

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 13, 2021, 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 September 8, 2021 Minutes

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

- **Marketing Plan**
- **Update on Accreditation requirements**

New Business

- **By-laws review**
- **Agreement for the provision of library services**

Other Business

Public Comment Period

Adjourn the meeting of October 13, 2021

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, September 8, 2021, 5:30 p.m.
Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room**

Meeting called to order by President Sarah Mechtenberg at 5:33 p.m. Present (remotely) were Sue Otterman, David Koerner, Christine Tielke, Yankton City Commissioner, Jerry Webber, Yankton County Commissioner Dan Klimisch and SD State Library staff Kim Bonen. Jean Huff, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt attended in person at the library.

Koerner left at 6pm.

Approval of August 11, 2021 Minutes: Webber made a motion to approve the August 11, 2021 minutes with a second by Huff. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Schmidt reported that the library was still waiting for the HVAC units to be repaired-parts were backordered. The computer wiring project should be starting soon. Computer monitors have arrived but not the rest of the equipment yet. Microfilm project is in progress. The wiring project and new computers were part of the ARP grant. Webber made a motion to accept the financial report with a second by Tielke. Unanimous approval.

Communications and Correspondence: Schmidt read a thank you card received from a patron.

Director's Report: Schmidt reported that there was a correction to her Director's report for this month-the Oscar movies that would be played on Sept 11 and 12 would be from the 2021 Oscar season, not 2020 as in the report.

Old Business:

- **Marketing Plan-**Schmidt will include the Marketing Plan with suggested edits in the October board packet for review.

New Business:

- **Board training with Kim Bonen from the SD State Library:** Staff completed 50 minutes of training on the State Library's databases that will count towards the library's accreditation status.

Other Business: Schmidt reported that the library was interviewing for two open positions: Circulation Manager and Youth Services Assistant.

Public Comment Period: None.

Adjourn the meeting of September 8, 2021: Tielke made a motion to adjourn the meeting at 6:38 pm with a second by Otterman. Unanimous approval.

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	25.20	WATER SERVICE	101.142.274	9.29.21	002793	P 278 00003
WATER-WW CHARGES	49.06	WATER SERVICE	101.142.274	9.29.21	002793	P 278 00004
WATER-WW CHARGES	27.20	SEWER SERVICE	101.142.275	9.29.21	002793	P 278 00005
WATER-WW CHARGES	11.22	SEWER SERVICE	101.142.275	9.29.21	002793	P 278 00006
WATER-WW CHARGES	368.71	WATER SERVICE	101.142.274	9.29.21	002793	P 278 00007
	481.39	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	9.23.21	022285	P 279 00001
LILYCREST REPLACE GLASS	42.67	PROFESSIONAL SERVICES	101.142.202	9.2021	022284	P 279 00002
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	9.29.21	002794	P 278 00001
MIDWEST TAPE AV	29.99	AV - CAPITAL	101.142.342	500867413	022286	P 279 00003
NORTHWESTERN ENERGY ELECTRICITY	1,560.41	ELECTRICITY	101.142.272	9.29.21	002795	P 278 00002
RIVERSIDE TECHNOLOGIES I LIBRARY COMPUTERS	17,736.00	EQUIPMENT	101.142.350	329853-IN	210023	P 279 00005
US BANK EQUIPMENT FINANC COPIER LEASE	408.38	RENTALS & XEROX SUPPLIES	101.142.212	453859332	022287	P 279 00004
	21,473.84				
GENERAL FUND	21,473.84	*****				

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:	21,473.84					

RECORDS PRINTED - 000012

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	3.99CR	POSTAGE	101.142.231	Dobrovolny		285 00134
REFUND	28.17CR	AV - CAPITAL	101.142.342	Dobrovolny		285 00135
COMPUTER SUPPLY REFUND	10.03CR	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00323
REFUND FOR DVD PRE-ORDER	3.03CR	AV - CAPITAL	101.142.342	Dobrovolny		285 00325
REFUND FOR RETURNED BOOK	26.86CR	BOOKS	101.142.340	Dobrovolny		285 00343
	72.08CR	*VENDOR TOTAL				
AMZN MKTP US AMZN.COM/ REFUND PREORDER DVD	4.00CR	AV - CAPITAL	101.142.342	Dobrovolny		285 00160
AMZN MKTP US 2C1O50CR1 DVD	19.89	AV - CAPITAL	101.142.342	Dobrovolny		285 00072
AMZN MKTP US 2G0GW5VC1 BOOK	12.27	BOOKS	101.142.340	Dobrovolny		285 00212
AMZN MKTP US 2G11163Z1 OFFICE SUPPLIES	18.84	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00271
JANITORIAL SUPPLIES	50.43	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		285 00272
BOOKS	9.99	BOOKS	101.142.340	Dobrovolny		285 00273
DVD'S	92.86	AV - CAPITAL	101.142.342	Dobrovolny		285 00274
	172.12	*VENDOR TOTAL				
AMZN MKTP US 2G2PH3R80 BOOKS	123.84	BOOKS	101.142.340	Dobrovolny		285 00086
AMZN MKTP US 2G3095T82 BOOKS	57.52	BOOKS	101.142.340	Dobrovolny		285 00113
AMZN MKTP US 2G4C108C2 DVD	19.99	AV - CAPITAL	101.142.342	Dobrovolny		285 00071
AMZN MKTP US 2G4OK05G1 DVD	39.98	AV - CAPITAL	101.142.342	Dobrovolny		285 00204
AMZN MKTP US 2G4VR9622 JANITORIAL SUPPLIES	25.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		285 00055
AMZN MKTP US 2G5A11VQ0 OFFICE SUPPLIES	19.88	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00190
BOOKS	44.99	BOOKS	101.142.340	Dobrovolny		285 00191
DVD'S	223.14	AV - CAPITAL	101.142.342	Dobrovolny		285 00192
	288.01	*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					
AMZN MKTP US 2G5A39JN2 JANITORIAL SUPPLIES	53.77	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		285 00153
AMZN MKTP US 2G7269YR0 DVD'S	38.94	AV - CAPITAL	101.142.342	Dobrovolny		285 00066
AMZN MKTP US 2G8KX3MD2 OFFICE SUPPLIES	8.01	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00080
PROGRAM SUPPLIES	18.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		285 00081
BOOKS	46.97	BOOKS	101.142.340	Dobrovolny		285 00082
DVD'S	49.44	AV - CAPITAL	101.142.342	Dobrovolny		285 00083
	123.31	*VENDOR TOTAL				
AMZN MKTP US 2G9KI4JV2 BOOK	11.99	BOOKS	101.142.340	Dobrovolny		285 00105
AMZN MKTP US 2G9NY5F72 BOOK	12.48	BOOKS	101.142.340	Dobrovolny		285 00178
AMZN MKTP US 251OT9JB2 PROGRAM SUPPLIES	19.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		285 00347
AMZN MKTP US 254YW0KJ1 DVD	15.77	AV - CAPITAL	101.142.342	Dobrovolny		285 00337
AMZN MKTP US 254YY4JH2 OFFICE SUPPLIES	66.89	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00346
AMZN MKTP US 259GS8MT2 REFUND POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		285 00296
DVD	28.17	AV - CAPITAL	101.142.342	Dobrovolny		285 00297
	32.16	*VENDOR TOTAL				
BAKER-TAYLOR POSTAGE	63.16	POSTAGE	101.142.231	Schmidt		285 00039
PROFESSIONAL SERVICES	396.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		285 00040
BOOKS	6,970.78	BOOKS	101.142.340	Schmidt		285 00041
	7,429.94	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		285 00156
ECHO ELECTRIC SUPPLY - SUPPLIES	21.08	REP. & MAINT. - BUILDING	101.142.223	Miles		285 00152

