

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, September 14, 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**AGENDA**

**Call to order**

**Additions to the agenda**

**Approval of August 10, 2022 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- **AV/Circulation Policy**
- **Photography/Filming in the Library Policy**
- **Banned Books/Censorship Training**

**New Business**

- **October 31 closure**
- **By-laws review**

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of September 14, 2022**

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

## MINUTES OF THE BOARD OF TRUSTEES MEETING

### YANKTON COMMUNITY LIBRARY

Wednesday, August 10, 2022, 5:30 pm

**Virtual Meeting – GoToMeeting interface and physical location in Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

The meeting was called to order by President Sarah Mechtenberg at 5:30 pm. Present were David Koerner, Jean Huff, Christine Tielke, Yankton County Commissioner Dan Klimisch, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Absent with regrets were Sue Otterman and Yankton City Commissioner Jerry Webber.

**Approval of July 13, 2022 minutes:** Koerner made a motion to approve the July 13, 2022 minutes with a second by Huff. Unanimous approval.

**Public Comment Period:** none

**Discussion of Bills/Financial Report:** Schmidt reported that the City has been reimbursed \$100,000 in ARPA funds. The final step in that grant process is a visit from the State Library to review the completed projects. The amount of the 2022 county contribution will be corrected from \$12,000 to \$15,000. Motion to accept the Financial Reports by Tielke with a second by Klimisch. Unanimous approval.

**Communications and Correspondence:** Schmidt shared artwork from a patron that has left Yankton along with thank you notes for the Who Lived in That House tour and from a Summer Reading Program prize winner. She also shared verbal compliments about the library and the staff that she received during a Meet and Greet event at the Huether Aquatics Center.

**Director's Report:** From the written report, Schmidt highlighted potential fall programs that the staff has been working on. In addition to the written report, she reported that she will be advertising for part time positions with two current part time staff leaving for college. Dobrovolny shared a summary of the successful first installment of this year's Who Lived in That House Tour. Twenty participants enjoyed a tour of the library and Walnut Village on Tuesday, August 9.

**Old Business: None**

## **New Business**

- **AV Policy** – Potential changes and updates were discussed. Schmidt will bring a draft for review at the next meeting.
- **Preliminary discussion on Photography and Filming in the Library Policy:** Sample policies were reviewed and discussion was held regarding important points to include. Schmidt will create a draft and bring for review at next meeting.
- **Upcoming training opportunity – Book Challenges:** Schmidt will share links for recorded webinars and articles to be discussed at next meeting

**Other Business:** None

**Public Comment Period:** None

**Adjourn the meeting of August, 2022:** Koerner made a motion to adjourn the meeting at 6:30 pm with a second by Tielke. 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	.....					
A & B BUSINESS EQUIPMENT COPIER LEASE	356.24	RENTALS & XEROX SUPPLIES	101.142.212	8.29.22	022707 P	777 00001
CITY UTILITIES						
WTR-WW CHARGES	31.50	WATER SERVICE	101.142.274	8.29.22	002793 P	778 00001
WTR-WW CHARGES	49.06	WATER SERVICE	101.142.274	8.29.22	002793 P	778 00002
WTR-WW CHARGES	34.00	SEWER SERVICE	101.142.275	8.29.22	002793 P	778 00003
WTR-WW CHARGES	11.22	SEWER SERVICE	101.142.275	8.29.22	002793 P	778 00004
WTR-WW CHARGES	362.41	WATER SERVICE	101.142.274	8.29.22	002793 P	778 00005
	488.19	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	100969-034	022704 P	777 00002
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	8.29.22	002794 P	778 00006
MIDWEST TAPE						
AV	274.93	AV - CAPITAL	101.142.342	502520753	022703 P	777 00004
AV	204.95	AV - CAPITAL	101.142.342	8502484677	022703 P	777 00003
	479.88	*VENDOR TOTAL				
MIKKELSEN LIBRARY LOST BOOK	20.00	PROFESSIONAL SERVICES	101.142.202	8.29.22	022705 P	777 00005
NORTHWESTERN ENERGY ELECTRICITY	1,846.30	ELECTRICITY	101.142.272	8.29.22	002795 P	778 00007
RON'S AUTO GLASS REPAIR REPAIRS	480.00	REP. & MAINT. - BUILDING	101.142.223	100610	022702 P	777 00006
	4,885.61	.....				
GENERAL FUND	4,885.61	*****				

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:	4,885.61					

RECORDS PRINTED - 000013

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,885.61
TOTAL ALL FUNDS		4,885.61

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,885.61
TOTAL ALL BANKS		4,885.61

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

DATE ..... APPROVED BY .....  
.....  
.....

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	.....					
AMERICAN LIBRARY ASSOC STAFF TRAINING	129.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		780 00553
AMZN MKTP US REFUND	16.88CR	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		780 00012
DVD REFUND	18.88CR	AV - CAPITAL	101.142.342	Dobrovolny		780 00389
	35.76CR	*VENDOR TOTAL				
AMZN MKTP US BB5E91383 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		780 00546
BOOK	8.30	BOOKS	101.142.340	Dobrovolny		780 00547
	12.29	*VENDOR TOTAL				
AMZN MKTP US CQ5NK91V3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		780 00215
DVD	27.99	AV - CAPITAL	101.142.342	Dobrovolny		780 00216
	31.98	*VENDOR TOTAL				
AMZN MKTP US FN1PZ5RM3 PROGRAM SUPPLIES	211.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		780 00038
BOOK	9.99	BOOKS	101.142.340	Dobrovolny		780 00039
DVD'S	73.12	AV - CAPITAL	101.142.342	Dobrovolny		780 00040
	295.00	*VENDOR TOTAL				
AMZN MKTP US MU9QP9VL3 DVD	9.99	AV - CAPITAL	101.142.342	Dobrovolny		780 00096
AMZN MKTP US RV5SV1YV3 OFFICE SUPPLIES	10.41	OFFICE SUPPLIES	101.142.232	Dobrovolny		780 00332
PROGRAM SUPPLIES	14.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		780 00333
	25.39	*VENDOR TOTAL				
AMZN MKTP US R081089X3 DVD	13.73	AV - CAPITAL	101.142.342	Dobrovolny		780 00027
AMZN MKTP US YT3QW9FH3 BOOKS	62.95	BOOKS	101.142.340	Dobrovolny		780 00318
DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		780 00319
	80.91	*VENDOR TOTAL				
AMZN MKTP US 177JE2033 OFFICE SUPPLIES	40.85	OFFICE SUPPLIES	101.142.232	Dobrovolny		780 00433
AMZN MKTP US 4F8LT2K83 JANITORIAL SUPPLIES	91.86	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		780 00060
PROGRAM SUPPLIES	64.92	PROGRAM SUPPLIES	101.142.242	Dobrovolny		780 00061

