

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 10, 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 October 13, 2021 Minutes

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

- **Marketing Plan**
- **Update on Accreditation requirements**
- **Agreement for the provision of library services**

New Business

- **2022 Calendar**
- **Donation and Gift Policy**
- **Personnel Policy**
- **Computer & Internet Policy**
- **Privacy of Patron Records Policy**
- **December meeting-December 1?**

Other Business

Public Comment Period

Adjourn the meeting of November 10, 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, October 13, 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 5:30 p.m. Present were Sue Otterman, Christine Tielke, Jean Huff, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt. David Koerner, Yankton City Commissioner, Jerry Webber, and Yankton County Commissioner Dan Klimisch joined the meeting remotely.

Approval of September 8, 2021 Minutes: Tielke made a motion to approve the September 8, 2021 minutes with a second by Huff. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Schmidt reported that the Board could see the charges for the new computers on this month's financial reports. That money will be reimbursed as part of the ARP grant. Tielke made a motion to accept the financial report with a second by Otterman. Unanimous approval.

Communications and Correspondence: None.

Director's Report: In addition to the written report, Schmidt reported that the Library Foundation was becoming more active and that they had planned some upcoming fundraisers including creating and Amazon Smile account and planning to sell some shirts with the library logo. Schmidt also encouraged the Board members to fill out the survey on the City website that would be part of their strategic planning sessions.

Old Business:

- **Marketing Plan:** Koerner made a motion to accept the changes to the Marketing Plan with a second by Webber. Unanimous approval.

New Business:

- **By-laws review-**The Board reviewed the by-laws. No changes were made.
- **Agreement for the Provision of Library Services:** Tielke made a motion to approve the Agreement for the Provision of Library Service with Yankton County with a second by Otterman. The Agreement will be brought to a County Commission Meeting and then to a City Commission Meeting for final approval.

Other Business: Schmidt reported that there is an insurance document available

Public Comment Period: None.

Adjourn the meeting of October 13, 2021: Tielke made a motion to adjourn the meeting at 6:20 pm with a second by Huff. 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	18.90	WATER SERVICE	101.142.274	10.30.21	002793	P 328 00001
WATER-WW CHARGES	49.06	WATER SERVICE	101.142.274	10.30.21	002793	P 328 00002
WATER-WW CHARGES	20.40	SEWER SERVICE	101.142.275	10.30.21	002793	P 328 00003
WATER-WW CHARGES	11.22	SEWER SERVICE	101.142.275	10.30.21	002793	P 328 00004
WATER-WW CHARGES	412.81	WATER SERVICE	101.142.274	10.30.21	002793	P 328 00005
	512.39	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	10.23.21	022289	P 326 00001
MIDAMERICAN ENERGY FUEL	12.50	FUEL-HEATING	101.142.273	10.30.21	002794	P 328 00007
MIDWEST TAPE AV	589.81	AV - CAPITAL	101.142.342	501032393	022290	P 326 00002
NORTHWESTERN ENERGY ELECTRICITY	1,402.83	ELECTRICITY	101.142.272	10.30.21	002795	P 328 00006
US BANK EQUIPMENT FINANC COPIER LEASE	338.70	RENTALS & XEROX SUPPLIES	101.142.212	10.30.21	022291	P 326 00003
	4,056.23				
GENERAL FUND	4,056.23	*****				

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:	4,056.23					

RECORDS PRINTED - 000010

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 IL2T39G03 OFFICE SUPPLIES	16.29	OFFICE SUPPLIES	101.142.232	Dobrovolny		330 00024
AMZN MKTP US 2C0TI7PB0 OFFICE SUPPLIES	98.94	OFFICE SUPPLIES	101.142.232	Dobrovolny		330 00472
JANITORIAL SUPPLIES	16.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		330 00473
PROGRAM SUPPLIES	27.87	PROGRAM SUPPLIES	101.142.242	Dobrovolny		330 00474
BOOKS	7.99	BOOKS	101.142.340	Dobrovolny		330 00475
DVD'S	28.98	AV - CAPITAL	101.142.342	Dobrovolny		330 00476
	180.77	*VENDOR TOTAL				
AMZN MKTP US 2C0W85HT2 BOOK	27.32	BOOKS	101.142.340	Dobrovolny		330 00412
AMZN MKTP US 2C15V1G02 POSTAGE	4.74	POSTAGE	101.142.231	Dobrovolny		330 00403
OFFICE SUPPLIES	9.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		330 00404
	14.73	*VENDOR TOTAL				
AMZN MKTP US 2C4F24ME1 DVD	19.99	AV - CAPITAL	101.142.342	Dobrovolny		330 00488
AMZN MKTP US 2C59H0G12 JANITORIAL SUPPLIES	53.77	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		330 00353
AMZN MKTP US 2Y2P89GT0 PROGRAM SUPPLIES	6.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		330 00113
MOVIE	9.99	AV - CAPITAL	101.142.342	Dobrovolny		330 00114
OFFICE SUPPLIES	54.06	OFFICE SUPPLIES	101.142.232	Dobrovolny		330 00115
BOOKS	79.29	BOOKS	101.142.340	Dobrovolny		330 00116
	150.33	*VENDOR TOTAL				
AMZN MKTP US 270J71PX1 BOOKS	93.75	BOOKS	101.142.340	Dobrovolny		330 00231
AMZN MKTP US 272M77480 JANITORIAL SUPPLIES	28.52	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		330 00332
AMZN MKTP US 278PH88J1 PROGRAM SUPPLIES	10.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		330 00237
BOOKS	34.97	BOOKS	101.142.340	Dobrovolny		330 00238
	45.96	*VENDOR TOTAL				
BHM WORLD HERALD NEWSP NEWSPAPER SUBSCRIPTION	598.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		330 00496

