

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 11, 2023, 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Additions to the agenda

Approval of September 13, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

New Business

- Laptop & Hotspot Lending Policy
- By-laws review
- 2024 Calendar
- Early closure on October 31, 2023

Other Business:

- Foundation update

Public Comment Period

Adjourn the meeting of October 11, 2023

The Yankton Community Library meeting room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5276.

MINUTES OF THE YANKTON COMMUNITY LIBRARY

BOARD OF TRUSTEES MEETING

Wednesday, September 13, 2023, 5:30 pm

Virtual Meeting – GoToMeeting Interface &

Yankton Community Library Meeting Room, 515 Walnut St., Yankton, SD 57078

The meeting was called to order by President David Koerner at 5:30 pm. Present were Sue Otterman, Jean Huff, Mary Pat Bierle, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny. Yankton City Commissioner Jerry Webber joined virtually midway through the meeting. Sarah Mechtenberg and Yankton County Commissioner Ryan Heine were absent with regrets.

Approval of August 9, 2023 minutes: Otterman made a motion to approve the August 9, 2023 minutes with a second by Bierle. Unanimous approval.

Public Comment Period: No comments.

Discussion of bills/Accept Financial Report: Schmidt noted that due to fraud on her credit card the charge for services from Olson Pest Control was not processed in July which resulted in two identical charges this month. Motion by Bierle with a second by Otterman to accept the financial report. Unanimous approval.

Communications and correspondence: Schmidt shared a thank you note for programming from a patron and also noted a donation made in honor of a patron's birthday.

Director's report: In addition to the written report, Schmidt noted that the handicapped parking spot has been widened thanks to the City Street Department. She also noted that the bid for roof replacement was awarded to MJ Dalsin Roofing & Sheet Metal in the amount of \$201,179. Work has begun and will include upgraded lighting to illuminate the parking lot. She also announced that Cyber Security Basics classes will be offered as part of the PLA Digital Literacy grant.

Old Business: None.

New Business:

- Lisa Yardley, City of Yankton Deputy Finance Officer, was present to share information about the city's financial system and the various reports provided in the board packet.
- Schmidt introduced a Laptop/Hotspot Lending Policy and asked board members to review and provide input. The policy will also be shared with staff, IT, and the city attorney for review.

Other Business: none

Public Comment Period: Robert Byrnes addressed the board on a variety of topics regarding the library.

Adjourn the meeting of September 13, 2023: Bierle made a motion to adjourn the meeting at 6:30pm with a second by Huff. Unanimous approval.

Vendor Payment History by Fund
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
ABDO PUBLISHING INC			.19312							
	202308	09/05/23	BOOKS	83.80		Schmidt		- M	BOOKS	101.142.340
AMZN MKTP US			.15692							
	202308	09/05/23	OFFICE SUPPLIES REFUND	6.55CR		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
AMZN MKTP US TA0B39OR0			.19676							
	202308	09/05/23	OFFICE SUPPLIES	35.04		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
AMZN MKTP US TA2D31QV1			.19667							
	202308	09/05/23	OFFICE SUPPLIES	66.62		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202308	09/05/23	PROGRAM SUPPLIES	45.65		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202308	09/05/23	BOOKS	156.94		Dobrovolny		- M	BOOKS	101.142.340
	202308	09/05/23	DVD'S	52.14		Dobrovolny		- M	AV - CAPITAL	101.142.342
				321.35						
			VENDOR TOTAL	321.35		*TOTAL CHECK				
AMZN MKTP US TA6PV3VF1			.19670							
	202308	09/05/23	DVD	19.96		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMZN MKTP US TH19O92G1			.19675							
	202308	09/05/23	RECEIPT PRINTER	220.00		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
AMZN MKTP US TH77L5HX1			.19678							
	202308	09/05/23	SWIVEL WHEELS	39.99		Homstad		- M	REP. & MAINT. - BUILDIN	101.142.223
AMZN MKTP US T04O61XF1			.19656							
	202308	09/05/23	BOOK	27.08		Dobrovolny		- M	BOOKS	101.142.340
AMZN MKTP US T08NN0DS1			.19652							
	202308	09/05/23	JANITORIAL SUPPLIES	73.98		Dobrovolny		- M	JANITORIAL SUPPLIES	101.142.236
	202308	09/05/23	BOOKS	33.72		Dobrovolny		- M	BOOKS	101.142.340
			VENDOR TOTAL	107.70		*TOTAL CHECK				
AMZN MKTP US TQ2753XW0			.19646							
	202308	09/05/23	OFFICE SUPPLIES	14.98		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202308	09/05/23	JANITORIAL SUPPLIES	133.26		Dobrovolny		- M	JANITORIAL SUPPLIES	101.142.236
			VENDOR TOTAL	148.24		*TOTAL CHECK				
AMZN MKTP US TQ4VB7XJ0			.19644							
	202308	09/05/23	BOOK	18.99		Dobrovolny		- M	BOOKS	101.142.340
AMZN MKTP US TQ56E7UR2			.19643							
	202308	09/05/23	PROGRAM SUPPLIES	29.99		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202308	09/05/23	BOOKS	28.98		Dobrovolny		- M	BOOKS	101.142.340
	202308	09/05/23	DVD	12.96		Dobrovolny		- M	AV - CAPITAL	101.142.342

Vendor Payment History by Fund
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
AMZN MKTP US TQ56E7UR2			.19643							
			VENDOR TOTAL	71.93						
				71.93						*TOTAL CHECK
AMZN MKTP US TQ74X8GO2			.19647							
	202308	09/05/23	DVD	22.99		Dobrovolny			- M AV - CAPITAL	101.142.342
BAKER-TAYLOR			.11798							
	202308	09/05/23	POSTAGE	45.18		Schmidt			- M POSTAGE	101.142.231
	202308	09/05/23	BOOKS	2,390.86		Schmidt			- M BOOKS	101.142.340
			VENDOR TOTAL	2,436.04						*TOTAL CHECK
				2,436.04						
BECKMAN/LEAH			07770							
	68855	09/25/23	BOOKS	28.00		001	023960	P N D	PROGRAM SUPPLIES	101.142.242
BLUEPEAK			.18669							
	202308	09/05/23	PHONE	151.92		Lockwood			- M TELEPHONE	101.142.271
CENTER POINT LARGE PRI			.11785							
	202308	09/05/23	LARGE PRINT BOOKS	94.68		Schmidt			- M BOOKS	101.142.340
CHICAGO BOOKS & JOURNA			.19387							
	202308	09/05/23	SHIPPING	20.98		Schmidt			- M POSTAGE	101.142.231
	202308	09/05/23	OFFICE SUPPLIES	44.31		Schmidt			- M OFFICE SUPPLIES	101.142.232
			VENDOR TOTAL	65.29						*TOTAL CHECK
				65.29						
CITY UTILITIES			00109							
	202321	09/30/23	WATER	537.47		8.28.23	002642	P	- M WATER SERVICE	101.142.274
	202321	09/30/23	WASTEWATER	51.53		8.28.23	002642	P	- M SEWER SERVICE	101.142.275
			VENDOR TOTAL	589.00						*TOTAL CHECK
				589.00						
ECHO ELECTRIC SUPPLY			.12003							
	202308	09/05/23	LED PANEL	570.00		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
	202308	09/05/23	LED PANEL	149.44		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
			VENDOR TOTAL	719.44						*TOTAL CHECK
				719.44						
HY-VEE YANKTON 1899			.16450							
	202308	09/05/23	PROGRAM SUPPLIES	15.98		Schmidt			- M PROGRAM SUPPLIES	101.142.242
J & H CARE & CLEANING CO			05937							
	68804	09/11/23	JANITORIAL SERVICES	1,200.00		1015606	023956	P	- D CONTRACTED SERVICES	101.142.204

