

*Willard Public Library
Board of Trustees
Meeting Agenda
September 21, 2016
5:00 p.m.
Library Meeting Room*

- I. Approval of Minutes* (pg. 1)*
- II. Public Comment*
- III. Financial Report*
 - Approval of Expenditures* (pg. 3)*
- IV. Reports & Recommendations*
 - Revision to Board Policy Manual (pg. 12)*
 - Goals Update (pg. 16)*
 - Battle Creek Reads Update (pg. 17)*
- V. Comments by Trustees*
- VI. Adjourn*

Action items are indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

August 17, 2016

Willard Library Meeting Room

BOARD OF TRUSTEES

James Keefer, Bob Ward, Kathy Baker, and Michelle Herzing

ADMINISTRATION

Leah Dodd, Director

Cathy Lucas, Assistant Director

Bridget Banks, Administrative Assistant

MINUTES

The Meeting was called to order by Jim Keefer at 5:05 p.m.

APPROVAL OF MINUTES

Bob Ward moved, with a second from Michelle Herzing, to approve the minutes of the Board Meeting of June 15, 2016.

Motion approved 4 – 0

PUBLIC COMMENT

There were no public comments.

FINANCIAL REPORT

Leah Dodd noted that the annual audit was in progress and going well. She presented the financial report. The June 2016 Year End financial statements show a carry-over of approximately \$250,000 into fiscal year 2016/2017. The anticipated Renaissance Zone Reimbursement for fiscal year 2015/2016 exceeded the budgeted amount of \$33,000, coming in closer to \$81,000 which will be posted to fiscal year 2016/2017 since it will be received after 60-days of the fiscal year end. Special funds were close to budget.

Leah Dodd reported on Willard Library investments. To maximize FDIC coverage, the Library has accounts at nine different local banks and credit unions.

The Library requested a distribution of \$49,830 this fiscal year from the Battle Creek Community Foundation.

Kathy Baker moved, with a second from Michelle Herzing, to approve the expenditures as presented for June and July 2016.

Motion approved 4 – 0

REPORTS & RECOMMENDATIONS

Bob Ward moved, with a second by Michelle Herzing, to re-elect the current Board Officers for 2016/2017.

Motion approved 4 – 0

Leah Dodd presented the proposed 2016/2017 meeting dates. The Library holds a holiday breakfast in December and a staff appreciation breakfast in May. Leah Dodd stated that all of the 2016/2017 Board meetings will be held at the downtown library. Michelle Herzing moved, with a second by Kathy Baker, to adopt the Meeting Dates offered for fiscal year 2016/2017.

Motion approved 4 – 0

Leah Dodd presented annual Library usage statistics for fiscal year 2015/2016. Total circulation of physical items continues to decrease consistent with trends in other libraries. Overall circulation decreased by 2%, including a decrease in the circulation of physical materials, partially due to format shifts. Digital downloads increased by 39%, including increased circulation of children's ebooks resulting from outreach efforts to schools. Use of e-resources, including Chronicling Battle Creek, and of the Library's wireless network continues to increase. Library programs continue to be well attended.

Leah Dodd presented both a program and a financial report on the Imagination Library. The funds remaining will cover approximately 20 more months of the program. Both United Way and the Binda Foundation are accepting funding applications, which the Library intends to submit. If local funding is unavailable, the Library will consider phasing out the program or transferring the program to another local organization.

The Community Needs Assessment included responses from almost 900 individuals in the Library's service area. Some respondents indicated they wanted services the Library already provides which will be addressed through the new marketing plan. Additionally, some feedback provided was contradictory. Although 75% of respondents indicated borrowing books and movies were one of their top three services, 25% did not, representing changing expectations of library services.

Leah Dodd stated that the marketing campaign will build on the Library's name recognition and exceptional service to broaden the way area residents think of the Library and expand their use of Library services. One of the recommendations is new signage, which will be proposed in November. A new series of "personality" ads will run with the regular program ads this fall.

