

Library Board of Trustees Meeting
Thursday, March 26, 2019 at 3:30 p.m.
Via Conference Call

<https://global.gotomeeting.com/join/296050933>

Call in: 1 (646) 749-3122

Access Code: 296-050-933

Agenda

Roll Call

Approval of Consent Agenda

- Minutes of previous meeting
- Financial report and bills

Discussion Items

- Report of Library Director
- Strategic Plan Update
- Technology Plan Update
- Items from the Board

Action Items

- Ratify increase in expenditure on microfilm equipment
- Approve State Annual Report
- COVID-19 Response

Adjournment

Next meeting: May 14, 2020 at 3:30 p.m.

Library Board of Trustees Meeting
Thursday, January 30, 2020, at 3:30 p.m.
Library meeting room

Minutes

Roll Call – Kelly Kirk, Larry Klarenbeek, Chris Davis, Josh Horak, Sheleen Bauer, Amber Wilde

Public Comment

None

Consent Agenda

Approval of previous meeting minutes – Kelly moved to approve the November meeting minutes. Chris seconded. Approved unanimously.

Financial report and bills – Larry moved to approve the financial report and bills, Chris seconded. Approved unanimously.

Check #	Payee	Amount	Reason
4001	ELM USA	\$206.20	Disc cleaning supplies
4002	Spearfish Optimists	\$150.00	Home Show booth

Discussion Items

State Level: The library's accreditation application was accepted.

Black Hills Library Consortium: The consortium continues to work on standardizing some policies to allow for easier sharing of materials and handling of those that are lost, more standard catalog records, and improvement of the patron experience in the online catalog.

Local Projects: Staff will spend the winter working to improve the non-fiction collection, cleaning up some of the other collections, and developing a plan to better utilize the library's space.

Staffing: Karim Phillips was hired as a workstudy page to complete the school year.

Brooke Wobschall, the other workstudy page, has left due to health issues. Myrna Sorensen, a long-time library aide, has announced her retirement in May. We expect to fill this position internally.

Training: Regular safety training is being implemented city-wide.

Circulation Statistics:

November 2019

Total	Total
Loans	Renewals

5,884 1,461

December 2019

Total Loans	Total Renewals
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5,204	1,874

Strategic Plan Update -

We will be working on developing a social media plan and policy during the month of February. We also have begun working on a plan for better utilization of library space.

Technology Plan Update –

We will be renewing our current contract for e-books downloadable audio with the Black Hills Library Consortium in February with no changes. Due to the loss of our language learning database through the State Library this past summer, we are considering two options locally and would use budgeted funds to provide this service. Amber will be working with our IT provider to discuss software updates this year.

Library Programming –

The board discussed several things regarding programming that came up in the library survey. The library should provide e-mail updates on upcoming programs. This will be accomplished by encouraging people to subscribe to the website calendar for these updates. Staff will develop a plan to promote this and begin next month. People are requesting evening and weekend programs. Staff will attempt to find appropriate programs that will draw an audience during these times. An interest in programs related to the arts was also identified. Chris expressed that her musical group would be interested in performing in the library again in the future.

Items from the Board –

Larry suggested approaching the Friends of the Library to discuss a fundraiser specifically geared toward improving technology in the library.

Action Items

2020 Library Closures – Amber mistakenly only listed Saturday, July 4, on the closures listed approved at the November meeting, but the City lists Friday, July 3, as the date when employees will receive the paid holiday. Amber suggested considering closing for Sunday as well due to the limited hours open that day. Chris moved to amend the library closures for 2020 to add July 3 and July 5 to the list of closed days. Kelly seconded. Approved unanimously.

Election of Officers – Josh moved to appoint Kelly Kirk as president and Chris Davis as vice-president of the board. Larry seconded. Approved unanimously.

Josh moved to add Kelly Kirk and Chris Davis to the library fines checking account.
Larry seconded. Approved unanimously.

The meeting was adjourned at 4:05 p.m.

Next meeting: March 12, 2020 at 3:30 p.m.