Vendor Payment History by Fund
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
KOPETSKYS ACE HDWE			.14377							
	202308	09/05/23	AIR FILTER	42.54		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
MENARDS YANKTON SD			.14179							
	202308	09/05/23	SUPPLIES	56.35		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
MIDAMERICA BOOKS			.15316							
	202308	09/05/23	BOOKS	1,108.47		Schmidt			- M BOOKS	101.142.340
MIDAMERICAN ENERGY			00303							
	202321	09/30/23	GAS	15.52		8.8.23			- M FUEL-HEATING	101.142.273
NORTHWESTERN ENERGY			00455							
	202321	09/30/23	ELECTRICITY	1,600.82		09.08.23			- M ELECTRICITY	101.142.272
OLSONS PEST TECHNICIAN			.14274							
	202308	09/05/23	PEST CONTROL	93.00		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
OVERDRIVE DIST			.13843							
	202308	09/05/23	EBOOKS	711.90		Schmidt			- M E-BOOKS	101.142.209
	202308	09/05/23	EBOOKS	1,501.70		Schmidt			- M E-BOOKS	101.142.209
			VENDOR TOTAL	2,213.60		*TOTAL CHECK				
				2,213.60						
PITNEY BOWES			.19037							
	202308	09/05/23	POSTAGE	200.00		Schmidt			- M POSTAGE	101.142.231
PLAYAWAY PRODUCTS LLC			.19327							
	202308	09/05/23	WONDERBOOK	54.14		Schmidt			- M AV - CAPITAL	101.142.342
RAPID CITY JOURNAL			.15245							
	202308	09/05/23	NEWSPAPER SUBSCRIPTION	443.45		Schmidt			- M SUBSCRIPTIONS & PUBLICA	101.142.235
SD LIBRARY ASSOCIATION			.16033							
	202308	09/05/23	SDLA MEMBERSHIP DUES	92.00		Dobrovolny			- M MEMBERSHIP DUES	101.142.261
	202308	09/05/23	SDLA CONFERENCE	195.00		Dobrovolny			- M CONFERENCE & MEETINGS	101.142.265
	202308	09/05/23	SDLA MEMBERSHIP DUES	115.00		Schmidt			- M MEMBERSHIP DUES	101.142.261
	202308	09/05/23	SDLA CONFERENCE	195.00		Schmidt			- M CONFERENCE & MEETINGS	101.142.265
	202308	09/05/23	SDLA MEMBERSHIP DUES	64.00		Yankton Librar			- M MEMBERSHIP DUES	101.142.261
	202308	09/05/23	SDLA CONFERENCE	195.00		Yankton Librar			- M CONFERENCE & MEETINGS	101.142.265
			VENDOR TOTAL	856.00		*TOTAL CHECK				
				856.00						
SOUTH DAKOTA HUMANITIE			.12593							
	202308	09/05/23	PROGRAM EXPENSE	50.00		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242

Vendor Payment History by Fund
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
THE ASSOCIATION FOR RU			.19650							
	202308	09/05/23	ARSL CONFERENCE	450.00		Dobrovolny		-	M CONFERENCE & MEETINGS	101.142.265
	202308	09/05/23	ARSL CONFERENCE	450.00		Dobrovolny		-	M CONFERENCE & MEETINGS	101.142.265
				900.00	*TOTAL	CHECK				
			VENDOR TOTAL	900.00						
WAL-MART #1483			.12434							
	202308	09/05/23	JANITORIAL SUPPLIES	49.70		Dobrovolny		-	M JANITORIAL SUPPLIES	101.142.236
WALMART.COM			.12308							
	202308	09/05/23	PROGRAM SUPPLIES	83.92		Schmidt		-	M PROGRAM SUPPLIES	101.142.242
YANKTON COUNTY OBSERVE			.12801							
	202308	09/05/23	NEWSPAPER SUBSCRIPTION	35.00		Schmidt		-	M SUBSCRIPTIONS & PUBLICA	101.142.235
GENERAL FUND				14,213.38	**TOTAL					

Vendor Payment History by Fund
 SEPTEMBER LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
LIBRARY TRUST										
AMZN MKTP US			.15692							
	202308	09/05/23	PROGRAM REFUND	38.17	CR	Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US TQ2753XW0			.19646							
	202308	09/05/23	EMPLOYEE APPRECIATION	15.95		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US TQ56E7UR2			.19643							
	202308	09/05/23	CRAFT NIGHT SUPPLIES	17.99		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
DAIRY QUEEN #17883			.16389							
	202308	09/05/23	STAFF APPRECIATION	69.28		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
DOMINOS 1821			.16675							
	202308	09/05/23	SUMMER READING PROGRAM	99.35		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
HY-VEE YANKTON 1899			.16450							
	202308	09/05/23	SUMMER READING PROGRAM	22.96		Schmidt		- M	RECREATION SUPPLIES	701.701.242
MUSIC SERVICES, LLC			07771							
	68881	09/25/23	SUMMER READING PROGRAM	100.00		09.07.23	023957	P N D	RECREATION SUPPLIES	701.701.242
WALGREENS #9806			.11840							
	202308	09/05/23	SUMMER READING PROGRAM	75.00		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
WALMART.COM			.12308							
	202308	09/05/23	ALA GRANT SUPPLIES	7.76		Schmidt		- M	ALA LAPTOP GRANT	701.701.301
LIBRARY TRUST				370.12		**TOTAL				

