

Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees
Monthly Agenda for July 2025
On July 9th
Amundson Community Center Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS

PUBLIC INPUT (15 minutes maximum)

APPROVAL OF MONTHLY REPORTS:

Library Board Minutes
Director's Report
Program Report
Monthly Circulation Stats

APPROVAL OF TREASURER'S REPORT:

Monthly Expenses
Budget Comparison
Petty Cash Reconciliation
SCLS Foundation Report

VILLAGE REPORT

FRIENDS OF THE LIBRARY REPORT

SCHOOL DISTRICT REPORT

ACTION AGENDA:

POLICY

1. Rainy Day Policy
2. Policy Audit
3. Review of Donations Policy / Memorial Recognition

OLD BUSINESS

1. Employee Handbook
2. Emergency Plan
3. Ice Cream Social

NEW BUSINESS

1. Nominations
2. Trustee Training Week
3. Budget 2026
4. Donations and Gifts / Thank You Notes

FUTURE AGENDA ITEMS;

NEXT MEETING DATES; Wednesday August 13th

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: August 13th

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
June 11, 2025
6:30 PM**

Present/Roll Call: Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, Cari Redington, Pamela Schmitt and Robin Kantzler. Absent & excused-Matthew Gausmann

Call to Order: President Trendel called the meeting to order at 6:31 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Schmitt. Discussion. Vote. Approved.

Approval of Treasurer's Report: Trustee Simdon Budewitz made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Kantzler. Discussion. Trustee Redington reported \$20,811.87 in monthly expenses for the month of May. The property tax line from the Village report is still zeroed out. Lucy will look into this. Roll call vote. Treasurer report approved.

Village Report: Lisa Moen has retired as of 7/5/25. Fire Fest is this weekend. A task force is looking into creating a park/green space in The Vineyards.

Friends of the Library Report: The book sale is coming up. The FOL will be looking for volunteers for the event and basket donations. They voted and paid for the library to get a new AED. It is to replace the expired equipment and pads.

School District Report: School ended last Friday. Summer school started yesterday.

Action Agenda:

Old Business

1. Drive-Up Window Update-A new window has been ordered. May arrive in August. Working on obtaining a permit.
2. Employee Handbook-Director Seeman is still working with Deerfield Public Library and will report back to the board.
3. Emergency Plan-Dane County will come in July to discuss developing weather specific emergency plans with Director Seeman.

4. Little Free Food Pantry-The Jefferson Public Library has this in their library. Our board is declining the offer to host and support at this time.

New Business

1. Trustee Orientation-Director Seeman will set up orientation with Trustees Kantzler and Schmitt.
2. Donations and Gifts/Thank You Notes-No donations or gifts.

Upcoming meeting:

7/9/25 6:30 PM-Library Board Meeting

Looking forward:

8/15/25 Ice Cream Social

Trustee Martin made a motion to adjourn, seconded by Trustee Redington at 7:12 PM.
Discussion. Vote. Approved.

