

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, February 12, 2020, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of January 8, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- **Board member terms and suggestions for new members**
- **Discussion of the purpose of the Library Board of Trustees and Tips for Policy Development Article**

Other Business

Adjourn the meeting of February 12, 2020

The Yankton Community Library is committed to making its facilities accessible to everyone.
If you have additional accommodation requirements, please call 668-5276.

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, January 8, 2020, at 5:30 p.m.
Yankton Community Library, Meeting Room**

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, David Koerner, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Dan Klimisch, Yankton City Manager Amy Leon, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Additions to the agenda: None.

Minutes:

Motion to approve the minutes of the November 13, 2019 meeting by Webber, with second by Nelson. Unanimous approval.

Discussion of Bills and Financial Report:

- Schmidt pointed out that Revenue report did not reflect the second payment of \$12,000 from the County for 2019. The check was received in November and it was discovered that the amount had been mistakenly coded into the wrong budget line. This has been corrected.
- Schmidt noted that although the library has been fine free (except for on DVDs) for two years, the library took in twice the expected amount for fines in 2019.
- A reminder that these figures in the attached financial reports are not final numbers for 2019. There may still be some transactions in January that will come out of the 2019 budget.
- Motion to accept the financial reports by Webber with a second by Gillis. Unanimous approval.

Communications and Correspondence:

Schmidt shared several thank you notes and donations received by the library.

- A book club thanking Amy Clare for all the work she puts in to getting their books each month
- River City Domestic Violence Shelter for providing a team building activity with the Escape Room, plus a \$100 donation
- An anonymous donation of \$7,000 to the Friends of the Library to be used for Children's programming
- Three memorial donations for books

Public Comment Period: None.

Director's Report:

- In addition to the written report, Schmidt demonstrated the new format of books that the library will be adding to its collection soon-Wonderbooks. These are youth books that have a built in recording of the books so that readers can listen. Schmidt also talked about a new event coming up in the winter months. Hygge is the Danish concept of coziness and togetherness. The event will entail making the meeting room an extra cozy space on Sunday, January 26. There will be activities available such as board games, puzzles, conversation starters and some light refreshments. It will be a comfortable space for people to spend some time together and maybe make some new friends. This event will be repeated in February and March.

Old Business:

- **2020 Holiday Closures/ Board Meeting Calendar**
 - Schmidt informed the group that the Union negotiations had been finalized to include Christmas Eve (December 24) as a paid holiday as well as offering employees 3 floating holidays for 2020. She also pointed out that the regular meeting date in November fell on a holiday (November 11) and that another date could be decided for the November meeting at a later time.

New Business:

- **Update from City Manager**
 - Amy Leon shared that the City Commission would be updating its strategic plan soon but she felt that a new library was still an important goal for the Commissions. The timing of it may be a little further in the future than we had hoped due to the weather events and subsequent damage that occurred in 2019. She encouraged us to continue working to broaden the exposure of the library to citizens and to continue to highlight what the library has to offer.
- **Microform Policy**
 - Gillis made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.
- **Telephone Policy**
 - Webber made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.

Other Business:

- Schmidt shared the success of the Friends' quarterly book sale. The Friends gained 19 new members and the library staff were able to help educate people more about what a Friends membership entails. We have received many positive comments about that changes that were made.

Adjourn into Executive Session to discuss Contractual, Litigation & Personnel matters under SDCL 1-25-2

- Motion by Gillis to adjourn into Executive Session with a second by Webber. Unanimous approval.

Reconvene as Board of Trustees

- Motion by Webber to reconvene as Board of Trustees with a second by Gillis. Unanimous approval.
- Klimisch made a motion to approve the City Manager's recommendation of a pay increase for the Library Director plus a \$50 monthly phone stipend. Second by Webber. Unanimous approval.

Adjourn the meeting of January 8, 2020

Motion by Koerner to adjourn with second by Gillis. Unanimous approval. Meeting adjourned at 6:15 p.m.