FY2019 Annual Survey of South Dakota Public Libraries

Shaded fields are pre-filled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields:
shawn.behrends@state.sd.us / 605-280-5834 / toll free 800-423-6665

SECTION A. – GENERAL INFORMATION

Library Name	County
GRACE BALLOCH MEMORIAL LIBRARY	LAWRENCE

Mailing Address	Street Address
625 N. FIFTH STREET	625 NORTH FIFTH STREET
Mailing City	Zip Code
SPEARFISH	57783

Contact

Library Director	Email address of director
Amber Wilde	amber.wilde@cityofspearfish.com
Library Phone	
6056421330	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1945

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	25,741
Estimated population of total service area <i>Estimate the population you actually serve.</i>	26,014
What does the library charge for a nonresident library card?	\$30

Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles
1	0	0

Building/remodeling of library	Building/remodeling explanation	Total square footage main library
No		12,200

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	County (most nearly)

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday	1:00	5:00	4.00
Monday	9:00	7:00	10.00
Tuesday	9:00	7:00	10.00
Wednesday	9:00	7:00	10.00
Thursday	9:00	7:00	10.00
Friday	9:00	5:00	8.00
Saturday	9:00	5:00	8.00

Total hours open per week	60.00
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SECTION C. -- PERSONNEL

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field
1	71,178.00	40	Masters of Library Science	17

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE
4	140	180	4.50

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE
6	68	1.70	6.20

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source
0		0

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
6	12.0

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week - ALA-MLS librarians	FTE librarians ALA-MLS librarians
3	120	3.00

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$171,426
Operating income – County	\$230,421
Operating income – School District	\$0
Operating income – Tribal Appropriation	\$0
Operating income – College Appropriation	\$0
Operating income – Other Contracts (other libraries or towns)	\$0
Local Government Revenue	\$401,847
State Appropriations	\$0
Federal Income	\$650
What amount of federal operating income is from LSTA grants?	
Other Operating Income	\$22,296
Total Operating Income	\$424,793

Capital Income

Local government capital income	\$2,000
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
Total capital income	\$2,000

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$254,772
Total employee benefits	\$60,713
Total all salaries and benefits	\$315,485

Collection Expenditures

Print materials expenditures	\$29,305
Electronic materials expenditures	\$7,195
Other materials expenditures	\$6,533
Total expenditures for library materials	\$43,033

Other Operating Expenditures

All other operating expenditures	\$75,138
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Total operating expenditures	\$433,656
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If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.

Our share of the cost of our utilities and maintenance are included in expenditures as a cost of operating, but the City pays for them directly so they are not in our revenue. In the other direction, we had some positions

Capital Expenditures

Capital expenditures on facility	\$0
Capital expenditures on technology	\$2,000
Other capital expenditures	\$0
Total Capital Expenditures	\$2,000

Total Expenditures	\$435,656
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	56,852
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	22,756
Total Ebooks	22,756

Subscriptions

Current print serial subscriptions	66
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Audio, Video, Other

Audio – physical units*	3,056
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	9,634
Total downloadable audio	9,634
Video – physical units*	4,302
Video – downloadable units*	90
Other (films, multimedia kits, maps)	359

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	1
State licensed electronic collections (databases)	58
Total licensed electronic collections (databases)	59

Total Holdings	97,174
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SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Annual public services hours per year (ALL outlets)	2,989
Annual total attendance in the library	114,622
Annual total reference transactions completed.	8,967
Registered users	7,193

Collection Use

Circulation of Physical Materials

Books	81,044
Magazines and other print items not included above	7,196
Non print physical items	30,398
Total Physical Item Circulation	118,638

Circulation of Electronic Materials

Ebooks	15,865
Audiobooks (and music)	13,822
Video	42
Use (circulation) of Electronic Materials	29,729

Electronic Collection (database) Use

SDSL-provided electronic collections use	2,042
Other electronic collection use	281
Successful Retrieval of Electronic Information	2,323

Total Circulation of Materials	148,367
Children's Materials Circulated	45,080
Total Electronic Content Use	32,052
Total Collection Use	150,690

Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK	114	2,508
--Kindergarten thru age 11	59	2,183
Children Ages 0-11	173	4,691
Young Adult Ages 12-18	63	1,144
Adult Ages 19 and over	63	567
Total	299	6,402

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	195
Has the library hosted a summer reading program in the past year?	Yes

Makerspaces

What types of tools and materials do the library's makerspaces include?	N/A
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Internet

Total number of Internet computers for use by general public	11
Annual number of public access/ internet use sessions (30-minute sessions)	20,832
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	14,943
URL of the library's webpage	www.cityofspearfish.com/library
Annual Website Visits	-1
Does the library actively maintain a social media presence?	Yes

