

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 13, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting interface
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078

AGENDA

Call to Order

Additions to the Agenda

Approval of September 9, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **Reopen plan for the library-status update**
- **By-laws**

New Business

- **Review of Library Conference sessions**
- **November & December meetings**

Other Business

Adjourn the meeting of October 13, 2020

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, September 9, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room**

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

Jerry Webber excused herself from the meeting at 5:50pm.

Additions to the Agenda None.

Approval of August 12, 2020 Minutes Motion to approve the minutes of the August 12, 2020 meeting by Nelson with a second by Webber. Unanimous approval.

Discussion of Bills / Financial Report Schmidt reported that the library has given several free trials and free extensions of pay cards during the closure. As of July, we have begun to request payments again. There have been several payments coming in over the last month. We are currently at 65% of the projected income estimate for library cards and we seem to be on track for the year. This amount is also affected by the increase of county card fees (from \$5 to \$20) since January 1, 2020. Motion to accept the financial report made by Webber with a second by Otterman. Unanimous approval.

Communications and Correspondence Schmidt shared a couple of thank yous from patrons about the curbside pick-up service.

Public Comment Period An individual from the public joined the meeting virtually. He asked about when the library would be reopening and resuming normal services. He stated that he is interested in having weekly meetings in the library.

Director's Report In addition to the written report, Schmidt mentioned that Amanda Raiche has accepted another position. She thanked Amanda for all the hard work and dedication she gave to the Yankton Community Library and families in the community over the last few years. Schmidt also reported that there were three new part-time staff beginning this week. It is exciting to welcome new members to our team. Hopefully we will get more staff in place so that we can cover all shifts as we gradually increase our business hours when we decide to do so. In addition to the Youth Services position, the library will be posting full-time positions soon. Schmidt reported that the Friends' outdoor book sales were going really well. They are selling a lot, but there are still a lot of donations coming in. She requested that Board members follow the Friends' new page on Facebook.

Old Business

- **Reopen plan for the library-status update** Schmidt reported that curbside pick-ups remain busy and that the library appointments tend to fill up every day (typically between 15-25 people per day). Schmidt aims to start Grab & Go in October in which the east doors would be unlocked from 9-12 Monday through Saturday. This would allow individuals to come in for browsing, computers and various other services without having to make an appointment. Quick visits will be encouraged.
- **Technology Plan & Mask Policy-Final copies attached for viewing**

New Business

- **By-laws review** Suggested changes to the by-laws were reviewed. Klimisch requested that we further review Article III, Section 3. Schmidt said she would have the City Attorney review the by-laws and bring them back to the next Board meeting for further discussion or a vote.

Other Business

- **CIPA-Children's Internet Protection Act**-The library needs to be CIPA compliant in order to receive Federal funds for technology, including the \$2,000 the library was awarded through the CARES Act this Spring. Schmidt has talked to some other library directors and will reach out to the City's IT department for filtering options. The Board can consider internet filtering for the library to be discussed at a future meeting.
- Schmidt reported that there are two virtual library conferences (SDLA & ARSL) coming up at the end of the month. She will be sending out information about the conferences. If Board members are able to attend some sessions, this will count toward the Board training needed for the library to maintain Exemplary status.

Adjourn the meeting of September 9, 2020 A motion was made by Koerner to adjourn the meeting with a second by Nelson. Unanimous approval.

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WATER-WW CHARGES	61.03	WATER SERVICE	101.142.274	9.27.20	002793 P	767 00004
WATER-WW CHARGES	23.92	SEWER SERVICE	101.142.275	9.27.20	002793 P	767 00005
	84.95	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	20201699	021804 P	767 00003
MIDAMERICAN ENERGY FUEL	21.91	FUEL-HEATING	101.142.273	9.27.20	002794 P	767 00002
MIDWEST TAPE AV	951.75	AV - CAPITAL	101.142.342	435-777-009	021803 P	767 00006
NORTHWESTERN ENERGY ELECT	1,616.76	ELECTRICITY	101.142.272	9.27.20	002795 P	767 00001
US BANK EQUIPMENT FINANC COPIER LEASE	283.34	RENTALS & XEROX SUPPLIES	101.142.212	424727972	021805 P	767 00007
	4,158.71				
GENERAL FUND	4,158.71	*****				

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:	4,158.71					

RECORDS PRINTED - 000007

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM MU6L07IX0 DVD	27.96	AV - CAPITAL	101.142.342	Dobrovolny		766 00122
AMAZON.COM M46RP6001 POSTAGE	5.99	POSTAGE	101.142.231	Dobrovolny		766 00117
DVD	23.58	AV - CAPITAL	101.142.342	Dobrovolny		766 00118
	29.57	*VENDOR TOTAL				
AMAZON.COM M48OZ9B52 BOOK	14.99	BOOKS	101.142.340	Dobrovolny		766 00027
AMZN MKTP US MM6SP1Y72 OFFICE SUPPLIES	17.93	OFFICE SUPPLIES	101.142.232	Dobrovolny		766 00355
BOOKS	61.64	BOOKS	101.142.340	Dobrovolny		766 00356
DVD'S	121.29	AV - CAPITAL	101.142.342	Dobrovolny		766 00357
	200.86	*VENDOR TOTAL				
AMZN MKTP US MU2K37HH1 JANITORIAL SUPPLIES	37.11	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		766 00308
AMZN MKTP US MU7CR6GC0 COVID-PPE	44.97	COVID EXPENSE	101.142.255	Dobrovolny		766 00230
AMZN MKTP US MU9C97GW0 JANITORIAL SUPPLIES	29.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		766 00224
PROGRAM SUPPLIES	269.99	COVID EXPENSE	101.142.255	Dobrovolny		766 00225
BOOKS	14.99	BOOKS	101.142.340	Dobrovolny		766 00226
DVD'S	113.74	AV - CAPITAL	101.142.342	Dobrovolny		766 00227
	428.71	*VENDOR TOTAL				
AMZN MKTP US M46RF90A1 JANITORIAL SUPPLIES	186.47	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		766 00110
OFFICE SUPPLIES	42.95	OFFICE SUPPLIES	101.142.232	Dobrovolny		766 00111
BOOK	4.50	BOOKS	101.142.340	Dobrovolny		766 00112
	233.92	*VENDOR TOTAL				
AMZN MKTP US M48S96QS2 PROGRAM SUPPLIES	40.76	PROGRAM SUPPLIES	101.142.242	Dobrovolny		766 00002
OFFICE SUPPLIES	17.95	OFFICE SUPPLIES	101.142.232	Dobrovolny		766 00003
BOOKS	127.40	BOOKS	101.142.340	Dobrovolny		766 00004
DVDS	75.86	AV - CAPITAL	101.142.342	Dobrovolny		766 00005
	261.97	*VENDOR TOTAL				
BAKER-TAYLOR POSTAGE	22.30	POSTAGE	101.142.231	Schmidt		766 00347
BOOKS	2,320.72	BOOKS	101.142.340	Schmidt		766 00348