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					
DEMCO INC						
OFFICE SUPPLIES	104.01	OFFICE SUPPLIES	101.142.232	Schmidt		330 00300
POSTAGE	10.40	POSTAGE	101.142.231	Schmidt		330 00301
	114.41	*VENDOR TOTAL				
FINDAWAY						
WONDERBOOKS	47.49	AV - CAPITAL	101.142.342	Schmidt		330 00161
WONDERBOOKS	620.13	AV - CAPITAL	101.142.342	Schmidt		330 00382
WONDERBOOKS	56.99	AV - CAPITAL	101.142.342	Schmidt		330 00438
	724.61	*VENDOR TOTAL				
HARDING GLASS						
REP & MAINT.-BUILDING	198.98	REP. & MAINT. - BUILDING	101.142.223	Schmidt		330 00439
HY-VEE YANKTON 1899						
PROGRAM SUPPLIES	50.00	PROGRAM SUPPLIES	101.142.242	Caine		330 00311
KOPETSKYS ACE HDWE						
REPLACE ROOF TOP FILTERS	47.94	REP. & MAINT. - BUILDING	101.142.223	Miles		330 00306
LIGHTBULBS	14.99	REP. & MAINT. - BUILDING	101.142.223	Miles		330 00482
	62.93	*VENDOR TOTAL				
MENARDS YANKTON SD						
REPAIR DIVIDER CURTAIN	3.96	REP. & MAINT. - BUILDING	101.142.223	Miles		330 00063
MICHAELS STORES 9602						
PROGRAMMING SUPPLIES	31.98	PROGRAM SUPPLIES	101.142.242	Schmidt		330 00223
OLSONS PEST TECHNICIAN						
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		330 00036
PITNEY BOWES PBP						
POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		330 00436
PROVANTAGE						
OFFICE SOFTWARE	9,888.00	EQUIPMENT	101.142.350	Johnson		330 00006
SHERWIN WILLIAMS 70301						
CHALKBOARD	11.43	REP. & MAINT. - BUILDING	101.142.223	Miles		330 00025
SOUTH DAKOTA STATE HIS						
PROFESSIONAL SERVICES	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		330 00167
MICRFILM	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		330 00415
	20.00	*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					
THE LIBRARY STORE INC.						
OFFICE SUPPLIES	137.64	OFFICE SUPPLIES	101.142.232	Dobrovolny		330 00417
POSTAGE	10.99	POSTAGE	101.142.231	Dobrovolny		330 00418
	148.63	*VENDOR TOTAL				
VASTBROADBAND-VEXUS						
PHONE	45.06	TELEPHONE	101.142.271	Yardley		330 00364
PHONE	80.21	TELEPHONE	101.142.271	Yardley		330 00393
	125.27	*VENDOR TOTAL				
	12,899.63				

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	1,070.00	8,435.00	1,635.00- 124 -----]]
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	295.00	205.00 59 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.25	29.75-	39.75 297 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	48.12	388.51	188.51- 194 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	90.10	853.75	646.25 56 -----
3456 PC PRINTING	6,000.00	6,000.00	477.10	3,707.50	2,292.50 61 -----
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	0.00	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	1,720.57	16,686.63	423.37 97 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	237.28	1,194.94	405.06 74 -----
3511 PARKING FINES	5,000.00	5,000.00	100.00	1,507.50	3,492.50 30 ---
3520 LIBRARY FINES	650.00	650.00	50.00	282.99	367.01 43 ----
TOTAL: FINES	7,250.00	7,250.00	387.28	2,985.43	4,264.57 41 ----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	3,043.06	28,309.17	11,690.83 70 -----
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	9,860.32	15,224.17	11,224.17- 380 -----]]]]
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	457.91	47,571.37	44,571.37- 1585 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	143.43	1,373.97	126.03 91 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	13,504.72	99,418.68	40,918.68- 169 -----]]]]
TOTAL: GENERAL FUND	97,860.00	97,860.00	15,612.57	126,590.74	28,730.74- 143 -----]]]]

	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	10.17	90.61	90.61-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	7,633.25	20,315.12	20,315.12-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	7,643.42	20,405.73	20,405.73-	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	365,143.00	0.00	34,934.47	276,658.29	88,484.71	75 -----
102	84,000.00	0.00	3,568.08	22,683.69	61,316.31	27 --
103	350.00	0.00	75.49	371.88	21.88-	106 -----
111	34,386.00	0.00	2,913.42	22,149.99	12,236.01	64 -----
121	21,930.00	0.00	2,100.61	16,251.86	5,678.14	74 -----
131	2,796.00	0.00	0.00	211.73-	3,007.73	7
132	99,678.00	0.00	3,153.72	36,405.43	63,272.57	36 ---
133	1,054.00	0.00	10.76	387.85	666.15	36 ---
TOTAL:	609,337.00	0.00	46,756.55	374,697.26	234,639.74	61 -----
	OTHER CURRENT EXPENDITURES					
201	12,212.00	0.00	0.00	11,048.77	1,163.23	90 -----
202	47,900.00	0.00	6,183.99	42,522.01	5,377.99	88 -----
211	3,000.00	0.00	0.00	0.00	3,000.00	0
212	5,000.00	0.00	408.38	3,215.18	1,784.82	64 -----
221	3,000.00	0.00	0.00	5.98	2,994.02	0
223	4,000.00	0.00	21.08	476.46	3,523.54	11 -
224	0.00	0.00	0.00	0.00	0.00	0
231	3,000.00	0.00	208.36	1,689.38	1,310.62	56 -----
232	9,500.00	0.00	114.04	2,020.58	7,479.42	21 --
233	0.00	0.00	0.00	0.00	0.00	0
234	0.00	0.00	0.00	303.20	303.20-	9999 -----]]]]
235	9,500.00	0.00	888.36	6,801.59	2,698.41	71 -----
236	3,000.00	0.00	130.19	1,346.12	1,653.88	44 -----
242	5,000.00	0.00	459.82	2,769.47	2,230.53	55 -----
248	0.00	0.00	0.00	0.00	0.00	0
255	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	40.50	219.50	780.50	21 --
263	3,500.00	0.00	0.00	0.00	3,500.00	0
265	1,500.00	0.00	125.00	524.00	976.00	34 ---
271	1,800.00	0.00	183.24	1,569.91	230.09	87 -----
272	20,000.00	0.00	1,560.41	12,857.11	7,142.89	64 -----
273	3,000.00	0.00	15.00	2,454.51	545.49	81 -----
274	3,500.00	0.00	442.97	2,603.08	896.92	74 -----
275	1,200.00	0.00	38.42	345.78	854.22	28 --
276	500.00	0.00	32.00	344.00	156.00	68 -----
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	141,112.00	0.00	10,851.76	93,116.63	47,995.37	65 -----
	CAPITAL OUTLAY					
301	22,000.00	0.00	0.00	0.00	22,000.00	0
320	0.00	0.00	0.00	0.00	0.00	0
340	51,000.00	0.00	7,398.19	37,048.21	13,951.79	72 -----
342	12,500.00	0.00	529.35	6,604.47	5,895.53	52 -----

