

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 14, 2024 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 July 10, 2024 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

New Business

- Strategic Plan
- September meeting date

Other Business:

- Summer video

Public Comment Period

Adjourn the meeting of August 14, 2024

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

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, July 10, 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

MINUTES

The meeting was called to order by President David Koerner at 5:30 pm. Present were Sue Otterman, Sarah Mechtenberg, MaryPat Bierle, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny. Yankton County Commissioner Ryan Heine was absent.

Additions to the agenda: None.

Approval of June 12, 2024 minutes: Webber made a motion to approve the June 12, 2024 minutes with a second by Bierle. Unanimous approval.

Public Comment Period: None.

Discussion of bills/Accept Financial Report: Schmidt noted that the 2025 budget process continues. The City Commission will be discussing the operating budget on August 13 at 3:30 pm. Schmidt attended a County Commission budget meeting on July 9. A request was made for \$24,000 to provide service for 2025. Schmidt gave a reminder that the deadline for using the remaining funds from the ALA Accessibility Grant has been extended to September 1 due to contractor availability. Work on the accessible restroom is currently scheduled to begin in August after the conclusion of Summer Reading. Mechtenberg made a motion to accept the financial report with a second by Webber. Unanimous approval.

Communications and correspondence: Schmidt shared an appreciative note from a patron who receives monthly outreach services and an email from a patron praising library staff for their customer service. She also noted the receipt of a 1961 Dakota Territory commemorative coin from a Washington state resident. Plans are to pass the coin on to the Mead Museum.

Director's Report: In addition to the written report, Schmidt noted the success of the 2024 Summer Reading Program. Some unique events for adults have been the Great Yankton Challenge, Juneteenth speaker Terry Liggins, and One Book South Dakota author Trent Preszler. Pool Storytime at the Huether Family Aquatics Center has posted high numbers and excellent feedback from caregivers and pool staff. The Library of Things offerings have expanded to include pickleball and disc golf sets. Koerner suggested bocce ball equipment as a possible addition. Runza has generously provided treats this summer at multiple events. Schmidt also noted that YCL has two notaries available. She pointed out that the total number of items in the collection on the June statistics should be corrected to 85,695 and gave a reminder that the building was intended for 60,000 items. She also reported on orientation with the two newest board members, Meg Severson and Nathan Johnson. Bierle and Mechtenberg commented on the

high numbers for summer events and the opportunity to emphasize the need for more space for such events. Mechtenberg remarked that the term “community hospitality” that was used during the Juneteenth presentation by Terry Liggins is an excellent description of library services.

Old Business: None.

New Business:

- **Recognition of Sue Otterman, retiring board member:** Schmidt thanked Otterman for her two terms of service on the YCL Board of Trustees and invited her to consider serving again in the future or with the Friends of YCL or the YCL Foundation.

Other Business: None.

Adjourn Sine Die: Bierle made a motion at 5:50 to adjourn sine die with a second by Webber. Unanimous approval.

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Regular Meeting
Wednesday, July 10
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

The meeting was called to order by Library Director Dana Schmidt called the meeting to order at 5:50 pm. Present were David Koerner, Sarah Mechtenberg, MaryPat Bierle, Nathan Johnson, Meg Severson, Yankton City Commissioner Jerry Webber and Assistant Library Director Linda Dobrovolny. Yankton County Commissioner Ryan Heine was absent. Koerner left the meeting at 5:53 pm.

Schmidt welcomed new board members Nathan Johnson and Meg Severson.

Election of Officers for 2024-2025: Bierle made a motion to nominate David Koerner as President and Nathan Johnson as Vice President for 2024-2025. Webber seconded. Unanimous approval.

Old Business: None.

New Business

- **Personnel Policy:** Schmidt introduced a suggestion to change the title in the policy from Uniform Personnel Rules and Regulations Manual to Personnel which is consistent with the City's wording. Bierle motioned to approve with a second by Mechtenberg. Unanimous approval.
- **Petitions and Solicitations Policy:** Schmidt introduced suggested changes to the policy including adding language from the Meeting Room Policy stating: This private event is not hosted, sponsored, or endorsed by the Yankton Community Library or the City of Yankton. Severson suggested posting a sign outside the meeting room during non-library events noting that the event in progress is not a library sponsored event. She also noted a suggestion of added language to allow fund raising activities with the approval of the library director. These activities are occasionally allowed in conjunction with library or City of Yankton activities. Bierle noted some punctuation corrections. Webber made a motion to approve the policy with the suggested changes. Mechtenberg seconded the motion. Unanimous approval.
- **Display of Items Policy:** Schmidt asked the board to review minor language changes. Webber motioned to approve the changes with a second by Mechtenberg. Unanimous approval.

Other Business:

- **Foundation Report:** Bierle summarized recent library tours to Norfolk, Ne, Columbus, NE and Marshall, MN. Schmidt noted that she is preparing a PowerPoint program to share details of the visits with other stakeholders. She also reported that results of the Government Research Bureau feasibility study will be shared at the next YCL Foundation meeting on August 7 at 4:00 pm and will be presented to the City Commission on August 12. There will also be a public presentation at a date and time to be determined.

Adjourn: Webber made a motion to adjourn at 6:20 pm with a second by Bierle. Unanimous approval.

