

City of Watertown

Proposed Library Board of Trustees Agenda
Watertown Regional Library, Marge Tauber South
Dakota Room, 160 6th Street NE
Watertown, South Dakota
April 7, 2020, 4:15 PM



	Page
1. ROLL CALL	
2. PUBLIC COMMENT	
3. REGULAR AGENDA	
(a) Approval of the minutes from the March 3, 2020 meeting March 3, 2020 Draft Library Board Minutes	3 - 5
(b) Presentation of financial reports for March March 2020 General Fund Report March 2020 Fines Fund Report	7 - 10
(c) Approval of expenditures for March March 2020 General Fund Expenditures March 2020 Fines Fund Expenditures	11 - 15
(d) Correspondence: None	
4. REPORT OF CITY LIBRARIAN	
(a) April 7, 2020 City Librarian Report January 2020 Fines Fund Cash Activity Report January 2020 WACF Watertown Library Fund Report	17 - 23
5. COMMITTEE REPORTS	
None	
6. OLD BUSINESS	
7. NEW BUSINESS	
(a) Presentation of February 2020 Statistics February 2020 Monthly Statistics	25
(b) Approval of Jodi Johnson as a Library Volunteer	
(c) Review of new combined Circulation Policy April 7, 2020 Draft Circulation Policy	27 - 32
8. EXECUTIVE SESSION	
9. OPEN	
10. MOTION TO ADJOURN	

(a) Next regular meeting: May 5, 2020 4:15pm

DRAFT

Watertown Regional Library Board
Minutes of the March 3rd, 2020
Regular Meeting
160 6th Street NE
Watertown, SD

President Gabel called the meeting to order at 4:18p.m. Members present were Dan Albertsen, Jean Moulton, Judy Trzynka, and Dave Weigel. Absent: Michelle Spies. Also present: Mayor Sarah Caron and City Librarian Dee Dee Whitman.

Public Comment: None

The minutes from the February 11, 2020 regular meeting were approved with a correction to paragraph four, a space was added between 2020 and regular. Motion by Moulton and second by Trzynka. Motion passed unanimously viva voce.

The financial reports for February were accepted.

Albertsen made the motion and Moulton seconded that the expenditures for February be approved. Motion passed unanimously viva voce.

Correspondence: None

Report of the City Librarian:

- a) I will be presenting the Annual Report to the City Council on 3/2/2020.
 - i) I'm still working to address the privacy concerns from the report.
- b) TBS software/hardware project:
 - i) Working with IT for the next steps.
- c) Watertown Public Opinion microfilm issue:
 - i) Digitization no longer available due to the change in ownership.
 - ii) Maria looking for digitization companies at PLA.
- d) Traveling Lantern's Greek Mythology Show description:
 - i) "From their protected perch on Mount Olympus, the gods of ancient Greece spin their magic and subterfuge into fantastic landscapes while they conjure cunning exploits for the humans they choose to meddle with far below. Children become the mountains and the wind as they watch Icarus and Daedalus fly free on wax wings, help tell the story as they witness Ceyx and Alcyone's love morph into fantasy so they can stay together for all time, and stave off evil with bravery and courage as Perseus battles the snake-headed Medusa and ultimately turns her into stone."
- e) Letter to patron language approved by the City Attorney.
- f) We did outreach to the Farm Show 2/11th-14th. Huge thanks to Roger Foote of the Upper Big Sioux Watershed for sharing his table. Also, thank you Anne and

Jean for helping as well. We had approximately 200 visitors to the booth, and had a lot of interest in the ukuleles.

- g) Attended Codington Country Area Non-Profit Network meeting 2/21/2020 and promoted the Lynda resource.
- h) Attended memorial service of library donor.
- i) I attended the first quarterly workshop of the City's Leadership Academy 2/24/20.
- j) Becky and I attended training for the new agenda software, iCompass on 2/26/20.
- k) The City Awards Banquet was held 2/22/2020 and Maria was recognized for 10 years of service.
- l) Circulation policy review on the schedule for next month. This will be combining all of the policies relating to circulation into one policy.
- m) New City of Watertown vision statement: "A leading community known for its values and dedication to progress, innovation, and sustainability with opportunities for all."
- n) News from around the library world:
 - i) South Dakota HB 1215 was withdrawn by its prime sponsor.
 - ii) LaPierre, Suzanne. "Election Year at the Library," *Public Libraries Online*, February 5, 2020 <http://publiclibrariesonline.org/2020/02/election-year-at-the-library/> Accessed February 27, 2020.
 - iii) Holson, Laura M. "More Libraries Are Doing Away With Overdue Fines," *New York Times*, February 23, 2020. (PDF included in packet)
 - iv) Smithsonian creates open access to nearly 3 million images:
 - (1) <https://www.si.edu/openaccess>
 - v) Library of Congress has a similar resource:
 - (1) <https://www.loc.gov/free-to-use/>

Committee Reports: None

Old Business: None

New Business:

1. Whitman presented the 2019 Annual Report with visual comparison of the last three years. No action necessary.
2. Whitman presented the January 2020 statistics compared with January 2019. No action necessary.
3. Tryznka moved and Moulton seconded to approve fines forgiveness during National Library Week in exchange for item donations to the Beacon Center. Motion passed unanimously viva voce.
4. Davie Weigel volunteered for the Budget Committee, Whitman will ask Michelle Spies to join the committee as well. No action necessary.

Open: None

Weigel moved and Albertsen seconded to adjourn at 5:57p.m. Motion passed unanimously viva voce.

Approved

Anne Gabel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: March 31st, 2020
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Agenda Item 3.(b) Presentation of financial reports for March