	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	17,736.00	23,040.00	23,040.00-	9999 -----]]]]
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	85,500.00	0.00	25,663.54	66,692.68	18,807.32	78 -----
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	83,271.85	534,506.57	301,442.43	63 -----
TOTAL: GENERAL FUND	835,949.00	0.00	83,271.85	534,506.57	301,442.43	63 -----

	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	81.28	8,235.57	8,235.57-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	81.28	8,235.57	8,235.57-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	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	0.00	1,543.62	1,543.62-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	81.28	9,779.19	9,779.19-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	81.28	9,779.19	9,779.19-	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	7,562.14	9,809.18	41,992.92
	TOTAL CURRENT ASSETS:	32,183.74	7,562.14	9,809.18	41,992.92
	TOTAL ASSETS:	32,183.74	7,562.14	9,809.18	41,992.92
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	7,643.42CR	20,405.73CR	28,077.02CR
701.2910	EXPENDITURE CONTROL	8,918.61	81.28	9,779.19	18,697.80
	TOTAL FUND BALANCE:	31,366.38CR	7,562.14CR	10,626.54CR	41,992.92CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	7,562.14CR	9,809.18CR	41,992.92CR
	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	34,934.47	276,658.29	88,484.71	75	-----	
J-100121-289	PAYROLL OCTOBER 1, 2021			11,483.93	LIBRARY-REG WAGES		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			11,497.03	LIBRARY-REG WAGES		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			11,953.51	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	3,568.08	22,683.69	61,316.31	27	--	
J-100121-289	PAYROLL OCTOBER 1, 2021			1,256.83	LIBRARY-TEMP WAGES		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			1,186.94	LIBRARY-TEMP WAGES		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			1,124.31	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	75.49	371.88	21.88-	106	-----	
J-100121-289	PAYROLL OCTOBER 1, 2021			23.27	LIBRARY OVERTIME		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			13.07	LIBRARY OVERTIME		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			39.15	LIBRARY OVERTIME		P		A
111	OASI	34,386.00	0.00	2,913.42	22,149.99	12,236.01	64	-----	
J-100121-289	PAYROLL OCTOBER 1, 2021			957.54	LIBRARY-OASI		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			952.43	LIBRARY-OASI		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			1,003.45	LIBRARY-OASI		P		A
121	RETIREMENT	21,930.00	0.00	2,100.61	16,251.86	5,678.14	74	-----	
J-100121-289	PAYROLL OCTOBER 1, 2021			690.43	LIBRARY-RETIREMENT		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			690.61	LIBRARY-RETIREMENT		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			719.57	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	36,405.43	63,272.57	36	---	
J-100121-289	PAYROLL OCTOBER 1, 2021			1,576.86	LIBRARY-GROUP INS		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			1,576.86	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	10.76	387.85	666.15	36	---	
J-100121-289	PAYROLL OCTOBER 1, 2021			3.39	LIBRARY-UNEMP INS		P		A
J-101521-291	PAYROLL OCTOBER 15,2021			3.21	LIBRARY-UNEMP INS		P		A
J-102921-308	PAYROLL OCTOBER 29, 2021			4.16	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	609,337.00	0.00	46,756.55	374,697.26	234,639.74	61	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90	-----	

