



**Board of Trustees Meeting Agenda**  
**City Council Chambers, City Hall, 612 N. Main**  
**Date: Monday, May 11**  
**Time: 4:00 PM**

**Zoom:**

<https://us02web.zoom.us/j/89624865475?pwd=SGw4OGN3S0hCbDBZNS9jQWZKVnJPQT09>

**Meeting ID:** 896 2486 5475  
**Password:** 843779

**1. Call To Order**

**2. Approval Of The Agenda**

**3. Approval Of The Minutes**

Documents:

[MITCHELL PUBLIC LIBRARY \(JANUARY 2020\).PDF](#)  
[EXECUTIVE SESSION 12720.PDF](#)

**4. Citizen's Input**

Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

**5. Financial Report**

1. Trustee Account.
2. Monthly budget statement.
3. City bills.

Documents:

[LIBRARY REVENUE EXPENSE REPORT APRIL 2020.PDF](#)  
[LIBRARY MONTHLY ACTIVITY REPORT.PDF](#)  
[LIBRARY YTD DETAIL VS BUDGET.PDF](#)

**6. Action To Designate Signers On The Mitchell Trustee Bank Account**

**7. Approval Of Reopening Policy/Guidelines For Mitchell Public Library**

Documents:

[LIBRARY REOPENING DRAFT.PDF](#)

**8. Director's Report**

**9. Board Input**

**10. Adjournment**

Individuals with disabilities who require special assistance to take part in this meeting may contact 605-995-8143 at least 24 hours prior to the meeting with requests for assistance.

## **Mitchell Public Library Board of Trustees meeting, Tuesday, January 21<sup>st</sup>, 2020.**

The Mitchell Public Library Board of Trustees met on Tuesday, January 21<sup>st</sup>, 2020, at 4:30 p.m. in Meeting Room #1 at the Mitchell Public Library. Board president Sivik called the meeting to order at 4:38 p.m.

**Members present:** Nath, Rice, Sivik, Taylor, and Temple.

**Members absent:** Margheim.

**Guest:** Jessica Pickett, Community Services Coordinator.

**Minutes.** The minutes of the December 2019 Library Board meeting was read and approved as amended. **M/S/P**—Nath, Temple.

**Financial Report.** The report was approved as given. The Library Director was instructed by the Library Board to fix to 2019 overage and report the extent of the correction. The Library Director was also asked to provide a plan for how to stay within budget for the operating expenses and capital outlay for 2020. This is to be sent to the Library Board by January 23<sup>rd</sup>. **M/S/P**—Rice, Temple.

**Director's report.** In addition to the report, the Director was instructed to get the costs for installing door counters at the Library. The information, which was due to the Board on Jan. 8, 2020, will be sent to the Library Board by Jan. 23<sup>rd</sup>..... Also- the Directory will provide the Library Board with information about implementing self-service check out/in for patrons as per signed performance letter which part was read during the meeting. "Research self-service options and provide comprehensive implementation costs and plan for placement to the Board of Trustees – 60 days. Make a specific recommendation for vendor, equipment, and installation costs- 60 days. If approved and funded by the Board of Trustees, implement the installation and operation of the system – 120 days." For reference, days counted starting November, 25, 2019. **M/S/P**—Rice, Temple.

In addition to the report, the Director was instructed to get the costs for installing door counters at the Library. The information will be sent to the Library Board by the January 23<sup>rd</sup>.

### **Communications and correspondence.**

The Library was given a donation of \$500.00 from a local family. The donation will be used for children's programming and literature.

Library staff were given bracelets with the word "Relentless" from the Korzan family in conjunction with the website they have created to encourage people to achieve their goals

**Unfinished business.** None.

**New business.** 2 staff members requested attending Jump Start workshop. The Library Board turned the matter over to the Library Director.

**Bills.** The following bills were approved for payment.

**1/6/2020.** American Library Association \$300.00; Centurion Technologies 160.00. Ameripride Services, Inc. 76.52; Apple Books 80.03; Blackstone Publishing 34.95; Center Point Large Print 89.28; Dak Tech, Inc. 785.00; Findaway World 288.92; Midwest Alarm Co, 795.00; Northwestern Energy 3057.24; Recorded Books 30.80; Scholastic 17.99; Tessier's 192.00; Thune True Value Hardware 11.19.

**1/21/2020.** Blackstone Publishing 35.95; H.W. Wilson 179.10; Rowman & Littlefield Publishing 214.16; Golden West Technologies 89.97; Innovative office Solutions LLC 19.64; Jones Supplies 84.64; Junior Library Guild 1283.40; Long Rider Books 1333.15; Mitchell Telecom 64.95.

There being no further business, the meeting adjourned at 5:55 p.m. The next regularly scheduled meeting is scheduled for Tuesday, February 18, 2020, at 4:30 p.m. in Meeting Room #1, at the Mitchell Public Library.

Jackie Hess, Secretary

**Executive session—Mitchell Public Library Board of Trustees. Monday, January 27<sup>th</sup>, 2020.**

The Mitchell Public Library Board of Trustees met in Executive session on Monday, January 27<sup>th</sup>, 2020. The meeting was called to order at 4:40 p.m. A motion by Margheim and seconded by Rice called for the meeting to go into executive session for personnel matters. A motion by Margheim and a second by Nath was made to end the executive session and go back to the regular meeting. Sivik adjourned the meeting at 5:43 p.m. No action was taken.