2:30 PM

City Budget 2018

03/23/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budg...
Income	0.00		
Expense			
410 Personnel Services			
41100 Supervision Salary	33,829.62	136,500.00	-102,670.38
41101 Clerical & Oper. Salary	80,892.03	317,500.00	-236,607.97
41102 Temporary Salaries	10,435.84	67,500.00	-57,064.16
41109 Overtime Pay	0.00	1,200.00	-1,200.00
41200 OASI-Employer Contr.	8,968.56	37,500.00	-28,531.44
41300 Retirement & Pensions	6,883.32	27,500.00	-20,616.68
41400 Workman's Comp Insurance	1,821.00	3,500.00	-1,679.00
41500 Group Health Insur.	23,881.56	110,300.00	-86,418.44
Total 410 Personnel Services	166,711.93	701,500.00	-534,788.07
420 Other Current Expenses			
42104 Other Insurance Premiums	0.00	12,300.00	-12,300.00
42107 Temp-not Subject to Worke	95.60	600.00	-504.40
42203 Consultant Services	0.00	270.00	-270.00
42300 Publication & Rec Fees	0.00	1,000.00	-1,000.00
42501 Equip. Maintenance	1,706.27	8,200.00	-6,493.73
42502 Bldg. Maintenance	10,700.48	3,000.00	7,700.48
42504 Maintenance of Other	364.06	2,200.00	-1,835.94
42511 Computer Renewal / Maint	256.00	19,300.00	-19,044.00
42600 Office Supplies	1,449.34	6,000.00	-4,550.66
42601 Cleaning Supplies	1,251.42	6,500.00	-5,248.58
42603 Motor Fuel & Luricants	22.82	200.00	-177.18
42618 Postage	882.68	3,000.00	-2,117.32
42627 Safety Supplies	0.00	300.00	-300.00
42630 Circulation Supplies	1,803.13	8,250.00	-6,446.87
42683 Electronic Subscriptions	23,179.00	35,000.00	-11,821.00
42701 Travel Exp. Personnel	2,268.44	8,000.00	-5,731.56
42702 Subsc. & Membership	1,776.50	2,200.00	-423.50
42707 Patron Subscriptions	1,943.46	10,000.00	-8,056.54
42708 Ebooks	3,627.12	45,000.00	-41,372.88
42801 Natural Gas	3,375.32	10,000.00	-6,624.68
42802 Electricity	4,844.36	30,000.00	-25,155.64
42803 Water	308.41	3,000.00	-2,691.59
42804 Sewer	100.50	450.00	-349.50
42805 Phone-Monthly Service	1,160.79	5,200.00	-4,039.21
42813 Internet Service Provider	179.85	1,000.00	-820.15
Total 420 Other Current Expenses	61,295.55	220,970.00	-159,674.45
430 Capital Outlay			
43400 Lib. Books & Off. Ref.			
401 Fiction	5,810.18	12,000.00	-6,189.82
402 Non-Fiction	1,751.80	3,500.00	-1,748.20
404 Childrens	8,788.18	11,000.00	-2,211.82
405 Young Adult	1,377.36	3,000.00	-1,622.64
408 Cd's	0.00	1,000.00	-1,000.00
413 Large Print	1,272.01	8,750.00	-7,477.99

Agenda Item 3.(b) Presentation of financial reports for March

2:30 PM

City Budget 2018

03/23/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budg...</u>
414 DVD	1,668.33	6,250.00	-4,581.67
415 BK on CD	2,118.78	4,500.00	-2,381.22
Total 43400 Lib. Books & Off. Ref.	<u>22,786.64</u>	<u>50,000.00</u>	<u>-27,213.36</u>
Total 430 Capital Outlay	<u>22,786.64</u>	<u>50,000.00</u>	<u>-27,213.36</u>
Total Expense	<u>250,794.12</u>	<u>972,470.00</u>	<u>-721,675.88</u>
Net Income	<u><u>-250,794.12</u></u>	<u><u>-972,470.00</u></u>	<u><u>721,675.88</u></u>

Agenda Item 3.(b) Presentation of financial reports for March

2:32 PM

Fines Fund 2018

03/23/20

Fines Fund Annual Comparison

Accrual Basis

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Income			
21716 6.5% City & State Tax	215.51		
35102 Library Fines			
Damaged Books	83.00		
Fines	2,042.05		
Lost Books Pd For	366.50		
35102 Library Fines - Other	0.00	12,000.00	-12,000.00
Total 35102 Library Fines	2,491.55	12,000.00	-9,508.45
36100 Interest Income	754.69	3,000.00	-2,245.31
36700 Donations			
Gift/Donation	7,541.71	7,000.00	541.71
Total 36700 Donations	7,541.71	7,000.00	541.71
36909 Other Misc. Revenue			
Fax	210.82		
Lost Cards	22.00		
Misc.	533.20		
Out of County Cards	1,656.14		
Public Copier	1,025.30		
Sales-withdrawn Books	588.18		
Staff Copier	81.65		
Vend Inc/Payout	307.87		
36909 Other Misc. Revenue - Other	0.00	15,000.00	-15,000.00
Total 36909 Other Misc. Revenue	4,425.16	15,000.00	-10,574.84
36910 Cash Over/Short	2.20		
Total Income	15,430.82	37,000.00	-21,569.18
Expense			
42104 Insurance Premiums	0.00	110.00	-110.00
42551 Copier Maint.	451.23	2,500.00	-2,048.77
42600 Office Supplies	488.94	2,000.00	-1,511.06
42674 Information & Education	490.48	8,000.00	-7,509.52
42917 Library Programs			
Adult Programs	446.07	3,000.00	-2,553.93
Jr Programs	602.00	2,000.00	-1,398.00
Movie License	696.00	500.00	196.00
Summer Reading	0.00	6,000.00	-6,000.00
YA Programs	386.96	3,500.00	-3,113.04
Total 42917 Library Programs	2,131.03	15,000.00	-12,868.97

Agenda Item 3.(b) Presentation of financial reports for March

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Fines Fund 2018

03/23/20

Fines Fund Annual Comparison

Accrual Basis

January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
43400 Library Books			
401 Fiction	0.00	5,750.00	-5,750.00
402 Non-Fiction	0.00	1,750.00	-1,750.00
404 Childrens	0.00	7,500.00	-7,500.00
405 Young Adult	0.00	1,000.00	-1,000.00
408 Cd's	0.00	500.00	-500.00
413 Large Print	0.00	1,250.00	-1,250.00
414 DVD	0.00	6,250.00	-6,250.00
415 Books on CD	0.00	1,000.00	-1,000.00
Total 43400 Library Books	0.00	25,000.00	-25,000.00
43602 Computer Equip / Software	660.00	15,000.00	-14,340.00
Total Expense	4,221.68	67,610.00	-63,388.32
Net Income	11,209.14	-30,610.00	41,819.14