Respectfully submitted,
Dana Schmidt, Library Director

Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WTR-WW CHARGES	91.90	WATER SERVICE	101.142.274	1.24.20	002793 P	423 00002
WTR-WW CHARGES	56.05	SEWER SERVICE	101.142.275	1.24.20	002793 P	423 00003
	147.95	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	1.22.20	020793 P	423 00004
MIDAMERICAN ENERGY FUEL	531.47	FUEL-HEATING	101.142.273	1.27.20	002794 P	423 00005
MIDWEST TAPE AV	399.90	AV - CAPITAL	101.142.342	1.23.20	020795 P	423 00006
NORTHWESTERN ENERGY ELECT	1,183.40	ELECTRICITY	101.142.272	1.24.20	002795 P	423 00007
RIVISTAS LLC MAGAZINE SUBSCRIPTIONS	4,711.91	SUBSCRIPTIONS & PUBLICAT	101.142.235	1.28.20	020800 P	423 00008
US BANK EQUIPMENT FINANC COPIER LEASE	286.97	RENTALS & XEROX SUPPLIES	101.142.212	405568122	020797 P	423 00009
	8,461.60				
GENERAL FUND	8,461.60	*****				

Schedule of Bills (Fund/Dept)
 BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AVERA HEART HOSPITAL OF AED & CABINET	569.50	RECREATION SUPPLIES	701.701.242	1.24.20	020796 P	423 00001
	569.50				
LIBRARY TRUST	569.50	*****				

Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	9,031.10					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM JR1025FO3						
BOOKS	35.83	BOOKS	101.142.340	Dobrovolny		432 00278
DVD'S	137.18	AV - CAPITAL	101.142.342	Dobrovolny		432 00279
	173.01	*VENDOR TOTAL				
AMZN MKTP US BZ8EN8BT3						
@FY@ OFFICE SUPPLIES	31.47	OFFICE SUPPLIES	101.142.232	Dobrovolny		432 00402
@FY@ JANITORIAL SUPPLIES	49.62	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		432 00403
@FY@ BOOKS	62.29	BOOKS	101.142.340	Dobrovolny		432 00404
	143.38	*VENDOR TOTAL				
AMZN MKTP US HM19W7TU3						
DVD	16.00	AV - CAPITAL	101.142.342	Dobrovolny		432 00036
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		432 00037
	19.99	*VENDOR TOTAL				
AMZN MKTP US UG69O57B3						
BOOK	13.49	BOOKS	101.142.340	Dobrovolny		432 00119
AMZN MKTP US VF8WH1573						
DVDS	26.88	AV - CAPITAL	101.142.342	Dobrovolny		432 00001
OFFICE SUPPLIES	85.53	OFFICE SUPPLIES	101.142.232	Dobrovolny		432 00002
JANITORIAL SUPPLIES	119.59	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		432 00003
	232.00	*VENDOR TOTAL				
AMZN MKTP US V04P01703						
JANITORIAL SUPPLIES	38.85	JANITORIAL SUPPLIES	101.142.236	Homstad		432 00129
AMZN MKTP US 5Z6O14S23						
DVD	8.50	AV - CAPITAL	101.142.342	Dobrovolny		432 00022
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		432 00023
	12.49	*VENDOR TOTAL				
AMZN MKTP US 8C6Y23643						
@FY@ OFFICE SUPPLIES	22.01	OFFICE SUPPLIES	101.142.232	Dobrovolny		432 00356
@FY@ JANITORIAL SUPPLIES	12.79	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		432 00357
@FY@ PROGRAM SUPPLIES	9.56	PROGRAM SUPPLIES	101.142.242	Dobrovolny		432 00358
@FY@ BOOKS	14.78	BOOKS	101.142.340	Dobrovolny		432 00359
@FY@ DVD'S	51.67	AV - CAPITAL	101.142.342	Dobrovolny		432 00360
	110.81	*VENDOR TOTAL				
BAKER-TAYLOR						
@FY@ BOOKS	3,716.48	BOOKS	101.142.340	Schmidt		432 00012
@FY@ POSTAGE	37.87	POSTAGE	101.142.231	Schmidt		432 00013
	3,754.35	*VENDOR TOTAL				

Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		432 00040
CENTURION TECHNOLOGIES COMPUTER SOFTWARE MAINT	229.95	PROFESSIONAL SERVICES	101.142.202	Johnson		432 00134
D J WALL ST JOURNAL SUBSCRIPTION TAX REFUND	37.37CR	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		432 00007
NEWSPAPER SUBSCRIPTION	612.25	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		432 00367
	574.88	*VENDOR TOTAL				
DOLLAR TREE OFFICE SUPPLIES	11.00	OFFICE SUPPLIES	101.142.232	Schmidt		432 00240
KOPETSKYS ACE HDWE JANITORIAL SUPPLIES	14.58	JANITORIAL SUPPLIES	101.142.236	Schmidt		432 00148
MENARDS YANKTON SD SPRAYER, BLEACH	7.67	JANITORIAL SUPPLIES	101.142.236	Homstad		432 00111
JANITORIAL SUPPLIES	10.16	JANITORIAL SUPPLIES	101.142.236	Homstad		432 00135
PROGRAMMING	29.98	PROGRAM SUPPLIES	101.142.242	Raiche		432 00090
OFFICE SUPPLIES	10.96	OFFICE SUPPLIES	101.142.232	Raiche		432 00091
	58.77	*VENDOR TOTAL				
NORFOLK DAILY NEWS NEWSPAPER SUBSCRIPTION	263.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		432 00399
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		432 00391
OVERDRIVE DIST E-BOOKS	2,135.39	PROFESSIONAL SERVICES	101.142.202	Schmidt		432 00010
E-BOOKS	871.56	PROFESSIONAL SERVICES	101.142.202	Schmidt		432 00406
	3,006.95	*VENDOR TOTAL				
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		432 00305
QUILL CORPORATION PROGRAMMING	34.47	PROGRAM SUPPLIES	101.142.242	Schmidt		432 00130
OFFICE SUPPLIES	46.50	OFFICE SUPPLIES	101.142.232	Schmidt		432 00136
	80.97	*VENDOR TOTAL				
SWANK MOTION PICTURES MOVIE LICENSE	482.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		432 00306

Schedule of Bills (Fund/Dept)
 BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
THOMSON WEST TCD BOOK	69.62	BOOKS	101.142.340	Schmidt		432 00383
USPS PO 4698100078 POSTAGE	11.00	POSTAGE	101.142.231	Schmidt		432 00191
WAL-MART #3734 PROGRAMMING	25.67	PROGRAM SUPPLIES	101.142.242	Raiche		432 00304
WALGREENS #9806 PROGRAMMING	40.34	PROGRAM SUPPLIES	101.142.242	Raiche		432 00161
	9,794.92				

Schedule of Bills (Fund/Dept)
 BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMERICAN LIBRARY ASSN FRIENDS' BOOKMARK PURCH	19.00	RECREATION SUPPLIES	701.701.242	Schmidt		432 00123
DEMCO INC FRIENDS'-MAKEDO KIT	109.94	RECREATION SUPPLIES	701.701.242	Schmidt		432 00138
SLUMBERLAND FRIENDS' PURCHASE CHAIRS	1,300.00	EQUIPMENT	701.701.350	Schmidt		432 00185
STK SHUTTERSTOCK SEED LIBRARY BROCHURE	29.00CR	RECREATION SUPPLIES	701.701.242	Lippert		432 00393
	1,399.94				
LIBRARY TRUST	1,399.94	*****				

Schedule of Bills (Fund/Dept)

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	0.00	24,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	0.00	24,000.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	690.00	690.00	6,110.00 10 -
3452 LIBRARY A.V. FEES	500.00	500.00	80.00	80.00	420.00 16 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.85-	0.85-	10.85 8
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	20.05	20.05	179.95 10 -
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	57.00	57.00	1,443.00 3
3456 PC PRINTING	6,000.00	6,000.00	473.50	473.50	5,526.50 7
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00 0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.00	0.00	2,000.00 0
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,319.70	1,319.70	15,790.30 7
FINES					
3510 COURT FINES	1,600.00	1,600.00	285.53	285.53	1,314.47 17 -
3511 PARKING FINES	2,000.00	2,000.00	580.00	580.00	1,420.00 29 --
3520 LIBRARY FINES	650.00	650.00	44.80	44.80	605.20 6
TOTAL: FINES	4,250.00	4,250.00	910.33	910.33	3,339.67 21 --
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	0.00	0.00	40,000.00 0
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	102.00	102.00	3,898.00 2
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	0.00	3,000.00 0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	200.83	200.83	1,299.17 13 -
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	302.83	302.83	58,197.17 0
TOTAL: GENERAL FUND	103,860.00	103,860.00	2,532.86	2,532.86	101,327.14 3