	ADOPTED BUDGET	REVISED 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	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	7.50	7.50- 9999 -----]]]]
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	1,135.00	6,585.00	1,915.00 77 -----
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	0.00	1.50	8.50 15 -
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	12.48	99.31	100.69 49 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	49.10	367.10	1,132.90 24 --
3456 PC PRINTING	6,000.00	6,000.00	680.54	4,591.89	1,408.11 76 -----
3490 SALE OF MATERIALS	100.00	100.00	4.71	37.67	62.33 37 ---
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	121.10	3,695.02	1,695.02- 184 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,002.93	15,384.99	3,425.01 81 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	355.00	2,327.21	672.79 77 -----
3511 PARKING FINES	1,000.00	1,000.00	75.00	1,025.00	25.00- 102 -----
3520 LIBRARY FINES	500.00	500.00	38.00	223.10	276.90 44 ----
TOTAL: FINES	4,500.00	4,500.00	468.00	3,575.31	924.69 79 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	41,944.44	233,898.48	193,898.48- 584 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	1,439.52	1,439.52- 9999 -----]]]]
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	163.15	21,086.33	17,086.33- 527 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	67,166.64	64,166.64- 2238 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	121.48	1,049.85	450.15 69 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	42,229.07	324,640.82	266,140.82- 554 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	44,700.00	353,601.12	251,791.12- 347 -----]]]]

	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	237.11	1,443.76	1,443.76-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	1,800.00	1,800.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,218.25	14,995.30	14,995.30-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,455.36	18,239.06	18,239.06-	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	451,859.00	0.00	35,486.13	247,921.22	203,937.78 54 -----
102	TEMPORARY WAGES	40,000.00	0.00	5,109.45	31,506.93	8,493.07 78 -----
103	OVERTIME WAGES	750.00	0.00	568.93	755.73	5.73- 100 -----
111	OASI	37,685.00	0.00	3,044.99	20,757.33	16,927.67 55 -----
121	RETIREMENT	27,157.00	0.00	2,163.31	14,920.57	12,236.43 54 -----
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00 0
132	GROUP INSURANCE	101,490.00	0.00	4,419.16	29,668.12	71,821.88 29 --
133	UNEMPLOYMENT INSURANCE	1,104.00	0.00	8.67	234.56	869.44 21 --
TOTAL:	PERSONNEL SERVICES	663,121.00	0.00	50,800.64	345,764.46	317,356.54 52 -----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48 86 -----
202	PROFESSIONAL SERVICES	10,000.00	0.00	178.00	10,578.88	578.88- 105 -----
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	8,400.00	7,600.00 52 -----
209	E-BOOKS	29,500.00	0.00	1,504.07	9,480.24	20,019.76 32 ---
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	1,669.66	2,830.34 37 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,620.84	1,379.16 54 -----
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	781.92	2,389.58	3,610.42 39 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,800.00	0.00	741.53	4,136.91	336.91- 108 -----
232	OFFICE SUPPLIES	8,000.00	0.00	350.17	3,334.77	4,665.23 41 ----
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	30.00	1,061.00	8,439.00 11 -
236	JANITORIAL SUPPLIES	3,000.00	0.00	170.74	1,031.62	1,968.38 34 ---
242	PROGRAM SUPPLIES	5,000.00	0.00	90.14	1,444.34	3,555.66 28 --
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	0.00	0.00	1,000.00 0
263	TRAVEL EXPENSE	3,000.00	0.00	28.15	42.07	2,957.93 1
265	CONFERENCE & MEETINGS	1,500.00	0.00	93.18	520.43	979.57 34 ---
271	TELEPHONE	2,300.00	0.00	199.20	1,074.78	1,225.22 46 ----
272	ELECTRICITY	20,000.00	0.00	1,482.73	6,642.61	13,357.39 33 ---
273	FUEL-HEATING	6,000.00	0.00	174.93	2,110.32	3,889.68 35 ---
274	WATER SERVICE	3,500.00	0.00	80.56	483.36	3,016.64 13 -
275	SEWER SERVICE	1,200.00	0.00	57.84	347.04	852.96 28 --
276	LANDFILL	500.00	0.00	32.00	240.00	260.00 48 ----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	7,195.16	68,256.97	82,976.03 45 ----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00 0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2024 THROUGH JUL 31, 2024

	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	40,000.00	0.00	0.00	40,000.00	0
340	BOOKS	53,000.00	0.00	7,470.58	30,101.21	43 ----
342	AV - CAPITAL	10,500.00	0.00	165.13	8,384.89	20 --
350	EQUIPMENT	0.00	0.00	0.00	0.00	0
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0
TOTAL:	CAPITAL OUTLAY	130,501.00	0.00	7,635.71	105,487.10	19 -
	OTHER EXPENDITURES					
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0
TOTAL:	COMMUNITY LIBRARY	944,855.00	0.00	65,631.51	505,819.67	46 ----
TOTAL:	GENERAL FUND	944,855.00	0.00	65,631.51	505,819.67	46 ----

