

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, September 9, 2020, 5:30 p.m.
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 August 12, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **Reopen plan for the library-status update**
- **Technology Plan & Mask Policy-Final copies attached for viewing**

New Business

- **By-laws review**

Other Business

Adjourn the meeting of September 9, 2020

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY**

Wednesday, August 12, 2020, 5:30 p.m.

Virtual Meeting-GoToMeeting Interface & physical location at Library Meeting Room

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Amy Nelson, David Koerner, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Assistant Library Director Linda Dobrovoly and Library Director Dana Schmidt.

Absent with regrets: Yankton County Commissioner Dan Klimisch

Additions to the Agenda: Introduction of Board members for the benefit of new member, Sarah Mechtenberg.

Minutes: Motion to approve the minutes of the July 8, 2020 meeting by Webber with a second by Nelson. Unanimous approval.

Discussion of Bills / Financial Report: In addition to the reports, Schmidt reported that the City has requested \$24,000 from the County for the 2021 Contract for Services. The County is currently proposing a \$15,000 contribution to the library. Board members were encouraged to reach out to County Commissioners to request increased financial support for 2021. Motion to accept the financial reports by Webber, with a second by Otterman. Unanimous approval.

Communications and Correspondence:

- Schmidt shared that library staff have continued to receive positive feedback about the curbside pickup service, quarantining items and the safety precautions that are in place. Recently, the staff received an anonymous thank you note and some treats for all that we are doing for our patrons.

Public Comment Period: None

Director's Report: In addition to the written report, Schmidt gave a kudos to Amanda for all her work with the youth summer reading program again this year. Not only is the Summer Reading Program busy on a typical year, but Amanda found ways to shift the whole summer to virtual this year. The number of participants was comparable to other years and new methods of providing virtual programming for our patrons were explored. Schmidt also reported that she was continuing to look at options to allow for credit card payments at the library, including potentially using PayPal through Atrium. Schmidt mentioned the positive responses the staff have gotten from doing free extensions on pay cards during the library's closure and she would like the library to continue offering a free-trial to new members in the future.

Old Business:

- Reopen plan for the library-status update: Schmidt shared an article with the Board regarding research that has been done to determine how long the COVID-19 virus can survive on common library materials including hardcover books, the covers of softback books, plain paper pages inside a closed book, Mylar protective book cover jackets and plastic DVD cases. This research, along with CDC guidelines, City practices, and practices of other libraries continues to help guide the safety procedures in place at YCL in regards to COVID-19. Schmidt reported that the library has expanded its hours in August to include a 6pm closure on Wednesdays and Thursdays as well as increasing the number of appointments available. She indicated that the library will continue to expand business hours as safety and staffing allow. Schmidt pointed out that it is likely that the library will not be reserving the meeting room for outside groups and doing very limited in-person outdoor events through the end of the year. There are also plans in place to offer Grab & Go service for a couple of hours each afternoon when it is safe to do so.
- Petitions & Solicitation Policy: A final clean copy of this policy was included in the Board packet for viewing.
- Technology Plan: Schmidt presented suggested additional updates and changes to the Technology plan. Schmidt and Dobrovolny assessed and updated the Technology Goals and Objectives. Nelson made a motion to approve the updated Technology Plan with a second by Koerner. Unanimous approval.

New Business

- **Mask Policy:** Schmidt recommended that a sentence be added to indicate that this policy was being put in place because of the extraordinary circumstances of the COVID-19 pandemic and that the policy could be revoked when the Board saw fit. It was also determined that the policy should go into effect on Monday, August 17. Koerner made a motion to approve the policy with changes with a second by Otterman. Unanimous approval.

Other Business:

- Schmidt pointed out that there may be individuals who wish to talk to the Board members about this policy or any other library concerns, compliments, questions or other issues. Because the Board members do not have public contact information, it was suggested that there may be a way to add a form to the library's website that could be submitted to the President and Vice President of the Board. Schmidt will work with the IT department and will update the Board on the progress at the next meeting.

Adjourn the meeting of August 12, 2020: A motion was made by Koerner to adjourn the meeting, with a second by Nelson. Unanimous approval.

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WATER-WW CHARGES	61.30	WATER SERVICE	101.142.274	8.27.20	002793	P 715 00001
WATER-WW CHARGES	23.65	SEWER SERVICE	101.142.275	8.27.20	002793	P 715 00002
	84.95	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	20201632	021164	P 715 00003
MIDAMERICAN ENERGY FUEL	17.15	FUEL-HEATING	101.142.273	8.27.20	002794	P 715 00004
MIDWEST TAPE AV	44.98	AV - CAPITAL	101.142.342	8.27.20	021165	P 715 00005
NORTHWESTERN ENERGY ELECT	1,564.63	ELECTRICITY	101.142.272	8.27.20	002795	P 715 00006
US BANK EQUIPMENT FINANC COPIER LEASE	252.14	RENTALS & XEROX SUPPLIES	101.142.212	19277	021166	P 715 00007
	3,163.85				
GENERAL FUND	3,163.85	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,163.85					