	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	15,000.00	15,000.00	0.00	7,500.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	1,285.00	8,775.00	275.00- 103 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00 0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.00	1.00	9.00 10 -
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	14.36	206.44	6.44- 103 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	59.00	1,005.95	494.05 67 -----
3456 PC PRINTING	6,000.00	6,000.00	595.60	5,553.80	446.20 92 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	98.12 1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	2,741.90	6,215.03	4,215.03- 310 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	4,696.86	21,759.10	2,949.10- 115 -----]
FINES					
3510 COURT FINES	1,600.00	1,600.00	1,025.38	2,921.60	1,321.60- 182 -----]]]]
3511 PARKING FINES	2,500.00	2,500.00	75.00	2,301.28	198.72 92 -----
3520 LIBRARY FINES	500.00	500.00	31.00	538.08	38.08- 107 -----
TOTAL: FINES	4,600.00	4,600.00	1,131.38	5,760.96	1,160.96- 125 -----]]
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	38,260.38	305,536.95	265,536.95- 763 -----]]]]
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	11,100.00	1,100.00- 111 -----]
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	985.74	20,239.44	16,239.44- 505 -----]]]]
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	118.00	40,527.60	37,527.60- 1350 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	141.00	1,150.02	349.98 76 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	39,505.12	378,554.01	320,054.01- 647 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	45,333.36	413,574.07	316,664.07- 426 -----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	226.36	1,441.53	1,441.53-	9999 -----]]]]
3642 GRANTS	0.00	0.00	6,000.00	28,300.00	28,300.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	176.25	15,617.68	15,617.68-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	6,402.61	45,359.21	45,359.21-	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 PERSONNEL SERVICES						
101 REGULAR WAGES	429,377.00	0.00	50,386.03	318,935.52	110,441.48	74 -----
102 TEMPORARY WAGES	40,000.00	0.00	5,597.71	29,192.79	10,807.21	72 -----
103 OVERTIME WAGES	350.00	0.00	31.58	539.09	189.09-	154 -----]]]]
111 OASI	35,934.00	0.00	4,195.10	25,922.57	10,011.43	72 -----
121 RETIREMENT	25,784.00	0.00	3,025.07	19,168.48	6,615.52	74 -----
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	18.00-	3,094.00	0
132 GROUP INSURANCE	101,490.00	0.00	4,489.74	40,618.66	60,871.34	40 ----
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	31.89	788.08	265.92	74 -----
TOTAL: PERSONNEL SERVICES	637,065.00	0.00	67,757.12	435,147.19	201,917.81	68 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84 -----
202 PROFESSIONAL SERVICES	9,900.00	0.00	93.00	10,986.92	1,086.92-	110 -----]
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	10,800.00	5,200.00	67 -----
209 E-BOOKS	29,500.00	0.00	2,213.60	13,392.92	16,107.08	45 ----
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	2,358.28	2,141.72	52 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	216.00	2,784.00	7
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	858.32	5,368.14	1,368.14-	134 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,500.00	0.00	266.16	2,596.61	903.39	74 -----
232 OFFICE SUPPLIES	8,500.00	0.00	722.92	4,617.23	3,882.77	54 -----
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	478.45	3,854.68	5,645.32	40 ----
236 JANITORIAL SUPPLIES	3,000.00	0.00	256.94	1,442.48	1,557.52	48 ----
242 PROGRAM SUPPLIES	5,000.00	0.00	253.54	2,013.67	2,986.33	40 ----
244 UNIFORMS & DRY GOODS	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
255 COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	271.00	451.00	549.00	45 ----
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	273.52	2,726.48	9
265 CONFERENCE & MEETINGS	1,500.00	0.00	1,485.00	1,934.00	434.00-	128 -----]]]]
271 TELEPHONE	2,300.00	0.00	212.42	1,481.17	818.83	64 -----
272 ELECTRICITY	20,000.00	0.00	1,600.82	10,549.75	9,450.25	52 -----
273 FUEL-HEATING	6,000.00	0.00	15.52	4,213.87	1,786.13	70 -----
274 WATER SERVICE	3,500.00	0.00	537.47	1,619.65	1,880.35	46 ----
275 SEWER SERVICE	1,200.00	0.00	51.53	347.11	852.89	28 --
276 LANDFILL	500.00	0.00	32.00	304.00	196.00	60 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	149,333.00	0.00	10,548.69	90,133.08	59,199.92	60 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00	0

	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						
CAPITAL OUTLAY						
320 BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0
340 BOOKS	53,000.00	0.00	3,943.52	21,659.77	31,340.23	40 ----
342 AV - CAPITAL	10,000.00	0.00	162.19	5,156.70	4,843.30	51 -----
350 EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	265,400.00	0.00	4,105.71	26,816.47	238,583.53	10 -
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	1,051,798.00	0.00	82,411.52	552,096.74	499,701.26	52 -----
TOTAL: GENERAL FUND	1,051,798.00	0.00	82,411.52	552,096.74	499,701.26	52 -----

	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	362.36	11,788.84	11,788.84-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
263 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	362.36	11,788.84	11,788.84-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	7.76	307.76	307.76-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	0.00	0.00	0
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	18.26	18.26-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,229.99	1,229.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	7.76	1,556.01	1,556.01-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	370.12	13,344.85	13,344.85-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	370.12	13,344.85	13,344.85-	9999 -----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	30,846.73	6,032.49	31,541.55	62,388.28
	TOTAL CURRENT ASSETS:	30,846.73	6,032.49	31,541.55	62,388.28
	TOTAL ASSETS:	30,846.73	6,032.49	31,541.55	62,388.28
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	472.81CR	0.00	472.81	0.00
	TOTAL CURRENT LIABILITIES:	472.81CR	0.00	472.81	0.00
	TOTAL LIABILITIES:	472.81CR	0.00	472.81	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900					
	REVENUE CONTROL	15,537.67CR	6,402.61CR	45,359.21CR	60,896.88CR
701.2910					
	EXPENDITURE CONTROL	14,963.18	370.12	13,344.85	28,308.03
	TOTAL FUND BALANCE:	30,373.92CR	6,032.49CR	32,014.36CR	62,388.28CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	6,032.49CR	31,541.55CR	62,388.28CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		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 PERSONNEL SERVICES								
101	REGULAR WAGES	429,377.00	0.00	50,386.03	318,935.52	110,441.48	74	-----	
J-090123-460	PAYROLL SEPT 1, 2023			16,795.35	LIBRARY-REG WAGES		P		A
J-091523-461	PAYROLL SEPT 15, 2023			16,795.34	LIBRARY-REG WAGES		P		A
J-092923-478	PAYROLL SEPT 29, 2023			16,795.34	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	40,000.00	0.00	5,597.71	29,192.79	10,807.21	72	-----	
J-090123-460	PAYROLL SEPT 1, 2023			1,678.62	LIBRARY-TEMP WAGES		P		A
J-091523-461	PAYROLL SEPT 15, 2023			1,562.30	LIBRARY-TEMP WAGES		P		A
J-092923-478	PAYROLL SEPT 29, 2023			2,356.79	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	31.58	539.09	189.09-	154	-----]]]]	
J-090123-460	PAYROLL SEPT 1, 2023			15.54	LIBRARY OVERTIME		P		A
J-091523-461	PAYROLL SEPT 15, 2023			8.27	LIBRARY OVERTIME		P		A
J-092923-478	PAYROLL SEPT 29, 2023			7.77	LIBRARY OVERTIME		P		A
111	OASI	35,934.00	0.00	4,195.10	25,922.57	10,011.43	72	-----	
J-090123-460	PAYROLL SEPT 1, 2023			1,369.43	LIBRARY-OASI		P		A
J-091523-461	PAYROLL SEPT 15, 2023			1,359.92	LIBRARY-OASI		P		A
J-092923-478	PAYROLL SEPT 29, 2023			1,465.75	LIBRARY-OASI		P		A
121	RETIREMENT	25,784.00	0.00	3,025.07	19,168.48	6,615.52	74	-----	
J-090123-460	PAYROLL SEPT 1, 2023			1,008.66	LIBRARY-RETIREMENT		P		A
J-091523-461	PAYROLL SEPT 15, 2023			1,008.22	LIBRARY-RETIREMENT		P		A
J-092923-478	PAYROLL SEPT 29, 2023			1,008.19	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	18.00-	3,094.00	0		
132	GROUP INSURANCE	101,490.00	0.00	4,489.74	40,618.66	60,871.34	40	----	
J-090123-460	PAYROLL SEPT 1, 2023			2,244.87	LIBRARY-GROUP INS		P		A
J-091523-461	PAYROLL SEPT 15, 2023			2,244.87	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	31.89	788.08	265.92	74	-----	
J-090123-460	PAYROLL SEPT 1, 2023			9.57	LIBRARY-UNEMP INS		P		A
J-091523-461	PAYROLL SEPT 15, 2023			8.89	LIBRARY-UNEMP INS		P		A
J-092923-478	PAYROLL SEPT 29, 2023			13.43	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	67,757.12	435,147.19	201,917.81	68	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84	-----	