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	0.00	0.00	0.00	0
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,548.52	1,548.52	1,548.52-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,548.52	1,548.52	1,548.52-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	366,304.00	0.00	26,945.48	26,945.48	339,358.52	7
102	84,000.00	0.00	2,924.62	2,924.62	81,075.38	3
103	350.00	0.00	0.00	0.00	350.00	0
111	34,475.00	0.00	2,249.87	2,249.87	32,225.13	6
121	21,999.00	0.00	1,616.74	1,616.74	20,382.26	7
131	2,542.00	0.00	0.00	0.00	2,542.00	0
132	90,616.00	0.00	4,409.85	4,409.85	86,206.15	4
133	1,004.00	0.00	80.65	80.65	923.35	8
TOTAL:	601,290.00	0.00	38,227.21	38,227.21	563,062.79	6
	OTHER CURRENT EXPENDITURES					
201	11,102.00	0.00	0.00	0.00	11,102.00	0
202	30,000.00	0.00	0.00	0.00	30,000.00	0
211	3,000.00	0.00	0.00	0.00	3,000.00	0
212	6,000.00	0.00	62.40	62.40	5,937.60	1
221	3,000.00	0.00	0.00	0.00	3,000.00	0
223	4,000.00	0.00	0.00	0.00	4,000.00	0
224	0.00	0.00	0.00	0.00	0.00	0
231	2,500.00	0.00	0.00	0.00	2,500.00	0
232	9,500.00	0.00	0.00	0.00	9,500.00	0
233	0.00	0.00	0.00	0.00	0.00	0
234	0.00	0.00	0.00	0.00	0.00	0
235	9,500.00	0.00	0.00	0.00	9,500.00	0
236	3,000.00	0.00	0.00	0.00	3,000.00	0
242	3,000.00	0.00	0.00	0.00	3,000.00	0
248	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	0.00	0.00	1,000.00	0
263	3,500.00	0.00	0.00	0.00	3,500.00	0
265	1,500.00	0.00	0.00	0.00	1,500.00	0
271	1,800.00	0.00	176.94	176.94	1,623.06	9
272	23,000.00	0.00	0.00	0.00	23,000.00	0
273	3,000.00	0.00	0.00	0.00	3,000.00	0
274	3,500.00	0.00	0.00	0.00	3,500.00	0
275	1,200.00	0.00	0.00	0.00	1,200.00	0
276	500.00	0.00	40.00	40.00	460.00	8
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	123,602.00	0.00	279.34	279.34	123,322.66	0
	CAPITAL OUTLAY					
301	20,000.00	0.00	0.00	0.00	20,000.00	0
320	0.00	0.00	0.00	0.00	0.00	0
340	51,000.00	0.00	0.00	0.00	51,000.00	0
342	12,500.00	0.00	0.00	0.00	12,500.00	0
350	1,000.00	0.00	0.00	0.00	1,000.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH JAN 31, 2020

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
TOTAL: CAPITAL OUTLAY	84,500.00	0.00	0.00	0.00	84,500.00	0
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	809,392.00	0.00	38,506.55	38,506.55	770,885.45	4
TOTAL: GENERAL FUND	809,392.00	0.00	38,506.55	38,506.55	770,885.45	4