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 4F8LT2K83						
BOOKS	150.79	BOOKS	101.142.340	Dobrovolny		780 00062
DVDS	19.99	AV - CAPITAL	101.142.342	Dobrovolny		780 00063
	327.56	*VENDOR TOTAL				
AMZN MKTP US 7B5AC5063						
BOOK	27.92	BOOKS	101.142.340	Dobrovolny		780 00258
BAKER-TAYLOR						
POSTAGE	35.04	POSTAGE	101.142.231	Schmidt		780 00008
BOOKS	3,720.50	BOOKS	101.142.340	Schmidt		780 00009
BOOKS	2,035.21	BOOKS	101.142.340	Schmidt		780 00160
POSTAGE	18.80	POSTAGE	101.142.231	Schmidt		780 00161
	5,809.55	*VENDOR TOTAL				
BLUEPEAK						
PHONE	45.06	TELEPHONE	101.142.271	Yardley		780 00447
PHONE	72.36	TELEPHONE	101.142.271	Yardley		780 00480
	117.42	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		780 00131
DOLLAR TREE, INC.						
PROGRAM SUPPLIES	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		780 00415
SHIPPING	0.80	POSTAGE	101.142.231	Schmidt		780 00416
PROGRAM SUPPLIES	90.00	PROGRAM SUPPLIES	101.142.242	Schmidt		780 00458
SHIPPING	7.19	POSTAGE	101.142.231	Schmidt		780 00459
	107.99	*VENDOR TOTAL				
HY-VEE YANKTON 1899						
STAMPS	24.00	POSTAGE	101.142.231	Schmidt		780 00125
KOPETSKYS ACE HDWE						
PROGRAM SUPPLIES	31.96	PROGRAM SUPPLIES	101.142.242	Schmidt		780 00168
MENARDS YANKTON SD						
OUTLET/DECOR PLATE	47.26	REP. & MAINT. - BUILDING	101.142.223	Homstad		780 00138
HANDLE	6.99	REP. & MAINT. - BUILDING	101.142.223	Mastalir		780 00144
	54.25	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		780 00290



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
OVERDRIVE DIST						
E-BOOKS	339.44	E-BOOKS	101.142.209	Schmidt		780 00166
E-BOOKS	0.18	E-BOOKS	101.142.209	Schmidt		780 00221
E-BOOKS	660.69	E-BOOKS	101.142.209	Schmidt		780 00470
	1,000.31	*VENDOR TOTAL				
QUILL CORPORATION						
REPAIR SUPPLIES	28.96	REP. & MAINT. - BUILDING	101.142.223	Homstad		780 00023
REPAIR SUPPLIES	57.91	REP. & MAINT. - BUILDING	101.142.223	Homstad		780 00028
	86.87	*VENDOR TOTAL				
SCALEFUSION						
LIBRARY TABLET SOFTWARE	240.00	PROFESSIONAL SERVICES	101.142.202	Yonke		780 00201
SD LIBRARY ASSOCIATION						
SDLA MEMBERSHIP DUES	32.00	MEMBERSHIP DUES	101.142.261	Dobrovolny		780 00169
SOUTH DAKOTA HISTORICA						
BOOKS	83.84	BOOKS	101.142.340	Dobrovolny		780 00155
SOUTH DAKOTA STATE HIS						
RENTING MICROFILM	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		780 00170
THE ATLANTIC						
MAGAZINE SUBSCRIPTION	74.99	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		780 00384
WAL-MART #1483						
JANITORIAL SUPPLIES	19.74	JANITORIAL SUPPLIES	101.142.236	Schmidt		780 00005
PROGRAMMING	13.92	PROGRAM SUPPLIES	101.142.242	Schmidt		780 00006
OFFICE SUPPLIES	10.88	OFFICE SUPPLIES	101.142.232	Schmidt		780 00007
	44.54	*VENDOR TOTAL				
WM SUPERCENTER #1483						
JANITORIAL SUPPLIES	14.91	JANITORIAL SUPPLIES	101.142.236	Schmidt		780 00152
PROGRAM SUPPLIES	25.21	PROGRAM SUPPLIES	101.142.242	Schmidt		780 00154
	40.12	*VENDOR TOTAL				
1 OFFICE SOLUTION						
OFFICE SUPPLIES	79.71	OFFICE SUPPLIES	101.142.232	Schmidt		780 00523
	9,027.23	.....				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST	.....					
AMZN MKTP US 4F8LT2K83 PROGRAM SUPPLIES	59.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		780 00064
HEADY HEART HEALING AR SUMMER READING PROGRAM	97.44	RECREATION SUPPLIES	701.701.242	Schmidt		780 00532
HOBBY LOBBY ECOMM SCARECROW	95.82	RECREATION SUPPLIES	701.701.242	Schmidt		780 00506
HY-VEE YANKTON 1899 SUMMER READING PROGRAM	27.98	RECREATION SUPPLIES	701.701.242	Schmidt		780 00463
MELISSA AND DOUG B2C STAY & PLAY TOYS	94.10	RECREATION SUPPLIES	701.701.242	Schmidt		780 00178
WM SUPERCENTER #1483 STAFF APPRECIATION	4.98	RECREATION SUPPLIES	701.701.242	Schmidt		780 00153
	380.29	.....				
LIBRARY TRUST	380.29	*****				

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

DATE ..... APPROVED BY .....

.....

.....

