

## **Director's Report February 2012**

You don't stop laughing because you grow old. You grow old because you stop laughing ...  
Michael Pritchard

### **Story Times/Toddler Time/Lap Sit/Day Care Visits/Teacher Requests:**

The following are January's stats:

- 12 story times with 130 children and 67 adults in attendance
- 4 toddler times with 7 children and 7 adults in attendance
- 8 lap sits with 7 children and 7 adults in attendance (It appears we will drop the Monday evening slot as we have had no attendance all four weeks this month and very little attendance in November/December)
- 30 day care visits
- 13 teacher requests

### **After School Movie/Teen Attendance:**

- 1 teen activity with 17 in attendance
- 4 movies with 47 children and 6 adults
- Food Jeopardy: 9
- Library services and rules: 51
- Banquet speaker: 33
- Tai Chi: 24
- Weird Science: 22

### **Teen Activities:**

We had a total of 718 middle school students over a 20 day period, with an average of almost 36 students every day. To accommodate the students, Becky is doing the following activities:

- Monday: board game day
- Tuesday: Yankton County Extension program
- Wednesday: speaker from the community
- Thursday: movie day
- Friday: no program

### **Food for Fines:**

We collected 81 cans of fruit in January. From February 11-19, we will collect tuna and Tuna Helper.

**2011 Annual Report:**

This online report, sponsored by the State Library, opened last week. I have until March 31 to input the library's data.

**2011 Budget Explanation:**

I talked to Al Viereck about our personnel line item in last year's budget. He confirmed what I told you, the money is not ours to hire a new person. The line item total reflected a 4.62% increase, a 3% raise and 1.62 step increase. There was no step increase as this was still in the collective bargaining process and employees were given a 1% raise rather than a 3%. The finance office goes back and amends the personnel line items to reflect true figures before the budget is closed and filed for audit.

**Computer Policy:**

I have given you the entire computer policy as currently written. Please note that we completed the first 11/2 pages down to the \*\*\*\* line. I am proposing that we strike the remainder of the policy and take out everything that has to do with "chat" thereby allowing patrons that option.

I have done nothing in regard to laptops that are brought in, which means that when they use our wireless connection, they can access exactly what our patrons access on the library's computers. This will be on the agenda for discussion and perhaps a vote.

**Library Hours of Operation:**

The paper surveys have been tallied and results are in your packets, but I am still waiting for the stats from the online survey. The left column is the paper survey results and the right column will show the online results. If I get the online results by the time I send the financials, I will resend the document. Based upon the surveys and the knowledge of what patrons are seeking after 8 p.m., I am recommending to the Board that we begin opening at 9 a.m. Monday through Saturday and 1 p.m. on Sunday; closing at 8 p.m. Monday through Thursday during the fall/winter months and Monday and Tuesday during the summer months; closing at 6 p.m. on Wednesday and Thursday during the summer months; closing at 5 p.m. on Friday and Saturday year round. This will be on the agenda for further discussion and possibly a vote. This schedule would begin on May 29, 2012.

**Financials:**

Because our meeting falls at the earliest possible day of the month, I do not have financials. I should have them by next Monday or Tuesday so watch your e-mail as I will send them as soon as I get them from City Hall.

**County Cards and Downloadables:**

Per our contract with the County, we only issue one library card per household and do the same for \$40 cards as well. We have begun to have requests from these patrons for multiple cards because, per our consortium contract with OverDrive, they are only allowed three simultaneous downloaded books per card and some households have multiple devices and want to be able to have more electronic books checked out at the same time. This is another way that technology is forcing us to look at and possibly change the way we deliver our services and certainly is an argument for additional funding from the County. This will be on the agenda for discussion.

**Vacation/March Meeting:**

I am recommending that we do not hold a March meeting as we don't have any pressing business and I will be on vacation from February 23-March 4. While I would be able to get your packets to you in time for you to prepare, I will have a lot of catching up to do and would prefer that, unless we have some important piece of business that can't wait, we cancel our March meeting. This will be on the agenda.

**Library Foundation:**

The Foundation met in January and elected officers. They are:

- President David Fischer
- Vice President/President Elect Sharon Koller
- Secretary Connie Gunderson
- Treasurer Blaine Meier

We have our brochure about ready for printing. We will meet in April, approve the final draft of the brochure and prepare a list of potential donor names/businesses where the brochures will be sent so we can start building money in the treasury.

**Beach Week/ Dr. Seuss' Birthday/Jump Start:**

Beach Week is February 20-25 so story times will reflect this theme and staff will be wearing some summer apparel during the week. We'll celebrate Dr. Seuss' birthday during the week of February 27, also during our story times. We won't do a larger event that week as several of the staff are attending Jump Start, the summer reading program training put on by the State Library. We are hosting Jump Start on Friday, March 2, Dr. Seuss' actual birthday.

Becky will be with the State Library staff member the week of February 27 going throughout the state presenting the Jump Start program. The children's librarian from Brookings will also be involved.

