

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, March 8, 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 February 8, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- Unattended Child Policy

New Business

- State Library Annual Report

Other Business:

- Accreditation update

Public Comment Period

Adjourn the meeting of March 8, 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, February 8, 2023 5:30 pm

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

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

Approval of January 11, 2023 minutes: Koerner made a motion to approve the January 11, 2023 minutes. Tielke seconded the motion. Unanimous approval.

Public Comment Period: None

Discussion of bills/Accept Financial Report: Motion by Tielke to accept the financial report with a second by Huff. Unanimous approval.

Communications and correspondence: Schmidt shared a note from OverDrive, the library's vendor for e-books and e-audiobooks, highlighting the national trend of increased circulation.

Director's Report: In addition to the written report, Schmidt reported that Sue Olsen, part time circulation assistant, has resigned. She also reported that YCL has purchased a membership to Southeast South Dakota Tourism. She mentioned several new additions to the library – a South Dakota State Park Pass, a tactile exploration kit and a hygiene cabinet. The hygiene cabinet has been filled with items donated by Pathways Homeless Shelter. She invited board members to attend the 50th Anniversary celebration on Friday, February 10. The event will feature a program highlighting the history of YCL and tours of the building.

Old Business

- **Patron Behavior Policy** – Motion to approve by Tielke with second by Otterman. Policy will go into effect April 1, 2023. Unanimous approval.

New Business

- **Unattended Child Policy** – First review by Board. Schmidt will seek staff and City Attorney input and bring back to next meeting for more discussion.

Other Business: None

Public Comment Period: None

Adjourn the meeting of February 8, 2023: Tielke made a motion to adjourn the meeting at 6:00 pm with a second by Koerner. Unanimous approval.

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
A & B BUSINESS EQUIPMENT COPIER LEASE	355.30	RENTALS & XEROX SUPPLIES	101.142.212	1022235	023666	P 072 00001
CITY UTILITIES						
WTR-WW CHARGES	25.20	WATER SERVICE	101.142.274	2.17.23	002793	P 071 00001
WTR-WW CHARGES	49.06	WATER SERVICE	101.142.274	2.17.23	002793	P 071 00002
WTR-WW CHARGES	27.20	SEWER SERVICE	101.142.275	2.17.23	002793	P 071 00003
WTR-WW CHARGES	17.53	SEWER SERVICE	101.142.275	2.17.23	002793	P 071 00004
	118.99	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	101243	023672	P 072 00002
MIDAMERICAN ENERGY FUEL	1,139.32	FUEL-HEATING	101.142.273	535459008	002794	P 071 00005
MIDWEST TAPE AV	631.84	AV - CAPITAL	101.142.342	879-016-338	023670	P 072 00003
NORTHWESTERN ENERGY ELECTRICITY	1,152.24	ELECTRICITY	101.142.272		002795	P 071 00006
	4,597.69				
GENERAL FUND	4,597.69	*****				

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:	4,597.69					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,597.69
TOTAL ALL FUNDS		4,597.69

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,597.69
TOTAL ALL BANKS		4,597.69

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US HD87110P0 JANITORIAL SUPPLIES	73.31	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		073 00019
AMZN MKTP US HE0AI4Q01 POSTAGE	2.99	POSTAGE	101.142.231	Dobrovolny		073 00132
DVD'S	69.99	AV - CAPITAL	101.142.342	Dobrovolny		073 00133
	72.98	*VENDOR TOTAL				
AMZN MKTP US HE7R24Q12 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		073 00128
DVD	14.98	AV - CAPITAL	101.142.342	Dobrovolny		073 00129
	18.97	*VENDOR TOTAL				
AMZN MKTP US HP1FV8S21 OFFICE SUPPLIES	70.50	OFFICE SUPPLIES	101.142.232	Dobrovolny		073 00022
AMZN MKTP US HP1O929B1 DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		073 00008
AMZN MKTP US HP1UV2ZX1 BOOK	12.44	BOOKS	101.142.340	Dobrovolny		073 00113
AMZN MKTP US HP3QL00I2 JANITORIAL SUPPLIES	17.96	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		073 00068
PROGRAM SUPPLIES	17.36	PROGRAM SUPPLIES	101.142.242	Dobrovolny		073 00069
BOOKS	151.88	BOOKS	101.142.340	Dobrovolny		073 00070
DVD'S	37.91	AV - CAPITAL	101.142.342	Dobrovolny		073 00071
	225.11	*VENDOR TOTAL				
AMZN MKTP US HP92Z7SB1 OFFICE SUPPLIES	11.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		073 00011
AMZN MKTP US H18871CP2 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		073 00439
DVD	17.99	AV - CAPITAL	101.142.342	Dobrovolny		073 00440
	21.98	*VENDOR TOTAL				
AMZN MKTP US H98P27WE0 OFFICE SUPPLIES	19.30	OFFICE SUPPLIES	101.142.232	Dobrovolny		073 00341
PROGRAM SUPPLIES	154.02	PROGRAM SUPPLIES	101.142.242	Dobrovolny		073 00342
DVD'S	42.68	AV - CAPITAL	101.142.342	Dobrovolny		073 00343
	216.00	*VENDOR TOTAL				
AMZN MKTP US WI39L1RM3 PROGRAM SUPPLIES	12.75	PROGRAM SUPPLIES	101.142.242	Dobrovolny		073 00519
DVD	12.95	AV - CAPITAL	101.142.342	Dobrovolny		073 00520