RECORDS PRINTED - 000007

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM MF7WF53S0 BOOKS	18.98	BOOKS	101.142.340	Dobrovolny		732 00346
AMAZON.COM MF87E70Q0 BOOKS	166.14	BOOKS	101.142.340	Dobrovolny		732 00312
DVDS	35.98	AV - CAPITAL	101.142.342	Dobrovolny		732 00313
	202.12	*VENDOR TOTAL				
AMAZON.COM MM1K91KR2 PROGRAM SUPPLIES	124.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		732 00014
BOOKS	36.57	BOOKS	101.142.340	Dobrovolny		732 00015
	161.46	*VENDOR TOTAL				
AMAZON.COM MV1YA7DS2 DVD'S	67.73	AV - CAPITAL	101.142.342	Dobrovolny		732 00442
AMERICAN LIBRARY ASSOC PROGRAMMING	28.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		732 00054
SHIPPING	11.00	POSTAGE	101.142.231	Dobrovolny		732 00055
	39.00	*VENDOR TOTAL				
AMZN MKTP US MF86R3XM2 POSTAGE	3.89	POSTAGE	101.142.231	Dobrovolny		732 00278
BOOK	9.23	BOOKS	101.142.340	Dobrovolny		732 00279
	13.12	*VENDOR TOTAL				
AMZN MKTP US MM0V41NN1 BOOKS	22.98	BOOKS	101.142.340	Dobrovolny		732 00207
AMZN MKTP US MM3KP4JI1 OFFICE SUPPLIES	17.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		732 00156
COVID SUPPLIES	14.99	COVID EXPENSE	101.142.255	Dobrovolny		732 00157
PROGRAM SUPPLIES	53.42	PROGRAM SUPPLIES	101.142.242	Dobrovolny		732 00158
BOOKS	37.27	BOOKS	101.142.340	Dobrovolny		732 00159
	123.67	*VENDOR TOTAL				
AMZN MKTP US MM50I16J1 BOOK	12.59	BOOKS	101.142.340	Dobrovolny		732 00066
AMZN MKTP US MM80G66M1 BOOKS	28.68	BOOKS	101.142.340	Dobrovolny		732 00075
DVD'S	19.95	AV - CAPITAL	101.142.342	Dobrovolny		732 00076
	48.63	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
BAKER-TAYLOR						
POSTAGE	12.95	POSTAGE	101.142.231	Schmidt		732 00422
BOOKS	1,324.54	BOOKS	101.142.340	Schmidt		732 00423
	1,337.49	*VENDOR TOTAL				
BTS QUILL						
COVID PPE EXPENSE	26.94	COVID EXPENSE	101.142.255	Schmidt		732 00454
FINDAWAY						
BOOKS	47.49	BOOKS	101.142.340	Raiche		732 00448
KOPETSKYS ACE HDWE						
COVID-OUTDOOR PROGRAMS	99.99	COVID EXPENSE	101.142.255	Schmidt		732 00226
COVID-OUTSIDE PROGRAMS	99.99	COVID EXPENSE	101.142.255	Schmidt		732 00260
	199.98	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		732 00445
PITNEY BOWES PBP						
POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		732 00242
QUILL CORPORATION						
COVID EXPENSE-PPE	19.56	COVID EXPENSE	101.142.255	Schmidt		732 00045
COVID-CLEANING SUPPLIES	4.46	COVID EXPENSE	101.142.255	Schmidt		732 00139
	24.02	*VENDOR TOTAL				
RAPID CITY JOURNAL						
NEWSPAPER SUBSCRIPTION	374.99	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		732 00067
SOUTH DAKOTA MAGAZINE						
BOOK	14.95	BOOKS	101.142.340	Schmidt		732 00265
THOMSON WEST TCD						
BOOKS	219.26	BOOKS	101.142.340	Schmidt		732 00458
UBAMBOOKS						
SHIPPING	20.38	POSTAGE	101.142.231	Raiche		732 00041
BOOKS	272.68	BOOKS	101.142.340	Raiche		732 00042
	293.06	*VENDOR TOTAL				
VASTBROADBAND-VEXUS						
PHONE - ACCT 003543701	42.27	TELEPHONE	101.142.271	Yardley		732 00174
PHONE - ACCT 014989401	85.91	TELEPHONE	101.142.271	Yardley		732 00193
	128.18	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
VISTAPR VISTAPRINT.COM OFFICE SUPPLIES	127.44	OFFICE SUPPLIES	101.142.232	Raiche		732 00208
YANKTONMEDIAINC CLASSIFIED AD	240.10	SUBSCRIPTIONS & PUBLICAT	101.142.235	Bailey		732 00365
	4,034.18				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
BAKER-TAYLOR BURNIGHT DONATION	29.99	RECREATION SUPPLIES	701.701.242	Schmidt		732 00424
BTS QUILL CARES TECHNOLOGY GRANT	257.35	RECREATION SUPPLIES	701.701.242	Schmidt		732 00453
GREAT PLAINS ZOO SUMMER READING PROGRAM	60.00	RECREATION SUPPLIES	701.701.242	Raiche		732 00408
HY-VEE YANKTON 1899 STAFF APPRECIATION	5.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		732 00161
SUMMER READING	100.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		732 00353
STAFF APPRECIATION	8.78	RECREATION SUPPLIES	701.701.242	Dobrovolny		732 00354
	113.78	*VENDOR TOTAL				
	461.12				
LIBRARY TRUST	461.12	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	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	15,000.00	15,000.00	0.00	7,500.00	7,500.00 50 ---
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	7,500.00 50 ---
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	1,480.00	4,470.00	2,330.00 65 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	80.00	420.00 16 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	2.00	3.50-	13.50 35 ---
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.52	98.51	101.49 49 ----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	3.00	235.00	1,265.00 15 -
3456 PC PRINTING	6,000.00	6,000.00	62.85	1,500.80	4,499.20 25 --
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00 0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	212.75	1,401.80	598.20 70 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,761.12	7,782.61	9,327.39 45 ----
FINES					
3510 COURT FINES	1,600.00	1,600.00	310.33	3,117.27	1,517.27- 194 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	10.00	1,470.00	530.00 73 -----
3520 LIBRARY FINES	650.00	650.00	26.00	230.74	419.26 35 ---
TOTAL: FINES	4,250.00	4,250.00	346.33	4,818.01	568.01- 113 -----]
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	2,853.26	42,637.42	2,637.42- 106 -----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	11,022.18	17,656.67	13,656.67- 441 -----]]]]
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	22,421.51	19,421.51- 747 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	94.52	618.46	881.54 41 ----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	13,969.96	83,334.06	24,834.06- 142 -----]]]]
TOTAL: GENERAL FUND	94,860.00	94,860.00	16,077.41	103,434.68	8,574.68- 109 -----]