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2020

101-GENERAL  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
EXPENDITURE SUMMARY						
LIBRARY						
SALARIES	564,979	52,383.54	182,767.23	221,270.48	343,708.52	39.16
CURRENT EXPENSES	82,409	7,132.54	21,981.11	24,972.29	57,436.71	30.30
CAPITAL OUTLAY	62,000	8,630.27	15,705.49	19,536.80	42,463.20	31.51
TOTAL LIBRARY	709,388	68,146.35	220,453.83	265,779.57	443,608.43	62.53
TOTAL EXPENDITURES	709,388	68,146.35	220,453.83	265,779.57	443,608.43	62.53
REVENUE OVER/ (UNDER) EXPENDITURES	( 709,388)	( 68,146.35)	( 220,453.83)	( 265,779.57)	( 443,608.43)	62.53

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2020

101-GENERAL  
 LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES</b>						
101-45500-41100 SALARIES	368,520	30,072.49	114,305.92	134,935.14	233,584.86	36.62
101-45500-41110 OVERTIME	0	67.48	0.00	894.99 (	894.99)	0.00
101-45500-41120 PART-TIME	30,000	0.00	13,130.77	11,327.31	18,672.69	37.76
101-45500-41200 SOCIAL SECURITY/MEDICARE	30,486	2,067.36	8,916.94	10,344.42	20,141.58	33.93
101-45500-41300 RETIREMENT	22,141	1,808.39	7,555.56	8,663.35	13,477.65	39.13
101-45500-41500 GROUP INSURANCE	113,832	5,258.60	38,858.04	41,996.05	71,835.95	36.89
101-45500-41700 COMPENSATED ABSENCES	0	13,109.22	0.00	13,109.22 (	13,109.22)	0.00
TOTAL SALARIES	564,979	52,383.54	182,767.23	221,270.48	343,708.52	60.84
<b>CURRENT EXPENSES</b>						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	852	240.00	0.00	240.00	612.00	28.17
101-45500-42500 REPAIR & MAINTENANCE	1,500	2,647.97	248.00	3,362.32 (	1,862.32)	224.15
101-45500-42600 SUPPLIES & MATERIALS	10,000	585.54	2,027.81	4,402.40	5,597.60	44.02
101-45500-42661 POSTAGE	1,800	0.00	455.17	0.00	1,800.00	0.00
101-45500-42690 MINITEX FEES	4,800	354.63	683.62	709.26	4,090.74	14.78
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	380.87	299.50	4,700.50	5.99
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,161	0.00	7,011.36	5,831.10	11,329.90	33.98
101-45500-42700 TRAVEL, CONF & DUES	1,700	0.00	300.00	300.00	1,400.00	17.65
101-45500-42800 UTILITIES	34,131	3,140.70	10,573.83	9,504.01	24,626.99	27.85
101-45500-42830 UTILITIES-WATER/SEWER	800	163.70	140.45	163.70	636.30	20.46
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-42920 WORKSTUDY	500	0.00	0.00	0.00	500.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	82,409	7,132.54	21,981.11	24,972.29	57,436.71	69.70
<b>CAPITAL OUTLAY</b>						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	45,300	5,804.98	13,876.91	14,835.18	30,464.82	32.75
101-45500-43421 AUDIO-VISUAL	15,000	1,315.29	1,828.58	3,191.62	11,808.38	21.28
101-45500-43440 COMPUTER HARDWARE	1,700	1,510.00	0.00	1,510.00	190.00	88.82
TOTAL CAPITAL OUTLAY	62,000	8,630.27	15,705.49	19,536.80	42,463.20	68.49
TOTAL LIBRARY	709,388	68,146.35	220,453.83	265,779.57	443,608.43	62.53
<b>TOTAL EXPENDITURES</b>						
TOTAL EXPENDITURES	709,388	68,146.35	220,453.83	265,779.57	443,608.43	62.53
REVENUE OVER/(UNDER) EXPENDITURES	( 709,388) (	68,146.35) (	220,453.83) (	265,779.57) (	443,608.43)	62.53

CITY OF MITCHELL  
MONTHLY ACTIVITY REPORT  
APRIL 30TH, 2020

101-GENERAL  
LIBRARY

DEPARTMENTAL EXPENDITURES	ACCOUNTING PERIOD									
	( JAN )	( FEB )	( MAR )	( APR )	( MAY )	( JUN )	( JUL )	( AUG )	( SEP )	( OCT )
<b>SALARIES</b>										
45500-41100 SALARIES	44,717.73	30,072.47	30,072.45	30,072.49	11,905.71	0.00	0.00	0.00	0.00	0.00
45500-41110 OVERTIME	692.55	67.48	67.48	67.48	0.00	0.00	0.00	0.00	0.00	0.00
45500-41120 PART-TIME	4,745.16	3,423.58	3,158.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-41200 SOCIAL SECURITY/MEDICARE	3,548.11	2,374.61	2,354.34	2,067.36	539.26	0.00	0.00	0.00	0.00	0.00
45500-41300 RETIREMENT	2,932.50	1,968.30	1,954.16	1,808.39	714.34	0.00	0.00	0.00	0.00	0.00
45500-41500 GROUP INSURANCE	15,703.05	10,517.20	10,517.20	5,258.60	4,285.00	0.00	0.00	0.00	0.00	0.00
45500-41700 COMPENSATED ABSENCES	0.00	0.00	0.00	13,109.22	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SALARIES</b>	<b>72,339.10</b>	<b>48,423.64</b>	<b>48,124.20</b>	<b>52,383.54</b>	<b>17,444.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CURRENT EXPENSES</b>										
45500-42200 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42300 LEGAL PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42310 NEWSPAPERS	0.00	0.00	0.00	240.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42500 REPAIR & MAINTENANCE	89.97	624.38	0.00	2,647.97	200.00	0.00	0.00	0.00	0.00	0.00
45500-42600 SUPPLIES & MATERIALS	104.28	2,668.75	1,043.83	585.54	78.78	0.00	0.00	0.00	0.00	0.00
45500-42661 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42690 MINITEX FEES	0.00	354.63	0.00	354.63	354.63	0.00	0.00	0.00	0.00	0.00
45500-42691 DATABASE SYS UPDATE	0.00	350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42692 PERIODICALS	0.00	299.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42693 E-BOOKS/AUDIO BOOKS	3,000.00	2,831.10	0.00	0.00	1,701.27	0.00	0.00	0.00	0.00	0.00
45500-42700 TRAVEL, CONF & DUES	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42800 UTILITIES	69.89	6,218.58	74.84	3,140.70	0.00	0.00	0.00	0.00	0.00	0.00
45500-42830 UTILITIES-WATER/SEWER	0.00	0.00	0.00	163.70	0.00	0.00	0.00	0.00	0.00	0.00
45500-42902 COMPUTER SOFTWARE	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42903 LIBRARY PROGRAMMING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42904 COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42920 WORKSTUDY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-42930 ATRIUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CURRENT EXPENSES</b>	<b>3,724.14</b>	<b>12,646.94</b>	<b>1,468.67</b>	<b>7,132.54</b>	<b>2,334.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CAPITAL OUTLAY</b>										
45500-43400 FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45500-43420 BOOKS	2,666.55	3,377.46	2,986.19	5,804.98	496.64	0.00	0.00	0.00	0.00	0.00
45500-43421 AUDIO-VISUAL	0.00	1,653.59	222.74	1,315.29	0.00	0.00	0.00	0.00	0.00	0.00
45500-43440 COMPUTER HARDWARE	0.00	0.00	0.00	1,510.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,666.55</b>	<b>5,031.05</b>	<b>3,208.93</b>	<b>8,630.27</b>	<b>496.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIBRARY</b>	<b>78,729.79</b>	<b>66,101.63</b>	<b>52,801.80</b>	<b>68,146.35</b>	<b>20,275.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>78,729.79</b>	<b>66,101.63</b>	<b>52,801.80</b>	<b>68,146.35</b>	<b>20,275.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 78,729.79 )</b>	<b>( 66,101.63 )</b>	<b>( 52,801.80 )</b>	<b>( 68,146.35 )</b>	<b>( 20,275.63 )</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