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
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							
202	PROFESSIONAL SERVICES	9,900.00	0.00	93.00	10,986.92	1,086.92-	110	-----]
M-090523-447	.14274 OLSONS PEST TECHNICIAN	202308 Schmidt		93.00	PEST CONTROL		-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	10,800.00	5,200.00	67	-----
D-091123-449	05937 J & H CARE & CLEANING CO	068804 1015606		1,200.00	JANITORIAL SERVICES	023956 P	-	A
209	E-BOOKS	29,500.00	0.00	2,213.60	13,392.92	16,107.08	45	----
M-090523-447	.13843 OVERDRIVE DIST	202308 Schmidt		711.90	EBOOKS		-	A
M-090523-447	.13843 OVERDRIVE DIST	202308 Schmidt		1,501.70	EBOOKS		-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	2,358.28	2,141.72	52	-----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	216.00	2,784.00	7	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	858.32	5,368.14	1,368.14-	134	-----]]]
M-090523-447	.12003 ECHO ELECTRIC SUPPLY	202308 Mastalir		570.00	LED PANEL		-	A
M-090523-447	.14377 KOPETSKYS ACE HDWE	202308 Mastalir		42.54	AIR FILTER		-	A
M-090523-447	.14179 MENARDS YANKTON SD	202308 Mastalir		56.35	SUPPLIES		-	A
M-090523-447	.12003 ECHO ELECTRIC SUPPLY	202308 Mastalir		149.44	LED PANEL		-	A
M-090523-447	.19678 AMZN MKTP US TH77L5HX1	202308 Homstad		39.99	SWIVEL WHEELS		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,500.00	0.00	266.16	2,596.61	903.39	74	-----
M-090523-447	.19387 CHICAGO BOOKS & JOURNA	202308 Schmidt		20.98	SHIPPING		-	A
M-090523-447	.11798 BAKER-TAYLOR	202308 Schmidt		45.18	POSTAGE		-	A
M-090523-447	.19037 PITNEY BOWES	202308 Schmidt		200.00	POSTAGE		-	A
232	OFFICE SUPPLIES	8,500.00	0.00	722.92	4,617.23	3,882.77	54	-----
M-090523-447	.19646 AMZN MKTP US TQ2753XW0	202308 Dobrovolny		14.98	OFFICE SUPPLIES		-	A
M-090523-447	.19387 CHICAGO BOOKS & JOURNA	202308 Schmidt		44.31	OFFICE SUPPLIES		-	A
M-090523-447	.19667 AMZN MKTP US TA2D31QV1	202308 Dobrovolny		66.62	OFFICE SUPPLIES		-	A
M-090523-447	.15692 AMZN MKTP US	202308 Dobrovolny		6.55-	OFFICE SUPPLIES REFUND		-	A
M-090523-447	.19675 AMZN MKTP US TH19092G1	202308 Dobrovolny		220.00	RECEIPT PRINTER		-	A
M-090523-447	.19676 AMZN MKTP US TA0B39OR0	202308 Dobrovolny		35.04	OFFICE SUPPLIES		-	A
J-093023-489	SEPTEMBER JOURNAL ENTRY	JE 174		348.52	LIBRARY PAPER CHARGES			A
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	478.45	3,854.68	5,645.32	40	----
M-090523-447	.12801 YANKTON COUNTY OBSERVE	202308 Schmidt		35.00	NEWSPAPER SUBSCRIPTION		-	A
M-090523-447	.15245 RAPID CITY JOURNAL	202308 Schmidt		443.45	NEWSPAPER SUBSCRIPTION		-	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
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							
236	JANITORIAL SUPPLIES	3,000.00	0.00	256.94	1,442.48	1,557.52	48	----
M-090523-447	.19646 AMZN MKTP US TQ2753XW0	202308	Dobrovolny	133.26	JANITORIAL SUPPLIES		-	A
M-090523-447	.19652 AMZN MKTP US TO8NN0DS1	202308	Dobrovolny	73.98	JANITORIAL SUPPLIES		-	A
M-090523-447	.12434 WAL-MART #1483	202308	Dobrovolny	49.70	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	253.54	2,013.67	2,986.33	40	----
M-090523-447	.19643 AMZN MKTP US TQ56E7UR2	202308	Dobrovolny	29.99	PROGRAM SUPPLIES		-	A
M-090523-447	.12593 SOUTH DAKOTA HUMANITIE	202308	Dobrovolny	50.00	PROGRAM EXPENSE		-	A
M-090523-447	.19667 AMZN MKTP US TA2D31QV1	202308	Dobrovolny	45.65	PROGRAM SUPPLIES		-	A
M-090523-447	.12308 WALMART.COM	202308	Schmidt	83.92	PROGRAM SUPPLIES		-	A
M-090523-447	.16450 HY-VEE YANKTON 1899	202308	Schmidt	15.98	PROGRAM SUPPLIES		-	A
D-092523-457	07770 BECKMAN/LEAH	068855	001	28.00	BOOKS	023960	P N	A
244	UNIFORMS & DRY GOODS	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	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	271.00	451.00	549.00	45	----
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Dobrovolny	92.00	SDLA MEMBERSHIP DUES		-	A
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Schmidt	115.00	SDLA MEMBERSHIP DUES		-	A
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Yankton Librar	64.00	SDLA MEMBERSHIP DUES		-	A
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	273.52	2,726.48	9	
265	CONFERENCE & MEETINGS	1,500.00	0.00	1,485.00	1,934.00	434.00-	128	-----]]
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Dobrovolny	195.00	SDLA CONFERENCE		-	A
M-090523-447	.19650 THE ASSOCIATION FOR RU	202308	Dobrovolny	450.00	ARSL CONFERENCE		-	A
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Yankton Librar	195.00	SDLA CONFERENCE		-	A
M-090523-447	.16033 SD LIBRARY ASSOCIATION	202308	Schmidt	195.00	SDLA CONFERENCE		-	A
M-090523-447	.19650 THE ASSOCIATION FOR RU	202308	Dobrovolny	450.00	ARSL CONFERENCE		-	A
271	TELEPHONE	2,300.00	0.00	212.42	1,481.17	818.83	64	-----
J-090123-460	PAYROLL SEPT 1, 2023			60.50	LIBRARY-TELEPHONE		P	A
M-090523-447	.18669 BLUEPEAK	202308	Lockwood	151.92	PHONE		-	A
272	ELECTRICITY	20,000.00	0.00	1,600.82	10,549.75	9,450.25	52	-----
M-093023-454	00455 NORTHWESTERN ENERGY	202321	09.08.23	1,600.82	ELECTRICITY		-	A
273	FUEL-HEATING	6,000.00	0.00	15.52	4,213.87	1,786.13	70	-----
M-093023-454	00303 MIDAMERICAN ENERGY	202321	8.8.23	15.52	GAS		-	A
274	WATER SERVICE	3,500.00	0.00	537.47	1,619.65	1,880.35	46	----
M-093023-454	00109 CITY UTILITIES	202321	8.28.23	537.47	WATER	002642	P -	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	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							
275	SEWER SERVICE	1,200.00	0.00	51.53	347.11	852.89	28 --	
M-093023-454	00109 CITY UTILITIES	202321 8.28.23		51.53	WASTEWATER	002642	P -	A
276	LANDFILL	500.00	0.00	32.00	304.00	196.00	60 -----	
J-093023-489	SEPTEMBER JOURNAL ENTRY	JE 183		32.00	DUMPSTER CHARGES-SEPT 23			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	10,548.69	90,133.08	59,199.92	60 -----	
	CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00	0	
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0	
340	BOOKS	53,000.00	0.00	3,943.52	21,659.77	31,340.23	40 ----	
M-090523-447	.19643 AMZN MKTP US TQ56E7UR2	202308	Dobrovolny	28.98	BOOKS		-	A
M-090523-447	.19644 AMZN MKTP US TQ4VB7XJ0	202308	Dobrovolny	18.99	BOOK		-	A
M-090523-447	.11785 CENTER POINT LARGE PRI	202308	Schmidt	94.68	LARGE PRINT BOOKS		-	A
M-090523-447	.19652 AMZN MKTP US TO8NN0DS1	202308	Dobrovolny	33.72	BOOKS		-	A
M-090523-447	.19656 AMZN MKTP US TO4O61XF1	202308	Dobrovolny	27.08	BOOK		-	A
M-090523-447	.11798 BAKER-TAYLOR	202308	Schmidt	2,390.86	BOOKS		-	A
M-090523-447	.19667 AMZN MKTP US TA2D31QV1	202308	Dobrovolny	156.94	BOOKS		-	A
M-090523-447	.15316 MIDAMERICA BOOKS	202308	Schmidt	1,108.47	BOOKS		-	A
M-090523-447	.19312 ABDO PUBLISHING INC	202308	Schmidt	83.80	BOOKS		-	A
342	AV - CAPITAL	10,000.00	0.00	162.19	5,156.70	4,843.30	51 -----	
M-090523-447	.19643 AMZN MKTP US TQ56E7UR2	202308	Dobrovolny	12.96	DVD		-	A
M-090523-447	.19327 PLAYAWAY PRODUCTS LLC	202308	Schmidt	54.14	WONDERBOOK		-	A
M-090523-447	.19647 AMZN MKTP US TQ74X8G02	202308	Dobrovolny	22.99	DVD		-	A
M-090523-447	.19667 AMZN MKTP US TA2D31QV1	202308	Dobrovolny	52.14	DVD'S		-	A
M-090523-447	.19670 AMZN MKTP US TA6PV3VF1	202308	Dobrovolny	19.96	DVD		-	A
350	EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0	
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	265,400.00	0.00	4,105.71	26,816.47	238,583.53	10 -	
	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	1,051,798.00	0.00	82,411.52	552,096.74	499,701.26	52 -----	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	82,411.52	552,096.74	499,701.26	52 -----	

