

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, April 12, 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 March 8, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- State Library Annual Report

New Business

- Collection Development Policy
- Meeting Room Policy

Other Business:

Public Comment Period

Adjourn the meeting of April 12, 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, March 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 (virtual), Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Absent with regrets was Yankton City Commissioner Jerry Webber.

Approval of February 8, 2023 minutes: Otterman made a motion to approve the February 8, 2023 minutes. Koerner seconded the motion. Unanimous approval.

Public Comment Period: No comments.

Discussion of bills/Accept Financial Report: Schmidt noted that the revenue report includes all the city departments. The lines pertaining to the library are highlighted in yellow. She also noted that 2022 year-end reports are included in this month's packet. The majority of the remainder of funds from 2022 were assigned to staff salary. She explained that this is due in large part to the limited availability of part time staff. Motion by Koerner to accept the financial report with a second by Tielke. Unanimous approval.

Communications and correspondence: Schmidt shared several congratulations from patrons and former staff members for the 50th anniversary celebration held in February.

Director's Report: In addition to the written report, Schmidt reported that the High Five fundraiser event for the YCL Foundation was successful. YCL has received a South Dakota State Park Pass that will be made available in the near future for patrons to check out. She also highlighted two upcoming events: a book discussion in partnership with Southeast CASA and the annual Weekend at the Oscars movie marathon.

Old Business

- **Unattended Child Policy** – Motion to approve by Koerner with second by Huff. Unanimous approval.

New Business

- **State Library Annual Report** – Schmidt will send out for review when completed. Deadline for submission is March 31.

Other Business: Schmidt noted that YCL is on track with requirements for accreditation.

Public Comment Period: No comments.

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
A & B BUSINESS EQUIPMENT COPIER LEASE	345.89	RENTALS & XEROX SUPPLIES	101.142.212	1031072	023673	P 117 00001
CITY UTILITIES						
WTR-WW CHARGES	74.26	WATER SERVICE	101.142.274	3.27.23	002793	P 116 00001
WTR-WW CHARGES	44.73	SEWER SERVICE	101.142.275	3.27.23	002793	P 116 00002
	118.99	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	101288	023676	P 117 00002
MIDAMERICAN ENERGY FUEL	1,046.05	FUEL-HEATING	101.142.273		002794	P 116 00003
MIDWEST TAPE AV	158.96	AV - CAPITAL	101.142.342	981-208-582	023667	P 117 00003
NORTHWESTERN ENERGY ELECTRICITY	1,141.38	ELECTRICITY	101.142.272		002795	P 116 00004
	4,011.27				
GENERAL FUND	4,011.27	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,011.27					

RECORDS PRINTED - 000007

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,011.27
TOTAL ALL FUNDS		4,011.27

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,011.27
TOTAL ALL BANKS		4,011.27