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	6,000.00	9,000.00	40	-----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	6,000.00	9,000.00	40	-----
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	1,210.00	6,985.00	185.00-	102	-----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	73.00	427.00	14	--
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	3.65-	2.65-	12.65	26	--
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	24.25	315.34	115.34-	157	-----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	87.50	561.50	938.50	37	---
3456 PC PRINTING	6,000.00	6,000.00	769.75	4,316.55	1,683.45	71	-----
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	0	
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.00	4,560.84	2,560.84-	228	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,087.85	16,809.58	300.42	98	-----
FINES							
3510 COURT FINES	1,600.00	1,600.00	48.10	2,573.22	973.22-	160	-----]]]]
3511 PARKING FINES	2,000.00	2,000.00	30.00	540.00	1,460.00	27	--
3520 LIBRARY FINES	650.00	650.00	71.50	487.48	162.52	74	-----
TOTAL: FINES	4,250.00	4,250.00	149.60	3,600.70	649.30	84	-----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	17,512.57	55,589.45	15,589.45-	138	-----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0	
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0	
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0	
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0	
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	2,167.94	16,709.43	12,709.43-	417	-----]]]]
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	14,723.96	19,787.61	16,787.61-	659	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	115.89	966.27	533.73	64	-----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	34,520.36	93,052.76	34,552.76-	159	-----]]]]
TOTAL: GENERAL FUND	94,860.00	94,860.00	36,757.81	119,463.04	24,603.04-	142	-----]]]]

	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	52.94	170.10	170.10-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	90.75	10,347.35	10,347.35-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	143.69	10,517.45	10,517.45-	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	384,262.00	0.00	31,270.66	246,428.73	137,833.27	64 -----
102 TEMPORARY WAGES	84,000.00	0.00	2,609.16	21,807.97	62,192.03	25 --
103 OVERTIME WAGES	350.00	0.00	24.44	277.04	72.96	79 -----
111 OASI	35,849.00	0.00	2,519.95	19,926.28	15,922.72	55 -----
121 RETIREMENT	23,077.00	0.00	1,877.72	14,667.00	8,410.00	63 -----
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	30.00-	2,826.00	1
132 GROUP INSURANCE	99,678.00	0.00	4,210.30	31,705.91	67,972.09	31 ---
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	27.88	537.26	516.74	50 -----
TOTAL: PERSONNEL SERVICES	631,066.00	0.00	42,540.11	335,320.19	295,745.81	53 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	10,769.09	2,663.91	80 -----
202 PROFESSIONAL SERVICES	9,900.00	0.00	352.00-	8,915.48	984.52	90 -----
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	7,200.00	8,800.00	45 ----
209 E-BOOKS	28,000.00	0.00	1,035.18	13,492.88	14,507.12	48 ----
211 PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	387.85	3,268.75	1,231.25	72 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	819.69	1,601.25	2,398.75	40 ----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	224.21	2,276.40	723.60	75 -----
232 OFFICE SUPPLIES	9,500.00	0.00	396.14	2,437.90	7,062.10	25 --
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	133.09	6,530.15	2,969.85	68 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	605.54	1,829.88	1,170.12	60 -----
242 PROGRAM SUPPLIES	5,000.00	0.00	185.25	1,712.23	3,287.77	34 ---
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
255 COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	131.63	1,368.37	8
271 TELEPHONE	2,300.00	0.00	179.66	1,331.56	968.44	57 -----
272 ELECTRICITY	20,000.00	0.00	1,873.00	10,112.28	9,887.72	50 -----
273 FUEL-HEATING	3,000.00	0.00	41.72	4,404.11	1,404.11-	146 -----]]]]
274 WATER SERVICE	3,500.00	0.00	417.77	1,244.64	2,255.36	35 ---
275 SEWER SERVICE	1,200.00	0.00	38.42	459.34	740.66	38 ---
276 LANDFILL	500.00	0.00	48.00	320.00	180.00	64 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	146,833.00	0.00	7,233.52	78,037.57	68,795.43	53 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0
320 BUILDINGS	15,000.00	0.00	0.00	0.00	15,000.00	0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH AUG 31, 2022

	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					
340	BOOKS	53,000.00	0.00	2,498.07	25,652.99	27,347.01 48 ----
342	AV - CAPITAL	13,500.00	0.00	1,183.07	5,981.60	7,518.40 44 ----
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40- 9999 -----]]]]
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96- 9999 -----]]]]
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	3,681.14	55,278.95	28,221.05 66 -----
	OTHER EXPENDITURES					
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0 0
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0 0
TOTAL:	COMMUNITY LIBRARY	861,399.00	0.00	53,454.77	468,636.71	392,762.29 54 -----
TOTAL:	GENERAL FUND	861,399.00	0.00	53,454.77	468,636.71	392,762.29 54 -----

	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	893.38	11,480.11	11,480.11-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	893.38	11,480.11	11,480.11-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	42.00	138.70	138.70-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	329.99	329.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	42.00	468.69	468.69-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	935.38	11,948.80	11,948.80-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	935.38	11,948.80	11,948.80-	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	35,131.24	791.69CR	6,763.16CR	28,368.08
	TOTAL CURRENT ASSETS:	35,131.24	791.69CR	6,763.16CR	28,368.08
	TOTAL ASSETS:	35,131.24	791.69CR	6,763.16CR	28,368.08
LIABILITIES AND FUND BALANCE					
-----					
CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	5,331.81CR	0.00	5,331.81	0.00
	TOTAL CURRENT LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
	TOTAL LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	31,366.38CR	0.00	0.00	31,366.38CR
701.2900					
	REVENUE CONTROL	13,642.49CR	143.69CR	10,517.45CR	24,159.94CR
701.2910					
	EXPENDITURE CONTROL	15,209.44	935.38	11,948.80	27,158.24
	TOTAL FUND BALANCE:	29,799.43CR	791.69	1,431.35	28,368.08CR
	TOTAL LIABILITIES AND FUND BALANCE:	35,131.24CR	791.69	6,763.16	28,368.08CR
	TOTAL FUND:	0.00	0.00	0.00	0.00