PACKET: 05228 Regular Payments - March 2020

Agenda Item 3.(c) Approval of expenditures for March

VENDOR: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP RE

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-202003167484	101-45500-43400	LIB. BOOKS & 604578781007904	904141	20.75
01-00265	ANDOR INC.					
		I-125026	101-45500-42501	EQUIP. MAINTE PARTS	904145	211.68
01-00402	BAKER & TAYLOR					
		I-2035091341	101-45500-43400	LIB. BOOKS & BOOKS	904156	1,074.85
		I-2035101744	101-45500-43400	LIB. BOOKS & BOOKS	904156	329.38
		I-2035106102	101-45500-42708	EBOOKS SUPPLIES	904156	44.98
		I-2035106111	101-45500-42708	EBOOKS SUPPLIES	904156	80.97
		I-2035106117	101-45500-42708	EBOOKS SUPPLIES	904156	16.99
		I-2035109365	101-45500-43400	LIB. BOOKS & BOOKS	904156	437.92
		I-2035121014	101-45500-43400	LIB. BOOKS & BOOKS	904156	279.93
		I-2035121422	101-45500-42708	EBOOKS SUPPLIES	904156	136.98
		I-2035121423	101-45500-42708	EBOOKS SUPPLIES	904156	16.99
		I-2035121426	101-45500-42708	EBOOKS BOOKS	904156	133.97
		I-2035126758	101-45500-43400	LIB. BOOKS & BOOKS	904156	460.72
		I-2035136091	101-45500-43400	LIB. BOOKS & BOOKS	904156	220.67
		I-2035136353	101-45500-42708	EBOOKS BOOKS	904156	214.97
		I-2035136359	101-45500-42708	EBOOKS BOOKS	904156	131.99
		I-2035143371	101-45500-42708	EBOOKS BOOKS	904156	27.99
		I-2035144230	101-45500-43400	LIB. BOOKS & BOOKS	904156	887.04
		I-2035154090	101-45500-43400	LIB. BOOKS & BOOKS	904156	248.36
		I-2035164348	101-45500-43400	LIB. BOOKS & BOOKS	904156	221.95
01-00550	ACTIVE DATA SYSTEMS, IN					
		I-7-19833	101-45500-42501	EQUIP. MAINTE AGREEMENT	904134	900.00
01-00565	BATTERIES UNLIMITED, IN					
		I-10431	101-45500-42600	OFFICE SUPPLI SUPPLIES	904158	21.00
		I-10457	101-45500-42600	OFFICE SUPPLI SUPPLIES	904158	51.00
01-01078	CENTER POINT LARGE PRIN					
		I-1760246	101-45500-43400	LIB. BOOKS & BOOKS	904172	132.42
01-01473	CONNECTING POINT, INC.					
		I-410271	101-45500-42600	OFFICE SUPPLI SERVICE	904185	309.71
01-02398	FARM FORUM CIRCULATION					
		I-202003047407	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	904221	35.00
01-02410	MPLA					
		I-202003047413	101-45500-42702	SUBSC. & MEMB MEMBERSHIP	904328	55.00
01-02760	GALE					
		I-70079381	101-45500-43400	LIB. BOOKS & BOOKS	904231	29.59
		I-70087239	101-45500-43400	LIB. BOOKS & BOOKS	904231	51.98
		I-70088832	101-45500-43400	LIB. BOOKS & BOOKS	904231	47.23

PACKET: 05228 Regular Payments - March 2020

Agenda Item 3.(c) Approval of expenditures for March

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP RE

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-02760	GALE		continued			
		I-70094459	101-45500-43400	LIB. BOOKS & BOOKS	904231	27.19
		I-70094684	101-45500-43400	LIB. BOOKS & BOOKS	904231	167.14
01-02830	GLASS PRODUCTS INC.					
		I-00022270	101-45500-42502	BLDG. MAINTEN SERVICE	904237	640.80
		I-00022660	101-45500-42502	BLDG. MAINTEN SERVICE	904237	35.71
01-02970	VAST BROADBAND					
		I-202003137480	101-45500-42805	PHONE-MONTHLY 015711101	904423	374.46
		I-202003137480	101-45500-42813	INTERNET SERV 015711101	904423	59.95
01-04049	MARIA GRUENER					
		I-202003047409	101-45500-42701	TRAVEL EXP. P PIERRE, SD	904245	159.60
		I-202003047410	101-45500-42618	POSTAGE FREIGHT	904245	82.68
		I-202003137477	101-45500-42701	TRAVEL EXP. P TRAVEL	904245	204.00
		I-202003137478	101-45500-42701	TRAVEL EXP. P TRAVEL	904245	60.00
01-04185	LAKE AREA / BIT					
		I-202003047411	101-45500-42107	Temp-Not Subj WORKSTUDY HOURS	904284	45.72
01-04400	J H LARSON ELECTRICAL C					
		I-S102194639.001	101-45500-42502	BLDG. MAINTEN SUPPLIES	904269	633.98
01-04810	MENARD'S					
		I-17550	101-45500-42601	CLEANING SUPP SUPPLIES	904313	56.33
		I-17941	101-45500-42504	MAINTENANCE O SUPPLIES	904313	42.34
		I-18818	101-45500-42601	CLEANING SUPP SUPPLIES	904313	46.32
01-04917	MICRO MARKETING ASSOCIA					
		I-802414	101-45500-43400	LIB. BOOKS & BOOK	904319	14.98
		I-802924	101-45500-43400	LIB. BOOKS & BOOKS	904319	66.38
		I-803064	101-45500-43400	LIB. BOOKS & BOOKS	904319	395.41
		I-803237	101-45500-43400	LIB. BOOKS & BOOK	904319	23.99
		I-803986	101-45500-43400	LIB. BOOKS & BOOKS	904319	194.91
		I-804178	101-45500-43400	LIB. BOOKS & BOOKS	904319	93.02
		I-804249	101-45500-43400	LIB. BOOKS & BOOKS	904319	149.86
		I-805207	101-45500-43400	LIB. BOOKS & BOOKS	904319	49.90
		I-805431	101-45500-43400	LIB. BOOKS & BOOKS	904319	196.97
01-04937	MIDWEST TAPE					
		I-98610724	101-45500-43400	LIB. BOOKS & BOOKS	904321	59.97
		I-98641282	101-45500-43400	LIB. BOOKS & BOOKS	904321	62.72
		I-98675706	101-45500-43400	LIB. BOOKS & BOOKS	904321	68.22
01-04990	MINITEX					
		I-100039	101-45500-42630	CIRCULATION S SUPPLIES	904325	70.00
01-05240	MUNICIPAL UTILITIES					

PACKET: 05228 Regular Payments - March 2020

VENDOR: 01
Agenda Item 3.(c) Approval of expenditures for March

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP RE

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-05240	MUNICIPAL UTILITIES			continued		
		I-202003127462	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	904329	1,185.08
		I-202003127462	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	904329	1,687.28
		I-202003127462	101-45500-42803	WATER MUNICIPAL UTILITIES	904329	125.14
		I-202003127462	101-45500-42804	SEWER MUNICIPAL UTILITIES	904329	50.30
01-05663	OFFICE PEEPS, INC.					
		I-886588-0	101-45500-42504	MAINTENANCE O SUPPLIES	904336	30.59
		I-886899-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	114.68
		I-888310-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	72.60
		I-888963-0	101-45500-42504	MAINTENANCE O SUPPLIES	904336	30.59
		I-888963-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	81.80
		I-888963-2	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	81.80
		I-889073-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	123.55
		I-889491-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	904336	44.53
		I-889901-0	101-45500-42601	CLEANING SUPP SUPPLIES	904336	172.77
01-06083	BORNS GROUP					
		I-202003037401	101-45500-42618	POSTAGE POSTAGE	904161	500.00
01-06198	CREATIVE VISIONS LANDSC					
		I-1622	101-45500-42504	MAINTENANCE O SERVICE	904191	100.00
01-06905	SHERWIN WILLIAMS					
		I-4054-4	101-45500-42502	BLDG. MAINTEN SUPPLIES	904383	16.30
01-07399	SOUTH DAKOTA MAGAZINE					
		I-202003047414	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	904395	25.00
01-07462	LIBRARY IDEAS					
		I-73020	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	904292	3,500.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-202003177495	101-45500-42601	CLEANING SUPP LIBRARY	904397	214.73
01-07491	STAR TRIBUNE					
		I-202003047415	101-45500-42707	PATRON SUBSCR 11165431	904398	229.32
01-07546	STEIN'S INC.					
		I-851056	101-45500-42601	CLEANING SUPP SUPPLIES	904399	92.28
		I-852073	101-45500-42601	CLEANING SUPP SUPPLIES	904399	56.62
01-08002	USA TODAY SUBSCRIPTION					
		I-202003137479	101-45500-42707	PATRON SUBSCR UT4173718	904421	340.51
01-08343	MARSH & MCLENNAN AGENCY					
		I-1084541	101-45500-41500	GROUP HEALTH CONSULTING FEES	904305	145.77
01-09051	LINKEDIN CORPORATION					