	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	900.00	900.00- 9999	-----]]]]
3610 INTEREST	0.00	0.00	11.42	247.26	247.26- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	500.00	5,062.01	5,062.01- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	511.42	6,209.27	6,209.27- 9999	-----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	REGULAR WAGES	366,304.00	0.00	22,078.35	191,994.37	174,309.63 52 -----
102	TEMPORARY WAGES	84,000.00	0.00	2,100.95	12,962.07	71,037.93 15 -
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40 61 -----
111	OASI	34,475.00	0.00	1,833.55	15,495.16	18,979.84 44 ----
121	RETIREMENT	21,999.00	0.00	1,324.70	11,520.98	10,478.02 52 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31 4
132	GROUP INSURANCE	90,616.00	0.00	3,842.25	33,010.28	57,605.72 36 ---
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	10.23	301.95	702.05 30 ---
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	31,190.03	265,394.10	335,895.90 44 ----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92 91 -----
202	PROFESSIONAL SERVICES	30,000.00	0.00	1,290.00	32,891.80	2,891.80- 109 -----
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	334.49	2,192.08	3,807.92 36 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	181.50	2,818.50 6
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	5.59	1,314.37	2,685.63 32 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	12.97	1,650.77	849.23 66 -----
232	OFFICE SUPPLIES	9,500.00	0.00	0.00	2,894.85	6,605.15 30 ---
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	652.09	6,493.64	3,006.36 68 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	23.94	1,567.92	1,432.08 52 -----
242	PROGRAM SUPPLIES	3,000.00	0.00	0.00	1,019.60	1,980.40 33 ---
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	30.99	582.57	582.57- 9999 -----]]]]
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00 5
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00 0
265	CONFERENCE & MEETINGS	1,500.00	0.00	130.00	341.94	1,158.06 22 --
271	TELEPHONE	1,800.00	0.00	60.50	1,307.82	492.18 72 -----
272	ELECTRICITY	23,000.00	0.00	1,621.46	8,622.42	14,377.58 37 ---
273	FUEL-HEATING	3,000.00	0.00	15.00	1,446.89	1,553.11 48 ----
274	WATER SERVICE	3,500.00	0.00	61.30	588.22	2,911.78 16 -
275	SEWER SERVICE	1,200.00	0.00	23.65	334.03	865.97 27 --
276	LANDFILL	500.00	0.00	32.00	288.00	212.00 57 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	4,293.98	73,903.50	49,698.50 59 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00 0
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	51,000.00	0.00	1,018.08	18,507.64	32,492.36 36 ---
342	AV - CAPITAL	12,500.00	0.00	149.08	4,442.10	8,057.90 35 ---

	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						
350 EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	84,500.00	0.00	1,167.16	22,949.74	61,550.26	27 --
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	809,392.00	0.00	36,651.17	362,247.34	447,144.66	44 ----
TOTAL: GENERAL FUND	809,392.00	0.00	36,651.17	362,247.34	447,144.66	44 ----