Submitted by Kristin Martin

2025 Director's Report
Library Board of Trustees Meeting
July 9th @ 6:30pm

Updates

- Registration for Trustee Training Week has opened. The annual Trustee Training Week offers one-hour webinars on a topic of interest to public library trustees and administrators. The training week will be from August 18-22, and the webinars all start at 12 pm. You may register and view the recorded webinar later, as well as access archived webinars from the past at your convenience. This year's line-up includes:
 - Monday, August 18: Wisconsin Library Law
 - Tuesday, August 19: Trustee 101: An Introduction to Being a Wisconsin Library Trustee
 - Wednesday, August 20: Basics of an Efficient, Effective Board Meeting
 - Thursday, August 21: Library Advocacy and Story making: the Hero's Journey from Community to Page (and Beyond)
- We've had some potentially exciting news recently from Dane County Library Services. While the county's \$31 million dollar deficit is concerning, the library board has approved a proposal and has sent it off to the County Executive for review. It would compensate libraries for their program attendance in addition to check-outs. As the proposal lays out (and as we have known collectively for several years), there is more than one measurement to assess the success or usefulness of a library (beyond just check-outs). This proposal is seeking reimbursement in addition to what we would normally get from Dane County for our check-outs. Because the county budget is in a bit of a situation now, Tracy from DCLS is thinking this might take a few years before we see it move forward, but at least it is in the hands of the County Executive now.
- Yotos have officially started to be lent out to patrons. We are working through some bugs in our processes, but they seem very well received right now and we are looking forward to expanding the collection!
 - With the Yotos up and running, we will now shift our focus to the second part of the Foundation Grant, which was to update (catalog), and repackage our Puzzles and Board and Card game collections.
- Some DPI / IMLS news;
 - DPI received the full LSTA Grants-to-States for 2025 (in the amount of \$3.2 million) on June 16th. This allows DPI the full range of services to support libraries this year.
 - DPI is now watching the developments of both the state and federal budget processes. Both budgets will inform how they are able to move forward. Federally, they are hoping to see IMLS funding restored in the budget bill as well as Congressional reauthorization of IMLS as an agency. Both of these actions need to happen to secure LSTA Grants-to-States funds moving forward.
 - As of July 28, 2025 the Wisconsin Department of Public Instruction will be restructured to more align with their strategic plan. Under this new structure, the Division for Libraries and Technology will use the working title Division for School and Library Operations and be led by Chanell Crawford, who is currently DPI's Assistant State Superintendent of the Division for Finance and Management. Within the division will be the Bureau of Libraries, previously known as the Library Services Team. Ben Miller will continue leading the work of the Bureau of Libraries and assume the title of State

2025 Director's Report
Library Board of Trustees Meeting
July 9th @ 6:30pm

Librarian. Beth Tomev will also continue in her leadership role within the Bureau overseeing Library Development. As this reorganization progresses, the Bureau of Libraries will send further details regarding the make-up of the Bureau. We have been told that these changes will have little to no impact on individual library work.

Continuing Education / Training

- Staff participated in Vishing related cyber training from Infosec
- Library Director viewed a webinar from this year's Wild Wisconsin Web Conference
 - Books are Our Brand: Reinvesting in RA

Gifts / Donations / Monies Received

- **Donations**
 - The Friends of the Library donated \$455.40 for the replacement of our AED battery and pads. Funds were deposited on 6/10/25.
 - The Cambridge Area Lion's Club donated \$500 to the library. That check was brought up and deposited on 7/7.
- **Monies Received**
 - Village of McFarland sent us a check for \$19.95 for a lost item. That was deposited on 6/18
 - Quill issued us a refund check in the amount of \$107.99. That was deposited on 6/26.
 - We finally received our Literacy Grant from SCLS for Summer Programs. It was in the amount of \$450, and was deposited on 6/27.

Upcoming Time Off / Out of Building

- 7/17/25 All Director's Meeting; this is the voting meeting (to approve all fees for 2026) and will be held in the Dells. Normally, this meeting runs from 9-12. It will take me at least an hour to get back so I won't be in the building until 2pm the latest.

2025 Director's Report
Library Board of Trustees Meeting
July 9th @ 6:30pm

Program Highlights (June)