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 BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
ENVISION WARE PROFESSIONAL SERVICES	538.85	PROFESSIONAL SERVICES	101.142.202	Schmidt		285 00298
GAN USATODAYCIRC NEWSPAPER SUBSCRIPTION	360.56	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		285 00009
HOBBY-LOBBY #0137 PROGRAM SUPPLIES	55.49	PROGRAM SUPPLIES	101.142.242	Schmidt		285 00114
HY-VEE YANKTON 1899 POSTAGE	23.20	POSTAGE	101.142.231	Schmidt		285 00102
PROGRAM SUPPLIES	6.17	PROGRAM SUPPLIES	101.142.242	Schmidt		285 00116
	29.37	*VENDOR TOTAL				
MENARDS YANKTON SD PROGRAM SUPPLIES	14.37	PROGRAM SUPPLIES	101.142.242	Dobrovolny		285 00021
OFFICE SUPPLIES	10.45	OFFICE SUPPLIES	101.142.232	Dobrovolny		285 00022
	24.82	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		285 00069
OTC BRANDS INC PROGRAMMING	66.93	PROGRAM SUPPLIES	101.142.242	Schmidt		285 00023
OVERDRIVE DIST E-BOOKS	1,324.29	PROFESSIONAL SERVICES	101.142.202	Schmidt		285 00038
E-BOOKS	2,592.18	PROFESSIONAL SERVICES	101.142.202	Schmidt		285 00158
	3,916.47	*VENDOR TOTAL				
PB LEASING POSTAGE	122.00	POSTAGE	101.142.231	Schmidt		285 00034
PRIME VIDEO 2G0DU6EX1 DIGITAL MOVIE RENTAL	6.38	AV - CAPITAL	101.142.342	Dobrovolny		285 00226
SD LIBRARY ASSOCIATION SDLA MEMBERSHIP	40.50	MEMBERSHIP DUES	101.142.261	Caine		285 00320
SDLA VIRTUAL CONFERENCE	125.00	CONFERENCE & MEETINGS	101.142.265	Caine		285 00328
	165.50	*VENDOR TOTAL				
THE STAR TRIBUNE CIRC NEWSPAPER SUBSCRIPTION	527.80	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		285 00215

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					
VASTBROADBAND-VEXUS						
PHONE	77.68	TELEPHONE	101.142.271	Yardley		285 00403
PHONE	45.06	TELEPHONE	101.142.271	Yardley		285 00420
	122.74	*VENDOR TOTAL				
YANKTON PIZZA RANCH						
PROGRAMMING	31.98	PROGRAM SUPPLIES	101.142.242	Schmidt		285 00269
	14,702.96				

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					
AMZN MKTP US REFUND PROGRAM SUPPLIES	8.98CR	RECREATION SUPPLIES	701.701.242	Dobrovolny		285 00043
AMZN MKTP US 2G2PH3R80 PROGRAM SUPPLIES	24.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		285 00087
HY-VEE YANKTON 1899 STAFF APPRECIATION-TEGET	35.70	RECREATION SUPPLIES	701.701.242	Caine		285 00058
WALMART.COM AA ADULT CRAFT SUPPLIES	29.60	RECREATION SUPPLIES	701.701.242	Schmidt		285 00051
	81.28				
LIBRARY TRUST	81.28	*****				