	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	39.66	39.66-	9999 -----]]]]
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	209.25	209.25-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	1,747.29	16,689.10	16,689.10-	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	1,747.29	16,938.01	16,938.01-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0
317 MMIP GRANT	0.00	0.00	408.32	1,889.94	1,889.94-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	1,375.56	9,325.56	9,325.56-	9999 -----]]]]
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	1,783.88	11,215.50	11,215.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	3,531.17	28,153.51	28,153.51-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	3,531.17	28,153.51	28,153.51-	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	64,197.18	2,075.81CR	11,143.43CR	53,053.75
TOTAL CURRENT ASSETS:	64,197.18	2,075.81CR	11,143.43CR	53,053.75
TOTAL ASSETS:	64,197.18	2,075.81CR	11,143.43CR	53,053.75
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	1,228.98CR	0.00	1,228.98	0.00
TOTAL CURRENT LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
TOTAL LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
FUND BALANCE:				
701.2511 FUND BALANCE - UNDESIGNATED	30,373.92CR	0.00	0.00	30,373.92CR
701.2900 REVENUE CONTROL	55,605.24CR	1,455.36CR	18,239.06CR	73,844.30CR
701.2910 EXPENDITURE CONTROL	23,010.96	3,531.17	28,153.51	51,164.47
TOTAL FUND BALANCE:	62,968.20CR	2,075.81	9,914.45	53,053.75CR
TOTAL LIABILITIES AND FUND BALANCE:	64,197.18CR	2,075.81	11,143.43	53,053.75CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ENCUMBERED	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	451,859.00	0.00	35,486.13	247,921.22	203,937.78	54	-----
J-070324-926	PAYROLL JULY 3, 2024			17,743.83	LIBRARY-REG WAGES		P	A
J-071924-928	PAYROLL JULY 19, 2024			17,742.30	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	5,109.45	31,506.93	8,493.07	78	-----
J-070324-926	PAYROLL JULY 3, 2024			2,921.87	LIBRARY-TEMP WAGES		P	A
J-071924-928	PAYROLL JULY 19, 2024			2,187.58	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	750.00	0.00	568.93	755.73	5.73	100	-----
J-071924-928	PAYROLL JULY 19, 2024			568.93	LIBRARY OVERTIME		P	A
111	OASI	37,685.00	0.00	3,044.99	20,757.33	16,927.67	55	-----
J-070324-926	PAYROLL JULY 3, 2024			1,528.90	LIBRARY-OASI		P	A
J-071924-928	PAYROLL JULY 19, 2024			1,516.09	LIBRARY-OASI		P	A
121	RETIREMENT	27,157.00	0.00	2,163.31	14,920.57	12,236.43	54	-----
J-070324-926	PAYROLL JULY 3, 2024			1,064.63	LIBRARY-RETIREMENT		P	A
J-071924-928	PAYROLL JULY 19, 2024			1,098.68	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0	
132	GROUP INSURANCE	101,490.00	0.00	4,419.16	29,668.12	71,821.88	29	--
J-070324-926	PAYROLL JULY 3, 2024			2,104.08	LIBRARY-GROUP INS		P	A
J-071924-928	PAYROLL JULY 19, 2024			2,104.08	LIBRARY-GROUP INS		P	A
J-073124-950	JULY JOURNAL ENTRIES	JE 121		211.00	2024 EAP GROUP INSURANCE			A
133	UNEMPLOYMENT INSURANCE	1,104.00	0.00	8.67	234.56	869.44	21	--
J-070324-926	PAYROLL JULY 3, 2024			4.96	LIBRARY-UNEMP INS		P	A
J-071924-928	PAYROLL JULY 19, 2024			3.71	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		663,121.00	0.00	50,800.64	345,764.46	317,356.54	52	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48	86	-----
202	PROFESSIONAL SERVICES	10,000.00	0.00	178.00	10,578.88	578.88	105	-----
M-070524-904	.19862 IN SOUTHEAST SOUTH DA	202406 Schmidt		85.00	MARKETING		-	A
M-070524-904	.20307 WWP OLSONS PEST TECHN	202406 Schmidt		93.00	PEST CONTROL		-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	8,400.00	7,600.00	52	-----
D-070824-901	05937 J & H CLEANING SERVICE	069969 3312170		1,200.00	JANITORIAL SERVICES	081607 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								
209	E-BOOKS	29,500.00	0.00	1,504.07	9,480.24	20,019.76	32	---	
M-070524-904	.13843 OVERDRIVE DIST	202406	Schmidt	109.99	EBOOKS		-		A
M-070524-904	.13843 OVERDRIVE DIST	202406	Schmidt	1,394.08	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	1,669.66	2,830.34	37	---	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,620.84	1,379.16	54	-----	
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	781.92	2,389.58	3,610.42	39	---	
M-070524-904	.14179 MENARDS YANKTON SD	202406	Mastalir	211.92	LIGHT BULBS		-		A
M-070524-904	.12003 ECHO ELECTRIC SUPPLY	202406	Mastalir	570.00	LED PANEL		-		A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,800.00	0.00	741.53	4,136.91	336.91	108	-----	
M-070524-904	.11798 BAKER-TAYLOR	202406	Schmidt	66.83	POSTAGE		-		A
M-070524-904	.20364 AMZN MKTP US RG8XE38B2	202406	Dobrovolny	8.10	POSTAGE		-		A
M-070524-904	.12708 PITNEY BOWES PI	202406	Schmidt	80.97	POSTAGE		-		A
M-070524-904	.19037 PITNEY BOWES	202406	Schmidt	517.50	POSTAGE		-		A
M-070524-904	.11798 BAKER-TAYLOR	202406	Schmidt	63.14	POSTAGE		-		A
M-070524-904	.20386 WALMART.COM 8009256278	202406	Schmidt	4.99	POSTAGE		-		A
232	OFFICE SUPPLIES	8,000.00	0.00	350.17	3,334.77	4,665.23	41	----	
M-070524-904	.20360 AMAZON MKTPL RG9R252C2	202406	Dobrovolny	9.95	OFFICE SUPPLIES		-		A
M-070524-904	.20364 AMZN MKTP US RG8XE38B2	202406	Dobrovolny	55.96	OFFICE SUPPLIES		-		A
M-070524-904	.20382 AMAZON MKTPL ZR2V74603	202406	Dobrovolny	16.29	OFFICE SUPPLIES		-		A
M-070524-904	.12308 WALMART.COM	202406	Schmidt	49.98	OFFICE SUPPLIES		-		A
M-070524-904	.20396 AMZN MKTP US QD72U6TO3	202406	Dobrovolny	8.38	OFFICE SUPPLIES		-		A
M-070524-904	.20400 AMZN MKTP US JS47H49T3	202406	Dobrovolny	9.99	OFFICE SUPPLIES		-		A
M-070524-904	.20407 AMZN MKTP US 5J48P43J3	202406	Dobrovolny	15.66	OFFICE SUPPLIES		-		A
M-070524-904	.20428 AMZN MKTP US 4E8NX1BL3	202406	Dobrovolny	68.96	OFFICE SUPPLIES		-		A
J-073124-950	JULY JOURNAL ENTRIES	JE 131		115.00	LIBRARY PAPER CHGS 7/23				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	30.00	1,061.00	8,439.00	11	-	
M-070524-904	.14599 NATIONAL AUDUBON SOCIE	202406	Schmidt	30.00	MAGAZINE SUBSCRIPTION		-		A
236	JANITORIAL SUPPLIES	3,000.00	0.00	170.74	1,031.62	1,968.38	34	---	
M-070524-904	.12434 WAL-MART #1483	202406	Dobrovolny	26.73	JANITORIAL SUPPLIES		-		A
M-070524-904	.20365 AMAZON MAR 112-180964	202406	Dobrovolny	101.95	JANITORIAL SUPPLIES		-		A
M-070524-904	.20400 AMZN MKTP US JS47H49T3	202406	Dobrovolny	22.46	JANITORIAL SUPPLIES		-		A
M-070524-904	.20428 AMZN MKTP US 4E8NX1BL3	202406	Dobrovolny	19.60	JANITORIAL SUPPLIES		-		A

