

OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
Monday, October 1, 2018 at 6:30 PM

AGENDA

1. Call to order
2. Establish a quorum
3. Certify compliance with Open Meeting Law
4. Approve agenda
5. Approve minutes from 09-10-2018
6. Action Item (Current Business)
 - August Bill Registry
 - 2019 – 2020 Library Budget Adjustments
 - Gallery Hours
 - Minor Updates to Main Level Meeting Space Policy
 - Library Board Bylaws – discuss updates and possible vote to approve
 - Letter to Pierce County Supervisors
7. Discussion Items (New Business)
 - Commitments requested to attend Oct. 23 Pierce County Supervisor Meeting
 - August Statistics
8. Director's Report & Announcements
 - Blood Pressure Kits
 - MORE's new Electronic Records Retention Policy
9. President's Report & Announcements
10. Adjournment
 - Next meeting: The following Monday, is November 5 at 6:30pm

River Falls Public 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, please contact Tanya Misselt at (715) 425-0905.

River Falls Library Board Minutes
Monday, September 10, 2018

Present: Joyce Breen, Robert Wing, Rebecca Ferguson, Melissa Wilson, P.C. Vasavada, Jean Ritzinger, and Tanya Misselt, Director. Guests: Julie Bergman, Kim Kiiskinen and Cole Zrostlik.

Absent: Dan Toland, Ruth Kuss, and Janet Johnson.

Call to Order: The meeting was called to order by president, Joyce Breen.

Quorum: A quorum was established.

Open Meeting Law: Breen certified the meeting was properly noticed.

Approval of Agenda: Wilson moved and Vasavada seconded. Motion carried.

Approval of Minutes from June 5, 2017: Ferguson moved and Wilson seconded. Motion carried.

Current Business:

Approval of Bills: Ritzinger moved and Wing seconded. Motion carried.

Table of Organization: Ferguson moved and Vasavada seconded to accept the organizational flow chart as submitted. Motion carried.

New Business: Breen made the following committee appointments:

By-laws Committee: Wing and Ritzinger

Policy Committee: Ferguson and Johnson

Adjournment: Vasavada moved and Wing seconded. Motion carried.

The next meeting will be Monday, October 1, 6:30

Respectfully submitted,

Jean Ritzinger
Secretary

Check Date:

Start: 8/1/2018

End: 8/31/2018



Library Board Approval Report

Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total	
CAVENDISH SQUARE PUBLISHING						
	411 CAL3094471		MAR 2018 CULTURES OF THE WORLD	3/20/2018	\$177.93	
CENTURYLINK						
	1796 1447040675		JUL 2018 LONG DISTANCE PHONE BILL	7/31/2018	\$3.83	
HUEBSCH LAUNDRY COMPANY						
	146 4108418		7-11-18 LIB BRUSHMATS	7/11/2018	\$70.12	
INFO USA MARKETING						
	1143 10003366851	180271	6-15-2018 - 6-14-2019 REFERENCE USA PACKAGE	6/15/2018	\$2,205.00	
INNOVATIVE USERS GROUP						
	2564 870Y20180817		USER GROUPS MEMBERSHIP to date of 10-24 -2019	8/17/2018	\$100.00	
NATIONAL ELEVATOR INSPECTION SERVICES, INC.						
	838 0318027		2018 LIBRARY ELEVATOR INSPECTION	7/17/2018	\$91.26	
ST CROIX VALLEY NATURAL GAS CO						
	255 JUL 2018 NATURAL GAS		JUL 2018 NATURAL GAS BILLS	8/2/2018	\$342.37	
WI DEPARTMENT OF REVENUE						
	3 JUL 2018 SALES TAX		JUL 2018 SALES TAX	7/31/2018	\$103.64	
	3 JUL 2018 SALES TAX		JUL 2018 SALES TAX	7/31/2018	-\$0.17	
					Total:	\$103.47
WI DEPT OF SAFETY & PROF SVCS						
	317 477117		JUL 2018 LIB ELEVATOR PERMIT TO OPERATE FEE	7/24/2018	\$50.00	
					Grand Total:	\$3,143.98