PACKET: 05228 Regular Payments - March 2020

Agenda Item 3.(c) Approval of expenditures for March

VENDOR: 01
FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP RE

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-09051	LINKEDIN CORPORATION			continued		
		I-10110905001	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	904294	4,500.00
01-09519	CONNECTIONS INC EAP					
		I-202003057419	101-45500-41500	GROUP HEALTH FEE	904186	25.85
01-09904	DISCOVERY BENEFITS					
		I-0001134379-IN	101-45500-41500	GROUP HEALTH COBRA FEES	904209	6.75
01-09913	J D POWER					
		I-R-1-20-287962	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	904268	288.00
DEPARTMENT 5500 LIBRARY					TOTAL:	24,756.40

PACKET: 05228 Regular Payments - March 2020

Agenda Item 3.(c) Approval of expenditures for March

VENDOR: 01
 FUND : 226 LIBRARY FINES FUND
 DEPARTMENT: 5506 LIBRARY FINES FUND
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP RE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-202003167484	226-45506-42917	LIBRARY PROGR 604578781007904	904141	263.45
01-01530	COUNTY FAIR FOODS					
		I-0325	226-45506-42917	LIBRARY PROGR SUPPLIES	904187	79.90
		I-1707	226-45506-42917	LIBRARY PROGR SUPPLIES	904187	9.36
		I-4987	226-45506-42917	LIBRARY PROGR SUPPLIES	904187	8.58
		I-6424	226-45506-42917	LIBRARY PROGR SUPPLIES	904187	9.36
01-01540	COWBOY COUNTRY STORE					
		I-259387	226-45506-42917	LIBRARY PROGR SUPPLIES	904189	68.41
01-01640	CULLIGAN					
		I-202003137475	226-45506-42600	OFFICE SUPPLI 47746	904195	49.75
01-03367	HP INC.					
		I-9009971999	226-45506-43602	COMPUTER EQUI MONITORS	904257	600.00
		I-9009979650	226-45506-43602	COMPUTER EQUI SPEAKERS	904257	60.00
01-04810	MENARD'S					
		I-17550	226-45506-42917	LIBRARY PROGR SUPPLIES	904313	19.83
01-05663	OFFICE PEEPS, INC.					
		I-888265-0	226-45506-42917	LIBRARY PROGR SUPPLIES	904336	50.93
		I-888963-0	226-45506-42917	LIBRARY PROGR SUPPLIES	904336	38.47
		I-890004-0	226-45506-42551	COPIER MAINTE SUPPLIES	904336	156.10
		I-890463-0	226-45506-42600	OFFICE SUPPLI SUPPLIES	904336	81.44
01-06571	FIVE LOAVES BAKERY					
		I-20200306	226-45506-42917	LIBRARY PROGR GIFT CERTIFICATES - LIBRARY	904229	90.00
01-08530	WATERTOWN PUBLIC OPINIO					
		I-799166	226-45506-42674	INFORMATION & STORY TIME	904437	49.50
		I-799167	226-45506-42674	INFORMATION & BOOK CLUB "LITTLE BEE"	904437	49.50
		I-799172	226-45506-42674	INFORMATION & ANDROID TABLETS	904437	49.50
		I-799174	226-45506-42674	INFORMATION & COFFEE & COLORING	904437	49.50
		I-799175	226-45506-42674	INFORMATION & GRADES 5-12 TRIVIA	904437	49.50
		I-799176	226-45506-42674	INFORMATION & EARLY OUT GAMING	904437	49.50
		I-799178	226-45506-42674	INFORMATION & LEGO CLUB	904437	49.50
		I-800064	226-45506-42674	INFORMATION & UN-BIRTHDAY PARTY	904437	49.50
		I-804465	226-45506-42674	INFORMATION & COTEAU STITCHERS	904437	49.50
01-09026	GATHER					
		I-202003137476	226-45506-42917	LIBRARY PROGR GIFT CERTIFICATES - LIBRARY	904233	90.00
					DEPARTMENT 5506 LIBRARY FINES FUND	TOTAL: 2,121.08
					FUND 226 LIBRARY FINES FUND	TOTAL: 2,121.08

City Librarian's Report
Watertown Regional Library Board of Trustees
Regular Meeting
160 6th Street NE
April 7th, 2020 4:15 p.m.
Marge Tauber South Dakota Room

Report of the Library Director:

- a) The April 7, 2020 meeting will be held at the library with a conference call number available for those to call in who do not wish to attend in person. We will hold the meeting in the Community Room which will provide adequate social distancing for trustees and any members of the public who wish to attend. The west library doors will be unlocked so people can enter, but the rest of the library is closed.
- b) COVID-19 Response:
 - i) The library is closed to the public until further notice.
 - ii) The library is offering curbside pick-up services until we reopen to the public or unless there is a directive from local, state, or federal government that would prohibit library staff from working in the building.
 - iii) We have been doing extra disinfecting, and using gloves when handling all returned items. Returned materials are being quarantined until three full days after they were returned before being shelved.
 - iv) Three staff members have been approved to work from home, with a fourth request in process. The remaining full time staff are prepping to work from home if a directive to do so is given.
 - v) We have created resource pages for all ages on our website, and have been working on story time videos as well as video tutorials for services. More projects are in the works.
 - vi) This has been a challenging time for staff, the community, and the world. We have been working to meet these challenges as new information is reported. Thank you for your support during this time.
- c) New agenda software, iCompass, will be used beginning with the April, 7 2020 Library Board meeting. If possible, I will post on both websites for now.
- d) Program policy is in process.
- e) TBS software/hardware project:
 - i) Working with IT for the next steps.
 - ii) Project appears to be on schedule, no news of delay as of yet.
- f) Watertown Public Opinion microfilm issue:
 - i) We've requested quotes from the company who worked with the State Historical Society, but haven't received them yet.
- g) Patron received the letter but reported to staff it was thrown away without reading it.
- h) News from around the library world:

- i) Ford, Anne. "Libraries adapt quickly for COVID-19." *American Libraries Online*. March 31, 2020 <https://americanlibrariesmagazine.org/blogs/the-scoop/moving-programming-online/> Accessed March 31, 2020.
- ii) PLA's Libraries Respond to COVID-19 webinar series accessible at <http://www.ala.org/pla/education/onlinelearning/webinars/covid-19>

