

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, June 14, 2023, 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 May 10, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- Staff training day-May 26
- Collection Development Policy
- Meeting Room Policy

New Business

- Foundation update
- Limitation of Services Policy
- Board member transitions

Other Business:

Public Comment Period

Adjourn the meeting of June 14, 2023

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, May 10, 2023, 5:30 pm

Virtual Meeting – GoToMeeting Interface &

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 Sue Otterman, David Koerner, Jean Huff, Yankton County Commissioner Ryan Heine, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Yankton City Commissioner Jerry Webber joined the meeting at 5:50 pm. Christine Tielke was absent with regrets.

Additions to the agenda: No additions.

Approval of April 12, 2023 minutes: Otterman made a motion to approve the April 12, 2023 minutes with a second by Huff. Unanimous approval.

Public Comment Period: No comments.

Discussion of bills/Accept Financial Report: Schmidt noted the estimate for the roof replacement is \$250,000. The project is planned for Fall 2023.

Communications and correspondence: None.

Director's Report: In addition to the written report, Schmidt noted that Jill Paulsen, part time circulation assistant has resigned. Emma Bargstadt and Karley Schieffer, two college students who have been employed with the library previously will be available for the summer. Fundraising for the Summer Reading Program is in progress. YCL has been selected to be part of the One Book South Dakota Author Tour. Diane Wilson, author of *The Seed Keeper*, will visit on June 6 at noon.

Old Business

- Collection Development Policy – will bring to next meeting pending city attorney comments
- Meeting Room Policy – will bring to next meeting pending city attorney comments

New Business

- Request for library closure for training (May 26) and Summer Reading Finale (July 31 @ 5pm) – Webber made a motion to close the library all day on May 26 for staff training and to close at 5 pm on July 31 for the Summer Reading Finale. Second by Huff. Unanimous approval.

Other Business: Tielke's term is ending. Reorganization meeting will be after June when mayor appoints a replacement.

Public Comment Period: No comments

Adjourn the meeting of May 10, 2023: Webber made a motion to adjourn the meeting of Wednesday, May 10 with a second by Huff. Unanimous approval.

The Yankton Community Library meeting room is accessible to everyone. If you have any 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					
A & B BUSINESS EQUIPMENT COPIER LEASE	371.25	RENTALS & XEROX SUPPLIES	101.142.212	49458	023693	P 221 00001
CITY UTILITIES						
WATER-WW CHARGES	74.26	WATER SERVICE	101.142.274	5.19.23	002793	P 220 00001
WATER-WW CHARGES	44.73	SEWER SERVICE	101.142.275	5.19.23	002793	P 220 00002
	118.99	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	1014156	023692	P 221 00002
MAYER SIGNS SIGNS	50.00	OFFICE SUPPLIES	101.142.232	2201B	023684	P 221 00003
MIDAMERICAN ENERGY FUEL	203.16	FUEL-HEATING	101.142.273	5.26.23	002794	P 220 00003
MIDWEST TAPE AV	264.43	AV - CAPITAL	101.142.342	584/796/897	023700	P 221 00004
NORTHWESTERN ENERGY ELECTRICITY	1,315.67	ELECTRICITY	101.142.272	5.26.23	002795	P 220 00004
	3,523.50				
GENERAL FUND	3,523.50	*****				

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					
CHIEF EAGLE/STARR SUMMER PROGRAM	400.00	RECREATION SUPPLIES	701.701.242	5.26.23	023691	P 221 00006
DINO ODELL SUMMER PROGRAM	425.00	RECREATION SUPPLIES	701.701.242	5.26.23	023689	P 221 00005
WILLIAMS/CHARLES SUMMER PROGRAM	350.00	RECREATION SUPPLIES	701.701.242	5.26.23	023690	P 221 00007
	1,175.00				
LIBRARY TRUST	1,175.00	*****				

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:	4,698.50					

RECORDS PRINTED - 000011

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	3,523.50
701	LIBRARY TRUST	1,175.00
TOTAL ALL FUNDS		4,698.50

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,698.50
TOTAL ALL BANKS		4,698.50

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					
AMAZON.COM AMZN.COM/BI DVD PREORDER REFUND	0.75CR	AV - CAPITAL	101.142.342	Dobrovolny		243 00161
AMAZON.COM A60US75Y3 A DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		243 00057
AMAZON.COM H761Y1LY3 A OFFICE SUPPLIES	7.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		243 00380
JANITORIAL SUPPLIES	22.49	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		243 00381
	30.48	*VENDOR TOTAL				
AMAZON.COM IJ5S091Z3 A DVD'S	53.91	AV - CAPITAL	101.142.342	Dobrovolny		243 00159
AMAZON.COM WU0ZH9CC3 A OFFICE SUPPLIES	91.04	OFFICE SUPPLIES	101.142.232	Dobrovolny		243 00382
DVD'S	91.85	AV - CAPITAL	101.142.342	Dobrovolny		243 00383
	182.89	*VENDOR TOTAL				
AMERLIBASSOC ECOMMERCE ALA MEMBERSHIP DUES	148.00	MEMBERSHIP DUES	101.142.261	Schmidt		243 00113
AMZN MKTP US HM45X8BC1 DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		243 00386
AMZN MKTP US HM49D8PJ2 JANITORIAL SUPPLIES	79.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		243 00420
AMZN MKTP US HM9FI7X51 POSTAGE	5.77	POSTAGE	101.142.231	Dobrovolny		243 00435
OFFICE SUPPLIES	14.25	OFFICE SUPPLIES	101.142.232	Dobrovolny		243 00436
	20.02	*VENDOR TOTAL				
AMZN MKTP US 2I3YB50T3 DVD	14.96	AV - CAPITAL	101.142.342	Dobrovolny		243 00156
AMZN MKTP US 429VT5183 OFFICE SUPPLY	9.62	OFFICE SUPPLIES	101.142.232	Dobrovolny		243 00112
AMZN MKTP US 572TA3PG3 BOOKS	21.86	BOOKS	101.142.340	Dobrovolny		243 00059
DVD'S	49.99	AV - CAPITAL	101.142.342	Dobrovolny		243 00060
	71.85	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US 8X0LF9H83						
OFFICE SUPPLIES	23.60	OFFICE SUPPLIES	101.142.232	Dobrovolny		243 00163
JANITORIAL SUPPLIES	72.90	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		243 00164
	96.50	*VENDOR TOTAL				
BAKER-TAYLOR						
POSTAGE	26.47	POSTAGE	101.142.231	Schmidt		243 00051
BOOKS	2,121.81	BOOKS	101.142.340	Schmidt		243 00052
	2,148.28	*VENDOR TOTAL				
BLUEPEAK						
PHONE	155.60	TELEPHONE	101.142.271	Yardley		243 00415
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	140.82	BOOKS	101.142.340	Schmidt		243 00082
LARGE PRINT BOOKS	140.82	BOOKS	101.142.340	Schmidt		243 00480
	281.64	*VENDOR TOTAL				
CHICAGO BOOKS & JOURNA						
POSTAGE	9.18	POSTAGE	101.142.231	Schmidt		243 00096
OFFICE SUPPLIES	40.50	OFFICE SUPPLIES	101.142.232	Schmidt		243 00097
	49.68	*VENDOR TOTAL				
DATA AXLE-CITYDIRECTOR						
BOOK	380.00	BOOKS	101.142.340	Schmidt		243 00248
POSTAGE	10.00	POSTAGE	101.142.231	Schmidt		243 00249
	390.00	*VENDOR TOTAL				
DROPBOX YDJTLZSK3FGB						
PROFESSIONAL SERVICES	127.67	PROFESSIONAL SERVICES	101.142.202	Schmidt		243 00202
IMAGESTUFF.COM						
POSTAGE	5.65	POSTAGE	101.142.231	Schmidt		243 00194
KOPETSKYS ACE HDWE						
PROGRAM SUPPLIES	75.31	PROGRAM SUPPLIES	101.142.242	Yankton Librar		243 00218
MENARDS YANKTON SD						
LIGHT BULBS	70.95	REP. & MAINT. - BUILDING	101.142.223	Mastalir		243 00442
GRAVEL, CONCRETE, DRANO	15.28	REP. & MAINT. - BUILDING	101.142.223	Mastalir		243 00485
	86.23	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		243 00196