DATE	TRAN #	REFERENCE	DESCRIPTION	VEND INV/JE #/PO #	BUDGET	ACTIVITY	Y-T-D	BALANCE
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45500-41100		SALARIES						
1/03	P01159	PYEXP	PED 12.28.2019					12,941.27
1/17	P01162	PYEXP	PED 01.11.2020					16,711.18
1/31	P01166	PYEXP	PED 01.25.2020					15,065.28
2/14	P01170	PYEXP	PED 02.08.2020					15,036.24
2/28	P01172	PYEXP	PED 02.22.2020					15,036.23
3/13	P01177	PYEXP	PED 03.07.2020					15,036.23
3/27	P01180	PYEXP	PED 03.21.2020					15,036.22
4/10	P01182	PYEXP	PED 04.04.2020					15,036.22
4/24	P01184	PYEXP	PED 04.18.2020					15,036.27
5/08	P01188	PYEXP	PED 05.02.2020					11,905.71
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45500-41120		PART-TIME						
1/03	P01159	PYEXP	PED 12.28.2019					1,698.36
1/17	P01162	PYEXP	PED 01.11.2020					1,592.60
1/31	P01166	PYEXP	PED 01.25.2020					1,454.20
2/14	P01170	PYEXP	PED 02.08.2020					1,754.94
2/28	P01172	PYEXP	PED 02.22.2020					1,668.64
3/13	P01177	PYEXP	PED 03.07.2020					1,823.39
3/27	P01180	PYEXP	PED 03.21.2020					1,335.18
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45500-41200		SOCIAL SECURITY/MEDICARE						
1/03	A43680	DFT: 000086	FICA W/H	06549	T3	2019PED1228		868.04
1/03	A43680	DFT: 000086	MEDICARE W/H	06549	T4	2019PED1228		203.02
1/17	A44423	DFT: 000087	FICA W/H	06549	T3	2020PED0111		1,052.76
1/17	A44423	DFT: 000087	MEDICARE W/H	06549	T4	2020PED0111		246.22
1/31	A45119	DFT: 000089	FICA W/H	06549	T3	2020PED0125		954.77
1/31	A45119	DFT: 000089	MEDICARE W/H	06549	T4	2020PED0125		223.30
2/14	A45823	DFT: 000091	FICA W/H	06549	T3	2020PED0208		962.84
2/14	A45823	DFT: 000091	MEDICARE W/H	06549	T4	2020PED0208		225.19
2/28	A46566	DFT: 000092	FICA W/H	06549	T3	2020PED0222		961.68
2/28	A46566	DFT: 000092	MEDICARE W/H	06549	T4	2020PED0222		224.90
3/13	A47278	DFT: 000094	FICA W/H	06549	T3	2020PED0307		967.09
3/13	A47278	DFT: 000094	MEDICARE W/H	06549	T4	2020PED0307		226.17
3/27	A47455	DFT: 000095	FICA W/H	06549	T3	2020PED0321		941.01
3/27	A47455	DFT: 000095	MEDICARE W/H	06549	T4	2020PED0321		220.07
4/10	A48510	DFT: 000096	FICA W/H	06549	T3	2020PED0404		936.42

DATE	TRAN #	REFERENCE	DESCRIPTION	VEND	INV/JE #/PO #	BUDGET	ACTIVITY	Y-T-D	BALANCE
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	45500-41200		SOCIAL SECURITY/MEDICARE		* ( CONTINUED ) *				
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4/10	A48510	DFT: 000096	MEDICARE W/H	06549	T4 2020PED0404				219.00
4/24	A49215	DFT: 000097	FICA W/H	06549	T3 2020PED0418				872.34
4/24	A49215	DFT: 000097	FICA W/H	06549	T3 2020PED0418				164.42CR
4/24	A49215	DFT: 000097	MEDICARE W/H	06549	T4 2020PED0418				204.02
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5/08	A49689	DFT: 000098	FICA W/H	06549	T3 2020PED0502				680.91
5/08	A49689	DFT: 000098	FICA W/H	06549	T3 2020PED0502				300.90CR
5/08	A49689	DFT: 000098	MEDICARE W/H	06549	T4 2020PED0502				159.25
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	45500-41300		RETIREMENT						
1/03	A43663	CHK: 181487	SDRS	02627	0912019PED1228				879.33
1/17	A44408	CHK: 181586	SDRS	02627	0912020PED0111				1,072.22
1/31	A45101	CHK: 181737	SDRS	02627	0912020PED0125				980.95
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2/14	A45808	CHK: 181926	SDRS	02627	0912020PED0208				986.78
2/28	A46548	CHK: 182099	SDRS	02627	0912020PED0222				981.52
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3/13	A47263	CHK: 182277	SDRS	02627	0912020PED0307				986.16
3/27	A47436	CHK: 182296	SDRS	02627	0912020PED0321				968.00
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4/10	A48495	CHK: 182589	SDRS	02627	0912020PED0404				906.22
4/24	A49199	CHK: 182769	SDRS	02627	0912020PED0418				902.17
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5/08	A49671	CHK: 182899	SDRS	02627	0912020PED0502				714.34
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	45500-41500		GROUP INSURANCE						
1/03	B16990	Self Ins	Self Insurance		JE# 009922				4,587.00
1/03	A44444	CHK: 181591	DENTAL INSURANCE	00554	0262019PED1228				157.56
1/17	A44445	CHK: 181591	DENTAL INSURANCE	00554	0262020PED0111				209.55
1/17	B17076	Self Ins	Self Insurance		JE# 009960				5,541.95
1/31	B17175	Self Ins	Self Insurance		JE# 009987				5,025.55
1/31	A45841	CHK: 181931	DENTAL INSURANCE	00554	0262020PED0125				181.44
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2/14	A45842	CHK: 181931	DENTAL INSURANCE	00554	0262020PED0208				184.10
2/14	B17283	Self Ins	Self Insurance		JE# 010080				5,074.50
2/28	B17365	Self Ins	Self Insurance		JE# 010118				5,074.50
2/28	A47301	CHK: 182282	DENTAL INSURANCE	00554	0262020PED0222				184.10
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3/13	B17457	Self Ins	Self Insurance		JE# 010161				5,074.50
3/13	A47302	CHK: 182282	DENTAL INSURANCE	00554	0262020PED0307				184.10
3/27	B17519	Self Ins	Self Insurance		JE# 010180				5,074.50
3/27	A49237	CHK: 182778	DENTAL INSURANCE	00554	0262020PED0321				184.10
-----									
4/24	B17641	Self Ins	Self Insurance		JE# 010217				5,074.50
4/24	A49238	CHK: 182778	DENTAL INSURANCE	00554	0262020PED0418				184.10