		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								
242	PROGRAM SUPPLIES	5,000.00	0.00	90.14	1,444.34	3,555.66	28	--	
M-070524-904	.20360 AMAZON MKTPL RG9R252C2	202406	Dobrovolny	26.99	PROGRAM SUPPLIES		-		A
M-070524-904	.12434 WAL-MART #1483	202406	Yankton Librar	21.16	PROGRAM SUPPLIES		-		A
M-070524-904	.20386 WALMART.COM 8009256278	202406	Schmidt	41.99	PROGRAM SUPPLIES		-		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	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,000.00	0.00	28.15	42.07	2,957.93	1		
M-070524-904	.20377 WENDYS 5266	202406	Yankton Librar	28.15	YARP MEETING		-		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	93.18	520.43	979.57	34	---	
M-070524-904	.20366 DUSTERS RESTAURANT AND	202406	Schmidt	93.18	LIBRARY TOURS		-		A
271	TELEPHONE	2,300.00	0.00	199.20	1,074.78	1,225.22	46	----	
J-070324-926	PAYROLL JULY 3, 2024			60.50	LIBRARY-TELEPHONE		P		A
M-070524-904	.18669 BLUEPEAK	202406	Yardley	138.70	PHONE		-		A
272	ELECTRICITY	20,000.00	0.00	1,482.73	6,642.61	13,357.39	33	---	
M-073124-922	00455 NORTHWESTERN ENERGY	202419	7/8/2024	1,482.73	ELECTRICITY		N		A
273	FUEL-HEATING	6,000.00	0.00	174.93	2,110.32	3,889.68	35	---	
M-073124-922	00303 MIDAMERICAN ENERGY COMPA	202419	7/3/2024	174.93	ENERGY		-		A
274	WATER SERVICE	3,500.00	0.00	80.56	483.36	3,016.64	13	-	
M-073124-922	00109 CITY UTILITIES	202419	7/9/2024	80.56	UTILITIES	002642	P	-	A
275	SEWER SERVICE	1,200.00	0.00	57.84	347.04	852.96	28	--	
M-073124-922	00109 CITY UTILITIES	202419	7/9/2024	57.84	UTILITIES	002642	P	-	A
276	LANDFILL	500.00	0.00	32.00	240.00	260.00	48	----	
J-073124-950	JULY JOURNAL ENTRIES	JE 129		32.00	DUMPSTER CHARGES-JULY 24				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	7,195.16	68,256.97	82,976.03	45	----	
301	CAPITAL OUTLAY CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00	0		