Kathy Baker suggested considering inexpensive ways to address the focus group findings regarding the look of the library.


COMMENTS

Bornor Restoration began masonry work on the downtown building this week to prevent building leaks. The project is expected to take about 13 weeks, during which the Library will remain open.

Next month a revised computer use policy will be presented for board consideration to meet the updated Children's Internet Protection Act requirements for e-rate funding.

ADJOURNED

The meeting was adjourned at 5:55 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library
Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

August 2016

	BUDGET	2016/17 YTD	% YTD	ANTICIPATED	2015/16 YTD
Taxes	4,304,511	489,895	11.38%	3,814,616	505,321
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	514,015	29,549	5.75%	484,466	26,685
Penal Fines	250,000	0	0.00%	250,000	0
Fees and Book Fines	145,000	19,788	13.65%	125,212	21,233
Local Contributions & Contracts	95,000	773	0.81%	94,227	906
Transfer to GF from Kellogg SRF	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Improvement Fund	75,000	75,000	100.00%	0	0
TOTAL	5,558,526	615,005	11.06%	4,943,521	554,145

EXPENDITURES

	BUDGET	2016/17 YTD	% YTD	AVAILABLE	2015/16 YTD
Total Expenditures	5,822,240	1,063,085	18.26%	4,759,155	1,083,481

REVENUE OVER EXPENDITURES

(448,080)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

August 2016

EXPENDITURES

	BUDGET	2016/17 YTD	% YTD	AVAILABLE	2015/16 YTD
Capital Expenditures	117,000	4,508	3.85%	112,492	13,488
Program Svs-Av, Books & Periodicals	1,086,460	314,305	28.93%	772,155	320,764
Personnel	3,305,069	573,901	17.36%	2,731,168	586,215
Office Supplies	84,000	11,521	13.72%	72,479	6,184
Repairs & Maintenance Supplies	34,000	3,765	11.07%	30,235	2,419
Purchased Services	521,000	57,072	10.95%	463,928	56,168
Communications	144,000	16,078	11.17%	127,922	14,783
Insurance	21,711	21,711	100.00%	0	22,043
Public Utilities (1)	199,000	(4,207)	-2.11%	203,207	6,984
Repairs & Maintenance Services	310,000	64,431	20.78%	245,569	54,433
TOTAL	5,822,240	1,063,085	18.26%	4,759,155	1,083,481

VARIANCES (+/-) Current in Bold

1. Accounts Payable BCPS

WILLARD PUBLIC LIBRARY
SUMMARY OF DISBURSEMENTS AUGUST 2016

GENERAL FUND DISBURSEMENTS

Expenditures by check	293,844.11
 <i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,184.95
FICA & Federal withholding tax	41,659.00
State withholding tax	5,972.00
MERS Retirement System	13,854.22
MPSERS Retirement System	6,603.82
MPSERS UAAL RATE STABILIZATION	0.00
OMNI (403 (b) 3rd party administrator)	2,730.00
BASIC (125 Plan 3rd party administrator)	1,394.42
PNC BANK (credit card)	2,424.95
MESSA	58,798.85
Unum Life Insurance	330.49
Total Disbursements	544,796.81

WL MONTHLY CHECK REGISTER

Date: Thursday, August 25, 2016
Time: 2:09:07 PM

Date Range? 2016-08-01 and 2016-08-31
Void CK# are:

WILLARD PUBLIC LIBRARY CHECKS
August 2016

Check Number	Check Date	Vendor Name	Check Amount
047138	8/1/2016	PENGUIN RANDOM HOUSE INC	\$39.25
047139	8/1/2016	PETTY CASH BRIDGET BANKS	\$145.22
047140	8/1/2016	SEMCO ENERGY INC	\$22.90
047141	8/1/2016	BESCO WATER TREATMENT INC	\$285.50
047142	8/1/2016	CONSUMERS ENERGY INC	\$2,687.06
047143	8/1/2016	DEMCO INC	\$835.85
047144	8/1/2016	GREENSCAPE SERVICES INC	\$2,939.54
047145	8/1/2016	GORDON FOOD SERVICE PAYMENT PROCESSING CT	\$21.96
047146	8/1/2016	OVERDRIVE INC	\$2,867.38
047147	8/1/2016	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$168.95
047148	8/1/2016	DONNA TITUS DBA RELIABLE PROP CLE	\$3,300.00
047149	8/1/2016	WORKFORCE STRATEGIES, INC	\$364.00
047150	8/1/2016	BETHANY WATERBURY DBA NEXT OF KIN RESEARCH	\$131.32
047158	8/9/2016	MISDU	\$120.10
047159	8/9/2016	GORDON FOOD SERVICE PAYMENT PROCESSING CT	\$42.97
047160	8/9/2016	FUEL MANAGMENT SYSTEM INC	\$45.40
047161	8/9/2016	OVERDRIVE INC	\$73.75
047162	8/9/2016	BLUE OX CREDIT UNION ATTN; BONNIE MARIO	\$326.20
047163	8/9/2016	SCHWEITZER INC	\$224.54
047164	8/9/2016	XEROX CORPORATION INC	\$1,428.46
047165	8/9/2016	ABM PARKING SERVICES	\$1,480.00
047166	8/9/2016	AMIGO MOBILITY CENTER	\$75.00
047167	8/9/2016	AQUA BLUE AQUARIUM SOLUTIONS	\$149.99
047168	8/9/2016	BAKER & TAYLOR INC <i>Book lease</i>	\$171,831.24
047169	8/9/2016	PETTY CASH BRIDGET BANKS	\$115.35
047170	8/9/2016	OFFICE DEPOT INC	\$27.15
047171	8/9/2016	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$17.50
047172	8/10/2016	REIMBURSEMENT	\$54.73
047173	8/15/2016	ALLEGRA PRNT & IMAGING INC.	\$77.43
047174	8/15/2016	PENGUIN RANDOM HOUSE INC	\$56.25
047175	8/15/2016	BC SHOPPER NEWS	\$1,500.57
047176	8/15/2016	SEMCO ENERGY INC	\$419.00
047177	8/15/2016	OFFICE DEPOT INC	\$1,345.14
047178	8/15/2016	BESCO WATER TREATMENT INC	\$7.00
047179	8/15/2016	VERIZON WIRELESS	\$59.08
047180	8/15/2016	EVANCED SOLUTIONS LLC	\$851.00
047181	8/15/2016	FIRE EXTINGUISHER SERV	\$177.00
047182	8/15/2016	REIMBURSEMENT	\$133.60
047183	8/15/2016	RESEARCH TECH INTERNATIONAL COMPANY INC	\$328.22
047184	8/15/2016	DONNA TITUS DBA RELIABLE PROP CLE	\$3,150.00
047185	8/15/2016	WORKFORCE STRATEGIES, INC	\$364.00
047186	8/23/2016	ALLEGRA PRNT & IMAGING INC.	\$655.91
047187	8/23/2016	PETTY CASH BRIDGET BANKS	\$74.70
047188	8/23/2016	BATTLE CREEK CITY TREAS	\$1,162.83
047189	8/23/2016	BARNES & NOBLE INC	\$3,196.00
047190	8/23/2016	BESCO WATER TREATMENT INC	\$7.00
047191	8/23/2016	CBS DISTRIBUTION INC DBA PERMACARD	\$204.68
047192	8/23/2016	DEMCO INC	\$59.91