Financial Statement August 2018

	Current Year				Prior Y-T-D
	Budget	Month	Y-T-D	% Budgeted	
251 - Library					
Revenue					
Tax	\$880,000	\$0	\$880,000	100%	\$860,000
InterGovernmental	\$342,069	\$0	\$356,382	104%	\$356,636
Charges for Services	\$45,000	\$1,510	\$21,929	49%	\$21,936
Interest	\$200	\$1,194	\$9,543	4779%	\$4,854
Miscellaneous	\$32,639	\$717	\$9,054	28%	\$7,692
Other Financing	\$243,372	\$0	\$50	0%	\$0
Total Revenue	\$1,543,280	\$3,421	\$1,276,957	83%	\$1,251,118
Expense					
Library	\$1,543,280	\$106,814	\$851,335	55%	\$800,699
Total Expense	\$1,543,280	\$106,814	\$851,335	55%	\$800,699
Net Total 251 - Library	\$0	\$(103,393)	\$425,622	69%	\$450,419



Financial Statement August 2018

	Current Year				
	Budget	Month	Y-T-D	% Budgeted	Prior Y-T-D
255 - Library Trust					
Revenue					
Interest	\$300	\$335	\$986	329%	\$0
Miscellaneous	\$6,291	\$75	\$6,711	107%	\$2,913
Total Revenue	\$6,591	\$410	\$7,697	117%	\$2,913
Expense					
Library Trust Fund	\$6,591	\$133	\$1,744	26%	\$4,385
Total Expense	\$6,591	\$133	\$1,744	26%	\$4,385
Net Total 255 - Library Trust	\$0	\$277	\$5,954	72%	\$(1,472)
Grand Total	\$0	\$(103,116)	\$431,576	69%	\$448,947

Account Trial Balance



2018 Period 1 to 8
All Accounts

Accounts	Description	Organization	Beginning Bal	Debits	Credits	Net Change	Ending Balance	
255 Library Trust			0.00	2,159.67	8,113.58	-5,953.91	-5,953.91	
<u>25557000 47000</u>	Interest on Investments	25557000	0.00	0.00	986.14	-986.14	-986.14	
	Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
	1	507	GE	1/31/2018	INTINC JAN18 LGIP #1 INVEST INCOME		399.30	-399.30
			N					
	7	502	GE	7/31/2018	INTINV JUL18 LGIP#1 INVEST INCOME		252.02	-651.32
			N					
	8	510	GNI	8/31/2018	AUG18 LGIP #1 Invest Income		334.82	-986.14
							986.14	
<u>25557000 48500</u>	Donations	25557000	0.00	10.00	6,721.33	-6,711.33	-6,711.33	
	Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
	1	106	CRP	1/5/2018	1600 Cash Receipts Journal		9.50	-9.50
	1	106	CRP	1/5/2018	1600 Cash Receipts Journal		5.50	-15.00
	1	286	CRP	1/18/2018	1600 Cash Receipts Journal		16.44	-31.44
	1	296	CRP	1/16/2018	1600 Cash Receipts Journal		12.50	-43.94
	1	418	CRP	1/24/2018	1600 Cash Receipts Journal		20.00	-63.94
	1	418	CRP	1/24/2018	1600 Cash Receipts Journal		250.00	-313.94
	1	418	CRP	1/24/2018	1600 Cash Receipts Journal		8.10	-322.04
	1	419	CRP	1/29/2018	1600 Cash Receipts Journal		9.00	-331.04
	1	421	CRP	1/29/2018	1600 Cash Receipts Journal		50.00	-381.04
	1	425	CRP	1/31/2018	1600 Cash Receipts Journal		11.05	-392.09
	2	30	CRP	2/1/2018	1600 Cash Receipts Journal		12.00	-404.09
	2	110	CRP	2/8/2018	1600 Cash Receipts Journal		12.00	-416.09
	2	134	CRP	2/9/2018	1600 Cash Receipts Journal		8.00	-424.09
	2	233	CRP	2/14/2018	1600 Cash Receipts Journal		10.00	-434.09
	2	321	CRP	2/28/2018	1600 Cash Receipts Journal		10.10	-444.19
	2	322	CRP	2/21/2018	1600 Cash Receipts Journal		7.50	-451.69
	2	324	CRP	2/23/2018	1600 Cash Receipts Journal		16.05	-467.74