Date	Tr. Activity	Age Group	# Attended	Activity Type	Organizer	Tr. Notes
6/3	Scrabble	All Age...	2	Self-Running		Notes
6/4	SUMMER KICKOFF Color Our World: Animal Artists	Kids	18	Single	Patty	Nat. Miss. River Museum & Aquarium
6/9	Monday Night Book Club	Adults	11	Club	Samantha	The Life Impossible
6/10	Scrabble	All Age...	2	Self-Running		Notes
6/10	Tiny Art Orientation (adult)	Adults	6	Series	Amanda	Notes
6/11	Colorful Animals in Nature	Kids	54	Series	Patty	J & R Aquatics
6/12	Tiny Art Orientation (kids)	Kids	4	Series	Amanda	Notes
6/13	Storytime	Kids (u...	30	Series	Patty	Hanna Brattlie-Fairst Jefferson County
6/16	Artist Study series	Kids	2	Series	Amanda	"The Great Wave off Kanagawa" by Katsushika Hokusai
6/17	Scrabble	All Age...	4	Self-Running		Notes
6/18	Color Creatively(Arts for All-collage)	Kids	26	Series	Patty	Arts for All/Jennie Mullins
6/20	Storytime(Dog Days)	Kids (u...	12	Series	Patty	Notes
6/20	Friday Flicks	Adults	14	Series	Patty/Amanda	Conclave
6/21	Make Music Day	All Age...	15	Single	Amanda	Take Back the Sun band
6/24	Scrabble	All Age...	2	Self-Running		Notes
6/24	Between the Pages book club	Adults	3	Club	Samantha / Amanda	Brooklyn
6/25	Magical Art(Mrs. K)	Kids	70	Series	Patty	CES Art Teacher-Sarah Krajewski
6/27	Storytime(Chromatography)	Kids (u...	37	Series	Patty	UW WI Energy Inst /Kaitlin Ripley
6/27	Cricut Workshop	Teens	0	Single	Amanda / Elise	Notes
6/30	Artist Study series	Kids	7	Series	Amanda	"Starry Night" & Sunflower Fields" by Vincent Van Gogh
m/d/yyyy	Activity		##			Notes

Total Attendance	319
Total Programs	20
Kids Under 5	3
School Age Kids	7
Teens	1
Adults	4
All Ages	5
Self-Running	4

Passive Programming

Storywalk Guestimate	7
Coloring Sheets	55

*Tabletop coloring sheet also available

*Sticker poster & Guesstimation Jars also available throughout summer

Jun-25

Jun-25	Week 1 6/1/25 - 6/7/25							Week 2 6/8/25 - 6/14/25							Week 3 6/15/26 - 6/21/25							Week 4 6/22/25 - 6/28/25							Week 5 6/29/25 - 6/30/25							Weekly Totals			Monthly Totals																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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6/4/2025	Summer Kickoff Event: Animal Artists
6/5/2025	Friends of the Library Meeting
6/10/2025	Tiny Art Orientation
6/10/2025	Lots of Construction! Hard to Access Road
6/11/2025	Animals in Nature Program
6/12/2025	Tiny Art Orientation
6/13/2025	Storytime
6/17/2025	Summer School Group Visit
6/18/2025	Wednesday Afternoon Craft
6/20/2025	Storytime
6/20/2025	Friday Flicks
6/21/2025	Make Music Day
6/23/2025	1st Check-in Day for Summer Library Program
6/24/2025	Between the Pages Book Club
6/25/2025	Wednesday Afternoon Craft
6/25/2025	Spring Water Alley/Road paved, access to parking lot limited or restricted
6/27/2025	Storytime
6/27/2025	Cricut Workshop (Teens)

2025 Monthly Statistics

CIRCULATION ACTIVITY

[illegible]