	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	154.14	5,732.76	5,732.76-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	154.14	5,732.76	5,732.76-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	87.34	87.34-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,387.34	1,387.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	154.14	7,120.10	7,120.10-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	154.14	7,120.10	7,120.10-	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	33,397.79	357.28	1,694.92CR	31,702.87
	TOTAL CURRENT ASSETS:	33,397.79	357.28	1,694.92CR	31,702.87
	TOTAL ASSETS:	33,397.79	357.28	1,694.92CR	31,702.87
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	784.09CR	0.00	784.09	0.00
	TOTAL CURRENT LIABILITIES:	784.09CR	0.00	784.09	0.00
	TOTAL LIABILITIES:	784.09CR	0.00	784.09	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00	29,340.84CR
701.2900					
	REVENUE CONTROL	14,188.17CR	511.42CR	6,209.27CR	20,397.44CR
701.2910					
	EXPENDITURE CONTROL	10,915.31	154.14	7,120.10	18,035.41
	TOTAL FUND BALANCE:	32,613.70CR	357.28CR	910.83	31,702.87CR
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	357.28CR	1,694.92	31,702.87CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		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 PERSONAL SERVICES							
101	REGULAR WAGES	366,304.00	0.00	22,078.35	191,994.37	174,309.63	52	-----
P-080720-703	PAYROLL INTERFACE	080720		11,039.18	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		11,039.17	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	2,100.95	12,962.07	71,037.93	15	-
P-080720-703	PAYROLL INTERFACE	080720		811.14	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		1,289.81	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40	61	-----
111	OASI	34,475.00	0.00	1,833.55	15,495.16	18,979.84	44	----
P-080720-703	PAYROLL INTERFACE	080720		898.46	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		935.09	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,324.70	11,520.98	10,478.02	52	-----
P-080720-703	PAYROLL INTERFACE	080720		662.35	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		662.35	CODE-Y,PER#-2,FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31	4	
132	GROUP INSURANCE	90,616.00	0.00	3,842.25	33,010.28	57,605.72	36	---
P-080720-703	PAYROLL INTERFACE	080720		1,921.13	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		1,921.12	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	10.23	301.95	702.05	30	---
P-080720-703	PAYROLL INTERFACE	080720		4.47	CODE-Y,PER#-1,FUND-	101		A
P-082120-706	PAYROLL INTERFACE	082120		5.76	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	31,190.03	265,394.10	335,895.90	44	----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91	-----
202	PROFESSIONAL SERVICES	30,000.00	0.00	1,290.00	32,891.80	2,891.80-	109	-----
M-080520-687	.14274 OLSONS PEST TECHNICIAN	202007 Schmidt		90.00	PEST CONTROL		N	A
D-081020-668	05937 J & H CARE & CLEANING CO	064978 20201562		1,200.00	JANITORIAL SERVICES	021160	P M	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	334.49	2,192.08	3,807.92	36	---
D-081020-668	07098 US BANK EQUIPMENT FINANC	065023 420009839		334.49	COPIER LEASE	021163	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	181.50	2,818.50	6	