		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 PERSONNEL SERVICES							
101	REGULAR WAGES	384,262.00	0.00	31,270.66	246,428.73	137,833.27	64	-----
J-080522-731	PAYROLL AUGUST 5, 2022			15,635.33	LIBRARY-REG WAGES		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			15,635.33	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	84,000.00	0.00	2,609.16	21,807.97	62,192.03	25	--
J-080522-731	PAYROLL AUGUST 5, 2022			1,460.77	LIBRARY-TEMP WAGES		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			1,148.39	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	24.44	277.04	72.96	79	-----
J-080522-731	PAYROLL AUGUST 5, 2022			15.41	LIBRARY OVERTIME		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			9.03	LIBRARY OVERTIME		P	A
111	OASI	35,849.00	0.00	2,519.95	19,926.28	15,922.72	55	-----
J-080522-731	PAYROLL AUGUST 5, 2022			1,272.16	LIBRARY-OASI		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			1,247.79	LIBRARY-OASI		P	A
121	RETIREMENT	23,077.00	0.00	1,877.72	14,667.00	8,410.00	63	-----
J-080522-731	PAYROLL AUGUST 5, 2022			939.05	LIBRARY-RETIREMENT		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			938.67	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	30.00-	2,826.00	1	
132	GROUP INSURANCE	99,678.00	0.00	4,210.30	31,705.91	67,972.09	31	---
J-080522-731	PAYROLL AUGUST 5, 2022			2,105.29	LIBRARY-GROUP INS		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			2,105.01	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	27.88	537.26	516.74	50	-----
J-080522-731	PAYROLL AUGUST 5, 2022			14.51	LIBRARY-UNEMP INS		P	A
J-082222-742	PAYROLL 8-19-22 BIWEEKLY			13.37	LIBRARY-UNEMP INS		P	A
TOTAL:	PERSONNEL SERVICES	631,066.00	0.00	42,540.11	335,320.19	295,745.81	53	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	13,433.00	0.00	0.00	10,769.09	2,663.91	80	-----
202	PROFESSIONAL SERVICES	9,900.00	0.00	352.00-	8,915.48	984.52	90	-----
M-080522-725	.14274 OLSONS PEST TECHNICIAN	202207 Schmidt		93.00	PEST CONTROL		-	A
M-080522-725	.17952 SCALEFUSION	202207 Yonke		240.00-	REFUND FROM SCALEFUSION		-	A
M-080522-725	.17952 SCALEFUSION	202207 Yonke		240.00-	DISPUTED CHARGE CREDIT		-	A
J-083122-769	AUGUST JOURNAL ENTRIES	JE 150		35.00	STOP PAYMENT-LOST CHECK			A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	7,200.00	8,800.00	45	----
D-080822-705	05937 J & H CARE & CLEANING CO	067384 100987		1,200.00	JANITORIAL SUPPLY	022701	P N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
209	E-BOOKS	28,000.00	0.00	1,035.18	13,492.88	14,507.12	48 ----	
M-080522-725	.13843 OVERDRIVE DIST	202207	Schmidt	474.22	E-BOOKS		-	A
M-080522-725	.13843 OVERDRIVE DIST	202207	Schmidt	522.96	E-BOOKS		-	A
M-080522-725	.13843 OVERDRIVE DIST	202207	Schmidt	38.00	E-BOOKS		-	A
211	PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	387.85	3,268.75	1,231.25	72 -----	
D-080822-705	03445 A & B BUSINESS EQUIPMENT	067341	960752	387.85	RICOH LEASE	022698	P -	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	819.69	1,601.25	2,398.75	40 ----	
M-080522-725	.14179 MENARDS YANKTON SD	202207	Mastalir	11.99	LED LIGHT		-	A
M-080522-725	.17540 ECHO ELECTRIC SUPPLY -	202207	Mastalir	68.00	LED PANEL		-	A
M-080522-725	.14179 MENARDS YANKTON SD	202207	Mastalir	8.38	OIL		-	A
M-080522-725	.14377 KOPETSKYS ACE HDWE	202207	Mastalir	14.57	CAM LOCKS		-	A
D-080822-702	05084 DAL SIN COMPANY/MJ	067363	12472	716.75	LIBRARY ROOF REPAIRS	022919	P -	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	224.21	2,276.40	723.60	75 -----	
M-080522-725	.16124 PITNEY BOWES PBP	202207	Schmidt	200.00	POSTAGE		-	A
M-080522-725	.11787 DEMCO INC	202207	Schmidt	12.78	POSTAGE		-	A
M-080522-725	.14781 USPS PO 4698100078	202207	Schmidt	11.43	POSTAGE		-	A
232	OFFICE SUPPLIES	9,500.00	0.00	396.14	2,437.90	7,062.10	25 --	
M-080522-725	.18725 AMAZON.COM RG0AN9OS3 A	202207	Dobrovolny	80.85	OFFICE SUPPLIES		-	A
M-080522-725	.18744 AMZN MKTP US Q68DO2PY3	202207	Dobrovolny	34.33	OFFICE SUPPLIES		-	A
M-080522-725	.11787 DEMCO INC	202207	Schmidt	92.34	OFFICE SUPPLIES		-	A
M-080522-725	.18749 AMZN MKTP US KC61I0813	202207	Dobrovolny	69.93	OFFICE SUPPLIES		-	A
M-080522-725	.18755 AMZN MKTP US W04SW3003	202207	Dobrovolny	15.90	OFFICE SUPPLIES		-	A
M-080522-725	.18761 AMZN MKTP US 1P8EW1V20	202207	Dobrovolny	76.80	OFFICE SUPPLIES		-	A
M-080522-725	.18775 AMZN MKTP US BP46F3PA3	202207	Dobrovolny	25.99	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	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	133.09	6,530.15	2,969.85	68 -----	
M-080522-725	.13978 YANKTONMEDIAINC	202207	Schmidt	133.09	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	605.54	1,829.88	1,170.12	60 -----	
M-080522-725	.18725 AMAZON.COM RG0AN9OS3 A	202207	Dobrovolny	143.46	JANITORIAL SUPPLIES		-	A
M-080522-725	.18733 AMZN MKTP US EG25Z9833	202207	Dobrovolny	121.96	JANITORIAL SUPPLIES		-	A
M-080522-725	.14377 KOPETSKYS ACE HDWE	202207	Schmidt	8.17	JANITORIAL SUPPLIES		-	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