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DATE	TRAN #	REFERENCE	DESCRIPTION	VEND	INV/JE #/PO #	BUDGET	ACTIVITY	Y-T-D	BALANCE
-----									
	45500-41500		GROUP INSURANCE		* ( CONTINUED ) *				
-----									
5/08	B17694	Self Ins	Self Insurance		JE# 010236				4,285.00
-----									
	45500-42310		NEWSPAPERS						
4/21	A48664	CHK: 182728	NEWSPAPERS	01449	1076				240.00
-----									
	45500-42500		REPAIR & MAINTENANCE						
1/22	A44190	CHK: 181525	SECURITY MONITORING	01417	361623				89.97
2/19	A45422	CHK: 181902	RTU REPAIRS @ LIBRAR	02840	TES044351				303.63
2/19	A45554	CHK: 181839	ALARM MONITORING	08853	243264				81.00
2/19	A45570	CHK: 181791	REPAIRS	09384	8122				239.75
4/07	A47934	CHK: 182381	REPAIRS @ LIBRARY	02995	QS114SFN				2,558.00
4/21	A48659	CHK: 182653	QUARTERLY ALARM MONI	01417	365764				89.97
5/05	A49531	CHK: 182861	ANNUAL FIRE SPRINKLE	09889	P20109				200.00
-----									
	45500-42600		SUPPLIES & MATERIALS						
1/22	A44226	CHK: 181533	TOILET TISSUE,PAPER	02811	122505				84.64
1/22	A44289	CHK: 181530	RIBBONS,CALENDAR	09509	2823643				19.64
2/04	A44882	CHK: 181712	DVD CASES	07089	315314				96.13
2/04	A44883	CHK: 181712	DVD CASES	07089	315413				214.92
2/04	A44921	CHK: 181656	PAPER,BOOK TAPE	09509	2825624				129.50
2/19	A45235	CHK: 181851	REPLACE BALLAST @ LI	01450	625964				144.22
2/19	A45391	CHK: 181834	PLEDGE,TILE ADHESIVE	02679	88636				11.98
2/19	A45406	CHK: 181834	TRASH CAN	02679	90648				14.97
2/19	A45540	CHK: 181750	MATS	08281	2801119332				75.11
2/19	A45556	CHK: 181766	PATRON CARDS	09001	117563				1,380.00
2/19	A45578	CHK: 181816	MAILERS	09509	2854177				55.25
2/19	A45580	CHK: 181816	MAILER,BINDER,LABELS	09509	2864310				96.45
2/20	A45888	CHK: 181933	EARBUD HEADPHONES	07141	21399				137.50
2/20	A45909	CHK: 181933	DIGITAL CONTROLLER	07141	530829				312.72
3/03	A46005	CHK: 181978	LABELS,LABEL PROTECT	00553	6773600				119.94
3/03	A46202	CHK: 182019	TRASH CAN	02679	91092				14.97
3/03	A46225	CHK: 182008	FACIAL TISSUE,ROLL T	02811	123005				47.95
3/03	A46233	CHK: 182008	TOILET TISSUE,PAPER	02811	123131				60.30
3/03	A46256	CHK: 182027	BARCODE LABELS	03188	99983				213.00
3/03	A46283	CHK: 182007	BOWL CLEANER,TRASH B	04293	1192445				56.64
3/03	A46322	CHK: 181949	MATS	08281	2801129753				63.30