		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							
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	5.59	1,314.37	2,685.63	32 ---	
M-080520-687	.14377 KOPETSKYS ACE HDWE	202007 Miles		5.59	BUG/WASP SPRAY		N	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	12.97	1,650.77	849.23	66 -----	
M-080520-687	.17305 AMZN MKTP US MJ90092D2	202007 Dobrovolny		3.98	POSTAGE		N	A
M-080520-687	.17308 AMAZON.COM MV50K8L91	202007 Dobrovolny		5.99	POSTAGE		N	A
M-080520-687	.13524 SOUTH DAKOTA HISTORICA	202007 Dobrovolny		3.00	SHIPPING		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	0.00	2,894.85	6,605.15	30 ---	
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	652.09	6,493.64	3,006.36	68 -----	
M-080520-687	.13978 YANKTONMEDIAINC	202007 Schmidt		133.09	P&D SUBSCRIPTION		N	A
M-080520-687	.17319 IN BOOK PAGE	202007 Schmidt		354.00	SUBSCRIPTION		N	A
M-080520-687	.17321 NYTIMES	202007 Schmidt		120.00	SUBSCRIPTION		N	A
M-080520-687	.13031 SOUTH DAKOTA MAGAZINE	202007 Schmidt		45.00	SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	23.94	1,567.92	1,432.08	52 -----	
M-080520-687	.17317 AMZN MKTP US MJ67761X1	202007 Dobrovolny		23.94	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	0.00	1,019.60	1,980.40	33 ---	
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	30.99	582.57	582.57-9999	-----]]]]	
M-080520-687	.17317 AMZN MKTP US MJ67761X1	202007 Dobrovolny		14.99	SPRAY BOTTLE - COVID		N	A
M-080520-687	.16077 YKT JANITORIAL & DT SC	202007 Miles		16.00	DISINFECTANT		N	A
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00	5	
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0	
265	CONFERENCE & MEETINGS	1,500.00	0.00	130.00	341.94	1,158.06	22 --	
M-080520-687	.17297 ASSOCIATION FOR RURAL	202007 Dobrovolny		65.00	ARSL VIRTUAL CONFERENCE		N	A
M-080520-687	.17297 ASSOCIATION FOR RURAL	202007 Schmidt		65.00	VIRTUAL CONFERENCE		N	A
271	TELEPHONE	1,800.00	0.00	60.50	1,307.82	492.18	72 -----	
P-080720-703	PAYROLL INTERFACE	080720		60.50	CODE-Y,PER#-1,FUND- 101			A
272	ELECTRICITY	23,000.00	0.00	1,621.46	8,622.42	14,377.58	37 ---	
D-081020-668	00455 NORTHWESTERN ENERGY	064997 7.27.20		1,621.46	ELECT		002795 P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,446.89	1,553.11	48 ----	
D-081020-668	00303 MIDAMERICAN ENERGY	064988 7.27.20		15.00	FUEL		002794 P N	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								
274	WATER SERVICE	3,500.00	0.00	61.30	588.22	2,911.78	16	-	
D-081020-668	00109 CITY UTILITIES	064953 7.27.20		61.30	WTR/WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	23.65	334.03	865.97	27	--	
D-081020-668	00109 CITY UTILITIES	064953 7.27.20		23.65	WTR/WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	288.00	212.00	57	-----	
J-083120-722	AUGUST JOURNAL ENTRIES	JE 260		32.00	DUMPSTER CHGS - AUGUST				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		123,602.00	0.00	4,293.98	73,903.50	49,698.50	59	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	51,000.00	0.00	1,018.08	18,507.64	32,492.36	36	---	
M-080520-687	.17286 AMAZON.COM MV7BY9840	202007	Dobrovolny	15.98	BOOKS		N		A
M-080520-687	.11785 CENTER POINT LARGE PRI	202007	Schmidt	133.62	LARGE PRINT BOOKS		N		A
M-080520-687	.16809 FINDAWAY	202007	Raiche	674.36	BOOKS		N		A
M-080520-687	.17300 AMZN MKTP US MV4WL8GG1	202007	Dobrovolny	5.98	BOOK		N		A
M-080520-687	.17302 AMAZON.COM MV4I76ZJ0	202007	Dobrovolny	16.09	BOOKS		N		A
M-080520-687	.17305 AMZN MKTP US MJ90092D2	202007	Dobrovolny	16.59	BOOK		N		A
M-080520-687	.17308 AMAZON.COM MV5OK8L91	202007	Dobrovolny	18.99	BOOK		N		A
M-080520-687	.17317 AMZN MKTP US MJ67761X1	202007	Dobrovolny	71.18	BOOKS		N		A
M-080520-687	.13524 SOUTH DAKOTA HISTORICA	202007	Dobrovolny	42.32	BOOKS		N		A
M-080520-687	.17318 AMZN MKTP US MS7QF7YK0	202007	Dobrovolny	12.98	BOOK		N		A
M-080520-687	.17324 AMZN MKTP US MS6B692X0	202007	Dobrovolny	9.99	BOOK		N		A
342	AV - CAPITAL	12,500.00	0.00	149.08	4,442.10	8,057.90	35	---	
M-080520-687	.17286 AMAZON.COM MV7BY9840	202007	Dobrovolny	59.18	DVD'S		N		A
M-080520-687	.17302 AMAZON.COM MV4I76ZJ0	202007	Dobrovolny	19.92	DVD		N		A
D-081020-668	04785 MIDWEST TAPE	064991 8163-5306		69.98	AV	021162	P	N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: CAPITAL OUTLAY		84,500.00	0.00	1,167.16	22,949.74	61,550.26	27	--	
OTHER EXPENDITURES									
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0		
TOTAL: COMMUNITY LIBRARY		809,392.00	0.00	36,651.17	362,247.34	447,144.66	44	----	

Exp. Guideline with Detail
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH AUG 31, 2020

		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								
TOTAL: GENERAL FUND		809,392.00	0.00	36,651.17	362,247.34	447,144.66	44	----	

Director's Report-September 2020

Library Card Sign-Up Month: September is Library Card Sign-Up Month. We try to make a special effort to highlight the many resources offered by the library during this time. We will be sharing “testimonials” on our Facebook page from library users as well as offering welcome packets to those getting a library card for the first time. Wonder Woman is this year’s honorary chair for Library Card Sign-Up Month, so you may see some Wonder Woman decorations around the library. Additionally, the library helped to organize an “Around Town Scavenger Hunt” to help celebrate. There are 38 letters hidden around town with the coordination of many businesses and organizations. Participants receive a list of clues that will lead them to the different letters and then they must unscramble the letters to solve the puzzle. Test your scavenger hunt skills and invite your friends to play along as well! We have some great prizes donated from participating businesses that will be given away at the end of the month.

Friends' Used Book Sales: The Friends hosted two outdoor pop-up book sales on Saturday, August 22 and Saturday, September 5. They made approximately \$500 and \$600 respectively. Their efforts have made a big difference in helping to clear out some of the donated book inventory in our garage and have allowed the Friends to take in some money as well. There is another sale planned for Saturday, September 19. The Friends that have helped with running the sales have shown a lot of energy, enthusiasm, and initiative to make these sales happen!