Jan Feb March April May June July Aug YTD TOTAL

Expenses

Materials Expenses	\$ 5,963.22	\$ 2,298.62	\$ 2,796.36	\$ 2,916.41	\$ 1,664.69	\$ 2,227.16			\$ 17,866.46
Operations Expenses	\$ 25,909.89	\$ 5,951.37	\$ 3,666.57	\$ 7,110.09	\$ 4,428.38	\$ 3,273.61			\$ 50,339.91
Personnel Expenses	\$ 11,061.91	\$ 11,082.21	\$ 10,245.18	\$ 11,045.38	\$ 10,734.41	\$ 10,483.12			\$ 64,652.21
Benefits Expenses	\$ 5,326.51	\$ 1,437.62	\$ 1,386.09	\$ 2,169.27	\$ 3,984.39	\$ 798.14			\$ 15,102.02
Cash Drawer									
Materials	\$ 8.00	\$ 8.22	\$ 6.33	\$ 10.55	\$ 6.22	\$ 6.00			\$ 45.32
Postage		\$ 4.40	\$ 4.40	\$ 5.11		\$ 10.01			\$ 23.92
Programming	\$ 11.97	\$ 14.89	\$ 7.98			\$ 7.98			\$ 42.82
Supplies				\$ 18.13					\$ 18.13
Misc.	\$ 15.77	\$ 14.10		\$ 14.67	\$ 46.42	\$ 34.49			\$ 125.45
Janitorial	\$ 8.04								\$ 8.04

Revenues

Total Donations	\$ 700.00	\$ 320.00				\$ 955.40			\$ 1,975.40
Total Monies Received	\$ 95,198.57	\$ 55,805.00	\$ 755.94			\$ 577.94			\$ 152,337.45
Donation Box Deposit	\$ 145.00	\$ 73.00							\$ 218.00
SCLS Foundation									
Interest	\$ 23.05	\$ 92.62	\$ 228.56	\$ 63.65					
Fees	\$ (75.02)	\$ (76.61)	\$ (76.32)	\$ (76.37)	\$ (74.85)				
Gains/Losses	\$ 1,363.77	\$ (255.88)	\$ (1,662.87)	\$ 11.75	\$ 2,200.44				
Cash Drawer Deposits	\$ 210.00	\$ 294.00	\$ 224.00	\$ 597.30	\$ 211.00	\$ 268.34			\$ 1,804.64
Faxes	\$ 10.50	\$ 3.50	\$ 9.75	\$ 23.75	\$ 8.75	\$ 34.50			\$ 90.75
Copies	\$ 179.30	\$ 231.50	\$ 198.25	\$ 471.55	\$ 185.25	\$ 190.66			\$ 1,456.51
Laminating		\$ 1.00	\$ 2.00	\$ 10.00	\$ 6.00	\$ 1.00			\$ 20.00
Earbuds/Flash Drives		\$ 10.00							\$ 10.00
Misc.						\$ 2.19			\$ 2.19
Card Replacements	\$ 1.00	\$ 3.00			\$ 1.00	\$ 3.00			\$ 8.00
Lost/Damaged Materials	\$ 19.20	\$ 48.00	\$ 11.00	\$ 92.00	\$ 10.00	\$ 36.99			\$ 217.19

Foundation Previous Month Ending Value
\$61,426.94
Foundation Current Month Ending Value
\$63,552.53

PETTY CASH 2025

Start

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Beginning Drawer Total:	\$ 340.54	\$ 424.46	\$ 354.73	\$ 727.30	\$ 360.54	\$ 399.34							\$2,606.91
Cash Left in Drawer Total:	\$ 130.54	\$ 130.46	\$ 130.73	\$ 130.00	\$ 130.04	\$ 131.00							\$ 782.77

Income

2025	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total	\$ 210.00	\$ 294.00	\$ 224.00	\$ 597.30	\$ 211.00	\$ 268.34							\$1,804.64

Expenses

2025	January	February	March	April	May	June	July	August	September	October	November	December	Total
Material 150-00-55110-341-000	\$ 8.00	\$ 8.22	\$ 6.33	\$ 10.55	\$ 6.00	\$ 6.00							\$ 45.10
Postage 150-00-55110-311-000		\$ 4.40	\$ 4.40	\$ 5.11	\$ 10.01	\$ 10.01							\$ 33.93
Supplies 150-00-55110-310-000				\$ 18.13									\$ 18.13
Programming 150-00-55110-290-000	\$ 11.97	\$ 14.89	\$ 7.98		\$ 7.98	\$ 7.98							\$ 50.80
Misc. 150-00-55110-390-000	\$ 15.77	\$ 14.10		\$ 14.67	\$ 34.49	\$ 34.49							\$ 113.52
Janitorial Supplies 150-00-55110-240-100	\$ 8.04												\$ 8.04
Total	\$ 43.78	\$ 41.61	\$ 18.71	\$ 48.46	\$ 58.48	\$ 58.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269.52