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-----									
	45500-42600		SUPPLIES & MATERIALS		* ( CONTINUED ) *				
-----									
3/17	A46675	CHK: 182155	LABEL PROTECTORS	00553	6781304				126.15
3/17	A46910	CHK: 182258	REPAIRS @ LIBRARY	02840	TES045079				131.13
3/17	A46918	CHK: 182260	DOOR STOPS	02880	A430227				6.98
3/17	A46920	CHK: 182260	LYSOL WIPES,CLOROX W	02880	A430485				14.97
3/17	A47048	CHK: 182173	BINDER INDEXES,PAPER	09509	2890702				98.54
3/17	A47049	CHK: 182173	TAPE	09509	2892554				47.96
3/17	A47051	CHK: 182173	RUBBER STAMPS	09509	2904303				42.00
-----									
4/07	A47538	CHK: 182357	BOOK JACKET COVERS	00553	6789363				175.34
4/07	A47539	CHK: 182357	LABELS,MINI POSTER S	00553	6791134				109.37
4/07	A47859	CHK: 182456	3.5 GPF DIAPHRAGMS	02679	92646				43.98
4/07	A47875	CHK: 182456	TAPE,CLEANER,VACUUM	02679	93300-3/19/20				18.97
4/07	A47904	CHK: 182428	LINERS	02811	123552				33.50
4/07	A47926	CHK: 182558	SPACKLING	02880	A432460				3.99
4/07	A48043	CHK: 182311	MATS	08281	2801140041				66.49
4/07	A48105	CHK: 182421	JUMBO CLIPS,TIME CAR	09509	2915598				23.60
4/07	A48106	CHK: 182421	POST-IT PADS,PAPER,P	09509	2920933				59.11
4/21	A48548	CHK: 182718	BELT	00424	1007952				6.19
4/24	A49230	CHK: 182775	JACQUELINE HESS RETI	02066	202004230372				45.00
-----									
5/05	A49288	CHK: 182852	SWITCH,CONNECTOR	00712	723749				34.79
5/05	A49316	CHK: 182879	DOOR LOCK ACTUATOR	01199	15-204948				43.99
-----									
	45500-42690		MINITEX FEES						
-----									
2/19	A45141	CHK: 181865	CATALOGING & METADAT	00141	100000507				354.63
4/07	A47475	CHK: 182495	CATALOGING & METADAT	00141	1000014515				354.63
5/05	A49273	CHK: 182857	SUBSCRIPTION	00141	10000027957				354.63
-----									
	45500-42692		PERIODICALS						
-----									
2/20	A45897	CHK: 181933	SHIPPING	07141	304309				24.50
2/20	A45935	CHK: 181933	POSTAGE STAMPS	07141	972852				275.00
-----									
	45500-42693		E-BOOKS/AUDIO BOOKS						
-----									
1/22	A44274	CHK: 181552	PARTICIPATION,MAINT	08223	H-0063848				3,000.00
-----									
2/04	A44891	CHK: 181691	EBOOKS	08223	2495CO20007969				54.98
2/19	A45535	CHK: 181866	EBOOKS & AUDIO	08223	2495CO19250991				1,363.76
2/19	A45536	CHK: 181866	EBOOKS	08223	2495CO20022918				163.99
2/19	A45537	CHK: 181866	EBOOKS & AUDIO	08223	2495CO20022934				999.39
2/19	A45538	CHK: 181866	EBOOKS & AUDIO	08223	2495CO20025498				248.98

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-----									
	45500-42693		E-BOOKS/AUDIO BOOKS		* ( CONTINUED ) *				
5/05	A49486	CHK: 182858	EBOOK	08223	2495CO20071943				65.00
5/05	A49487	CHK: 182858	EBOOKS & AUDIOBOOKS	08223	2495CO20071953				1,636.27
-----									
	45500-42700		TRAVEL, CONF & DUES						
1/07	A43585	CHK: 181449	DUES	02406	1691-2020				300.00
-----									
	45500-42800		UTILITIES						
1/22	A44266	CHK: 181546	ACCT #223662-2	06750	10813434				4.94
1/22	A44267	CHK: 181546	ACCT #217267-0	06750	10813791				64.95
2/19	A45298	CHK: 181855	221 N DUFF ST	01830	2585828-3-1/20				3,020.33
2/19	A45299	CHK: 181855	221 N DUFF ST	01830	2585828-3-2/20				3,127.12
2/19	A45507	CHK: 181848	ACCT #223662-2	06750	10817839				3.18
2/19	A45508	CHK: 181848	ACCT #217267-0	06750	10818182				67.95
3/17	A46983	CHK: 182203	ACCT #223662-2	06750	10822227				6.89
3/17	A46984	CHK: 182203	ACCT #217267-0	06750	10822588				67.95
4/21	A48703	CHK: 182703	221 N DUFF ST	01830	2585828-3-3/20				3,067.29
4/21	A48845	CHK: 182694	ACCT #223662-2	06750	10826646				5.46
4/21	A48846	CHK: 182694	ACCT #217267-0	06750	10826998				67.95
-----									
	45500-42830		UTILITIES-WATER/SEWER						
4/07	A47518	CHK: 182340	221 DUFF ST N-LIBRAR	00445	04-001100-00-3/20				163.70
-----									
	45500-42902		COMPUTER SOFTWARE						
1/07	A43615	CHK: 181452	RENEWALS	09867	5188				160.00
-----									
	45500-43420		BOOKS						
1/22	A44165	CHK: 181534	BOOKS	01095	499677				1,283.40
1/22	A44172	CHK: 181538	BOOKS	01167	442326				1,333.15
1/23	A44562	CHK: 181595	EBOOK HOSTING FEE	01810	68828861				50.00
2/04	A44694	CHK: 181643	BOOK	01810	69071163				21.59
2/04	A44695	CHK: 181643	BOOKS	01810	69152159				135.70

