adjourn at 6:35 p.m. Sullivan seconded. Motion passed unanimously.

**Karl Junginger Memorial Library
Director's Report
November 18, 2014**

Meetings and Workshops Attended:

October 2 Finance and City Council
October 6 Junginger Book Club
October 8 Governance meeting - Horicon
October 9 Director's Council - Horicon
October 13 Clark Book Club
October 15 Governance meeting - Horicon
October 16 Trustee Dinner

Mid-Wisconsin Federated Library System

TRIO-

Nov. 14th will be the first day we are in offline mode – No Check In's/No Holds

Nov. 21 will go live sometime that day – they will call and let us know

Education

Attended Wisconsin Library Association conference with Amanda

Programs

Fired up reading challenge winner is Landon Wollin with 18 hours. Landon attends Holy Family School.

66 people attended Bingo for Books in October.

November & December programs –

Nov. 18th – Animal fun with David Stokes at 3:30 p.m.

In December Amanda will have an after school holiday craft time

In December a performer that does Santa storytimes will come during one of Amanda's Monday story times

410. Circulation Policy

A. Patron's Rights and Responsibilities

The Karl Junginger Memorial Library recognizes a policy of open access to all collections, formats, and types of materials housed within its confines by all individuals and does not abridge or deny access to any materials because of age, background, origin, or views.

This policy of open access is acknowledged by the American Library Association, the Library Bill of Rights, and by the Karl Junginger Memorial Library Board of Trustees.

Libraries and governing bodies maintain that parents or legal guardians, and only parents or legal guardians, have the right and responsibility to restrict access of their children, and only their children, to library resources. Librarians and governing bodies have a professional and public obligation to provide equal access to all library resources for all library users.

Patrons should bring their library card when visiting the library. Patrons of the public library assume responsibility for library items checked out to them. Included in this responsibility is the obligation by the patron to reimburse the library for all damaged or lost materials as well as settling any charges accrued by the patron for overdue materials.

A State of Wisconsin driver's license or a State of Wisconsin identification card is required to be issued a library card. All eligible applicants must complete an Application for Library Borrower Privileges. An individual under the age of 17 must have a guardian/parental signature on the completed application form.

B. Circulation

Several circulation periods are in place for different formats:

28 day circulation

books (except new)
books in audio format
kits (books and audio formats)

14 day circulation

instructional & nonfiction video format
new books
music in audio format
periodicals

7 day circulation

feature films in video format

Non-circulating

reference materials

current issues of periodicals

The library reserves the right to extend these loan periods for certain classes of patrons (e.g. teachers, institutions), at the discretion of the library staff.

Circulating materials may be renewed for two loan periods after the initial check out if there are no holds on these items.

There is no limit to the number of books that may be checked out on a library card. Limits for media are: 10 items in video format, 10 books in audio format, and 10 music items in audio format per card.

The Karl Junginger Memorial Library purchases popular and educational videos. These collections include films that are not rated, films that are rated G, PG, and PG-13, and some R rated films with artistic merit. This library is an open access library, and its personnel are not responsible for limiting patron access to the film collections on the basis of age, except for access to R rated films. Patrons under the age of 17 will not be allowed to check out R rated films.

C. Fines

The daily fine rate for books is \$.10.

Media daily fine rates are:

- Audio format items: \$.10
- Video format items: \$1.00

The interlibrary loan daily fine rate is \$.10.

There is no grace period for overdue materials. Items may be renewed in person, by phone, or online. However, items already overdue may not be renewed online.

The maximum fine amounts are:

- Books: \$10.00
- Audio and video format items: \$10.00

Patrons with library debts of \$10.00 or more may not check out any further items until the charges are paid in full. This includes use of internet-access computers.

D. Notices

Notices for overdue items are mailed out once a week on Tuesday.

Failure to receive timely notices will not excuse the patron from overdue charges or other costs. It is the sole responsibility of patrons to promptly notify the library of address changes.

E. Damaged/Lost Library Materials

Patrons will be charged the current replacement cost for materials damaged or lost while checked out on their patron record. A processing fee of \$5.00 will be assessed, in addition to replacement costs, to defray staff costs for ordering and processing replacement copies.

F. Replacement of Library Cards

Patrons will be charged for the replacement of lost or damaged library cards at the following rates:

- \$1.00 for the first replacement
- \$2.00 for any subsequent replacements

G. Read It Down

Youth ages 16 and younger may read books in the library to pay down their fines. \$1 will be given for each 15 minutes read in the library. Young children who are unable to read yet may be read to by a guardian or babysitter in the library.

Adopted: 4-28-03
Amended: 5-27-04,
6-22-06, 1-22-13