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES	47,900.00	0.00	6,183.99	42,522.01	5,377.99	88	-----
M-100521-285	.13843 OVERDRIVE DIST	202109	Schmidt	1,324.29	E-BOOKS		-	A
M-100521-285	.11798 BAKER-TAYLOR	202109	Schmidt	396.00	PROFESSIONAL SERVICES		-	A
M-100521-285	.14274 OLSONS PEST TECHNICIAN	202109	Schmidt	90.00	PEST CONTROL		-	A
M-100521-285	.13843 OVERDRIVE DIST	202109	Schmidt	2,592.18	E-BOOKS		-	A
M-100521-285	.14180 ENVISION WARE	202109	Schmidt	538.85	PROFESSIONAL SERVICES		-	A
D-101121-279	05937 J & H CARE & CLEANING CO	066393	9.23.21	1,200.00	JANITORIAL SERVICES	022285	P N	A
D-101121-279	07559 LILYCREST	066403	9.2021	42.67	REPLACE GLASS	022284	P -	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	408.38	3,215.18	1,784.82	64	-----
D-101121-279	07098 US BANK EQUIPMENT FINANC	066428	453859332	408.38	COPIER LEASE	022287	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	21.08	476.46	3,523.54	11	-
M-100521-285	.17540 ECHO ELECTRIC SUPPLY -	202109	Miles	21.08	SUPPLIES		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	208.36	1,689.38	1,310.62	56	-----
M-100521-285	.17942 PB LEASING	202109	Schmidt	122.00	POSTAGE		-	A
M-100521-285	.11798 BAKER-TAYLOR	202109	Schmidt	63.16	POSTAGE		-	A
M-100521-285	.16450 HY-VEE YANKTON 1899	202109	Schmidt	23.20	POSTAGE		-	A
M-100521-285	.15692 AMZN MKTP US	202109	Dobrovolny	3.99	REFUND		-	A
M-100521-285	.18157 AMZN MKTP US 259GS8MT2	202109	Dobrovolny	3.99	REFUND POSTAGE		-	A
232	OFFICE SUPPLIES	9,500.00	0.00	114.04	2,020.58	7,479.42	21	--
M-100521-285	.14179 MENARDS YANKTON SD	202109	Dobrovolny	10.45	OFFICE SUPPLIES		-	A
M-100521-285	.18126 AMZN MKTP US 2G8KX3MD2	202109	Dobrovolny	8.01	OFFICE SUPPLIES		-	A
M-100521-285	.18144 AMZN MKTP US 2G5AI1VQ0	202109	Dobrovolny	19.88	OFFICE SUPPLIES		-	A
M-100521-285	.18155 AMZN MKTP US 2G11163Z1	202109	Dobrovolny	18.84	OFFICE SUPPLIES		-	A
M-100521-285	.15692 AMZN MKTP US	202109	Dobrovolny	10.03	REFUND-COMPUTER SUPPLY		-	A
M-100521-285	.18161 AMZN MKTP US 254YY4JH2	202109	Dobrovolny	66.89	OFFICE SUPPLIES		-	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	888.36	6,801.59	2,698.41	71	-----
M-100521-285	.16600 GAN USATODAYCIRC	202109	Schmidt	360.56	NEWSPAPER SUBSCRIPTION		-	A
M-100521-285	.11824 THE STAR TRIBUNE CIRC	202109	Schmidt	527.80	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	130.19	1,346.12	1,653.88	44	----
M-100521-285	.18121 AMZN MKTP US 2G4VR9622	202109	Dobrovolny	25.99	JANITORIAL SUPPLIES		-	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								
236	JANITORIAL SUPPLIES								
M-100521-285	.18139 AMZN MKTP US 2G5A39JN2	202109	Dobrovolny	53.77	JANITORIAL SUPPLIES		-		A
M-100521-285	.18155 AMZN MKTP US 2G11163Z1	202109	Dobrovolny	50.43	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	459.82	2,769.47	2,230.53	55	-----	
M-100521-285	.14179 MENARDS YANKTON SD	202109	Dobrovolny	14.37	PROGRAM SUPPLIES		-		A
M-100521-285	.16699 OTC BRANDS INC	202109	Schmidt	66.93	PROGRAMMING		-		A
M-100521-285	.18126 AMZN MKTP US 2G8KX3MD2	202109	Dobrovolny	18.89	PROGRAM SUPPLIES		-		A
M-100521-285	.13176 HOBBY-LOBBY #0137	202109	Schmidt	55.49	PROGRAM SUPPLIES		-		A
M-100521-285	.16450 HY-VEE YANKTON 1899	202109	Schmidt	6.17	PROGRAM SUPPLIES		-		A
M-100521-285	.11902 YANKTON PIZZA RANCH	202109	Schmidt	31.98	PROGRAMMING		-		A
M-100521-285	.18162 AMZN MKTP US 251OT9JB2	202109	Dobrovolny	19.99	PROGRAM SUPPLIES		-		A
M-103121-301	07560 WILSON/CINDY	008591	2021-135	246.00	PROGRAM SPEAKER	022288	F	N	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	40.50	219.50	780.50	21	--	
M-100521-285	.16033 SD LIBRARY ASSOCIATION	202109	Caine	40.50	SDLA MEMBERSHIP		-		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	125.00	524.00	976.00	34	---	
M-100521-285	.16033 SD LIBRARY ASSOCIATION	202109	Caine	125.00	SDLA VIRTUAL CONFERENCE		-		A
271	TELEPHONE	1,800.00	0.00	183.24	1,569.91	230.09	87	-----	