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
BAKER-TAYLOR	2,343.02	*VENDOR TOTAL				
BOOK SYSTEMS INC OFFICE SUPPLIES	59.43	OFFICE SUPPLIES	101.142.232	Dobrovolny		766 00014
CENTER POINT LARGE PRI BOOKS	134.22	BOOKS	101.142.340	Schmidt		766 00312
DEMCO INC OFFICE SUPPLIES	115.48	OFFICE SUPPLIES	101.142.232	Schmidt		766 00114
POSTAGE	12.55	POSTAGE	101.142.231	Schmidt		766 00115
POSTAGE	51.25	POSTAGE	101.142.231	Schmidt		766 00138
OFFICE SUPPLIES	512.54	OFFICE SUPPLIES	101.142.232	Schmidt		766 00139
	691.82	*VENDOR TOTAL				
ENVISION WARE SOFTWARE MAINTENANCE	538.85	PROFESSIONAL SERVICES	101.142.202	Johnson		766 00123
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	35.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		766 00100
KOPETSKYS ACE HDWE OFFICE SUPPLIES	29.99	OFFICE SUPPLIES	101.142.232	Schmidt		766 00091
MENARDS YANKTON SD MULCH	6.66	REP. & MAINT. - BUILDING	101.142.223	Miles		766 00140
MIDAMERICA BOOKS POSTAGE	36.40	POSTAGE	101.142.231	Raiche		766 00189
BOOKS	364.05	BOOKS	101.142.340	Raiche		766 00190
	400.45	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		766 00339
OVERDRIVE DIST E-BOOKS	3,654.11	PROFESSIONAL SERVICES	101.142.202	Schmidt		766 00292
E-BOOKS	31.99	PROFESSIONAL SERVICES	101.142.202	Schmidt		766 00337
	3,686.10	*VENDOR TOTAL				
QUILL CORPORATION PROGRAM SUPPLIES	9.98	PROGRAM SUPPLIES	101.142.242	Schmidt		766 00077
COVID EXPENSE-PPE	19.56	COVID EXPENSE	101.142.255	Schmidt		766 00082
OFFICE SUPPLIES	21.40	OFFICE SUPPLIES	101.142.232	Schmidt		766 00124
	50.94	*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					
SD LIBRARY ASSOCIATION						
SDLA CONFERENCE	65.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		766 00201
LIBRARY SDLA MEMBERSHIP	175.00	MEMBERSHIP DUES	101.142.261	Schmidt		766 00206
SDLA MEMBERSHIP DUES- DS	100.00	MEMBERSHIP DUES	101.142.261	Schmidt		766 00207
	340.00	*VENDOR TOTAL				
SIOUX CITY JOURNAL CIR						
NEWSPAPER SUBSCRIPTION	396.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		766 00142
	10,083.52				

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					
HY-VEE YANKTON 1899 STAFF APPRECIATION	13.46	RECREATION SUPPLIES	701.701.242	Dobrovolny		766 00101
	13.46				
LIBRARY TRUST	13.46	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	7,500.00	7,500.00 50 ---
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	7,500.00 50 ---
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	855.00	5,325.00	1,475.00 78 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	80.00	420.00 16 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.25-	3.75-	13.75 37 ---
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.00	98.51	101.49 49 ----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	32.00	267.00	1,233.00 17 -
3456 PC PRINTING	6,000.00	6,000.00	410.90	1,911.70	4,088.30 31 ---
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	247.71	1,649.51	350.49 82 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,545.36	9,327.97	7,782.03 54 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	435.75	3,553.02	1,953.02- 222 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	0.00	1,470.00	530.00 73 -----
3520 LIBRARY FINES	650.00	650.00	3.00	233.74	416.26 35 ---
TOTAL: FINES	4,250.00	4,250.00	438.75	5,256.76	1,006.76- 123 -----]]
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	2,209.09	44,846.51	4,846.51- 112 -----]
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	845.01	18,501.68	14,501.68- 462 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	22,421.51	19,421.51- 747 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	90.93	709.39	790.61 47 ----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	3,145.03	86,479.09	27,979.09- 147 -----]]]]
TOTAL: GENERAL FUND	79,860.00	79,860.00	5,129.14	101,063.82	21,203.82- 126 -----]]