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	999.34	E-BOOKS	101.142.209	Schmidt		243 00074
E-BOOKS	65.00	E-BOOKS	101.142.209	Schmidt		243 00080
E-BOOKS	519.34	E-BOOKS	101.142.209	Schmidt		243 00100
E-BOOKS	299.34	E-BOOKS	101.142.209	Schmidt		243 00306
E-BOOKS	820.55	E-BOOKS	101.142.209	Schmidt		243 00363
	2,703.57	*VENDOR TOTAL				
SD LIBRARY ASSOCIATION						
SDLA DUES	32.00	MEMBERSHIP DUES	101.142.261	Schmidt		243 00430
SOUTH DAKOTA MAGAZINE						
MAGAZINE SUBSCRIPTION	50.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		243 00118
SOUTH DAKOTA STATE HIS						
MICRFILM	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		243 00368
STATEMENT FEE						
PROFESSIONAL SERVICES	3.00	PROFESSIONAL SERVICES	101.142.202	Yankton Librar		243 00005
VISTAPRINT						
POSTAGE	17.99	POSTAGE	101.142.231	Schmidt		243 00078
1 OFFICE SOLUTION						
OFFICE SUPPLIES	134.26	OFFICE SUPPLIES	101.142.232	Schmidt		243 00440
	7,109.27				

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 CS4LW93Z3 SUMMER READING SUPPLIES	84.55	RECREATION SUPPLIES	701.701.242	Dobrovolny		243 00010
AMZN MKTP US TN8AZ5AM3 SUMMER READING PROGRAM	72.60	RECREATION SUPPLIES	701.701.242	Dobrovolny		243 00026
AMZN MKTP US 572TA3PG3 SUMMER READING PROGRAM	44.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		243 00061
AMZN MKTP US 8X0LF9H83 SUMMER READING PROGRAM	151.34	RECREATION SUPPLIES	701.701.242	Dobrovolny		243 00165
ADULT CRAFT NIGHT	37.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		243 00166
	189.30	*VENDOR TOTAL				
CKE BRO BRGR BAR YANKT STAFF APPRECIATION	104.61	RECREATION SUPPLIES	701.701.242	Schmidt		243 00475
IMAGESTUFF.COM SUMMER READING PROGRAM	27.00	RECREATION SUPPLIES	701.701.242	Schmidt		243 00193
KOPETSKYS ACE HDWE SUMMER READING PROGRAM	10.00	RECREATION SUPPLIES	701.701.242	Yankton Librar		243 00292
SOUTH DAKOTA HUMANITIE SUMMER READING PROGRAM	50.00	RECREATION SUPPLIES	701.701.242	Schmidt		243 00456
SQ COUNTERFEIT CURBSI SUMMER READING PROGRAM	39.68	RECREATION SUPPLIES	701.701.242	Schmidt		243 00459
VISTAPRINT SUMMER READING PROGRAM	381.30	RECREATION SUPPLIES	701.701.242	Schmidt		243 00079
WAL-MART #1483 SUMMER READING SUPPLIES	63.59	RECREATION SUPPLIES	701.701.242	Yankton Librar		243 00219
1 OFFICE SOLUTION DESK	995.00	EQUIPMENT	701.701.350	Schmidt		243 00474
	2,062.59				
LIBRARY TRUST	2,062.59	*****				

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

DATE APPROVED BY

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	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	0.00	15,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	0.00	15,000.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	775.00	4,280.00	4,220.00 50 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00 0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	0.00	10.00 0
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	18.13	160.33	39.67 80 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	558.00	803.50	696.50 53 -----
3456 PC PRINTING	6,000.00	6,000.00	853.05	3,018.95	2,981.05 50 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	98.12 1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	94.50	2,694.25	694.25- 134 -----]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,298.68	10,958.91	7,851.09 58 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	435.49	878.32	721.68 54 -----
3511 PARKING FINES	2,500.00	2,500.00	208.76	1,417.52	1,082.48 56 -----
3520 LIBRARY FINES	500.00	500.00	54.00	329.75	170.25 65 -----
TOTAL: FINES	4,600.00	4,600.00	698.25	2,625.59	1,974.41 57 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	34,169.15	139,235.60	99,235.60- 348 -----]]]]
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	11,100.00	11,100.00	1,100.00- 111 -----]
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	192.02	18,253.89	14,253.89- 456 -----]]]]
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	1,111.73	29,996.02	26,996.02- 999 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	176.51	604.26	895.74 40 ----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	46,749.41	199,189.77	140,689.77- 340 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	49,746.34	212,774.27	115,864.27- 219 -----]]]]

	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	0.00	0.00	0
3610 INTEREST	0.00	0.00	123.16	567.69	567.69-	9999 -----]]]]
3642 ALA GRANT	0.00	0.00	20,000.00	20,000.00	20,000.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	2,659.25	11,160.83	11,160.83-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	22,782.41	31,728.52	31,728.52-	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	429,377.00	0.00	33,590.69	167,777.40	261,599.60 39 ---
102	TEMPORARY WAGES	40,000.00	0.00	3,361.96	14,314.21	25,685.79 35 ---
103	OVERTIME WAGES	350.00	0.00	301.13	483.20	133.20- 138 -----]]]
111	OASI	35,934.00	0.00	2,759.83	13,576.84	22,357.16 37 ---
121	RETIREMENT	25,784.00	0.00	2,033.51	10,095.62	15,688.38 39 ---
131	WORKMENS COMPENSATION	3,076.00	0.00	18.00-	18.00-	3,094.00 0
132	GROUP INSURANCE	101,490.00	0.00	4,700.74	22,659.70	78,830.30 22 --
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	22.56	703.24	350.76 66 -----
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	46,752.42	229,592.21	407,472.79 36 ---
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92 84 -----
202	PROFESSIONAL SERVICES	9,900.00	0.00	862.25	9,418.25	481.75 95 -----
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	6,000.00	10,000.00 37 ---
209	E-BOOKS	29,500.00	0.00	1,615.86	6,146.32	23,353.68 20 --
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	385.30	1,428.84	3,071.16 31 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	108.00	2,892.00 3
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	734.94	1,941.36	2,058.64 48 ----
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,500.00	0.00	411.33	1,151.69	2,348.31 32 ---
232	OFFICE SUPPLIES	8,500.00	0.00	435.88	2,113.24	6,386.76 24 --
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	0.00	0.00	9,500.00 0
236	JANITORIAL SUPPLIES	3,000.00	0.00	150.65	662.05	2,337.95 22 --
242	PROGRAM SUPPLIES	5,000.00	0.00	514.15	1,436.09	3,563.91 28 --
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	149.00	1,351.00 9
271	TELEPHONE	2,300.00	0.00	181.29	622.54	1,677.46 27 --
272	ELECTRICITY	20,000.00	0.00	1,117.96	4,472.90	15,527.10 22 --
273	FUEL-HEATING	6,000.00	0.00	524.20	3,995.19	2,004.81 66 -----
274	WATER SERVICE	3,500.00	0.00	80.56	229.08	3,270.92 6
275	SEWER SERVICE	1,200.00	0.00	51.53	140.99	1,059.01 11 -
276	LANDFILL	500.00	0.00	32.00	168.00	332.00 33 ---
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	8,297.90	51,495.62	97,837.38 34 ---
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00 0
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00 0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAY 31, 2023