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 WI39L1RM3	25.70	*VENDOR TOTAL				
AMZN MKTP US 4X7QB7AZ3						
PROGRAM SUPPLIES	53.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		073 00323
BOOK	11.69	BOOKS	101.142.340	Dobrovolny		073 00324
DVD'S	129.20	AV - CAPITAL	101.142.342	Dobrovolny		073 00325
	194.88	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	3,466.12	BOOKS	101.142.340	Schmidt		073 00027
POSTAGE	32.87	POSTAGE	101.142.231	Schmidt		073 00028
	3,498.99	*VENDOR TOTAL				
BLUEPEAK						
PHONE	45.06	TELEPHONE	101.142.271	Yardley		073 00483
PHONE	25.63	TELEPHONE	101.142.271	Yardley		073 00501
	70.69	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	140.82	BOOKS	101.142.340	Schmidt		073 00143
COLLABORATIVE SUMMER L						
SHIPPING	20.00	POSTAGE	101.142.231	Schmidt		073 00287
CRICUT						
OFFICE SUPPLIES	298.19	OFFICE SUPPLIES	101.142.232	Schmidt		073 00100
TAX REFUND	18.20CR	OFFICE SUPPLIES	101.142.232	Schmidt		073 00107
	279.99	*VENDOR TOTAL				
DOLLAR TREE						
PROGRAM SUPPLIES	5.00	PROGRAM SUPPLIES	101.142.242	Schmidt		073 00514
OFFICE SUPPLIES	2.99	OFFICE SUPPLIES	101.142.232	Schmidt		073 00515
	7.99	*VENDOR TOTAL				
DRI PRINTPLACE						
OFFICE SUPPLIES	71.00	OFFICE SUPPLIES	101.142.232	Schmidt		073 00095
POSTAGE	15.95	POSTAGE	101.142.231	Schmidt		073 00096
	86.95	*VENDOR TOTAL				
ECHO ELECTRIC SUPPLY -						
LED PANEL	149.44	REP. & MAINT. - BUILDING	101.142.223	Mastalir		073 00073
LED PANEL	380.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		073 00314
	529.44	*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					
FINDAWAY WONDERBOOKS	47.49	AV - CAPITAL	101.142.342	Schmidt		073 00049
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	60.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		073 00251
IN NICHE ACADEMY PROFESSIONAL SERVICES	1,400.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		073 00034
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		073 00409
OTC BRANDS INC PROGRAM SUPPLIES	33.98	PROGRAM SUPPLIES	101.142.242	Schmidt		073 00353
OVERDRIVE DIST E-BOOKS	1,501.99	E-BOOKS	101.142.209	Schmidt		073 00225
E-BOOK	27.50	E-BOOKS	101.142.209	Schmidt		073 00410
	1,529.49	*VENDOR TOTAL				
PITNEY BOWES POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		073 00406
SP A KIDS BOOK ABOUT BOOKS	201.70	BOOKS	101.142.340	Dobrovolny		073 00032
USPS PO 4698100078 POSTAGE	25.20	POSTAGE	101.142.231	Schmidt		073 00465
WAL-MART #1483 OFFICE SUPPLY RETURN	14.98CR	OFFICE SUPPLIES	101.142.232	Schmidt		073 00258
WALGREENS #9806 PROGRAM SUPPLIES	9.58	PROGRAM SUPPLIES	101.142.242	Schmidt		073 00512
WM SUPERCENTER #1483 PROGRAM SUPPLIES	120.11	PROGRAM SUPPLIES	101.142.242	Schmidt		073 00164
OFFICE SUPPLIES	55.60	OFFICE SUPPLIES	101.142.232	Schmidt		073 00282
PROGRAM SUPPLIES	22.74	PROGRAM SUPPLIES	101.142.242	Schmidt		073 00283
	198.45	*VENDOR TOTAL				
	9,382.60				

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 HP3QL00I2 SUMMER READING	152.65	RECREATION SUPPLIES	701.701.242	Dobrovolny		073 00072
COLLABORATIVE SUMMER L SUMMER READING SUPPLIES	457.45	RECREATION SUPPLIES	701.701.242	Schmidt		073 00286
STAFF SHIRTS	101.88	RECREATION SUPPLIES	701.701.242	Schmidt		073 00288
	559.33	*VENDOR TOTAL				
WAL-MART #1483 PROGRAM SUPPLIES	69.85	RECREATION SUPPLIES	701.701.242	Dobrovolny		073 00255
WM SUPERCENTER #1483 SUMMER READING PROGRAM	314.18	RECREATION SUPPLIES	701.701.242	Schmidt		073 00165
SUMMER READING	7.50	RECREATION SUPPLIES	701.701.242	Schmidt		073 00281
	321.68	*VENDOR TOTAL				
	1,103.51				
LIBRARY TRUST	1,103.51	*****				