South Central Library System Foundation
Account QuickReport
All Transactions

Date	Memo	Amount	Balance
01/31/2025	Proration of SCLS administrative Fee (DEBIT)	-46.29	61,675.52
01/31/2025	Proration of FBB Investment management Fee (-28.73	61,646.79
01/31/2025	Allocation of Investment Return (DEBIT)	1,386.81	63,033.60
02/12/2025	Proration of FBB Investment management Fee (DEBIT)		63,033.60
02/12/2025	Allocation of Investment Return (DEBIT)		63,033.60
02/12/2025	Allocation of Investment Return (DEBIT)		63,033.60
02/28/2025	Allocation of Investment Return (DEBIT)	-163.25	62,870.35
02/28/2025	Proration of FBB Investment management Fee (-29.33	62,841.02
02/28/2025	Proration of SCLS administrative Fee (DEBIT)	-47.28	62,793.74
03/31/2025	Allocation of Investment Return (DEBIT)	-1,289.32	61,504.42
03/31/2025	Proration of FBB Investment management Fee (-29.22	61,475.20
03/31/2025	Proration of SCLS administrative Fee (DEBIT)	-47.10	61,428.10
04/30/2025	Allocation of Investment Return (DEBIT)	75.21	61,503.31
04/30/2025	Proration of FBB Investment management Fee (-30.30	61,473.01
04/30/2025	Proration of SCLS administrative Fee (DEBIT)	-46.07	61,426.94
05/08/2025	Allocation of Investment Return (DEBIT)		61,426.94
05/30/2025	Allocation of Investment Return (DEBIT)	2,200.44	63,627.38
05/31/2025	Proration of FBB Investment management Fee (-28.78	63,598.60
05/31/2025	Proration of SCLS administrative Fee (DEBIT)	-46.07	63,552.53
Total 2239 - Cambridge Community Library		63,552.53	63,552.53
Total 2200 - Member Library Liability Fund		63,552.53	63,552.53
TOTAL		63,552.53	63,552.53

Purpose

The purpose of this Operating Reserve Policy for the Cambridge Community Library (CCL) is to build and maintain an adequate level of unrestricted net assets to support the organization's day-to-day operations in the event of unforeseen shortfalls. The reserve may also be used for one-time, nonrecurring expense that will build long term capacity or provide long-term benefits such as staff development, or investment in collections or infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. The CCL Board of Trustees intends for the operating reserves to be used and replenished within a reasonable period of time. This Operating Reserve Policy will be implemented in conjunction with other financial policies of the organization and is intended to support the goals and strategies contained in those related policies and strategic and operational plans.

Definitions and Goals

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Trustees. The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to 6 (six) months of average recurring operating costs. To be clear these are indirect operating funds not direct operating funds. This is calculated by finding the monthly average from the total annual operating costs of the current year budget and multiplying that average amount by the number of months' operating cost previously stated for the minimum amount of the reserve.

In addition to calculating the actually operating reserve fund at the fiscal year end, the operating reserve fund target minimum will be calculated each year after approval of the annual budget. These reserves will be reported to the Board of Trustees and included in the regular financial reports.

Accounting for Reserves

The Operating Reserve Fund will be recorded in the accounting system and financial statements as Board Designated Operating Reserve. The Operating Reserve Fund will be funded and available in cash or cash equivalents. Operating reserves will be maintained in a segregate bank account or investment fund, in accordance with investment policies.