	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	7,984.50	13,972.48	39,027.52	26 --
342 AV - CAPITAL	10,000.00	0.00	1,467.40	3,318.38	6,681.62	33 ---
350 EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	265,400.00	0.00	9,451.90	17,290.86	248,109.14	6
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	1,051,798.00	0.00	64,502.22	298,378.69	753,419.31	28 --
TOTAL: GENERAL FUND	1,051,798.00	0.00	64,502.22	298,378.69	753,419.31	28 --

	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	1,492.91	4,084.72	4,084.72-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,492.91	4,084.72	4,084.72-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	234.99	234.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	234.99	234.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,492.91	4,319.71	4,319.71-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,492.91	4,319.71	4,319.71-	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	30,846.73	21,289.50	26,936.00	57,782.73
701.1022	CD'S - 1ST DAKOTA	0.00	0.00	0.00	0.00
701.1023	CD'S - HOME FEDERAL	0.00	0.00	0.00	0.00
701.1024	CD'S - CORTRUST	0.00	0.00	0.00	0.00
701.1025	CD'S - WELLS FARGO BANK	0.00	0.00	0.00	0.00
701.1026	CD'S FIRST NATIONAL BANK SD	0.00	0.00	0.00	0.00
701.1027	CD'S - NORWEST	0.00	0.00	0.00	0.00
701.1031	INVESTMENTS - TREASURY BONDS	0.00	0.00	0.00	0.00
701.1311	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
701.1321	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	TOTAL CURRENT ASSETS:	30,846.73	21,289.50	26,936.00	57,782.73
	TOTAL ASSETS:	30,846.73	21,289.50	26,936.00	57,782.73
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	472.81CR	0.00	472.81	0.00
701.2084	DEFERRED INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	TOTAL CURRENT LIABILITIES:	472.81CR	0.00	472.81	0.00
	TOTAL LIABILITIES:	472.81CR	0.00	472.81	0.00
FUND BALANCE:					
701.2311	RESERVE FOR ENCUMBRANCE	0.00	0.00	0.00	0.00
701.2511	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900	REVENUE CONTROL	15,537.67CR	22,782.41CR	31,728.52CR	47,266.19CR
701.2910	EXPENDITURE CONTROL	14,963.18	1,492.91	4,319.71	19,282.89
701.2920	ESTIMATED REVENUE	0.00	0.00	0.00	0.00
701.2930	APPROPRIATIONS	0.00	0.00	0.00	0.00
	TOTAL FUND BALANCE:	30,373.92CR	21,289.50CR	27,408.81CR	57,782.73CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	21,289.50CR	26,936.00CR	57,782.73CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	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	ENCUMBERED	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	429,377.00	0.00	33,590.69	167,777.40	261,599.60	39 ---	
J-051223-198	PAYROLL MAY 12, 2023			16,795.34	LIBRARY-REG WAGES		P	A
J-052623-233	PAYROLL MAY 26,2023			16,795.35	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	3,361.96	14,314.21	25,685.79	35 ---	
J-051223-198	PAYROLL MAY 12, 2023			1,155.89	LIBRARY-TEMP WAGES		P	A
J-052623-233	PAYROLL MAY 26,2023			2,206.07	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	301.13	483.20	133.20-	138 -----]]]	
J-051223-198	PAYROLL MAY 12, 2023			48.55	LIBRARY OVERTIME		P	A
J-052623-233	PAYROLL MAY 26,2023			252.58	LIBRARY OVERTIME		P	A
111	OASI	35,934.00	0.00	2,759.83	13,576.84	22,357.16	37 ---	
J-051223-198	PAYROLL MAY 12, 2023			1,331.92	LIBRARY-OASI		P	A
J-052623-233	PAYROLL MAY 26,2023			1,427.91	LIBRARY-OASI		P	A
121	RETIREMENT	25,784.00	0.00	2,033.51	10,095.62	15,688.38	39 ---	
J-051223-198	PAYROLL MAY 12, 2023			1,010.63	LIBRARY-RETIREMENT		P	A
J-052623-233	PAYROLL MAY 26,2023			1,022.88	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	3,076.00	0.00	18.00-	18.00-	3,094.00	0	
R-050123-193	SDML WORKERS COMPENSATIO 091555			18.00-	2022 WC AUDIT REFUND			A
132	GROUP INSURANCE	101,490.00	0.00	4,700.74	22,659.70	78,830.30	22 --	
J-051223-198	PAYROLL MAY 12, 2023			2,244.87	LIBRARY-GROUP INS		P	A
J-052623-233	PAYROLL MAY 26,2023			2,244.87	LIBRARY-GROUP INS		P	A
J-053123-215	MAY JOURNAL ENTRIES JE 83			211.00	EMPLOYEE ASSISTANCE PRG			A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	22.56	703.24	350.76	66 -----	
J-051223-198	PAYROLL MAY 12, 2023			10.00	LIBRARY-UNEMP INS		P	A
J-052623-233	PAYROLL MAY 26,2023			12.56	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		637,065.00	0.00	46,752.42	229,592.21	407,472.79	36 ---	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84 -----	
202	PROFESSIONAL SERVICES	9,900.00	0.00	862.25	9,418.25	481.75	95 -----	
M-050523-188 .14274	OLSONS PEST TECHNICIAN 202304 Schmidt			93.00	PEST CONTROL		-	A
M-050523-188 .19353	TUMBLEBOOKS 202304 Schmidt			699.00	DATABASE SUBSCRIPTION		-	A
D-050823-185 04250	YANKTON FIRE & SAFETY CO 068372 28133			70.25	FIRE EXT SERVICE	023679	P -	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	6,000.00	10,000.00	37	---	
D-050823-185	05937 J & H CARE & CLEANING CO	068313 101351		1,200.00	JANITORIAL SERVICE	023677	P	-	A
209	E-BOOKS	29,500.00	0.00	1,615.86	6,146.32	23,353.68	20	--	
M-050523-188	.13843 OVERDRIVE DIST	202304 Schmidt		19.99	EBOOK		-		A
M-050523-188	.13843 OVERDRIVE DIST	202304 Schmidt		423.85	EBOOKS		-		A
M-050523-188	.13843 OVERDRIVE DIST	202304 Schmidt		1,078.66	EBOOKS		-		A
M-050523-188	.13843 OVERDRIVE DIST	202304 Schmidt		55.00	EBOOK		-		A
M-050523-188	.13843 OVERDRIVE DIST	202304 Schmidt		38.36	EBOOK		-		A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0		
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	385.30	1,428.84	3,071.16	31	---	
D-050823-185	03445 A & B BUSINESS EQUIPMENT	068270 IN1040337		385.30	COPIER LEASE	023680	P	-	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	108.00	2,892.00	3		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	734.94	1,941.36	2,058.64	48	----	
M-050523-188	.14179 MENARDS YANKTON SD	202304 Mastalir		5.52	FLOOR CLEANER		-		A
M-050523-188	.12003 ECHO ELECTRIC SUPPLY	202304 Mastalir		149.44	LED PANEL		-		A
M-050523-188	.14179 MENARDS YANKTON SD	202304 Mastalir		9.98	LOCKS		-		A
M-050523-188	.12003 ECHO ELECTRIC SUPPLY	202304 Mastalir		570.00	LED PANEL		-		A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,500.00	0.00	411.33	1,151.69	2,348.31	32	---	
M-050523-188	.19326 AMZN MKTP US HF47U52L0	202304 Dobrovolny		3.99	POSTAGE		-		A
M-050523-188	.19037 PITNEY BOWES	202304 Schmidt		200.00	POSTAGE		-		A
M-050523-188	.11798 BAKER-TAYLOR	202304 Schmidt		32.12	POSTAGE		-		A
M-050523-188	.15316 MIDAMERICA BOOKS	202304 Schmidt		150.67	SHIPPING FEE		-		A
M-050523-188	.16124 PITNEY BOWES PBP	202304 Schmidt		0.32	POSTAGE		-		A
M-050523-188	.11798 BAKER-TAYLOR	202304 Schmidt		24.87	POSTAGE		-		A
232	OFFICE SUPPLIES	8,500.00	0.00	435.88	2,113.24	6,386.76	24	--	
M-050523-188	.19342 AMZN MKTP US HV0DA0ERO	202304 Dobrovolny		39.60	OFFICE SUPPLIES		-		A
M-050523-188	.16699 OTC BRANDS INC	202304 Schmidt		23.16	OFFICE SUPPLIES		-		A
M-050523-188	.14179 MENARDS YANKTON SD	202304 Schmidt		47.85	OFFICE SUPPLIES		-		A
M-050523-188	.13320 WM SUPERCENTER #1483	202304 Schmidt		63.88	OFFICE SUPPLIES		-		A
J-053123-215	MAY JOURNAL ENTRIES	JE 92		261.39	LIBRARY PAPER CHGS-(3)				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		