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0

-----FUND----- 701 LIBRARY TRUST

ACCOUNT -----	BEGINNING BALANCE -----	ACTUAL-THIS MONTH -----	ACTUAL-THIS YEAR -----	ENDING BALANCE -----
ASSETS -----				
CURRENT ASSETS:				
701.1012 NOW ACCOUNT - 1ST DAKOTA	45,339.79	822.43	822.43	46,162.22
TOTAL CURRENT ASSETS:	45,339.79	822.43	822.43	46,162.22
TOTAL ASSETS:	45,339.79	822.43	822.43	46,162.22
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	726.09CR	726.09	726.09	0.00
TOTAL CURRENT LIABILITIES:	726.09CR	726.09	726.09	0.00
TOTAL LIABILITIES:	726.09CR	726.09	726.09	0.00
FUND BALANCE:				
701.2511 FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00	29,340.84CR
701.2900 REVENUE CONTROL	26,188.17CR	1,548.52CR	1,548.52CR	27,736.69CR
701.2910 EXPENDITURE CONTROL	10,915.31	0.00	0.00	10,915.31
TOTAL FUND BALANCE:	44,613.70CR	1,548.52CR	1,548.52CR	46,162.22CR
TOTAL LIABILITIES AND FUND BALANCE:	45,339.79CR	822.43CR	822.43CR	46,162.22CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONAL SERVICES							
101	REGULAR WAGES	366,304.00	0.00	26,945.48	26,945.48	339,358.52	7	
P-011020-411	PAYROLL INTERFACE	011020		13,600.54	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		13,344.94	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	2,924.62	2,924.62	81,075.38	3	
P-011020-411	PAYROLL INTERFACE	011020		1,583.81	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		1,340.81	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0	
111	OASI	34,475.00	0.00	2,249.87	2,249.87	32,225.13	6	
P-011020-411	PAYROLL INTERFACE	011020		1,144.01	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		1,105.86	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,616.74	1,616.74	20,382.26	7	
P-011020-411	PAYROLL INTERFACE	011020		816.04	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		800.70	CODE-Y,PER#-2,FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0	
132	GROUP INSURANCE	90,616.00	0.00	4,409.85	4,409.85	86,206.15	4	
P-011020-411	PAYROLL INTERFACE	011020		2,204.93	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		2,204.92	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	80.65	80.65	923.35	8	
P-011020-411	PAYROLL INTERFACE	011020		41.01	CODE-Y,PER#-1,FUND-	101		A
P-012420-412	PAYROLL INTERFACE	012420		39.64	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	38,227.21	38,227.21	563,062.79	6	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	11,102.00	0.00	0.00	0.00	11,102.00	0	
202	PROFESSIONAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0	
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	62.40	62.40	5,937.60	1	
J-013120-424	JANUARY JOURNAL ENTRIES	JE 16		62.40	BOXES OF PAPER			A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	0.00	4,000.00	0	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	0.00	0.00	2,500.00	0	

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
232	OFFICE SUPPLIES	9,500.00	0.00	0.00	0.00	9,500.00	0		
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0		
234	COPIES	0.00	0.00	0.00	0.00	0.00	0		
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0		
242	PROGRAM SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0		
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0		
271	TELEPHONE	1,800.00	0.00	176.94	176.94	1,623.06	9		
P-011020-411	PAYROLL INTERFACE	011020		10.50	CODE-Y, PER#-1, FUND-	101			A
P-012420-412	PAYROLL INTERFACE	012420		50.00	CODE-Y, PER#-2, FUND-	101			A
M-013120-422 06976	VAST BROADBAND	008219		34.99	PHONE BILL	003513	F	N	A
M-013120-422 06976	VAST BROADBAND	008220		81.45	PHONE BILL	003513	F	N	A
272	ELECTRICITY	23,000.00	0.00	0.00	0.00	23,000.00	0		
273	FUEL-HEATING	3,000.00	0.00	0.00	0.00	3,000.00	0		
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0		
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0		
276	LANDFILL	500.00	0.00	40.00	40.00	460.00	8		
J-013120-424	JANUARY JOURNAL ENTRIES	JE 18		40.00	DUMPSTER CHARGES - JAN				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	279.34	279.34	123,322.66	0		
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	51,000.00	0.00	0.00	0.00	51,000.00	0		
342	AV - CAPITAL	12,500.00	0.00	0.00	0.00	12,500.00	0		
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
TOTAL:	CAPITAL OUTLAY	84,500.00	0.00	0.00	0.00	84,500.00	0		
	OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	COMMUNITY LIBRARY	809,392.00	0.00	38,506.55	38,506.55	770,885.45	4		
TOTAL:	GENERAL FUND	809,392.00	0.00	38,506.55	38,506.55	770,885.45	4		

Director's Report-February 2020

Training: On January 20, the library was closed for staff training. We were able to have a meeting as well as receive some extra training. Nakita Maddox presented to our staff on some of the things they do for their clients at Cornerstones. This includes English as a Second Language Classes and GED preparation. I think it is good for the library staff to be aware of the resources in our community to better help patrons that may need these services. We also had a demonstration from Gregg Homstad, the City's Building Official, on how to properly and safely clean up bodily fluids if the situation should arise. The staff present that day also completed a video training on how to prevent slips, trips and falls. This training day was a good opportunity for staff to come together to complete training as well as some team building.

City Safety Manual: The City's Safety Committee recently updated its Safety Manual. All library staff were asked to read and review the manual to become better acquainted with safety procedures and practices.