Funding of Reserves

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Trustees may, from time to time direct that a specific source of revenue be set aside for operating reserves. Examples may include on-time gifts or bequests, special grants or special appeals.

Authority to Use Operating Reserves

The use of operating reserves will be presented by the Library Director in consultation with the Treasurer to the Board for their authorized use of the Operating Reserves. The required use of operating reserves will be presented to the Board of Trustees at their next scheduled meeting for approval, accompanied by the description of the analysis and determination of the use of funds and plans for replenishment to restore the Operating Reserve Fund to the target minimum amount.

Reporting and Monitoring

The Library Director is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval of the use of operating reserve funds, the Library Director with assistance from the Village of Cambridge Treasurer will maintain records of the use of funds and plan for replenishment. The Library Director will provide regular reports to the Board of Trustees of progress to restore the fund to the target minimum amount.

Relationship to Other Policies (CR Note – delete this section b/c I don't believe we have any of these at this time?)

The Library Director shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency and management of the Operating Reserve Fund.

- Investment Policy, including risk tolerance
- Risk Management related policies and tools to diminish risk, including Contingency or Disaster Preparedness Plan
- Policies related to Operating and Capital Budgeting
- Fund Development Policies

Review of Policy

This Policy will be reviewed every other year at minimum, or sooner if warranted by internal or external events or changes. Changes to the Policy will be presented to and approved by

the Board of Trustees. This Policy upon every revision must be published online with the Cambridge Community Library operating policies.

Cambridge Community Library Gift and Donation Policy

The Cambridge Community Library welcomes the support of the community through gifts of money or material goods. These gifts help enrich and improve public library resources.

1. Authority

A. According to the Wisconsin State Statutes s. 43.58 (Power & Duties), "the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund." Therefore, the Library Director or the Library Board retains the right to accept or refuse any gift.

B. All gifts become sole property of the Library and as such may be used and managed as the Library Director and Library Board deem appropriate.

C. Publicity for gifts will be worked out between the Director and the donor. No publicity will take place without the consent of the donor. In addition, the Library cannot promise that publicity will occur with every gift.

2. Types of Gifts and Terms of Acceptance

A. The Library does not accept gifts of books, pamphlets, periodicals, audiovisual materials, and other items without the approval of the Library Director. Such items will be accepted only if they enhance the library's collection, such as materials relating to local, state, or regional history or culture.

B. The Library Director will determine which used items will be added to the collection. Those not added to the collection may be disposed of as the Library Director sees fit, e.g. Friends of the Library book sale. The Library Director reserves the right not to accept used books that are not useful or saleable. Any special collections of gift books that are deemed usable may be integrated into the regular collection rather than be kept together as a separate entity.

C. The Library cannot produce lists of titles donated or assess the value of used books.

D. Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.

E. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

3. Deposit Materials

A. Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community as determined by the Library Director outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other Source.

4. Partnership for Collection of Materials

A. The Library may be a designated drop off location for recycled materials. Authority to designate the Library as a drop-off location lies with the Library Director. Organizations may reach out to the Library Director for approval and coordination of pick-up/drop -off of recycled materials.

B. The Library Director may accept or decline the request to make the Library a designated drop-off location based on the needs of the library, the space the collection would take up vs. what the Library has available, or time needed by library staff to maintain.

C. All approved partners are responsible for their collection receptacles; this includes pick-up of materials when the receptacle is full, or when the time frame for collection has expired. Organizations that fail to maintain their collection receptacles may be permanently removed from the Library.

D. It is the duty of the partners to provide proper signage and containment for their collection. The Library is not responsible for providing the receptacle or signage for any approved collections, nor is it responsible for advertisement of the collection, unless otherwise approved by the Library Director.