CASH ACTIVITY REPORT January 2020

	<u>BEGINNING</u> <u>CASH BALANCE</u>	<u>YEAR-TO-DATE</u> <u>RECEIPTS</u>	<u>YEAR-TO-DATE</u> <u>DISBURSEMENT</u>	<u>ENDING</u> <u>BALANCE</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
101-GENERAL FUND	8,310,531.71	826,143.15	(1,689,794.23)	7,446,880.63	(863,651.08)
201-PARK & RECREATION FUND	1,343,046.02	227,056.72	(292,002.44)	1,278,100.30	(64,945.72)
203-BBB SALES TAX	543,145.51	92,764.56	(76,972.68)	558,937.39	15,791.88
204-RECREATION CENTER FUND	411,249.41	148,354.61	(121,031.45)	438,572.57	27,323.16
205-CASUALTY RESERVE FUND	30,653.58	47.20	(584.00)	30,116.78	(536.80)
212-CAPITAL IMPROVEMENT FUND	17,900,706.99	1,709,986.83	(377,954.14)	19,232,739.68	1,332,032.69
214-E-911 EMERGENCY FUND	219,164.39	45,798.98	(80,291.50)	184,671.87	(34,492.52)
226-LIBRARY FINES FUND	239,519.47	8,162.47	(1,449.59)	246,232.35	6,712.88
272-URBAN RENEWAL FUND	140,874.32	4,304.61	(1,950.22)	143,228.71	2,354.39
273-SR WATERSHED PROJECT FUND	51,798.49	4,174.00	(9,428.04)	46,544.45	(5,254.04)
275-TIF #1 FUND	31,553.87	151.83	0.00	31,705.70	151.83
280-TIF #2 FUND	6,536.04	17.96	0.00	6,554.00	17.96
281-TIF #3 FUND	0.00	0.00	0.00	0.00	0.00
282-TIF #5 FUND	5,119.30	28.84	0.00	5,148.14	28.84
283-TIF #6 FUND	13,830.86	54.14	0.00	13,885.00	54.14
301-GO DEBT SERVICE	456,334.08	4,917.38	0.00	461,251.46	4,917.38
504- COMMUNITY IMP. PROJECT	7,307,820.16	10,404.01	0.00	7,318,224.17	10,404.01
602-MUNICIPAL UTILITIES FUND	23,982,497.84	5,146,237.59	(6,017,452.92)	23,111,282.51	(871,215.33)
604-SEWER FUND	1,242,921.56	293,911.90	(442,233.74)	1,094,599.72	(148,321.84)
605-SOLID WASTE FUND	2,564,477.99	287,134.68	(231,278.86)	2,620,333.81	55,855.82
606-AIRPORT FUND	(836,576.18)	109,813.51	520,363.26	(206,399.41)	630,176.77
753-125 ESCROW FUND	25,961.12	7,932.00	(17,774.81)	16,118.31	(9,842.81)
756-REDEMPTION AGENCY FUND	500.00	0.00	0.00	500.00	0.00
758-BID DEPOSIT AGENCY FUND	28,882.60	0.00	0.00	28,882.60	0.00
GRAND TOTAL	64,020,549.13	8,927,396.97	(8,839,835.36)	64,108,110.74	87,561.61

Watertown Community Foundation
 Monthly Recap of Watertown Regional Library Fund

	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Beginning Cash Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$197.72
Contributions										\$200.00		\$250.00
Grants												
Earnings On Investments											\$0.33	\$1.51
Unrealized Gain/Loss											-\$2.93	\$5.35
Realized Gain/Loss											\$0.49	\$0.10
Admin Fees											-\$0.17	-\$0.16
Ending Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$197.72	\$454.52
	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Beginning Cash Balance:	\$454.52	\$25,973.85	\$26,382.52	\$26,553.82	\$27,205.97	\$37,308.42	\$37,207.78	\$37,044.67	\$35,766.32	\$33,634.53	\$35,625.64	\$35,270.08
Contributions	\$25,514.00				\$10,350.00	\$300.00						\$1,500.00
Grants												
Earnings On Investments	\$1.70	\$40.83	\$57.43	\$46.92	\$52.15	\$126.46	\$80.18	\$72.24	\$75.19	\$59.30	\$63.56	\$283.31
Unrealized Gain/Loss	\$2.98	\$296.94	\$69.65	\$597.11	-\$390.20	-\$493.19	-\$268.07	-\$1,427.05	-\$2,132.65	\$1,956.75	-\$375.26	-\$428.12
Realized Gain/Loss	\$1.03	\$92.46	\$66.12	\$30.16	\$113.08	-\$2.94	\$55.66	\$107.21	-\$44.64	\$2.98	-\$14.29	-\$7.70
Admin Fees	-\$0.38	-\$21.56	-\$21.90	-\$22.04	-\$22.58	-\$30.97	-\$30.88	-\$30.75	-\$29.69	-\$27.92	-\$29.57	-\$29.27
Ending Cash Balance	\$25,973.85	\$26,382.52	\$26,553.82	\$27,205.97	\$37,308.42	\$37,207.78	\$37,044.67	\$35,766.32	\$33,634.53	\$35,625.64	\$35,270.08	\$36,588.30
	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12
Beginning Cash Balance:	\$36,588.30	\$43,768.74	\$44,838.23	\$45,049.43	\$44,866.22	\$42,853.10	\$43,875.63	\$44,354.98	\$44,917.03	\$45,668.45	\$45,405.65	\$45,743.15
Contributions	\$5,848.10					\$20.00						
Grants												
Earnings On Investments	\$100.52	\$64.23	\$82.81	\$80.32	\$75.87	\$99.03	\$80.01	\$63.12	\$114.60	\$61.98	\$62.98	\$774.68
Unrealized Gain/Loss	\$1,288.20	\$1,006.02	\$134.12	-\$254.37	-\$2,636.38	\$936.38	\$450.95	\$564.75	\$685.37	-\$383.57	\$301.70	-\$221.59
Realized Gain/Loss	-\$26.01	\$35.57	\$31.49	\$28.23	\$584.63	\$2.69	-\$15.19	-\$29.01	-\$11.27	\$96.69	\$10.51	\$0.00
Admin Fees	-\$30.37	-\$36.33	-\$37.22	-\$37.39	-\$37.24	-\$35.57	-\$36.42	-\$36.81	-\$37.28	-\$37.90	-\$37.69	-\$37.97
Ending Cash Balance	\$43,768.74	\$44,838.23	\$45,049.43	\$44,866.22	\$42,853.10	\$43,875.63	\$44,354.98	\$44,917.03	\$45,668.45	\$45,405.65	\$45,743.15	\$46,258.27
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Beginning Cash Balance:	\$46,258.27	\$49,329.21	\$49,339.10	\$49,965.44	\$50,617.28	\$50,492.77	\$49,537.85	\$50,901.60	\$50,118.14	\$51,361.74	\$52,493.75	\$53,523.20
Contributions	\$2,020.00										\$675.00	\$5,685.00
Grants												
Earnings On Investments	\$137.50	\$64.30	\$95.33	\$95.77	\$143.73	\$151.22	\$90.34	\$61.88	\$139.10	\$77.39	\$110.14	\$852.42
Unrealized Gain/Loss	\$531.54	-\$37.80	\$423.25	\$608.93	-\$247.77	-\$1,052.14	\$1,288.10	-\$1,475.57	\$1,090.45	\$1,094.53	\$269.19	-\$406.58
Realized Gain/Loss	\$420.29	\$24.33	\$148.71	-\$11.39	\$21.54	-\$12.09	\$26.43	\$672.48	\$55.65	\$2.72	\$18.69	\$6.72
Admin Fees	-\$38.39	-\$40.94	-\$40.95	-\$41.47	-\$42.01	-\$41.91	-\$41.12	-\$42.25	-\$41.60	-\$42.63	-\$43.57	-\$44.42
Ending Cash Balance	\$49,329.21	\$49,339.10	\$49,965.44	\$50,617.28	\$50,492.77	\$49,537.85	\$50,901.60	\$50,118.14	\$51,361.74	\$52,493.75	\$53,523.20	\$59,616.34