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	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	7,500.00	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	900.00	7,365.00	565.00- 108 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	260.00	240.00 52 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	30.00-	40.00 300 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	20.19	340.39	140.39- 170 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	49.00	763.65	736.35 50 -----
3456 PC PRINTING	6,000.00	6,000.00	429.25	3,230.40	2,769.60 53 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	21.74	78.26 21 --
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	302.35	3,014.88	1,014.88- 150 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,700.79	14,966.06	2,143.94 87 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	109.42	957.66	642.34 59 -----
3511 PARKING FINES	5,000.00	5,000.00	75.00	1,407.50	3,592.50 28 --
3520 LIBRARY FINES	650.00	650.00	36.00	232.99	417.01 35 ---
TOTAL: FINES	7,250.00	7,250.00	220.42	2,598.15	4,651.85 35 ---
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	2,980.85	25,266.11	14,733.89 63 -----
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	6,940.00	3,060.00 69 -----
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	334.23	5,363.85	1,363.85- 134 -----]]]]
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	11,061.62	47,113.46	44,113.46- 1570 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	171.12	1,230.54	269.46 82 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	14,547.82	85,913.96	27,413.96- 146 -----]]]]
TOTAL: GENERAL FUND	97,860.00	97,860.00	16,469.03	110,978.17	13,118.17- 113 -----]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	10.76	80.44	80.44-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	622.60	12,681.87	12,681.87-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	633.36	12,762.31	12,762.31-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONNEL SERVICES					
101	REGULAR WAGES	365,143.00	0.00	29,446.43	241,723.82	123,419.18 66 -----
102	TEMPORARY WAGES	84,000.00	0.00	1,631.92	19,115.61	64,884.39 22 --
103	OVERTIME WAGES	350.00	0.00	6.46	296.39	53.61 84 -----
111	OASI	34,386.00	0.00	2,230.61	19,236.57	15,149.43 55 -----
121	RETIREMENT	21,930.00	0.00	1,533.18	14,151.25	7,778.75 64 -----
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73 7
132	GROUP INSURANCE	99,678.00	0.00	3,153.72	33,251.71	66,426.29 33 ---
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	6.54	377.09	676.91 35 ---
TOTAL:	PERSONNEL SERVICES	609,337.00	0.00	38,008.86	327,940.71	281,396.29 53 -----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23 90 -----
202	PROFESSIONAL SERVICES	47,900.00	0.00	4,485.59	36,338.02	11,561.98 75 -----
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	333.32	2,806.80	2,193.20 56 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02 0
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	30.54	455.38	3,544.62 11 -
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,000.00	0.00	301.33	1,481.02	1,518.98 49 ----
232	OFFICE SUPPLIES	9,500.00	0.00	1,028.69	1,906.54	7,593.46 20 --
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00 0
234	COPIES	0.00	0.00	0.00	303.20	303.20- 9999 -----]]]]
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	69.99	5,913.23	3,586.77 62 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	341.03	1,215.93	1,784.07 40 ----
242	PROGRAM SUPPLIES	5,000.00	0.00	521.18	2,309.65	2,690.35 46 ----
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	115.00	179.00	821.00 17 -
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00 0
265	CONFERENCE & MEETINGS	1,500.00	0.00	100.00	399.00	1,101.00 26 --
271	TELEPHONE	1,800.00	0.00	180.24	1,386.67	413.33 77 -----
272	ELECTRICITY	20,000.00	0.00	1,636.03	11,296.70	8,703.30 56 -----
273	FUEL-HEATING	3,000.00	0.00	15.00	2,439.51	560.49 81 -----
274	WATER SERVICE	3,500.00	0.00	663.47	2,160.11	1,339.89 61 -----
275	SEWER SERVICE	1,200.00	0.00	38.42	307.36	892.64 25 --
276	LANDFILL	500.00	0.00	40.00	312.00	188.00 62 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	141,112.00	0.00	9,899.83	82,264.87	58,847.13 58 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00 0
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	51,000.00	0.00	4,737.16	29,650.02	21,349.98 58 -----
342	AV - CAPITAL	12,500.00	0.00	224.29	6,075.12	6,424.88 48 ----

	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	0.00	0.00	5,304.00	5,304.00	5,304.00-	9999 -----]]]]
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	85,500.00	0.00	10,265.45	41,029.14	44,470.86	47 ----
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	835,949.00	0.00	58,174.14	451,234.72	384,714.28	53 ----
TOTAL: GENERAL FUND	835,949.00	0.00	58,174.14	451,234.72	384,714.28	53 ----