		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								
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	3,000.00	0.00	150.65	662.05	2,337.95	22	--	
M-050523-188	.19360 AMZN MKTP US HY0PA50I2	202304	Dobrovolny	68.90	JANITORIAL SUPPLIES		-		A
M-050523-188	.19369 AMZN MKTP US HY9YZ5CF2	202304	Dobrovolny	81.75	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	514.15	1,436.09	3,563.91	28	--	
M-050523-188	.13320 WM SUPERCENTER #1483	202304	Schmidt	30.20	PROGRAM SUPPLIES		-		A
M-050523-188	.12434 WAL-MART #1483	202304	Schmidt	13.44	PROGRAM SUPPLIES		-		A
M-050523-188	.12434 WAL-MART #1483	202304	Schmidt	50.78	PROGRAM SUPPLIES		-		A
M-050523-188	.19338 AMZN MKTP US HV97C2TB2	202304	Dobrovolny	7.85	PROGRAM SUPPLIES		-		A
M-050523-188	.19342 AMZN MKTP US HV0DA0ER0	202304	Dobrovolny	119.88	PROGRAM SUPPLIES		-		A
M-050523-188	.13320 WM SUPERCENTER #1483	202304	Schmidt	68.50	PROGRAM SUPPLIES		-		A
D-050823-185	06913 YANKTON BOWL	068370	361748	223.50	AFTER HOURS EVENT	023675	P	-	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	149.00	1,351.00	9		
271	TELEPHONE	2,300.00	0.00	181.29	622.54	1,677.46	27	--	
M-050523-188	.18669 BLUEPEAK	202304	Yardley	120.79	PHONE		-		A
J-051223-198	PAYROLL MAY 12, 2023			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,117.96	4,472.90	15,527.10	22	--	
M-053123-187	00455 NORTHWESTERN ENERGY	202317		1,117.96	ELECTRIC	002795	P	-	A
273	FUEL-HEATING	6,000.00	0.00	524.20	3,995.19	2,004.81	66	-----	
M-053123-187	00303 MIDAMERICAN ENERGY	202317	537698979	524.20	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	80.56	229.08	3,270.92	6		
M-053123-187	00109 CITY UTILITIES	202317		80.56	WTR-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	51.53	140.99	1,059.01	11	-	
M-053123-187	00109 CITY UTILITIES	202317		51.53	WTR-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	168.00	332.00	33	---	
J-053123-215	MAY JOURNAL ENTRIES	JE 95		32.00	DUMPSTER CHGS - MAY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	8,297.90	51,495.62	97,837.38	34	---	

CAPITAL OUTLAY

		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								
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00	0		
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0		
340	BOOKS	53,000.00	0.00	7,984.50	13,972.48	39,027.52	26	--	
M-050523-188	.19326 AMZN MKTP US HF47U52L0	202304	Dobrovolny	11.68	BOOK		-		A
M-050523-188	.11798 BAKER-TAYLOR	202304	Schmidt	3,386.96	BOOKS		-		A
M-050523-188	.19342 AMZN MKTP US HV0DA0ERO	202304	Dobrovolny	138.44	BOOKS		-		A
M-050523-188	.15316 MIDAMERICA BOOKS	202304	Schmidt	1,506.66	BOOKS		-		A
M-050523-188	.15316 MIDAMERICA BOOKS	202304	Schmidt	227.50	BOOKS		-		A
M-050523-188	.19360 AMZN MKTP US HY0PA50I2	202304	Dobrovolny	30.17	BOOKS		-		A
M-050523-188	.19364 AMZN MKTP US HY7IJ6VO1	202304	Dobrovolny	49.75	BOOKS		-		A
M-050523-188	.11798 BAKER-TAYLOR	202304	Schmidt	2,633.34	BOOKS		-		A
342	AV - CAPITAL	10,000.00	0.00	1,467.40	3,318.38	6,681.62	33	---	
M-050523-188	.19327 PLAYAWAY PRODUCTS LLC	202304	Schmidt	66.49	WONDERBOOKS		-		A
M-050523-188	.19333 AMAZON.COM HV0QE2UT0	202304	Dobrovolny	18.99	DVD		-		A
M-050523-188	.19342 AMZN MKTP US HV0DA0ERO	202304	Dobrovolny	105.33	DVD'S		-		A
M-050523-188	.19346 AMZN MKTP US HJ12N51Q1	202304	Dobrovolny	18.11	DVD		-		A
M-050523-188	.19327 PLAYAWAY PRODUCTS LLC	202304	Schmidt	745.61	WONDERBOOKS		-		A
D-050823-185	04785 MIDWEST TAPE	068333	421 637 073	512.87	AV	023678	P	-	A
350	EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	265,400.00	0.00	9,451.90	17,290.86	248,109.14	6		
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	1,051,798.00	0.00	64,502.22	298,378.69	753,419.31	28	--	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	64,502.22	298,378.69	753,419.31	28	--	

Director's Report- June 2023

Grant Recipient: The Yankton Community Library is excited to have been selected as one of 240 libraries to participate in Libraries Transforming Communities: Accessible Small and Rural Communities, an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities. The competitive award comes with a grant that will help the Yankton Community Library to improve accessibility at the library. The library will partner with South Dakota Rehabilitation to help facilitate this project. The proposed plan would automate a set of doors on the library's east entry and remodel the accessible bathroom to make the space easier to navigate. As part of the grant, Yankton Community Library staff will complete 4-6 hours of online training in how to lead community conversations and how to better understanding disability. In August, staff will host conversations with community members about library accessibility for people with physical disabilities.