		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 CAPITAL OUTLAY								
320	BUILDINGS	40,000.00	0.00	0.00	0.00	40,000.00	0		
340	BOOKS	53,000.00	0.00	7,470.58	22,898.79	30,101.21	43	----	
M-070524-904	.11798 BAKER-TAYLOR	202406	Schmidt	3,557.00	BOOKS		-		A
M-070524-904	.20360 AMAZON MKTPL RG9R252C2	202406	Dobrovolny	19.95	BOOK		-		A
M-070524-904	.11785 CENTER POINT LARGE PRI	202406	Schmidt	141.42	LARGE PRINT BOOKS		-		A
M-070524-904	.20371 SQ DUNGEONS GYM	202406	Yankton Librar	20.00	BOOK		-		A
M-070524-904	.20382 AMAZON MKTPL ZR2V74603	202406	Dobrovolny	96.82	BOOKS		-		A
M-070524-904	.20396 AMZN MKTP US QD72U6TO3	202406	Dobrovolny	19.98	BOOKS		-		A
M-070524-904	.20400 AMZN MKTP US JS47H49T3	202406	Dobrovolny	204.20	BOOKS		-		A
M-070524-904	.20406 AMZN MKTP US S62322ME3	202406	Dobrovolny	19.99	BOOK		-		A
M-070524-904	.11798 BAKER-TAYLOR	202406	Schmidt	3,391.22	BOOKS		-		A
342	AV - CAPITAL	10,500.00	0.00	165.13	2,115.11	8,384.89	20	--	
M-070524-904	.20361 AMAZON MKTPL RC8BR4A00	202406	Dobrovolny	19.96	DVD		-		A
M-070524-904	.20382 AMAZON MKTPL ZR2V74603	202406	Dobrovolny	34.65	DVDS		-		A
M-070524-904	.20384 AMZN MKTP US DZ9TR8YC3	202406	Dobrovolny	16.70	DVD		-		A
M-070524-904	.20425 AMZN MKTP US FJ70F1PB3	202406	Dobrovolny	20.99	DVD		-		A
M-070524-904	.20426 AMZN MKTP US T81TQ1F53	202406	Dobrovolny	19.95	DVD		-		A
M-070524-904	.20429 AMZN MKTP US U54ER2VC3	202406	Dobrovolny	52.88	DVDS		-		A
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	130,501.00	0.00	7,635.71	25,013.90	105,487.10	19	-	
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	944,855.00	0.00	65,631.51	439,035.33	505,819.67	46	----	
TOTAL:	GENERAL FUND	944,855.00	0.00	65,631.51	439,035.33	505,819.67	46	----	

Director's Report- August 2024

Summer Reading: The library wrapped up our 2024 Summer Reading Program on Monday, July 29 with a Party in the Park at Riverside Park. There were foam cannons, goats, face painting and a reptile show. What more could you ask for, really? (Slightly cooler weather or a breeze would have been appreciated, though!) This finale event was in partnership with the Yankton Parks & Rec Department. We are thankful to Spencer Rosberg from Yankton's Runza for providing tasty treats to library go-ers all summer long and for bringing the Runza truck to the park that night. We also had the always popular donuts from the Donut Department. We estimated about 400 in attendance on that toasty night!

Overall, the participation in this year's summer reading was greatly increased from the previous year. In 2024, we had **498 active readers** recorded, which means that not only registered for the program but also logged actually minutes/books read. In 2023, we had 357 active readers. In 2024 we recorded **265,063 minutes read** for our youth and **3,068 books read** for our teens and adults compared to 178,196 minutes and 1,950 books read in 2023. In addition, the library hosted **84 programs** in June and July with **4,191 in attendance**. We are grateful to all of the supporters in the community that donated prizes or money to help sponsor events or materials, or partnered with us to help put on so many great programs for our community!

Accessibility Grant: With an extension given for our ALA Libraries Transforming Communities grant, we need to have monies spent by September 1. We are hoping to have our bathroom renovations completed by the deadline but are still waiting on work to begin at this point.

Accreditation & Certification: The accreditation process for our library is due to the South Dakota State Library on August 16. Additionally, three staff members submitted the necessary requirements including training hours for individual certification. With successful completion, these recognitions will be awarded at the SDLA conference at the end of September.

Library Conferences: Each Fall, the opportunity for networking and learning comes in the form of library conferences. I will be attending the conference for the Association for Rural and Small Libraries from September 11-14 in Springfield, MA. Linda and Danita will be attending the South Dakota Library Association Conference in Aberdeen, SD at the end of September. We always look forward to these opportunities to expand our library experiences to grow and improve the services we can provide at the Yankton library.

Staff Outreach: Library staff will be in the children's tent on Saturday of Riverboat Days from 1-5pm making buttons and handing out free books. Additionally, we are working with Mount Marty University to set up a time to have library staff at table in one of their facilities to have the opportunity to visit with students about the additional materials and services available to them with Yankton Community Library card.

Study Results: The results from the library feasibility study conducted by the Government Research Bureau can be found at <http://www.cityofyankton.org/departments/library-survey-results>. Dr. Julia Hellwege will be presented a more in-depth report of the results at the Yankton Community Library on Tuesday, August 27 at 6pm. The public is encouraged to attend this event.

Board Meeting: I would like to request that our next board meeting would be on Wednesday, **September 18, 2024 at 5:30pm** at the library instead of the second Wednesday of the month since I will be away at a conference on the regular date.

JULY 2024 PROGRAM STATISTICS

Storytime	Date	Time	Kids	Adults
4th of July	7/2	10:30 AM	17	8
Space	7/9	10:30 AM	11	5
Pool Storytime	7/11	10:30 AM	38	22
Treasure	7/16	10:30 AM	14	7
Pool Storytime	7/18	10:30 AM	64	36
Bicycle	7/23	10:30 AM	17	8
Pool Storytime	7/25	10:30 AM	50	17
		Total:	211	103
Stay and Play	Date	Time	Kids	Adults
	7/3/2024	9-11 AM	11	5
	7/10/2024	9-11 AM	5	3
	7/17/2024	9-11 AM	8	4
	7/24/2024	9-11 AM	13	5
	7/31/2024	9-11 AM	14	6
		Total:	51	23
Elementary Events	Date	Time	Kids	Adults
Hot Air Balloon Craft	7/9/24	2:00 PM	27	11
Paper Airplane Games	7/10/24	2:00 PM	14	11
Calvary Kids Lego	7/11/24	9:30 AM	27	3
Lego Club	7/11/24	2:00 PM	18	6
Creating Geocaches	7/17/24	2:00 PM	8	6
Lego Club	7/18/24	2:00 PM	26	7
Summer Adventure Crafts	7/23/24	2:00 PM	10	5
Craft Buffet	7/24/24	2:00 PM	52	13
Lego Club	7/25/24	2:00 PM	20	6
		Total:	202	68