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	900.00	900.00- 9999	-----]]]]
3610 INTEREST	0.00	0.00	9.54	256.80	256.80- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	40.00	5,102.01	5,102.01- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	49.54	6,258.81	6,258.81- 9999	-----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	REGULAR WAGES	366,304.00	0.00	22,078.33	214,072.70	152,231.30 58 -----
102	TEMPORARY WAGES	84,000.00	0.00	952.05	13,914.12	70,085.88 16 -
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40 61 -----
111	OASI	34,475.00	0.00	1,745.62	17,240.78	17,234.22 50 -----
121	RETIREMENT	21,999.00	0.00	1,324.71	12,845.69	9,153.31 58 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31 4
132	GROUP INSURANCE	90,616.00	0.00	3,386.41	36,396.69	54,219.31 40 ----
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	5.18	307.13	696.87 30 ---
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	29,492.30	294,886.40	306,403.60 49 ----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92 91 -----
202	PROFESSIONAL SERVICES	30,000.00	0.00	1,290.00	34,181.80	4,181.80- 113 -----]
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	252.14	2,444.22	3,555.78 40 ----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	181.50	2,818.50 6
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	1,314.37	2,685.63 32 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	248.22	1,898.99	601.01 75 -----
232	OFFICE SUPPLIES	9,500.00	0.00	145.43	3,040.28	6,459.72 32 ---
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	615.09	7,108.73	2,391.27 74 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	1,567.92	1,432.08 52 -----
242	PROGRAM SUPPLIES	3,000.00	0.00	206.31	1,225.91	1,774.09 40 ----
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	265.93	848.50	848.50- 9999 -----]]]]
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00 5
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00 0
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	341.94	1,158.06 22 --
271	TELEPHONE	1,800.00	0.00	188.68	1,496.50	303.50 83 -----
272	ELECTRICITY	23,000.00	0.00	1,564.63	10,187.05	12,812.95 44 ----
273	FUEL-HEATING	3,000.00	0.00	17.15	1,464.04	1,535.96 48 ----
274	WATER SERVICE	3,500.00	0.00	61.30	649.52	2,850.48 18 -
275	SEWER SERVICE	1,200.00	0.00	23.65	357.68	842.32 29 --
276	LANDFILL	500.00	0.00	40.00	328.00	172.00 65 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	4,918.53	78,822.03	44,779.97 63 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00 0
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	51,000.00	0.00	2,193.48	20,701.12	30,298.88 40 ----
342	AV - CAPITAL	12,500.00	0.00	168.64	4,610.74	7,889.26 36 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH SEP 30, 2020

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
350 EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	84,500.00	0.00	2,362.12	25,311.86	59,188.14	29 --
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	809,392.00	0.00	36,772.95	399,020.29	410,371.71	49 ----
TOTAL: GENERAL FUND	809,392.00	0.00	36,772.95	399,020.29	410,371.71	49 ----

	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	461.12	6,193.88	6,193.88-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	461.12	6,193.88	6,193.88-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	87.34	87.34-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,387.34	1,387.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	461.12	7,581.22	7,581.22-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	461.12	7,581.22	7,581.22-	9999 -----]]]]

----FUND---- 701 LIBRARY TRUST

ACCOUNT -----	BEGINNING BALANCE -----	ACTUAL-THIS MONTH -----	ACTUAL-THIS YEAR -----	ENDING BALANCE -----
ASSETS -----				
CURRENT ASSETS:				
701.1012 NOW ACCOUNT - 1ST DAKOTA	33,397.79	411.58CR	2,106.50CR	31,291.29
TOTAL CURRENT ASSETS:	33,397.79	411.58CR	2,106.50CR	31,291.29
TOTAL ASSETS:	33,397.79	411.58CR	2,106.50CR	31,291.29
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	784.09CR	0.00	784.09	0.00
TOTAL CURRENT LIABILITIES:	784.09CR	0.00	784.09	0.00
TOTAL LIABILITIES:	784.09CR	0.00	784.09	0.00
FUND BALANCE:				
701.2511 FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00	29,340.84CR
701.2900 REVENUE CONTROL	14,188.17CR	49.54CR	6,258.81CR	20,446.98CR
701.2910 EXPENDITURE CONTROL	10,915.31	461.12	7,581.22	18,496.53
TOTAL FUND BALANCE:	32,613.70CR	411.58	1,322.41	31,291.29CR
TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	411.58	2,106.50	31,291.29CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	22,078.33	214,072.70	152,231.30	58	-----	
P-090420-733	PAYROLL INTERFACE	090420		11,039.16	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		11,039.17	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	952.05	13,914.12	70,085.88	16	-	
P-090420-733	PAYROLL INTERFACE	090420		448.58	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		503.47	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40	61	-----	
111	OASI	34,475.00	0.00	1,745.62	17,240.78	17,234.22	50	-----	
P-090420-733	PAYROLL INTERFACE	090420		870.70	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		874.92	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,324.71	12,845.69	9,153.31	58	-----	
P-090420-733	PAYROLL INTERFACE	090420		662.36	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		662.35	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31	4		
132	GROUP INSURANCE	90,616.00	0.00	3,386.41	36,396.69	54,219.31	40	----	
P-090420-733	PAYROLL INTERFACE	090420		1,921.11	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		1,465.30	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	5.18	307.13	696.87	30	---	
P-090420-733	PAYROLL INTERFACE	090420		3.49	CODE-Y,PER#-1,FUND-	101			A
P-091820-743	PAYROLL INTERFACE	091820		1.69	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	29,492.30	294,886.40	306,403.60	49	----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91	-----	
202	PROFESSIONAL SERVICES	30,000.00	0.00	1,290.00	34,181.80	4,181.80-	113	-----]	
M-090820-732	.14274 OLSONS PEST TECHNICIAN	202008 Schmidt		90.00	PEST CONTROL			N	A
D-091420-715	05937 J & H CARE & CLEANING CO	065080 20201632		1,200.00	JANITORIAL SERVICES	021164	P	M	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	252.14	2,444.22	3,555.78	40	----	
D-091420-715	07098 US BANK EQUIPMENT FINANC	065126 19277		252.14	COPIER LEASE	021166	P	N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	181.50	2,818.50	6		