Account Trial Balance



2018 Period 1 to 8
All Accounts

Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
2	324	CRP	2/23/2018	1600 Cash Receipts Journal		50.00	-517.74
3	56	CRP	3/1/2018	1600 Cash Receipts Journal		10.50	-528.24
3	133	CRP	3/7/2018	1600 Cash Receipts Journal		11.50	-539.74
3	157	CRP	3/9/2018	1600 Cash Receipts Journal		9.50	-549.24
3	343	CRP	3/25/2018	1600 Cash Receipts Journal		8.00	-557.24
3	372	CRP	3/21/2018	1600 Cash Receipts Journal		16.50	-573.74
3	377	CRP	3/30/2018	1600 Cash Receipts Journal		8.50	-582.24
4	54	CRP	4/2/2018	1600 Cash Receipts Journal		7.00	-589.24
4	212	CRP	4/9/2018	1600 Cash Receipts Journal		11.50	-600.74
4	213	CRP	4/10/2018	1600 Cash Receipts Journal		660.00	-1,260.74
4	236	CRP	4/16/2018	1600 Cash Receipts Journal		10.00	-1,270.74
4	357	CRP	4/25/2018	1600 Cash Receipts Journal		21.95	-1,292.69
5	61	CRP	5/1/2018	1600 Cash Receipts Journal		9.50	-1,302.19
4	468	CRP	4/26/2018	1600 Cash Receipts Journal		5.00	-1,307.19
5	117	CRP	5/4/2018	1600 Cash Receipts Journal		1,075.00	-2,382.19
5	303	CRP	5/15/2018	1600 Cash Receipts Journal		120.00	-2,502.19
5	303	CRP	5/15/2018	1600 Cash Receipts Journal		7.00	-2,509.19
5	364	CRP	5/8/2018	1600 Cash Receipts Journal		5.50	-2,514.69
5	399	CRP	5/15/2018	1600 Cash Receipts Journal		23.95	-2,538.64
5	465	CRP	5/25/2018	1600 Cash Receipts Journal		125.00	-2,663.64
5	465	CRP	5/25/2018	1600 Cash Receipts Journal		70.00	-2,733.64
5	531	CRP	5/30/2018	1600 Cash Receipts Journal		9.50	-2,743.14
6	219	CRP	6/5/2018	1600 Cash Receipts Journal		7.50	-2,750.64
6	474	CRP	6/21/2018	1600 Cash Receipts Journal		14.00	-2,764.64
6	474	CRP	6/21/2018	1600 Cash Receipts Journal		40.00	-2,804.64
6	590	CRP	6/28/2018	1600 Cash Receipts Journal		20.00	-2,824.64
6	630	CRP	6/28/2018	1600 Cash Receipts Journal		8.50	-2,833.14

Account Trial Balance



2018 Period 1 to 8
All Accounts

Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
7	105	CRP	7/5/2018	1600 Cash Receipts Journal		20.00	-2,853.14
7	105	CRP	7/5/2018	1600 Cash Receipts Journal		6.50	-2,859.64
7	331	CRP	7/23/2018	1600 Cash Receipts Journal		747.70	-3,607.34
7	331	CRP	7/23/2018	1600 Cash Receipts Journal		600.00	-4,207.34
7	331	CRP	7/23/2018	1600 Cash Receipts Journal		125.00	-4,332.34
7	338	CRP	7/25/2018	1600 Cash Receipts Journal		166.60	-4,498.94
7	383	CRP	7/23/2018	5500 Cash Receipts Journal		250.00	-4,748.94
7	392	CRP	7/29/2018	5500 Cash Receipts Journal		71.00	-4,819.94
7	393	CRP	7/30/2018	5500 Cash Receipts Journal		59.94	-4,879.88
7	393	CRP	7/30/2018	5500 Cash Receipts Journal		507.96	-5,387.84
7	393	CRP	7/30/2018	5500 Cash Receipts Journal		240.00	-5,627.84
7	393	CRP	7/30/2018	5500 Cash Receipts Journal		178.03	-5,805.87
7	459	CRP	7/1/2018	5500 Cash Receipts Journal		500.00	-6,305.87
7	459	CRP	7/1/2018	5500 Cash Receipts Journal		158.00	-6,463.87
8	60	CRP	8/5/2018	5500 Cash Receipts Journal		70.00	-6,533.87
7	496	CRP	7/26/2018	1600 Cash Receipts Journal		172.46	-6,706.33
8	247	CRP	8/14/2018	5500 Cash Receipts Journal		5.00	-6,711.33
8	248	CRP	8/14/2018	5500 Cash Receipts Journal		5.00	-6,716.33
8	358	CRP	8/14/2018	5500 Cash Receipts Journal		5.00	-6,721.33
8	361	CRP	8/14/2018	1600 Cash Receipts Journal	5.00		-6,716.33
8	362	CRP	8/14/2018	1600 Cash Receipts Journal	5.00		-6,711.33
					10.00	6,721.33	