Director's Report-October 2023

Roof Repair: The roof repair was completed by MJ Dalsin. The last complete roof installation was done in 1993, with major repairs completed in 2008 to the seams and tenting. There was \$225,000 budgeted for this project. The bid came in at just over \$201,000. The rooftop screening structure was removed because of the wooden portions of the screen being seriously degraded and it creating more punctures in the rooftop with the greater possibility of leaks in those areas in the future. We will be adding a new roof-mounted light to better illuminate the parking lot.

Friends of the Library: The Friends of the Yankton Community Library will be hosting their final sale of 2023 from Thursday, October 12 through Monday, October 16. The first day of the sale (Thursday from 4pm-6pm) is reserved for members-only shopping. This has been a popular "perk" for those with a Friends membership. On Friday you can find hardcovers for \$1 and paperbacks for \$.50, along with puzzles and board games for \$3. On Monday, from 9am-12pm the Friends are hosting an appreciation event for all of their members and supporters. All remaining books will be free in an effort to clear space for new donations. Coffee and cookies will be served during this time.

The national Friends of the Library appreciation week is the third week of October. The Friends sponsored all eight of our summer performers, along with other additions to the library which are not in our regular budget. Some of these items include the ever-popular fish tank, the new bench on the south side of the building, and toys that are used for our Stay & Play events. We are truly grateful to our Friends group and all the work they put into their successful book sales and into supporting our library.

Library Card Sign-Up Month: The month of September was Library Card Sign-Up month. We had a committee of staff that made plans to help us celebrate and recognize this month. Throughout September there were social media posts to highlight some of the great things you have access to with a library card, as well as highlighting the history of what the Yankton Community Library cards looked like over the years. To celebrate this year's theme, *A Library Card is Elemental*, the committee created a blank periodic table of elements and added an element for each new library card. It took the month plus one day to complete the table with 88 new library card sign ups!

Fall/Winter events: Staff are busy planning fun and engaging events for all ages for the upcoming months with some familiar and popular events as well as a mixture of new activities that we are excited to announce as the details get worked out. Stay tuned...

November meeting: Our next regularly schedule library board meeting will be on Wednesday, November 8 at 5:30pm at the Yankton Community Library meeting room and a virtual option available.

SEPTEMBER 2023 USAGE & CIRCULATION STATISTICS

Elementary Events	Date	Time	Kids	Adults
LEGO Club	9/7	3:45 PM	24	5
Craft	9/14	3:45 PM	21	8
STEAM	9/21	3:45 PM	22	6
Movie	9/28	3:45 PM	4	2
Total:			71	21
Storytime	Date	Time	Kids	Adults
Animal Storytime	9/5	10:00 AM	9	3
	9/7	10:00 AM	6	3
Pumpkin	9/11	6:00 PM	31	26
	9/12	10:00 AM	9	6
	9/14	10:00 AM	1	1
Clothes	9/18	6:00 PM	2	1
	9/19	10:00 AM	2	1
	9/21	10:00 AM	1	1
Construction Storytime	9/25	6:00 PM	1	1
	9/26	10:00 AM	2	2
	9/28	10:00 AM	6	3
Total:			70	48
Stay and Play	Date	Time	Kids	Adults
	9/6/23	9-11 AM	6	2
	9/13/23	9-11 AM	6	4
	9/20/23	9-11 AM	6	3
	9/27/23	9-11 AM	7	6
Total:			25	15
Tween/Teen Programming	Date	Time	Teens	
Cacti Craft	9/20/23	3:45 PM	2	
Total:			2	
Adult Programs	Date	Time	Adults	Virtual

Who Lived in That House?: MMU	9/6/23	6:00 PM	22	N/A
Become A Paddlefish Pro	9/7/23	6:00 PM	5	3
Seed Library	9/12/23	2:00 PM	22	1
Seed Library	9/12/23	6:00 PM	7	0
Email Basics	9/14/23	12:00	2	N/A
Email Basics	9/14/23	6:00	0	N/A
Therapeutic Writing	9/16/23	10:00 AM	4	N/A

		Total:	62	4
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Video Views for Previous Month	Date	Video Views		
How Dogs shaped SD		27		
Seed Lib		24		
		51		

Book Clubs	Date	Time	Adults	
Readers Anonymous	9/12/23	2:00 PM	8	
Between The Lines	9/26/23	4:30 PM	5	
		Total:	13	