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	1,314.37	2,685.63	32 ---	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	248.22	1,898.99	601.01	75 -----	
M-090820-732	.17342 UBAMBOOKS	202008	Raiche	20.38	SHIPPING		N	A
M-090820-732	.11868 AMERICAN LIBRARY ASSOC	202008	Dobrovolny	11.00	SHIPPING		N	A
M-090820-732	.16124 PITNEY BOWES PBP	202008	Schmidt	200.00	POSTAGE		N	A
M-090820-732	.17378 AMZN MKTP US MF86R3XM2	202008	Dobrovolny	3.89	POSTAGE		N	A
M-090820-732	.11798 BAKER-TAYLOR	202008	Schmidt	12.95	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	145.43	3,040.28	6,459.72	32 ---	
M-090820-732	.17369 AMZN MKTP US MM3KP4JI1	202008	Dobrovolny	17.99	OFFICE SUPPLIES		N	A
M-090820-732	.16704 VISTAPR VISTAPRINT.COM	202008	Raiche	127.44	OFFICE SUPPLIES		N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	615.09	7,108.73	2,391.27	74 -----	
M-090820-732	.15245 RAPID CITY JOURNAL	202008	Schmidt	374.99	NEWSPAPER SUBSCRIPTION		N	A
M-090820-732	.13978 YANKTONMEDIAINC	202008	Bailey	240.10	CLASSIFIED AD		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	1,567.92	1,432.08	52 -----	
242	PROGRAM SUPPLIES	3,000.00	0.00	206.31	1,225.91	1,774.09	40 ----	
M-090820-732	.17336 AMAZON.COM MM1K91KR2	202008	Dobrovolny	124.89	PROGRAM SUPPLIES		N	A
M-090820-732	.11868 AMERICAN LIBRARY ASSOC	202008	Dobrovolny	28.00	PROGRAMMING		N	A
M-090820-732	.17369 AMZN MKTP US MM3KP4JI1	202008	Dobrovolny	53.42	PROGRAM SUPPLIES		N	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	265.93	848.50	848.50-9999	-----]]]]	
M-090820-732	.11774 QUILL CORPORATION	202008	Schmidt	19.56	COVID EXPENSE-PPE		N	A
M-090820-732	.11774 QUILL CORPORATION	202008	Schmidt	4.46	COVID-CLEANING SUPPLIES		N	A
M-090820-732	.17369 AMZN MKTP US MM3KP4JI1	202008	Dobrovolny	14.99	COVID SUPPLIES		N	A
M-090820-732	.14377 KOPETSKYS ACE HDWE	202008	Schmidt	99.99	COVID-OUTDOOR PROGRAMS		N	A
M-090820-732	.14377 KOPETSKYS ACE HDWE	202008	Schmidt	99.99	COVID-OUTSIDE PROGRAMS		N	A
M-090820-732	.17251 BTS QUILL	202008	Schmidt	26.94	COVID PPE EXPENSE		N	A
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00	5	
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0	
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	341.94	1,158.06	22 --	
271	TELEPHONE	1,800.00	0.00	188.68	1,496.50	303.50	83 -----	
P-090420-733	PAYROLL INTERFACE	090420		60.50	CODE-Y,PER#-1,FUND- 101			A
M-090820-732	.17371 VASTBROADBAND-VEXUS	202008	Yardley	42.27	PHONE - ACCT 003543701		N	A
M-090820-732	.17371 VASTBROADBAND-VEXUS	202008	Yardley	85.91	PHONE - ACCT 014989401		N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
272	ELECTRICITY	23,000.00	0.00	1,564.63	10,187.05	12,812.95	44	----	
D-091420-715	00455 NORTHWESTERN ENERGY	065104 8.27.20		1,564.63	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	17.15	1,464.04	1,535.96	48	----	
D-091420-715	00303 MIDAMERICAN ENERGY	065094 8.27.20		17.15	FUEL	002794	P	N	A
274	WATER SERVICE	3,500.00	0.00	61.30	649.52	2,850.48	18	-	
D-091420-715	00109 CITY UTILITIES	065055 8.27.20		61.30	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	23.65	357.68	842.32	29	--	
D-091420-715	00109 CITY UTILITIES	065055 8.27.20		23.65	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	40.00	328.00	172.00	65	-----	
J-093020-758	SEPTEMBER JOURNAL ENTRY	JE 308		40.00	DUMPSTER CHARGES - SEPT				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		123,602.00	0.00	4,918.53	78,822.03	44,779.97	63	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	51,000.00	0.00	2,193.48	20,701.12	30,298.88	40	----	
M-090820-732	.17336 AMAZON.COM MM1K91KR2	202008	Dobrovolny	36.57	BOOKS		N		A
M-090820-732	.17342 UBAMBOOKS	202008	Raiche	272.68	BOOKS		N		A
M-090820-732	.17349 AMZN MKTP US MM50I16J1	202008	Dobrovolny	12.59	BOOK		N		A
M-090820-732	.17352 AMZN MKTP US MM80G66M1	202008	Dobrovolny	28.68	BOOKS		N		A
M-090820-732	.17369 AMZN MKTP US MM3KP4JI1	202008	Dobrovolny	37.27	BOOKS		N		A
M-090820-732	.17373 AMZN MKTP US MM0V41NN1	202008	Dobrovolny	22.98	BOOKS		N		A
M-090820-732	.13031 SOUTH DAKOTA MAGAZINE	202008	Schmidt	14.95	BOOK		N		A
M-090820-732	.17378 AMZN MKTP US MF86R3XM2	202008	Dobrovolny	9.23	BOOK		N		A
M-090820-732	.17389 AMAZON.COM MF87E70Q0	202008	Dobrovolny	166.14	BOOKS		N		A
M-090820-732	.17391 AMAZON.COM MF7WF53S0	202008	Dobrovolny	18.98	BOOKS		N		A
M-090820-732	.11798 BAKER-TAYLOR	202008	Schmidt	1,324.54	BOOKS		N		A
M-090820-732	.16809 FINDAWAY	202008	Raiche	47.49	BOOKS		N		A
M-090820-732	.16403 THOMSON WEST TCD	202008	Schmidt	219.26	BOOKS		N		A
R-091820-751	YANKTON COMMUNITY LIBRAR	084762		17.88	09/16/2020				A
342	AV - CAPITAL	12,500.00	0.00	168.64	4,610.74	7,889.26	36	---	
M-090820-732	.17352 AMZN MKTP US MM80G66M1	202008	Dobrovolny	19.95	DVD'S		N		A
M-090820-732	.17389 AMAZON.COM MF87E70Q0	202008	Dobrovolny	35.98	DVDS		N		A
M-090820-732	.17398 AMAZON.COM MV1YA7DS2	202008	Dobrovolny	67.73	DVD'S		N		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL	
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	CAPITAL OUTLAY								
342	AV - CAPITAL								
D-091420-715	04785 MIDWEST TAPE	065097	8.27.20	44.98	AV	021165	P N	A	
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	84,500.00	0.00	2,362.12	25,311.86	59,188.14	29 --		
	OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	COMMUNITY LIBRARY	809,392.00	0.00	36,772.95	399,020.29	410,371.71	49 ----		
TOTAL:	GENERAL FUND	809,392.00	0.00	36,772.95	399,020.29	410,371.71	49 ----		