[25557000 53520](#)

General Operating Supplies	25557000	0.00	1,089.03	406.11	682.92	682.92
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Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
4	453	API	4/1/2018	003331 40194 MODERN TOTS	297.99		297.99
4	491	API	4/30/2018	000018 40636 4IMPRINT	384.93		682.92
5	537	API	5/1/2018	000018 41035 4IMPRINT	406.11		1,089.03

Account Trial Balance



2018 Period 1 to 8
All Accounts

Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
7	500	API	7/1/2018	000018 42860 4IMPRINT		406.11	682.92
					1,089.03	406.11	
25557000 59100		Transfer to General Fund		25557000	0.00	1,060.64	1,060.64
							1,060.64
Per	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	519	GNI	1/31/2018	Jan 18 2018 Allocations	132.58		132.58
2	329	GNI	2/28/2018	Feb 18 2018 Allocations	132.58		265.16
3	77	GNI	3/31/2018	Mar 18 2018 Allocations	132.58		397.74
4	191	GNI	4/30/2018	Apr18 2018 Allocations	132.58		530.32
5	566	GNI	5/31/2018	MAY18 2018 ALLOCATIONS	132.58		662.90
6	375	GNI	6/30/2018	June18 2018 Allocations	132.58		795.48
7	2	GNI	7/31/2018	July18 2018 Allocations	132.58		928.06
8	502	GNI	8/31/2018	Aug 18 2018 Allocations	132.58		1,060.64
					1,060.64		
Total					0.00	2,159.67	-5,953.91
Grand Total					0.00	2,159.67	-5,953.91

River Falls Public Library

Main Level Meeting and Study Rooms Space Policy

Approved by River Falls Public Library Board of Trustees

Approved 8/3/2015, Amended 9/8/2015

~~Damage Deposit \$20 per room~~

The River Falls Public Library provides meeting space on the main level free of charge for Library programs, and for other meetings and programs of an organizational, informational, educational, cultural, or civic nature.

The River Falls Public Library subscribes to the principles set forth in the ALA Library Bill of Rights: "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."

Use of the meeting room, however, does not constitute Library endorsement of the activities, purposes or viewpoints expressed by the groups/individuals involved.

Unless an exception has been made by the Library Director or Supervisor on Duty, meetings held in the Library are considered public meetings, open to all wishing to attend subject to fire codes, ADA requirements, and occupancy load restrictions. Individuals, groups, or organizations using the meeting spaces must fulfill their obligations as enumerated in this policy. Failure to abide by the Library's Meeting Space Policy and rules of conduct may result in the cancellation of, or refusal of future reservations.

Any exceptions to the meeting space policy must be approved by the Library Board of Trustees. Questions involving meeting-related policies and procedures will be resolved by the Library Board. If a group feels that their application has been unfairly denied or that their use of the meeting room is limited, a grievance may be filed with the Library Director, who will direct it to the Library Board. The Library Director or his/her designee assumes responsibility to ensure that policies and procedures are followed and will report any problems to the Library Board.

MEETING ROOMS

DAVID M. SMITH MEETING ROOM DESCRIPTION

The David M. Smith Meeting Room is located on the east side of the building off of the foyer. It is equipped with 8 tables, 100 chairs, an amplified podium, a coffee pot, and a vacuum cleaner. There are also screens and white boards on both sides of the room. -All other supplies must be provided by the user. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room.

Meeting room limit is 125.