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047193	8/23/2016	MISDU	\$120.10
047194	8/23/2016	GREENSCAPE SERVICES INC	\$42.76
047195	8/23/2016	GORDON FOOD SERVICE PAYMENT PROCESSING CT	\$8.97
047196	8/23/2016	KENT RECORD MANAGEMENT INC-MUSKEGON	\$112.40
047197	8/23/2016	SCHINDLER ELEVATOR SER INC	\$502.88
047198	8/23/2016	REIMBURSEMENT	\$6.95
047199	8/23/2016	NEW NUEVA OPINION JESUS GRILLO	\$192.00
047200	8/23/2016	BLUE OX CREDIT UNION ATTN; BONNIE MARIO	\$326.17
047201	8/23/2016	DEX MEDIA INC SUPERMEDIA LLC	\$62.10
047202	8/23/2016	WORKFORCE STRATEGIES, INC	\$709.80
047203	8/23/2016	XEROX CORPORATION INC	\$261.98
047204	8/23/2016	FUEL MANAGMENT SYSTEM INC	\$40.13
047205	8/25/2016	GE CAPITAL RETAIL BANK/AMAZON INC	\$704.33
047206	8/25/2016	DONNA TITUS DBA RELIABLE PROP CLE	\$2,250.00
A01416	8/1/2016	BRODART COMPANY INC	\$577.62
A01417	8/1/2016	BLACKSTONE AUDIO BOOKS INC	\$40.00
A01418	8/1/2016	GALE/CENGAGE LEARNING INC	\$131.95
A01419	8/1/2016	FINDAWAY WORLD LLC	\$81.16
A01420	8/1/2016	INGRAM LIBRARY SERVICE INC	\$10,083.02
A01421	8/1/2016	KSS ENTERPRISES INC	\$1,740.30
A01422	8/1/2016	MIDWEST TAPE INC.	\$1,965.25
A01423	8/1/2016	RECORDED BOOKS INC	\$563.50
A01424	8/9/2016	BRODART COMPANY INC	\$424.84
A01425	8/9/2016	CTS TELECOM INC MAIL SGOP DEPT 3053	\$2,693.00
A01426	8/9/2016	FINDAWAY WORLD LLC	\$2,124.83
A01427	8/9/2016	INGRAM LIBRARY SERVICE INC	\$1,886.22
A01428	8/9/2016	KSS ENTERPRISES INC	\$710.92
A01429	8/9/2016	MIDWEST TAPE INC.	\$15,127.98
A01430	8/9/2016	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$220.63
A01431	8/15/2016	BRODART COMPANY INC	\$1,066.32
A01432	8/15/2016	INGRAM LIBRARY SERVICE INC	\$10,801.82
A01433	8/15/2016	KSS ENTERPRISES INC	\$805.02
A01434	8/15/2016	RECORDED BOOKS INC	\$115.22
A01435	8/15/2016	UNIQUE MANAGEMENT SERVICES INC	\$584.14
A01436	8/15/2016	MIDWEST TAPE INC.	\$4,187.42
A01437	8/23/2016	BRODART COMPANY INC	\$1,782.26
A01438	8/23/2016	BRILLIANCE AUDIO INC	\$122.46
A01439	8/23/2016	CDW GOVERNMENT INC SUITE 1515	\$1,212.42
A01440	8/23/2016	GALE/CENGAGE LEARNING INC	\$146.19
A01441	8/23/2016	FINDAWAY WORLD LLC	\$2.99
A01442	8/23/2016	INGRAM LIBRARY SERVICE INC	\$7,240.86
A01443	8/23/2016	KSS ENTERPRISES INC	\$20.92
A01444	8/23/2016	MIDWEST TAPE INC.	\$3,846.45
A01445	8/23/2016	SECURITAS SECURITY SERVICES USA INC	\$12,090.07
A01446	8/23/2016	SECANT TECHNOLOGIES INC	\$1,160.00
A01447	8/23/2016	UNIQUE INTEGRATED COMMUNICATIONS INC	\$1,297.13
			Grand Totals \$293,844.11

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For good. For ever. For all.