Summer Reading Program: Our summer is off to an awesome start at the library! We had a very successful kickoff event on June 5 with nearly 275 in attendance! We had a face painter, fun games and prizes donated by Walgreens, Cody's Vending and Chesterman Company. We have close to 90 activities on our calendar in June and July. It will be a busy summer packed full of fun, learning and hopefully lots of good books, too! As of June 12, there were 436 participants registered in the summer reading program, including 258 kids, 70 teens and 108 adults. We are excited to see all the great support from our local businesses and service organizations whose donations help to make the summer reading program a great success!

Cemetery Walk: The library, in partnership with the Mead Museum and the Yankton Community Library Foundation, hosted the 10th annual Cemetery Walk on June 7. We sold 140 tickets and participants enjoyed visiting the gravesites of some of the individuals that helped to shape Yankton's history in one way or another.

Explore More: The passes for the Huether Family Aquatics Center (HFAC) have been a big hit. As of June 12, the HFAC pass was checked out 51 times during the month of June. The library will have 100 passes for the Summit Activities Center and the HFAC to check out each month. Each pass is good for one week but can be used one time during that week. The pass will be given to the HFAC staff as the time of usage and will allow entry for up to two adults and six children. We are hoping this program will allow more people to experience the great facilities we have to offer in our community!

American Library Association Conference: I will out of the library from June 22 through June 25. I will be attending part of the ALA Conference in Chicago from June 22 through June 25. I am greatly looking forward to this opportunity!

MAY 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	5/4/23	3:45 PM	25	6
Craft Buffet	5/18/23	3:45 PM	14	3
		Total:	39	9
Stay and Play	Date	Time	Kids	Adults
	5/2/23	5:00 PM	0	0
	5/3/23	9:00 AM	12	6
	5/9/23	5:00 PM	11	4
	5/10/23	9:00 AM	22	9
	5/16/23	5:00 PM	6	5
	5/17/23	9:00 AM	13	6
	5/23/23	5:00 PM	3	2
	5/24/23	9:00 AM	12	6
	5/31/23	9:00 AM	13	7
		Total:	92	45
Teen Events	Date	Time	Kids	
TAB	5/3/23	4:00 PM	1	
		Total:	1	
Adult Programs	Date	Time	Adults	Virtual
Libby Class	5/2	2:00	13	N/A
80 for Brady movie	5/7	2:00	57	N/A
Seed Library	5/9	2:00	22	1
Seed Library	5/9	6:00	15	3
Bees	5/22	6:30	27	1
		Total:	134	5
Video Views for F	Date	Video Views		
Seed Lib (April)	4/11/23	50		
		50		
Book Clubs	Date	Time	Adults	
Readers Anonymous	5/9/23	2:00 PM	7	
Between The Lines	5/23	4:30 PM	7	
		Total:	14	
Family Events:	Date	Time	Kids	Adults
Homeschool Group	5/5/23	10:00 AM	25	6
Family Lit Night	5/11	5:00 PM	40	30
Kid's Art Fest	5/31/23	5:00 PM	100	60
		Total:	165	96

MAY 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	6,675	6,682	5,638
Juvenile	4,901	4,232	3,075
Total	11,576	10,914	8,713

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2021
Adult	4,433	4,606	3,655
Juvenile	4,482	3,902	2,974
Total	8,915	8,508	6,629

Interlibrary Loan			
	2023	2022	2021
Requested	83	117	76
Supplied	18	30	22
Total	101	147	98

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2,141	1,929	1,886
OverDrive Juvenile	336	263	NA
TumbleBooks	83	67	101
Total	2,560	2,259	1,987

Adult Outreach			
	2023	2022	2021
Locations	9	7	4
Patrons	47	37	10
Circulations	166	138	69

Daycare Outreach			
	2023	2022	2021
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Current Cards			
	2023	2022	2021
Resident	3936	3,252	4,192
Non-Resident	220	182	225
Mount Marty	19	9	36
Teacher	46	36	54
Yankton County	816	723	967
Total	5,037	4,202	5,474

New Cards			
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Public Computer Use			
	2023	2022	2021
Uses	558	495	186
Hours	312	228	88

WiFi Usage			
	2023	2022	2021
Sessions	715	698	822
Total Session Hours	822	825	1,059
Unique Users	254	264	146

Meeting Room Use			
	2023	2022	2021
Library Uses	20	8	6
Library Hours	64.5	13.5	10.5
Non-Library Uses	28	18	12
Non-Library Hours	65	44	24.5

Study Room Use			
	2023	2022	2021
Uses	15	30	17
Hours	32	54	9

Notary			
	2023	2022	2021
Requests	n/a	5	4

Proctor			
	2023	2022	2021
Tests	6	2	1

Genealogy Requests			
	2023	2022	2021
Patrons	1	0	2
Hours	0.5	0	1







Teacher Requests			
	2023	2022	2021
Patrons	1	0	0

Courier			
	2023	2022	2021
Total Incoming	117	132	89
Total Outgoing	154	133	108
Total	271	265	197

Collection			
	2023	2022	2021

	2023	2022	2021		Items Added	358	492	433
Resident Adult	60	50	19		Items Deleted	120	226	274
Resident Youth (<18)	14	12	9					
County	15	16	38		Curbside Pick-Ups			
County (Households)	12	13	30			2023	2022	2021
Non-resident	9	6	5			4	20	170
Non-resident (households)	8	4	4					
Total New Cards	98	84	71		Food For Fines			
Total New Households	20	17	34			2023	2022	2021
						74	40	18
30 Day Trial Cards								
	2023	2022	2021		Book a Librarian			
In-Town New	2	4	3			2023	2022	2021
County -New	1	2	1		Time (minutes)	205	40	NA
County-Renewal	1	0	1		Number of Sessions	7	2	NA
Nonresident-New	0	0	1					
Nonresident-Renewal	0	0	0		Summer Reading Registration			
Online Signup	5	0	0			2023	2022	2021
Total	9	6	6			436*	422	217
						*As of 6/12/23		
Door Counts					Pass Checkouts			
East entry	3,010					2023	2022	2021
South entry	5,063				State Park Pass	2	NA	NA
Total	8,073				Mead Museum Pass	2	NA	NA
					Summit Pass	1	NA	NA
					Huether Pass	43	NA	NA