Director's Report-October 2020

Arts Advocates of the Year: It was so exciting for the Yankton Community Library to be named the Arts Advocates of the Year by Yankton Arts Association. They specifically mentioned all the things the library was doing during the pandemic to reach people, to promote the arts, and to keep a sense of fun and hope in the community. I'm very grateful for this award. I think it helps to bring recognition to the library staff for all their creativity and efforts to support our community during good times as well as challenging times. The library staff received a certificate along with a Dave Tunge photograph which is now displayed in the library.

October Activities: On Thursday, October 22, the library will be hosting a virtual event with the Great Plains Zoo at 6pm. They will be discussing Misunderstood Animals and they encourage questions from participants. The link to join the Zoom event is on our Facebook page.

During the last week of October, the library will have a fun fall-themed obstacle course chalked on the sidewalks around the library. Activities will include things like hopping from pumpkin to pumpkin, stomp on the spiders, howl at the moon, and fly like a bat. We are also creating a giant I-Spy in our north windows. There will be additional kid-friendly activities and treats on October 31 from 11am-1pm.

Grab & Go: We began offering Grab & Go hours from 9am-12pm Monday through Saturday. Our east doors are unlocked and we are keeping track of the number of individuals in the building at a time. We are encouraging quick visits for browsing, computer usage and several other library services. We do not have our newspapers, magazines, toys or comfortable chairs available at this time as we want to reduce the number of high touch items available as well as encouraging a quick visit. We have had around 20-30 individuals in each morning. It seems to be getting busier as the month goes on and more people are becoming aware of the open hours. It is nice to see people in the library again and we have had positive comments from individuals that are happy to be back!

Children's Activities: We are continuing to post a virtual story time and craft to our Facebook page each Tuesday along with a children's activity on Thursdays. We have been creating monthly activity bags for children that correspond with the Thursday activities. Though we are not doing in person activities right now, we are trying to continue to interact with and engage our patrons.

Budget: As the year is coming to an end, we are reviewing our remaining budget. I am checking our inventory and the library's needs that could be addressed with the current budget. We will likely have unspent money at the end of the year because we did not immediately fill staff vacancies during the library's closure. We have also been operating on limited hours which has decreased the number of hours available for many of our part-time staff. I have always made a conscious effort to spend the library's funds wisely and to make the best use of the materials available to us. We have worked hard to use up supplies and materials we have on hand before purchasing new items. In the long run, I hope this also helps us to make better use of the space we have and to maintain a well-organized space.

Upcoming meetings: If approved, I would suggest that we reschedule the November meeting. Our regular meeting falls on Veterans Day (November 11) this year. I think it would be good to touch base again in November as things seem to be changing more frequently this year. Traditionally, the Library Board chooses to skip the December meeting unless there is urgent business that arises. My suggestion would be that the November meeting be rescheduled to November 18 and then the regular Board meetings would resume on January 13, 2021 unless urgent business arises before that time.

September 2020 Program Statistics

Recurring Programs	Date	Likes/Comments/ Shares	Engagements
Virtual Story Time	1-Sep	38	100
	8-Sep	3	16
	15-Sep	30	105
	Total:	71	221

Thursday Virtual Activities	Date	Activity	Likes/Comments/ Shares	Engagements
	3-Sep	Penny Spinners	5	17
	10-Sep	Comic Strip	3	10
	17-Sep	Exploding Stars	4	20
	24-Sep	Lego Game	4	14

Miscellaneous			
Outdoor movie-Sonic	19-Sep	7:30 AM	18
Around Town Scavenger Hunt	All month		105
Total:			123

Adult Programs	Date	Time	Num.
One Book SD Discussion	24-Sep	7:00PM	13
Banned Books Book Club	29-Sep	6:00PM	1
Kahoot online quizzes (2)			15
Total:			29

Food for Fines		
Mac n cheese	All month	38

Book Clubs			
Reader's Anonymous	8-Sep	1:00 PM	N/A
Between the Lines	22-Sep	4:30 PM	10
Total:			10

September 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	4,208	8,520
Juvenile	2,444	3,387
Total	6,652	11,907

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	2672	6,701
Juvenile	2359	3,351
Total	5,031	10,052