BOARD OF TRUSTEES

Tim Kool, *Chair*
President
Heritage Chevrolet

C. Glen Walter, *Vice Chair*
Retired
Community Volunteer

Deonne Estes, *Secretary*
Secretary-Treasurer
Farley-Estes & Dowdle Funeral Home

Amy Bauman, *Treasurer*
Certified Public Accountant
Bauman Accounting, CPAs

T.R. Shaw, Jr., *Member At Large*
CEO
Shaw Communication

Rick Baron, *Immediate Past Chair*
Retired Software Engineer
Defense Logistics Information Service

The Very Reverend Brian Coleman
St. Thomas Episcopal Church

Theresa Dawson, DNP, MSN, RN
Chief Nursing Officer
Oaklawn Hospital

Phillip E. Harter
Attorney
Chalgian & Tripp Law Offices

Dorothy Height
Community Volunteer
Posthumously

Preston Hicks, PhD, LPC
Owner
PH&A Management Consultants

Patrick Horan
Retired
Community Volunteer

Elishae Johnson, PhD, LPC, TLLP,
CAADC
Manager, Business Operations
BBC HelpNet

Dorothy McClendon
Retired Social Worker
Community Volunteer

Kyle Tharp
Student
Pennfield High School

Jim Treadwell
Retired
Community Volunteer

Michelle Zhang
Student
Lakeview High School

PRESIDENT & CEO
Brenda L. Hunt

32 W. Michigan Avenue
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bccf@bccfoundation.org
www.bccfoundation.org

August 2016

Ms. Leah Dodd
Library Director
Willard Public Library
7 W. Van Buren Street
Battle Creek, MI 49017

Dear Leah:

We are pleased to provide you with the Willard Library Fund quarterly statements for the funds held at the Battle Creek Community Foundation. The statements reflect the fund activity for the period of April 1, 2016 through June 30, 2016.

The BCCF portfolio experienced a 2.21% rate of return for BCCF's first quarter from April 1, 2016 to June 30, 2016. You will find this market performance reflected in the "current year activities section" of the enclosed fund statement. The Battle Creek Community Foundation's total assets were \$114.5 million as of June 30, 2016. Throughout the past quarter BCCF staff and volunteer leadership have continued to be watchful of the BCCF investment strategy, investment firms and market performance.

Detailed Investment Information for fund statements is available on the Battle Creek Community Foundation website at <http://www.bccfoundation.org>

As always, please do not hesitate to contact us should you have questions regarding your statement or if we can be of further assistance to you.

Thomas Crothers
Vice President – Finance & Investments



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**Willard Library Fund Statement
For the Period 04/01/2016 – 06/30/2016**

Beginning Total Fund Balance	848,549.93
Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	803,516.04
Accumulated Earnings less Expenditures	45,033.89
Total Beginning – Non – Spendable	848,549.93
CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	18,206.91
BCCF Administrative Fee	-1,966.64
Curr. Yr. Allocation to Spendable	-42,840.00
Total Current Year Activities	-26,599.73
Ending Fund Balance - Non-Spendable	821,950.20
Beginning Fund Balance - Spendable	0.00
ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	42,840.00
Total Additions	42,840.00
EXPENDITURES	
Grants Approved/Paid	0.00
Miscellaneous Expenses	0.00
Total Expenditures	0.00
Ending Fund Balance - Spendable	42,840.00
Ending Total Fund Balance	864,790.20

**Please note this is a preliminary statement. Our fiscal year 2016/2017 has not been completed.*

For good. For ever. For all.



