**Parkston Public Library Board**

**Minutes**

**October 16th, 2023**

**7PM Library Back Room**

**Roll Call** Diane Braley, Rebecca Bialas, Tammy Maeschen, Carroline Kniffen, Mary Sue Thury, and Charlene Neugebauer were present.

Tammy Maeschen, president called the meeting to order at 7:00PM

**Approval of Agenda –** Braley made motion to approve agenda. Seconded by Bialas. Motion carried with all present stating Aye.

 **Approval of Past Minutes –** Motion made by Neugebauer seconded by Thury to approve Past minutes. Motion carried with all present stating Aye.

**Approval of motion Financial Report –** After financial reports were presented and discussed, a motion was made by Bialas and seconded by Thury to approve the reports. Motion carried with all members present stating Aye. The Library Board asks that I request a copy of the invoice for $15,816.09. See attached reports.



**Open Forum-** No one present for open forum.

**Directors Report**

Staff have completed the inventory for the year. We have two books on animals from the non-fiction section missing. These are the only two books that have been unseen. Which I feel is great. I have had to mark several books lost this fall. Patrons have checked them out and have lost them before they got home or lost them after they were home. Some stopped coming to the library and communicating with us. I have started sending out bills monthly for the price of the books. Not had any communication with anyone yet.

In weeding I pulled 99 DVDs. This is the only section of the library I have never weeded. I used circulation of less than 5 times in the last 5 years. And over five years in the system. We are currently selling are donated DVD’s for

$.50 cents We will add these to them. I have slowed down buying movies for these reasons. No good movies are being released. And everyone is streaming. A lot don’t have DVD players anymore.

The City informed me they are not purchasing anything from Amazon. Amazon will not put the city on a 30–45-day account. They only want a credit card. I have been struggling to get a monthly expense sheet from the finance office. I got the September expense sheet but hopefully when they get settled more, we can work out a system that works for both departments. I am purchasing from other vendors, but the price of the books is pricier.

The City told me to let them know and they would purchase with other vendors with the credit card. So, I am going to use Christians books and thrift books to purchase some books. I have around $4,000 in that line item but am over on some other lines items. And I know next year’s budget is scarce also.

I am working on the grants and will update them when we get to old business.

Monday Funday is very slow. We get four to 8 kids a week. We have changed it up to Lego’s, boardgames and Bingo, but the attendance has not improved. Maybe when fall sports ends, we will get better attendance.

**Old Business**

**ALA Grant** – had community conversation with 17 people at Overtime. The public is concerned about the height of restroom toilets and fountain in hallway. Planned a conversation at the library with no show from the public. Doing a public online survey. To date we have gotten 12 responses.

Front door entrance for handicap button added to existing door. Estimate 3,480.00 plus electrical if needed.

Looking at the water fountain. I can change the fountain where it is and gain 8 inches in the hallway. This would replace the water fountain with a bottle filler only. The estimate for this is $3,565 plus sheet rock would be extra. I asked them to price one that was in the wall giving the hallway space to us. The estimate for this is $6550 plus sheet rock on both walls. If this one is placed where fountain currently is it will interfere with sink in Ladies Bathroom. Wheelchairs, will not be able to access the sink and they legally can’t install that. If they place it on the opposite wall and hook it to the sink in the staff room, it will work. $10,030 if no sheetrock or electrical issues.

There is a second round for this accessible grant deadline is for December 2023

Kniffen suggested I visit A&B Business about their free-standing water systems.

**Digital Learning Grant**. —I did locate a trainer to train myself. We have had one session as of now. I will place flyers around town and begin classes in November. I will probably offer a daytime and evening class. That will keep sessions small and help meet publics time schedules as well. Once a week session.

**ROB-SEE-CO Grant-** They are humbled and overwhelmed by the response. They received 500 applications and are still sorting through them. They will contact the winners shortly.

