

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 18, 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 October 14, 2020 Minutes

Approval of October 28, 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**
- **By-laws**

New Business

- **County contract update**
- **2021 Calendar**
- **December meetings**

Other Business

Adjourn the meeting of November 18, 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, October 14, 2020, 5:30 p.m.

Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room

Meeting called to order by President Christine Tielke at 5:32 p.m. Present were Sue Otterman, Amy Nelson, David Koerner, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt.

Absent: Sarah Mechtenberg

Nelson excused herself at 6:20 due to another commitment.

Additions to the Agenda None.

Approval of September 9, 2020 Minutes Motion to approve the minutes of the September 9, 2020 meeting by Nelson with a second by Webber. Unanimous approval.

Discussion of Bills / Financial Report Schmidt reported that the CARES Act funding granted to the City needs to be used by the end of 2020. The library has added the plexiglass partition at the front desk and obtained PPE that has been covered with this funding. Motion to accept the financial report made by Koerner with a second by Webber. Unanimous approval.

Communications and Correspondence Schmidt shared some of the positive responses the library received in regards to the scavenger hunt that was put on around town during the month of September.

Public Comment Period None.

Director's Report In addition to the written report, Schmidt reported that the library received over 100 entries for the September scavenger hunt. We have received a lot of positive feedback and requests to do another event like this one. The library virtually hosted this year's One Book South Dakota author, Megan Phelps-Roper. The group was small but the presentation was powerful. Schmidt reported that the Story Walk boards on the Meridian Bridge were vandalized again. We will have to re-evaluate how and if we will go forward with this again next year.

Old Business

- **Reopen plan for the library-status update** Schmidt reported that curbside pick-ups remain busy. Grab & Go hours at YCL began on October 1 and has been going well. It is getting busier each day as word gets out. Having Grab & Go from 9am-12pm each day has helped improve the flow of individuals and in and out each day. We have seen our

circulation going up and it has been nice to see people in the library again. We have received a lot of positive comments about the Grab & Go and the safety precautions we have in place. We have a staff person greeter at the door to remind everyone to wear a mask and to use hand sanitizer when entering. The library is still quarantining returned items for 3 full days and wiping them down before returning them to the shelves.

- **By-laws** Additional changes to the by-laws were suggested after Schmidt consulted with the City Attorney. Koerner made a motion to approve the by-laws with a second by Webber. All in favor. Motion passed.

New Business

- **Review of Library Conference Sessions:** Two Board members virtually attended library conference sessions to help contribute to the number of hours needed for the Yankton Library to maintain Exemplary status.
 - Nelson reported on the Library Ethics session she attended through the ARSL Conference.
 - Tielke reported on the Privacy in Libraries session she attended through the SDLA Conference
 - Schmidt and Dobrovolny also reported on some of the sessions they attended during these conferences.
- **November & December meetings**
 - Because the regular November Board meeting falls on a holiday (Veterans Day, November 11), the Board discussed moving the next regular meeting to November 18. Klimisch made a motion to hold November's regular board meeting on Wednesday, November 18 at 5:30pm, with a second by Webber. All in favor. Motion passed.
 - Routinely the Board does not meet in December. The Board did not want to make a decision at this time on whether or not to meet in December. Because of the frequent changes happening due to COVID-19, the Board may choose to have a December meeting to stay updated on the current status of the library.

Other Business None.

Adjourn the meeting of October 14, 2020 A motion was made by Klimisch to adjourn the meeting at 6:34 with a second by Webber. 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.

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
Yankton Community Library
Wednesday, October 28, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting interface
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078

Call to Order

Meeting called to order by President Christine Tielke at 5:31 p.m. Present were Sue Otterman, Amy Nelson, David Koerner, Sarah Mechtenberg, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt.

Absent with regrets: Jerry Webber

Additions to the Agenda None.

Public Comment Period None.

New Business

- **County Contract for Services**

- Schmidt presented the proposed 2021 Agreement for the Provision of Library Services to the Library Board. There were no significant changes from the current 2020 Agreement. Schmidt pointed out that she clarified some of the language in part 3 of the agreement, but no changes to the procedures or practices were made from the previous year. Klimisch stated that he has heard from some of his constituents that they felt they shouldn't have to pay for a library card because they pay sales tax in Yankton. He also mentioned that the Yankton County Historical Society is funded by a tax levy and thought it might be something to consider for the library in the future.
- Nelson made a motion to approve the proposed 2021 Agreement for the Provision of Library Services with a second by Koerner. All in favor. Motion passed. The Agreement will be presented to the Yankton County Commissioners and the Yankton City Commissioners for approval.

Other Business

- Schmidt suggested that Board members state their name when taking action as a Board to help clarify for participants and for those taking minutes.

Adjourn the meeting of October 28, 2020: Klimisch made a motion to adjourn the meeting at 5:48 with a second by Mechtenberg. All in favor. Motion passed.