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**Willard Library/Campbell Fund Statement
For the Period 04/01/2016 – 06/30/2016**

Beginning Total Fund Balance	<u>48,663.28</u>
Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	41,740.69
Accumulated Earnings less Expenditures	<u>6,922.59</u>
Total Beginning – Non – Spendable	48,663.28
CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	1,044.14
BCCF Administrative Fee	-60.99
Curr. Yr. Allocation to Spendable	<u>-2,440.00</u>
Total Current Year Activities	-1,456.85
Ending Fund Balance - Non-Spendable	<u>47,206.43</u>
Beginning Fund Balance - Spendable	0.00
ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	<u>2,440.00</u>
Total Additions	2,440.00
EXPENDITURES	
Grants Approved/Paid	0.00
Miscellaneous Expenses	<u>0.00</u>
Total Expenditures	0.00
Ending Fund Balance - Spendable	<u>2,440.00</u>
Ending Total Fund Balance	<u><u>49,646.43</u></u>

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For good. For ever. For all.

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**Willard Library/Denman Fund Statement
For the Period 04/01/2016 – 06/30/2016**

Beginning Total Fund Balance	<u>90,647.73</u>
Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	70,797.47
Accumulated Earnings less Expenditures	<u>19,850.26</u>
Total Beginning – Non – Spendable	90,647.73
CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	1,944.99
BCCF Administrative Fee	-113.84
Curr. Yr. Allocation to Spendable	<u>-4,550.00</u>
Total Current Year Activities	-2,718.85
Ending Fund Balance - Non-Spendable	<u>87,928.88</u>
Beginning Fund Balance - Spendable	0.00
ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	<u>4,550.00</u>
Total Additions	4,550.00
EXPENDITURES	
Grants Approved/Paid	0.00
Miscellaneous Expenses	<u>0.00</u>
Total Expenditures	0.00
Ending Fund Balance - Spendable	<u>4,550.00</u>
Ending Total Fund Balance	<u><u>92,478.88</u></u>

**Please note this is a preliminary statement. Our fiscal year 2016/2017 has not been completed.*

For good. For ever. For all.

11

**U. Policy Regarding Access To The Internet Through The Library
General Policies**

Willard Library provides internet access to all library users. In compliance with Act 212 of Public Acts of 2000, Willard Library provides filtered internet access on all of its networks. Willard Library will provide training and assistance necessary to gain access to the internet. The library supports the user's right to privacy; however security is technically difficult to achieve, therefore, electronic communications and files could become public.

1. Instructional Responsibilities of Library Staff

The scope of information available through the internet (online) requires that librarians both assist users in finding material and analyzing the validity of the material. Librarians should make patrons aware of resources available, introduce them to new formats, and illustrate ethical behavior necessary when accessing electronic resources.

It is not possible for library staff to control specific information any patron may locate on the internet because content is constantly changing. Just as libraries do not vouch for or endorse the viewpoints of other materials in their collection, they do not do so for information found online. It is the responsibility of the user to determine what is appropriate.

2. **Role of Library Staff and Parents in Providing Youth Access**

Libraries and librarians have a responsibility to provide material and information presenting all points of view. Libraries must support access to all formats of materials that meet the user's informational needs, regardless of the user's age or the content of the material. Parents concerned about their children's use of electronic resources are ultimately responsible for setting standards and establishing guidelines. Parents are encouraged to spend time online with their children and discuss the wealth of information available.

3. **User Responsibilities**

All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. Responsible, ethical use of all resources includes the following:

- a. Using resources for educational, informational and recreational purposes only and not for unauthorized, illegal or unethical purposes.
- b. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system; and by not damaging or altering software components of any network or database.
- c. Making only authorized copies of copyrighted or licensed software or data.
- d. Not sending, receiving, or displaying graphics which may be reasonably construed as obscene.

Willard Library assumes no responsibility for use of the internet by minors. Violation of the Library's Internet Policy or Guidelines by a patron will result in his/her loss of internet privileges. Repeated violations may result in entire loss of all library privileges.

4. **Disclaimer**

Library staff cannot control the availability of information or websites. Availability changes rapidly and unpredictably online. Not all sources on the internet provide accurate, complete, or current information. Users need to be good information consumers questioning the validity of the content. Willard Library assumes no responsibility for any dangers, direct or indirect, arising from the use of its equipment or networks.