	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	283.68	8,154.29	8,154.29-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	283.68	8,154.29	8,154.29-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	114.84	494.63	494.63-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	114.84	1,543.62	1,543.62-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	398.52	9,697.91	9,697.91-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	398.52	9,697.91	9,697.91-	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	32,183.74	234.84	2,247.04	34,430.78
	TOTAL CURRENT ASSETS:	32,183.74	234.84	2,247.04	34,430.78
	TOTAL ASSETS:	32,183.74	234.84	2,247.04	34,430.78
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	817.36CR	0.00	817.36	0.00
	TOTAL CURRENT LIABILITIES:	817.36CR	0.00	817.36	0.00
	TOTAL LIABILITIES:	817.36CR	0.00	817.36	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	32,613.70CR	0.00	0.00	32,613.70CR
701.2900					
	REVENUE CONTROL	7,671.29CR	633.36CR	12,762.31CR	20,433.60CR
701.2910					
	EXPENDITURE CONTROL	8,918.61	398.52	9,697.91	18,616.52
	TOTAL FUND BALANCE:	31,366.38CR	234.84CR	3,064.40CR	34,430.78CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	234.84CR	2,247.04CR	34,430.78CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	365,143.00	0.00	29,446.43	241,723.82	123,419.18	66	-----
J-090321-255	PAYROLL SEPTEMBER 3,2021			17,966.86	LIBRARY-REG WAGES		P	A
J-091721-264	PAYROLL 9/17/2021			11,479.57	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	84,000.00	0.00	1,631.92	19,115.61	64,884.39	22	--
J-090321-255	PAYROLL SEPTEMBER 3,2021			655.56	LIBRARY-TEMP WAGES		P	A
J-091721-264	PAYROLL 9/17/2021			976.36	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	6.46	296.39	53.61	84	-----
J-090321-255	PAYROLL SEPTEMBER 3,2021			6.46	LIBRARY OVERTIME		P	A
111	OASI	34,386.00	0.00	2,230.61	19,236.57	15,149.43	55	-----
J-090321-255	PAYROLL SEPTEMBER 3,2021			1,296.60	LIBRARY-OASI		P	A
J-091721-264	PAYROLL 9/17/2021			934.01	LIBRARY-OASI		P	A
121	RETIREMENT	21,930.00	0.00	1,533.18	14,151.25	7,778.75	64	-----
J-090321-255	PAYROLL SEPTEMBER 3,2021			844.41	LIBRARY-RETIREMENT		P	A
J-091721-264	PAYROLL 9/17/2021			688.77	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73	7	
132	GROUP INSURANCE	99,678.00	0.00	3,153.72	33,251.71	66,426.29	33	---
J-090321-255	PAYROLL SEPTEMBER 3,2021			1,576.86	LIBRARY-GROUP INS		P	A
J-091721-264	PAYROLL 9/17/2021			1,576.86	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	6.54	377.09	676.91	35	---
J-090321-255	PAYROLL SEPTEMBER 3,2021			3.91	LIBRARY-UNEMP INS		P	A
J-091721-264	PAYROLL 9/17/2021			2.63	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		609,337.00	0.00	38,008.86	327,940.71	281,396.29	53	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90	-----
202	PROFESSIONAL SERVICES	47,900.00	0.00	4,485.59	36,338.02	11,561.98	75	-----
M-090321-242	.14274 OLSONS PEST TECHNICIAN	202108	Schmidt	90.00	PROFESSIONAL SERVICES		-	A
M-090321-242	.13843 OVERDRIVE DIST	202108	Schmidt	3,123.59	E-BOOKS		-	A
D-091321-240	07552 HURON PUBLIC LIBRARY	066280	8.4.21	27.00	REPLACEMENT BOOK	022278	P	A
D-091321-240	05937 J & H CARE & CLEANING CO	066281	100447	1,200.00	JANITORIAL SUPPLIES	022281	P	N
M-093021-253	05577 RETIREMENT, SD SYSTEM	008576		45.00	401(A) SPECIAL PAY	214021	F	-
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	333.32	2,806.80	2,193.20	56	-----	
D-091321-240	07098 US BANK EQUIPMENT FINANC	066338	8.25.21	333.32	COPIER LEASE	022280	P	-	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02	0		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	30.54	455.38	3,544.62	11	-	
M-090321-242	.14377 KOPETSKYS ACE HDWE	202108	Miles	15.92	SPRINKLER PARTS			-	A
M-090321-242	.11936 CRESCENT ELECTRIC 029	202108	Miles	14.62	BALLAST			-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,000.00	0.00	301.33	1,481.02	1,518.98	49	-----	
M-090321-242	.11798 BAKER-TAYLOR	202108	Schmidt	36.08	POSTAGE			-	A
M-090321-242	.18066 USA CLEAN INC	202108	Schmidt	10.00	SHIPPING			-	A
M-090321-242	.16084 KWIK CASE, INC	202108	Dobrovolny	40.26	POSTAGE			-	A
M-090321-242	.18074 AMZN MKTP US 2P38259K2	202108	Dobrovolny	3.99	POSTAGE			-	A
M-090321-242	.16124 PITNEY BOWES PBP	202108	Schmidt	200.00	POSTAGE			-	A
D-091321-240	07554 VERMILLION PUBLIC LIBRAR	066342	8.26.21	11.00	POSTAGE	022283	P	-	A
232	OFFICE SUPPLIES	9,500.00	0.00	1,028.69	1,906.54	7,593.46	20	--	
M-090321-242	.16084 KWIK CASE, INC	202108	Dobrovolny	366.00	OFFICE SUPPLIES			-	A
M-090321-242	.18071 AMZN MKTP US 2D6RP5BE0	202108	Dobrovolny	15.84	OFFICE SUPPLIES			-	A
M-090321-242	.18084 AMZN MKTP US 2P0BX6IM0	202108	Dobrovolny	28.98	OFFICE SUPPLIES			-	A
M-090321-242	.18090 AMZN MKTP US 2P9V670P2	202108	Dobrovolny	140.00	OFFICE SUPPLIES			-	A
M-090321-242	.18094 AMZN MKTP US 2P2RN1SJ1	202108	Dobrovolny	10.03	OFFICE SUPPLIES			-	A
M-090321-242	.17169 1 OFFICE SOLUTION	202108	Schmidt	25.00	OFFICE SUPPLIES			-	A
M-090321-242	.17169 1 OFFICE SOLUTION	202108	Schmidt	67.84	OFFICE SUPPLIES			-	A
D-091321-240	07554 VERMILLION PUBLIC LIBRAR	066342	8.26.21	375.00	LIBRARY CARDS	022283	P	-	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0		
234	COPIES	0.00	0.00	0.00	303.20	303.20-9999		-----]]]]	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	69.99	5,913.23	3,586.77	62	-----	
M-090321-242	.18095 THE ATLANTIC	202108	Schmidt	69.99	MAGAZINE SUBSCRIPTION			-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	341.03	1,215.93	1,784.07	40	----	
M-090321-242	.18059 AMZN MKTP US 251812L00	202108	Dobrovolny	59.98	JANITORIAL SUPPLIES			-	A
M-090321-242	.18066 USA CLEAN INC	202108	Schmidt	56.37	JANITORIAL SUPPLIES			-	A
M-090321-242	.16077 YKT JANITORIAL & DT SC	202108	Miles	48.70	JANITORIAL SUPPLIES			-	A
M-090321-242	.18084 AMZN MKTP US 2P0BX6IM0	202108	Dobrovolny	175.98	JANITORIAL SUPPLIES			-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	521.18	2,309.65	2,690.35	46	----	
M-090321-242	.18059 AMZN MKTP US 251812L00	202108	Dobrovolny	29.98	PROGRAM SUPPLIES			-	A
M-090321-242	.14844 DOLLAR TREE	202108	Caine	22.00	PROGRAM SUPPLIES			-	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-090321-242	.16450 HY-VEE YANKTON 1899	202108	Caine	28.13	PROGRAM SUPPLIES		-	A
M-090321-242	.18063 AMZN MKTP US 2D8JV4ILO	202108	Dobrovolny	22.99	PROGRAM SUPPLIES		-	A
M-090321-242	.18064 TROPHY DEPOT	202108	Schmidt	19.63	PROGRAM SUPPLIES		-	A
M-090321-242	.16699 OTC BRANDS INC	202108	Schmidt	289.08	PROGRAM SUPPLIES		-	A
M-090321-242	.18071 AMZN MKTP US 2D6RP5BE0	202108	Dobrovolny	24.98	PROGRAM SUPPLIES		-	A
M-090321-242	.14377 KOPETSKYS ACE HDWE	202108	Schmidt	35.95	RETURNS-ADULT CRAFT		-	A
M-090321-242	.18073 AMZN MKTP US 2P1H579U2	202108	Dobrovolny	19.80	PROGRAM SUPPLIES		-	A
M-090321-242	.14179 MENARDS YANKTON SD	202108	Dobrovolny	7.90	ADULT PROGRAM SUPPLIES		-	A
M-090321-242	.18083 AMAZON.COM 2P7B76IP0	202108	Dobrovolny	14.58	PROGRAM SUPPLIES		-	A
M-090321-242	.18084 AMZN MKTP US 2P0BX6IM0	202108	Dobrovolny	78.06	PROGRAM SUPPLIES		-	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	115.00	179.00	821.00	17	-
M-090321-242	.16033 SD LIBRARY ASSOCIATION	202108	Schmidt	115.00	SDLA MEMBERSHIP DUES		-	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	100.00	399.00	1,101.00	26	--
M-090321-242	.16033 SD LIBRARY ASSOCIATION	202108	Schmidt	100.00	SDLA VIRTUAL CONFERENCE		-	A
271	TELEPHONE	1,800.00	0.00	180.24	1,386.67	413.33	77	-----
M-090321-242	.17371 VASTBROADBAND-VEXUS	202108	Yardley	74.68	PHONE		-	A
M-090321-242	.17371 VASTBROADBAND-VEXUS	202108	Yardley	45.06	PHONE		-	A
J-090321-255	PAYROLL SEPTEMBER 3,2021			60.50	LIBRARY-TELEPHONE		P	A
272	ELECTRICITY	20,000.00	0.00	1,636.03	11,296.70	8,703.30	56	-----
M-093021-241	00455 NORTHWESTERN ENERGY	202121	8.25.21	1,636.03	ELECTRICITY	002795	P	-
273	FUEL-HEATING	3,000.00	0.00	15.00	2,439.51	560.49	81	-----
M-093021-241	00303 MIDAMERICAN ENERGY	202121	8.26.21	15.00	FUEL	002794	P	-
274	WATER SERVICE	3,500.00	0.00	663.47	2,160.11	1,339.89	61	-----
M-093021-241	00109 CITY UTILITIES	202121	8.26.21	25.20	WTR-WW CHARGES	002793	P	-
M-093021-241	00109 CITY UTILITIES	202121	8.26.21	49.06	WTR-WW CHARGES	002793	P	-
M-093021-241	00109 CITY UTILITIES	202121	8.26.21	589.21	WTR-WW CHARGES	002793	P	-
275	SEWER SERVICE	1,200.00	0.00	38.42	307.36	892.64	25	--
M-093021-241	00109 CITY UTILITIES	202121	8.26.21	27.20	WTR-WW CHARGES	002793	P	-
M-093021-241	00109 CITY UTILITIES	202121	8.26.21	11.22	WTR-WW CHARGES	002793	P	-