Family Events:		Time	Kids	Adults
The Greatest Showman	9/17/23	2:00 PM	2	3
		Total:	2	3

SEPTEMBER 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	5,894	5,800	6,556
Juvenile	3,186	3,837	4,210
Total	9,080	9,637	10,766

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2021
Adult	3563	4,859	4,470
Juvenile	2792	3,518	3,982
Total	6,355	8,377	8,452

Interlibrary Loan			
	2023	2022	2021
Requested	109	80	131
Supplied	33	24	42
Total	142	104	173

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2189	837	1,913
OverDrive Juvenile	279	60	NA
TumbleBooks	115	259	228
Total	2,583	1,156	2,141

Adult Outreach			
	2023	2022	2021
Locations	10	8	5
Patrons	45	44	25
Circulations	140	148	92

Daycare Outreach			
	2023	2022	2021
Locations	4	NA	8
Patrons	51	NA	94
Circulations	140	NA	184

Teen Subscription Bags			
	2023	2022	2021
Active Subscriptions	18	11	19
Waitlisted Subscriptions	0	0	0

Current Cards			
	2023	2022	2021
Resident	4057	3,530	4,360
Non-Resident	239	197	251
Mount Marty	20	12	39

Public Computer Use			
	2023	2022	2021
Uses	572	545	518
Hours	356	303	256

WiFi Usage			
	2023	2022	2021
Sessions	706	831	918
Total Session Hours	762	969	738
Unique Users	267	295	224

Meeting Room Use			
	2023	2022	2021
Library Uses	26	33	34
Library Hours	51.5	77	62.5
Non-Library Uses	23	18	16
Non-Library Hours	46	24	22

Study Room Use			
	2023	2022	2021
Uses	19	27	15
Hours	31.5	51	29.5

Notary			
	2023	2022	2021
Requests	n/a	19	2

Proctor			
	2023	2022	2021
Tests	9	4	4

Genealogy Requests			
	2023	2022	2021
Patrons	0	0	0
Hours	0	0	0

Teacher Requests			
	2023	2022	2021
Patrons	1	0	0

Courier			
	2023	2022	2021
Total Incoming	142	124	127
Total Outgoing	194	154	132
Total	336	278	259

Collection			
	2023	2022	2021

Teacher	48	37	54
Yankton County	871	760	993
Total	5,235	4,536	5,697

Items Added	356	397	584
Items Deleted	657	259	376

New Cards			
	2023	2022	2021
Resident Adult	55	43	25
Resident Youth (<18)	3	4	9
County	20	5	3
County (Households)	14	5	3
Non-resident	4	4	6
Non-resident (households)	4	4	5
Total New Cards	82	56	43
Total New Households	18	9	8

Curbside Pick-Ups			
	2023	2022	2021
	2	11	39

Food For Fines			
	2023	2022	2021
	94	70	57

Book a Librarian			
	2023	2022	2021
Time (minutes)	195	235	NA
Number of Sessions	8	11	NA

30 Day Trial Cards			
	2023	2022	2021
In-Town New	3	2	5
County -New	1	2	0
County-Renewal	0	0	2
Nonresident-New	1	0	1
Nonresident-Renewal	0	0	0
Online Signup	3	3	NA
Total	8	7	8

Pass Checkouts			
	2023	2022	2021
State Park Pass	1	NA	NA
Mead Museum Pass	2	NA	NA
Summit Pass	17	NA	NA
Huether Pass	NA	NA	NA



Toy Lending Library Checkouts			
	2023	2022	2021
Toy Bins		NA	NA

Door Counts	
East entry	2,563
South entry	5,025
Total	7,588



Yankton Community Library • October 2023

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Sing-Along Sunday <i>Into the Woods</i> 2pm Costume Swap Drop-off Sept. 25–Oct. 5	2 Bilingual Storytime 6 pm	3 Storytime 10 am	4 Stay & Play 9–11 am	5 Storytime 10 am LEGO Club 3:45 pm	6 1 st Friday Coffee 9:30 —11:30 am	7 Swap Shop Open Swappers Only 9–10am Everyone 11-am–5 pm
Banned Book Week Oct. 1-7						
8 Swap Shop Open 1-5 pm Everything Free!!	9 Storytime 6 pm	10 Storytime 10 am Seed Library 2 pm & 6 pm	11 Stay & Play 9–11 am Library Board Meeting 5:30 pm	12 Storytime 10 am K-5 Craft 3:45 pm Book Sale FOL Members only 4-6pm One Book SD 6:30 pm	13 Friends of the Library Book Sale 9 am–5 pm	14 Friends of the Library Book Sale 9 am–5 pm
15 Friends of the Library Book Sale 1–5 pm	16 FOL Book Sale 9 am —12 pm Everything free!!! Storytime 6 pm	17 Storytime 10 am Adult Craft 6 pm*	18 Stay & Play 9–11 am	19 Storytime 10 am Cyber Security Basics 12 & 6 pm* K-5 STEAM 3:45 pm	20 Mead Museum Haunted History Tours	21 Therapeutic Writing Group 10 am Mead Museum Haunted History Tours
22 	23 Storytime 6 pm	24 Storytime 10 am Math & Literacy Event 4:30-6 pm	25 Stay & Play 9–11 am Tween/Teen Time 3:45pm	26 Storytime 10 am Movie 3:45 pm	27	28 
29 Spooky Movie Sunday Beetlejuice 2pm	30 Storytime 6 pm	31 Storytime 10 am	1 Stay & Play 9–11 am	2 Storytime 10 am LEGO Club 3:45 pm 6 pm Financial Wellness	3 1 st Friday Coffee 9:30 —11:30 am	Food for Fines: Soup or Crackers

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275



Yankton Community Library • DINOvember 2023

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Storytime 6 pm	31 Storytime 10 am	1 Stay & Play 9–11 am	2 Storytime 10 am LEGO Club 3:45 pm 6 pm Financial Wellness	3 1 st Friday Coffee 9:30 —11:30 am	4 
5	6 Bilingual Storytime 6 pm	7 Storytime 10 am	8 Stay & Play 9–11 am Library Board Meeting 5:30 pm	9 Storytime 10 am K-5 Craft 3:45 pm	10 Closed in observance of Veteran's Day	11 Closed in observance of Veteran's Day
12 	13 Storytime 6 pm	14 Storytime 10 am Adult Craft 6 pm*	15 Stay & Play 9–11 am Tween/Teen Time 3:45pm	16 Storytime 10 am K-5 STEAM 3:45 pm Internet Basics 12 & 6 pm *	17	18 Therapeutic Writing Group 10 am
19	20 Storytime 6 pm	21 Storytime 10 am	22 Stay & Play 9–11 am Closing at 5pm	23 Closed in observance of Thanksgiving	24 Closed in observance of Thanksgiving	25
26	27 Storytime 6 pm	28 Storytime 10 am	29 Stay & Play 9–11 am	30 Storytime 10 am Coloring Pages 3:45 pm Holiday Festival of Lights 6 pm	1 1 st Friday Coffee 9:30 —11:30 am	Food for Fines: Canned Veggies

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275



Laptop and Hotspot Lending Policy

To increase digital access for area residents, laptops and hotspots are available to borrow from the Yankton Community Library (YCL). Laptops and hotspots help to fulfill the Library's mission of providing informational, educational, and cultural resources by providing an access point to digital resources.