BOARD ROOM DESCRIPTION

The Board Room is located in the library proper on the south side of the building. There are six (6) tables available, and 20 chairs. Additional chairs are stored in the closet. The room contains a screen and a white board. All other supplies must be provided by the user. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room.

Board room limit is 36.

CHILDREN'S PROGRAM ROOM -(SOLARIUM) DESCRIPTION

The Children's Program Room is located on the east side of in-the Children's area.Library. -There are 5 tables available, bench seating, and 8 chairs. -Additional chairs may be available from the Smith Room.

There is a sink. The room does not have a screen or white board. All supplies must be provided by the user. The room may be used for children's programs, crafting, or other small groups. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room. Solarium Room limit is 35.

STUDY ROOMS

Study Rooms are located in the library proper. There are three (3) study rooms. Each study room has a built-in table and two (2) chairs. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room. Study Room limit is 2.

EQUIPMENT

Arrangements for use of AV equipment must be made in advance in the main library. An additional deposit may be required. Library staff are NOT available to operate AV equipment. The equipment listed below is available to meeting room users. Equipment must be reserved in advance of the meeting in order to insure its availability.

- Overhead projector
- Easel
- LCD projector
- Television & VCR or DVD
- Podium

SCHEDULING/RESERVATIONS

- Reservations can be made for the David M. Smith Meeting Room, Board Room and Children's Program Room. The Study Rooms are first-come, first served.
- A single person or small group may use the meeting rooms on an ad hoc basis if the study rooms are already occupied. Groups that wish to use the meeting rooms on a regular basis (more than a one-time meeting or less than once a month) must make a reservation.
- Reservations for the meeting room will be handled by the Reference Desk staff. Reservations must be made at least 48 hours in advance and will be accepted for a 12 month period for a regularly scheduled meeting time (e.g. 3rd Tuesday from noon to 1:00 p.m. in October and September).
- In the event of a cancelled meeting, the Library should be notified at least 48 hours in advance.
- Groups that fail to notify the library of meeting cancellations may have their meeting room privileges revoked.
- The Library reserves the right to limit reservations so that other groups have access to meeting space.
- Groups may be limited to one regularly scheduled meeting per month in the evenings after 5pm and on the weekends.
- After a twelve-month period of regular meetings, the Library will give another group preference in booking the meeting room for a regular meeting on a particular day (e.g. second Monday of each month). Regularly scheduled meeting room space is limited, so if a group had a twelve-month period the previous year, it should not expect to have the same date again the following year. After the end of any twelve-month period, the meeting room is available on a first-come, first serve basis for groups that have not had regularly scheduled meetings.
- It is not the responsibility of the Library to contact any group about the nearing expiration of meeting room reservations.
- Library-sponsored or co-sponsored programs take precedence over other groups at all times and only the Library or a library group may sponsor a fund-raising or purely social program in the Library.
- Programs on library premises must be free of charge, but organizations may charge a cost recovery fee for items such as hand-outs, etc. At no time will the library staff be involved in the collection of such fees.

- Hours for the Smith Room are 8:30 a.m. to 9:15 p.m. Monday through Thursday, and during library hours Friday, Saturday and Sunday. Special arrangements must be made with the Library staff if meetings extend outside regular library hours.
- The Board Room, Children’s Program Room, and Study Rooms reside within the library proper, and therefore, hours for these spaces are the same as library hours. No exceptions.

ELIGIBLE MEETING ROOM USERS

All groups, whether governmental, for-profit or non-profit are invited to use the Library's meeting spaces; however, no fees may be charged and no sales may be made when using any library space. In general, the Library allows groups to reserve the meeting room on a first-come, first-serve basis but does reserve the right to make schedule adjustments according to the Library's needs. In case of conflict the following order of priority applies: (1) Library programs which involve efforts of Library staff; (2) Local/City government meetings/programs - official meetings or programs of government agencies or departments. (3) Other groups not falling into the first two categories.

Groups whose members are under the age of eighteen must be accompanied by at least one adult chaperone for each fifteen participants.

BUILDING SECURITY

If the library is open, library staff will be responsible for assuring that windows and doors are locked securely after the last of the group has exited. Meetings in the Board Room and Children’s Program Room must be completed and participants must vacate the room before the library closes.

If the library is closed, the custodian will be responsible for assuring that windows and doors are locked securely after the last of the group has exited, and for checking the rest rooms to ensure they are not occupied.