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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					
BALLOCH MEMORIAL LIBRARY LOST BOOK	12.98	PROFESSIONAL SERVICES	101.142.202	10.28.2020	021810	P 798 00001
CITY UTILITIES						
WATER-WW CHARGES	61.30	WATER SERVICE	101.142.274	10.28.20	002793	P 798 00002
WATER-WW CHARGES	23.65	SEWER SERVICE	101.142.275	10.28.20	002793	P 798 00003
	84.95	*VENDOR TOTAL				
HOMSTAD/GREGG PADLOCKS/BUILDING REPAIR	75.69	REP. & MAINT. - BUILDING	101.142.223	10.15.20	021957	P 798 00004
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	20201774	021806	P 798 00005
MIDAMERICAN ENERGY FUEL	47.08	FUEL-HEATING	101.142.273	10.28.20	002794	P 798 00006
MIDWEST TAPE AV	79.98	AV - CAPITAL	101.142.342	99436224	021809	P 798 00007
NORTHWESTERN ENERGY ELECT	1,398.02	ELECTRICITY	101.142.272	10.28.20	002795	P 798 00008
SDSPS PUBLICATION	35.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	10.19.20	021807	P 798 00009
US BANK EQUIPMENT FINANC COPIER LEASE	311.54	RENTALS & XEROX SUPPLIES	101.142.212	10.28.20	021808	P 798 00010
VERMILLION LIBRARY LOST BOOK	30.49	PROFESSIONAL SERVICES	101.142.202	10.28.20	021811	P 798 00011
	3,275.73				
GENERAL FUND	3,275.73	*****				

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:	3,275.73					

RECORDS PRINTED - 000011

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					
AMZN MKTP US REFUND COVID SUPPLIES	20.10CR	COVID EXPENSE	101.142.255	Dobrovolny		810 00143
AMZN MKTP US MK2JQ3302 BOOK	12.19	BOOKS	101.142.340	Dobrovolny		810 00290
AMZN MKTP US MK4DN4OB0 BOOK	2.06	BOOKS	101.142.340	Dobrovolny		810 00285
AMZN MKTP US MK5ZK5202 OFFICE SUPPLIES	14.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		810 00209
PROGRAM SUPPLIES	30.16	PROGRAM SUPPLIES	101.142.242	Dobrovolny		810 00210
	45.15	*VENDOR TOTAL				
AMZN MKTP US MK9ZI2SB0 JANITORIAL SUPPLIES	143.61	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		810 00213
COVID SUPPLIES	60.30	COVID EXPENSE	101.142.255	Dobrovolny		810 00214
BOOKS	47.46	BOOKS	101.142.340	Dobrovolny		810 00215
DVD	19.99	AV - CAPITAL	101.142.342	Dobrovolny		810 00216
	271.36	*VENDOR TOTAL				
AMZN MKTP US 2T10Z0BW2 BOOK	5.69	BOOKS	101.142.340	Dobrovolny		810 00026
AMZN MKTP US 2T2WN9JH0 OFFICE SUPPLIES	43.55	OFFICE SUPPLIES	101.142.232	Dobrovolny		810 00130
PROGRAM SUPPLIES	38.92	PROGRAM SUPPLIES	101.142.242	Dobrovolny		810 00131
BOOKS	15.80	BOOKS	101.142.340	Dobrovolny		810 00132
DVD'S	36.47	AV - CAPITAL	101.142.342	Dobrovolny		810 00133
	134.74	*VENDOR TOTAL				
AMZN MKTP US 2T4ZV19A0 OFFICE SUPPLIES	122.34	OFFICE SUPPLIES	101.142.232	Dobrovolny		810 00003
AMZN MKTP US 2T50G0CB2 BOOK	21.05	BOOKS	101.142.340	Dobrovolny		810 00127
AMZN MKTP US 2T61H8M72 PROGRAM SUPPLIES	45.26	PROGRAM SUPPLIES	101.142.242	Dobrovolny		810 00062
AMZN MKTP US 2T8128300 OFFICE SUPPLIES	29.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		810 00155
BOOKS	105.10	BOOKS	101.142.340	Dobrovolny		810 00156
DVD	18.76	AV - CAPITAL	101.142.342	Dobrovolny		810 00157
	153.85	*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	41.46	POSTAGE	101.142.231	Schmidt		810 00404
BOOKS	4,343.97	BOOKS	101.142.340	Schmidt		810 00406
PROFESSIONAL SERVICES	396.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		810 00407
	4,781.43	*VENDOR TOTAL				
BHM WORLD HERALD NEWSP						
NEWSPAPER SUBSCRIPTION	511.93	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		810 00347
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		810 00372
CENTURION TECHNOLOGIES						
PROFESSIONAL SERVICES	120.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		810 00061
FINDAWAY						
BOOKS	644.91	BOOKS	101.142.340	Schmidt		810 00242
GAN USATODAYCIRC						
NEWSPAPER SUBSCRIPTION	341.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		810 00383
GREAT PLAINS ZOO						
VIRTUAL PROGRAMMING	60.00	PROGRAM SUPPLIES	101.142.242	Schmidt		810 00028
KOPETSKYS ACE HDWE						
PADLOCKS	38.39CR	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00394
LUGGAGE LOCKS	43.97	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00424
PADLOCKS/LUGGAGE LOCKS	18.00	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00435
OFFICE SUPPLIES	69.89	OFFICE SUPPLIES	101.142.232	Schmidt		810 00162
	93.47	*VENDOR TOTAL				
MENARDS YANKTON SD						
DRYWALL ANCHOR/DRYWALL	78.00	REP. & MAINT. - BUILDING	101.142.223	Homstad		810 00377
SIGN PROJECT SUPPLIES	4.98	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00040
SUPPLIES	4.98	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00047
SIGN PROJECT SUPPLIES	7.80	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00241
SUPPLIES	3.59	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00259
SIGN PROJECT SUPPLIES	34.85	REP. & MAINT. - BUILDING	101.142.223	Miles		810 00373
	134.20	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		810 00029
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		810 00381
	180.00	*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					
OVERDRIVE DIST E-BOOKS	1,351.95	PROFESSIONAL SERVICES	101.142.202	Schmidt		810 00128
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		810 00200
PSN CITY OF YANKTON LANDFILL CHARGES	12.83	LANDFILL	101.142.276	Miles		810 00006
QUILL CORPORATION PROGRAM SUPPLIES	21.79	PROGRAM SUPPLIES	101.142.242	Schmidt		810 00427
SQ THE LEMONADE STAND OFFICE SUPPLIES	89.50	OFFICE SUPPLIES	101.142.232	Schmidt		810 00023
THE STAR TRIBUNE CIRCU NEWSPAPER SUBSCRIPTION	527.80	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		810 00416
USPS PO 4698100078 POSTAGE	17.86	POSTAGE	101.142.231	Schmidt		810 00019
VASTBROADBAND-VEXUS PHONE ACCOUNT #14989401	83.83	TELEPHONE	101.142.271	Yardley		810 00330
PHONE SERVICES	42.27	TELEPHONE	101.142.271	Yardley		810 00359
	126.10	*VENDOR TOTAL				
	10,142.58				