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 AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	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	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	930.00	1,700.00	6,800.00	20	--
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	19.25	88.26	111.74	44	----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	26.00	94.00	1,406.00	6	
3456 PC PRINTING	6,000.00	6,000.00	402.15	1,028.65	4,971.35	17	-
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	606.00	606.00	1,394.00	30	---
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,983.40	3,518.79	15,291.21	18	-
FINES							
3510 COURT FINES	1,600.00	1,600.00	87.10	87.10	1,512.90	5	
3511 PARKING FINES	2,500.00	2,500.00	550.00	825.00	1,675.00	33	---
3520 LIBRARY FINES	500.00	500.00	71.75	127.75	372.25	25	--
TOTAL: FINES	4,600.00	4,600.00	708.85	1,039.85	3,560.15	22	--
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	36,770.28	36,770.28	3,229.72	91	-----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0	
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0	
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0	
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0	
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	2,452.04	17,062.04	13,062.04-	426	-----]]]]
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	5,377.00	12,003.46	9,003.46-	400	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	91.42	189.33	1,310.67	12	-
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	44,690.74	66,025.11	7,525.11-	112	-----]
TOTAL: GENERAL FUND	96,910.00	96,910.00	47,382.99	70,583.75	26,326.25	86	-----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	114.41	114.41	114.41-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	751.92	2,331.92	2,331.92-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	866.33	2,446.33	2,446.33-	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	33,590.70	50,209.98	379,167.02	11 -
102 TEMPORARY WAGES	40,000.00	0.00	3,240.55	4,546.33	35,453.67	11 -
103 OVERTIME WAGES	350.00	0.00	50.48	74.79	275.21	21 --
111 OASI	35,934.00	0.00	2,731.35	4,059.40	31,874.60	11 -
121 RETIREMENT	25,784.00	0.00	2,018.46	3,017.08	22,766.92	11 -
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0
132 GROUP INSURANCE	101,490.00	0.00	4,489.74	8,979.48	92,510.52	8
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	210.25	314.72	739.28	29 --
TOTAL: PERSONNEL SERVICES	637,065.00	0.00	46,331.53	71,201.78	565,863.22	11 -
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	0.00	13,433.00	0
202 PROFESSIONAL SERVICES	9,900.00	0.00	3,575.00	3,575.00	6,325.00	36 ---
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	2,400.00	13,600.00	15 -
209 E-BOOKS	29,500.00	0.00	1,501.25	1,501.25	27,998.75	5
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	342.35	342.35	4,157.65	7
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	108.00	2,892.00	3
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	296.98	296.98	3,703.02	7
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,500.00	0.00	7.45	7.45	3,492.55	0
232 OFFICE SUPPLIES	8,500.00	0.00	386.92	462.72	8,037.28	5
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	142.24	142.24	2,857.76	4
242 PROGRAM SUPPLIES	5,000.00	0.00	306.32	306.32	4,693.68	6
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	0.00	1,500.00	0
271 TELEPHONE	2,300.00	0.00	101.18	161.68	2,138.32	7
272 ELECTRICITY	20,000.00	0.00	1,061.32	1,061.32	18,938.68	5
273 FUEL-HEATING	6,000.00	0.00	1,285.62	1,285.62	4,714.38	21 --
274 WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0
275 SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0
276 LANDFILL	500.00	0.00	32.00	72.00	428.00	14 -
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	149,333.00	0.00	10,346.63	11,722.93	137,610.07	7
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

	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	462.37	462.37	52,537.63	0
342 AV - CAPITAL	10,000.00	0.00	161.67	161.67	9,838.33	1
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	624.04	624.04	264,775.96	0
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	57,302.20	83,548.75	968,249.25	7
TOTAL: GENERAL FUND	1,051,798.00	0.00	57,302.20	83,548.75	968,249.25	7