236	JANITORIAL SUPPLIES								
M-080522-725	.18739 AMZN MKTP US MU5VT8TB3	202207	Dobrovolny	203.90	JANITORIAL SUPPLIES		-		A
M-080522-725	.14377 KOPETSKYS ACE HDWE	202207	Schmidt	48.11	JANITORIAL SUPPLIES		-		A
M-080522-725	.11787 DEMCO INC	202207	Schmidt	23.88	JANITORIAL SUPPLIES		-		A
M-080522-725	.14377 KOPETSKYS ACE HDWE	202207	Schmidt	32.97	JANITORIAL SUPPLIES		-		A
M-080522-725	.18775 AMZN MKTP US BP46F3PA3	202207	Dobrovolny	23.09	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	185.25	1,712.23	3,287.77	34	---	
M-080522-725	.18725 AMAZON.COM RG0AN9OS3 A	202207	Dobrovolny	5.55	PROGRAM SUPPLIES		-		A
M-080522-725	.18726 AMZN MKTP US L61SG09X3	202207	Dobrovolny	17.19	PROGRAM SUPPLIES		-		A
M-080522-725	.18739 AMZN MKTP US MU5VT8TB3	202207	Dobrovolny	44.05	PROGRAM SUPPLIES		-		A
M-080522-725	.18597 TEACHERSPAYTEACHERS.CO	202207	Schmidt	6.39	PROGRAM SUPPLIES		-		A
M-080522-725	.18761 AMZN MKTP US 1P8EW1V20	202207	Dobrovolny	48.49	PROGRAM SUPPLIES		-		A
M-080522-725	.18775 AMZN MKTP US BP46F3PA3	202207	Dobrovolny	63.58	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	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	131.63	1,368.37	8		
271	TELEPHONE	2,300.00	0.00	179.66	1,331.56	968.44	57	-----	
M-080522-725	.18669 BLUEPEAK	202207	Yardley	45.06	PHONE		-		A
M-080522-725	.18669 BLUEPEAK	202207	Yardley	74.10	PHONE		-		A
J-080522-731	PAYROLL AUGUST 5, 2022			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,873.00	10,112.28	9,887.72	50	-----	
M-083122-706	00455 NORTHWESTERN ENERGY	202220		1,873.00	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	41.72	4,404.11	1,404.11-	146	-----]]]]	
M-083122-706	00303 MIDAMERICAN ENERGY	202220		41.72	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	417.77	1,244.64	2,255.36	35	---	
M-083122-706	00109 CITY UTILITIES	202220		74.26	WATER-WW CHARGES	002793	P	-	A
M-083122-706	00109 CITY UTILITIES	202220		343.51	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	459.34	740.66	38	---	
M-083122-706	00109 CITY UTILITIES	202220		38.42	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	48.00	320.00	180.00	64	-----	
J-083122-769	AUGUST JOURNAL ENTRIES	JE 157		48.00	DUMPSTER CHGS - AUGUST				A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	146,833.00	0.00	7,233.52	78,037.57	68,795.43	53	-----
	CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0	
320	BUILDINGS	15,000.00	0.00	0.00	0.00	15,000.00	0	
340	BOOKS	53,000.00	0.00	2,498.07	25,652.99	27,347.01	48	----
M-080522-725	.18721 AMZN MKTP US OE01J0J63	202207	Dobrovolny	8.36	BOOK		-	A
M-080522-725	.18724 AMZN MKTP US PL5E83LM3	202207	Dobrovolny	10.18	BOOK		-	A
M-080522-725	.18725 AMAZON.COM RG0AN9OS3 A	202207	Dobrovolny	85.56	BOOKS		-	A
M-080522-725	.18727 AMZN MKTP US TL3FB7WF3	202207	Dobrovolny	14.34	BOOK		-	A
M-080522-725	.13186 WORLD BOOK SCHOOL AND	202207	Schmidt	1,350.00	BOOKS		-	A
M-080522-725	.18733 AMZN MKTP US EG25Z9833	202207	Dobrovolny	113.41	BOOKS		-	A
M-080522-725	.18739 AMZN MKTP US MU5VT8TB3	202207	Dobrovolny	62.01	BOOKS		-	A
M-080522-725	.11785 CENTER POINT LARGE PRI	202207	Schmidt	137.82	LARGE PRINT BOOKS		-	A
M-080522-725	.15692 AMZN MKTP US	202207	Dobrovolny	113.41	REFUND-UNDELIVERED PACKG		-	A
M-080522-725	.18749 AMZN MKTP US KC61I0813	202207	Dobrovolny	243.19	BOOKS		-	A
M-080522-725	.18761 AMZN MKTP US 1P8EW1V20	202207	Dobrovolny	87.94	BOOKS		-	A
M-080522-725	.17917 DATA AXLE-CITYDIRECTOR	202207	Schmidt	390.00	BOOKS		-	A
M-080522-725	.18772 PP BOOKSLUCKYLUKE	202207	Schmidt	62.00	BOOKS		-	A
M-080522-725	.18775 AMZN MKTP US BP46F3PA3	202207	Dobrovolny	27.64	BOOKS		-	A
M-080522-725	.18776 AMZN MKTP US EW5548C13	202207	Dobrovolny	19.03	BOOK		-	A
342	AV - CAPITAL	13,500.00	0.00	1,183.07	5,981.60	7,518.40	44	----
M-080522-725	.18725 AMAZON.COM RG0AN9OS3 A	202207	Dobrovolny	9.87	DVD		-	A
M-080522-725	.18733 AMZN MKTP US EG25Z9833	202207	Dobrovolny	18.88	DVD		-	A
M-080522-725	.18737 AMAZON.COM SA8UM3F23 A	202207	Dobrovolny	24.99	DVD		-	A
M-080522-725	.18738 AMZN MKTP US VT52Z5UV3	202207	Dobrovolny	16.99	DVD		-	A
M-080522-725	.18749 AMZN MKTP US KC61I0813	202207	Dobrovolny	75.81	DVD'S		-	A
M-080522-725	.12434 WAL-MART #1483	202207	Dobrovolny	19.96	DVD		-	A
M-080522-725	.18759 AMZN MKTP US 8A5BU7BB3	202207	Dobrovolny	30.45	DVD'S		-	A
M-080522-725	.18761 AMZN MKTP US 1P8EW1V20	202207	Dobrovolny	76.63	DVD'S		-	A
M-080522-725	.16809 FINDAWAY	202207	Schmidt	607.88	AV- WONDERBOOKS		-	A
M-080522-725	.18774 AMAZON.COM JN8LB9SO3 A	202207	Dobrovolny	17.96	DVD		-	A
M-080522-725	.18775 AMZN MKTP US BP46F3PA3	202207	Dobrovolny	160.65	DVD'S		-	A
D-080822-705	04991 YANKTON HIGH SCHOOL	067442	7.19.22	123.00	BOOKS	022700	P -	A
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40-9999	-----	]]]]
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96-9999	-----	]]]]
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	3,681.14	55,278.95	28,221.05	66	-----