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 TRUST FUND-BURNIGHT	36.60	RECREATION SUPPLIES	701.701.242	Schmidt		810 00405
	36.60				
LIBRARY TRUST	36.60	*****				

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 AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED 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	7,500.00	50 ---
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	7,500.00	7,500.00	50 -----
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	940.00	6,265.00	535.00	535.00	92 -----
3452 LIBRARY A.V. FEES	500.00	500.00	5.00	85.00	415.00	415.00	17 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.10	3.65-	13.65	13.65	36 ---
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	10.09	108.60	91.40	91.40	54 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	15.50	282.50	1,217.50	1,217.50	18 -
3456 PC PRINTING	6,000.00	6,000.00	251.65	2,163.35	3,836.65	3,836.65	36 ---
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.00	1,649.51	350.49	350.49	82 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,222.34	10,550.31	6,559.69	6,559.69	61 -----
FINES							
3510 COURT FINES	1,600.00	1,600.00	219.11	3,772.13	2,172.13-	2,172.13-	235 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	175.00	1,645.00	355.00	355.00	82 -----
3520 LIBRARY FINES	650.00	650.00	2.00	235.74	414.26	414.26	36 ---
TOTAL: FINES	4,250.00	4,250.00	396.11	5,652.87	1,402.87-	1,402.87-	133 -----]]]
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	2,418.63	47,265.14	7,265.14-	7,265.14-	118 -----]
3611 UTILITY REFUNDS	0.00	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	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	4,985.70	23,487.38	19,487.38-	19,487.38-	587 -----]]]]
3617 CAPITAL LEASE	0.00	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	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	1,265.00	23,686.51	20,686.51-	20,686.51-	789 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	190.36	899.75	600.25	600.25	59 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	8,859.69	95,338.78	36,838.78-	36,838.78-	162 -----]]]]
TOTAL: GENERAL FUND	79,860.00	79,860.00	10,478.14	111,541.96	31,681.96-	31,681.96-	139 -----]]]

