

**Hutchinson Public Library  
Director's Report  
January 21, 2020**

**January Board Meeting**

Our regular board meeting will be held January 21st, 12:00 p.m. in Conference Room 2.

**Project updates**

We've done about as much talking over the possibilities for changing the library space as we can. I would like approval to engage an architect to help us understand if and/or how many of our dreams could become reality. I think it would help all of us, board and staff, to understand what our limits are. Obviously this will cost money and I would like to use either undesignated SCKLS funds or Capital Improvement funds for this expense.

**Leadership training and activities**

By the board meeting date, we will have held an event at the library providing an opportunity for service providers seeking to help people in dire financial straits connect with each other (as entities) and with people they seek to help. This event was organized by an outside group and they chose MLK day to hold it. Unfortunately, we are closed that day (usually) for the holiday, so it remains to be seen what kind of turnout there might be. I will report more at the board meeting.

On the plus side, this activity fits our mission to share knowledge and to strengthen our community. If the experiment is successful, my hope is that these organizations continue to schedule times to use the library as a hub for connecting with each other and with their clients. With luck, partnerships and potentially even mergers of services might form, allowing this group to serve more. A goal would be to invite more organizations to participate.

**Policy review process - thoughts and revisions**

In your packet you should find several policy documents. These are parts of a larger document that existed before I arrived in 2006 called, at the time, "General Patron Policies". These policies have been examined and updated over time to reflect changes in practice and changes in services provided. Over the past year I have been working on revising these policies once again. I've had many meetings with staff throughout the organization to try to make changes to the various policies that reflect our actual practices.

I am fully aware that this is a LOT of material to cover all at once. What I have done is to pull out several policy sections that cover certain topics for this meeting. So what you are seeing is not the whole original policy document. I will continue to do this for succeeding meeting until we work through all the parts. My goal is to have them collected and available through our website, labeled as "General Policy of the Hutchinson Public Library".

Much of what is included in this month's packet is copied from very traditional American Library Association sources. These are statements that help establish the basis for how we deal with people and the things that comprise our collection. There are several sections included that are either new for HPL or significantly expanded. What follows here is a guide of sorts to help focus on the changes.

Library Mission	---	---	---	This is our current mission statement
Statement of Values	---	---	---	This is a new section, but simply restates the values
Statement of Ethics	---	---	---	This is a new statement for HPL
Access to Library Services	---	---	---	This is a new way of stating that everyone has access, no restrictions
Confidentiality of Library Records	---	---	---	This is a significantly expanded section
Library Bill of Rights	---	---	---	The founding ALA principles (revised most recently in 2019)

ALA Freedom to Read Statement --- This is another ALA document carried over from the old policy  
ALA Freedom to View Statement --- This is another ALA statement

The three areas needing the most scrutiny are the ethics and access to service statements and the confidentiality of records section. That isn't to say the others can be ignored because perhaps there are typos/grammatical problems or perhaps there are questions about why they are important for inclusion. I would like to spend some time discussing these proposed policies and revisions and answer questions you might have.

For the policies included today, I am asking that you approve the new revised versions if you see fit to do so.

### **Transfer to Capital Improvement Fund**

It is the time of year where we need to transfer leftover 2019 General Fund funds to our Capital Improvement fund. By statute, we are allowed to transfer anywhere from \$0 up to 10% of our total General fund. In the budget, we had planned a transfer of \$90,000. We can easily make that transfer with what was left. I propose that we transfer a little more than what was budgeted, \$100,000 total. However, we can transfer more or less than that according to the board's wishes.

### **Current (and upcoming) Events**

Talk20 is happening Friday, January 24th. This time one of our own is participating - Kate Lewis! She will be talking about former librarian and resident ghost, Ida Day Hoelzapfel. Doors open at 6:30pm and the program starts at 7. We will have 400 chairs on the first floor and a couple dozen more upstairs, so don't worry about getting a seat.

Story times are starting up this Friday with Pre-school Explorers. The week of the 20th, all story times start up for the Spring schedule.

I am currently working on the annual report to the State. By next month I hope to have some statistics to share with you to give you an idea of where we are, or were, in 2019.