

## **Gary Byker Memorial Library of Hudsonville**

Library Advisory Board Meeting

April 18, 2017

### **MINUTES**

#### **Call to order**

The meeting was called to order by Arlen Dykema at 7:02 pm. Those present were Elaine Aukeman, Arlen Dykema, Laura Fox, Keith Johnson, Phil Leerar and Melissa Huisman. The new Children's Librarian, Katie Kirk stopped in to be introduced.

#### **Board Minutes**

*--Jan. 17, 2017*

A motion was made by Leerar and supported by Johnson to approve the minutes from the January 17, 2017 meeting. The motion carried.

#### **Financial Reports**

*--City & Internal*

The City Expenditure/Revenue Report for the current fiscal year was reviewed, as well as the Library's internal report.

#### **Communications**

*-- Directors' Report*

The Library Director's report for April, 2017 was reviewed.

#### **Old Business**

The proposed budget for FY 17/18 was reviewed.

#### **New Business**

*-- Tween Area*

Huisman explained what a "Tween" area is and board members expressed approval.

*-- Homebound Service*

Huisman reported that she is looking at a future volunteer delivery service for library materials to area home bound people using church volunteers to serve their church members as a starting place. One staff member would coordinate these volunteers and do book selection. A policy and procedures will have to be carefully thought out and approved before this is done. Board members expressed approval.

#### **Policy**

*-- Non-Resident Fees*

In order to ensure quality library service for our own patrons and to limit expenses for the library, a motion was made by Leerar and supported by Johnson to amend the Reciprocal Borrowing Policy to include verbiage related to programming fees for non-residents. The Library now has written policy to refer to that allows us to stagger registration periods to give priority to residents and to charge a fee to non-residents if special costs are involved. A copy of the new policy follows these minutes.

#### **Endowment**

*-- Interest & investing*

A motion was made by Leerar and supported by Aukeman to reinvest our CD that matures on April 22 for another year, rolling over the interest and adding any additional funds that have come in for the Endowment. The motion passed.

#### **Next Meeting**

Our next meeting will be on July 18, 2017 at 7 pm.

#### **Adjournment**

A motion was made by Aukeman and supported by Leerar to adjourn the meeting. The motion carried.

MH 04/19/2017

# Gary Byker Memorial Library of Hudsonville

## Reciprocal Borrowing/Programming Policy

(updated 4/19/2017)

It is the policy of the Gary Byker Memorial Library to allow reciprocal borrowing among libraries in the Lakeland Library Cooperative whose level of patron usage at the Gary Byker Memorial Library has not ever reached 20% or more of their total circulation.

After that, patrons from Lakeland Library Cooperative library districts without reciprocal borrowing privileges at the Gary Byker Memorial Library of Hudsonville who wish to borrow materials shall pay a \$.25 per item borrowing fee. Per item borrowing fees are in addition to any program fees already in place.

Program fees include a \$10 charge for each non-resident child for each story time session of 6-8 weeks. Story time registration will take place over a period of two weeks, with non-residents allowed to register during the 2<sup>nd</sup> week. There may also be a staggered registration period and a charge per patron for each individual program that the patron attends where space is limited or where special costs involved.

All City of Hudsonville residents are entitled to a library card issued by the Gary Byker Memorial Library. For purposes of this policy, the term "resident" includes all persons actually residing within the city limits or residing in Blendon Township and holding a Hudsonville card, as well as any person who is an owner of record of real property located within the city limits.

### Gary Byker Memorial Library of Hudsonville

#### Information about our Reciprocal Borrowing Policy

Borrowing between libraries is a great way to increase access to information for citizens. We are pleased to belong to the Lakeland Library Cooperative, which encourages this type of "reciprocal" borrowing. However, due to geographical proximity or preference, large numbers of patrons who are residents of other library service areas have placed an undue burden on our library, forcing us to hire extra staff, schedule extra programs, request extra material by interlibrary loan, and replace worn materials more frequently. Over 50% of the patrons we served in 2002, when a form of this policy was first established, were residents of other library service areas.

So, in order to ensure that our citizens have a quality library program, the Gary Byker Memorial Library Advisory Board adopted a Reciprocal Borrowing Policy that would enable us to either collect some revenue from these patrons, or encourage them to use their own "home" library. This policy was originally approved at the March 12, 2002 meeting of the Hudsonville City Commission and revised on August 13, 2013. The revised policy states that when the usage from the patrons of another library within the Lakeland Library Cooperative has ever reached 20% or above in circulation at the Gary Byker Memorial Library, a patron must pay \$.25 per item checked out or renewed. If you have any questions, please email Melissa Huisman, the Library Director, at [mhuisman@hudsonville.org](mailto:mhuisman@hudsonville.org)

At this time, the following library's patrons will be charged the fee: The Georgetown Township Public Library.