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					
ABDO PUBLISHING INC BOOKS	1,096.70	BOOKS	101.142.340	Schmidt		139 00417
AMAZON.COM HC5DG9931 DVD	49.55	AV - CAPITAL	101.142.342	Dobrovolny		139 00122
AMAZON.COM HG7F045M0 DVD	17.95	AV - CAPITAL	101.142.342	Dobrovolny		139 00242
AMAZON.COM HY1IM1J00 JANITORIAL SUPPLIES	10.56	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		139 00001
BOOKS	70.73	BOOKS	101.142.340	Dobrovolny		139 00002
DVD'S	34.48	AV - CAPITAL	101.142.342	Dobrovolny		139 00003
	115.77	*VENDOR TOTAL				
AMAZON.COM H52M34X60 DVD	19.95	AV - CAPITAL	101.142.342	Dobrovolny		139 00383
AMZN MKTP US DVD REFUND	21.37CR	AV - CAPITAL	101.142.342	Dobrovolny		139 00239
AMZN MKTP US HC6K15V92 DVD'S	78.93	AV - CAPITAL	101.142.342	Dobrovolny		139 00118
AMZN MKTP US HC9ZF0860 BOOK TAPE	161.80	OFFICE SUPPLIES	101.142.232	Dobrovolny		139 00152
AMZN MKTP US HD0VG0YN0 PROGRAM SUPPLIES	35.91	PROGRAM SUPPLIES	101.142.242	Dobrovolny		139 00465
BOOKS	102.63	BOOKS	101.142.340	Dobrovolny		139 00466
DVD'S	35.79	AV - CAPITAL	101.142.342	Dobrovolny		139 00467
	174.33	*VENDOR TOTAL				
AMZN MKTP US HD3VS4WG1 DVD	17.99	AV - CAPITAL	101.142.342	Dobrovolny		139 00377
AMZN MKTP US HD64A3EH2 BOOK	14.86	BOOKS	101.142.340	Dobrovolny		139 00480
AMZN MKTP US HD7KV6790 OFFICE SUPPLIES	28.68	OFFICE SUPPLIES	101.142.232	Dobrovolny		139 00491
BOOK	9.96	BOOKS	101.142.340	Dobrovolny		139 00492
	38.64	*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 H52BP6T92 JANITORIAL SUPPLIES	203.58	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		139 00363
DVD	218.65	AV - CAPITAL	101.142.342	Dobrovolny		139 00364
	422.23	*VENDOR TOTAL				
AMZN MKTP US H59K10EF2 JANITORIAL SUPPLIES	16.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		139 00323
AMZN MKTP US H741P0G20 OFFICE SUPPLIES	22.77	OFFICE SUPPLIES	101.142.232	Dobrovolny		139 00093
PROGRAM SUPPLIES	20.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		139 00094
BOOKS	105.26	BOOKS	101.142.340	Dobrovolny		139 00095
DVD'S	53.44	AV - CAPITAL	101.142.342	Dobrovolny		139 00096
	202.46	*VENDOR TOTAL				
AMZN MKTP US H77R753Q0 PROGRAM SUPPLIES	8.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		139 00112
BLUEPEAK PHONE	87.88	TELEPHONE	101.142.271	Yardley		139 00399
BOOK SYSTEMS INC ATRIUUM FEE	3,195.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		139 00311
CENTER POINT LARGE PRI LARGE PRINT BOOKS	140.82	BOOKS	101.142.340	Schmidt		139 00007
ECHO ELECTRIC SUPPLY LED PANEL	380.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		139 00139
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	7.38	PROGRAM SUPPLIES	101.142.242	Schmidt		139 00046
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		139 00365
OVERDRIVE DIST E-BOOKS	717.68	E-BOOKS	101.142.209	Schmidt		139 00135
E-BOOKS	782.04	E-BOOKS	101.142.209	Schmidt		139 00379
	1,499.72	*VENDOR TOTAL				
PB LEASING POSTAGE	122.00	POSTAGE	101.142.231	Schmidt		139 00040

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					
PITNEY BOWES POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		139 00132
PITNEY BOWES PI POSTAGE	80.97	POSTAGE	101.142.231	Schmidt		139 00446
SKILLPATH / NATIONAL TAX REFUND	9.69CR	CONFERENCE & MEETINGS	101.142.265	Schmidt		139 00080
ONLINE TRAINING	158.69	CONFERENCE & MEETINGS	101.142.265	Schmidt		139 00150
	149.00	*VENDOR TOTAL				
THE LIBRARY STORE OFFICE SUPPLIES	111.10	OFFICE SUPPLIES	101.142.232	Dobrovolny		139 00211
WAL-MART #1483 JANITORIAL SUPPLIES	46.76	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		139 00276
PROGRAM SUPPLIES	52.82	PROGRAM SUPPLIES	101.142.242	Dobrovolny		139 00277
	99.58	*VENDOR TOTAL				
WALMART.COM 8009666546 POSTAGE	24.95	POSTAGE	101.142.231	Schmidt		139 00245
1 OFFICE SOLUTION OFFICE SUPPLIES	45.38	OFFICE SUPPLIES	101.142.232	Schmidt		139 00022
	8,652.55				

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 HD0VG0YN0 PROGRAM SUPPLIES	20.87	RECREATION SUPPLIES	701.701.242	Dobrovolny		139 00468
AMZN MKTP US H78GF1ME1 ADJUSTABLE HEIGHT TABLE	234.99	EQUIPMENT	701.701.350	Dobrovolny		139 00026
MENARDS YANKTON SD LIBRARY PROGRAM TABLES	76.19	RECREATION SUPPLIES	701.701.242	Schmidt		139 00015
SD SECRETARY OF STATE FOUNDATION SEC OF ST FEE	10.00	RECREATION SUPPLIES	701.701.242	Schmidt		139 00013
WALMART.COM 8009666546 SUMMER READING PRIZES	228.15	RECREATION SUPPLIES	701.701.242	Schmidt		139 00244
	570.20				
LIBRARY TRUST	570.20	*****				