	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	761.09	761.09	761.09-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	761.09	761.09	761.09-	9999 -----]]]]
CAPITAL OUTLAY						
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	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	761.09	761.09	761.09-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	761.09	761.09	761.09-	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	140.50CR	1,212.43	32,059.16
	TOTAL CURRENT ASSETS:	30,846.73	140.50CR	1,212.43	32,059.16
	TOTAL ASSETS:	30,846.73	140.50CR	1,212.43	32,059.16
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	472.81CR	245.74	472.81	0.00
	TOTAL CURRENT LIABILITIES:	472.81CR	245.74	472.81	0.00
	TOTAL LIABILITIES:	472.81CR	245.74	472.81	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900					
	REVENUE CONTROL	15,537.67CR	866.33CR	2,446.33CR	17,984.00CR
701.2910					
	EXPENDITURE CONTROL	14,963.18	761.09	761.09	15,724.27
	TOTAL FUND BALANCE:	30,373.92CR	105.24CR	1,685.24CR	32,059.16CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	140.50	1,212.43CR	32,059.16CR
	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	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	429,377.00	0.00	33,590.70	50,209.98	379,167.02	11 -	
J-020323-039	PAYROLL FEBRUARY 3, 2023			16,795.34	LIBRARY-REG WAGES		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			16,795.36	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	3,240.55	4,546.33	35,453.67	11 -	
J-020323-039	PAYROLL FEBRUARY 3, 2023			1,764.94	LIBRARY-TEMP WAGES		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			1,475.61	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	50.48	74.79	275.21	21 --	
J-020323-039	PAYROLL FEBRUARY 3, 2023			50.48	LIBRARY OVERTIME		P	A
111	OASI	35,934.00	0.00	2,731.35	4,059.40	31,874.60	11 -	
J-020323-039	PAYROLL FEBRUARY 3, 2023			1,378.69	LIBRARY-OASI		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			1,352.66	LIBRARY-OASI		P	A
121	RETIREMENT	25,784.00	0.00	2,018.46	3,017.08	22,766.92	11 -	
J-020323-039	PAYROLL FEBRUARY 3, 2023			1,010.74	LIBRARY-RETIREMENT		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			1,007.72	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0	
132	GROUP INSURANCE	101,490.00	0.00	4,489.74	8,979.48	92,510.52	8	
J-020323-039	PAYROLL FEBRUARY 3, 2023			2,244.87	LIBRARY-GROUP INS		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			2,244.87	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	210.25	314.72	739.28	29 --	
J-020323-039	PAYROLL FEBRUARY 3, 2023			106.09	LIBRARY-UNEMP INS		P	A
J-021723-058	PAYROLL-FEBRUARY 17,2023			104.16	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		637,065.00	0.00	46,331.53	71,201.78	565,863.22	11 -	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	13,433.00	0.00	0.00	0.00	13,433.00	0	
202	PROFESSIONAL SERVICES	9,900.00	0.00	3,575.00	3,575.00	6,325.00	36 ---	
M-020623-026	.13843 OVERDRIVE DIST	202301 Schmidt		3,000.00	YEARLY CONSORTIUM FEE		-	A
M-020623-026	.13187 SWANK MOTION PICTURES	202301 Schmidt		482.00	MOVIE LICENSE		-	A
M-020623-026	.14274 OLSONS PEST TECHNICIAN	202301 Schmidt		93.00	PEST CONTROL		-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	2,400.00	13,600.00	15 -	
D-021323-025	05937 J & H CARE & CLEANING CO	068039 1.24.23		1,200.00	JANITORIAL SERVICES	023663	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								
209	E-BOOKS	29,500.00	0.00	1,501.25	1,501.25	27,998.75	5		
M-020623-026	.13843 OVERDRIVE DIST	202301 Schmidt		499.17	EBOOKS		-		A
M-020623-026	.13843 OVERDRIVE DIST	202301 Schmidt		1,002.08	EBOOKS		-		A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0		
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	342.35	342.35	4,157.65	7		
D-021323-025	03445 A & B BUSINESS EQUIPMENT	068002 1.31.23		342.35	COPIER LEASE	023664	P	-	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	108.00	2,892.00	3		
D-021323-025	05007 ECOWATER SYSTEMS OF YANK	068028 70137		108.00	RENT	023661	P	-	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	296.98	296.98	3,703.02	7		
M-020623-026	.17540 ECHO ELECTRIC SUPPLY -	202301 Mastalir		285.00	LED FLAT PANEL		-		A
M-020623-026	.14179 MENARDS YANKTON SD	202301 Homstad		11.98	PARTS		-		A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,500.00	0.00	7.45	7.45	3,492.55	0		
M-020623-026	.19112 AMZN MKTP US AV7RO6233	202301 Dobrovolny		7.45	POSTAGE		-		A
232	OFFICE SUPPLIES	8,500.00	0.00	386.92	462.72	8,037.28	5		
M-020623-026	.11774 QUILL CORPORATION	202301 Schmidt		9.08	OFFICE SUPPLIES		-		A
M-020623-026	.12434 WAL-MART #1483	202301 Dobrovolny		53.16	OFFICE SUPPLIES		-		A
M-020623-026	.11774 QUILL CORPORATION	202301 Schmidt		16.52	OFFICE SUPPLIES		-		A
M-020623-026	.19129 AMZN MKTP US ES01392C3	202301 Dobrovolny		14.79	OFFICE SUPPLIES		-		A
M-020623-026	.19152 AMZN MKTP US B67P57VT3	202301 Dobrovolny		130.05	OFFICE SUPPLIES		-		A
M-020623-026	.19154 AMZN MKTP US 2Q7SC4Y83	202301 Dobrovolny		16.53	OFFICE SUPPLIES		-		A
M-020623-026	.19166 AMZN MKTP US WH6K16R63	202301 Dobrovolny		146.79	OFFICE SUPPLIES		-		A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0		
234	COPIES	0.00	0.00	0.00	0.00	0.00	0		
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	3,000.00	0.00	142.24	142.24	2,857.76	4		
M-020623-026	.19108 AMZN MKTP US P88SI7B83	202301 Dobrovolny		142.24	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	306.32	306.32	4,693.68	6		
M-020623-026	.12434 WAL-MART #1483	202301 Dobrovolny		19.93	PROGRAM SUPPLIES		-		A
M-020623-026	.11774 QUILL CORPORATION	202301 Schmidt		118.07	PROGRAM SUPPLIES		-		A
M-020623-026	.11774 QUILL CORPORATION	202301 Schmidt		8.91	PROGRAM SUPPLIES		-		A
M-020623-026	.19108 AMZN MKTP US P88SI7B83	202301 Dobrovolny		16.78	PROGRAM SUPPLIES		-		A
M-020623-026	.11774 QUILL CORPORATION	202301 Schmidt		13.78	PROGRAM SUPPLIES		-		A
M-020623-026	.19112 AMZN MKTP US AV7RO6233	202301 Dobrovolny		22.95	PROGRAM SUPPLIES		-		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-020623-026	.19124 AMZN MKTP US A07N81W53	202301	Dobrovolny	17.95	PROGRAM SUPPLIES		-	A
M-020623-026	.19139 AMZN MKTP US S181G9333	202301	Dobrovolny	32.17	PROGRAM SUPPLIES		-	A
M-020623-026	.19144 AMZN MKTP US 1Y6367483	202301	Dobrovolny	13.80	PROGRAM SUPPLIES		-	A
M-020623-026	.12434 WAL-MART #1483	202301	Schmidt	17.66	PROGRAM SUPPLIES		-	A
M-020623-026	.19148 AMZN MKTP US WJ1T87BJ3	202301	Dobrovolny	10.47	PROGRAM SUPPLIES		-	A
M-020623-026	.19152 AMZN MKTP US B67P57VT3	202301	Dobrovolny	13.85	PROGRAM SUPPLIES		-	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0	
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0	
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0	
271	TELEPHONE	2,300.00	0.00	101.18	161.68	2,138.32	7	
J-020323-039	PAYROLL FEBRUARY 3, 2023			60.50	LIBRARY-TELEPHONE		P	A
M-020623-026	.18669 BLUEPEAK	202301	Yardley	40.68	PHONE		-	A
272	ELECTRICITY	20,000.00	0.00	1,061.32	1,061.32	18,938.68	5	
M-022823-023	00455 NORTHWESTERN ENERGY	202314	1.31.23	1,061.32	ELECTRICITY	002795	P -	A
273	FUEL-HEATING	6,000.00	0.00	1,285.62	1,285.62	4,714.38	21 --	
M-022823-023	00303 MIDAMERICAN ENERGY	202314	1.31.23	1,285.62	FUEL	002794	P -	A
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0	
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0	
276	LANDFILL	500.00	0.00	32.00	72.00	428.00	14 -	
J-022823-059	FEBRUARY JOURNAL ENTRIES JE 35			32.00	DUMPSTER CHARGES-FEB 23			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	10,346.63	11,722.93	137,610.07	7	
	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	462.37	462.37	52,537.63	0	
M-020623-026	.19108 AMZN MKTP US P88SI7B83	202301	Dobrovolny	104.64	BOOKS		-	A
M-020623-026	.11785 CENTER POINT LARGE PRI	202301	Schmidt	145.02	LARGE PRINT BOOKS		-	A
M-020623-026	.19127 AMZN MKTP US AF5AR5QE3	202301	Dobrovolny	9.95	BOOK		-	A
M-020623-026	.19129 AMZN MKTP US ES01392C3	202301	Dobrovolny	71.34	BOOKS		-	A
M-020623-026	.19152 AMZN MKTP US B67P57VT3	202301	Dobrovolny	25.98	BOOKS		-	A
M-020623-026	.19153 AMZN MKTP US 4N4XH8A23	202301	Dobrovolny	15.87	BOOK		-	A
D-021323-025	03137 CENGAGE LEARNING INC/GAL	068011	1.31.23	89.57	BOOKS	023681	P -	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL	
101	GENERAL FUND								
142	COMMUNITY LIBRARY CAPITAL OUTLAY								
342	AV - CAPITAL	10,000.00	0.00	161.67	161.67	9,838.33	1		
M-020623-026	.19108 AMZN MKTP US P88SI7B83	202301	Dobrovolny	34.45	DVD'S		-	A	
M-020623-026	.19129 AMZN MKTP US ES01392C3	202301	Dobrovolny	14.96	DVD		-	A	
M-020623-026	.19151 AMZN MKTP US R63AV1083	202301	Dobrovolny	46.36	DVD'S		-	A	
M-020623-026	.19152 AMZN MKTP US B67P57VT3	202301	Dobrovolny	65.90	DVD'S		-	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	624.04	624.04	264,775.96	0		
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	57,302.20	83,548.75	968,249.25	7		
TOTAL:	GENERAL FUND	1,051,798.00	0.00	57,302.20	83,548.75	968,249.25	7		