By signing a Meeting Space Contract, organizations or individuals agree to limit their activities to the reserved meeting space area.

DAMAGES AND LIABILITY

Each individual, group, or organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. ~~A damage deposit of \$20 per room use is required at the time of reservation~~

~~If damage is noted, the deposit will be forfeited and the individual, group, or organization will be billed for the full amount of damage assessed.~~

Abuse of the facilities will be sufficient cause to deny further use of the room. The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using its meeting room.

Any individuals, groups, or organizations holding a meeting in the Library must fully release and discharge the River Falls Public Library, the Library Board of Trustees, the City of River Falls, its officers, agents and employees from any and all claims from injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

SET-UP, CLEAN-UP, FURNITURE ARRANGEMENT

Each group is responsible for arranging the meeting room for their use, picking up refuse, and leaving the room clean for the next group. If the room is not properly cleaned after usage, the group may be denied further use of the room.

Furniture and chairs should be restored to their original arrangement when the group leaves. The Library does not provide storage for the property of organizations or individuals meeting in the room, and does not accept responsibility for materials that are lost or damaged

Refreshments shall be limited to simple offerings (coffee, punch, cookies, donuts, etc.) or box lunches, and all supplies must be furnished by the group. If food is served, tables must be wiped down.

Cleaning supplies are available in the cabinets of each room. A vacuum cleaner is available.

OTHER RULES AND REGULATIONS

- SMOKING or vaping is not permitted anywhere in the library. A receptacle for ash and cigarette butts is provided outside the building.
- No ALCOHOL may be served or consumed.
- All programs must be appropriate to the facilities and should not be disruptive to library functions. Groups will receive one warning for excessive noise or disruption. Further disruption may be cause for denial of room use.
- No tape or tacks may be used on the walls.
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- No animals will be allowed in the library without permission.
- Debris should not be left on the carpet. A vacuum cleaner is available.
- Groups that wish to socialize after their scheduled meeting time must do so outside the library building.
- Groups are permitted to put up a small directional sign (8 ½"x11"). Other sign boards and easels may not be set up in circulation areas, lobby or stairwell as they may be disruptive or cause congestion.
- No sleeping in the meeting rooms or study rooms.

October 1, 2018

Pierce County Board Supervisors
P.O. Box 119
Ellsworth, WI 54011

Dear Pierce County Board Supervisors,

The undersigned members of the River Falls Public Library (RFPL) Board of Trustees would like to encourage you to vote for an 85% rate of reimbursement for the cost of library services to “county non-residents” (those without a local library).

We are pleased that Pierce County has agreed to reimburse the RFPL at a rate of 80%, however our Children’s collection is in need of a significant investment beyond the current library materials budget allocation. An increase of 5% will amount to just over \$11,000 for the RFPL. These funds will go a long way to update this collection.

Access to high quality fiction and non-fiction books is important for children of all ages. Among many other benefits, non-fiction feeds curiosity, provides information to build an understanding of the world and prepares children for higher education. It is said that fiction creates both a window to the world and a mirror to reflect on similar experiences in our own life. Stories broaden children’s horizons by exposing them to cultures, characters, and situations that are beyond their own life experience. Stories help children understand that they are not alone in whatever problems they may face in life because others have faced similar situations too. Through stories children can safely consider what decisions they might make if they were in a similar situation as a character in a book. What might they do differently? What might they do the same?

Summer reading programs at public libraries help prevent what is often referred to as “summer slide”. Summer slide is the tendency of students, especially children from low-income families, to lose reading achievements from the previous academic year. For children from low-income families, the cumulative impact of little to no summer reading throughout childhood translates to compounding disadvantages.

Through research in the field of neuroscience there has been a significant increase in our understanding of the importance of early childhood brain development. From age birth to five years old the brain develops more than any other time in life. In 2014, the American Academy of Pediatrics issued a policy statement recommending “parent-child home reading beginning at birth and continuing at least through kindergarten.”

For families with pre-school children, public libraries are the only place they can go to access an ongoing supply of books for their children. Research continues to demonstrate that investment in children from birth to five years old pay long-term dividends for individual children and the community as a whole. Studies have found a benefit/cost ratio ranging from \$7 to \$1 and up to \$16 to \$1. In other words, for every dollar that communities invest in quality early childhood programs and services, communities gets back \$7 to \$16 in return.