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-----								
	45500-43420		BOOKS					
* ( CONTINUED ) *								
2/04	A44696	CHK: 181643	BOOKS	01810	69152611			178.43
2/04	A44697	CHK: 181643	BOOKS	01810	69152972			134.20
2/04	A44698	CHK: 181643	BOOKS	01810	69187115			48.73
2/04	A44868	CHK: 181616	BOOKS	06026	1750861			89.28
2/04	A44871	CHK: 181608	BOOK	06583	2035030425			3.59
2/04	A44889	CHK: 181668	BOOKS	07815	1317819			65.54
2/04	A44927	CHK: 181603	BOOKS	09625	112427			42.25
2/19	A45192	CHK: 181815	CREDIT	01015	43026660			530.16CR
2/19	A45193	CHK: 181815	CREDIT	01015	43511135			26.38CR
2/19	A45194	CHK: 181815	CREDIT	01015	43511136			16.19CR
2/19	A45195	CHK: 181815	BOOKS	01015	43428209			94.47
2/19	A45196	CHK: 181815	BOOKS	01015	43566916			65.57
2/19	A45197	CHK: 181815	BOOKS	01015	43704608			24.38
2/19	A45198	CHK: 181815	BOOKS	01015	43772001			115.34
2/19	A45199	CHK: 181815	BOOKS	01015	43865728			731.08
2/19	A45200	CHK: 181815	BOOKS	01015	43881732			72.42
2/19	A45201	CHK: 181815	BOOKS	01015	43895088			69.77
2/19	A45253	CHK: 181879	CD'S	01596	76600392			498.80
2/19	A45267	CHK: 181803	BOOKS	01810	69453881			60.72
2/19	A45268	CHK: 181803	BOOKS	01810	69454712			39.73
2/19	A45369	CHK: 181878	BOOKS	02405	753193			91.09
2/19	A45448	CHK: 181798	COUNTY BOOK-HUTCHINS	03269	F654406-12/31/19			56.00
2/19	A45462	CHK: 181922	2020 ENCYCLOPEDIA	03746	1603924			999.00
2/19	A45494	CHK: 181837	BOOKS	06301	498991			170.55
2/19	A45495	CHK: 181763	BOOK	06583	2035079566			13.59
2/19	A45586	CHK: 181751	BOOK	09625	112588			17.99
2/20	A45877	CHK: 181933	BOOK	07141	1380204			12.74
2/20	A45901	CHK: 181933	BOOK	07141	410624			13.36
2/20	A45902	CHK: 181933	DVD BOX SET	07141	4337006			64.99
2/20	A45910	CHK: 181933	BOOK	07141	5536260			10.99
2/20	A45937	CHK: 181933	BOOK	07141	9893809			8.30
3/03	A46030	CHK: 182002	BOOKS	01015	43667265			46.38
3/03	A46031	CHK: 182002	BOOKS	01015	44031626			141.15
3/03	A46104	CHK: 181992	BOOKS	01810	69765729			131.95
3/03	A46105	CHK: 181992	BOOKS	01810	69766173			231.66
3/03	A46106	CHK: 181992	BOOKS	01810	69766521			135.70
3/03	A46107	CHK: 181992	BOOKS	01810	69810131			99.71
3/03	A46291	CHK: 181963	BOOKS	06026	1757814			89.28
3/03	A46295	CHK: 182024	BOOKS	06301	505583			59.85
3/03	A46298	CHK: 181956	BOOK	06583	2035104212			3.59
3/17	A46589	CHK: 182234	BOOKS	00138	21089612			155.51
3/17	A46590	CHK: 182234	BOOK	00138	21170122			5.39
3/17	A46695	CHK: 182172	BOOKS	01015	44126387			210.72
3/17	A46696	CHK: 182172	BOOK	01015	44156935			22.39
3/17	A46697	CHK: 182172	BOOKS	01015	44224787			48.19
3/17	A46849	CHK: 182227	BOOKS	02405	488015			86.60
3/17	A46971	CHK: 182124	BOOK	06583	2035130587			9.85
3/17	A46989	CHK: 182128	BOOKS	07385	ARU0301977			886.52
3/17	A47038	CHK: 182249	BOOK	09233	J23309005			608.17
3/20	A47363	CHK: 182284	BOOKS	07141	2726603			13.58

DATE	TRAN #	REFERENCE	DESCRIPTION	VEND	INV/JE #/PO #	BUDGET	ACTIVITY	Y-T-D	BALANCE
-----									
	45500-43420		BOOKS		* ( CONTINUED ) *				
4/07	A47541	CHK: 182398	SUBSCRIPTION	00662	355502				179.10
4/07	A47580	CHK: 182420	BOOKS	01015	43378672				661.34
4/07	A47581	CHK: 182420	BOOKS	01015	43608873				38.26
4/07	A47582	CHK: 182420	BOOKS	01015	44305114				97.93
4/07	A47583	CHK: 182420	BOOK	01015	44375553				21.80
4/07	A47584	CHK: 182420	BOOKS	01015	44413326				324.19
4/07	A47585	CHK: 182420	BOOKS	01015	44486276				52.05
4/07	A47675	CHK: 182512	CD'S	01596	76619238				69.29
4/07	A47691	CHK: 182382	BOOKS	01810	69965220				92.96
4/07	A47692	CHK: 182382	BOOKS	01810	69966001				60.72
4/07	A47693	CHK: 182382	BOOKS	01810	69978329				40.48
4/07	A47694	CHK: 182382	BOOKS	01810	70072014				131.20
4/07	A47695	CHK: 182382	BOOKS	01810	70072466				183.68
4/07	A47696	CHK: 182382	BOOKS	01810	70072809				79.47
4/07	A47697	CHK: 182382	BOOKS	01810	70087930				74.22
4/07	A47698	CHK: 182382	BOOK	01810	70108887				27.74
4/07	A47989	CHK: 182336	BOOKS	06026	1764840				89.28
4/07	A47994	CHK: 182465	BOOKS	06301	507710				66.85
4/07	A47998	CHK: 182319	BOOKS	06583	2035147861				500.49
4/07	A48011	CHK: 182518	BOOK	07376	11393748				51.14
4/07	A48023	CHK: 182540	BOOKS	07867	199290				859.34
4/21	A48527	CHK: 182679	BOOK	00134	17708192				58.44
4/21	A48571	CHK: 182654	BOOK	00662	960241				148.50
4/21	A48572	CHK: 182654	BOOK	00662	960321				496.05
4/21	A48609	CHK: 182677	BOOKS	01167	442355				1,302.24
4/21	A48830	CHK: 182608	BOOKS	06583	2035172809				35.08
4/21	A48831	CHK: 182608	BOOKS	06583	2035192394				17.58
4/22	A49166	CHK: 182760	BOOKS	07141	7218611				45.56
5/05	A49398	CHK: 182868	BOOK	02455	173230				196.56
5/05	A49472	CHK: 182787	BOOKS	06583	2035059232				300.08
-----									

45500-43421 AUDIO-VISUAL

2/04	A44864	CHK: 181610	CD'S	05088	1158272				30.95
2/19	A45250	CHK: 181879	CD'S	01596	76563589				470.80
2/19	A45251	CHK: 181879	CD'S	01596	76589287				103.50
2/19	A45252	CHK: 181879	CD'S	01596	76600156				94.50
2/19	A45254	CHK: 181879	CD'S	01596	76601414				441.20
2/19	A45255	CHK: 181879	CD'S	01596	76602442				209.80
2/19	A45256	CHK: 181879	CD	01596	76603131				6.95
2/19	A45257	CHK: 181879	CD	01596	76606146				99.00
2/19	A45258	CHK: 181879	CD	01596	76608241				99.00
2/19	A45259	CHK: 181879	CD	01596	76609099				35.99
2/19	A45486	CHK: 181765	CD'S	05088	1153649				30.95
2/19	A45487	CHK: 181765	CD'S	05088	1159009				30.95
3/17	A46963	CHK: 182126	CD'S	05088	1165076				65.90