	ADOPTED BUDGET	ANNUAL REVISED BUDGET	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	9.78	266.58	266.58- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	0.00	5,102.01	5,102.01- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	9.78	6,268.59	6,268.59- 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	28,897.37	242,970.07	123,333.93	66 -----
102 TEMPORARY WAGES	84,000.00	0.00	2,827.58	16,741.70	67,258.30	19 -
103 OVERTIME WAGES	350.00	0.00	64.44	280.04	69.96	80 -----
111 OASI	34,475.00	0.00	2,418.90	19,659.68	14,815.32	57 -----
121 RETIREMENT	21,999.00	0.00	1,714.17	14,559.86	7,439.14	66 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31	4
132 GROUP INSURANCE	90,616.00	0.00	3,308.45	39,705.14	50,910.86	43 ----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	7.63	314.76	689.24	31 ---
TOTAL: PERSONAL SERVICES	601,290.00	0.00	39,238.54	334,124.94	267,165.06	55 -----
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	5,514.95	39,696.75	9,696.75-	132 -----]]]
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	283.34	2,727.56	3,272.44	45 ----
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	6.66	1,321.03	2,678.97	33 ---
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	128.49	2,027.48	472.52	81 -----
232 OFFICE SUPPLIES	9,500.00	0.00	817.67	3,857.95	5,642.05	40 ----
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	396.00	7,504.73	1,995.27	78 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	253.57	1,821.49	1,178.51	60 -----
242 PROGRAM SUPPLIES	3,000.00	0.00	86.72	1,312.63	1,687.37	43 ----
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
255 COVID EXPENSE	0.00	0.00	334.52	1,183.02	1,183.02-	9999 -----]]]]
261 MEMBERSHIP DUES	1,000.00	0.00	275.00	330.00	670.00	33 ---
263 TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	65.00	406.94	1,093.06	27 --
271 TELEPHONE	1,800.00	0.00	60.50	1,557.00	243.00	86 -----
272 ELECTRICITY	23,000.00	0.00	1,616.76	11,803.81	11,196.19	51 ----
273 FUEL-HEATING	3,000.00	0.00	21.91	1,485.95	1,514.05	49 ----
274 WATER SERVICE	3,500.00	0.00	61.03	710.55	2,789.45	20 --
275 SEWER SERVICE	1,200.00	0.00	23.92	381.60	818.40	31 ---
276 LANDFILL	500.00	0.00	40.00	368.00	132.00	73 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	123,602.00	0.00	9,986.04	88,808.07	34,793.93	71 -----
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	3,042.51	23,743.63	27,256.37	46 ----
342 AV - CAPITAL	12,500.00	0.00	1,314.18	5,924.92	6,575.08	47 ----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH OCT 31, 2020

	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	4,356.69	29,668.55	54,831.45	35 ---
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	53,581.27	452,601.56	356,790.44	55 -----
TOTAL: GENERAL FUND	809,392.00	0.00	53,581.27	452,601.56	356,790.44	55 -----

	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	13.46	6,207.34	6,207.34-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	13.46	6,207.34	6,207.34-	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	13.46	7,594.68	7,594.68-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	13.46	7,594.68	7,594.68-	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	3.68CR	2,110.18CR	31,287.61
TOTAL CURRENT ASSETS:	33,397.79	3.68CR	2,110.18CR	31,287.61
TOTAL ASSETS:	33,397.79	3.68CR	2,110.18CR	31,287.61
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	9.78CR	6,268.59CR	20,456.76CR
701.2910 EXPENDITURE CONTROL	10,915.31	13.46	7,594.68	18,509.99
TOTAL FUND BALANCE:	32,613.70CR	3.68	1,326.09	31,287.61CR
TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	3.68	2,110.18	31,287.61CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	28,897.37	242,970.07	123,333.93	66	-----	
P-100220-772	PAYROLL INTERFACE	100220		10,508.95	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		8,363.40	CODE-Y, PER#-2, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		830.81	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		9,194.21	CODE-Y, PER#-3, FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	2,827.58	16,741.70	67,258.30	19	-	
P-100220-772	PAYROLL INTERFACE	100220		1,000.14	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		854.05	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		973.39	CODE-Y, PER#-3, FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	64.44	280.04	69.96	80	-----	
P-101620-800	PAYROLL INTERFACE	101620		51.41	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		13.03	CODE-Y, PER#-3, FUND-	101			A
111	OASI	34,475.00	0.00	2,418.90	19,659.68	14,815.32	57	-----	
P-100220-772	PAYROLL INTERFACE	100220		872.35	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		704.92	CODE-Y, PER#-2, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		62.79	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		778.84	CODE-Y, PER#-3, FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,714.17	14,559.86	7,439.14	66	-----	
P-100220-772	PAYROLL INTERFACE	100220		607.00	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		504.89	CODE-Y, PER#-2, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		49.85	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		552.43	CODE-Y, PER#-3, 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	3,308.45	39,705.14	50,910.86	43	----	
P-100220-772	PAYROLL INTERFACE	100220		1,692.28	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		1,478.94	CODE-Y, PER#-2, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		137.23	CODE-Y, PER#-2, FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	7.63	314.76	689.24	31	---	
P-100220-772	PAYROLL INTERFACE	100220		2.70	CODE-Y, PER#-1, FUND-	101			A
P-101620-800	PAYROLL INTERFACE	101620		2.31	CODE-Y, PER#-2, FUND-	101			A
P-103020-801	PAYROLL INTERFACE	103020		2.62	CODE-Y, PER#-3, FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	39,238.54	334,124.94	267,165.06	55	-----	