Approved 4/10/24

Wisconsin Policy of the Month Club: Policy Audit tool

Policy Title	Have policy?	Last updated	Create or update?	Do not need	Follow municipality?	Include in another policy, form, or procedure?	Notes/Comments (if needed)
Library Administration & Governance Policies							
EXAMPLE POLICY	TRUE	1/1/2001	TRUE	FALSE	TRUE	Yes; in 'ABC Policy'	Include XYZ procedure in ABC policy;
ADA Policy	FALSE		FALSE	FALSE	FALSE		Vote on ABC policy at board meeting on XYZ date... etc.
Board of Trustees Bylaws	TRUE	Mar-25	FALSE	FALSE	FALSE		Available on library website under Board of Trustees, and on Trustee Google Drive.
Board Meeting Public Comment Policy	FALSE		FALSE	FALSE	FALSE		
Confidentiality of Library Records	FALSE		FALSE	FALSE	FALSE		
Disposal of Library Assets Policy	FALSE		FALSE	FALSE	FALSE		
Investment/Fund Balance/Carryover Policy	FALSE		FALSE	FALSE	FALSE		
Volunteer Application & Policy	FALSE		FALSE	FALSE	FALSE		
Library Safety & Security Policies							
Incident Report Policy	FALSE		FALSE	FALSE	FALSE		
Weapons Policy	FALSE		FALSE	FALSE	FALSE		
Weather / Emergency Closing / Shortened Hours Policy	FALSE		FALSE	FALSE	FALSE		
Child Safety Policy	FALSE		FALSE	FALSE	FALSE		
Teen Safety Policy	FALSE		FALSE	FALSE	FALSE		
Library Collection & Program Policies							
Circulation Policy	FALSE		FALSE	FALSE	FALSE		
Collection Development Policy	TRUE		FALSE	FALSE	FALSE		
Collection Maintenance / "Weeding" Schedule & Policy	TRUE		FALSE	FALSE	FALSE		
Program / Outreach Policy	FALSE		FALSE	FALSE	FALSE		
Display and Exhibits Policy	TRUE		FALSE	FALSE	FALSE		
Gifts and Donations Policy	TRUE		FALSE	FALSE	FALSE		
Request for Reconsideration of Library Materials Policy/Form	TRUE		FALSE	FALSE	FALSE		
Library Technology Policies							
Computer Filtering Policy	FALSE		FALSE	FALSE	FALSE		
Public Computer Access & Usage Policy	FALSE		FALSE	FALSE	FALSE		
Harmful Content for Minors Policy (CIPA)	FALSE		FALSE	FALSE	FALSE		
Wireless Internet Access Policy	FALSE		FALSE	FALSE	FALSE		
3D Printing Policy	FALSE		FALSE	FALSE	FALSE		
Makerspace Use Policy	FALSE		FALSE	FALSE	FALSE		
Social Media Policy	FALSE		FALSE	FALSE	FALSE		
Behavior Policies							
Community Bulletin Board Use Policy	TRUE		FALSE	FALSE	FALSE		
Service Animal Policy	FALSE		FALSE	FALSE	FALSE		
Photography / Video Policy (Patrons)	FALSE		FALSE	FALSE	FALSE		
Food and Drink Policy	FALSE		FALSE	FALSE	FALSE		
Meeting Room / Community Room Use Policy	FALSE		FALSE	FALSE	FALSE		
Meeting Room / Community Room Reservation Form	FALSE		FALSE	FALSE	FALSE		
Patron Behavior / Conduct Policy	TRUE		FALSE	FALSE	FALSE		
Petitioning / Solicitation / Distribution of Literature Policy	FALSE		FALSE	FALSE	FALSE		
Restriction of Library Services Policy / Form / Notice	FALSE		FALSE	FALSE	FALSE		
Unattended Children Policy	FALSE		FALSE	FALSE	FALSE		
Personnel Policies							
Leave Policy (holiday, vacation, sick, bereavement, etc.)	FALSE		FALSE	FALSE	FALSE		
Harassment Policy	FALSE		FALSE	FALSE	FALSE		