Technology Grant & Filtering: The Yankton Community Library was awarded a \$2,000 technology grant through the SD State Library and the CARES Act funding in the Spring. We have been made aware of additional requirements for this grant which include being Child Internet Protection Act (CIPA) compliant in order to receive federal funding. Our library is not currently CIPA compliant because we do not have filtering on our computers. This was a decision that was made in the past to support ALA’s statement in protecting an individual’s right to information. However, to receive any Federal funding regarding technology, our library must comply to CIPA standards or return the Technology grant money. This issue can be discussed further at the meeting.

OBSD Event: This year’s One Book South Dakota selection is Unfollow by Megan Phelps-Roper. We have organized a virtual book discussion to be held Thursday, September 24 at 7pm. Participants will have an opportunity to “meet” the author and take part in a book discussion led by Dr. Jamie Sullivan. This event is made possible by the South Dakota Humanities Council. There are several copies of the book available for checkout at the library.

Outdoor Movie: The library will be hosting an outdoor movie on Saturday, September 19 at 7:45pm. The movie licensing company has offered more flexible requirements through the end of the year due to COVID which will allow us to show a movie outside of our building. The license does require that there be less than 50 people in attendance. The participants will be asked to bring their own chairs and to socially distance from other family groups. We will be showing the new Sonic the Hedgehog movie. In case of bad weather or if we have a large overflow, we will be showing the movie on Saturday, September 26.

Banned Book Club: Banned Book Week will be celebrated September 27-October 3 this year. It is a time to celebrate our freedom to read without censorship. We will have a great display available in the library (and with pictures online) to help educate patrons and to celebrate Banned Book Week. Additionally, Emily Lundgren will be hosting a Banned Book Discussion on the library lawn on Tuesday, September 29 at 6pm, weather permitting.

Virtual Conferences: Library staff will be able to virtually attend the Association for Rural & Small Libraries and the South Dakota Library Association at the end of the month. This is an unique opportunity for more of our staff to be able to “attend” the conference and gain some additional library training without any travel expenses. This may also be a good chance for Board members to get some live training that will help us to again achieve the Exemplary certification level for our library. The conferences will be Thursday, September 30- Saturday, October 3 (ARSL) and Thursday, September 30 and Friday, October 1 (SDLA). I will send out some additional information in the next couple weeks to see if any of you would be interested in attending any of the sessions for training credit.

Staffing: We are welcoming three new part-time staff to our team: Mikael Pietila, Kelly O’Dea and Karley Schieffer. They will be an appreciated addition to the team as they help us to cover the desk as well as helping to close for evening and weekend shifts. Due to COVID-19, we have adjusted our workflow as well as our assignments and work stations. We need more staff to help run items out for curbside pickup, answer the phone, assist the patrons that are coming in for appointments and do extra cleaning and sanitizing throughout the day.

Our Youth Services Librarian, Amanda Raiche, has resigned with her last day being September 18. She could not pass up the opportunity to work in her own community at the Vermillion Public Library. We will truly miss her and we appreciate all that she has done for Yankton Community Library-especially for our youngest users and their families- over the last few years! We will be advertising for this position as well as for another full-time position over the next few weeks.

Before COVID-19 hit, we had 8 full-time staff and 5-6 part time staff. With Amanda’s resignation, we will be down to 5 full-time staff and 3 part-time staff (not including the three new members). Our staff have been working hard and have remained very flexible to continue to offer excellent customer service and adjust to all the changes we have made at the library! I truly appreciate all they do on the front lines of our library.

Next Board Meeting: The next Library Board meeting will on Wednesday, October 14 at 5:30pm. There will be a link to attend virtually as well as the option of attending in person at the meeting room in the Library.

August 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	4,704	8,520
Juvenile	1,962	3,387
Total	6,666	11,907

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	2865	6,701
Juvenile	1833	3,351
Total	4,698	10,052

Interlibrary Loan		
	2020	2019
Requested	65	66
Supplied	38	162
Total	103	228

Electronic Resources		
	2020	2019
OverDrive	1839	1,591
TumbleBooks	129	36
Total	1968	1,627

Adult Outreach		
	2020	2019
Locations	3	16
Patrons	12	42
Circulations	68	241

Some of these were curbside pickups

Public Computer Use		
	2020	2019
Uses	84	1,121
Hours	34	765.0

WiFi Usage		
	2020	2019
Sessions	757	1,355
Total Session Hours	1,123	1012.0
Unique Users	147	428

Meeting Room Use		
	2020	2019
Library Uses	NA	19
Library Hours	NA	51.0
Non-Library Uses	NA	12
Non-Library Hours	NA	50.0

Study Room Use		
	2020	2019
Uses	NA	34
Hours	NA	47.0

Notary		
	2020	2019
Requests	1	2

Proctor		
	2020	2019
Tests	1	16

Daycare Outreach - SUMMER		
	2020	2019
Locations	n/a	n/a
Patrons	n/a	n/a
Circulations	n/a	n/a

Current Cards	2020	2019
Resident	4,042	5,221
Non-Resident	214	350
Mount Marty	36	40
Teacher	51	50
Yankton County	921	1,062
30 day trial	44	
Total	5,264	6,723