Interlibrary Loan		
	2020	2019
Requested	78	66
Supplied	38	162
Total	116	228

Electronic Resources		
	2020	2019
OverDrive	1420	1,591
TumbleBooks	85	36
Total	1505	1,627

Adult Outreach		
	2020	2019
Locations	4	16
Patrons	7	42
Circulations	52	241

Some were pick ups

Public Computer Use		
	2020	2019
Uses	95	1,121
Hours	42	765.0

WiFi Usage		
	2020	2019
Sessions	725	1,355
Total Session Hours	922	1012.0
Unique Users	158	428

Meeting Room Use		
	2020	2019
Library Uses	0	19
Library Hours	0.0	51.0
Non-Library Uses	0	12
Non-Library Hours	0.0	50.0

Study Room Use		
	2020	2019
Uses	0	34
Hours	0.0	47.0

Notary		
	2020	2019
Requests	0	2

Proctor		
	2020	2019
Tests	8	16

Daycare Outreach		
	2020	2019
Locations	2	6
Patrons	40	95
Circulations	80	111

Current Cards	2020	2019
Resident	4,060	5,221
Non-Resident	218	350
Mount Marty	36	40
Teacher	52	50
Yankton County	922	1,062
Total	5,288	6,723

Yankton County		
	2020	2019
Households	24	54

Non-city Cards	2020	2019
County	28	71
Non-resident	11	24

30 Day Trials	2020
In-town New	14
County New	3
County Renewal	23
Nonresident-New	0
Nonresident-Renewal	2
Total	42

Total Curbside Pickups	747
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Genealogy Requests		
	2020	2019
Patrons	0	1
Hours	0	1.0

Teacher Requests		
	2020	2019
Patrons	2	0

Courier	2020	2019
Total Incoming	109	269
Total Outgoing	86	294
Total	195	563

Items Added to Catalog	2020	2019
	361	269

Items Deleted from Catalog	2020	2019
	137	326

TOTAL ITEMS IN CATALOG AS OF END OF MONTH	2020	2019
	80285	n/a

Yankton Community Library • October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 8a-6p; Friday-Saturday, 8a-5p; Sunday, Closed		Don't forget to request your October activity bags!	Food for Fines— Soup or Crackers	1 Virtual Children's Activity (Facebook)	2	3
4	5	6 Virtual Story Time (Facebook)	7	8 Virtual Children's Activity (Facebook)	9	10
11	12	13 Virtual Story Time (Facebook)	14 Library Board Meeting 5:15pm	15 Virtual Children's Activity (Facebook)	16	17
18	19	20 Virtual Story Time (Facebook)	21	22 Great Plains Zoo Live Virtual Event 6pm Misunderstood Animals	23	24
25	26 Check out our Fall Sidewalk Obstacle Course October 26th-31st!	27 Virtual Story Time (Facebook)	28	29 Virtual Children's Activity (Facebook)	30	31 Kid-friendly activities & treats 11am-1pm

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Revised October 8, 2019

Revised 2020

Article I

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

- Section 1 The Yankton Community Library shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Trustees shall follow the duties prescribed under SDCL 14-2-40. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting in July following official approval by the City Commission. In the event of a delay in the appointment, the outgoing member shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board of Trustees. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board of Trustees (SDCL 14-2-36).
- Section 2 Membership on the board shall not exceed two (2) consecutive terms.
- Section 3 Two (2) absences of a board member during a (12) twelve-month term without prior notification to the board secretary shall 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 who shall conduct a hearing on the matter ~~A request for board member resignation must be discussed during a board meeting hearing~~ under Executive (closed) session of which the library board member shall be provided prior notice, and during which the library board member shall be provided an

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

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

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

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

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

ARTICLE II

OFFICERS

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

ARTICLE III

MEETINGS

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

Section 3 Any action required to be taken ~~at a meeting of~~ by the ~~Directors Trustees~~, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email. ~~or any other action which may be taken at a meeting of the Directors, may be taken without a meeting if a consent is received from a majority of the Directors Trustees entitled to vote. Votes are specifically authorized to be taken via email communication or telephone communication. Any votes outside of a board meeting shall be reported in the following meeting minutes.~~

Section 4 Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition of *Roberts Rules of Order*. Acceptance of minutes shall be by voice majority vote. ~~Trustees may attend board meetings using distance telecommunications means provided that they offer reliable, two-way communication.~~

Section 5 The Library Director, acting as Board Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty-four hours (24) before the meeting to all local news media who have asked to be notified. All conditions of the SDCL public open meetings act will be adhered to.

Section 6 Special meetings shall be called and noticed by the board President whenever necessary in his/her judgment or at the written request of (4) four board members. Executive sessions (closed meetings) can be requested by any board member; however, advertisement of such meetings must appear on the agenda twenty-four (24) hours before the meeting and a motion/second must be made to adjourn into a closed meeting.

Section 7 The order of business at regular meetings shall be as follows:

1. Call to order
2. Additions to the agenda
3. Approval of minutes of previous meeting
4. Financial report
5. Correspondence and communications

6. Public Comment Period
7. Report of the Library Director
8. Unfinished business
9. New business
10. Adjournment

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

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

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

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

ARTICLE IV

LIBRARY DIRECTOR

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

ARTICLE V

AMENDMENT OF BYLAWS

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



Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at sl.universalservice.org. SLD



also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, S.W.
Washington, DC 20554

Alternate formats

To request this article in an alternate format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to fcc504@fcc.gov.