OTHER CURRENT EXPENDITURES

		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							
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91	-----
202	PROFESSIONAL SERVICES	30,000.00	0.00	5,514.95	39,696.75	9,696.75	132	-----]]]]
M-100520-766	.14180 ENVISION WARE	202009 Johnson		538.85	SOFTWARE MAINTENANCE		N	A
M-100520-766	.13843 OVERDRIVE DIST	202009 Schmidt		3,654.11	E-BOOKS		N	A
M-100520-766	.13843 OVERDRIVE DIST	202009 Schmidt		31.99	E-BOOKS		N	A
M-100520-766	.14274 OLSONS PEST TECHNICIAN	202009 Schmidt		90.00	PEST CONTROL		N	A
D-101220-767	05937 J & H CARE & CLEANING CO	065169 20201699		1,200.00	JANITORIAL SERVICES	021804	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	283.34	2,727.56	3,272.44	45	----
D-101220-767	07098 US BANK EQUIPMENT FINANC	065202 424727972		283.34	COPIER LEASE	021805	P N	A
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	6.66	1,321.03	2,678.97	33	---
M-100520-766	.14179 MENARDS YANKTON SD	202009 Miles		6.66	MULCH		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	128.49	2,027.48	472.52	81	-----
M-100520-766	.11787 DEMCO INC	202009 Schmidt		12.55	POSTAGE		N	A
M-100520-766	.17413 AMAZON.COM M46RP6001	202009 Dobrovolny		5.99	POSTAGE		N	A
M-100520-766	.11787 DEMCO INC	202009 Schmidt		51.25	POSTAGE		N	A
M-100520-766	.15316 MIDAMERICA BOOKS	202009 Raiche		36.40	POSTAGE		N	A
M-100520-766	.11798 BAKER-TAYLOR	202009 Schmidt		22.30	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	817.67	3,857.95	5,642.05	40	----
M-100520-766	.17400 AMZN MKTP US M48S96QS2	202009 Dobrovolny		17.95	OFFICE SUPPLIES		N	A
M-100520-766	.13881 BOOK SYSTEMS INC	202009 Dobrovolny		59.43	OFFICE SUPPLIES		N	A
M-100520-766	.14377 KOPETSKYS ACE HDWE	202009 Schmidt		29.99	OFFICE SUPPLIES		N	A
M-100520-766	.17412 AMZN MKTP US M46RF90A1	202009 Dobrovolny		42.95	OFFICE SUPPLIES		N	A
M-100520-766	.11787 DEMCO INC	202009 Schmidt		115.48	OFFICE SUPPLIES		N	A
M-100520-766	.11774 QUILL CORPORATION	202009 Schmidt		21.40	OFFICE SUPPLIES		N	A
M-100520-766	.11787 DEMCO INC	202009 Schmidt		512.54	OFFICE SUPPLIES		N	A
M-100520-766	.17443 AMZN MKTP US MM6SP1Y72	202009 Dobrovolny		17.93	OFFICE SUPPLIES		N	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	396.00	7,504.73	1,995.27	78	-----
M-100520-766	.15203 SIOUX CITY JOURNAL CIR	202009 Schmidt		396.00	NEWSPAPER SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	253.57	1,821.49	1,178.51	60	-----
M-100520-766	.17412 AMZN MKTP US M46RF90A1	202009 Dobrovolny		186.47	JANITORIAL SUPPLIES		N	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								
236	JANITORIAL SUPPLIES								
M-100520-766	.17429 AMZN MKTP US MU9C97GW0	202009	Dobrovolny	29.99	JANITORIAL SUPPLIES		N		A
M-100520-766	.17437 AMZN MKTP US MU2K37HH1	202009	Dobrovolny	37.11	JANITORIAL SUPPLIES		N		A
242	PROGRAM SUPPLIES	3,000.00	0.00	86.72	1,312.63	1,687.37	43	----	
M-100520-766	.17400 AMZN MKTP US M48S96QS2	202009	Dobrovolny	40.76	PROGRAM SUPPLIES		N		A
M-100520-766	.11774 QUILL CORPORATION	202009	Schmidt	9.98	PROGRAM SUPPLIES		N		A
M-100520-766	.16450 HY-VEE YANKTON 1899	202009	Dobrovolny	35.98	PROGRAM SUPPLIES		N		A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
255	COVID EXPENSE	0.00	0.00	334.52	1,183.02	1,183.02-9999	-----]]]]		