Jumpstart: Amanda will be headed to Pierre on February 14 for a train-the-trainer session for Jumpstart. Then a week later, Amanda will host a Jumpstart session at YCL for local librarians. The goal of Jumpstart is to gather librarians from around the state to network and share ideas for the upcoming summer reading program. Because Amanda is willing to go to Pierre for training and host a session at YCL, our library receives a grant from the South Dakota State Library to help assist with summer reading costs.

Complete Count Committee/Census: I will be taking part in Yankton's Complete Count Committee to see how the library may be able to assist hard-to-count populations during the upcoming Census. This may include offering times for assistance in completing the census online as well as sharing information about the importance of an accurate count for our community.

Friends of the Library: The Friends recently made a couple of purchases for the library. They funded a MakeDo kit from Demco. This kit contains tools like saws, screws and screwdrivers specifically meant to work with cardboard and to be safe for children. We are excited to add this kit into our maker programs at the library. In addition, the Friends funded the purchase of two new reading chairs from Slumberland in Yankton.

New AED: The Avera Sacred Heart Foundation board will partially fund up to three AED (automated external defibrillator) requests per year. In December, I applied for this assistance for the library and found out that our application was accepted. The library currently has an AED but it was in need of replacement. The Avera Sacred Heart Foundation paid for half of the expense of a new AED for the library. The new device should be arriving soon along with a wall storage case to make it more visible and accessible.

Hygge Events: On Sunday, January 26, the library hosted its first hygge event. Hygge is the Danish art of coziness and togetherness. The meeting room was set up to mimic a cozy family room atmosphere. There were board games, puzzles and coloring available along with warm beverages to enhance the experience. We were happy to have 22 attendees at this event in January and will repeat the event again in February and March on the fourth Sunday from 1-4:30pm.

Library Board Meeting: Our next Board meeting is scheduled for Wednesday, March 11 at 5:30 p.m. in the library's meeting room.

January 2020 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	1-Jan	10:30 AM	closed	
	8-Jan	10:30 AM	3	2
	15-Jan	10:30 AM	2	2
	22-Jan	10:30 AM	10	4
	29-Jan	10:30 AM	7	4
Total:			15	8

Adult Programs	Date	Time	Num.
Explore class	13-Jan	10:00 AM	15
Writers' group	22-Jan	6:00 PM	5
Hygge Event	26-Jan	1:00 PM	22
Seed Library: Heirloom Planting	14-Jan	1:00 PM	61
Seed Library: Heirloom Planting	14-Jan	6:30PM	45
Total:			148

Story Time	6-Jan	6:00 PM	7	6
	7-Jan	10:30 AM	19	12
	9-Jan	10:30 AM	11	8
	13-Jan	6:00 PM	5	4
	14-Jan	10:30 AM	11	9
	16-Jan	10:30 AM	7	5
	20-Jan	6:00 PM	closed	
	21-Jan	10:30 AM	6	10
	23-Jan	10:30 AM	8	12
	27-Jan	6:00 PM	9	5
	28-Jan	10:30 AM	23	14
	30-Jan	10:30 AM	11	9
Total:			106	94

Bilingual storytime

Food for Fines		
Canned Fruit	January (all month)	66

Book Clubs			
Reader's Anonymous	14-Jan	1:00 PM	3
Between the Lines	28-Jan	4:30 PM	8
Total:			11

Thursday Kids Activities				
Craft Club	2-Jan	3:45 PM	10	4
LEGO Club	9-Jan	3:45 PM	9	3
Science Club	16-Jan	3:45 PM	10	3
<i>Angry Birds 2</i>	23-Jan	3:45 PM	3	1
<i>LEGO Club</i>	30-Jan	3:45 PM	10	3
Total:			42	14

Teen Events				
Teens create	13-Jan	3:45 PM	0	
	20-Jan	3:45 PM	closed	
	27-Jan	3:45 PM	5	
Total:			5	

Miscellaneous				
Kid's Art Club	11-Jan	all day	8	5
Home school group	10-Jan	10:00 AM	49	12
Total:			8	5

January 2020 Usage & Circulation Statistics

Total Circulation Statistics*

	2020	2019
Adult	8,439	9,393
Juvenile	3,733	4,425
Total	12,172	13,818

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2020	2019
Adult	6,477	7,508
Juvenile	3,627	3,808
Total	10,104	11,316