OTHER EXPENDITURES

		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 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	861,399.00	0.00	53,454.77	468,636.71	392,762.29	54	-----
TOTAL:	GENERAL FUND	861,399.00	0.00	53,454.77	468,636.71	392,762.29	54	-----

## Director's Report—September 2022

**Library Card Sign-Up Month:** In September, we make extra effort to highlight all of the many resources available at the library. Having a library card (or just using the library's free resources) can have a huge impact on a student's success in academics. With access to technology, information and online databases, the library helps to support learners of all ages. In honor of Library Card Sign-Up month, library staff were at the Market at the Meridian on Saturday, September 10 to share information about the library and hand out "library swag" (pens, notebooks and stickers). On Sunday, September 11 the library hosted Bingo for a Book.

**Online card sign-up:** This month, the library was able to begin offering the option to sign-up for a library card online. After individuals enter their information electronically, library staff need to approve the card and assign a barcode number. The card is set up as a 30-day trial card with a limit of two items checked out at a time. Once the patron comes into the library to show their photo ID, proof of address, and make any required payments, their card expiration date will be extended with the temporary limits removed. We are excited to be able to offer another option for access to our library! Thank you to Linda and Tahlia for helping to figure out the details to make this work for YCL.

**Connecting Cultures:** Sarah Brandt from Connecting Cultures, along with students on MMU's Day of Service, painted the welcome emblem on our sidewalks at each entrance. It looks great and adds to the welcoming culture at the library. We will also be partnering with Connecting Cultures in October to offer a bilingual storytime the week of October 3 and a Day of the Dead Celebration family event on Saturday, October 22.

**Roof repairs:** MJ Dalsin did a roofing maintenance inspection at the library in June and found several issues including holes and tears in the membrane. The company performed repairs on the roof in order to hopefully prevent leaking over the winter. Our goal is to have a total roof replacement done in early 2023. This process will be put out for competitive bid per our city finance rules.

**Halloween swap:** This is an event that is new to us this year. We are asking individuals to bring in their gently-used Halloween costumes and decorations that they no longer want. Each item donated will be exchanged for coupons to shop in the "Swap Store" from October 1-October 4. Any items remaining will be free on October 5.

**SDLA Conference:** I, along with Cassi and Kelly, will be going to the South Dakota Library Association (SDLA) Conference in Brookings from September 28-September 30. The conference has been held virtually the last two years so it will be nice to meet in person again. It is always great to join the informative sessions and network with other librarians from around the state.

**Next Meeting:** Our next regularly scheduled Board Meeting will be on Wednesday, October 12 at 5:30pm. We will meet in person with the option to join virtually.

## AUGUST 2022 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	7,245	7,061	4,704
Juvenile	8206	4,366	1,962
<b>Total</b>	<b>15,451</b>	<b>11,427</b>	<b>6,666</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	5076	4,888	2,865
Juvenile	7938	4,215	1,833
<b>Total</b>	<b>13,014</b>	<b>9,103</b>	<b>4,698</b>

Interlibrary Loan			
	2022	2021	2020
Requested	94	103	65
Supplied	29	39	38
<b>Total</b>	<b>123</b>	<b>142</b>	<b>103</b>

Electronic Resources			
	2022	2021	2020
OverDrive Adult	2046	2,031	1,839
OverDrive Juvenile	255	NA	NA
TumbleBooks	13	151	129
<b>Total</b>	<b>2,314</b>	<b>2,182</b>	<b>1,968</b>

Adult Outreach			
	2022	2021	2020
Locations	8	4	3
Patrons	42	14	12
Circulations	140	75	68

Daycare Outreach - SUMMER			
	2022	2021	2020
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Current Cards			
	2022	2021	2020
Resident	3,487	4,318	4,042
Non-Resident	192	247	214
Mount Marty	10	38	36
Teacher	37	54	51
Yankton County	755	988	921
<b>Total</b>	<b>4,481</b>	<b>5,645</b>	<b>5,264</b>

New Cards			
	2022	2021	2020
Resident Adult	54	32	NA
Resident Youth (<18)	7	4	NA
County	11	8	53
County (Households)	10	6	40
Non-resident	2	8	11
Non-resident (households)	2	6	NA

30 Day Trial Cards			
	2022	2021	2020
In-Town New	7	5	8
County -New	1	1	1
County-Renewal	1	2	21
Nonresident-New	0	0	2
Nonresident-Renewal	0	0	7
<b>Total</b>	<b>9</b>	<b>8</b>	<b>39</b>

Book a Librarian			
	2022	2021	2020
Time (minutes)	180	NA	NA
Number of Sessions	7	NA	NA

Public Computer Use			
	2022	2021	2020
Uses	609	495	84
Hours	323	239	34

WiFi Usage			
	2022	2021	2020
Sessions	774	1,020	757
Total Session Hours	724	872	1,123
Unique Users	299	251	147