JULY 2024 PROGRAM STATISTICS

Teen Events	Date	Time	Teens	
Book Page Balloons	7/11	3:30 PM	7	
Code Talker Scavenger Hunt	7/18	3:30 PM	6	
Stained Glass Craft	7/25	3:30 PM	7	
		Total:	20	
Family Events:		Time	Kids	Adults
Family Lego Challenge	7/1	5-7 PM	17	11
Movie-Homeward Bound	7/3	2:00 PM	9	0
Omaha Children's Museum	7/8	10:30 AM	105	50
Board Games	7/12	2:00 PM	12	4
Duke Otherwise	7/15	6:00 PM	23	25
Tommy the Turtle	7/16	2:00 PM	14	8
Geocaching	7/16	5:30 PM	7	7
Video Game Club	7/19	2:00 PM	11	3
Community Bike Ride	7/22	5:30 PM	22	10
Omaha Street Percussion	7/22	6:00 PM	90	125
Learn to Play Card Games	7/26	2:00 PM	9	6
Party in the Park	7/29	4:30 PM	250	150
		Total:	569	399
Adult Programs	Date	Time	Adults	Virtual
One Book SD Author Talk	7/2	12:00 PM	48	6
Seed Library	7/9	2:00 PM	25	3
Seed Library	7/9	6:00 PM	15	2
Sean Gaskell	7/14	4:00 PM	23	NA
Therapeutic Writing	7/20	10:00 AM	15	NA

JULY 2024 PROGRAM STATISTICS

Niobrara	7/20	10:00 AM	6	NA
Adult Craft	7/23	6:00 PM	22	NA
Conversational Spanish	45496	6:00 PM	5	NA
Apps Around the World	45499	6:00 PM	47	na
Movie: The Walk	45500	10:00 AM	1	NA
		Total:	207	11
Book Clubs	Date	Time	Adults	
Readers Anyomous	7/9	2:00 PM	9	
Between the Lines	2/23	4:30 PM	3	
		Total:	12	
Video Views for	Date	Video Views		
Juneteenth Speaker Terry	45462	67		
SD Day Trips	45458	7		
Seed Lib	45454	21		
	Total:	74		

JULY 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	7,247	7,156	7,374
Juvenile	5,996	5,061	5,317
Total	13,243	12,217	12,691
*Includes physical collection, ILL, and eBooks			

Physical Collection Circulation			
	2024	2023	2022
Adult	4,590	4,775	5,072
Juvenile	5,677	4,715	4,938
Total	10,267	9,490	10,010

Interlibrary Loan			
	2024	2023	2022
Requested	109	101	105
Supplied	40	15	31
Total	149	116	136

Electronic Resources			
	2024	2023	2022
OverDrive Adult	2,508	2,265	2,166
OverDrive Juvenile	313	335	373
TumbleBooks	6	11	6
Total	2,827	2,611	2,545

Adult Outreach			
	2024	2023	2022
Locations	8	10	7
Patrons	38	44	38
Circulations	137	154	136

Daycare Outreach			
	2024	2023	2022
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Teen Subscription Bags			
	2024	2023	2022
Active Subscriptions	NA	NA	NA

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	18	NA	NA

Current Cards			
	2024	2023	2022
Resident	4,481	4,078	3,418

Public Computer Use			
	2024	2023	2022
Uses	525	595	525
Hours	355	363	305

WiFi Usage			
	2024	2023	2022
Sessions	1063	1,010	252
Total Session Hours	1342	1,070	200
Unique Users	265	290	132

Meeting Room Use			
	2024	2023	2022
Library Uses	46	40	36
Library Hours	128.5	74	84
Non-Library Uses	29	28	13
Non-Library Hours	44	39	17

Study Room Use			
	2024	2023	2022
Uses	32	30	28
Hours	64.5	87	49

Notary			
	2024	2023	2022
Requests	6	NA	2

Proctor			
	2024	2023	2022
Tests	0	3	8

Research Requests			
	2024	2023	2022
Patrons	2	0	1
Hours	1.5	0.00	1.0

Teacher Requests			
	2024	2023	2022
	0	0	0

Courier			
	2024	2023	2022
Total Incoming	149	330	127
Total Outgoing	187	279	150
Total	336	NA	NA