**January Computer Usage:** 1,507 half hour and 452 hour users; **1,959 total users**

**January Traffic Count: 13,296**

**January Study Room Usage: 23 uses; 39.5 hours**

**January Meeting Room Usage: 50 uses; 86 hours**  
Non library: 20 uses, 32.5 hours  
Library: 30 uses, 53.5 hours

**Additions to the Collection in January: 386 total items**

<b>January 2012</b>	<b>Adult</b>	<b>Young Adult</b>	<b>Junior</b>	<b>Easy</b>
<b>Fiction</b>	133	39	19	43
<b>Non fiction</b>	67	1	10	28
<b>DVD</b>	18		12	
<b>Audiobooks</b>	14	2		
<b>Music CDs</b>				
<b>Professional</b>				
<b>Total</b>	232	42	41	71

## **Computer Use Policy (Updated 1/11/2012)**

The YCL maintains a number of computers for patron Internet access and on-site software use. This policy is designed to give all patrons equal and equitable access to library computers. Except for the three one-hour computers, all of the library computers are available on a first-come, first-served basis. There is no age restriction for use of these computers; however, staff prerogative permits restriction to persons based on previous use/misuse of equipment, or to follow computer use/library rules. No sign-in or pre-scheduling is needed but computer use by a single individual is limited to thirty (30) minutes per session with a one (1) hour break between sessions. Patrons must stop at the Circulation Desk to receive a 30 minute "permit card." Patrons can request more concurrent time on a computer and staff has the authority to grant that time for valid reasons. Library staff has the authority to "bump" patrons based on priority use, inappropriate use and perceived time on the computers. Unless a group is working on a project, only one person is allowed at a computer at one time. Stand-up computers are to be used only for SDLN/card catalog searches.

Users of the one-hour computers must be 18+ years of age or be accompanied by an adult. Consecutive time blocks by the same patron are permitted only if other patrons/users are not waiting or if the user has signed up to take an on line test. "No-shows" forfeit their computer time after fifteen (15) minutes if they do not call to hold/re-schedule.

The YCL endorses the American Library Association's Access to Digital Information, Services, and Networks. The Library will not be placed in a position to act "in loco parentis," in place of the parent. However, it also assumes a social morale responsibility of the community it represents and therefore, takes upon itself some social regulatory/selection responsibilities, especially when mandated by state/federal laws. Access to "obscene materials" as defined by SDCL, "Definitions of terms" (22-24-27) by minors or adults will not be permitted.

### **Age and Sensitive Material Access/Filtering Software**

Any patron wishing to do valid research who, in doing so, is blocked by Internet filtering software, should request that staff disable the filter for the duration of their use.

Patrons accessing obscene or questionable material on any library computer will be subject to the following actions by staff with staff having the authority to decide the severity of the action based on the event:

- asked to immediately cease/desist access to that website, chat group, e-mail activity or other PC activity;
- forfeit computer use for remainder of current day
- forfeit computer use for one (1) week;
- forfeit computer use for one (1) month;
- action against patron taken by Director.

All patrons have the right to a grievance hearing/appearance in front of the YCL Board of Trustees at a regularly scheduled Board meeting.

The Library computers are public viewable terminals. As such, the terminals are readily viewed by patrons and staff. If a patron encounters objectionable material viewed at any computer whether they are the computer operator or not, they may notify staff immediately and ask the staff to take action.

### **Staff Assistance, Use by Children and Miscellaneous Information**

Library staff is available to provide limited assistance for getting on the Internet, web browsing, learning software, helping with the scanner and other peripheral devices but cannot provide extended aid. Program instructions, on-line instructions and various self-help books are available in our regular collection.

No software/programs brought in by patrons may be used due to copyright restrictions. This restriction also aids in limiting software incompatibility and troubleshooting/maintenance problems. However, data diskettes and CD-Rs for downloading files can be used and YCL has both for sale.

\*\*\*\*\*

### Filtering Software

~~Internet filtering software has been installed/enabled on 8 of 10 patron accessible PCs in accordance to YCL Board action (3/8/00) and in an effort to satisfy local concerns over "access to pornography/objectionable materials accessible through the Internet" as well as SDCL 22-24-56. Internet filters have been installed to help curb "Internet accidents;" it is recognized that filters alone will not curtail objectionable site access.~~

### **Internet "Chat" Usage Policy (2/9/2005)**

~~The Yankton Community Library (YCL) Board of Trustees affirms the American Library Association (ALA) Library Bill of Rights, the Freedom to Read Statement and all of the intellectual freedom and First Amendment rights that form the basis of public library material and facility use in the United States. Furthermore, the Board recognizes the philosophy and mandates set forth by the Children's Internet Protection Act (CIPA) in terms of providing appropriate Internet content filters within YCL, but, simultaneously, providing full access for research/school work and subject exploration. Concurrently, the Board realizes its' moral obligation to the community in providing safe and secure access to technology for all residents, especially youth. Advanced communications technology has greatly broadened the public library's role in providing information through the Internet. However, this broadened role has also brought with it problems of inappropriate/criminal activity and an entire range of new problems and scenarios for libraries.~~

~~Public accessible computers (PCs) in the YCL are subject to public inspection and staff "policing" based on library assigned priority usage by patrons. The current priority list is as~~

follows: (1) *SDLN catalog/index searching*; (2) *school research, word processing—program use*; (3) *leisure activities (Internet searching, (4) e-mail, chat, etc.)*. South Dakota has laws regulating “pornography” that also cover library computer use by patrons and staff but the library must also be sensitive to community demands/needs based on moral values of “appropriate use.” All PC use in the library should have some basis in library utilization, research and literacy as well as being tightly tied to the software and equipment that is provided. For the most part, real-time “chat” through Windows based programs such as MSN Messenger, Yahoo Messenger, AOL and ICQ, do not meet this test of library utilization and, in fact, contribute to myriad computer problems such as downloaded viruses/Trojans and increased youth social activity around the PC area.

The YCL chooses to restrict the use of “chat” software and Internet connectivity on all patron accessible PCs as described above through the use of client based software for all activities except for valid classroom participation (university/college/secondary). Internet accessibility and web-based e-mail will still be available and Internet content filters will still remain in place on the PCs in the Children’s Dept. Signs denoting the policy will be placed at every PC station. The “chat” policy may be overridden by library staff. Overrides will be dependent upon individual patron needs during each individual use, but the policy will be enforced equally, across the board by all staff.