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Beginning Cash Balance:	\$59,616.34	\$60,197.79	\$61,889.50	\$62,213.80	\$62,346.49	\$63,060.94	\$63,844.10	\$64,644.20	\$66,011.50	\$64,487.08	\$65,400.42	\$65,936.41
Contributions	\$1,718.55						\$1,397.19					
Grants												\$690.57
Earnings On Investments	\$122.38	\$76.92	\$121.46	\$71.92	\$77.99	\$142.28	\$100.00	\$42.06	\$202.37	\$67.83	\$239.33	\$1,067.93
Unrealized Gain/Loss	-\$1,314.19	\$1,667.07	\$195.41	\$112.41	\$890.89	\$687.15	-\$2,201.13	\$564.97	-\$1,703.22	\$878.77	\$378.99	-\$1,773.53
Realized Gain/Loss	\$104.19	-\$2.32	\$58.80	\$0.00	-\$202.68	\$6.07	\$1,557.03	\$813.92	\$31.22	\$20.26	-\$28.05	-\$206.94
Admin Fees	-\$49.48	-\$49.96	-\$51.37	-\$51.64	-\$51.75	-\$52.34	-\$52.99	-\$53.65	-\$54.79	-\$53.52	-\$54.28	-\$54.73
Ending Cash Balance	\$60,197.79	\$61,889.50	\$62,213.80	\$62,346.49	\$63,060.94	\$63,844.10	\$64,644.20	\$66,011.50	\$64,487.08	\$65,400.42	\$65,936.41	\$65,659.71

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beginning Cash Balance:	\$65,659.71	\$67,842.19	\$69,660.44	\$69,204.71	\$69,724.22	\$69,716.26	\$68,686.99	\$68,627.32	\$65,645.38	\$64,431.32	\$66,969.63	\$66,704.02
Contributions	\$2,378.00											
Grants												
Earnings On Investments	\$198.90	\$72.28	\$112.20	\$102.51	\$80.59	\$104.42	\$124.97	\$49.02	\$192.88	\$71.20	\$334.72	\$901.39
Unrealized Gain/Loss	-\$262.08	\$1,780.88	-\$528.85	\$465.86	-\$7.84	-\$1,129.61	-\$182.26	-\$2,916.65	-\$1,335.03	\$2,588.43	-\$227.94	-\$2,151.01
Realized Gain/Loss	-\$77.84	\$21.40	\$18.74	\$8.58	-\$22.84	\$53.78	\$54.63	-\$57.35	-\$17.42	-\$67.84	-\$316.81	-\$107.28
Admin Fees	-\$54.50	-\$56.31	-\$57.82	-\$57.44	-\$57.87	-\$57.86	-\$57.01	-\$56.96	-\$54.49	-\$53.48	-\$55.58	-\$55.36
Ending Cash Balance	\$67,842.19	\$69,660.44	\$69,204.71	\$69,724.22	\$69,716.26	\$68,686.99	\$68,627.32	\$65,645.38	\$64,431.32	\$66,969.63	\$66,704.02	\$65,291.76

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Beginning Cash Balance:	\$65,291.76	\$65,257.23	\$68,098.66	\$71,411.45	\$72,208.31	\$72,544.01	\$72,737.62	\$74,451.22	\$74,566.51	\$74,758.70	\$73,668.85	\$74,728.22
Contributions	\$2,092.18	\$2,998.38									\$644.26	
Grants												
Earnings On Investments	\$154.38	\$84.01	\$152.18	\$97.20	\$92.44	\$131.77	\$115.45	\$104.66	\$185.43	\$91.17	\$275.62	\$996.89
Unrealized Gain/Loss	-\$2,232.15	-\$160.18	\$3,170.47	\$884.87	\$350.79	\$401.79	\$1,658.52	\$103.69	\$74.94	-\$1,249.21	\$540.96	-\$208.63
Realized Gain/Loss	\$5.25	-\$26.62	\$46.66	-\$125.94	-\$47.60	-\$279.74		-\$31.27	-\$6.29	\$130.24	-\$340.32	-\$15.67
Admin Fees	-\$54.19	-\$54.16	-\$56.52	-\$59.27	-\$59.93	-\$60.21	-\$60.37	-\$61.79	-\$61.89	-\$62.05	-\$61.15	-\$62.02
Ending Cash Balance	\$65,257.23	\$68,098.66	\$71,411.45	\$72,208.31	\$72,544.01	\$72,737.62	\$74,451.22	\$74,566.51	\$74,758.70	\$73,668.85	\$74,728.22	\$75,438.79

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Beginning Cash Balance:	\$75,438.79	\$77,758.24	\$79,730.02	\$79,956.86	\$80,745.16	\$81,497.11	\$82,241.94	\$84,112.25	\$84,409.13	\$85,214.95	\$85,927.14	\$86,990.37
Contributions	\$1,303.00	\$635.00				\$500.00	\$500.00					
Grants												
Earnings On Investments	\$88.65	\$110.16	\$161.17	\$111.92	\$119.01	\$212.63	\$105.95	\$104.20	\$219.73	\$143.66	\$375.65	\$1,205.73
Unrealized Gain/Loss	\$1,025.89	\$1,302.05	\$17.21	\$742.75	\$261.70	\$160.67	\$1,332.62	\$160.59	\$674.34	\$440.11	\$211.60	-\$85.38
Realized Gain/Loss	-\$35.48	-\$10.89	\$114.64	\$0.00	\$438.26	-\$60.83	\$0.00	\$101.90	-\$18.19	\$199.15	\$547.30	-\$460.32
Admin Fees	-\$62.61	-\$64.54	-\$66.18	-\$66.37	-\$67.02	-\$67.64	-\$68.26	-\$69.81	-\$70.06	-\$70.73	-\$71.32	-\$72.20
Ending Cash Balance	\$77,758.24	\$79,730.02	\$79,956.86	\$80,745.16	\$81,497.11	\$82,241.94	\$84,112.25	\$84,409.13	\$85,214.95	\$85,927.14	\$86,990.37	\$87,578.20