		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								
276	LANDFILL	500.00	0.00	40.00	312.00	188.00	62	-----	
J-093021-254	SEPTEMBER JOURNAL ENTRY	JE 289		40.00	DUMPSTER CHGS-SEPTEMBER				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	141,112.00	0.00	9,899.83	82,264.87	58,847.13	58	-----	
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	51,000.00	0.00	4,737.16	29,650.02	21,349.98	58	-----	
M-090321-242	.18059 AMZN MKTP US 251812L00	202108	Dobrovolny	181.40	BOOKS		-		A
M-090321-242	.11798 BAKER-TAYLOR	202108	Schmidt	3,801.18	BOOKS		-		A
M-090321-242	.18062 AMZN MKTP US 2D6ZZ98R2	202108	Dobrovolny	26.86	BOOK		-		A
M-090321-242	.18071 AMZN MKTP US 2D6RP5BE0	202108	Dobrovolny	308.75	BOOKS		-		A
M-090321-242	.18074 AMZN MKTP US 2P38259K2	202108	Dobrovolny	4.62	BOOK		-		A
M-090321-242	.11785 CENTER POINT LARGE PRI	202108	Schmidt	189.64	LARGE PRINT BOOKS		-		A
M-090321-242	.18094 AMZN MKTP US 2P2RN1SJ1	202108	Dobrovolny	95.71	BOOKS		-		A
D-091321-240	07553 VERENDRYE MUSEUM INC	066341	8.17.21	129.00	BOOKS	022279	P	-	A
342	AV - CAPITAL	12,500.00	0.00	224.29	6,075.12	6,424.88	48	----	
M-090321-242	.18071 AMZN MKTP US 2D6RP5BE0	202108	Dobrovolny	22.44	DVD'S		-		A
M-090321-242	.18076 AMZN MKTP US 2D4U06380	202108	Dobrovolny	33.94	DVD		-		A
M-090321-242	.18091 AMAZON.COM 2P33W2SU1 A	202108	Dobrovolny	17.99	DVD		-		A
M-090321-242	.18094 AMZN MKTP US 2P2RN1SJ1	202108	Dobrovolny	29.95	DVD'S		-		A
D-091321-240	04785 MIDWEST TAPE	066299	857-682	119.97	AV	022282	P	-	A
350	EQUIPMENT	0.00	0.00	5,304.00	5,304.00	5,304.00-9999	-----]]]]		
D-091321-239	07400 RIVERSIDE TECHNOLOGIES I	066313	328569-671	5,304.00	LIBRARY COMPUTERS	210023	P	-	A
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	85,500.00	0.00	10,265.45	41,029.14	44,470.86	47	----	
	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	835,949.00	0.00	58,174.14	451,234.72	384,714.28	53	-----	
TOTAL:	GENERAL FUND	835,949.00	0.00	58,174.14	451,234.72	384,714.28	53	-----	

Director's Report-October 2021

Salsa Demo and Tasting: In partnership with Connecting Cultures, YCL hosted this event in celebration of Hispanic Heritage Month. Participants were able to watch the salsas being made, hear about how salsas differ in different countries and sample five different salsas at the end of the event. We appreciate Connecting Cultures and the volunteers who helped make this event possible!