A "laptop" consists of a portable computer with a Windows operating system, its power supply, power cord, and case. A "hotspot" consists of the wireless device itself, its charger, charging cord, and case. The library user or "borrower" is responsible for the safe-keeping and return of these items to the library in good working order and assumes liability for the equipment while in their care. The library user must sign YCL's Laptop and Hotspot Rental Agreement the first time a laptop or hotspot is checked out. This agreement will be noted on the library user's account and will remain in effect until the policy is updated *or* library user notifies library staff in writing that they wish to revoke their agreement.

When a library user borrows a laptop or hotspot, the library user's use of the equipment is available under the following terms and conditions. By borrowing a laptop or hotspot, the user agrees to abide by YCL's policies and rules, and agrees to hold YCL and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's laptops and/or hotspots and the internet access provided by the library.

Circulation

- Laptops and hotspots may be borrowed by a YCL Adult or Teacher card holder who is eighteen (18) years-of-age or older.
- Borrowers must have a 3-months-or-older active card in good standing. (Temporary, Pathways, and ILL card holders are not eligible to check out laptops and/or hotspots at this time.)
- Good standing is defined as an account with a current address and phone number, and no outstanding fines, fees, or items that are lost or damaged.
- **Borrower must present a photo ID (license, passport, etc.) at check out with no exceptions. Authorized users may NOT check out or pick up laptops or hotspots on someone else's account.**
- The lending period is seven (7) days and may be renewed one (1) time if there are not any holds on items.
- Reservations may be made for laptops and hotspots. Reservations will be filled in the order in which they are received; patrons will be notified when their hold is ready for pick up.
- Reservations not picked up within 3 business days of the requested pickup date may be cancelled.
- Laptop and hotspot checkouts are limited to one (1) device (or "Kit") per household. In some instances, a "Kit" may consist of one (1) laptop AND one (1) hotspot.
- After returning a laptop, a hotspot, or a "Kit," library users must wait 24 hours before checking out another laptop, hotspot, or "Kit."
- **Laptops and hotspots must be returned to the library circulation desk during regular business hours. Library users will be charged \$25 for devices returned to the book or materials drop (indoor or outdoor). This fee is not eligible for Food for Fines.**
- It is the library user's responsibility to return the laptop and/or hotspot by the due date. If a laptop is lost or not returned by the due date, the device will be shutdown remotely and become unusable. If a hotspot is lost or not returned by the due date, wireless service will be terminated, and the device will become unusable.
- Laptops and/or hotspots will not be considered returned until **ALL** items associated with it have been returned to the library.
- The current borrower is responsible for verifying the current physical condition of the laptop and/or hotspot they check out. Damages, non-working devices, and laptops with any objectionable material downloaded on them need to be reported to library staff **immediately**. Unreported issues will become the responsibility of the current borrower.

- Current borrower is responsible for damaged, missing and/or lost pieces of the borrowed items and agrees to notify the Yankton Community Library if a device is lost, stolen, or damaged. Borrower agrees to pay any replacement costs, as determined by the library. If a laptop or hotspot is stolen, the borrower is responsible for submitting a police report to the library director.
- If laptop and/or hotspot and/or any of the device components (i.e. battery, charger, charging cord) are damaged or not returned within 7 days of the due date, the borrower will be charged a replacement fee at the current rate for the laptop and/or hotspot and/or device components. If the device is returned in good condition the replacement cost is waived.
- The library reserves the right to temporarily take a laptop or hotspot out of regular circulation to make it available for a specific community event or meeting.

Usage

- **Parents are responsible for monitoring minor’s use of the internet while using a laptop or hotspot. Internet content filtering is NOT provided through the laptop OR the hotspot.**
- Use of laptops and hotspots is subject to the Service Provider’s Acceptable Use Policy, Privacy Policy, and Terms and Use.
- **Laptops are cleared of data upon shutdown. Borrowers are encouraged to use a flash drive or a cloud service to save work prior to shutting the computer off.**
- YCL or Service Provider are not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while using or accessing the internet with a laptop or hotspot from YCL.
- Deliberate altering or modifying of the configurations of library-owned equipment is strictly prohibited. The borrow will be financially responsible for any damages if they try to troubleshoot problems and damages occur.
- If borrowers experience problems with these devices or have questions, they should ask for assistance, but understand that library staff may not always be available to provide technical support.
- Performance of the hotspot will vary depending on location and coverage in the area, and the device(s) connected to the hotspot.
- Laptops and hotspots must be kept in a temperature-controlled environment. Do not leave devices in extreme temperatures.
- YCL does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.
- Library users who experience issues with their borrowed device(s) should contact YCL. In the event an immediate solution cannot be found, the device should be returned, and the library user will be added back to the front of the reservation list.

For each day a laptop and/or hotspot is not returned after the due date, a charge of \$3 per day will be assessed to the library user’s account up to \$15 per device. (Late fines may be paid with food for fines UNLESS service to the devices is shut off.) Borrowers who return laptops and hotspots late may lose further borrowing privileges for one month. Failure to abide by the terms of this policy may result in the loss of borrowing privileges permanently. YCL reserves the right to refuse to lend equipment at its discretion and to update this Lending Policy at any time. If the Lending Policy is updated, Borrowers will need to review and sign the updated policy.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If at any time I wish to revoke my agreement, I acknowledge that I must notify the Yankton Community Library in writing to update my preference.

Name: _____

Signature: _____

Staff Initials: _____

Date: _____

Yankton Community Library Laptop and Hotspot Borrowing Agreement

This Borrowing AGREEMENT is made between the Yankton Community Library (YCL) and the person/organization/business to whom the equipment is loaned ("Borrower")

Terms: This is a loan of the equipment and accessories, hereinafter referred to as "equipment." The term of this loan, unless otherwise specified, is for seven (7) days from time of checkout.

Acceptance: Borrower acknowledges that they have fully inspected and accepted said equipment in good condition and function.

Loss and Damage: Borrower hereby assumes and shall bear the entire risk of loss and damage to the equipment.

Surrender: Upon the expiration of seven (7) days, Borrower shall return the equipment and all accessories (including, but not limited to connectors, cables, power cords, remotes, operation manuals/CDs furnished by YCL to Borrower in the same condition as equipment was at the time of rental.

Assignment, etc.: The Borrowing Agreement and/or equipment may not be assigned, transferred or lent by Borrower to any other party.

Late Fees: A late fee will be assessed for any checkout not returned on or before the agreed seven (7) day period. The late fee will be a minimum of \$3 per day per device up to \$15 and at maximum per item, the cost to replace the item/s that are not returned plus any direct costs incurred during the process.

Damaged or Lost/Stolen Items: If laptop and/or hotspot and/or any of the device components (i.e., battery, charger, charging cord) are damaged or not returned within 7 days of the due date, the borrower will be charged a replacement fee at the current rate for the laptop and/or hotspot and/or device components. If the device is returned in good condition the replacement cost is waived. If a laptop or hotspot is stolen, the borrower is responsible for submitting a police report to the library director.