Meeting Room Use			
	2022	2021	2020
Library Uses	11	15	NA
Library Hours	22	41.0	NA
Non-Library Uses	18	12	NA
Non-Library Hours	51.5	20.0	NA

Study Room Use			
	2022	2021	2020
Uses	29	17	NA
Hours	50	33.0	NA

Notary			
	2022	2021	2020
Requests	6	3	1

Proctor			
	2022	2021	2020
Tests	5	2	1

Genealogy Requests			
	2022	2021	2020
Patrons	5	0	2
Hours	7	0	0.75

Teacher Requests			
	2022	2021	2020
Patrons	0	0	1

Courier			
	2022	2021	2020
Total Incoming	137	110	79
Total Outgoing	160	147	77
<b>Total</b>	<b>297</b>	<b>257</b>	<b>156</b>

Collection			
	2022	2021	2020
Items Added	498	569	437
Items Deleted	291	318	224

Curbside Pick-Ups			
	2022	2021	2020
	14	33	806

## August 2022 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Yankton County Fair	5-Aug	2:30 pm-4:30 pm	15	5
Riverboat Days	21-Aug	9 am - 1 pm	150	50
Elephant Scavenger Hunt	8/8-8/26		35	
<b>Total:</b>			<b>200</b>	<b>55</b>

Adult Programs	Date	Time	Adults	Kids
Who Lived in That House Tour	9-Aug	6:00 PM	20	1
Seed Library	18-Aug	2:00 PM	25	
<b>Total:</b>			<b>45</b>	

Book Clubs	Date	Time	Attendance
Reader's Anonymous	9-Aug	2:00 PM	8
Between the Lines	23-Aug	4:30 PM	4
<b>Total:</b>			<b>12</b>

Food for Fines	
Peanut Butter & July	27

Stay and Play	Children	Adults
8/3/2022	20	6
8/10/2022	12	4
8/17/2022	9	5
8/24/2022	6	5
8/31/2022	8	6
<b>Total:</b>		<b>55</b>
		<b>26</b>

Lego Club	Children	Adults
8/4/2022	3	0
8/11/2022	9	4
8/18/2022	5	2
8/25/2022	6	3
<b>Total:</b>		<b>23</b>
		<b>9</b>










# Yankton Community Library • September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
 <p>YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING</p> <p>515 Walnut St. 605-668-5275</p>		<a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> <b>Fall /Winter Hours:</b> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p		<b>Library Card Sign-up Month!</b>	1	2	3 Friends of the Library Book Sale 9 am – 1 pm (Lawn)
4 Library Closed	5 Labor Day Library Closed	6 <b>Fall Hours Begin</b> Storytime 10 am Stay & Play 6:30 pm	7 Stay & Play 9–11 am TAB Meeting 4 pm	8 Storytime 10 am LEGO Club 3:45 pm	9	10 Library @ Market at the Meridian	
11 BINGO for a Book 2-4 pm	12 Storytime 6:30 pm	13 Storytime 10 am Who Lived in that House? 6 pm Stay & Play 6:30 pm	14 Stay & Play 9–11 am Library Board Meeting 5:30 pm	15 Storytime 10 am Seed Library 2 pm & 6:30 pm K-5 Craft 3:45 pm	16	17	
18 <i>Banned Book Week: September 18 –24</i>	19 <b>Superhero Day!</b> Family Superhero Storytime Event 6:30 pm	20 Storytime 10 am Stay & Play 6:30 pm	21 Stay & Play 9–11 am Teen Craft: 3:45pm Adult Craft 6 pm	22 Storytime 10 am Movie 3:45 pm	23	24 Outdoor Movie <i>Lightyear</i> @ 7:30 pm Costume Swap Drop Off: Sept. 24–30	
25 <i>Costume Swap Drop Off</i>	26 Storytime 6:30 pm <i>Costume Swap Drop Off</i>	27 Storytime 10 am Stay & Play 6:30 pm <i>Costume Swap Drop Off</i>	28 Stay & Play 9–11 am Estate Planning 101 6:30pm <i>Costume Swap Drop Off</i>	29 Storytime 10 am K-5 STEAM 3:45 pm <i>Costume Swap Drop Off</i>	30 <i>Costume Swap Drop Off</i>	<b>Food for Fines: Pancake Mix</b>	

# Yankton Community Library • October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING</p> <p>515 Walnut St. 605-668-5275</p>		<a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> <b>Fall /Winter Hours:</b> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p		<b>Food for Fines: Soup or Crackers</b>		1 Costume Swap Shop
2 Costume Swap Shop	3 Bilingual Storytime 6:30 pm Costume Swap Shop	4 Bilingual Storytime 10 am Stay & Play 6:30 pm Costume Swap Shop	5 Stay & Play 9–11 am TAB Meeting 4 pm Costume Swap: Free!	6 Bilingual Storytime 10 am LEGO Club 3:45 pm	7	8
9	10 Storytime 6:30 pm	11 Storytime 10 am Library Foundation Meeting 3 pm Stay & Play 6:30 pm	12 Stay & Play 9–11 am Library Board Meeting 5:30 pm	13 Storytime 10 am K-5 Craft 3:45 pm Friends of the Library Book Sale <i>Members only</i>	14 Friends of the Library Book Sale 9am–5pm	15 Friends of the Library Book Sale 9am–5pm <i>Bag Sale</i>
16 Friends of the Library Book Sale 9am–5pm <i>Bag Sale</i>	17 Friends of the Library Appreciation <i>Free books!</i> 9am–1pm Storytime 6:30 pm	18 Storytime 10 am Stay & Play 6:30 pm	19 Stay & Play 9–11 am Teen Craft: 3:45pm Adult Craft 6 pm	20 Storytime 10 am Seed Library 2pm & 6:30 pm Movie 3:45 pm	21	22 Family Event: Day of the Dead Celebration 2-4pm
23 30	24 Storytime 6:30 pm NO Storytime 31	25 Storytime 10 am Stay & Play 6:30 pm	26 Stay & Play 9–11 am <i>Our History is the Future</i> discussion 6:30 pm	27 Storytime 10 am Family Halloween Party 6-7:30 pm	28	29

