



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
White Memorial Room  
Monday, October 21, 2013, 6:30 pm**

**Present:** Richard Helmick, Sharon Knight, Danielle Hudson, Anne Hartwick, Julie Caldwell, Jim Winship **Absent:** Sally Watson

**Administrative Staff Present:** Stacey Lunsford, Diane Jaroch, Cathy Bloom

**Also Present:**

1. President Anne Hartwick called the meeting to order at 6:33 p.m.
2. The consent Agenda was approved as presented. MSC (Caldwell, Helmick) Ayes: Knight, Hudson, Hartwick, Winship. Noes: None
3. The circulation, service, and Mango statistics reports for September 2013 were acknowledged and accepted as presented. MSC (Hudson, Knight) Ayes: Helmick, Hartwick, Caldwell, Winship. Noes: None
4. Acknowledgment of receipt of treasurer's report for August 2013 MCS (Helmick, Winship) Ayes: Knight, Hudson, Hartwick, Caldwell. Noes: None
5. Citizen input regarding matters not on agenda; no action at this meeting.
6. OLD BUSINESS
  - a) Library Building Expansion Project ~ Stacey reported - We completed the staff project to enter birthdates in the database for all patron cards that had not been entered previously, a significant amount. After completing the project, I ran a report to count the number of card holders we have in every decade of life.
    1. Ages 0-10 = 327
    2. Ages 11-20 = 1,273
    3. Ages 21-30 = 2,900
    4. Ages 31-40 = 1,855
    5. Ages 41-50 = 1,248
    6. Ages 51-60 = 1,019
    7. Ages 61-70 = 751
    8. Ages 71-80 = 303
    9. Ages 81-90 = 153
    10. Ages 91-100 = 37We had already completed a purge of inactive users prior to this project so we have an accurate picture of the active cardholders' demographics now. Rick will incorporate that into this report.
  - b) Council and Community Communications ~ Next meeting November 5th. Stacey to present 2014 library budget.
  - c) System Planning ~ Stacey presented the Whitewater System Library Planning Proceedings Report. The board will receive a copy with background information at a later date. The board will use report to draft goals and objectives



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for 2014 at the November meeting. Discussion Ensued. Agreed on steps going forward.

d) 2014 Budget ~ Agreed to pass budget onto City Council at November 5th meeting. MSC (Helmick, Winship) Ayes: Knight, Hudson, Hartwick, Caldwell. Noes: None

**7. NEW BUSINESS**

a) Workroom remodeling quote ~ Stacey reported- I have received the quote for Embury, Ltd. for the workroom remodeling. It is for \$25,034.03. Our current capital equipment balance is \$47,599. Discussion ensued. Board moved to approve the quote up to \$27,000 to include possible removal and disposal of existing equipment. MSC (Helmick, Winship) Ayes: Knight, Hudson, Hartwick, Caldwell. Noes: None

b) Refund Policy Change ~ Stacey reported- At the last SHARE meeting, a change in library policy was discussed regarding refunds. SHARE libraries will not give refunds for items that have been paid for and later found by the patron. This policy governs interlibrary loans between SHARE libraries. I would like to change our refund policy to match the SHARE policy for that it is less confusing for our patrons and staff. MCS (Hudson, Caldwell) Ayes: Helmick, Knight, Hartwick, Winship. Noes: None

c) Processing fee policy change ~ Stacey reported- When I first started here, the policy for items that has never been returned was that after six months, the director would turn the account over to Margraf Collection Agency. Sometime we would get the item back and the only penalty was a \$2.50 fine. As a result, we had more than \$15,000 in materials that had not been returned and no real incentive for the patrons to return them in a timely fashion. We changed many parts of that policy and we added a non-refundable \$10 processing fee that covered all the notices that had to be mailed, all the staff time spent checking the shelves to make sure that the item had not been returned and had failed to be check in for whatever reason, or for the technical process of a new item to replace the lost or damaged one. I think the time has come to eliminate the processing fee but to raise the maximum fine on books to \$10.00. Currently, fines stop accruing on print materials after 25 days. At 10 cents a day, that is a maximum fine of \$2.50. If an item went to lost status, the \$10 processing fee would be assessed and the fine would be forgiven so that we wouldn't be double-charging the patron. By eliminating the processing fee and increasing the maximum fine on print materials to match what it is for AV materials, we will still get the money to cover costs for replacement items but we won't have to explain what a processing fee covers nor will staff have to do any extra steps to balance a patron's account with the



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different fees. Discussion ensued. MCS (Helmick, Knight) Ayes: Hudson, Hartwick, Caldwell, Winship. Noes: None

d) Forest Ave House ~ Dwight would like direction in what steps the library board wishes to be taken to winterize the house at 424 W. Forest Ave. The board moves to bleed pipes and turn off all utilities in the understanding that no one will be living in this property in the future. MCS (Winship, Helmick) Ayes: Knight, Hudson, Hartwick, Caldwell. Noes: None