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-----									
	45500-43421		AUDIO-VISUAL		* ( CONTINUED ) *				
-----									
3/17	A47009	CHK: 182220	EBOOKS	08223	2495CO20037396				95.98
3/20	A47332	CHK: 182284	CREDIT	07141	2985013				29.19CR
3/20	A47338	CHK: 182284	PRIME VIDEO	07141	120938				1.98
3/20	A47360	CHK: 182284	PRIME VIDEO	07141	2550619				12.99
3/20	A47373	CHK: 182284	VIDEO	07141	4628248				9.95
3/20	A47384	CHK: 182284	VIDEO	07141	5542665				23.95
3/20	A47396	CHK: 182284	PRIME VIDEO	07141	6995404				9.99
3/20	A47398	CHK: 182284	PRIME VIDEO	07141	7305853				5.99
3/20	A47400	CHK: 182284	DVD	07141	8344211				6.28
3/20	A47407	CHK: 182284	DVD	07141	9185030				18.92
-----									
4/07	A47676	CHK: 182512	CD'S	01596	76624776				181.20
4/07	A47677	CHK: 182512	CD'S	01596	76627550				326.20
4/07	A47976	CHK: 182326	CD'S	05088	1167032				39.94
4/07	A48076	CHK: 182375	RECORDED BOOKS	09022	316976				727.05
4/21	A48814	CHK: 182611	CD'S	05088	1163124				35.91
4/22	A49125	CHK: 182760	CREDIT	07141	31820				1.98CR
4/22	A49151	CHK: 182760	PRIME VIDEO	07141	4208223				6.97
-----									
	45500-43440		COMPUTER HARDWARE						
4/21	A48885	CHK: 182629	WORKSTATIONS	09004	340107				1,510.00
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	45500-42900		OTHER EXPENDITURES					
1/31	B17257	Misc	000000 MONTH OF JANUARY	JE# 010049				96.09
2/28	B17429	Misc	000000 MONTH OF FEBRUARY	JE# 010151				158.98
3/31	B17581	Misc	000000 LIBRARY EXPENSES	JE# 010194				309.84

REPORT TOTALS

CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	ENCUMBERED	BALANCE
730,138.00	272,615.90	272,615.90	0.00	457,522.10

YEAR : Jan-2020 / Dec-2020

FUND : \* -ALL

DEPT : 5500 THRU 5500

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ACCOUNTS: ALL

DEPARTMENT TOTALS

DEPARTMENT	ORIGINAL BUDGET	CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	BALANCE
5500	730,138.00	730,138.00	272,615.90	272,615.90	457,522.10
===DEPT TOTALS===	730,138.00	730,138.00	272,615.90	272,615.90	457,522.10

SELECTION CRITERIA

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FISCAL YEAR: Jan-2020 / Dec-2020  
 FUND: ALL  
 PERIOD TO USE: Jan-2020 THRU Dec-2020

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ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ  
 DIGIT SELECTION:  
 DEPARTMENT RANGE: 5500 THRU 5500

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PRINT OPTIONS

REPORT TYPE: DETAIL  
 TRANSACTIONS: BOTH  
 ACTIVE FUNDS ONLY: YES  
 ACTIVE ACCOUNT ONLY: NO  
 OMIT ACCOUNTS WITH NO ACTIVITY: YES  
 OMIT TOTALS ON ACCOUNTS WITH NO ACTIVITY: YES  
 OMIT ACCOUNTS WITH NO BUDGET: YES  
 PAGE BREAK AFTER DEPT: NO  
 PRINT RESTRICTED ACCOUNTS: NO  
 PRINT DEPARTMENT TOTALS: NO  
 PRINT TOTALS: None  
 PRINT: INVOICE #  
 BUDGET: N/A

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\*\*\* END OF REPORT \*\*\*

## Introduction

The South Dakota Secretary of Health continues to emphasize that an estimated 30% of South Dakotans will eventually get infected with COVID 19. According to a *Capital Journal* article, that means that 99% of the cases in South Dakota are still to come with a projected June peak.<sup>1</sup> With that in mind, the library staff has created recommendations for reopening in the “new normal” to protect patrons and staff. Safety is our top priority as we move towards reopening.

## Phases

### Phase 1: Remain Closed

- **Goes into effect with library closure**
- Libraries are high traffic areas that serve a regional populace. There is the potential risk that the library could become a hotspot in the community.
- 3 of the 5 library staff members currently working are considered high risk per CDC guidelines
- Library will continue to provide services for patrons, including the following:
  - o Curbside pick-up will be provided for all patrons (See curbside pick-up)
  - o Digital offerings provided by the Mitchell Public Library and other sources will be promoted
- Patrons will be encouraged to use Wifi from street and parking lot
- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) and with other online methods.
- Full time staff will continue to perform regular duties during the continued closure.

### Phase 2: Limited Opening

- **Will start when protective equipment is in place**
- Open 20 hours a week to serve the public
  - o M-F 10:00 am – 2:00 pm
  - o 10:00 am – 11:00 am reserved for high risk patrons.
- Closed 20 hours for librarians to clean, shelve books, and work according to librarian job descriptions.
  - o Curbside pick-up available from 2:00 pm - 5:50 pm. (See Curbside Pick-up)

### Staff Protection

- As front-line employees, we require the following:
- Protection from patron contact at front desk (shields, gates, etc.)
- Thermometers

### Patron Guidelines

- Patrons are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines).
- Because it may be difficult for some patrons to follow social distancing guidelines, we ask that patrons wear face masks in the library and to wash hands frequently.
- Patrons are asked to use hand sanitizer before entering main library area.