All Together Now • June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Register for summer reading online at: http://cityofyankton.beanstack.org</p> 						
				<p>1 Summer Reading Starts!</p> <p>Pre-K-5 log minutes Teens & Adults log books</p>	<p>2 1st Friday Coffee 9 am—12 pm</p> <p>Shop Kitchen Swap 9 am—5 pm</p>	<p>3 Shop Kitchen Swap 9 am—1 pm Everything is Free!!! 1-5 pm</p>
<p>4 Library Closed</p>	<p>5 Carnival Kickoff Event 4-7 pm</p>	<p>6 Storytime 10 am One Book SD Author Visit 12 pm Summer Bucket List Craft 2 pm</p>	<p>7 Stay & Play 9-11 am Learn a Flash Mob Dance 2 pm & 3:30 pm Cemetery Walk 6:30 & 8 pm*</p>	<p>8 Storytime 10 am LEGO Club 2 pm Book Tasting 3:30 pm</p>	<p>9 Board Games 2 pm</p>	<p>10 Movie: <i>My Octopus Teacher</i> 2 pm</p>
<p>11 Library Closed</p>	<p>12 Real Reptiles 6 pm <i>Meet live reptiles!</i></p>	<p>13 Storytime 10 am  Bee Kind Craft 2 pm Seed Library 2 pm & 6 pm </p>	<p>14 Stay & Play 9-11 am Sticker Exchange 2 pm</p>	<p>15 Storytime 10 am LEGO Club 2 pm Magazine Animal Silhouette 3:30 pm</p>	<p>16 Animal Crossing Local Play Game Day 2 pm</p>	<p>17 Friends of the Library Book Sale 9am-1pm Rain Date June 24 Therapeutic Writing Group 10 am</p>
<p>18 Library Closed</p>	<p>19 Sarah Campbell: Living History 12 pm Absolute Science 6 pm <i>Amazing science experiments!</i></p>	<p>20 Storytime 10 am Kindness Rocks Craft 2 pm Adult Craft* 6 pm Rock painting</p>	<p>21 Stay & Play 9-11 am Friend “ships” 2 pm</p>	<p>22 Storytime 10 am LEGO Club 2 pm Team Building Games 3:30 pm</p>	<p>23 Board Games 2 pm</p>	<p>24 Download the Beanstack App: </p>
<p>25 Library Closed</p>	<p>26 The Noise Guy 6 pm <i>Noisy tales with the sound effects!</i></p>	<p>27 Storytime 10 am Sweet Messages Craft 2 pm</p>	<p>28 Stay & Play 9-11 am Meet & Greet Community Helpers 2 pm Drones 6 pm</p>	<p>29 Storytime 10 am LEGO Club 2 pm Flash Mob Dance Learn /Practice 3:30 pm</p>	<p>30 Movie: <i>Planes: Fire & Rescue</i> 2 pm</p>	<p>1 </p>
<p>Green-Preschool Blue-Elementary Red-Teen Brown-Adult Purple-All Ages</p> <p><i>*Registration and Fee Required for Event</i> Final Prize Drawings will be on August 1. Winners will be contacted.</p>						

All Together Now • July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Summer Library Hours: Mon. & Tue. 9 am to 8 pm Wed. & Thur. 9 am to 6 pm Fri. & Sat. 9 am to 5 pm						1 
2 Library Closed	3 4 th of July Activity Sheets & Scavenger Hunt Library Closes at 5 pm	4 Library Closed	5 Stay & Play 9-11 am Family Time Capsule 2 - 5:30 pm	6 Storytime 10 am LEGO Club 2 pm Book Tasting 3:30 pm	7 1st Friday Coffee 9 am—12 pm Board Games 2 pm	8 Movie: Are You There God? It's Me, Margaret. 2 pm
9 Library Closed	10 Dino O'Dell 6 pm Travel around the world with music and stories!	11 Seed Library 10 am & 6 pm Toby Kid 2 pm Family comedian & clown!	12 Stay & Play 9-11 am Binary Code Bracelets & Keychains 2 pm Flash Mob Dance Learn /Practice 3:30 pm	13 Storytime 10 am LEGO Club 2 pm Friendship Bracelets 3:30 pm	14 Mario Kart Local Play Game Day 2 pm	15 Friends of the Library Book Sale 9am-1pm Rain Date July 22 Therapeutic Writing Group 10 am
16 Library Closed	17 Starr Chief Eagle @ Riverside Park Amphitheater 6 pm Lakota Hoop Dancer! *Rain location City Hall Gym	18 Storytime 10 am Rainbow of Kindness Mobile 2 pm Adult Craft* 6 pm Leather Braiding	19 Stay & Play 9-11 am Outdoor Bubble Program 2 pm	20 Storytime 10 am LEGO Club 2 pm Inspirational Splatter Art 3:30 pm	21 Board Games 2 pm	22 
23 Library Closed 30 Library Closed	24 Brent Allan 6 pm Comedy with Puppets! 31 Wrap-Up Party @ Riverside Park 5-7 pm	25 Storytime 10 am Craft Buffet 2 pm	26 Stay & Play 9-11 am Surprise Activity 2 pm Teen After-Hours 5:30-8:30pm Registration Required	27 Storytime 10 am LEGO Club 2 pm Thumbprint Self-Portrait 3:30 pm	28 Movie: Moana 2 pm	29 

Green-Preschool
 Blue-Elementary
 Red-Teen
 Brown-Adult
 Purple-All Ages

*Registration and Fee Required for Event

Final Prize Drawings will be on August 1. Winners will be contacted.

Collection Development Policy

The Role of the Library in the Community

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs. We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination. ~~We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.~~

Materials Selection Policy

Widespread interest and usage are the most powerful influence on the library's collection. The Yankton Community Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization ~~in the community~~

How We Decide What to ~~Buy~~ Add to the Collection

The library staff makes recommendations for the purchase of items, with the library director having the authority and responsibility for the final selection. ~~Professional sources are consulted to determine the value of the material to the collection.~~ The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, newspapers and websites (*i.e. Library Journal, Booklist, School Library Journal*)
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user
- **sturdiness of items**
- **foreign language materials will be added as variant cultures make Yankton their home**

No single criterion is used to justify a purchase; materials selectors consider all the criteria in the selection process.

The Yankton Community Library offers interlibrary loan services to library users who are seeking items that are not owned by Yankton Community Library. (See Interlibrary Loan Policy)

Intellectual Freedom Statements

We support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors in providing free and open access to our materials for all age groups. These statements are included as a part of this policy.

While a person may reject materials for themselves and their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection—it simply makes the materials available.

How You Can Have a Say

Purchase suggestions ~~and donations~~ are encouraged and are given serious consideration using the same criteria as ordinarily used in selecting items.

From time to time, a person may be concerned about a particular book or other material in the library. If a person wants us to reconsider material that is in our collection, a Request for Reconsideration of Library Materials form may be requested from the staff ~~or may be found on the library's website~~. This form should be filled out and ~~either~~ returned to ~~the~~ a staff member or the director. A written response from the director will be sent within ten (10) days.