M-100520-766	.11774 QUILL CORPORATION	202009	Schmidt	19.56	COVID EXPENSE-PPE		N		A
M-100520-766	.17429 AMZN MKTP US MU9C97GW0	202009	Dobrovolny	269.99	PROGRAM SUPPLIES		N		A
M-100520-766	.17430 AMZN MKTP US MU7CR6GC0	202009	Dobrovolny	44.97	COVID-PPE		N		A
261	MEMBERSHIP DUES	1,000.00	0.00	275.00	330.00	670.00	33	---	
M-100520-766	.16033 SD LIBRARY ASSOCIATION	202009	Schmidt	175.00	LIBRARY SDLA MEMBERSHIP		N		A
M-100520-766	.16033 SD LIBRARY ASSOCIATION	202009	Schmidt	100.00	SDLA MEMBERSHIP DUES- DS		N		A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	65.00	406.94	1,093.06	27	--	
M-100520-766	.16033 SD LIBRARY ASSOCIATION	202009	Schmidt	65.00	SDLA CONFERENCE		N		A
271	TELEPHONE	1,800.00	0.00	60.50	1,557.00	243.00	86	-----	
P-100220-772	PAYROLL INTERFACE	100220		60.50	CODE-Y,PER#-1,FUND- 101				A
272	ELECTRICITY	23,000.00	0.00	1,616.76	11,803.81	11,196.19	51	-----	
D-101220-767	00455 NORTHWESTERN ENERGY	065185	9.27.20	1,616.76	ELECT	002795	P N		A
273	FUEL-HEATING	3,000.00	0.00	21.91	1,485.95	1,514.05	49	----	
D-101220-767	00303 MIDAMERICAN ENERGY	065179	9.27.20	21.91	FUEL	002794	P N		A
274	WATER SERVICE	3,500.00	0.00	61.03	710.55	2,789.45	20	--	
D-101220-767	00109 CITY UTILITIES	065150	9.27.20	61.03	WATER-WW CHARGES	002793	P N		A
275	SEWER SERVICE	1,200.00	0.00	23.92	381.60	818.40	31	---	
D-101220-767	00109 CITY UTILITIES	065150	9.27.20	23.92	WATER-WW CHARGES	002793	P N		A
276	LANDFILL	500.00	0.00	40.00	368.00	132.00	73	-----	
J-103120-784	OCTOBER JOURNAL ENTRIES	JE 360		40.00	DUMPSTER CHARGES				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								
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	9,986.04	88,808.07	34,793.93	71	-----	
	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	3,042.51	23,743.63	27,256.37	46	----	
M-100520-766	.17400 AMZN MKTP US M48S96QS2	202009	Dobrovolny	127.40	BOOKS		N		A
M-100520-766	.17403 AMAZON.COM M48OZ9B52	202009	Dobrovolny	14.99	BOOK		N		A
M-100520-766	.17412 AMZN MKTP US M46RF90A1	202009	Dobrovolny	4.50	BOOK		N		A
M-100520-766	.15316 MIDAMERICA BOOKS	202009	Raiche	364.05	BOOKS		N		A
M-100520-766	.17429 AMZN MKTP US MU9C97GW0	202009	Dobrovolny	14.99	BOOKS		N		A
M-100520-766	.11785 CENTER POINT LARGE PRI	202009	Schmidt	134.22	BOOKS		N		A
M-100520-766	.11798 BAKER-TAYLOR	202009	Schmidt	2,320.72	BOOKS		N		A
M-100520-766	.17443 AMZN MKTP US MM6SP1Y72	202009	Dobrovolny	61.64	BOOKS		N		A
342	AV - CAPITAL	12,500.00	0.00	1,314.18	5,924.92	6,575.08	47	----	
M-100520-766	.17400 AMZN MKTP US M48S96QS2	202009	Dobrovolny	75.86	DVDS		N		A
M-100520-766	.17413 AMAZON.COM M46RP6001	202009	Dobrovolny	23.58	DVD		N		A
M-100520-766	.17414 AMAZON.COM MU6L07IX0	202009	Dobrovolny	27.96	DVD		N		A
M-100520-766	.17429 AMZN MKTP US MU9C97GW0	202009	Dobrovolny	113.74	DVD'S		N		A
M-100520-766	.17443 AMZN MKTP US MM6SP1Y72	202009	Dobrovolny	121.29	DVD'S		N		A
D-101220-767	04785 MIDWEST TAPE	065182	435-777-009	951.75	AV	021803	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	4,356.69	29,668.55	54,831.45	35	---	
	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	53,581.27	452,601.56	356,790.44	55	-----	
TOTAL:	GENERAL FUND	809,392.00	0.00	53,581.27	452,601.56	356,790.44	55	-----	