Last Reviewed: 12/30/19



CIPA Legal FAQ

Post-Supreme Court Decision in *United States v. ALA*, No. 02-361, 539 U.S. ___ (U.S. June 23, 2003)

- What does the decision mean?
- When must a library disable or turn-off the filter?
- Does a library that does not receive e-rate discounts or LSTA grants have an obligation to disable filters?
- How does the statute define "adults" and "minors"?
- Must the library filter staff terminals?
- Does CIPA mandate the use of any particular blocking software or filtering settings?
- Can libraries receive federal assistance to purchase filtering software?
- Must libraries certify compliance with CIPA this year?
- How can libraries offer public Internet access consistent with CIPA's filtering requirements?
 - Inform the Public
 - Facilitate Disabling of the Filter
 - Amend Internet Use Policies
- If a parent of a child under 17 requests that the library provide unfiltered access to the Internet for the child on a library computer, may the library comply?
- A Caveat

What does the decision mean?

On June 23, 2003, the U.S. Supreme Court in *United States v. ALA* reversed the District Court's decision and rejected the plaintiffs' facial challenge to CIPA. Although six justices voted to uphold the law, there was no majority opinion for the Court. The plurality opinion, authored by Chief Justice Rehnquist, was joined by three other Justices (O'Connor, Scalia, and Thomas). Because it did not have the support of five Justices, the reasoning of the plurality opinion is not controlling. Justices Kennedy and Breyer each wrote concurring opinions upholding CIPA against plaintiffs' facial challenge, but on narrower grounds than those stated in the plurality opinion. In cases like this, where no single opinion has the support of a majority of the Justices, the narrower concurring opinions typically govern future interpretations (and the precedential effect) of the case.

The Supreme Court's opinion has no effect on libraries that are not covered by CIPA (that is, libraries that do not receive e-rate discounts or LSTA funds for the provision of public Internet access). In addition, the Court's decision did not affect schools or alter CIPA's filtering requirements for schools.

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Under the law and the Supreme Court's decision, when must a library disable or turn-off the filter?

To varying degrees, the plurality and concurring opinions upheld CIPA based on an expansive reading of the statute's disabling provision, which allows a library to disable or turn-off the blocking software during adult use "for bona fide research or other lawful purposes." Under the federal government's interpretation of the disabling provision "a patron would not 'have to explain . . . why he was asking a site to be unblocked or the filtering to be disabled.'" *United States v. ALA*, slip op. at 12 (plurality opinion) (quoting Solicitor General, Tr. of Oral Arg. at 4); see also *id.* 5 (Breyer, J., concurring) ("As the plurality points out, the Act allows libraries to permit any adult patron access to an 'overblocked' Web site; the adult patron need only ask a librarian to unblock the specific Web site or, alternatively, ask the librarian, 'Please disable the entire filter.'"). Thus, it appears that, under the Supreme Court's decision and the government's interpretation of the statute, libraries must turn off the filter upon request by an adult, without inquiring into the adult's "purpose" for disabling the software. In fact, both concurring opinions made clear that any library that burdens patrons' rights through an improper or restrictive application of CIPA's disabling provision could face a future lawsuit (what is known as an "as-applied challenge"). As Justice Kennedy explained, if a librarian does not "unblock filtered material or disable the Internet software filter without significant delay," 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." *Id.* at 1 (Kennedy, concurring); see also *id.* at 5-6 (Breyer, J., concurring).

For libraries that receive LSTA grants - but not e-rate discounts - CIPA's disabling provision applies to all Internet access, including access by minors (the adults-only disabling provision, however, still applies to libraries receiving both LSTA grants and e-rate discounts). Although the "bona fide research or other lawful purposes" statutory standard is the same for both disabling provisions, it is unclear how the Supreme Court's decision affects disabling for minors in LSTA-only libraries. Minors undoubtedly have constitutional rights to receive information, but the Court did not address those rights at length in its decision. It is nonetheless clear that CIPA permits minors to request that a library unblock specific websites.

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Does a library that does not receive e-rate discounts or LSTA grants have an obligation to disable filters?

The Supreme Court's various decisions in the CIPA case certainly suggest that a library that imposes filtering requirements without disabling faces a risk of litigation if adult or minor patrons cannot access constitutionally protected speech.

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How does the statute define "adults" and "minors"?

Under CIPA, a minor is anyone "who has not attained the age of 17." Adults, therefore, include everyone 17 years-old and older.

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Must the library filter staff terminals?

As before, CIPA requires filtering on all of a library's computers with Internet access, including staff terminals. CIPA's disabling provision, however, applies to adult staff as well as patrons (see #2 above).

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Does CIPA mandate the use of any particular blocking software or filtering settings?

There is no obligation to use any particular filter in the library. The statute and regulations require only that certifying libraries use a "technology protection measure" that "protects against access" to Internet materials that are obscene, child pornography, and, during use by minors under 17 years-old, "harmful to minors." Because the inherent flaws of blocking software make it impossible ensure that these materials are filtered, a library will be deemed CIPA-compliant as long as it makes a "good faith" effort to block these categories of online materials. Libraries, therefore, have some flexibility in selecting, crafting, and modifying the required filtering technology to meet CIPA's blocking and disabling requirements.

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Can libraries receive federal assistance to purchase filtering software?

Libraries cannot use e-rate discounts to purchase blocking software. There is no prohibition on LSTA funds being used to buy filters. Libraries will therefore have to assess whether particular states permit the use of LSTA funds for filters and whether the money required to purchase CIPA-compliant filtering and disabling software outweighs the benefits gained from the federal funding programs covered by the statute.

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Must libraries certify compliance with CIPA this year?

The FCC has not provided guidance on this issue. As soon as ALA receives information about the timeline, it will be provided to members.

As to **LSTA funds**, the Institute of Museum and Library Services is now reviewing the Supreme Court's opinion and will provide updated guidance to the State Library Administrative Agencies by August, 2003.

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How can libraries offer public Internet access consistent with CIPA's filtering requirements?