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	15,000.00	0.00	0	
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	15,000.00	0.00	0	
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0	
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	605.00	10,540.00	3,740.00-	155	-----]]]]
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	108.00	392.00	21	--
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	2.65-	12.65	26	--
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	18.78	380.99	180.99-	190	-----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	42.00	786.50	713.50	52	-----
3456 PC PRINTING	6,000.00	6,000.00	409.55	6,437.21	437.21-	107	-----
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	1,429.60	6,468.04	4,468.04-	323	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,539.93	24,718.09	7,608.09-	144	-----]]]]
FINES							
3510 COURT FINES	1,600.00	1,600.00	221.40	3,158.11	1,558.11-	197	-----]]]]
3511 PARKING FINES	2,000.00	2,000.00	25.00	715.00	1,285.00	35	---
3520 LIBRARY FINES	650.00	650.00	49.00	646.63	3.37	99	-----
TOTAL: FINES	4,250.00	4,250.00	295.40	4,519.74	269.74-	106	-----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	80,961.06	214,049.21	174,049.21-	535	-----]]]]
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	138,750.00	138,750.00	128,750.00-	1387	-----]]]]
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	4,778.64	51,522.40	47,522.40-	1288	-----]]]]
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	15,180.19	39,614.80	36,614.80-	1320	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	155.43	1,537.99	37.99-	102	-----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	239,825.32	445,474.40	386,974.40-	761	-----]]]]
TOTAL: GENERAL FUND	94,860.00	94,860.00	242,660.65	489,712.23	394,852.23-	594	-----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	208.28	596.98	596.98-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	857.00	14,940.69	14,940.69-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,065.28	15,537.67	15,537.67-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONNEL SERVICES						
101 REGULAR WAGES	384,262.00	0.00	47,091.54	402,962.43	18,700.43-	104 -----
102 TEMPORARY WAGES	84,000.00	0.00	3,774.29	33,348.95	50,651.05	39 ---
103 OVERTIME WAGES	350.00	0.00	52.52	631.73	281.73-	180 -----]]]]
111 OASI	35,849.00	0.00	3,774.16	32,468.85	3,380.15	90 -----
121 RETIREMENT	23,077.00	0.00	2,828.66	24,080.38	1,003.38-	104 -----
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	926.00	1,870.00	33 ---
132 GROUP INSURANCE	99,678.00	0.00	4,472.04	48,808.01	50,869.99	48 ----
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	104.47	695.58	358.42	65 -----
TOTAL: PERSONNEL SERVICES	631,066.00	0.00	62,097.68	543,921.93	87,144.07	86 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	10,769.09	2,663.91	80 -----
202 PROFESSIONAL SERVICES	9,900.00	0.00	2,262.51	12,409.55	2,509.55-	125 -----]]
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	12,000.00	4,000.00	75 -----
209 E-BOOKS	28,000.00	0.00	11,562.97	31,749.61	3,749.61-	113 -----]
211 PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	720.33	5,035.95	535.95-	111 -----]
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	520.77	6,141.14	2,141.14-	153 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	825.11	3,735.17	735.17-	124 -----]]
232 OFFICE SUPPLIES	9,500.00	0.00	557.47	4,877.85	4,622.15	51 -----
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	2,005.41	10,030.78	530.78-	105 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	225.36	2,544.66	455.34	84 -----
242 PROGRAM SUPPLIES	5,000.00	0.00	1,292.26	4,581.23	418.77	91 -----
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	340.00	527.50	472.50	52 -----
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	761.70	2,238.30	25 --
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,003.63	496.37	66 -----
271 TELEPHONE	2,300.00	0.00	438.04	2,315.37	15.37-	100 -----
272 ELECTRICITY	20,000.00	0.00	2,386.39	17,698.73	2,301.27	88 -----
273 FUEL-HEATING	3,000.00	0.00	498.55	4,947.66	1,947.66-	164 -----]]]]
274 WATER SERVICE	3,500.00	0.00	241.68	2,947.53	552.47	84 -----
275 SEWER SERVICE	1,200.00	0.00	154.59	749.59	450.41	62 -----
276 LANDFILL	500.00	0.00	32.00	448.00	52.00	89 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	146,833.00	0.00	25,263.44	135,274.74	11,558.26	92 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0
320 BUILDINGS	15,000.00	0.00	0.00	0.00	15,000.00	0