J-100121-289	PAYROLL OCTOBER 1, 2021			60.50	LIBRARY-TELEPHONE		P		A
M-100521-285	.17371 VASTBROADBAND-VEXUS	202109	Yardley	77.68	PHONE		-		A
M-100521-285	.17371 VASTBROADBAND-VEXUS	202109	Yardley	45.06	PHONE		-		A
272	ELECTRICITY	20,000.00	0.00	1,560.41	12,857.11	7,142.89	64	-----	
M-103121-278	00455 NORTHWESTERN ENERGY	202122	9.29.21	1,560.41	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	15.00	2,454.51	545.49	81	-----	
M-103121-278	00303 MIDAMERICAN ENERGY	202122	9.29.21	15.00	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	442.97	2,603.08	896.92	74	-----	
M-103121-278	00109 CITY UTILITIES	202122	9.29.21	25.20	WATER-WW CHARGES	002793	P	-	A
M-103121-278	00109 CITY UTILITIES	202122	9.29.21	49.06	WATER-WW CHARGES	002793	P	-	A
M-103121-278	00109 CITY UTILITIES	202122	9.29.21	368.71	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	345.78	854.22	28	--	
M-103121-278	00109 CITY UTILITIES	202122	9.29.21	27.20	WATER-WW CHARGES	002793	P	-	A
M-103121-278	00109 CITY UTILITIES	202122	9.29.21	11.22	WATER-WW CHARGES	002793	P	-	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
276	LANDFILL	500.00	0.00	32.00	344.00	156.00	68	-----
J-103121-323	OCTOBER JOURNAL ENTRIES	JE 311		32.00	DUMPSTER CHGS - OCTOBER			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	141,112.00	0.00	10,851.76	93,116.63	47,995.37	65	-----
	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	7,398.19	37,048.21	13,951.79	72	-----
M-100521-285	.11798 BAKER-TAYLOR	202109	Schmidt	6,970.78	BOOKS		-	A
M-100521-285	.18126 AMZN MKTP US 2G8KX3MD2	202109	Dobrovolny	46.97	BOOKS		-	A
M-100521-285	.18127 AMZN MKTP US 2G2PH3R80	202109	Dobrovolny	123.84	BOOKS		-	A
M-100521-285	.18130 AMZN MKTP US 2G9KI4JV2	202109	Dobrovolny	11.99	BOOK		-	A
M-100521-285	.18132 AMZN MKTP US 2G3095T82	202109	Dobrovolny	57.52	BOOKS		-	A
M-100521-285	.11785 CENTER POINT LARGE PRI	202109	Schmidt	134.22	LARGE PRINT BOOKS		-	A
M-100521-285	.18141 AMZN MKTP US 2G9NY5F72	202109	Dobrovolny	12.48	BOOK		-	A
M-100521-285	.18144 AMZN MKTP US 2G5AI1VQ0	202109	Dobrovolny	44.99	BOOKS		-	A
M-100521-285	.18147 AMZN MKTP US 2G0GW5VC1	202109	Dobrovolny	12.27	BOOK		-	A
M-100521-285	.18155 AMZN MKTP US 2G11163Z1	202109	Dobrovolny	9.99	BOOKS		-	A
M-100521-285	.15692 AMZN MKTP US	202109	Dobrovolny	26.86-	REFUND FOR RETURNED BOOK		-	A
342	AV - CAPITAL	12,500.00	0.00	529.35	6,604.47	5,895.53	52	-----
M-100521-285	.18122 AMZN MKTP US 2G7269YR0	202109	Dobrovolny	38.94	DVD'S		-	A
M-100521-285	.18123 AMZN MKTP US 2G4C108C2	202109	Dobrovolny	19.99	DVD		-	A
M-100521-285	.18124 AMZN MKTP US 2C1050CR1	202109	Dobrovolny	19.89	DVD		-	A
M-100521-285	.18126 AMZN MKTP US 2G8KX3MD2	202109	Dobrovolny	49.44	DVD'S		-	A
M-100521-285	.15692 AMZN MKTP US	202109	Dobrovolny	28.17-	REFUND		-	A
M-100521-285	.15697 AMZN MKTP US AMZN.COM/	202109	Dobrovolny	4.00-	REFUND PREORDER DVD		-	A
M-100521-285	.18144 AMZN MKTP US 2G5AI1VQ0	202109	Dobrovolny	223.14	DVD'S		-	A
M-100521-285	.18146 AMZN MKTP US 2G4OK05G1	202109	Dobrovolny	39.98	DVD		-	A
M-100521-285	.18149 PRIME VIDEO 2G0DU6EX1	202109	Dobrovolny	6.38	DIGITAL MOVIE RENTAL		-	A
M-100521-285	.18155 AMZN MKTP US 2G11163Z1	202109	Dobrovolny	92.86	DVD'S		-	A
M-100521-285	.18157 AMZN MKTP US 259GS8MT2	202109	Dobrovolny	28.17	DVD		-	A
M-100521-285	.15692 AMZN MKTP US	202109	Dobrovolny	3.03-	REFUND FOR DVD PRE-ORDER		-	A
M-100521-285	.18160 AMZN MKTP US 254YW0KJ1	202109	Dobrovolny	15.77	DVD		-	A
D-101121-279	04785 MIDWEST TAPE	066410	500867413	29.99	AV	022286	P -	A
350	EQUIPMENT	0.00	0.00	17,736.00	23,040.00	23,040.00	9999	-----]]]]
D-101121-279	07400 RIVERSIDE TECHNOLOGIES I	066419	329853-IN	17,736.00	LIBRARY COMPUTERS	210023	P -	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	85,500.00	0.00	25,663.54	66,692.68	18,807.32	78	-----
	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	83,271.85	534,506.57	301,442.43	63	-----
TOTAL:	GENERAL FUND	835,949.00	0.00	83,271.85	534,506.57	301,442.43	63	-----