After the Supreme Court's decision, the precise contours of CIPA's filtering mandate and disabling provision are not entirely clear. Nonetheless, there are steps public libraries can take to minimize the First Amendment harms of using blocking software, while still complying with the statute (of course, libraries still retain the option of declining federal funding altogether, thereby relieving them of any obligation to filter). We must caution, however, that the options described below are untested in the courts and in the FCC, and there is no guarantee that they necessarily would be deemed legally sufficient. Libraries considering these or other options, therefore, must consult their own legal counsel for an analysis of any specific policy. Nonetheless, the options listed below appear to be consistent with the statute, the Supreme Court's decision, and the federal government's interpretation of CIPA.

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• **Inform the Public**

- CIPA-compliant libraries can and should post signs - either in hard copy (at the entrance to the library, near the Internet terminals, etc.) and/or electronically, on the computer screens - informing patrons that:
- Because this library receives federal funding for public Internet access, federal law requires the library to install blocking software on the library's Internet terminals;
- The blocking software, or filter, is inherently imprecise and flawed. It inevitably will block access to a vast array of constitutionally protected material on the Internet. Because of its technological limitations, the filter is also incapable of protecting against access to Internet material that is obscene, child pornography, or harmful to minors;
- Under the law, the library can unblock individual websites that have been blocked erroneously by the filter. In addition, the library will disable the entire filter for adult patrons 17 and over upon request. The requesting patron will not have to explain why he or she is asking that the site be unblocked or that the entire filter be turned-off. The library encourages patrons to request that the filter be disabled.

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• **Facilitate Disabling of the Filter**

- Libraries should take steps to facilitate the disabling of Internet blocking software upon request by adult patrons (see #2 above). The following options can help ease administrative burdens on libraries and may mitigate any stigma associated with patron requests to disable the filters.
- A library can post signs containing the information described above. The signs should encourage adult patrons to request disabling of the library's filtering software, and should

- make clear that the library will not inquire into the patron's purpose in seeking unfiltered access.
- A library can segregate computers for unfiltered Internet access by adults. Adults wishing to use those computers would sign a form, display identification, etc., indicating that (1) the patron is 17 and over, and (2) the patron seeks unfiltered Internet access "for lawful purposes." The library would be responsible for ensuring that only adults gain access to these Internet terminals.
 - The library can adopt a so-called "smart card" system, under which patrons use a plastic card (similar to a credit card or library card) to gain access to the Internet from library terminals. Each card automatically would indicate whether the patron is an adult. The Internet terminals could then offer adult patrons the option of Internet access with the filter enabled or disabled. The library's "welcome" screen could ask the adult patron whether he or she wanted filtered Internet access (presumably accompanied by a message explaining the inherent flaws of blocking software). If the patron selects unfiltered access, the next screen could include a message stating: "Click here if you wish the library to disable the entire filter during your Internet session. By clicking on this box, you declare that you will use the Internet for lawful purposes." Upon the patron's assent, the terminal could provide unfiltered Internet access.

- **Amend Internet Use Policies**

- As always, libraries should update their Internet use policies as soon as possible to reflect any changes or responses to CIPA or the Supreme Court's decision.

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If a parent of a child under 17 requests that the library provide unfiltered access to the Internet for the child on a library computer, may the library comply?

CIPA does not contemplate parental control over library filters – that is, the statute provides that filters may only be disabled by a library employee for legitimate adult use. Specifically, the language of the statute authorizes "an administrator, supervisor, or other person authorized by the certifying authority [to] disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose."

That does not mean that the library cannot allow a child to be present at the workstation after his or her parent requests disabling of the filter. However, should the parent allow his or her child to use the computer, the parent should be required to remain at the monitor during use of the (unfiltered) computer by his or her child. While allowing the child to "use" the unfiltered computer even in the presence of a parent does not literally comply with the statutory mandate, should a complaint arise, it is the parent, not the librarian, who should bear the responsibility.

Nonetheless, this is an area in which the library should exercise caution; it is not likely to be advisable for libraries to establish a formal policy of allowing parents to request disabling of filters for their children. This policy is too easily subject to abuse and may require both validation of the parent-child relationship and a more aggressive monitoring of library workstations.

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Again, we must caution, however, that the options described above are untested in the courts and in the FCC, and there is no guarantee that they necessarily would be deemed legally sufficient. Libraries considering these or other options, therefore, must consult their own legal counsel for an analysis of any specific policy.

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The preceding documents regarding the Children's Internet Protection Act (CIPA) were sent out by the South Dakota State Library and can be found at the following locations:

Children's Internet Protection Act (CIPA) - The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

CIPA Legal FAQ (ALA) - The statute and regulations require only that certifying libraries use a "technology protection measure" that "protects against access" to Internet materials that are obscene, child pornography, and, during use by minors under 17 years-old, "harmful to minors." Because the inherent flaws of blocking software make it impossible to ensure that these materials are filtered, a library will be deemed CIPA-compliant as long as it makes a "good faith" effort to block these categories of online materials. <http://www.ala.org/advocacy/advleg/federallegislation/cipa/cipalegalfaq#brand>

"CIPA Legal FAQ", American Library Association, October 16, 2018.

<http://www.ala.org/advocacy/advleg/federallegislation/cipa/cipalegalfaq> (Accessed October 12, 2020)

Document ID: 080f1c1d-d2e6-2234-89fb-19958a77e984

Additional Information regarding CIPA can be found at:

An Update on Filtering — Focusing on Use of IMLS Funds from the CARES Act - Offers scenarios and where the CIPA requirement falls and where it doesn't. <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/libfunding/07022020%20CIPA%20and%20IMLS%20CARES%20Act%20Funds%20-%20FINAL.pdf>

CIPA - There are three actions (four for schools) you must take to comply with CIPA. You must:

1. Create an Internet safety policy
2. Install a technology protection measure (a filter)
3. A public notice and meeting

<https://e-ratecentral.com/Resources/Educational-Information/CIPA>