The individual may appeal the decision of the library director to the library board of trustees by making a written request for a hearing to the president of the board of trustees. This request must be made not more than sixty (60) calendar days after the date of the reply from the library director. A hearing will be scheduled by the Board of Trustees at its next regularly scheduled ~~Board~~ meeting. The board of trustees will arrive at a decision regarding the request for reconsideration at the regularly scheduled meeting following the meeting at which the hearing was held. The board president will notify the individual of the board's decision by formal letter that will also be entered into the public record. A single title may be challenged by the same person one time per year.

Purchase suggestions and item reconsiderations will be considered only for individuals within the Yankton Community Library service area. This includes all residents of Yankton County and anyone outside of Yankton County that possesses a current Yankton Community Library card.

Electronic Resources

~~The Yankton Community Library Board recognizes that the formats in which information is stored and transmitted are expanding and that as the library collects materials in new formats, there will be duplication. Many of the new resources that will make up collections in the library will not physically be in the library building, but will be hosted on servers somewhere else and be delivered through the Internet. The library will select these resources using the same types of criteria as is used for physical materials. When the library is a part of a cooperative group for purchasing electronic resources, we will use the selection criteria of the cooperative group.~~

South Dakota and Yankton Area Collections

The purpose of the South Dakota and Yankton Area collections is to collect a varied representation of works by South Dakota and regional authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Works meeting the following criteria will be included in the collection:

1. Material created by a state/regional individual but is not necessarily about South Dakota/Yankton. Works should meet 2a, b, or c also.
2. Material dealing with a South Dakota/Yankton setting, topic, area, theme or history if that author's work:
 - a) contributes significantly to the literature;
 - b) becomes regarded as a "classic" and/or;
 - c) is irreplaceable, meaning it's published by a small, local or vanity press or out-of-print.

Other acquired works that do not fully meet the above criteria will be placed in the regular collection. These works may be considered for future inclusion in the South Dakota/Yankton collection based on their historical value. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

Withdrawal of Materials

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property.

~~Criteria for Withdrawal of Nonfiction~~

- ~~1. Age/copyright date~~
- ~~2. Physical condition~~
- ~~3. Content accuracy/datedness~~
- ~~4. Use/circulation~~

- ~~5.—Format~~
- ~~6.—Changes in/adherence to Library collection development philosophy~~
- ~~7.—Recognized standard library sources, bibliographies, indexes~~

Criteria for Withdrawal of Fiction

- ~~1.—Physical condition~~
- ~~2.—Format~~
- ~~3.—Genre~~
- ~~4.—Circulation~~
- ~~5.—Representation in collection compared to copy circulation of other author's books.~~
- ~~6.—Significance of author in genre~~
- ~~7.—Recognized standard library sources, bibliographies, indexes~~

Criteria for Withdrawal of Materials

1. Physical condition
2. Content accuracy/datedness/relevance of nonfiction materials
3. Circulation/in-house usage
4. Format
5. Recognized standard library sources, bibliographies, indexes

Children Accessing Materials at and the Library

Libraries must meet the diverse needs of everyone in the community, including children and teens. Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. Parents/guardians (referred to as Caregiver going forward) are responsible for deciding what library items are appropriate for their children. The library encourages ~~parents~~ Caregivers to help their children choose items that match their own family's values. This policy reflects the American Library Association's Library Bill of Rights which states that "a person's right to use a library should not be abridged because of origin, age, background or views."

The Yankton Community Library allows ~~individuals in high school (9th grade and up) teens 14 to 17 years of age~~ to obtain a library card without a parent ~~Caregiver's~~ approval. At this point, ~~parents~~ Caregivers are no longer responsible for any fines or fees that accrue on their child's card. ~~Once an individual is at least 14 years of age, he or she, individuals~~ may also ~~chose choose~~ to not list a parent or guardian ~~Caregiver~~ as an authorized user and are entitled to their privacy regarding which items they are checking out. Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of ~~parents/guardians~~ Caregivers to guide their own family's library use, while allowing other ~~parents/guardians~~ Caregivers to do the same.

~~Parents/guardians~~ Caregivers should discuss rules regarding library use with their children. If ~~you are~~ the Caregiver is concerned ~~they~~ that their child will not respect ~~your~~ the Caregiver's wishes, it is the Caregiver's responsibility to visit the library with ~~them~~ their child.

American Library Association

The Yankton Community Library endorses and abides by the following documents set forth by the American Library Association:

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<http://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to Read Statement:

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4. Format
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Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

**YANKTON COMMUNITY LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

We appreciate your concerns. Completion of this form is the first step in the reconsideration of library materials procedure. If you wish to request reconsideration of library resources, please return the form, completed in its entirety, to the library director.

Title _____

Author _____

Type of Material:

Book	Magazine/Newspaper	Video/DVD	Database	Audio/CD
eBook	eAudiobook	Other (specify)	_____	

Please answer the following questions, referencing specific page numbers and excerpts.

1. Do you reside in the Yankton Community Library Service Area? Purchase suggestions and item reconsiderations will be considered only for individuals within the Yankton Community Library service area. This includes all residents of Yankton County and anyone outside of Yankton County that possesses a current Yankton Community Library card.

2. Did you read, view, or listen to the entire item? If not, what parts?

3. What do you believe is the theme of this material?

4. To what, specifically, do you object in this material?

5. What do you feel might be the result of others reading, hearing, or seeing this material?

6. Have you been able to find any positive *or* negative reviews of the material? Please include citations or provide reviews.

7. List any materials of similar subject matter which you would recommend as alternatives to this item.

8. Would you recommend this item for any age group, and if so, what age group?

9. What would you like the library to do about this material?

___ Withdraw it from the collection.

___ Place it in a different section of the collection (specify): _____

___ Other (describe): _____

Contact Information:

Your Name _____

Address _____

City/State/Zip Code _____ Phone _____

Organization Represented (if any) _____

Signature _____ Date _____

Meeting Rooms Policy

It is the intent of the Yankton Community Library ~~Board of Trustees~~ to encourage community groups to use the library meeting rooms for educational, cultural, and civic purposes. In scheduling the library's meeting rooms, priority is given to library-sponsored events/programs and city government functions. ~~If not already reserved, library meeting rooms are available to outside groups.~~ The library reserves the right to grant, deny, or revoke permission to use any meeting room. In rare circumstances, reservations already confirmed may be cancelled to allow use of a room for library purposes, ~~when necessary~~. Refer to the library director with any questions regarding the purpose of a requested reservation.

A library card is not required to reserve a meeting room, but reservations must be made by an individual 18 years of age or older. Reservations for the room will be made on a first-come, first-serve basis with at least a three (3) day ~~3 days'~~ notice preferred. The meeting room can be booked up to three months in advance. **The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's events, policies, or beliefs by the library or the City of Yankton.** Groups should clearly indicate in their advertisements and news releases who is sponsoring the event. As a requirement of utilizing the meeting room, the following disclaimer shall be added to any marketing (including all online social media posts) by the event hosts using one of the library's meeting rooms:

THIS PRIVATE EVENT IS NOT HOSTED, SPONSORED, OR ENDORSED BY THE YANKTON COMMUNITY LIBRARY OR BY THE CITY OF YANKTON.

The meeting room reservation may be cancelled at the discretion of library staff if the event host fails to include the necessary disclaimer language or if the event host falsely gives the impression that it is a library sponsored event. In keeping with the decorum of the library's atmosphere, parties, receptions or showers are not permitted in the meeting room.