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 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	1,095.00	2,795.00	5,705.00	5,705.00	32 ---
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	0.00	500.00	0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	0.00	0.00	10.00	0
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	20.19	108.45	91.55	91.55	54 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	103.50	197.50	1,302.50	1,302.50	13 -
3456 PC PRINTING	6,000.00	6,000.00	610.00	1,638.65	4,361.35	4,361.35	27 --
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	98.12	98.12	1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	756.00	1,362.00	638.00	638.00	68 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,584.69	6,103.48	12,706.52	12,706.52	32 ---
FINES							
3510 COURT FINES	1,600.00	1,600.00	63.05	150.15	1,449.85	1,449.85	9
3511 PARKING FINES	2,500.00	2,500.00	175.00	1,000.00	1,500.00	1,500.00	40 ----
3520 LIBRARY FINES	500.00	500.00	70.00	197.75	302.25	302.25	39 ---
TOTAL: FINES	4,600.00	4,600.00	308.05	1,347.90	3,252.10	3,252.10	29 --
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	34,482.98	71,253.26	31,253.26-	31,253.26-	178 -----]]]]
3611 UTILITY REFUNDS	0.00	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	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	152.57	17,214.61	13,214.61-	13,214.61-	430 -----]]]]
3617 CAPITAL LEASE	0.00	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	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	16,880.83	28,884.29	25,884.29-	25,884.29-	962 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	175.69	365.02	1,134.98	1,134.98	24 --
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	51,692.07	117,717.18	59,217.18-	59,217.18-	201 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	54,584.81	125,168.56	28,258.56-	28,258.56-	152 -----]]]]

	ADOPTED BUDGET	ANNUAL REVISED BUDGET	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	198.45	312.86	312.86-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	875.50	3,207.42	3,207.42-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,073.95	3,520.28	3,520.28-	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	50,386.03	100,596.01	328,780.99	23 --
102 TEMPORARY WAGES	40,000.00	0.00	3,847.33	8,393.66	31,606.34	20 --
103 OVERTIME WAGES	350.00	0.00	89.81	164.60	185.40	47 ----
111 OASI	35,934.00	0.00	4,065.63	8,125.03	27,808.97	22 --
121 RETIREMENT	25,784.00	0.00	3,028.54	6,045.62	19,738.38	23 --
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	13,469.22	88,020.78	13 -
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	253.51	568.23	485.77	53 ----
TOTAL: PERSONNEL SERVICES	637,065.00	0.00	66,160.59	137,362.37	499,702.63	21 --
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	1,493.00	5,068.00	4,832.00	51 ----
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	3,600.00	12,400.00	22 --
209 E-BOOKS	29,500.00	0.00	1,529.49	3,030.74	26,469.26	10 -
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	355.30	697.65	3,802.35	15 -
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	529.44	826.42	3,173.58	20 --
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,500.00	0.00	304.99	312.44	3,187.56	8
232 OFFICE SUPPLIES	8,500.00	0.00	670.65	1,133.37	7,366.63	13 -
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	91.27	233.51	2,766.49	7
242 PROGRAM SUPPLIES	5,000.00	0.00	489.53	795.85	4,204.15	15 -
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	131.19	292.87	2,007.13	12 -
272 ELECTRICITY	20,000.00	0.00	1,152.24	2,213.56	17,786.44	11 -
273 FUEL-HEATING	6,000.00	0.00	1,139.32	2,424.94	3,575.06	40 ----
274 WATER SERVICE	3,500.00	0.00	74.26	74.26	3,425.74	2
275 SEWER SERVICE	1,200.00	0.00	44.73	44.73	1,155.27	3
276 LANDFILL	500.00	0.00	32.00	104.00	396.00	20 --
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	149,333.00	0.00	9,237.41	20,960.34	128,372.66	14 -
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	3,984.65	4,447.02	48,552.98	8
342 AV - CAPITAL	10,000.00	0.00	1,024.99	1,186.66	8,813.34	11 -
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	5,009.64	5,633.68	259,766.32	2
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	80,407.64	163,956.39	887,841.61	15 -
TOTAL: GENERAL FUND	1,051,798.00	0.00	80,407.64	163,956.39	887,841.61	15 -

	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	1,103.51	1,864.60	1,864.60-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,103.51	1,864.60	1,864.60-	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	1,103.51	1,864.60	1,864.60-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,103.51	1,864.60	1,864.60-	9999 -----]]]]