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

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
340 BOOKS	53,000.00	0.00	11,993.71	52,725.23	274.77	99 -----
342 AV - CAPITAL	13,500.00	0.00	1,674.07	9,807.40	3,692.60	72 -----
350 EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40-	9999 -----]]]]
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	83,500.00	0.00	13,667.78	86,176.99	2,676.99-	103 -----
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	861,399.00	0.00	101,028.90	765,373.66	96,025.34	88 -----
TOTAL: GENERAL FUND	861,399.00	0.00	101,028.90	765,373.66	96,025.34	88 -----

	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	293.60	293.60- 9999	-----]]]]
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	555.86	13,160.69	13,160.69- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	555.86	13,454.29	13,454.29- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	16.95	165.94	165.94- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00 0	
350 EQUIPMENT	0.00	0.00	367.96	1,342.95	1,342.95- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	384.91	1,508.89	1,508.89- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	940.77	14,963.18	14,963.18- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	940.77	14,963.18	14,963.18- 9999	-----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	35,131.24	597.32	4,284.51CR	30,846.73
	TOTAL CURRENT ASSETS:	35,131.24	597.32	4,284.51CR	30,846.73
	TOTAL ASSETS:	35,131.24	597.32	4,284.51CR	30,846.73
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	5,331.81CR	472.81CR	4,859.00	472.81CR
	TOTAL CURRENT LIABILITIES:	5,331.81CR	472.81CR	4,859.00	472.81CR
	TOTAL LIABILITIES:	5,331.81CR	472.81CR	4,859.00	472.81CR
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900	REVENUE CONTROL	0.00	1,065.28CR	15,537.67CR	15,537.67CR
701.2910	EXPENDITURE CONTROL	0.00	940.77	14,963.18	14,963.18
	TOTAL FUND BALANCE:	29,799.43CR	124.51CR	574.49CR	30,373.92CR
	TOTAL LIABILITIES AND FUND BALANCE:	35,131.24CR	597.32CR	4,284.51	30,846.73CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

Director's Report March 2023

Tobacco and Vape Free Property: Temporary signs have been posted to let library users know about this upcoming change for April 2023. Plans to order permanent signs for outside the building and to remove the outdoor ashtrays are in place. There have already been frequent positive comments from library users about this change.

Scan Day: Staff from the South Dakota State Library (SDSL) joined us on Tuesday, February 28 for a Scan for Keeps program. This event was postponed from its original date on February 21 due to weather. Library users were able to schedule appointments to have documents and photos scanned and saved on a flash drive. All the appointment slots were filled for the day with requests for us to offer this opportunity again. SDSL staff also offered a program at 1pm highlighting all the genealogy resources available online through the State Library.

Hygge with Cats: On Sunday, February 26, the library offered the opportunity to experience hygge, the Danish art of coziness along with the added bonus of cats from the Heartland Humane Society. We had over 50 people (and 3 cats!) in attendance. We received a lot of positive feedback and we are excited to work with the Humane Society again in the near future!

Celebrating 50 years at 515 Walnut: Our celebration on February 10 was a great success. We had a full room for a presentation about the history of the library as well as representation from the Friends, Foundation and Library Board. All the staff contributed to the plans and prep work to make this event happen. Thank you to everyone that was able to join us in celebrating!

Oscar Movie Weekends: The library will once again be hosting some movie marathons around this year's Oscars ceremony. We will be showing 8 nominated films over two weekends (March 11 & 12 and March 18 and 19). This has historically been a very popular event at YCL.

Summer Reading: We have already been busy making plans for our 2023 Summer Reading Program. This year's theme is *All Together Now*. We already have 7 performers scheduled along with several other fun and engaging activities. It is looking to be another jam-packed summer at the library. We hope creating so many opportunities for creating positive experiences at libraries will create lifelong library users and supporters!

Staff Training: The library staff have been offered some great opportunities for learning and networking. Cassi and Tahlia traveled to Vermillion recently for Jumpstart which involves sharing ideas for all things Summer Reading. Danita, Jeremy and Tahlia will be traveling to Sioux Falls to take part in a full day of networking and sharing ideas about library programs with other librarians from the state. Dana will be traveling to Mitchell in April for a regional directors' training focusing on strategic planning. All of the staff will be watching an online course about conflict prevention in the month of March. We will also be hearing from a representative from South Dakota Voices for Peace and the resources they offer at our March staff meeting. I am very proud of the staff at YCL. They are always seeking out and excited about opportunities to learn and find ways to better serve our community.

Next Meeting: Our next Library Board meeting is scheduled for Wednesday, April 12 at 5:30pm. We will meet in the meeting room at the Yankton Community Library and have a virtual option through the GoToMeeting platform.

FEBRUARY 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	2/2/2023	3:45 PM	22	7
Butter Making w/MEAD	2/9/2023	3:45 PM	24	11
Movie DC Super Pets	2/16/2023	3:45 PM	10	4
STEAM Milk Plastic	2/23/2023	3:45 PM	*	*
Total:			56	22
			* cancelled due to weather	
Storytime	Date	Time	Kids	Adults
Miss Judi	2/2/2023	10:00 AM	7	5
Bear Storytime	2/6/2023	6:30 PM	6	3
	2/7/2023	10:00 AM	6	4
	2/9/2023	10:00 AM	7	4
Cat & Dog Storytime	2/13/2023	6:30 PM	5	3
	2/14/2023	10:00 AM	6	4
	2/16/2023	10:00 AM	6	3
Banana Storytime	2/21/2023	10:00 AM	12	7
	2/23/2023	10:00 AM	*	*
Rock Storytime	2/27/2023	6:30 PM	0	0
	2/28/2023	10:00 AM	6	4
Total:			61	37
			*cancelled due to weather	
Stay and Play	Date	Time	Kids	Adults
	2/1/2023	9:00 AM	7	6
	2/7/2023	5:00 PM	5	3
	2/8/2023	9:00 AM	12	7
	2/14/2023	5:00 PM	5	2
	2/15/2023	9:00 AM	7	4
	2/21/2023	5:00 PM	4	2
	2/22/2023	9:00 AM	2	1
	2/28/2023	5:00 PM	2	5
Total:			44	30