Library Policies and Practices

Does the library charge fines for overdue materials?	Yes
What automation system do you use?	KOHA
If you have an automated system, is it connected to the internet?	Yes, available online

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total	71	0
In-state total	3,771	5,363
Total ILLs	3,842	5,363

SECTION H – LIBRARY TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Kelly Kirk	President	2021
Christine Davis	Vice President	2022
Sheleen Bauer	Trustee	2020
Ronald Edstrom	Trustee	2020
Josh Horak	Trustee	2022
Larry Klarenbeek	City Council Rep.	
Richard Sleep	County Commission	

Library Board Information

Trustee meetings held per year	Bi-Monthly
Trustees appointed by what governing body?	City Council
Trustee meeting schedule	second Thursday every other month at 3:30 p.m.
Date of last public library board meeting	2020-03-26
Are you aware of and do you comply with the SD Open Meetings law?	Yes
Does the library board need training in any of the following areas?	

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	Yes
President's name and address	*****
Does your library have a Library Foundation?	No
President's name and address	*****

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Library policies & Plans

Has the library board reviewed the following policies and plans in the past year?	
Library bylaws	No
Public service policies	Yes
Collection development policy	Yes
Public computer / Internet use policy	Yes
Nonresident policy including reevaluating amount of nonresident fee	Yes
Disaster plan	We do not have
Technology plan including timetable for software and hardware updates	Yes
We need more information/examples on how to write the following plans/policies:	The City is working on a disaster plan at this time, so an example of the library one would be useful

Narrative listing any special events

<p>Story times, Lego clubs, tween crafts, Teen Friends, computer classes, drop-in tech sessions, painting classes, drop-in crafts, trivia, book discussions, co-hosted community Big Read event, oversaw the City's website rebuild as well as redesigned library website and OPAC, hosted the SDLA conference.</p>	
Librarian or staff member completing the survey	Amber Wilde
President of Board of Trustees/ or Director of Institution	Kelly Kirk

Supplemental Questions

2020 Survey of Library Staff Pay

Comparison data from SD public libraries is available upon request to public libraries & their stakeholders.

	Lowest hourly wage	Highest hourly wage	List the job titles of staff reported in this row. (List up to five for each category.)
Librarians (reported in C06)	\$18.92	\$20.48	Youth Services Librarian Adult Services Librarian Education/Outreach Librarian Weekend Librarian
Other library staff (reported in C10)	\$9.95	\$16.98	Library Aide Library Page
ALA-MLS Librarians (reported in C19)	\$18.92	\$20.48	Youth Service Librarian Education/Outreach Librarian

2020 Supplemental Internet Questions

What type of broadband connection does your library currently have? (select highest capacity if more than one type)	Cable Modem
Who pays for the library's broadband service?	City of Spearfish
Who is/are your broadband service provider(s)? (you may have different landline and wireless providers)	Vast
What is the average age of the library's public computers?	1-3 years old
Does the library have access to local IT personnel when needed?	Always
Describe the technology support available to your library:	band provider or other IT service c
May SDSL staff contact your library's IT support person (or your Internet service provider, if you don't have IT support) if we have questions about your library's broadband service?	Yes

IT support person or business SDSL staff may contact if we have technical questions about your library's broadband service:

Name	Position / Title	Phone number	Email address
Greg Dias	consultant	(605) 645-3114	greg@computersupportse

SELECTED KEY RATIOS – FY 2019

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)—the population of the geographic area that the library serves.*	Your library FY 2019	Your library FY 2018	Statewide average FY 2018
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>	18,158	17,721	762,122
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA. This is the best single measure of the library's local financial support.</i>	\$22.13	\$22.98	\$34.47
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$23.39	\$24.84	\$36.28
Total operating expenditures per capita	\$23.88	\$23.31	\$34.85
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$2.37	\$2.70	\$4.59
Service Measures			
Registered borrowers per capita** <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users.</i>	0.40	0.44	0.49
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	6.3	6.5	5.0
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>	8.2	8.0	7.7
Public internet uses per capita <i>The average number of sessions (measured in 30 minute units) per resident that the library's public computers were used.</i>	1.1	1.5	1.3
Collection and Circulation Ratios			
Circulation turnover <i>The number of circulation transactions divided by the total number of items in the library's collection. It is an indicator of how often each item is checked out. Low turnover rate may also indicate that the library should consider "weeding" its collection of outdated and unused materials.</i>	1.53	1.53	1.1
Circulation of children's materials as a % of total circulation <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	30.4%	30.7%	41%
Circulation of electronic materials as a % of total circulation <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>	20.0%	17.0%	11.8%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Ratio of people in the community who attended library programs.</i>	0.35	0.37	0.44
Children's attendance per program	27.1	30.4	21.6
Young adult attendance per program	18.2	20.2	13.9
Adult attendance per program	9.0	9.3	14.8