Interlibrary Loan

	2020	2019
Requested	104	172
Supplied	161	67
Total	265	239

Electronic Resources

	2020	2019
OverDrive	1,697	1,646
TumbleBooks	106	617
Total	1,803	2,263

Adult Outreach

	2020	2019
Locations	10	10
Patrons	40	39
Circulations	210	205

Public Computer Use

	2020	2019
Uses	1,212	1,091
Hours	857	788

WiFi Usage

	2020	2019
Sessions	1,389	1466
Total Session Hours	1,315	1448.0
Unique Users	399	438

Meeting Room Use

	2020	2019
Library Uses	28	24
Library Hours	72.0	59.0
Non-Library Uses	18	12
Non-Library Hours	34.5	26.0

Study Room Use

	2020	2019
Uses	39	31
Hours	50.5	48.0

Notary

	2020	2019
Requests	2	3

Proctor

	2020	2019
Tests	10	10

Daycare Outreach		
	2020	2019
Locations	8	16
Patrons	132	254
Circulations	152	266

Current Cards	2020	2019
Resident	5,021	5,060
Non-Resident	216	254
Mount Marty	37	35
Teacher	48	46
Yankton County	926	1,060
Total	6,248	6,455

Yankton County		
	2020	2019
Households	35	43

Non-city Cards*	2020	2019
County	27	127
Non-resident	12	11

Genealogy Requests		
	2020	2019
Patrons	2	0
Hours	2	0.0

Teacher Requests		
	2020	2019
Patrons	2	5

Courier	2020	2019
Total Incoming	332	247
Total Outgoing	308	270
Total	640	517

Items Added to Catalog	2020	2019
	354	477

Items Deleted from Catalog	2020	2019
	171	198

Yankton Community Library • February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>"Food" for Fines -Soap</i>	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p					1
2	3 Story Time, 6:00 p	4 Story Time 10:30 am	5 Stay & Play 10:30 am	6 Story Time 10:30 am Craft Club, 3:45 p	7	8 Kid's Art Club Oscar Movie Marathon
9 Oscar Movie Marathon	10 Explore, 10am Story Time, 6:00p	11 Story Time 10:30 am Seed Library: Avoiding Garden Mistakes 1 pm/6:30pm Readers Anon, 1p	12 Stay & Play 10:30 am Library Board Mtg., 5:30 pm	13 Story Time 10:30 am LEGO Club, 3:45p	14	15 Magazine Sale
16 Magazine Sale	17 Library Closed	18 Story Time 10:30 am Adult Craft 6 pm	19 Stay & Play 10:30 am Writers' Group 6pm	20 Story Time 10:30 am Science Club, 3:45	21	22
23 Hygge Event 1-4:30	24 Story Time, 6:00p	25 Story Time 10:30 am Between the Lines 5:30	26 Stay & Play 10:30 am	27 Story Time, 10:30 am Movie, 3:45	28	29

Yankton Community Library • March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cocoa & Cookies Winter Reading Party	2 Story Time, 6:00p	3 Story Time 10:30 am	4 Stay & Play 10:30 am	5 Story Time 10:30 am Craft Club, 3:45 Blood Drive 9:30am-12:30pm	6	7 Oscar Marathon: Part 2
8 Oscars Marathon: Part 2	9 Explore, 10 am Story Time, 6:00 p	10 Story Time 10:30 am Seed Library: Time to Start 1 pm/6:30 pm	11 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	12 Story Time 10:30 am Lego Club, 3:45	13	14 Kid's Art Club
15	16 Friends of the Library, 5:15 pm Story Time, 6:00p	17 Story Time 10:30 am Readers Anon, 1p Adult Craft 6:00	18 Stay & Play 10:30 am Writers' Group, 6pm	19 Story Time 10:30 am Science Club, 3:45	20	21
22 Hygge Event 1-4:30 pm	23 Story Time, 6:00p	24 Story Time 10:30 am	25 Stay & Play 10:30 am	26 Story Time 10:30 am Movie, 3:45	27	28
29	30 Story Time, 6:00p	31	Food for Fines Mac 'n Cheese	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p		

Microform Reader/Printer Use Policy

The YCL maintains microform reading and printing equipment for in-house patron use. Use of the equipment is on a first-come, first-served basis and can be scheduled in advance. Use of the reader is free; prints are 25¢ per copy. Use is limited to adults unless children are accompanied by an adult. Any patron caught abusing or intentionally misusing the equipment will no longer be allowed to use it.