(Revised September 2015.)

U. **Policy Regarding Access To The Internet Through The Library**

General Policies

Willard Library provides internet access to all library users. In compliance with Act 212 of Public Acts of 2000 and the **Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]**, Willard Library provides filtered internet access on all of its networks. Willard Library will provide training and assistance necessary to gain access to the internet. The library supports the user's right to privacy; however security is technically difficult to achieve, therefore, electronic communications and files could become public.

1. Instructional Responsibilities of Library Staff

The scope of information available through the internet (online) requires that librarians both assist users in finding material and analyzing the validity of the material. Librarians should make patrons aware of resources available, introduce them to new formats, and illustrate ethical behavior necessary when accessing electronic resources.

It is not possible for library staff to control specific information any patron may locate on the internet because content is constantly changing. Just as libraries do not vouch for or endorse the viewpoints of other materials in their collection, they do not do so for information found online. It is the responsibility of the user to determine what is appropriate.

2. Role of Library Staff and Parents in Providing Youth Access

Libraries and librarians have a responsibility to provide material and information presenting all points of view. Libraries must support access to all formats of materials that meet the user's informational needs, regardless of the user's age or the content of the material. **It shall be the responsibility of the parent and/or guardian of the minor to supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.**

- a. **Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.**
- b. **To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network. For safety and security while using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, users are advised to:**
 - (1). **Never give out identifying information such as home address, school name, or telephone number.**
 - (2). **Let parents or guardians decide whether personal information such as age or financial information should be provided online.**
 - (3). **Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.**
 - (4). **Never respond to messages that are suggestive, obscene, or threatening.**
 - (5). **Remember that people online may not be who they say they are.**

3. User Responsibilities

All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. Responsible, ethical use of all resources includes the following:

- a. Using resources for educational, informational and recreational purposes only and not for unauthorized, illegal or unethical purposes.
- b. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify, gain, **or share** access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system; and by not damaging or altering software components of any network or database.
- c. **Not sharing personal information of others unless you are authorized to do so.**
- d. Making only authorized copies of copyrighted or licensed software or data.
- e. Not sending, receiving, or displaying graphics which may be reasonably construed as obscene.

Willard Library assumes no responsibility for use of the internet by minors. Violation of the Library's Internet Policy or Guidelines by a patron will result in his/her loss of **computer** privileges. Repeated violations may result in entire loss of all library privileges.

4. Disclaimer

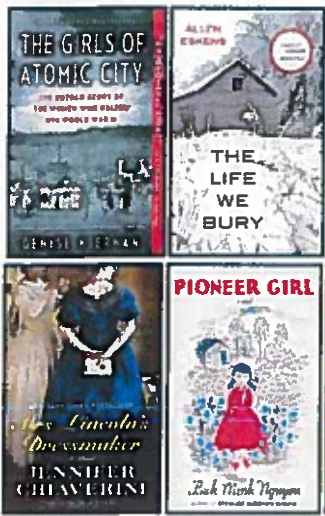
Library staff cannot control the availability of information or websites. Availability changes rapidly and unpredictably online. Not all sources on the internet provide accurate, complete, or current information. Users need to be good information consumers questioning the validity of the content. Willard Library assumes no responsibility for any dangers, direct or indirect, arising from the use of its equipment or networks.

(Revised October 2016.)