**SDLA Conference September 27- 29th**

Were open education resources for library and home schools, alternative learning. Asked us not to hide the non-fiction books. To embrace them. Activities that cost under $50.00 that all libraries can do. Time management and making time for yourself in your busy schedules. What libraries can do to embrace AI in libraries. Should consider Policies to deal AI on Public Computers in libraries. Artificial intelligence is everywhere. Attended a session on social media to expand your audience.

**Board Opening\_** we have one position open for a 1-year term. Diane Braley has filled this position for 2 years. I understand from Tammy that Kris Malloy has agreed to fill this position.

The Board thanked Diane Braley for volunteering to serve for 2 years and we look forward to her service in the future.

Lyle will reach out to Kris Malloy to confirm her interest.

**Budget for 2024. –** Budget was shown to the Board and told that this has been approved by the city Council

**New Business**

 **Regional training- Policy training Oct. 18th,** I will be attending the training.

 **Trunk or treat 29th 3-4 PM main street.** I am planning on having a trunk.

**Toy lending totes Toy drive press release on 10-19th, 2023 -** will be attending and exchanging toy totes at that time.

**Policy Review –** we discussed the Circulation policy. We made changes to this Policy. Motion Made by Thury and seconded by Braley to approve and make the discussed change. Motion carried by all stating Aye. (Copy attached with changes highlighted)

**Communication from City Council-** lets us know that 2024 budget will deplete the city reserves in half. So be very careful and be able to justify every purchase.

 **Next Meeting was set for January 8th, 2024, 7PM**

**Adjourn** MOTION to adjourn was made by Neugebauer and seconded by Bialas.Motion passed with all present stating Aye.

**Circulation Policy**

**Board Reviewed and changed 10-16-23**

Parkston Public library has a selection of books in different formats to be checked out by its patrons. We use the Atriuum Library Book system. This allows patrons to access their account online to personally oversee their checked-out books/ items and to reserve their future reads. They can renew their overdue items and verify what items they have checked out.

**Equal Access to Library Materials and Services**

The Parkston Public Library shall align its Circulation Policy with the American Library Association’s Library Bill of Rights (1996) and its Freedom to Read Statement (2004).  These documents endorse equal access to the library material and services for all people, regardless of the legally defined factors of race, color, sex, age, political affiliation, marital status, religion, national origin, sexual orientation, or disability.  The Parkston Public Library will not forbid the circulation of items from the library collection to any of its cardholders in good standing.  It is the policy of Parkston Public Library that parents or guardians, not Library Staff or Trustees, are responsible for monitoring and approving the selection of materials for children.  It is the parents or guardians, and only these, who may restrict their children, and only their children, from access to Library materials.  The Parkston Public Library has adopted the Motion Picture Association of America’s film-rating system, for circulation of our DVDs/video collection.

A.     **Quantity and Length of time**
1.      A quantity of ~~twenty-five~~ ~~(25),~~ Twenty (20), of any combination of books, magazines, audio, things\* may be checked out to any one person at a time. If a Juvenile card is attached to the adult patron card, the quantity of both accounts is ~~25~~ 20.
2.      Books may be checked out for 2 weeks.
3.      Audios may be checked out for 2 weeks.
4.   Things\* may be checked out for 2 weeks (limit 2)

• “Things” refers to items circulated in our Library of Things.
5.    A maximum of four DVDs/Videos may be checked out for 2 weeks. New DVDS/videos are checked out for 3 days.

**B**.     **Renewals**
1.      There will be no automatic renewals; patrons may call, stop in, or renew online.
2.      There will be a maximum of 3 renewals on books and audios.
3.   There will be a maximum of 1 renewal on DVDs/Videos and Things\*.
4.     No renewals for items on reserve list.

**C.**    **Reserved Items**
1.      There will be a 3-day limit waiting list for reserved items once patrons are notified unless prior arrangements have been made. After this time the item will be offered to the next person on the list or returned to the shelf.