**8. DIRECTOR'S REPORT - As presented by Stacey Lunsford**

a) We have contracted with the Family Search Library in Salt Lake City to be an Affiliate Library for their materials. In the past, genealogists and family history researchers had to go to a Family History Center to request microfilms from the Family History Library. The closest one to Whitewater is in Elkhorn and it is open on Tuesdays or by appointment. The next closest one is run at the Wisconsin Historical Society in Madison. The Affiliate Library program allows researchers to request microfilm to be sent to their local library, which has much more convenient and extensive hours than most Family History Centers. There is no cost to the library. All shipping costs are paid by the requesting patron. We hope that this will be a valuable service to the genealogists in Walworth, Rock, and Jefferson County that utilize our collection or visit the collection in the Andersen Library.

b) The Staff Work Day was a great success. We re-organized, covered, processed, and cleaned out hundreds of items. Dwight, Kyle, and Tim all worked at the library for part of the day as well. The doorjambes were replaced in the Community Room and the doors re-hung, the vault lights were repaired, and two new virtual terminals were installed at the front desk. The staff was very appreciative of the snacks the library board provided.

c) I will be attending the Wisconsin Library Association conference in Green Bay next Wednesday through Friday, the 23-25. I will be presenting on the final morning at a readers' advisory panel called Books at the Movies II: Read Harder!

d) The library has been experiencing problems with KC Cleaners. Cleaning standards have been very inconsistent. Problems include: not emptying garbage and not cleaning bathrooms. Last week a bookshelf and research materials were thrown away because they were next to a trash can. Stacey has spoken to City Manager about the problem. Diane will attend a meeting on Thurs to present pictures and complaints.

**9. ADULT SERVICES REPORT - As presented by Diane Jaroch**



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- a) I attended the last Strategic Plan Workshop on September 11.
- b) I attended the staff appreciation breakfast on September 13.
- c) I attended the Library Board Meeting on September 16.
- d) I attended the Jefferson County Literacy County Board Meeting on September 18.
- e) We had a nice turn out of nine for the author Katherine Perreth on September 19.
- f) The Big Read 2013, Fahrenheit 451: Spark Reading! kicked off at the Irvin L. Young Memorial Library on September 23. The library gave away copies of Fahrenheit 451 by Ray Bradbury. There were both English and Spanish language copies available.
- g) The winners of The Big Read Matchstick Guessing Contest were Mariann who guessed 710 and Barb who guessed 750. The correct answer was 713. The winners won 2 tickets each to Aquila Theatre's production of Fahrenheit 451 at Young Auditorium.
- h) We had two people attend our first Maker Monday program on September 23. In honor of The Big Read and Fahrenheit 451 we altered books. Our next Maker Monday will be on October 28 at 6:30 p.m.
- i) I attended the Crime Club book club on September 25. We watched the movie "Shape of Water" (based on the book by Andrea Camilleri) and ate pizza.
- j) Fourteen people attended the Basket Making Workshop on September 27 with Bunny Schoen.
- k) I attended a Libraries and Affordable Care Act Workshop on September 30 in Horicon.
- l) Four people attended The Big Read book discussion of Fahrenheit 451 on October 1.

**YOUTH SERVICES REPORT- As presented by Cathy Bloom**

- a) Storytime: Storytime sessions started on September 9, 2013. Usually there are 3 sessions each week. There was no scheduled Lapsit Storytime on September 19, and on September 24, Preschool Storytime was replaced by The Mammoth Hunt. This program was presented by the Ice Age Trail Alliance. 26 people attended this program. There were approximately 182 people in attendance for the September Storytime Sessions (this does not include the Mammoth Hunt).
- b) Home Schooling and Lego Club resumed their monthly meetings, and we had good attendance for both.
- c) I had one special program – Super Heroes Make Super Subs. We received many favorable comments, and there about 33 people attended this program.



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- d) I attended a summer reading wrap-up which was held in Horicon. We discussed our various summer reading programs. We, also, discussed the Battle of the Books for 2014.
  - e) Diane and I did a Maker Monday on September 23.
  - f) On September 26, I lead the discussion for Crime Club. We saw the movie Shape of Water which is based on the novel, Shape of Water written by Andrea Camilleri.
11. Board member reports  
Hartwick and Hudson presented on the Library Trustee Dinner held on October 8th in Beaver Dam. Kelly Krieg-Sigman, the director of the La Crosse Public Library, presented. The board will receive a copy of her presentation via email.
12. Board member requests for future agenda items- none
13. Confirmation of next meeting on November 18, 2013, 6:30 pm
14. Adjournment- 8:18 p.m.

Minutes Submitted by Danielle Hudson on October 22, 2013