Collection			
	2024	2023	2022

JULY 2024 USAGE & CIRCULATION STATISTICS

Non-Resident	272	227	189		Items Added	444	229	437
Mount Marty	24	19	9		Items Deleted	261	168	214
Teacher	52	45	37		Total Collection	85,811	NA	NA
Yankton County	950	842	744					
Total	5,779	5,211	4,397					
					Curbside Pick-Ups			
New Cards						2024	2023	2022
	2024	2023	2022		July	8	7	24
Resident Adult	57	49	59		Food For Fines			
Resident Youth (<18)	4	7	16			2024	2023	2022
County	12	14	14		July	85	72	109
County (Households)	10	13	10		Book a Librarian			
Non-resident	5	4	3			2024	2023	2022
Non-resident (households)	5	4	3		Time (minutes)	165	130	155
Total New Cards	78	74	92		Number of Sessions	9	5	7
Total New Households	15	17	13		Pass Checkouts			
30 Day Trial Cards						2024	2023	2022
	2024	2023	2022		State Park Pass	11	6	NA
In-Town New	1	0	2		Mead Museum Pass	7	3	NA
County -New	1	0	3		Summit Pass	14	7	NA
County-Renewal	0	0	3		Huether Pass	150	100	NA
Nonresident-New	0	1	0		*150/month limit for HFAC passes in 2024. 100/month limit in 2023			
Nonresident-Renewal	0	0	0		Summer Reading Registration			
Online Signup	0	0	0			2024	2023	2022
Total	2	1	8			845	534	568
Social Media Follows					Door counters:			
	2024	2023	2022		East Entrance:	7,000	6,504	Total:
Facebook	3276	NA	NA		South entrance:			13,504
Instagram	395	NA	NA		*East entry estimate. Counter not working			
Youtube	175	NA	NA					
Total:	3846	NA	NA					

Yankton Community Library • August 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: PB & Jelly	29 Closing at 5pm Party in the Park! (Riverside) 4:30-7 pm Real Reptiles 6 pm	30 	31 Stay & Play 9—11 am	1 Storytime @ Pool 10:30 am LEGO Club 2 pm	2	3
4 Closed	5 Planning with Purpose: Estate Planning 6 pm	6	7 Stay & Play 9—11 am	8 Storytime @ Pool 10:30 am LEGO Club 2 pm Israel & Palestine History w/ Food 6pm	9 Teen After-Hours 5:30-8:30* Shark in the Park (Memorial) Adult swim 7:30-8:30 pm Outdoor Movie -Jaws 9:00 pm	10 
11 Closed	12	13 Seed Library 2 pm & 6 pm	14 Stay & Play 9—11 am Library Board Meeting 5:30 pm	15 Storytime @ Pool 10:30 am LEGO Club 2 pm	16	17 Closed in observance of Riverboat Days
18 Closed	19 	20 Adult Craft* 6 pm	21 Stay & Play 9—11 am	22 LEGO Club 3:45 pm	23 	24
25 Closed	26 Sports Media Panel 6 pm	27 YCL Study Results 6 pm Conversational Spanish 6 pm	28 Stay & Play 9—11 am	29 LEGO Club 3:45 pm	30	31 Friends of the Library Book Sale 9am-1pm



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

8/13/2024

Yankton Community Library • September 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Closed	2 Closed in observance of Labor Day	3 <i>Regular Hours Begin</i>	4 Stay & Play 9—11 am	5 LEGO Club 3:45 pm	6	7
8	9 Friends of the Library Meeting 5:15 pm Storytime 6 pm	10 Storytime 10 am Seed Library 2 pm & 6 pm	11 Stay & Play 9—11 am	12 Storytime 10 am K-5 Craft 3:45 pm Mental Health Matters 6 pm	13	14 Therapeutic Writing Group 10 am
15	16 Storytime 6 pm	17 Storytime 10 am Adult Craft* 6 pm	18 Stay & Play 9—11 am Library Board Meeting 5:30 pm	19 Storytime 10 am K-5 STEAM 3:45 pm Meditation Group 6:30 pm	20	21
22 Banned Book Week Costume Swap Drop off Sept. 22-Oct. 4	23 Storytime 6 pm	24 Storytime 10 am Planning with Purpose: End of Life Care 6 pm	25 Stay & Play 9—11 am	26 Storytime 10 am Movie 3:45 pm	27	28 Paranormal Presentation 2pm
29 Capturing Memories w/ Mike Huether & Diane Reese 2 pm	30 Storytime 6 pm	1 Storytime 10 am	2 Stay & Play 9—11 am	3 Storytime 10 am LEGO Club 3:45 pm	Food for Fines: Pancake Mix	September is Library Card Sign-Up Month!



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8/13/2024

Yankton Community Library Strategic Plan

Items highlighted in yellow indicate goals that have been achieved or improved during the 2022-2024 period.

Mission

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

Our Core Service Values

- **Providing Access:** We believe that free access to information is foundational to democracy and as such libraries have an obligation to provide free and equitable access to all patrons, regardless of their age, race, sex, gender identity, religion, political affiliations, socioeconomic statuses, national origin, marital status, or abilities.
- **Promoting Lifelong Learning:** Learning doesn't begin and end with formal education; libraries have been called the "people's university." We strive to rise to this label by providing vibrant collections, digital opportunities and training, and interesting programs to our community.
- **Increasing Community Engagement:** Communities are stronger when we embrace and interact with one another. The library believes that this strength is built through daily interactions with our friends and neighbors in public spaces such as libraries. Libraries are one of the only places people can go that do not cost money. This, we believe, is an excellent environment for promoting community engagement.
- **Exceeding Expectations:** Our patrons are at the heart of what we do. By striving to exceed their expectations every day in our offerings, our interactions, and our collections, we build a stronger library and a better library experience for all.

Goals

The following goals outline the general strategic priorities that the Library has identified as important in the next three years. Strategies for carrying out these goals follow the general statements. Specific, measurable objectives will be determined with the Library Board of Trustees and Library Staff each year. We will use our annual report to determine what we've done well, which goals we've reached, and where we need to improve each year.