The quality of the microfilm may affect the quality of prints produced. As a result, it may not always be possible to get clear copies of desired articles. Library staff are not responsible for poor copies that may be difficult to read.

Staff will provide basic instruction on use of the microform machines when needed.

Staff will take requests for microfilm research at a charge of \$5.00 per article. Staff reserve the right to refuse research requests if the time required for research is not feasible.

Telephone/Cell Phone Use

The telephone system at the Yankton Community Library is in place as a daily business tool. However, staff will accept calls on a limited basis (no collect calls) from individuals inquiring about the whereabouts of individuals, which may include minor children.

Staff may ask the caller's name and let them know we can check if that individual is in the library. Staff should not let the caller know if the individual is in the library or not for privacy reasons. Staff may then check the premises and, if found, let the individual know they have a phone call and who is calling.

The library maintains a telephone in the lobby for individual use at no charge for local calls. Long distance calls are not available on this phone. Use of the telephone by individual users is restricted to ten minutes per day. Abuse of that telephone regarding physical damage to the phone or use of profane, threatening or abusive language while using the phone may result in restricted access to the telephone by that particular user.

Cell phones can be used in the library but users are required to follow these guidelines:

- Turn off your ringer or set it to vibrate.
- If you must answer your cell phone, do so quietly and discreetly.
- Take extended conversations and personal calls to the entry way or outside the library.
- If using the phone for watching videos or playing games, the volume must be off or patrons must use earbuds or headphones.



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Tips for Public Library Policy Development

By Crystal Schimpf: Published on January 7, 2020

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 January 2



Loveland Public Library

This is a guest post contributed by Amber Greene, Division Manager, and Susan Kadlec, Board Member of the Loveland Public Library.

After completing a full update of outward-facing organizational policies in 2018, Loveland Public Library received approval from city council to implement some exciting changes. These included removing fines for overdue items and replacement fees for cards, adding new sections (Makerspace, Safe Space, Commitment to Freedom of Speech, and Programming), and removing over 1,000 words of procedure. Through this 9-month process, there were a few key factors that resulted in success. Read on for tips to make your policy development process run a little more smoothly.

1. **Identify stakeholders.** Get the right voices at the table to make sure that you have objective input from key groups. This should include your library board, staff members from different roles in the organization and your legal representative. Board members provide critical perspective as representatives of the public and can positively guide the process from the start by keeping community needs foremost in mind.
2. **Start with goals.** Figure out what you want your policy to do for you. Do you want to increase access? Support intellectual freedom? Reflect the work your staff is already doing (that your policy may be behind on)? Make

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your library safer? Get buy-in upfront by being clear about what you're trying to achieve and why.

3. **Do your homework (and everyone else's).** Provide stakeholders with background information about the topics they'll be asked to make decisions on. This should include your organization's mission and values, existing policies and guiding principles. Also include sample policies for review, as well as research about existing trends and best practices.
4. **Get input throughout the process.** We're talking A LOT of input! Assign members of your group to report back to key decision makers such as your leadership team and library board. Get feedback from staff in their areas of expertise. Talk to your finance department about decisions that could impact your budget and security personnel about decisions that would change the way behavior expectations are enforced. The deeper the level of feedback, the stronger your policy will be!
5. **Check in with your legal representative.** Get regular advice from your attorney to ensure that policies are lawful, enforceable, and up-to-date. Attorneys make sure that your policy says what you want it to say.
6. **Don't forget to tell everyone!** Once your policies are approved, be sure to share them. Train staff on implementation, let patrons know what they can expect and ensure that your board has a solid understanding to effectively uphold them. Board members may be asked to review a challenge to your library's collection, for example, and benefit from the increased understanding and buy-in that comes from actively participating in the policy development process.

Finally, don't forget to celebrate your success. Policy is everyone's job and is foundational to achieving your organization's mission. Be sure to honor the hard work that goes into making your policy a dynamic, living document in support of your community's needs.

Additional Resources

- [ALA United for Libraries: Sample Policies](#)
- [Colorado State Library: Public Library Sample Policies and Development Tools](#)
- [Loveland Public Library: Policies](#)

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Crystal Schimpf

Public Library Specialist, Leadership & Community Development at Colorado State Library

Contact her at 303-866-6891, or email schimpf_c@cde.state.co.us

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