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<sup>1</sup> Casey Junkins, “Secretary of Health Says More than 99% of South Dakota COVID Infections Still to Come; Noem Will Let Kids Go Back to School,” *Capital Journal*, April 29, 2020, [https://www.capjournal.com/news/coronavirus/secretary-of-health-says-more-than-99-of-south-dakota-covid-infections-still-to-come/article\\_4f9f6322-89a2-11ea-843b-8b70764c54ee.html](https://www.capjournal.com/news/coronavirus/secretary-of-health-says-more-than-99-of-south-dakota-covid-infections-still-to-come/article_4f9f6322-89a2-11ea-843b-8b70764c54ee.html)

- No lingering. Patrons will be encouraged to limit visits to 30 minutes. Patrons may check out books and/or use computer. Other activities are not allowed in the library building.
- Absolutely no lingering in external hallways or doorways
- Minors must be accompanied by a parent or guardian and remain within 6 feet. Minors will be defined using SDCL § 26-1-1.<sup>2</sup>
- Phones, pens, and pencils will not be provided for public use.
- One (1) person or family allowed in each aisle (maximum) & will follow required pathing.
- Curbside pickup will be encouraged to limit number of people in building.
- Limit: 10 patrons in building at any given time.
- Any book or item touched by patron must be returned by patron to a designated bin for quarantine.
- Entry is restricted to the West entryway.
- The community will not be available for the public to rent or use.

### High Risk Individuals

The Mitchell Public Library will be open from 10:00 am - 11:00 am solely for high risk individuals to enter the building and use the collection on the days the library is open. High risk individuals are encouraged to utilize curbside pick-up for their reading needs.<sup>3</sup>

### Access to Computers/Electronics

To reduce spread, we will reduce the number of computers in the main room to half of the computer capacity. Available computers will be placed 6 feet apart. We ask that patrons call ahead to register for an open computer.

Computer use is limited to 30 minutes, one time per day. Only one patron allowed at each computer. Computer peripherals will be cleaned after each use.

Printing and copying are available, but a 6-foot distance must be maintained during all transactions. Computer assistance will be available in a limited capacity.

Wi-fi is available in outside of the building for patron use.

### Loan of Physical Materials

Loan of the books and materials in the physical collection is permitted. Books and materials may be checked out by patrons and returned in external bin (east side) or book drop (west side).

We encourage people to use curbside service as an alternative to visiting the library in person.

All books and materials will immediately be placed in quarantine when returned.

### Curbside Pickup

How the service works:

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<sup>2</sup> "26-1-1. Age of minority--Calculation of age. Minors are natural male persons and natural female persons under eighteen years of age. The periods thus specified must be calculated from the first minute of the day on which persons are born, to the same minute of the corresponding day completing the period of minority."

<sup>3</sup> Centers for Disease Control, "People Who Are at Higher Risk for Severe Illness," Centers for Disease Control and Prevention (Centers for Disease Control and Prevention, April 15, 2020), <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)

1. Visit our online catalog and search for item you're interested in.
2. You can place a hold on an item once you find materials you are interested. (Directions will be provided for patrons.) Staff will be alerted of the holds and will collect the materials. Phone requests are available as needed.
  - a. Curbside requests are limited to 10 available items per card
  - b. You may place a hold on an item through our online catalog
  - c. Staff will notify you if any materials are unavailable
3. A staff member will call and let you know when your items are ready. Pickup is available from 2:00 pm to 5:50 pm. Special arrangements can be made for pick-up
4. When you arrive at the Library, please return your current materials to the book deposit on the East side of the building. **Return to your vehicle and call the library at 605-995-8480.** Please tell us your name and that you are here to pick-up your library materials.
5. Library staff will set your materials on the sidewalk by the East doors. Please remain in your vehicle until the staff member has returned inside the Library.

### *Materials Handling*

Materials handling is a complex issue due to the potential for virus transmission. Library-specific research is currently being funded by the Institute of Museum and Library Services regarding the safe handling of collection materials.<sup>4</sup>

### *Quarantine of Library Materials*

Current studies suggest that the virus may remain present for up to 72 hours on plastic surfaces and on cardboard and paper for up to 24 hours.<sup>5</sup> The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest way to disinfect items handled by patrons. Any materials handled by patrons in the stacks are expected to be returned to the front desk for quarantine. The use of liquid disinfectants of materials is harmful to library materials and is not recommended.<sup>6</sup>

- All materials will be quarantined for a minimum of 72 hours (3 days).
- The community room will be utilized to quarantine materials for the recommended 72 hours.

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<sup>4</sup> "COVID-19 Research Partnership to Inform Safe Handling of Collections, Reopening Practices for Libraries, Museums." Institute of Museum and Library Services. Institute of Museum and Library Services, April 22, 2020. <https://www.ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>.

<sup>5</sup> "Study Suggests New Coronavirus May Remain on Surfaces for Days." National Institutes of Health. U.S. Department of Health and Human Services, March 31, 2020. <https://www.nih.gov/news-events/nih-research-matters/study-suggests-new-coronavirus-may-remain-surfaces-days>.

<sup>6</sup> "3.5 Disinfecting Books and Other Collections." Northeast Document Conservation Center. Northeast Document Conservation Center. Accessed April 30, 2020. <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>.

### *Periodicals*

Newspapers and magazines will be unavailable to the public because of their high use. Per NEDCC guidelines, newspapers would have to be quarantined for 24 hours after the first use. This effectively renders them unusable by the public.

### *Building Logistics*

- Hand Sanitizer available at several locations throughout building.
- Furniture will be removed from the reading room, children's area, and other areas of the library.
- Community room will be used for book quarantine only
- Archives, teen room, and book sale room will be locked.
- Water fountains in the hallway will be closed
- Signage will be provided at entrance & throughout the building about the following items:
  - o Hand-sanitizing, hand-washing, & face masks
  - o Patron guidelines
  - o Computer Guidelines
  - o Books/Materials
- A staff member will be at the entry door to inform patrons of rules for the first week of reopening

### *Summer Reading Program*

- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) and other online methods.
- The option of on-site programming will be evaluated on an ongoing basis, depending on COVID-19 pandemic.
- Community room will be closed to all activities and programs while the community room is being used for quarantine.