Director's Report – November 2020

November Activities: We continue to post a virtual story time and a virtual children's activity each week. We have two special guest readers for November: Dan Klimisch for a Veterans Day story and Chef Staci for a Thanksgiving story and activity. There are new activity bags for the month of November that include materials for five activities. The activity bags are a fun way for us to continue to engage with our patrons and to share some of the items so kids can keep creating and exploring at home. For the foreseeable future, we will not be hosting any in-person events through the winter.

DiNovember: The library staff are celebrating DiNovember. We will be sharing fun facts, silly pictures and jokes, and lots of other dinosaur fun throughout the month. Keep your eyes peeled for some special T-Rex sightings as well!

World Day of Kindness: On November 13, the library staff (and the world!) celebrated World Kindness Day. We put together a basket of goodies and uplifting cards to share with some homebound individuals and encouraged others to spread some kindness as well!

Staffing: We have been conducting interviews for the Youth Services position. We hope to have an offer out and a new staff person soon! In the meantime, our Youth Services Assistant, Joan, has stepped up in sharing story times and planning and preparing fun activities for the kids!

We still have two full-time positions open that we will be looking to fill after the New Year.

NaNoWriMo: November is National Novel Writing Month. It is a yearly challenge for writers to complete a novel in just one month's time. We are celebrating by providing writer's kits. The kits include a notebook, pen, writing prompts and some "writing fuel". Emily Lundgren also hosted a virtual writer's event on November 12.

October Library Stats: In the month of October, the library completed 730 curbside pickups! Most of those pickups include more than one item (sometimes up to 30 or 40 items each!) that library staff have to find on the shelves, checkout and prepare for pickup. This has been a popular service that will likely continue indefinitely. Additionally, we saw 653 individuals in during our Grab & Go hours and 255 more for appointments! We have received a lot of positive feedback about our activities, services and the safety precautions we have in place. Our staff are working hard and continue to offer great customer service as well as exhibiting great empathy and flexibility!

Library Holiday Closures: The library was closed on Wednesday, November 11 in observance of Veterans Day. The library will also be closing at 5pm on Wednesday, November 25 and will remain closed until Saturday, November 28 at 9am in observance of Thanksgiving.

October 2020 Program Statistics

			FB Likes, Comments & Shares	FB Engage- ments	YouTube Views
Story Time	13-Oct	10:30 AM	14	30	10
	20-Oct	10:30 AM	*13	23	403
	27-Oct	10:30 AM	10	31	7
Total:			24	84	420

*Guest Reader Firefighter Mike

Thursday Kids Activities

Leaf Art	1-Oct		3	5
Pumpkin Craft	8-Oct		5	9
Lego Challenge	15-Oct		3	3
Cup Gliders	29-Oct		1	2
Total:			12	19

Miscellaneous

Activity Bags Distributed		all month	53
Great Plains Zoo	22-Oct	6:00 PM	19
Read for the Record	26-Oct	10:30	45
Harvest Halloween (Obstacle Course)	31-Oct	11:00-1:00 PM	150
Total:			150

Adult Programs	Date	Time	Num.
Kahoot Halloween Trivia	Oct 26th-31st		15
Total:			15

Food for Fines

Soup	October (all month)	27
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Book Clubs

Reader's Anonymous	13-Oct	1:00 PM	4
Between the Lines	7-Oct	4:30 PM	6

October 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	4,677	8,433
Juvenile	2,423	3,617
Total	7,100	12,050

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	3340	6,723
Juvenile	2369	3,550
Total	5,709	10,273

Interlibrary Loan		
	2020	2019
Requested	101	98
Supplied	20	141
Total	121	239

Electronic Resources		
	2020	2019
OverDrive	1216	1,471
TumbleBooks	54	67
Total	1270	1,538

Adult Outreach		
	2020	2019
Locations	4	11
Patrons	13	44
Circulations	65	243

Some were pick ups

Public Computer Use		
	2020	2019
Uses	154	1,476
Hours	69	894.5

WiFi Usage		
	2020	2019
Sessions	885	1,423
Total Session Hours	922	1085.0
Unique Users	175	403

Meeting Room Use		
	2020	2019
Library Uses	0	37
Library Hours	0.0	53.0
Non-Library Uses	0	23
Non-Library Hours	0.0	38.0

Study Room Use		
	2020	2019
Uses	0	65
Hours	0.0	60.0

Notary		
	2020	2019
Requests	0	8

Proctor		
	2020	2019
Tests	9	37

Daycare Outreach		
	2020	2019
Locations	4	14
Patrons	80	205
Circulations	80	253

Current Cards	2020	2019
Resident	4,080	5,052
Non-Resident	219	353
Mount Marty	36	39
Teacher	52	51
Yankton County	934	1,060
Total	5,321	6,555

Yankton County		
	2020	2019
Households	31	38

Non-city Cards	2020	2019
County	37	42
Non-resident	15	13

30 Day Trials	2020
In-town New	1
County New	4
County Renewal	15
Nonresident-New	0
Nonresident-Renewal	1
Total	21

Genealogy Requests		
	2020	2019
Patrons	0	2
Hours	0	2.0

Teacher Requests		
	2020	2019
Patrons	4	3

Courier	2020	2019
Total Incoming	80	354
Total Outgoing	97	346
Total	177	700

Items Added to Catalog	2020	2019
	512	597

OBSD-Unfollow Checkouts	65
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Total Curbside Pickups	730
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Total Grab & Gos	653
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Appointments	255
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Items Deleted from Catalog	2020	2019
	126	227