Yankton County		
	2020	2019
Households	40	54

Non-city Cards	2020	2019
County	53	71
Non-resident	11	24

Number of Curbside Pickups	
	806

30 Day Trials	2020
In-town New	8
County New	1
County Renewal	21
Nonresident-New	2
Nonresident-Renewal	7
Total	39

Genealogy Requests		
	2020	2019
Patrons	2	1
Hours	0.75	1.0

Teacher Requests		
	2020	2019
Patrons	1	0

Courier	2020	2019
Total Incoming	79	269
Total Outgoing	77	294
Total	156	563

Items Added to Catalog	2020	2019
	437	269

Items Deleted from Catalog	2020	2019
	224	326

Adult Programs	Date	Engagements	Views
Traditionalists and Revisionists	18-Aug	44	14

Yankton Community Library • September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September Food for Fines: Mac & Cheese Library Hours: Mon-Thu: 8a-6p, Fri: 8a-5p, Sat: 8a-12p		1 <i>Virtual Story Time</i> <i>(Facebook & Website)</i>	2	3 Virtual Children's Activity (Facebook & Website)	4	5 Friends of the Library Pop-up Book Sale Library Lawn 8am-11am
6 Library Closed	7 Library Closed	8 Virtual Story Time (Facebook & Website)	9 Library Board Meeting 5:30pm Teddy Bear Day	10 Virtual Children's Activity (Facebook & Website)	11	12
13	14	15 Virtual Story Time (Facebook & Website)	16	17 Virtual Children's Activity (Facebook & Website)	18 Friends of the Library Pop-up Book Sale Library Lawn 8a-11a Sat. Sept 19 →	19 Outdoor Movie Sonic the Hedgehog (PG) 7:30 Bring your own chair. Space is limited
20	Friends of the Library Meeting-5:15	22 Virtual Story Time (Facebook & Website)	23	24 Virtual Children's Activity (Facebook & Website) One Book SD Discussion 7:00 pm	25	26 Rain date for Out- door movie-7:30
27 Banned Book Week Censorship is a Dead End. Enjoy your FREEDOM to read!	28	29 Virtual Story Time (Facebook & Website) Outdoor Banned Book Discussion 6:00 pm	30	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org September is National Library Card Sign-up Month. Ask about our scavenger hunt!		

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 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 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 shall be grounds for the board president to ask that member to resign. Excessive and/or continuous absences by any member may also be cause to request that member resign. A request for board member resignation must be discussed during a board meeting hearing under Executive (closed) session followed by a majority vote during a public meeting (Attorney General's Opinion 75-185).

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. ~~in July~~
- 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 locations with a virtual option. The President may determine that a meeting be held solely as a virtual meeting due to inclement weather or a community health situation. 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 ~~at a meeting of~~ by the Directors, ~~or any other action which may be taken at a meeting of the Directors,~~ may be taken without a meeting if a consent ~~if is~~ received from a majority of the Directors entitled to vote. Votes are specifically authorized to be taken via email communication or telephone communication. Any votes outside of a board meeting shall be reported in the following meeting minutes.
- 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. ~~Trustees may attend board meetings using distance telecommunications means provided that they offer reliable, two-way communication.~~
- 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. Financial report
 5. Correspondence and communications
 6. Public Comment Period
 7. Report of the Library Director
 8. Unfinished business

- 9. New business
- 10. 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 **mailed provided** to members at least (1) one week before the meeting.

Face Covering Policy

Effective Date: August 17, 2020

The Yankton Community Library shall require the wearing of face coverings while inside the library. In support of the health and safety of all those who enter the library, all patrons and staff (except children under the age of two) must wear a face mask covering their nose and mouth while in the library. Disposable face masks will be provided for those that do not have their own. If individuals are unable to wear a face covering, reasonable accommodations including curbside pick-up service will be available.

Refusing to follow the mask requirement will be considered a violation of the Library's Patron Behavior Policy and patrons may be asked to leave or not allowed to enter the library.

Due to the extraordinary circumstances caused by the COVID-19 pandemic, this policy will be in place until the Library Board of Trustees sees fit to revoke.

Yankton Community Library Technology Plan

Adopted by the Yankton Community Library Board of Trustees on August 12, 2020

Library Mission Statement

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.

Technology Vision Statement

The Yankton Community Library (YCL) strives to be a technological leader in the community of Yankton in order to provide opportunities to bridge the digital divide that is still very present in rural communities. By providing opportunities to utilize technology and receive training, the Library helps provide equitable access to technological opportunities to all citizens of the Yankton area.