Teen Events	Date	Time	Kids	
TAB	2/8/2023	4:00 PM	2	
Lip Balm Craft	2/15/2023	3:45 PM	5	
After Hours	2/17/2023	5:30 PM	22	
		Total:	29	
Adult Programs	Date	Time	Adults	Virtual
50th Birthday Party for YCL	2/10	2:00 PM	75	
Seed Library	2/14	2:00 PM	25	3
Seed Library	2/14	6:00 PM	7	2
Adult Craft-Spring silhouettes	2/15	6:00 PM	4	
Crafternoon-Book Nooks	2/11	2:00 PM	11	
Geneology	2/28	1:00 PM	8	
Scan for Keeps	2/28	9:00 AM	10	
		Total:	140	5
Video Views for Previous Month	Date	Video Views		
Google Drive Class		9		
		9		
Book Clubs	Date	Time	Adults	
Readers Anonymous	Feb-14	2:00 PM	6	
Between The Lines	Feb-28	4:30 PM	5	
		Total:	11	
Family Events:		Time	Kids	Adults
Hygge		2:00 PM	23	34
		Total:	23	34
Misc. Events	Date	Time	Kids	Adults
Homeschool Lego	2/3/2023	10:00 AM	45	12
		Total:	45	12

FEBRUARY 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	6,304	6,636	4,308
Juvenile	4,111	4,361	3,244
Total	10,415	10,997	7,552

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2021
Adult	4,198	4,417	2,450
Juvenile	3,836	4,340	3,195
Total	8,034	8,757	5,645

Interlibrary Loan			
	2023	2022	2021
Requested	83	139	65
Supplied	22	27	27
Total	105	166	92

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2001	2,053	1,766
OverDrive Juvenile	241	NA	NA
TumbleBooks	34	21	49
Total	2,276	2,074	1,815

Adult Outreach			
	2023	2022	2021
Locations	10	6	4
Patrons	48	35	8
Circulations	170	133	80

Daycare Outreach			
	2023	2022	2021
Locations	4	4	4
Patrons	46	47	40
Circulations	140	72	80

Current Cards			
	2023	2022*	2021
Resident	3836	2,976	4,132
Non-Resident	205	173	223
Mount Marty	17	7	36
Teacher	41	35	54
Yankton County	788	690	941
Total	4,887	3,881	5,386

* removed 2-yr inactive cards

New Cards			
	2023	2022	2021
Resident Adult	43	39	NA
Resident Youth (<18)	8	9	NA
County	11	8	26
County (Households)	8	6	NA
Non-resident	3	4	4
Non-resident (households)	3	4	NA
Total New Cards	65	60	30
Total New Households	11	10	0

30 Day Trial Cards			
	2023	2022	2021
In-Town New	0	2	7
County -New	0	3	2
County-Renewal	1	1	7
Nonresident-New	0	0	0
Nonresident-Renewal	0	1	1
Online Signup	2	NA	NA
Total	3	7	17

Public Computer Use			
	2023	2022	2021
Uses	543	626	126
Hours	316	312	47

WiFi Usage			
	2023	2022	2021
Sessions	627	314	714
Total Session Hours	754	469	819
Unique Users	205	103	125

Meeting Room Use			
	2023	2022	2021
Library Uses	31	27	NA
Library Hours	70	42.5	NA
Non-Library Uses	18	24	NA
Non-Library Hours	39	33	NA

Study Room Use			
	2023	2022	2021
Uses	16	14	4
Hours	26	34	6

Notary			
	2023	2022	2021
Requests	n/a	6	0

Proctor			
	2023	2022	2021
Tests	3	3	2

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

Teacher Requests			
	2023	2022	2021
Patrons	0	1	2

Courier			
	2023	2022	2021
Total Incoming	97	124	80
Total Outgoing	132	141	147
Total	229	265	227

Collection			
	2023	2022	2021
Items Added	272	501	402
Items Deleted	47	304	102

Curbside Pick-Ups			
	2023	2022	2021
	8	41	639

Food For Fines			
	2023	2022	2021
	93	70	95

Book a Librarian			
	2023	2022	2021
Time (minutes)	240	NA	NA
Number of Sessions	7	NA	NA

Door Counts	
East entry	1,801
South entry	4,553
Total	6,354

Yankton Community Library • March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 LIBRARY <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275	http://library.cityofyankton.org Email: library@cityofyankton.org Fall /Winter Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p		1 Stay & Play 9—11am TAB Meeting 4pm	2 Storytime 10am LEGO Club 3:45pm Folk Musician 6:30pm	3 1st Friday Coffee with Friends of the Library 9am—12pm	4
5	6 Spanish Bilingual Storytime 6:30pm	7 Storytime 10am Stay & Play 6:30pm	8 Stay & Play 9—11am Library Board Meeting 5:30pm	9 Storytime 10am K-5 Craft 3:45pm	10	11 Oscars Movie Marathon
12 Oscars Movie Marathon	13 Storytime 6:30pm	14 Storytime 10am Seed Library 2pm & 6pm Stay & Play 6:30pm	15 Stay & Play 9—11am Teen Craft 3:45pm Adult Craft 6pm	16 Storytime 10am Movie 3:45pm	17	18 Oscars Movie Marathon
19 Oscars Movie Marathon	20 Storytime 6:30pm Friends of the Library Meeting 4pm	21 Storytime 10am <i>What Happened to</i> <i>you?</i> Book Discussion 4 & 6pm Stay & Play 6:30pm	22 Stay & Play 9—11am	23 Storytime 10am K-5 STEAM 3:45pm	24	25
26 1985: The Year of the Spy 2pm	27 Storytime 6:30pm	28 Storytime 10am Stay & Play 6:30pm	29 Stay & Play 9—11am	30 Storytime 10am K-5 Challenge 3:45pm	31	Food for Fines: Mac 'n Cheese