Author Event: Cindy Wilson, author of Beautiful Snow: The Ingalls Family, the Railroads, and the Hard Winter of 1880-1881 will be joining us on October 12 at 6:30pm. She will talk about her book which beautifully details the dramatic events of a winter of never ending blizzards, leading to railroad blockades that all but cut off fledging communities in southwestern Minnesota and southeastern Dakota Territory.

After School Activities: Each Thursday at 3:30, the library hosts events for children in grades Kindergarten through 5th grade. There is a rotation each month of Legos, movies, STEM and crafts. On Thursday, October 21, a park ranger from the Missouri National Recreational River will be teaching us all about animal tracks and fur.

Flexible Staff/Coverage: Over the past month as we continue to be short staffed, our staff have shown tremendous flexibility and teamwork to help cover open shifts and take on extra responsibilities. Our great team at the library allow for continued excellence in customer service and programming!

Microfilm Digitizing Project: An update from Advantage Archives let us know that they are on track to have the websites completed by the end of October. They will be sending our physical microfilm reels back to us as soon as the scanning process is completed. We are so excited for this new and easier access to our local historical newspapers. While some of the oldest issues will be accessible from home, due to copyright rules, the majority of the digitized papers will need to be accessed within the library. This project is being done with funds from the American Rescue Plan grant as well as a donation from the Friends of the Library.

New Computers: Our new computers have arrived! You will see this charge on our schedule of bills this month. They are currently with the IT department as they are getting set up. We hope to start moving them into the library within the next couple of weeks. This project is being done with funds from the American Rescue Plan grant. After the monies are spent we will submit paperwork to receive a reimbursement for these projects.

Friends' Author Event: On Sunday, November 14, the Friends of the Library will be hosting an author event from 2pm-4pm. Local authors are invited to set up a table where they can sell their books and customers can have a chance to have their books signed by the author. This will also be an opportunity for the Friends to talk to individuals about renewing their memberships or joining the group.

Upcoming Library Closures: The library will be closed on Thursday, November 11 in observance of Veterans Day and on Thursday, November 25 and Friday, November 26 in observance of Thanksgiving.

Next Library Board Meeting: The next regularly scheduled meeting will be on Wednesday, November 10 at 5:30pm. We will send a link for the option to join virtually and will also have a space reserved in the library for meeting in person.

September 2021 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Lego Club	2-Sep	3:30pm	4	2
Oscar Movie: Soul	9-Sep	3:30pm	10	1
Hungry, Hungry Hippos	16-Sep	3:30pm	3	1
STEM: Cardboard, MAKEDO	23-Sep	3:30pm	10	3
Robot Craft	30-Sep	3:30	8	4
Total:			35	11

Storytime	Date	Time	Kids	Adults
	7-Sep	10:30 AM	8	4
	7-Sep	6:00 PM	1	1
	9-Sep	10:30 AM	4	2
Yankton Food for Thought (YFFT)	14-Sep	10:30 AM	4	3
	14-Sep	6:00 PM	3	4
	16-Sep	10:30 AM	8	6
Cornerstones Career Learning Center Bilingual Storytime: English/Chinese	21-Sep	10:30 AM	4	7
	21-Sep	6:00 PM	7	5
	23-Sep	10:30 AM	4	3
	28-Sep	10:30 AM	6	4
	28-Sep	6:00 PM	3	2
	30-Sep	10:30 AM	6	4
Total:			58	45

Stay and Play	Date	Time	Kids	Adults
	8-Sep	10:30 AM	7	3
	15-Sep	10:30 AM	5	3
	22-Sep	10:30 AM	6	3
	29-Sep	10:30 AM	3	2
Total:			21	11

Teen Events	Date	Time	Kids
Teen Subscription Bags	1-Sep	n/a	18
Teen Advisory Board (TAB)	14-Sep	7:00 PM	9
3D Cardboard Letter	15-Sep	3:30pm	10
Anime Café	29-Sep	3:30pm	8
Candy Sushi Take and Make	29-Sep	n/a	37
Total:			82

Adult Programs	Date	Time	Adults
Historic Walking Tour	7-Sep	6:30 PM	19
Fantasy Football	8-Sep	6:00 PM	8
Adult Craft-Button Canvas	14-Sep	6:30 PM	17
Name That Tune	19-Sep	2:00 PM	12
Seed Library	23-Sep	1:00 PM	11
Seed Library Class	23-Sep	6:30 PM	6

Total: 73

Book Clubs	Date	Time	Adults
Readers Anonymous	14-Sep	2:00 PM	3
Between the Lines	28-Sep	6:00 PM	6

Total: 9

Oscar Movie Marathon:			Adults:
Minari	11-Sep	10:00 AM	4
Judas and the Black Messiah	11-Sep	12:30 PM	1
The Father	11-Sep	3:30 PM	3
Nomadland	12-Sep	1:30 PM	7

Total: 15

Food for Fines:	57 items
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SEPTEMBER 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	6,556	4,208	7,296
Juvenile	4,210	2,444	4,601
Total	10,766	6,652	11,897

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	4,470	2,672	5,618
Juvenile	3,982	2,359	4,357
Total	8,452	5,031	9,975

Interlibrary Loan			
	2021	2020	2019
Requested	131	78	77
Supplied	42	38	137
Total	173	116	214

Electronic Resources			
	2021	2020	2019
OverDrive	1,913	1,420	1,464
TumbleBooks	228	85	107
Total	2,141	1,505	1,571

Adult Outreach			
	2021	2020	2019
Locations	5	4	10
Patrons	25	7	42
Circulations	92	52	253