Director's Report-November 2021

Friends' Event: The Friends are hosting an Author Meet & Greet Event on November 14 from 2pm-4pm at the library. Twenty local and regional authors will have their works available for sale. Participants can purchase unique holiday gifts (or something for themselves!) and get a chance to meet the authors and have their books signed. Refreshments will be served and the Friends will be available to discuss new and renewals of memberships.

ARPA Grant: The new computers received through the ARPA grant have begun to be installed at the library. It is exciting to see the updated technology and hopefully be able to offer improved technology and Internet access with the new equipment. The digitization project is close to completion. Advantage Archives have completed two websites-one to be accessed from anywhere for papers prior to 1929 and one to be accessed in the library for later papers. The two sites are needed in order to respect copyright rules for the Press & Dakotan. We are currently working on branding for the websites and are hoping to roll them out to the public before the end of the year. The wiring project that was part of this grant has not yet begun.

Pokemon Party: The library will be throwing a Pokemon Party on Thursday, November 18 to celebrate the release of the new game on November 19. The afternoon will kick off by showing the movie, Detective Pikachu at 3:30pm. Then at 6pm families can join us for lots of activities, treats and games to be had for Pokemon fans of all ages.

Gratitude Meditation: Amy Reyes will be joining us on Monday, November 22 to lead a gratitude meditation session to help us all get into the spirit of Thanksgiving. We will be utilizing the Meeting Owl in order to offer a virtual option for those who cannot make the event in person.

Winter Programming: Our December calendar will be a little lighter as it seems everyone's schedules get so busy during the month. We will be offering a few "bonus activities" the week after Christmas to provide some activities for kids and families during the break from school. In January, the library will hold a class for Estate Planning 101 to be taught by Sheila Woodward. Additionally, plans for Adult Craft Nights, an Adulting 101 series, and some Hygge events are being planned for the winter months along with our regular children's programs.

Staffing: We will be posting for a part time position to try to help with the staff shortage right now. Hopefully we will be able to find more help to keep the schedules more regular. Our current staff continue to be generous in their flexibility and willingness to help where needed!

Library Accreditation & December Meeting: Our requirements for library accreditation are due on the first Friday in December (December 3). I would like to propose that we hold a special meeting in December on the first Wednesday (December 1) so as to be able to finalize any requirements for accreditation. The Board can then decide if they would like to cancel or continue with the regular meeting on Wednesday, December 8.

October 2021 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Lego Club	7-Oct	3:30pm	16	5
Movie: Scoob!	14-Oct	3:30pm	15	5
STEM:Park Ranger	21-Oct	3:30pm	9	7
Spider Web Craft	28-Oct	15:30	12	6
Total:			52	23

Storytime	Date	Time	Kids	Adults
	5-Oct	10:30 AM	10	5
	5-Oct	6:00 PM	7	4
	7-Oct	10:30 AM	5	3
	12-Oct	10:30 AM	6	3
	12-Oct	6:00 PM	7	4
	14-Oct	10:30 AM	3	2
River City Domestic Violence	19-Oct	10:30 AM	5	3
	19-Oct	6:00 PM	5	3
	21-Oct	10:30 AM	4	2
	26-Oct	10:30 AM	11	6
	26-Oct	6:00 PM	12	7
	28-Oct	10:30 AM	9	5
Total:			84	47

Stay and Play	Date	Time	Kids	Adults
	6-Oct	10:30 AM	6	3
	13-Oct	10:30 AM	3	2
	20-Oct	10:30 AM	6	3
	27-Oct	10:30 AM		
Total:			15	8

Teen Events	Date	Time	Kids
Teen Subscription Bags	1-Oct	n/a	16
Teen Advisory Board (TAB)	12-Oct	7:00 PM	9
Spooky Shirt DIY	13-Oct	3:30pm	13
Skeleton Magnets (Sacred Heart)	25-Oct	3:30pm	7
Doodle Pumpkin	28-Oct	3:30pm	17
Pumpkin Decorating Contest	28-Oct	n/a	7
Total:			69

Adult Programs	Date	Time	Participants	Virtual
House Tour	6-Oct	5:30 PM	15	NA
Salsa Making Demo	7-Oct	6:30 PM	18	NA
Author Talk: Cindy Wilson	12-Oct	6:30 PM	14	NA
Adult Craft: Fall Luminary	15-Oct	6:30 PM	15	NA
Cribbage	17-Oct	2:00 PM	6	NA
Seed Library	19-Oct	1:00 PM	10	1
Seed Library	19-Oct	6:30pm	6	1
Reader's Anonymous-Book Club	11-Oct	1:00 PM	5	NA
Between the Lines-Book Club	26-Oct	4:30 PM	9	NA
Total:			14	2

Miscellaneous				
	Date	Time	Kids	Adults
Interactive Movie: Boss Baby	2-Oct	7:00 PM	13	7
Total:			13	7

OCTOBER 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	6,849	4,677	8,439
Juvenile	4,115	2,423	3,617
Total	10,964	7,100	12,056

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	4,684	3,340	6,723
Juvenile	3,943	2,369	3,550
Total	8,627	5,709	10,273

Interlibrary Loan			
	2021	2020	2019
Requested	105	101	98
Supplied	23	20	141
Total	128	121	239

Electronic Resources			
	2021	2020	2019
OverDrive	2,037	1,216	1,471
TumbleBooks	172	54	67
Total	2,209	1,270	1,538

Adult Outreach			
	2021	2020	2019
Locations	5	4	11
Patrons	34	13	44
Circulations	137	65	243

Daycare Outreach			
	2021	2020	2019
Locations	4	4	14
Patrons	46	80	205
Circulations	18	80	253

Current Cards			
	2021	2020	2019
Resident	4,380	4,080	5,052
Non-Resident	254	219	353
Mount Marty	39	36	39
Teacher	54	52	51
Yankton County	997	934	1,061
Total	5,724	5,321	6,556

New Cards			
	2021	2020	2019
Resident Adult	31	N/A	N/A
Resident Youth (<18)	4	N/A	N/A
County	2	37	42
County (Households)	2	31	38
Non-resident	2	15	13
Non-resident (households)	2	NA	NA

30 Day Trial Cards			
	2021	2020	2019
In-Town New	8	1	N/A
County -New	1	4	N/A
County-Renewal	0	15	N/A
Nonresident-New	0	0	N/A
Nonresident-Renewal	1	1	N/A
Total	10	21	0

Public Computer Use			
	2021	2020	2019
Uses	577	154	1,476
Hours	277	69	895

WiFi Usage			
	2021	2020	2019
Sessions	1,028	885	1423
Total Session Hours	792	922	1085.0
Unique Users	275	175	403