Thank you for your time. We hope that you will vote “yes” for an 85% reimbursement for the cost of library services to county non-residents.

Sincerely,

River Falls Public Library Board of Trustees

Joyce Breen, President

Date

Rebecca Ferguson, Vice President

Date

Jean Ritzinger, Secretary

Date

Ruth Kuss, Trustee

Date

Janet Johnson, Trustee

Date

Dan Toland, City Mayor and Trustee

Date

Purnendu Vasavada, Trustee

Date

Melissa Wilson, Trustee

Date

Robert Wing, Trustee

Date

2018 STATISTICS	January	February	March	April	May	June	July
CIRCULATION							
2017 Physical Materials	23995	23161	27314	23888	24409	30279	28133
2018 Physical Materials	23116	21440	26880	25222	22404	28450	27598
Overdrive eBook	1562	1518	1654	1573	1527	1625	1554
Overdrive Video	0	0	0	0	0	0	3
Overdrive Audiobook	1250	1094	1242	1184	1216	1292	1281
Freeding	35	42	31	26	15	21	30
Flipster Usage	42	26	12	32	11	25	59
Total Circulation	26005	24120	29819	28037	25173	31413	30525
SELF-CHECK USAGE							
# circs on self-check	11148	11513	9972	13554	12441	16986	14985
% on Self Check	48%	54%	37%	54%	56%	60%	58%
OTHER							
Patron cards issued	96	68	97	80	80	149	95
Public Computer Uses	1775	1775	1952	2006	1873	1756	1657
Door Count (/ 2)	12389	12133	15299	13394	13181	13963	14228
Meeting Room Use	30	34	37	37	42	29	33
Board Room Use	45	55	57	50	57	57	53
Lower Level Meetings	5	16	19	16	16	15	15
Solarium	7	9	8	10	2	6	2
Lower Level Door Count				1200	1600	1327	1116
Gallery visitors	379	451	784	1025	1499	402	344
MORE-sent from RF	5489	4903	5225	4909	4181	4366	4168
MORE-lent to RF	3963	3614	4121	3667	3373	3683	3578
ILL SENT	76	99	114	70	77	76	79
ILL RECEIVED	27	25	41	37	20	21	39
VOLUMES ADDED							
Adult Fiction	112	100	100	140	131	116	116
Adult Non-Fiction	79	37	38	64	51	46	85
E-Books (Kindle)		7	0	7	0	4	0
Juvenile Fiction	253	52	63	69	42	23	52
Juvenile Non-Fiction	7	64	7	21	42	5	3
Books on CD	6	17	4	61	26	18	8
DVDs	75	33	31	41	37	34	31
Music CDs	30	1	0	1	8	0	5
Software	2	1	0	0	0	0	0
Young Adult	0	0	0	0	31	10	40
Other	0	0	0	0	14	1	1
Donations	32	19	28	11	0	0	0
Total Volumes added	596	331	271	415	505	257	341
REFERENCE QUESTIONS							

Reference Desk	1025	956	975	930	904	897	971
Children's Desk	178	165	160	155	133	141	123
Telephone (Heather's Office)	110	111	106	117	110	121	176
Total Reference	1313	1232	1241	1202	1147	1159	1270
PROGRAMS							
Children's	19	22	24	20	5	33	24
YA	4	4	4	5	4	5	6
Adult	10	17	18	21	15	13	14
PROGRAM ATTENDANCE							
Children's	245	382	396	264	157	1054	814
YA	38	67	36	19	77	37	57
Adult	201	322	389	294	310	353	389
DROP-IN ACTIVITIES							
Children's	1	1	1	2	1	3	2
YA	0	0	0	1	0	0	0
Adult	0	0	1	1	0	0	0
DROP-IN ACTIVITY PARTICIPATION							
Children's	4	4	4	22	4	59	3
YA	0	0	0	2	0	0	0
Adult	0	0	5,000	4	0	0	0
SUMMER LIBRARY PROGRAMS (SLP)							
Baby	0	0	0	0	0	>	1
Children's	0	0	0	0	0	>	1
YA	0	0	0	0	0	>	1
Adult	0	0	0	0	0	>	TBD
SLP REGISTRATION							
Baby	0	0	0	0	0	>	122
Children's	0	0	0	0	0	>	761
YA	0	0	0	0	0	>	23
Adult	0	0	0	0	0	>	TBD
MISCELLANEOUS CHILDEN'S							
St. B's Class Visits	6	28	18	25	17	0	0
St. B's Class Attendance	324	407	219	267	272	0	0
Children's SLP Outreach	0	0	0	0	22	0	0
SLP Outreach Attendance	0	0	0	0	2284	0	0
VOLUNTEER HOURS							
	202.5	192.5	264.5	139.75	149	131	95.5
FINES	1419.07	2633.39	1453.63	2624.92	1330	1387.28	1350.71
COPIES	739.96	673.96	812.51	809.46	586.62	597.78	412.06
Lower Level Fees	100	50	0	100	25	0	0
Replacement Cards	51	32	50	28	26	78	40