Yankton Community Library Strategic Plan

1. Strive to break down barriers to access for all

1. When possible, increase membership and use by eliminating barriers
2. Raise awareness, generate enthusiasm, and create visibility for Library programs and services
3. Analyze library policies and procedures for opportunities to simplify and streamline

What we do:

- Trial Cards
- Pathways Cards
- Payment breakdown (3m, 6m, 9m, 1 year)
- Payment plans for lost or damaged items
- Guest Passes
- Fine free (except DVDs)
- Food for fines
- Delete fines after a period of time
- Online/phone reserves
- Outreach
- Curbside pick-up
- ILL & purchase requests
- Limited registration requirements for events
- Technology & paper options for surveys, tracking reading, etc.

Explore Further:

- Credit card/online payment
- Expanding Spanish section
- Chromebooks/Better Tech for programming
- FAQ on website
- Instructional videos on website
- Improve marketing: additional social media platforms, newsletter, staff person assigned to marketing, form social media committee, newspaper monthly column, email/text blasts
- Website accessibility

2. Establish the Library as a technological leader and resource in the community

1. Provide opportunities to bridge the digital divide
2. Provide excellent software and hardware to library patrons
3. Promote and expand our Digital Library offerings
4. Continually explore new and emerging technologies and their relevance to the Library

What we do:

- Proctor Tests
- Provide: Wi-Fi, internet, Computers
- Scanning, printing, copying,
- Different access for different situations (catalog, quick print, sit down, etc.)
- Chargers for mobile devices
- Digital: newspapers, databases, catalog
- Apps: Librista, Libby, Beanstack
- Book a librarian to help with computer issues
- Virtual option for events and programs
- Lend laptops for proctoring
- Staff & patron computers in MS 2021

Explore Further:

- Charging stations, charging boxes, more outlets
- Intro-sessions on how to use MS office and Google Docs
- Circulate video games
- Fax (scan and e-mail version)
- Tablets (Locked) to offer demos, showcase items, etc.
- Better laptops (for proctoring and checkout) – with web cam and virtual meeting applications
- Better technology for proctors (video conferencing) for job interviews.
- Video games programs / play together
- Google Translate
- Terms & conditions on wi-fi (simplify to avoid confusion when it does not pop up)
- Email to text application
- Lab for computer instruction
- Explore Kanopy as a digital offering

3. Establish the Library as the center of lifelong learning in Yankton

1. Promote a yearlong culture of learning by providing educational programs
2. Promote a yearlong culture of reading by hosting reading programs
3. Analyze each program provided and decide whether it is still meeting needs or if it needs to be replaced with a new offering

What we do:

- Proctoring
- Birth – adult reading programs
- Unique programs
- Summer and winter reading programs
- Program planning/evaluation sheets
- Updating collection and promotion of nontraditional methods of reading (graphics/eBooks)

Explore Further:

- Cultural programming
- ABS/Majestic Bluffs/Center – programming
- Building up FOL/Foundation-more visibility in community
 - Sponsoring more programs/incorporating FOL & Foundation

4. Build community

1. Offer more meeting and study spaces as current space allows and provide easy access to them
2. Host cultural programs that encourage community members to learn more about one another
3. Reach outside the library walls to reach community members where they are at
4. Build up volunteer groups such as the Foundation and Friends of the Library in order to build a base of support for building a new facility to serve the community

What we do:

- Bilingual Storytime
- Connecting Cultures / Cornerstones Partnerships
- Incorporating other languages into storytime
- Increased use of quiet and study rooms
- FOL are more visible on social media
- Increased awareness of Foundation
- Teen community increasing
- All partnerships in community
- Increased awareness at Market at the Meridian

Explore Further:

- More school connections/relationships
 - Beginning & end of the school year visits
 - Attending parent teacher conferences
 - Partnering with schools for summer reading
- More inviting space-puzzles, in-house or take-home games
 - Passive programming
- Recycle bins

5. Promote a culture of service

1. Make a point to anticipate patron needs and consistently exceed expectations at the Library
2. Analyze policies and procedures for opportunities to say “yes” where we are currently saying “no”
3. Provide training to staff on customer service and technology so that patrons will encounter staff who are able to guide them and help meet their needs
4. Make data-drive decisions in regards to our resources and collections to be sure we’re making the best use of resources for our patrons

What we do:

- 30 Day Trial Card
- Book a librarian
- Walk a person to area
- Handicap desk
- Finding ways to increase accessibility
- Fulfilling book requests
- Written procedures

Explore Further:

- Rearrange workspaces
- Bookmark/signs on tough topics
- Sr. Librarian Positions
- After program surveys
- Ongoing survey link on website/receipt for feedback

6. Promote a healthy organizational culture

1. Encourage open and honest relationships through a culture of communication
2. Set the expectation that interactions between coworkers will be positive and respectful
3. Promote fun, joy, and weirdness
4. Encourage innovation and opportunities that embrace and drive change

What we do:

- Sunshine committee
- Spotify Staff Playlist
- Regular staff meetings
- Encouraging staff to complete additional trainings
- Team building activities
- Regular Staff meals
- Program committees
- Staff book club

Explore Further:

- More frequent small group meetings
- Cross Training
- Interaction with other city departments
- Community visibility (parade, farmers market, RBD)
- Accountability (more regular communication, cleaning up spaces, timeclock, programming, asking for help / delegating)
- Random acts of kindness