TOTAL ITEMS IN CATALOG AS OF END OF MONTH	2020	2019
	80,709	n/a

Yankton Community Library • November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Watch for lots of dino facts and fun in DINOvember!	2	3 Virtual Story Time 10:30 am	4	5 Virtual Children's Activity-turkey craft	6	7 Don't forget to ask for your November activity bags!
8	9	10 Virtual Story Time *Special Guest Reader! 10:30 am	11 Library Closed	12 Virtual Children's Activity-Celebrate Veterans Day NaNoWriMo virtual event-6pm	13 World Kindness Day: Throw Kindness Around Like Confetti!	14
15	16 Friends of the Library meeting, 5:15 pm	17 Virtual Story Time 10:30 am Virtual Meditation 101 6:30pm	18 Library Board Meeting, 5:30 pm	19 Virtual Children's Activity-Dinosaur eggs!	20	21
22	23	24 Virtual Story Time *Special Guest Reader! 10:30 am	25 Virtual Children's Activity-Pumpkin Pie Craft Library Closes at 5 pm	26 Library Closed	27 Library Closed	28
29	30 LifeServe Blood Drive 1:30-4:30pm	Food for Fines Canned Veggies	Yankton Community Library—515 Walnut Street—605-668-5275 http://library.cityofyankton.org — library@cityofyankton.org Hours: Monday-Thursday, 8a-6p; Friday-Saturday, 8a-5p; Sunday, Closed Grab & Go: Mon-Sat 9am to 12pm —Appointments available in afternoons.			

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

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

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

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

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

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

ARTICLE II

OFFICERS

- Section 1 Officers of the board of trustees shall be the President and Vice-president. The President and Vice-president shall be elected by the board.
- Section 2 The President or in his/her absence, the Vice-President, shall conduct all meetings.
- Section 3 The President and Vice-president shall be elected for a one (1) year term at the reorganizational meeting. ~~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. If permitted by law or by executive order of the South Dakota Governor, ~~the~~ President may determine that a meeting be held solely as a virtual meeting due to inclement weather, ~~or~~ a community health situation, or other unforeseen need. Regular meetings shall be held on the second Wednesday of every month or on that date not less often than quarterly, as the President deems appropriate.
- Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the members of the board without permission to do so by the board president.

Directors may participate in any meeting through the use of conference telephone, website interface

or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.

Section 3 Any action required to be taken ~~at a meeting of~~ by the ~~Directors~~ Trustees, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email. ~~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 Trustees 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. Public comment period
- ~~4~~5. Financial report
- ~~5~~ 6. Correspondence and communications
- ~~6. Public Comment Period~~
7. Report of the Library Director
8. Unfinished business
9. New business
10. Public comment period
- ~~10~~ 11. Adjournment

Section 8 A quorum is needed to conduct any board business. A quorum for the transaction of business shall be a simple majority of the (7) board members (4 members).

Section 9 The re-organizational meeting shall be in July each year. This meeting shall include the election of officers. The re-organizational meeting can be delayed by a simple majority vote of the board with the installed officers holding office until a re-organizational meeting is convened.

Section 10 The bylaws shall be reviewed annually during or after the September meeting.

Section 11 During the preparation of the annual budget, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted. The final operating budget is approved and appropriated by the Yankton City Commission.

ARTICLE IV

LIBRARY DIRECTOR

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

ARTICLE V

AMENDMENT OF BYLAWS

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

**Yankton Community Library
Holiday Calendar & Board Schedule 2021**

Date	Holiday	Closing
Friday, January 1	New Year's Day	All Day
Monday, January 18	Martin Luther King Jr. Day	All Day
Monday, February 15	Presidents' Day	All Day
Sunday, April 4	Easter	All Day
Summer Hours begin May 30, 2021		
Sunday, May 30 Monday, May 31	Memorial Day	All Day
Monday, July 5	Independence Day	All Day
Saturday, August 21	Riverboat Days	All Day
Monday, September 6	Labor Day	All Day
Winter Hours resume September 7, 2021		
Thursday, November 11	Veterans Day	All Day
Thursday, November 25 Friday, November 26	Thanksgiving	5 pm on 11/24
Friday, December 24 Saturday, December 25	Christmas	All Day
Friday, December 31	New Year's Eve	5 pm on 12/31

Staff has four additional personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director. The fourth floating holiday is the result of Christmas being on a Saturday.

Yankton Community Library Board of Trustees 2021 Meeting Schedule
(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

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

Adopted by the Yankton Community Library Board on November 18, 2020.