Daycare Outreach			
	2021	2020	2019
Locations	8	2	6
Patrons	94	40	95
Circulations	184	80	111

Current Cards			
	2021	2020	2019
Resident	4,360	4,060	5,257
Non-Resident	251	218	353
Mount Marty	39	36	40
Teacher	54	52	51
Yankton County	993	922	1,068
Total	5,697	5,288	6,769

New Cards			
	2021	2020	2019
Resident Adult	25	N/A	N/A
Resident Youth (<18)	9	N/A	N/A
County	3	28	11
County (Households)	3	24	-
Non-resident	6	11	2
Non-resident (households)	5	NA	NA

30 Day Trial Cards			
	2021	2020	2019
In-Town New	5	14	N/A
County -New	0	3	N/A
County-Renewal	2	23	N/A
Nonresident-New	1	0	N/A
Nonresident-Renewal	0	2	N/A
Total	8	42	0

Public Computer Use			
	2021	2020	2019
Uses	518	95	1,436
Hours	256	42	914

WiFi Usage			
	2021	2020	2019
Sessions	918	725	1639
Total Session Hours	738	922	1131.0
Unique Users	224	158	482

Meeting Room Use			
	2021	2020	2019
Library Uses	34	0	30
Library Hours	62.5	0	55.0
Non-Library Uses	16	0	15
Non-Library Hours	22.0	0	25.5

Study Room Use			
	2021	2020	2019
Uses	15	0	54
Hours	29.5	0.0	67.5

Notary			
	2021	2020	2019
Requests	2	0	4

Proctor			
	2021	2020	2019
Tests	4	8	43

Genealogy Requests*			
	2021	2020	2019
Patrons	0	0	0
Hours	0	0.00	0.0

*Microfilm out to be digitized.

Teacher Requests			
	2021	2020	2019
Patrons	0	2	2

Courier			
	2021	2020	2019
Total Incoming	127	109	328
Total Outgoing	132	86	314
Total	259	195	642

Collection			
	2021	2020	2019
Items Added	584	361	258
Items Deleted	376	137	163

Curbside Pick-Ups			
	2021	2020	2019
	39	747	NA

Yankton Community Library • October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p		October is Star Wars Reads month!	Food for Fines— Soup or Crackers		1	2 Boss Baby Interactive Movie 7 pm
3	4	5 Story Time 10:30 am & 6pm	6 Stay & Play 10:30 am House Tour 5:30pm	7 Story Time 10:30 am LEGO Club 3:30 pm Salsa making demo 6:30pm	8	9 Friends of the Library Book Sale 9am-1pm
10	11	12 Story Time 10:30am & 6pm Author Talk: Cindy Wilson 6:30pm TAB: 7pm	13 Stay & Play 10:30 am Teen Event 3:30pm Library Board Meeting, 5:30 pm	14 Story Time 10:30 am Movie 3:30pm Adult Craft 6:30pm	15	16 Rain date for Friends' sale
17 Cribbage 2-4pm	18 Friends of the Library meeting, 5:15 pm	19 Story Time 10:30am & 6pm	20 Stay & Play 10:30 am	21 Story Time, 10:30 am STEM 3:30pm	22	23
24 	25	26 Story Time 10:30am & 6pm	27 Stay & Play 10:30 am Teen Event 3:30pm	28 Story Time 10:30 am <i>Read for the Record</i> Craft 3:30pm	29	30 Harvest Halloween
31						

Yankton Community Library • November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Canned Veggies November is National Novel Writing Month	1 Check out with a T-Rex in celebration of Di-November 3pm-5pm	2 Story Time 10:30am & 6pm	3 Stay & Play 10:30 am Take Apart Tech (Teens) 3:30pm	4 Story Time 10:30 am Legos 3:30pm	5	6
7	8	9 Story Time 10:30am & 6pm Readers Anon, 2pm Adult Craft, 6pm TAB, 7pm	10 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	11 Library Closed: Veterans Day	12	13
14 Friends' Author Meet & Greet, 2-4 pm	15 Friends of the Library meeting, 5:15 pm	16 Story Time 10:30am & 6pm	17 Stay & Play, 10:30am	18 Story Time 10:30 am Movie: 3:30pm Detective Pikachu Pokemon Party 6-7:45pm	19	20
21	22	23 Story Time 10:30am & 6pm	24 Stay & Play 10:30 am Library Closes at 5 pm	25 Library Closed	26 Library Closed	27
28	29	30 Story Time 10:30am & 6pm	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p			

Agreement for the Provision of Library Services

This Agreement made this ____ day of _____, 2021 between the City of Yankton, a municipal corporation, acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision, acting through its Board of County Commissioners.

The parties do agree as follows:

1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$15,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2022 until December 31, 2022. The City of Yankton will bill Yankton County semi-annually (April and October – See County Commission Minutes, 01/11/00)
3. Additionally, every household must pay an annual \$20.00 out-of-pocket charge directly to the Library, upon issuance or renewal, for a nonresident Yankton County card (for individuals living outside of the corporate limits of the City of Yankton but within Yankton County). Library cards may also be purchased for a 3-month membership (\$5) or a 6-month membership (\$10). Nonresident (outside of Yankton County) cards are issued at \$40.00 per household per year.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current means of identification and proof of address, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:

“Person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors. Verification of property tax payment may be additionally required for persons renting or leasing. The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a library card.”

5. During the contract period, the Library will track the utilization of library services by county residents and provide patron database numbers, renewal and new card figures, and circulation percentages upon request to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustee of the City of Yankton as provided in SDCL 14 2-36. Said member shall have all of the powers and responsibilities granted to members of the Library Board of Trustees under state law and city code/ordinance. The term of the county representative shall be tied to this contract date as well as the term and appointment calendar for County Commissioners. If the contract is terminated for any reason, the County Commissioner’s representative on the

Library Board of Trustee will end upon the date of contract termination.