Family—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue

Yankton Community Library • April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 LIBRARY <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275	http://library.cityofyankton.org Email: library@cityofyankton.org Fall /Winter Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p		Food for Fines: Tuna/Hamburger Helper			1
2	3 Spanish Bilingual Storytime 6:30 pm	4 Storytime 10 am Stay & Play 6:30 pm	5 Stay & Play 9—11 am TAB Meeting 4pm	6 Storytime 10 am LEGO Club 3:45 PM	7 1st Friday Coffee w/ Library Foundation 9am—12pm	8
9 Easter Library Closed	10 Storytime 6:30 pm	11 Storytime 10 am Seed Library 2 pm & 6 pm Stay & Play 6:30 pm	12 Stay & Play 9—11 am Library Board Meeting 5:30 pm	13 Storytime 10am K-5 Craft 3:45 pm Friends of the Library Book Sale <i>Members only</i> 4-6 pm	14 Friends of the Library Book Sale 9am—5pm	15 Friends of the Library Book Sale 9am—5pm
16 Friends of the Library Book Sale 1—5pm	17 Storytime 6:30 pm Friends of the Library Meeting 4pm	18 Storytime 10am <i>What Happened to</i> <i>you?</i> Book Discussion 4 & 6 pm Stay & Play 6:30pm	19 Stay & Play 9—11 am Teen Craft 3:45pm Adult Craft 6 pm	20 Storytime 10 am Movie 3:45 pm	21	22
23 Cupcake Contests! 30	24 National Library Week Storytime 6:30 pm	25 Storytime 10 am Stay & Play 6:30 pm	26 Stay & Play 9—11 am	27 Storytime 10 am K-5 STEAM 3:45 pm	28 Teen After Hours 6:30-8:30pm Canvas & Charcuterie 6-9pm	29

Family—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue

Unattended Child Policy

Yankton Community Library (YCL) strives to maintain a safe, inviting, comfortable, and clean environment that allows patrons to freely and safely access library information and resources. YCL welcomes children of all ages to use materials and services. The library staff:

- nurture children to develop a love of reading and learning
- help children find materials for school work and recreational reading
- provide an environment that encourages study and exploration.

Staff members are committed to the well-being and safety of children, but are not responsible for their care, their supervision or for accidents or other incidents that happen to them or that result from their actions. At all times, the responsibility for the care, safety and behavior of children lies with the parent, guardian, or designated caregiver (referred to as “Caregiver” going forward), including times when the Caregiver is not present within the library building or on library property. Caregivers are responsible for any actions including, but not limited to monetary responsibility for property damage or loss caused by their children under the age of 18.

Children under the age of eight (8) may not be left unattended in the library. Unattended means that the Caregiver is not actively supervising and/or in the line of sight of the child. Children under the age of eight (8) must be supervised by a caregiver at least fourteen (14) years of age. A child under the age of eight (8) may attend library programs appropriate to their age without the Caregiver in the room provided that the Caregiver remains within the library for the duration of the program. Disruptive children, attended or unattended, may lose computer privileges or be asked to leave the library.

Closing Time:

When visiting the library without an adult, any child under the age of fourteen (14) must make arrangements to be picked up prior to closing time. If a Caregiver cannot be reached or does not arrive within fifteen minutes past closing time, the Yankton Police Department may be called to escort the child home or keep the child until a parent or guardian can be reached. Two library employees will stay with the child until the police or Caregiver arrives. An incident report describing the situation will be filed and given to the Library Director. Library staff is not permitted to give an unattended child a ride home.

Rules of Conduct

Yankton Community Library (YCL) strives to maintain a safe, inviting, comfortable, clean environment for all library users. The Rules of Conduct are enforced on all YCL property, inclusive of the interior facilities, grounds and parking lot. All library users are expected to behave in a civil, respectful manner to staff and other library users.

Conduct not allowed on library property:

1. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching and obscene acts such as sex acts and indecent exposure.
2. Inappropriate use of grounds, furniture or equipment.
3. Illegal activities.
4. Being in the Library without shoes or a shirt, or being otherwise attired to be disruptive to the Library environment.
5. Offensive body odor.
6. Excessive loudness, extreme outbursts or disruptive noises.
7. Not actively supervising children in your care (refer to the Unattended Child Policy).
8. Abuse of Library rules/policies or general loitering.
9. Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).
10. Smoking, chewing and other tobacco or nicotine product use including vaping and e-cigarettes.
11. Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
12. Lying down or sleeping.
13. Blocking aisles, exits, or entrances.
14. Leaving possessions unattended.
15. Bringing pets or animals, other than service animals necessary for disabilities or involved in preapproved Library programming into the Library. Animals in the Library must not be disruptive or aggressive.
16. Trespassing in non-public areas or being in the Library without permission of an authorized Library employee before or after Library hours.

Food and Beverages

Beverages in containers with lids are permitted in all areas of the Library. Food items must be consumed in seating areas and are not permitted near computers or library materials. Trash should be disposed of properly.

Cell phones and personal devices

These items should be set to silent/vibrate when in the library. Headphones/earbuds should be used if viewing videos or playing games. Phone conversations should be short and discreet or taken outside of the library.

Library staff has the authority and responsibility to enforce these rules as they see fit. Enforcement of these rules will be conducted in a fair and reasonable manner. Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. Repeated violations of these Rules of Conduct may result in a notice of "no trespass". Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may be subject to prosecution. If a patron feels that they were wrongly banned from computer or library privileges, they may request to be added to the agenda of the next regularly scheduled Library Board meeting. There they may present a letter explaining why they feel the decision was wrong and asking the Board to reverse the ban. The Board will then decide on whether or not to uphold the ban based on a majority vote of the quorum.