Reservations may be made in person, in writing, ~~via our online reservation system~~, or by telephone. A Meeting Room Use Agreement ~~form~~ must be completed by the reserving party prior to the first use and renewed annually for continued meeting room use. A copy of this agreement will be offered to users at time of signature and available by request.

The library meeting rooms are available for use during the hours of regular library operation. All for-profit groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour, in hourly increments, while not-for profit organizations may use the facilities free-of-charge. Minor exceptions, such as private tutoring or other such lessons may be granted at the discretion of the library director. In rare circumstances, the library director may allow groups to meet beyond the hours of library operation; in such cases, all groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour.

Use of the meeting rooms is subject to the following rules:

1. Rooms must be vacated ~~five (5)~~ ten (10) minutes before the library regularly closes.
2. Light refreshments may be served but no cooking is allowed.

3. Sponsoring groups are responsible for setting up and returning all equipment and furniture to its proper place and for the deposit of all ~~refuse trash~~ in the containers provided.
4. The use of the library's audiovisual equipment is permitted **free of charge**, but must be scheduled in advance. Library staff can assist with **set up and** questions, but will not operate the equipment during the event.
5. Youth groups must be supervised by an adult.
- ~~6.~~ Groups who are using the meeting rooms may not charge an admission fee, solicit donations, sell products or materials, seek membership fees, or payment of dues. ~~The only exceptions are in the case of paid registrations necessary to cover expenses for institutes held in cooperation with the library or payment of fees for non-credit adult education courses regularly conducted by established educational institutions. In either case, special permission must be obtained from the library director.~~ Scheduled library performers and presenters may be able to sell their goods with prior approval from the library director.
7. ~~In order to provide an opportunity for all groups to use the library's Meeting Room,~~ any one person or organization is limited to booking the meeting room one time per month, **in two-hour increments**. However, this can be waived by the library director.
8. The reserving group is responsible for any/all damages to the room or to equipment as well as clean-up. ~~If library staff are required to clean up after a group has used the meeting room,~~ minimum charges for clean-up ~~and/or damage~~ will be **twenty-five dollars** (\$25). All charges will be based on the cost of the repair and the reserving party will be billed. All bills must be paid before the room can be used again by that same party.
9. **Indemnification.** Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

Meeting Rooms Policy

It is the intent of the Yankton Community Library to encourage community groups to use the library meeting rooms for educational, cultural, and civic purposes. In scheduling the library's meeting rooms, priority is given to library-sponsored events/programs and city government functions. The library reserves the right to grant, deny, or revoke permission to use any meeting room. In rare circumstances, reservations already confirmed may be cancelled to allow use of a room for library purposes. Refer to the library director with any questions regarding the purpose of a requested reservation.

A library card is not required to reserve a meeting room, but reservations must be made by an individual 18 years of age or older. Reservations for the room will be made on a first-come, first-serve basis with at least a three (3) day notice preferred. The meeting room can be booked up to three months in advance. **The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's events, policies, or beliefs by the library or the City of Yankton.** Groups should clearly indicate in their advertisements and news releases who is sponsoring the event. As a requirement of utilizing the meeting room, the following disclaimer shall be added to any marketing (including all online social media posts) by the event hosts using one of the library's meeting rooms:

THIS PRIVATE EVENT IS NOT HOSTED, SPONSORED, OR ENDORSED BY THE YANKTON COMMUNITY LIBRARY OR BY THE CITY OF YANKTON.

The meeting room reservation may be cancelled at the discretion of library staff if the event host fails to include the necessary disclaimer language or if the event host falsely gives the impression that it is a library sponsored event. In keeping with the decorum of the library's atmosphere, parties, receptions or showers are not permitted in the meeting room.

Reservations may be made in person, in writing, or by telephone. A Meeting Room Use Agreement must be completed by the reserving party prior to the first use and renewed annually for continued meeting room use. A copy of this agreement will be offered to users at time of signature and available by request.

The library meeting rooms are available for use during the hours of regular library operation. All for-profit groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour, in hourly increments, while not-for profit organizations may use the facilities free-of-charge. Minor exceptions, such as private tutoring or other such lessons may be granted at the discretion of the library director. In rare circumstances, the library director may allow groups to meet beyond the hours of library operation; in such cases, all groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour.

Use of the meeting rooms is subject to the following rules:

1. Rooms must be vacated ten (10) minutes before the library regularly closes.
2. Light refreshments may be served but no cooking is allowed.
3. Sponsoring groups are responsible for setting up and returning all equipment and

furniture to its proper place and for the deposit of all trash in the containers provided.

4. The use of the library's audiovisual equipment is permitted free of charge, but must be scheduled in advance. Library staff can assist with set up and questions, but will not operate the equipment during the event.
5. Youth groups must be supervised by an adult.
6. Groups who are using the meeting rooms may not charge an admission fee, solicit donations, sell products or materials, seek membership fees, or payment of dues. Scheduled library performers and presenters may be able to sell their goods with prior approval from the library director.
7. In order to provide an opportunity for all groups to use the library's Meeting Room, any one person or organization is limited to booking the meeting room one time per month, in two-hour increments. However, this can be waived by the library director.
8. The reserving group is responsible for any/all damages to the room or to equipment as well as clean-up. If library staff are required to clean up after a group has used the meeting room, minimum charges for clean-up and/or damage will be twenty-five dollars (\$25). All charges will be based on the cost of the repair and the reserving party will be billed. All bills must be paid before the room can be used again by that same party.
9. **Indemnification.** Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

2023

YANKTON COMMUNITY LIBRARY MEETING ROOM USE AGREEMENT

Use Fees

Not-for-profit organizations: No fee.

For-profit organizations: \$25 per hour in hourly increments. Requires director approval.

After hours use fee for all organizations: \$25 per hour in hourly increments. Requires director approval.

Minimum Damage Fee: \$25. Determined and assessed by director.

Name of Organization _____

For-profit

Not-for-profit

Contact Name _____

Contact Phone Number _____

Contact Email Address _____

Organization Address _____

Meeting Purpose/Function _____

MEETING(S)

Date/Time Desired _____

Will this be a recurring meeting? If so, when? _____

*Per policy requesting the meeting room for more than one time per month or for longer than two-hour increments require director approval.

Approximate Group Size _____

Staff Use Only

Director's approval for recurring meeting _____ Director initials & date _____

Equipment needed? Please list: _____

Room Available? _____ Scheduled by: _____ Fee paid? _____

Whole Room

Half Room

Research Room

Director's notes _____

Copy of agreement and policy offered to patron: Date _____ Staff Initials _____

Indemnification:

Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney’s fees, paid or as a result of or in connection with Organization’s use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization’s agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization’s agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

I have read and signed the application and agree to comply with all the rules of use for the meeting room. This form needs to be completed annually **BEFORE** meeting room use. Send in via email, mail or fax: library@cityofyankton.org; 515 Walnut St., Yankton, SD 57078; (605) 668-5277.

Signature _____ Date _____

Limitations of Programs and Services

Due to limited staff time and programming space, the library may not be able to provide programs such as ~~regular~~ special story times ~~in-house~~, activities and summer reading programs to daycares and other groups. However, the library welcomes tours and visits from these groups that are scheduled through the children's librarian or library director.

The use of the library may be denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.