7. This agreement shall be effective and binding on January 1, 2022 extending until December 31, 2022 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this ____ day of _____, 2021, Yankton Community Library Board of Trustees.

Sarah Mechtenberg
Board President

Attest:

Dana Schmidt
Library Director

Approved this ____ day of _____, 2021, Board of Commissioners, Yankton County.

Cheri Loest
Chairman

Attest:

Patty Hojem
Auditor

Approved this ____ day of _____, 2021, City of Yankton.

Stephanie Moser
Mayor

Attest:

Al Viereck
Finance Officer

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Revised October 8, 2019

Revised November 18, 2020

Article I

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

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

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

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

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

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

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

ARTICLE II

OFFICERS

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

ARTICLE III

MEETINGS

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

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

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

ARTICLE IV

LIBRARY DIRECTOR

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

ARTICLE V

AMENDMENT OF BYLAWS

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

Yankton Community Library Marketing and Communications Plan

Adopted ~~Updated~~ by the Yankton Community Library Board of Trustees on ~~November 8, 2017~~ **October 13, 2021**

Introduction

The Yankton Community Library (YCL) seeks to raise awareness of the critical role YCL serves through upholding 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 in Yankton through a strategically planned and executed marketing effort. This marketing and communications plan will serve as a guide to the Library staff for communicating the tenets of our strategic plan to a variety of community stakeholders.

While the Library has been steadfast in its marketing efforts for a number of years, we know that marketing and communication of library services and programs will continue to have significant implications as we continue to outgrow our current space. Raising the profile of the organization among key decision makers will be crucial to the success of any eventual funding opportunities.

Objectives

- Establish the Library's "brand identity" to raise awareness, generate enthusiasm, and create visibility for the library's programs and services.
- Communicate the importance of the Library as a critical component of continued growth and quality of life in Yankton.
- Generate enthusiasm about opportunities to serve on volunteer Library groups such as the Board of Trustees, Library Foundation, and the Friends of the Library.
- Gather input about the marketing efforts and their effectiveness from YCL stakeholders and patrons.

Target Audiences

We intend to reach a wide variety of community stakeholders with this plan by targeting the following audiences:

- Citizens of Yankton and Yankton County
- Other City of Yankton departments
- Community Organizations
- Professional Organizations
- Government and elected officials
- Educators and education administrators
- Community business leaders
- Library staff members
- Potential and current library donors and volunteers

Strategies and Tactics

Utilize a network of media contacts to spread the message about YCL's varied programs and services.

- Craft press releases for each library program and new services to be sent to local newspapers, radio stations, community leaders and organizations, local school districts, and city staff.
- Promote library programs monthly at area radio station shows and newspaper columns.
- Communicate activities to organizations with vested interests in Yankton's quality of life such as [Yankton Area Progressive Growth](#), [Yankton Thrive](#), Greater Yankton Living, and Your Next Adventure – Yankton.
- **Regular appearances at Yankton City Commission, Yankton County Commission and Yankton School Board meetings to share library updates and information.**
- **Share marketing materials and information with specific locations to target specific audiences (i.e. local Moms of Preschoolers group about story time information)**

Participate in grassroots outreach to market the Library through existing and new community partnerships.

- Hold quarterly outreach events in places with high visibility such as school open houses and conferences, the senior citizen center, downtown businesses, and more.
- Approach community organizations such as PEO groups, [One Million Cups](#), Interchange, Rotary, and more about the opportunity to speak to their groups about what the modern Yankton Community Library looks like.
- Work with the City Events Coordinator on opportunities within the community for the Library to raise awareness, generate enthusiasm, and create visibility.
- **Partnering with local organizations to provide events such as story times, cultural activities, and arts events to reach new potential library users and other community members.**

Continue to enhance and build upon the social media successes of the Library while continually evaluating new and existing platforms.

- Create a cohesive identity for all of the Library's social media platforms by using consistent branding.
- Make sure information and direction to the Library's website are clear and easy to find on each of the Library's social media platforms.
- Publicize each program and new service from the Library on each platform in the way that has the highest reach for the lowest staff investment, for example, Facebook events.
- Build the number of local followers on our social media accounts by posting interesting, multimedia content.
- Regularly monitor all platforms and answer comments and questions consistently with Library values in mind.
- Continually analyze which platforms are not providing us with a return on staff investment.
- Evaluate emerging platforms to see how they fit the library's marketing mission.

Utilize printed materials to put reminders and visuals in the hands of patrons at the point of contact.

- Printed materials will be created for each Library program in some way. These materials may include, but are not limited to: calendars, posters, bookmarks, handouts, and postcards.
- Printed materials will be available at the Library and, when possible, local schools, businesses, and organizations.

Utilize electronic media to publicize Library events to those we are not reaching within our four walls.

- Publicize Library events through electronic channels which may include, but are not limited to: the Library website and calendar, ~~email marketing through weekly emails~~, local community online calendars, the City Commission's bi-weekly memo, and the Library's online catalog.

Utilize volunteer groups such as the Library Board of Trustees, Library Foundation, and Friends of the Library to communicate Library events and programs through word of mouth.

- The Library understands that the most persuasive marketing efforts are still word of mouth from trusted family and friends. As such, we will strive to keep our volunteer groups updated on Library activities in order to utilize their community reach as word of mouth marketers.

Roles and Responsibilities

As the Library has limited staff and does not have a dedicated communications or public relations team, the lead staff member on each project will be responsible for carrying out the above strategies and tactics. To encourage a unified message, the Library Director will be responsible for approving all marketing and communications materials, as well as being the primary spokesperson for the Library within the community. The Library staff and the Library Board of Trustees will be secondary spokespersons.

Evaluation

The Library will participate in the City of Yankton's community survey in order to gather feedback about marketing and communications efforts that may or may not be working. Additionally, we will provide short surveys following programs and activities that include questions about how participants heard about the events in order to better direct our efforts in the future. An increase in the number of library patrons, program attendees, positive social media mentions, and positive community talk about the Library can all be seen as measures of marketing and communications success.