Please indicate which device(s) are being checked out:

Laptop		Replacement Cost	Out	In
Computer		\$650		
Power Cord (2 pieces)		\$49		
Case		\$15		
Total:		\$714.00		
Hotspot		Replacement Cost	Out	In
Hotspot		\$199		
Power Cord		\$20		
Wall Adapter		\$20		
Battery		\$30		
SIM Card		\$10		
Case		\$5		
Total:		\$284		

It is your responsibility to read and understand the terms of your rental with us. No signature is necessary to enforce the rules of renting equipment from us, but we do ask you to sign to ensure you have an understanding of this agreement. By taking possession of any equipment item, you have implicitly agreed to our terms.

Borrower Name: _____

Borrower Signature: _____

Library Card #: 21600000 _____

Check Out Staff: _____ Date: _____ Check In Staff: _____ Date: _____

Staff Use Only:

- *I have verified library user's phone number and address on library account. If changes were needed (yes / no), I have updated the account on Atrium.*
- *I have verified that the library user has signed the current Laptop and Hotspot Lending Policy and it is noted on their account with the year.*

Initials: _____

Date: _____

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Revised October 8, 2019

Revised November 18, 2020

Article I

Composition, Terms, and Duties of the Board of Trustees:

- Section 1 The Yankton Community Library shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Trustees shall follow the duties prescribed under SDCL 14-2-40. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting in July following official approval by the City Commission. In the event of a delay in the appointment, the outgoing member shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board of Trustees. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board of Trustees (SDCL 14-2-36).
- Section 2 Membership on the board shall not exceed two (2) consecutive terms.
- Section 3 Two (2) absences of a board member during a (12) twelve-month term without prior notification to the board secretary may be grounds for the board president to ask that member to resign. Excessive and/or continuous absences or any extreme or inappropriate conduct that prevents the Library Board from effectively conducting business by any member may also be cause to request that member resign. If a board member receiving a request to resign refuses to do so, the matter shall be sent to the Yankton Board of City Commissioners (or with respect to Yankton County's appointed member, to the Yankton County Board of Commissioners) who shall conduct a hearing on the matter under Executive (closed) session of which the library board member shall be provided prior notice, and during which the library board member shall be

provided an opportunity to be heard. Following the hearing the Board of City Commissioners (or with respect to Yankton County's appointed member, the Yankton County Board of Commissioners) may remove the library board member by a majority vote during regular session of a public meeting. (See Attorney General's Opinion 75-185 and SDCL 9-14-12).

Section 4 Empowered by SDCL 14-2-41, a city public library board is a statutory body having various policy-making responsibilities. The Board of Trustees recognizes and accepts this role, performing all the functions listed by law as well as the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. Accept and carry out all the duties and powers of trustees as outlined in SDCL 14-2-40/41.

Section 5 Board members going off the Board who still have terms available to them and who wish to continue serving on the board shall state their wishes to the Mayor/City Commission in writing before the June library board meeting. The Mayor/City Commission will then appoint new members when required.

Section 6 Board members wishing to resign from the board should do so in writing, addressing their wishes to the library board President who, in turn, will contact the Mayor who will make a new appointment. In the rare case of lack of a quorum due to resignations, power will revert to the City Commission for all policy and business transactions until replacement board members can be appointed.

ARTICLE II

OFFICERS

- Section 1 Officers of the board of trustees shall be the President and Vice-president. The President and Vice-president shall be elected by the board.
- Section 2 The President or in his/her absence, the Vice-President, shall conduct all meetings.
- Section 3 The President and Vice-president shall be elected for a one (1) year term at the reorganizational meeting.
- Section 4 The Library Director shall act as secretary of the Board. The secretary is a non-voting member on the board.

ARTICLE III

MEETINGS

- Section 1 The regular meetings of the Yankton Community Library Board shall be held at the library meeting room, or such room as the board may designate for a physical location with a virtual option. If permitted by law or by executive order of the South Dakota Governor, the President may determine that a meeting be held solely as a virtual meeting due to inclement weather, a community health situation, or other unforeseen need. Regular meetings shall be held on the second Wednesday of every month or on that date not less often than quarterly, as the President deems appropriate.
- Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the members of the board without permission to do so by the board president.
- Directors may participate in any meeting through the use of conference telephone, website interface or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.

- Section 3 Any action required to be taken by the Trustees, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email.
- Section 4 Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition of *Roberts Rules of Order*. Acceptance of minutes shall be by voice majority vote.
- Section 5 The Library Director, acting as Board Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty-four hours (24) before the meeting to all local news media who have asked to be notified. All conditions of the SDCL public open meetings act will be adhered to.
- Section 6 Special meetings shall be called and noticed by the board President whenever necessary in his/her judgment or at the written request of (4) four board members. Executive sessions (closed meetings) can be requested by any board member; however, advertisement of such meetings must appear on the agenda twenty-four (24) hours before the meeting and a motion/second must be made to adjourn into a closed meeting.
- Section 7 The order of business at regular meetings shall be as follows:
1. Call to order
 2. Additions to the agenda
 3. Approval of minutes of previous meeting
 4. Public comment period
 5. Financial report
 6. Correspondence and communications
 7. Report of the Library Director
 8. Unfinished business
 9. New business
 10. Public comment period
 11. Adjournment

- Section 8 A quorum is needed to conduct any board business. A quorum for the transaction of business shall be a simple majority of the (7) board members (4 members).
- Section 9 The re-organizational meeting shall be in July each year. This meeting shall include the election of officers. The re-organizational meeting can be delayed by a simple majority vote of the board with the installed officers holding office until a re-organizational meeting is convened.
- Section 10 The bylaws shall be reviewed annually during or after the September meeting.
- Section 11 During the preparation of the annual budget, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted. The final operating budget is approved and appropriated by the Yankton City Commission.

ARTICLE IV

LIBRARY DIRECTOR

Section 1 The Library Director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The Library Director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual reports and compile statistics when requested by board members, the City manager and/or City Commission. Additionally, the Library Director shall perform the duties of secretary of the library board, and shall attend, or send a substitute to, all board meetings except when his/her employment or salary is to be discussed.

ARTICLE V

AMENDMENT OF BYLAWS

Section 1 These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting that was provided to members at least (1) one week before the meeting.

**Yankton Community Library
Holiday Calendar & Board Schedule 2024**

Date	Holiday	Closing
Monday, January 1	New Year's Day	All Day
Monday, January 15	Martin Luther King Jr. Day	All Day
Monday, February 19	Presidents' Day	All Day
Sunday, March 31	Easter	All Day
Summer Hours begin May 26, 2023		
Sunday, May 26 Monday, May 27	Memorial Day	All Day
Wednesday, July 3 Thursday, July 4	Independence Day	Close at 5pm on 7/3 All Day
Saturday, August 17	Riverboat Days	All Day
Monday, September 2	Labor Day	All Day
Winter Hours resume September 3, 2023		
Monday, November 11	Veterans Day	All Day
Wednesday, Nov 27 Thursday, November 28 Friday, November 29	Thanksgiving	5 pm on 11/27 All Day All Day
Tuesday, December 24 Wednesday, December 25	Christmas	All Day All Day
Wednesday, January 1, 2025	New Year's Day	All Day

Staff has three (3) additional personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

Yankton Community Library Board of Trustees 2024 Meeting Schedule

(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

January 10	July 10
February 14	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11

Adopted by the Yankton Community Library Board on October 11, 2023.