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

**The library's registered borrower records should be purged of inactive users at least every three years.

ANNOTATIONS (attached to individual questions on the annual report form)

DRAFT

SECTION B. – OUTLET / BRANCH INFORMATION -- FY 2019

B01. Location	GRACE BALLOCH MEMORIAL LIBRARY		
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
625 NORTH FIFTH STREET	SPEARFISH	57783	
B06. County	B07. Phone Number	B08. Outlet Code	
LAWRENCE	6056421330	Central Library	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
12,200	0		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
2,989	52		
B13. Branch Librarian	B14. Total Branch Staff paid		
Amber Wilde	11		
B15. Total hours open during typical week	B16. Total days open during typical week		
60	7		

DRAFT

Grace Balloch Memorial Library response to COVID-19

At this time the library is to remain closed until May 4 with all due dates extended until that time. Staff availability will be 9-5 Monday through Friday, with limited evening and weekend service.

Wi-Fi will continue to be available 24/7 from outside the building. Staff will reset the router daily to maintain the best possible connection and will refrain from parking just outside the library on Illinois to allow patrons to park as close as possible.

Online resources including e-books and downloadable audiobooks from OverDrive/Libby, research databases, and educational resources for kids will continue to be available from the website. Staff will monitor usage and purchase additional titles to maintain availability as needed; work to lift the blocks on cards to allow all to use these resources regardless of fines during this time; answer calls with questions about how to log in and use the resources; and prepare posts on social media to help increase awareness of these options.

No-contact pickup of materials will be available. Staff will check online holds daily, answer phone requests to pull items, inform patrons of the procedure for picking up materials, create signage to facilitate, and check out materials, place them in a bag, and place them on the staff entrance doorstep when the patron notifies us of arrival. (No contact delivery for those who are homebound could be considered).

No-contact computer/printing access will be available by appointment only. Staff will set up a station with computer, scanner, and printer between the doors of the main library entrance (with assistance from our IT provider). Staff will take appointment requests by phone, e-mail, or Facebook messenger; 2-hour appointments will be scheduled at 9 am and 3 pm on weekdays to allow for preparation of taxes, filling out the census, filing for reemployment and other benefits, printing documents, and other essential tasks. Staff will instruct users not to open the inner doors or open the external doors for anyone else, and to call the library phone if they need assistance. Staff will allow at least a 3 hour quarantine period after the completion of each appointment before putting on rubber gloves and sanitizing the space.

No-contact material returns will continue. All returns must be made through the external book drop. Staff will wear rubber gloves to empty the drop and put all items on a cart. The cart will be labeled for 4 days later and pushed to an unused area of the library. Once that date has arrived the cart will be taken to circulation for check-in, cleaning, and shelving. At that time, those books will be available to those placing holds and not before.

Social media usage will be increased. Staff will work to provide daily posts regarding available services, helpful resources, and uplifting messages.

Volunteer and supply coordination is now being handled by the library. The library will take form responses from the website as well as phone calls regarding needs of individuals in the community and services available and will match those individuals with services and resources as appropriate. The library will serve as a drop point for supplies needed by critical agencies with storage/quarantine happening in the library meeting room.

Additional precautions being taken by staff: All staff are allowed to take leave or work from home as their tasks permit during this time if desired. Staff are staggering schedules and spreading out work spaces around the library to reduce exposure. All staff are instructed to use their own work stations or if they must use one of the shared spaces they must sanitize the space immediately after use. All high-contact surfaces are sanitized regularly.

Projects to be worked on during this time in addition to providing the services outlined above include: cleaning, updating signage and displays, and collection maintenance for those at the library; online catalog maintenance and record improvement; viewing online safety and other training videos and webinars; updating policy and procedure manuals for both the library and the consortium; planning for future programs; improving web and social media presence; and evaluating and potentially expanding our digital resources. If working from home, the employee will be required to submit a report at the end of each work day detailing the projects worked on for that day.

Staff will also provide resources and assistance to other departments as needed, as qualifications permit.