Faxes	152	208.5	177.7	151.3	190.9	133	138
Coffee	111.83	136.01	127.58	113.2	84.15	104.34	71
Lost & Damaged	210.75	333.1	672.96	407.88	279.01	169.71	405.31
Reimburse/Foundation	989.88	0	0	0	661.46	2084.77	0
BOOK SALE	74.59	64.15	61	57.9	22	30	1147.75
Trust Fund Donations	320	0	0	550	1445	60	250

August
27379
25737
1554
3
1281
30
59
28664
14985
58%
93
1991
14368
29
55
12
2
2040
1688
4062
3896
82
39
125
110
0
60
13
17
49
6
58
7
n/a
445

831
114
39
984
8
3
46
189
13
519
0
0
0
0
0
0
1
1
1
TBD
122
761
23
TBD
0
0
0
0
136.8
1261.77
905.26
32

216.8
121.96
233
0
333.94
505

RIVER FALLS PUBLIC LIBRARY

Monthly Report - Misselt

August - September, 2018

Pierce County/Act 150:

Pierce County library directors have asked Library Boards to submit a letter to Pierce County Supervisors for an increase in Act 150 funding from 80% to 85% and explain how the increase in funding would be used. A letter has been drafted for your consideration at our October 1 Board of Trustees meeting.

I am still looking for Library Board members to join me at the Pierce County Supervisors meeting on **October 23 meeting @ 7pm in the County Board Room** to explain how the RFPL could use an additional 5% funding.

Board By-laws:

Trustee members Robert Wing and Jean Ritzinger have been working on updating the Board Bylaws. I met with them briefly since our last Board meeting. If they are ready to present an amended document, we will review it at our next meeting and possibly take a vote to approve the new Bylaws.

Meeting and Study Room Policy:

I have reviewed the Meeting and Study Room Policy with Kim Kiiskinen. Some minor changes have been made. Primarily, we would like to no longer request a deposit from patrons wishing to book a meeting room because we have never kept a deposit and always end up we have to be mailed. This cost postage and Kim's time. Often, addresses have changed and checks are mailed back to us.

Circulation Policy:

Work on the Circulation Policy has begun. I will continue to work with Heather Johnson and Kim Kiiskinen on it and then follow-up with Board Policy Committee (Rebecca Ferguson and Janet Johnson).

IFLS:

The Indianhead Federated Library System, most commonly referred to as the acronym IFLS, will continue to be referred to as IFLS but the letters will stand for Inspiring and Facilitating Library Success.

MORE Electronic Records Retention Policy:

MORE is the name of the electronic catalog that is shared among most libraries in IFLS. IFLS is cleaning up patron information that is no longer relevant to the patron database. The below policy outlines how fees and bills will be written off as uncollectable.

- Delete patron records with expiration dates 3+ years past, and CIRCACTIVE dates 1+ year past, and owing less than \$5 in fines. [All three qualifications are required. This means that the card expired more than three years ago and the card has not been used to check-out material in over a year and the card holder owes less than \$5 in fines.]
- Delete overdue fines assessed more than 5 years ago. [A “fine” is assessed for overdue items.]
- Delete bills and manual charges assessed more than 10 years ago. [A “bill” is assessed for lost or damaged items.]