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Beginning Cash Balance:	\$87,578.20	\$90,215.31	\$88,227.72	\$87,885.05	\$87,957.47	\$88,357.43	\$88,190.96	\$89,744.70	\$90,191.31	\$90,065.80	\$85,965.49	\$86,644.97
Contributions	\$752.00	\$365.00										
Grants												
Earnings On Investments	\$101.55	\$100.38	\$149.75	\$108.02	\$119.36	\$244.01	\$139.02	\$102.43	\$158.44	\$145.91	\$452.79	\$1,715.42
Unrealized Gain/Loss	\$1,856.25	-\$2,640.98	-\$481.45	\$12.18	\$360.92	-\$331.10	\$1,214.17	\$402.42	-\$365.27	-\$4,130.34	\$262.99	-\$5,092.50
Realized Gain/Loss	\$0.00	\$262.89	\$62.26	\$25.16	-\$7.32	-\$6.04	\$273.75	\$16.25	\$156.21	-\$41.13	\$35.07	-\$101.19
Admin Fees	-\$72.69	-\$74.88	-\$73.23	-\$72.94	-\$73.00	-\$73.34	-\$73.20	-\$74.49	-\$74.86	-\$74.75	-\$71.35	-\$71.92
Ending Cash Balance	\$90,215.31	\$88,227.72	\$87,885.05	\$87,957.47	\$88,357.43	\$88,190.96	\$89,744.70	\$90,191.31	\$90,065.80	\$85,965.49	\$86,644.97	\$83,094.78

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Beginning Cash Balance:	\$83,094.78	\$87,184.96	\$88,530.46	\$89,325.24	\$90,940.12	\$89,485.12	\$92,637.85	\$92,878.41	\$92,613.82	\$93,503.64	\$94,991.45	\$96,127.88
Contributions					\$783.00							
Grants												
Earnings On Investments	\$105.55	\$117.23	\$191.51	\$156.67	\$127.55	\$258.57	\$135.15	\$130.87	\$328.58	\$137.13	\$277.82	\$1,284.81
Unrealized Gain/Loss	\$4,052.19	\$1,079.45	\$676.76	\$1,431.47	-\$2,224.19	\$2,287.25	-\$13.16	-\$299.82	\$620.43	\$1,467.40	\$939.50	\$801.16
Realized Gain/Loss	\$1.40	\$221.18	\$0.00	\$100.87	-\$65.88	\$681.18	\$195.47	-\$18.54	\$17.67	-\$39.12	-\$2.04	\$28.83
Admin Fees	-\$68.97	-\$72.36	-\$73.48	-\$74.14	-\$75.48	-\$74.27	-\$76.89	-\$77.09	-\$76.87	-\$77.61	-\$78.84	-\$79.79
Ending Cash Balance	\$87,184.96	\$88,530.46	\$89,325.24	\$90,940.12	\$89,485.12	\$92,637.85	\$92,878.41	\$92,613.82	\$93,503.64	\$94,991.45	\$96,127.88	\$98,162.89

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Beginning Cash Balance:	\$98,162.89	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17
Contributions	\$711.00											
Grants												
Earnings On Investments	\$175.29											
Unrealized Gain/Loss	-\$324.33											
Realized Gain/Loss	\$79.79											
Admin Fees	-\$81.48											
Ending Cash Balance	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17	\$98,723.17

2020 Monthly Library Statistics

	<u>Jan-20</u>	<u>Jan-19</u>	<u>Feb-20</u>	<u>Feb-19</u>
Total Attendance in Library	7,943	7,010	7,406	6,957
Total Reference Transactions Completed	362	403	390	425
Registered Users	9,487	8,814	9,585	8,596

Circulation of Physical Materials

Books	10,180	10,556	9,560	9,813
Magazines other print items not included above	101	131	84	103
Non print physical items	4,862	5,180	4,631	4,228
Total Physical Item Circulation	15,143	15,867	14,275	14,144

Circulation of Electronic Materials

Ebooks	1,895	2,121	1,961	2,066
Audiobooks (and music)	1,431	1,357	1,346	1,257
Video	0		1	5
Use (circulation) of Electronic Materials	3,326	3,478	3,308	3,328
Total Circulation of Materials	18,469	19,345	17,583	17,472

Library Programs

Early Literacy Programs - Birth to Pre-K	27	31	37	23
Early Literacy Program Attendance - Birth to Pre-K	695	525	700	320
Kindergarten - age 11 Programs	6	7	8	10
Kindergarten - age 11 Program Attendance	176	131	348	184
Total Children's Programs	33	38	45	33
Total Children's Program Attendance	871	656	1,048	504
Young Adult Programs	12	7	13	11
Young Adult Program Attendance	60	43	78	60
Adult Programs	10	12	13	13
Adult Program Attendance	84	150	348	110
Total Library Programs	55	57	71	57
Total Program Attendance	1,015	849	1,474	674

Watertown Regional Library Circulation Policy

Equal Access to Library Materials and Services

The Watertown Regional Library shall include in its Circulation Policy the American Library Association's Library Bill of Rights (1980), its Freedom to Read Statement (1972), and its related intellectual freedom documents. These documents endorse equal access to the library material and services for all people, regardless of race, creed, national origin, age, or other personal criteria. It is the policy of the Watertown Regional Library not to forbid or impede the circulation of items from the Library collection any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, or other personal criteria. It is the policy of Watertown Regional Library that parent or guardians, not Library Staff or Trustees, are responsible for monitoring and approving the selection of material made by children. It is the parents or guardians, and only these, who may restrict their children, and only their children, from access to Library material and/or services, including access to the internet. Parents or guardians who wish their children not to have access to certain material or services should so advise and supervise their children.

Commented [DW1]: More updated language could be "race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status"

Commented [DW2]: We would need to edit or remove the movie section and the temporary patron account section

Registration and Eligibility for Library Services

Any person eighteen years of age or older, or the parent/guardian of any person under eighteen years of age, with a Watertown Regional Library card is responsible for all charged materials, associated fees, and notification of card loss or change of address. There is a \$1.00 fee assessed for any lost cards. All patrons must present photo ID and proof of address to register for a library card. Parents/guardians must present photo ID and proof of address to register any person under eighteen years of age.

Loaning privileges shall be available to all persons without paying a fee:

- Residents of Codington County
- Legal owners of real property in Codington County
- Students attending a school within Codington County
- Faculty or staff working at a school in Codington County

~~So long as they do not owe fines or fees in any amount to other libraries.~~

Adopted: September 26, 1995

Revised: December 6, 2011

Out of Funding Area Library Cards

There shall be two types of cards for people living outside of Codington County, family cards and senior cards. All costs for these cards shall be rounded to the nearest whole dollar. The cost of a one year family card will be approximately equal to the per capita

tax support provided by the City of Watertown. The cost of a one year senior card will be based on 78% of the cost of a one year family card.

For the purpose of determining who shall be eligible for what type of card the library will use the following definitions:

- A senior is defined as any person 55 years or older.
- A family is defined as head of household and all dependents living at home for whom a federal tax deduction may be claimed.

The purchase of a family card makes all children in the family eligible for library programs offered for their age group.