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

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

CURRENT ASSETS:					
701.1012	NOW ACCOUNT - 1ST DAKOTA	30,846.73	29.56CR	1,182.87	32,029.60
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	29.56CR	1,182.87	32,029.60
	TOTAL ASSETS:	30,846.73	29.56CR	1,182.87	32,029.60
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	1,073.95CR	3,520.28CR	19,057.95CR
701.2910	EXPENDITURE CONTROL	14,963.18	1,103.51	1,864.60	16,827.78
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	29.56	1,655.68CR	32,029.60CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	29.56	1,182.87CR	32,029.60CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	429,377.00	0.00	50,386.03	100,596.01	328,780.99	23	--	
J-030323-110	PAYROLL MARCH 3, 2023			16,795.37	LIBRARY-REG WAGES		P		A
J-031723-111	PAYROLL MARCH 17, 2023			16,795.33	LIBRARY-REG WAGES		P		A
J-033123-119	PAYROLL MARCH 31, 2023			16,795.33	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	40,000.00	0.00	3,847.33	8,393.66	31,606.34	20	--	
J-030323-110	PAYROLL MARCH 3, 2023			1,347.71	LIBRARY-TEMP WAGES		P		A
J-031723-111	PAYROLL MARCH 17, 2023			1,299.54	LIBRARY-TEMP WAGES		P		A
J-033123-119	PAYROLL MARCH 31, 2023			1,200.08	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	89.81	164.60	185.40	47	----	
J-030323-110	PAYROLL MARCH 3, 2023			27.67	LIBRARY OVERTIME		P		A
J-031723-111	PAYROLL MARCH 17, 2023			62.14	LIBRARY OVERTIME		P		A
111	OASI	35,934.00	0.00	4,065.63	8,125.03	27,808.97	22	--	
J-030323-110	PAYROLL MARCH 3, 2023			1,345.04	LIBRARY-OASI		P		A
J-031723-111	PAYROLL MARCH 17, 2023			1,343.97	LIBRARY-OASI		P		A
J-033123-119	PAYROLL MARCH 31, 2023			1,376.62	LIBRARY-OASI		P		A
121	RETIREMENT	25,784.00	0.00	3,028.54	6,045.62	19,738.38	23	--	
J-030323-110	PAYROLL MARCH 3, 2023			1,009.38	LIBRARY-RETIREMENT		P		A
J-031723-111	PAYROLL MARCH 17, 2023			1,011.44	LIBRARY-RETIREMENT		P		A
J-033123-119	PAYROLL MARCH 31, 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	13,469.22	88,020.78	13	-	
J-030323-110	PAYROLL MARCH 3, 2023			2,244.87	LIBRARY-GROUP INS		P		A
J-031723-111	PAYROLL MARCH 17, 2023			2,244.87	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	253.51	568.23	485.77	53	-----	
J-030323-110	PAYROLL MARCH 3, 2023			98.31	LIBRARY-UNEMP INS		P		A
J-031723-111	PAYROLL MARCH 17, 2023			85.10	LIBRARY-UNEMP INS		P		A
J-033123-119	PAYROLL MARCH 31, 2023			70.10	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		637,065.00	0.00	66,160.59	137,362.37	499,702.63	21	--	
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	1,493.00	5,068.00	4,832.00	51	-----	
M-030623-073	.16957 IN NICHE ACADEMY	202302 Schmidt		1,400.00	PROFESSIONAL SERVICES		-		A
M-030623-073	.14274 OLSONS PEST TECHNICIAN	202302 Schmidt		93.00	PEST CONTROL		-		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	3,600.00	12,400.00	22	--	
D-031323-072	05937 J & H CARE & CLEANING CO	068131 101243		1,200.00	JANITORIAL SERVICES	023672	P	-	A
209	E-BOOKS	29,500.00	0.00	1,529.49	3,030.74	26,469.26	10	-	
M-030623-073	.13843 OVERDRIVE DIST	202302 Schmidt		1,501.99	E-BOOKS			-	A
M-030623-073	.13843 OVERDRIVE DIST	202302 Schmidt		27.50	E-BOOK			-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0		
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	355.30	697.65	3,802.35	15	-	
D-031323-072	03445 A & B BUSINESS EQUIPMENT	068092 1022235		355.30	COPIER LEASE	023666	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	529.44	826.42	3,173.58	20	--	