Current Technology Assessment

- 10 staff desktop computers
- 2 staff laptop computers
- 10 public access desktop computers with time management software (Envisionware)
- 2 public access printing, scanning, and online catalog computer stations
- 2 dedicated online catalog computer stations
- 1 dedicated print release station computer with coin-op machine
- 1 dedicated self-checkout station computer
- Windows 10 operating system and Microsoft Office on all staff and patron computers
- 2 iPads for staff use
- 1 tablet for staff use
- 1 camera for staff use
- Telephone and voicemail system with nine staff phones and one patron phone
- Fax machine with sending and receiving capabilities for staff and patrons
- 2 staff printers/scanners
- 1 patron printer and copier with print management software
- Atrium Integrated Library System through Booksystems, Inc.
- 2 microfilm readers with printers for staff and patron use
- 3 scanners available for patron use
- 5 receipt printers
- WiFi system with multiple access points
- 2 LCD video projectors available for staff use and patron rental
- 1 overhead and 1 opaque projectors available for staff use and patron rental
- 1 public address system which includes a microphone and speakers for staff use and patron rental
- Large screen television in Meeting Room for use in presentations and programs
- WiiU Gaming System and Wii Gaming System for use in library programs
- DVD cleaning system for library and patron use
- 2 NASA Backpacks available for checkout that each include a coding mouse and a telescope

Current Digital Library Resources

- eBooks and eAudiobooks for all ages which are downloadable through a variety of platforms
- Back issues of eMagazines available for download
- Online platform for tracking programs such as Summer Reading and logging books
- DMV practice tests
- Dozens of State Library databases including newspaper access, genealogy resources, car repair manuals, language instruction courses, and much more
- GoToMeeting software for conducting virtual meetings
- Social media pages for library information including Facebook, Pinterest, Instagram & Twitter
- Website
- Online Public Access Catalog (OPAC)
- Staff email accounts

Identified Technologies for Library to Explore in the Future

- RFID Checkout
- Virtual Reality Technology
- 3D Printing Technology
- Digital Microfilm Reader/Printer
- Digitized microfilm/yearbooks/historical library documents
- Charging Station(s)
- Security Cameras
- Large Computer Lab
- Portable laptop bank
- Downloadable/Streaming Movies
- Newer Computers for Patron Access
- Presentation Capabilities in Director's Office
- WiFi Hotspot Lending
- WiFi Printing
- Smart Board
- Overhead mounted projector
- Kid-friendly educational computer programs/software/devices
- Smoke Detector
- Panic Button
- Credit Card Machine
- Tablets for in-house use
- Online meeting room reservation system
- Virtual meeting equipment (cameras, microphones, speakers)
- Blue Tooth Speakers

Technology Goals and Objectives

- I. People will think of the Library as a technology leader and resource in the community.**
 - a. Actively seek additional funding to meet technology needs not possible through our current budget.
 - b. Actively promote our Digital Library and resources such as free WiFi.
 - c. Stay on top of maintaining the Library's website and social media channels.
 - d. Continually evaluate staff and patron needs and satisfaction to plan for hardware or software upgrades to improve productivity and quality of service.

- II. Patrons of the Library will encounter a library technology infrastructure that provides them with the information they need.**
 - a. Maintain technology and support teams and add staff if needed
 - b. Maintain reliable high speed wireless Internet access
 - c. Provide fast and reliable, user-friendly computers for public and staff access to the Internet, the library catalog and other software applications.
 - d. Provide access to non-computer technology needs such as fax machines, microfilm readers, photocopiers, projectors, and more, as needed.

- III. People will encounter staff who are knowledgeable about technology and able to guide them in its use to support life-long learning needs.**
 - a. Improve technology training for the public either by utilizing staff time and abilities, attending technology conferences/trainings or contracting with a database that can provide training opportunities.
 - b. Empower staff by improving their technology skills and encouraging continual training and learning of new technologies for all levels of library staff by providing time and direction.
 - c. Develop tutorials and training materials to facilitate learning of new technologies.
 - d. Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.
 - e. Enhance one-on-one technology assistance from staff and volunteers.
 - f. Provide basic classes for technology training including how to use the library's digital resources, internet/email basics, and how to stay safe online.

- IV. Maintain flexibility and readiness to adapt to new and changing technologies.**
 - a. Review and investigate technology to improve library services, which may include research and reference databases.
 - b. Stay aware of changing and emerging technologies by reviewing professional publications, attending conferences, and monitoring social media.

Training Needs

The Library will encourage staff participation in training workshops, conferences, and webinars related to technological advancement. This knowledge is fundamental in serving our patron base as well as effectively executing other areas of our jobs.

Technology Budget

The library does not purchase its computers as they are included in a line item in the City's IT budget. All computers are replaced on a rotating schedule set up through the IT department.

The library will maintain updated computers in order to meet our vision of being a technological leader in the Yankton community. In addition to this, we will continue to search for additional funding in the form of grants, gifts, and endowments.

Library databases have typically been handled through the State Library, but YCL is beginning to evaluate important options that are available at reasonable prices to provide directly to our patrons but absorbing the costs into the Professional Services portion of our operating budget. When we've had success with new databases, we will advocate for their purchases at the State Library level.

Evaluation

We will evaluate this plan by reviewing and revising it annually with the Board of Trustees. Patron satisfaction with software and other technology provided by the Library will be assessed through library surveys, the annual City community wide survey, usage statistics, and patron comments or suggestions.