Meeting Room Use			
	2021	2020	2019
Library Uses	31	0	37
Library Hours	51.0	0	53.0
Non-Library Uses	22	0	23
Non-Library Hours	25.0	0	38.0

Study Room Use			
	2021	2020	2019
Uses	18	0	65
Hours	32.0	0.0	60.0

Notary			
	2021	2020	2019
Requests	1	0	8

Proctor			
	2021	2020	2019
Tests	6	9	37

Genealogy Requests			
	2021	2020	2019
Patrons	0	0	2
Hours	0	0.00	2.0

Teacher Requests			
	2021	2020	2019
Patrons	0	4	3

Courier			
	2021	2020	2019
Total Incoming	123	80	354
Total Outgoing	162	97	346
Total	285	177	700

Collection			
	2021	2020	2019
Items Added	514	512	597
Items Deleted	202	126	227
TOTAL COLLECTION	82723	80,709	NA

Curbside Pick-Ups			
	2021	2020	2019
	21	730	NA

Food For Fines			
	2021	2020	2019
	60	27	80

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	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 Elementary craft Take & Make Kits available for pick up.	22 Gratitude Meditation 6:30pm	23 Story Time 10:30am & 6pm	24 Stay & Play 10:30 am Library Closes at 5 pm	25 Library Closed: Thanksgiving	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			

Yankton Community Library • December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Socks for Fines <i>Bring in new socks to be donated to the Contact Center</i>	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		1 Stay & Play 10:30 am Santa's Workshop 3:30-6:30pm	2 Story Time, 10:30 am LEGO Club, 3:45pm Yankton Holiday Festival of Lights	3	4
5 Cribbage 2-4pm	6	7 Story Time 10:30 am & 6pm Readers Anonymous 2:00 pm TAB, 7pm	8 Stay & Play, 10:30 am Library Board Meeting, 5:30 pm	9 Story Time, 10:30 am Movie, 3:45pm	10	11
12	13	14 Story Time 10:30 am & 6pm	15 Stay & Play 10:30 am Teen Craft, 3:45pm	16 Story Time 10:30 am STEM Club, 3:45pm	17	18
19 Elementary craft Take & Make Kits available for pick up.	20	21 Between the Lines, 4:30pm	22	23	24 Library Closed	25 Library Closed
26	27 Friends of the Library Meeting, 4pm	28 Legos Club, 3:45	29 Elementary Craft Buffet, 3:45	30 Movie, 1:30pm Teen Activity, 3:45pm	31	*Check out our Winter Reading Program: Dec 1-Feb 28

Yankton Community Library Marketing and Communications Plan

Updated by the Yankton Community Library Board of Trustees on 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 Thrive.
- 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, 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, 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.

2022

Check Date



End of Pay Period



City Commission Meeting



Holidays



January

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	New Year's Day was reflected in 2021.				

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

There will be 4 floating Holidays this year, the fourth is from the Christmas Eve Holiday.

**Yankton Community Library
Holiday Calendar & Board Schedule 2022**

Date	Holiday	Closing
Saturday, January 1	New Year's Day	All Day
Monday, January 17	Martin Luther King Jr. Day	All Day
Monday, February 21	Presidents' Day	All Day
Sunday, April 17	Easter	All Day
Summer Hours begin May 29, 2022		
Sunday, May 29 Monday, May 30	Memorial Day	All Day
Monday, July 4	Independence Day	All Day
Saturday, August 20	Riverboat Days	All Day
Monday, September 5	Labor Day	All Day
Winter Hours resume September 6, 2022		
Friday, November 11	Veterans Day	All Day
Thursday, November 24 Friday, November 25	Thanksgiving	5 pm on 11/23
Saturday, December 24 Sunday, December 25 Monday, December 26	Christmas	All Day

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 Eve being on a Saturday.

Yankton Community Library Board of Trustees 2022 Meeting Schedule

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

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

Adopted by the Yankton Community Library Board on November 10, 2021.

Gift & Donation Policy

~~The YCL~~ Yankton Community Library welcomes materials in good condition offered as gifts. All gifts are evaluated in the same manner as new materials for inclusion in the collection under our Collection Development policy and, as such, may be accepted into the collection, ~~sold~~, ~~donated to the Friend of the Yankton Community Library~~ or discarded. Gift plates are not placed in used items. The library will not provide donors with an itemized list of donated materials or provide an appraisal of the items.

The Friends of the Yankton Community Library will accept donations of gently used items, including books, DVDs, CDs, Audiobooks, Puzzles and other suitable library materials. Donated items may be sold, discarded or donation to another organization. Proceeds from the Friends' book sales are used to further enhance the library's collection, programming and equipment. The Friends will not accept encyclopedia sets, textbooks with a copyright date older than ten years, or items that are in poor physical condition.

Donation receipts for tax purposes are available upon request. The donor will estimate the value and assign it to the receipt.

Monetary donations are always welcome to fund the Summer Reading Program, special programs and equipment. Monetary donations in memory of loved ones are also accepted. Book plates may be requested to be placed in these items.

Personnel Policy

The library will follow the Uniform Personnel Rules and Regulations Manual for the City of Yankton, South Dakota and the Collective Bargaining Agreement between the City of Yankton and American Federation of State, County and Municipal Employees, AFL-CIO with changes as deemed necessary to suit the unique needs of the Library. All personnel policies will adhere to any county, regional, state and federal laws.

Computer Use Policy

The YCL maintains computers for patron Internet access. Scheduling software designed to give all patrons equal and equitable access to library computers is now in place. Staff prerogative permits restriction to persons based on previous use/misuse of equipment, or failure to follow computer use/library rules. Library staff has the authority to "bump" patrons based on inappropriate use or behavior on the computers. Unless a group is working on a project, only one person is allowed at a computer at one time.