Commented [DW3]: A library card is not required to attend programs.

Cards may be purchased for three months, six months, one year, or multiple years. Three month cards will cost one quarter of the cost of a one year card plus two dollars. A six month card will cost one half of the cost of a one year card plus one dollar. Multi-year cards will be sold at the one year card's current rate at the time of the sale multiplied by the number of years being purchased. No refunds will be given for purchased cards.

Adopted: August 30, 2001
 Revised: February 2, 2016

Fines

Library material becomes overdue at closing time on the date due. The fine shall be increased at the beginning of each 24-hour period thereafter until the material is returned or declared lost and withdrawn. Material returned during the first 72 hours after it becomes overdue will have no fine collected. Material returned after the first 72 hours will be charged from the time the material became overdue.

Fines, Loan Periods, Limits, and Renewals

Material	Loan Period	Fines	Limit	Renewals
Audiobooks (Adult/Jr.)	21 days	\$0.25	15 (combined Adult/Jr.)	2
Book Club Tubs	6 weeks	\$0.25	2	1
CDs	21 days	\$0.25	15 (combined Adult/Jr.)	2
Children's Books	21 days	\$0.00	99 (total items)	2
Children's Magazines	21 days	\$0.00	99 (total items)	2
DVD	7 days	\$0.25	15	2
ILL	TBD	\$1.00	10	TBD
Jr. Kits	7 days	\$0.25	2	2
Magazines	21 days	\$0.25	15 (combined Adult/YA/Jr.)	2
New DVD	7 days	\$1.00	15 (combined with DVDs)	2
One Week Fiction	7 days	\$0.25	99 (total items)	2
South Dakota Room	21 days	\$0.25	5	2
All other materials	21 days	\$0.25	99 (total items)	2

Adopted: September 26, 1995

Revised: January 5, 2010; Oct 2, 2018

Billing

Patrons with overdue materials may be sent a bill for the cost of replacing those materials plus an administrative fee. People living at the same physical address as the person to whom the bill is mailed may have their borrowing privileges suspended until the bill has been paid.

Before the suspension is effective, a person has five (5) days from the date upon which the notice of suspension was mailed or personally served to appeal the suspension of their borrowing privileges under this policy by asking the **City Librarian** to review the suspension and render a written decision. If the **City Librarian** does not remove the suspension, the person has five (5) days from the date that the written decision was mailed to request that it be reviewed by the Library Board at their next regular meeting by notifying the **City Librarian** that they wish the issue to be placed on the agenda for that meeting. Such notice shall be given at least seven days prior to the meeting, or the appeal to the Library Board shall be heard at its next regular meeting and the person so notified. If appealed, the suspension shall be on hold until the appeal is exhausted.

Adopted: — October 26, 1993

Revised: — February 11, 2014; May 31, 2017

Suspension of Library Borrowing Privileges

A patron's borrowing privileges will be suspended if:

- An item(s) is more than 21 days overdue
- A patron's account owes \$10.00 or more in fines/fees
- A patron at the same address has a blocked account

Delinquent accounts may be forwarded to another agency for collections. Borrowing privileges will be reinstated when the overdue item(s) are either returned in good condition or paid for. However, in cases of continued misuse of borrowing privileges, the City Librarian may suspend that borrower's privileges for an indefinite period. Patrons may appeal this decision to the Library Board through the process mentioned above. Every effort will be made to handle suspension of borrowing privileges with the utmost discretion and courtesy. Such suspension is not meant as a punitive measure. Rather, suspension is viewed as a necessary measure in order to sustain availability of library materials for all patrons.

Lost or Damaged Materials

The fee for replacing an item which is lost or damaged beyond repair is the replacement cost of the item and an administration fee. After payment of a fee, a damaged item may be kept by the patron. Refunds for found items are not possible. The Library is not responsible for any damage to patrons' electronic equipment, including but not limited to DVD players, CD players, etc., incurred while playing Library-provided materials.

Reserves, Interlibrary Loans, and Requests for Purchase

With the exception of reference materials and serials, all library materials that are "on order" or in circulation may be reserved.

Patrons may request items from other libraries through interlibrary loan. Patrons may request a total of 10 items including both requested and checked out interlibrary loans.

Patrons may request an item for purchase for the collection. All requests will be reviewed according to the Watertown Regional Library Materials Selection Policy.

Marge Tauber South Dakota Room Materials

To protect and preserve the South Dakota collection for the benefit and use of all library users:

- All circulating materials in the Dakota Room may be checked out for three weeks.
- A limit of five (5) items per person will be allowed for check out.

Adopted March 31, 1992

Revised October 8, 2014; January 8, 2019

Movies

To borrow movies a person must have a valid Watertown Regional Library borrower's card and be 18 years or older. A patron under 18 will be allowed to borrow movies if they have a parent or guardian's valid borrower's card.

Adopted: August 29, 1995

Revised: February 2, 2010

Commented [DW4]: I recommend this policy be discontinued as it does not align with the ALA Bill of Rights referenced at the beginning of this policy.

20200407 Draft

Patrons Living in Temporary Housing

Watertown Regional Library cards may be issued to people who are able to establish they are temporarily residing in the Beacon Center, Serenity Hills, local hotel or other temporary housing within Codington County. Cards issued under this policy will be subject to the following limitations:

1. Cards will be issued for a period not to exceed three (3) months;
2. Cards may be renewed at the discretion of the **City Librarian** or his/her designee for a period not to exceed three (3) months;
3. Only **five (5)** items may be checked out at any time;
4. All items shall have a checkout period of one (1) week;
5. Items may be renewed for additional one (1) week increments at the discretion of **City Librarian** or his/her designee.
6. Any patron failing to return an item by its due date will have their privileges suspended until their account is made current.

Adopted: July 7, 2015

Revised: February 2, 2017

Service to the Homebound

In order to provide library materials to those residents of Watertown who cannot use the main facility because of a disability, the Special Services Librarian/Library Specialist will make materials available through selection and delivery to Special Services patrons. Unless authorized by the Special Services Librarian/Library Specialist, all loan periods, fines, and fees for lost or damaged items remain the same.

Criteria for consideration for home delivery of library materials:

1. **Patron must be a person with a disability** which prevents them from visiting the library and/or carrying material out of the library. The condition need not be long term.
2. The patron must request the service.
3. The patron must live within the city limits of Watertown.

The Special Services **Librarian/Library Specialist** in conjunction with the **City Librarian** will determine if the library will provide home delivery on an individual basis.

Adopted: November 5, 1994

Revised: January 2, 2008

Daycare Delivery Service

Daycare Delivery Service supplies daycare providers of all sizes with a variety of library materials at no cost. Daycares must be registered with the City of Watertown and located within city limits.

Commented [DW5]: I recommend this policy be discontinued as it does not align with the ALA Bill of Rights referenced at the beginning of this policy.

20200407 Draft

Unless authorized by the Children's Librarian/Library Specialist, all loan periods, fines, and fees for lost or damaged items remain the same.

Reviewed/Adopted April 7, 2020