**D. Interlibrary Loans**

Patrons my request items from other libraries through interlibrary loan. Patrons may request a total of 5 items including both requested and checked out interlibrary loans. Patrons will be asked to cover the cost of postage to return loaned items on their request.

**E**.    **Overdue books**
1.      Fines are $0.05 per day per item and $0.05 a day for DVD/videos, Things\*, and Games and will begin to accumulate the day after they are due.
2.      Librarians will follow these guidelines to recover loaned materials and fines.

a) 1 week overdue   -    ~~make a phone call.~~ Send a BusinessE-Mail.

b)     2 weeks overdue -    ~~make another phone call~~. Send another e-mail stated cannot be renewed next time
c)      3 weeks overdue ~~-    send out notice.~~ Send Email/phone call that book needs to be returned to be rescanned or returned. Cannot be renewed without rescanning.
3. If items are not returned in 90 days, the account will be blocked, and the replacement cost of item/s will be charged. Patrons with an outstanding bill will have this bill turned over to the Police Department for possible theft investigation.

 Upon payment of replacement cost and any outstanding fines, the account will be reactivated.

**F. Lost or Damaged materials** The fee for replacing an item which is lost or damaged beyond repair includes the replacement cost of the item and an administrative fee. Refunds will not be given to lost items returned 3 months of marked lost date. The following scale will be used for Lost or Damaged Materials:

Items patrons has out and is lost or damaged:

The item is ~~entry date new to 2 years old =~~ full replacement cost, plus administrative fees.

~~Item more than two years past entry date = Half Price, plus administrative fees.~~

**G. Suspension of Library Borrowing Privileges
 A Patron’s borrowing privileges will be suspended if:**

* A Patron’s library card has expired.
* Patron’s account has $10.00 or more in fines/fees.
* Repeated History of damage or lost items.

**H. Patron Rights in Circulation issues**

**1. When the patron claims to have returned an item:**

* Assure patron that we sometimes fail to check something in
* Look for the item.
* If not found, tell patron we will keep looking and ask them to look again “just in case”—we laughingly suggest under the bed, under the front car seat, etc.
* Renew the item and put a note on the patron’s record that they think they returned the item.
* When the item returns, we don’t charge a fine no matter how late it is. The above usually works. When it fails and the patron continues to insist that they returned it, we give them the benefit of the doubt and keep them in good standing BUT keep the item on their record for 6 months, just in case. (If it happens again, we don’t give the benefit from the doubt!)

**2. When a patron claims they never borrowed an item on their record:**

* Assure the patron that we sometimes check an item out in error.
* Describe what the item is—sometimes patron doesn’t recognize the title, but will recall that it was a video, recorded book, media kit, etc.
* Ask if another family member might have borrowed it on the patron’s card.
* Find the item on amazon.com or a similar site and show the patron what it looks like. This sometimes jogs the memory.
* Do the same routine as when the patron thinks they have returned an item.

**3. When a patron record shows many items very overdue, it is our policy to continue to get items returned to the collection, following this procedure:**

* We text or call and do a reminder that items are overdue**.**
* Send out an invoice for the cost of the item plus the price of overdue fines. Noting if items are returned, we will waive the fine.
* Send out a 2nd invoice with an additional note stating that this needs to be taken care of or the police will need to be involved.
* The 3rd invoice gives them two weeks to contact us, or it will be turned over to the Police Department.
* If not handled the patron invoices copies are turned over to the Police for follow-up.

**4. Patrons that abuse the system. Example, continually having large quantity of late or lost items.**  Will be handled in the 3-step down system. 1st time you have large amount (10 or more) of items that are excessively late or lost. You will pay the fine in full then be only allowed to check out 10 items. If it occurs again, you will be allowed to check out 5 items. If it continues it will be 1 item.

 Approved by the Board on 10-16-2023 by a unanimous vote.

 Tamara Maeschen, President Parkston Library Board.