The YCL endorses the American Library Association's Access to Digital Information, Services, and Networks. The Library will not be placed in a position to act "in loco parentis," in place of the parent. However, it also assumes a social moral responsibility of the community it represents and therefore, takes upon itself some social regulatory/selection responsibilities, especially when mandated by state/federal laws. Access to "obscene materials" as defined by SDCL, "Definitions of terms" (22-24-27) by minors or adults will not be permitted.

Age and Sensitive Material Access

Patrons accessing obscene or questionable material on any library computer will be subject to the following actions by staff with staff having the authority to decide the severity of the action based on the event:

- asked to immediately cease/desist
- forfeit computer use for remainder of current day
- forfeit computer use for one (1) week;
- forfeit computer use for one (1) month;
- action against patron taken by Director.

All patrons have the right to a grievance hearing/appearance in front of the YCL Board of Trustees at a regularly scheduled Board meeting.

The Library computers are public viewable terminals. As such, the terminals are readily viewed by patrons and staff. If a patron encounters objectionable material viewed at any computer whether they are the computer operator or not, they can notify staff immediately.

Staff Assistance, Use by Children and Miscellaneous Information

Library staff is available to provide limited assistance (15 minutes) for getting on the Internet, web browsing, learning applications, helping with the scanner and other peripheral devices but cannot provide extended aid.

Access to Digital Information, Services, and Networks

An Interpretation of the LIBRARY BILL OF RIGHTS

Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including “Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.”

Users’ access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults (“Free Access to Libraries for Minors”; “Access to Resources and Services in the School Library Media Program”; “Access for Children and Young Adults to Nonprint Materials”; and “Minors and Internet Interactivity”).²

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with “Privacy: An Interpretation of the Library Bill of Rights,” and “Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights.”

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 “Free Access to Information”; 53.1.14 “Economic Barriers to Information Access”; 60.1.1 “Minority Concerns Policy Objectives”; 61.1 “Library Services for the Poor Policy Objectives”). All libraries should develop policies concerning access to digital information that are consistent with ALA’s policies and guidelines, including “Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights,” “Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities,” and “Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights.”

Information Resources and Access

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user’s age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a librarian’s personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children’s use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library’s selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of

constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.³

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries (“Diversity in Collection Development”).

¹Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

²Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

³“If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user’s election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case.” United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: “Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights.”

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

Computer and Internet Use Policy

Yankton Community Library offers computers with Internet access and open unsecured WiFi for public usage. The Internet is an unregulated global information resource. As such, users are cautioned that information and images can be encountered which may be considered controversial and/or offensive. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter. Yankton Community Library endorses the American Library Associations' Access to Digital Information, Services and Networks (see attached).

Parents and legal guardians are responsible for the information accessed by their children. Parents and legal guardians are advised to provide guidance and to supervise their children's use of the Internet.

Yankton Community Library:

- Cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk
- Is not responsible for work or information lost due to computer or system malfunctions
- Is not responsible for misplaced or stolen equipment
- Disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof
- Is not responsible for controlling children's Internet use

Library Rules for Internet Use

The Library expects patrons to use the Internet in a responsible manner respecting the rights of others and following the Library's rules of behavior. The Internet computers are located in public areas and are used by library patrons of all ages, backgrounds, sensitivities and values. Yankton Community Library does not condone the use of library equipment to access obscene material.

Users may not engage in actions that will, but are not limited to:

- Destroy, alter, prevent or interfere with the configuration of the Library computers
- Violate copyright or software license agreements
- Invade or violate other individuals' privacy
- Sending, receiving, printing or displaying text or graphics that may reasonably be construed as obscene or threatening
- Engage in activity that is deliberately offensive or creates an intimidating or hostile environment
- Be for any illegal, unethical, or criminal purposes

Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may be subject to prosecution. All patrons have the right to a grievance/hearing in front of the YCL Board of Trustees at a regularly scheduled Board meeting.

Staff Assistance and Miscellaneous Information

- Library staff is available to provide limited assistance (15 minutes) to help users get signed in, find specific websites, limited assistance with applications, helping with the scanner or printer and various other tasks, but cannot provide extended aid.
- Software will warn users 15 minutes before the library closing time. Computers will automatically shut down 10 minutes prior to the library's closing time.

Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

¹ "[Guidelines for Library Policies](#)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

²*Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); *cert.denied*, 534 U.S. 994 (2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012>

⁵ "[Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights*](#)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ "[Internet Filtering: An Interpretation of the *Library Bill of Rights*](#)," adopted June 30, 2015, by the ALA Council.

⁷ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 *under previous name* "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

Privacy of Patron Records Policy

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age are protected from violations of privacy including all library records, registration information, current and past circulation histories and ~~online sites and resources accessed.~~ ~~overdue history.~~ This Act applies to all adult card holders 14 years and older.

As specified in South Dakota Codified Law 14-2-51:

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. ~~This includes husbands, wives, other family relatives, and friends.~~ In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn consult with the Board of Trustees and may seek legal advice before complying with the order.

Fine totals can be given to family members **upon request** if the library staff feel that the intent is to pay those fines for that individual.

To a degree, child cardholders are exempt from this Act because of the contractual nature of the library card and the fact that a parent/legal guardian must sign for child's card, agreeing to pay any fines, fees, loss and damages to library materials. Overdues, ~~fines,~~ and lost/damaged **fine** information for child cardholders will be given to the parent/legal guardian by Library staff on only two occasions:

1. if that information relates to the payment of **lost/damaged** fines, ~~fees, etc.~~
2. if a parent/legal guardian wants to see what that child has currently checked out for purposes of satisfying their parental responsibility.