## Circulation Policy

Collection	Loan Period	Item Limit	Signed Agreement	Deposit	Replacement Fee	18 and older
South Dakota/ Yankton collection	non-circulating	-	-	-	*See lost/damaged policy	-
Newspapers	non-circulating	-	-	-	*	-
Books	21 days	50	-	-	*	-
CD Books	21 days	10	-	-	*	-
7-Day Books	7 days	-	-	-	*	-
Wonderbooks	21 days	3	-	-	*	-
Magazines	7 days	10	-	-	\$5.00	-
CD Music	7 days	5	-	-	*	-
DVDs	7 days	4 (2 TV series)	-	-	*	<input checked="" type="checkbox"/>
Opaque Projector	In-House use only	-	<input checked="" type="checkbox"/>	-	\$50	<input checked="" type="checkbox"/>
Overhead Projector	48 hours	-	<input checked="" type="checkbox"/>	\$10	\$50	<input checked="" type="checkbox"/>
Screen	48 hours	-	<input checked="" type="checkbox"/>	\$25	\$200	<input checked="" type="checkbox"/>
Fender PA System	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$500	<input checked="" type="checkbox"/>
Vivitek Projector	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$560	<input checked="" type="checkbox"/>
NASA Backpacks	14 days	1	<input checked="" type="checkbox"/>	-	\$235.71	<input checked="" type="checkbox"/>
Light Therapy Lamps	14 days	1	<input checked="" type="checkbox"/>	-	\$34.99	<input checked="" type="checkbox"/>
Lego kits	14 days	1	n/a	-	\$25.00	<input checked="" type="checkbox"/>
Museum Passes	5 days	1	n/a	-	\$5.00	<input checked="" type="checkbox"/>

### Hold Policy and Procedures

Patrons may place a hold on any material in the library by requesting the item online or having staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. The item will remain on hold for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently checked out will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

### Renewal of Items

Three (3) renewals are allowed per item per patron for all types of materials except museum passes. The renewal period is equal to another loan period for that type of material. Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that item. Renewals may be done in person, by telephone, or through our online circulation system and the renewed material need not be brought to the Library.

### 7-Day Books

A decision to make a book a 7-day checkout is made based on the number of reserves and number of copies of a title the library possesses.

## **Fines**

The library does not charge late fines on any circulation materials except DVDs. Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 per item or the cost of the material, whichever is lower. The fine is computed from the date due. Fines do not accrue on days that the library is not open. If the item is overdue for 50 days, the patron will be responsible for paying the replacement cost of the item unless it is returned in good condition. Patrons will also be responsible for paying the replacement cost of items that are returned damaged.

**Upon renewal of a card, all fines and fees must be paid.**

## **Temporary Cards**

Temporary cards have restrictions on the number and types of items that may be checked out. Items not allowed on temporary cards include multimedia equipment, NASA backpacks, Light Therapy Lamps, Wonderbooks, and Museum Passes.

## **Multimedia Equipment**

Multimedia equipment can be booked up to 90 days in advance. Patrons wishing to check out multimedia equipment must possess a valid library card, be 18 years or older, and sign a usage agreement. It is recommended that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request.

On the fifth day overdue, a bill will be sent to the patron for the replacement price of the equipment.

All persons using equipment for nonprofit organizations are not required to pay a deposit. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them. Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for. Deposit will be refunded after confirmation that all pieces are accounted for and are in good condition.

## **Account Blocks**

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library or through Overdrive/Libby and computer usage in the library.

## **Suspension of Library Services**

Library services are a privilege accorded to those who follow library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges. These decisions will be made at the Director's discretion.

## **Library Photography and Video Policy**

Yankton Community Library strives to maintain a safe, non-threatening environment that allows patrons to freely and safely access library information and resources. This requires the library to maintain policies that protect the privacy of patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, YCL has adopted the following policy regarding the taking of photographs or videos inside and outside the library building.

### **General Policy**

Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users. Any persons filming, photographing, and/or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed or recorded.
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Entering STAFF ONLY areas is not permitted.
- Members of the media are asked to notify the Library Director prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Persons taking photographs and videos shall not:

- Compromise a patron or staff member's right to privacy
- Harass, intimidate, or threaten a patron or staff member
- Block library aisles, walkways, doors, or exits

### **Exterior Photography and Videos**

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede patrons or staff entering or exiting the library building and must abide by the General Policy outlined above.

### **Library Photography, Videos, and Recording**

The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library web site or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken. Library staff will make every effort to notify members of the public when photography and video recording is taking place.

### **Right Subject to Compliance with Policy**

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

**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.

# Be Prepared! “What to do when a challenge comes” checklist:

## BEFORE a challenge:

- Do you have a SELECTION POLICY? Is it transparent and accessible? Does it include comics?
- Do you have a separate CHALLENGE POLICY in place? If not, create one
- IDENTIFY STAKEHOLDERS in your library system--who are the deciders on book bans?
- COMPARE POLICY MODELS. Are your policies the best they can be?
- PAY ATTENTION to those books that are being challenged around the nation; build advocacy

## DURING a challenge:

- What are the REVIEWS of the book?
- For schools, are there CURRICULUM connections?
- For both school and public libraries, does this comic book FILL A NEED? Is it an award winner?
- Is your CHALLENGE PROCESS being followed?
- What COMMUNITY SUPPORTS are available to you?
- REPORT the challenge to the ALA Office of Intellectual Freedom: <https://www.ala.org/tools/challengesupport/report>

## AFTER a challenge:

- Win, lose, or draw, make it a point to THANK the people who helped you - you may need them again.
- UPDATE your policies where needed to strengthen them against future challenges
- Many challenge policies have a “COOLING OFF” period, where the same book cannot be challenged again for # of years. Is this in place for your library?
- PREPARE by asking - are there books similar to your challenged comic that may also trigger a challenge?
- LIVE to library another day. You are not alone.

Full ‘Be Prepared!’ Toolkit Available: [www.ala.org/rt/gncrt/](http://www.ala.org/rt/gncrt/)

**We want to know more!**

Please take our short 5 min survey to tell us about your training in and knowledge of comic book bans