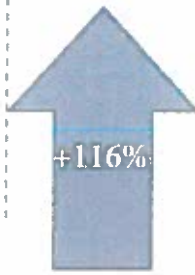
Willard Library
Goals for 2016/2017

- Establish a library brand
- Expand community awareness of library services through marketing and site visits
- Hire a new business manager
- Continue to evaluate and maintain quality facilities
- Continue to maintain and develop a long-term fiscal vision

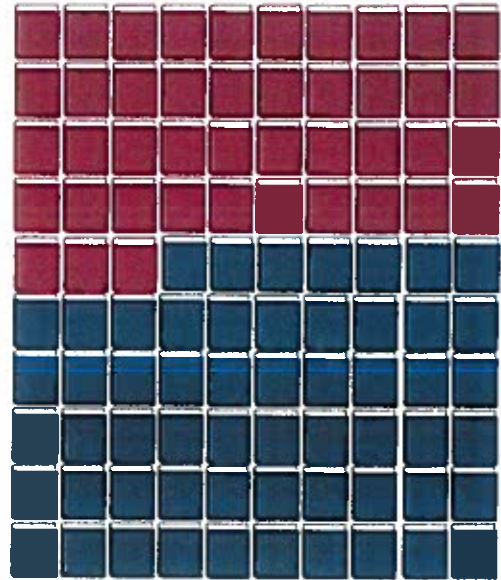
Battle Creek Reads 2017



5 CONTENDERS



CIRCULATION



WIL

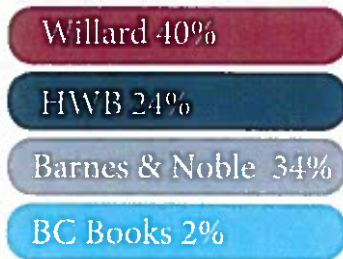
HWB

43% **57%**

2,390
checkouts

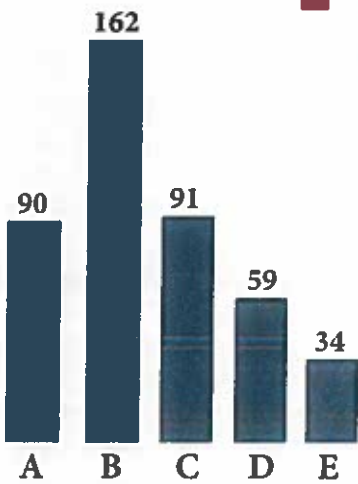


VOTES



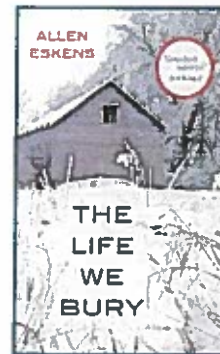
436
votes

THE
WINNERS
ARE...

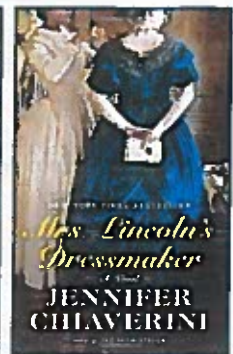


By Title

- A. The Girls of Atomic City
- B. The Life We Bury
- C. Mrs. Lincoln's Dressmaker
- D. Pioneer Girl
- E. The Turner House



3/28/17



Offer sent

17

Battle Creek Reads 2017 Update

Battle Creek Reads Contenders



What's new

In June, we released the final five contenders for 2017 Battle Creek Reads, which included one nonfiction and four fiction titles. Within the four fiction books, we had one mystery, one historical fiction, two modern fiction books. Residents of Battle Creek have had the opportunity to vote for their favorite(s) once per day from June 15 until September 3 at Willard Library downtown, Helen Warner Branch, Barnes and Noble on Beckley Rd., and Battle Creek Books downtown.

Circulation

Patrons could check out either a bag with all five books, or check out each book individually. During the voting period, we had 2,156 standard print books checked out between both locations; 43% were checked out from Willard, and 57% from the Helen Warner Branch. This is an increase of 1,052, or 95%, from last year. Additionally, 234 books from large print, audio and digital books were checked out. This brings the total circulation for Battle Creek Reads books this year to 2,390.

Item Type	Checkout Qty.
Large Print	79
CD Book	91
Playaway	33
Overdrive eBook	22
Overdrive eAudio book	9
Total	234