M-030623-073	.17540 ECHO ELECTRIC SUPPLY -	202302 Mastalir		149.44	LED PANEL			-	A
M-030623-073	.17540 ECHO ELECTRIC SUPPLY -	202302 Mastalir		380.00	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	304.99	312.44	3,187.56	8		
M-030623-073	.11798 BAKER-TAYLOR	202302 Schmidt		32.87	POSTAGE			-	A
M-030623-073	.16788 DRI PRINTPLACE	202302 Schmidt		15.95	POSTAGE			-	A
M-030623-073	.19198 AMZN MKTP US HE7R24Q12	202302 Dobrovolny		3.99	POSTAGE			-	A
M-030623-073	.19199 AMZN MKTP US HE0AI4QO1	202302 Dobrovolny		2.99	POSTAGE			-	A
M-030623-073	.17028 COLLABORATIVE SUMMER L	202302 Schmidt		20.00	SHIPPING			-	A
M-030623-073	.19037 PITNEY BOWES	202302 Schmidt		200.00	POSTAGE			-	A
M-030623-073	.19242 AMZN MKTP US H18871CP2	202302 Dobrovolny		3.99	POSTAGE			-	A
M-030623-073	.14781 USPS PO 4698100078	202302 Schmidt		25.20	POSTAGE			-	A
232	OFFICE SUPPLIES	8,500.00	0.00	670.65	1,133.37	7,366.63	13	-	
M-030623-073	.19179 AMZN MKTP US HP92Z7SB1	202302 Dobrovolny		11.99	OFFICE SUPPLIES			-	A
M-030623-073	.19184 AMZN MKTP US HP1FV8S21	202302 Dobrovolny		70.50	OFFICE SUPPLIES			-	A
M-030623-073	.16788 DRI PRINTPLACE	202302 Schmidt		71.00	OFFICE SUPPLIES			-	A
M-030623-073	.19190 CRICUT	202302 Schmidt		298.19	OFFICE SUPPLIES			-	A
M-030623-073	.19190 CRICUT	202302 Schmidt		18.20	TAX REFUND			-	A
M-030623-073	.12434 WAL-MART #1483	202302 Schmidt		14.98	OFFICE SUPPLY RETURN			-	A
M-030623-073	.13320 WM SUPERCENTER #1483	202302 Schmidt		55.60	OFFICE SUPPLIES			-	A
M-030623-073	.19228 AMZN MKTP US H98P27WE0	202302 Dobrovolny		19.30	OFFICE SUPPLIES			-	A
M-030623-073	.14844 DOLLAR TREE	202302 Schmidt		2.99	OFFICE SUPPLIES			-	A
J-033123-136	MARCH JOURNAL ENTRIES	JE 47		174.26	LIBRARY COPY CHG-2 CASES				A
233	PRINTING & BINDING	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							
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	91.27	233.51	2,766.49	7	
M-030623-073	.19182 AMZN MKTP US HD87110P0	202302	Dobrovolny	73.31	JANITORIAL SUPPLIES		-	A
M-030623-073	.19189 AMZN MKTP US HP3QL00I2	202302	Dobrovolny	17.96	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	489.53	795.85	4,204.15	15	-
M-030623-073	.19189 AMZN MKTP US HP3QL00I2	202302	Dobrovolny	17.36	PROGRAM SUPPLIES		-	A
M-030623-073	.13320 WM SUPERCENTER #1483	202302	Schmidt	120.11	PROGRAM SUPPLIES		-	A
M-030623-073	.16450 HY-VEE YANKTON 1899	202302	Dobrovolny	60.00	PROGRAM SUPPLIES		-	A
M-030623-073	.13320 WM SUPERCENTER #1483	202302	Schmidt	22.74	PROGRAM SUPPLIES		-	A
M-030623-073	.19225 AMZN MKTP US 4X7QB7AZ3	202302	Dobrovolny	53.99	PROGRAM SUPPLIES		-	A
M-030623-073	.19228 AMZN MKTP US H98P27WEO	202302	Dobrovolny	154.02	PROGRAM SUPPLIES		-	A
M-030623-073	.16699 OTC BRANDS INC	202302	Schmidt	33.98	PROGRAM SUPPLIES		-	A
M-030623-073	.11840 WALGREENS #9806	202302	Schmidt	9.58	PROGRAM SUPPLIES		-	A
M-030623-073	.14844 DOLLAR TREE	202302	Schmidt	5.00	PROGRAM SUPPLIES		-	A
M-030623-073	.19254 AMZN MKTP US WI39L1RM3	202302	Dobrovolny	12.75	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	131.19	292.87	2,007.13	12	-
J-030323-110	PAYROLL MARCH 3, 2023			60.50	LIBRARY-TELEPHONE		P	A
M-030623-073	.18669 BLUEPEAK	202302	Yardley	45.06	PHONE		-	A
M-030623-073	.18669 BLUEPEAK	202302	Yardley	25.63	PHONE		-	A
272	ELECTRICITY	20,000.00	0.00	1,152.24	2,213.56	17,786.44	11	-
M-033123-071	00455 NORTHWESTERN ENERGY	202315		1,152.24	ELECTRICITY	002795	P	-
273	FUEL-HEATING	6,000.00	0.00	1,139.32	2,424.94	3,575.06	40	----
M-033123-071	00303 MIDAMERICAN ENERGY	202315	535459008	1,139.32	FUEL	002794	P	-
274	WATER SERVICE	3,500.00	0.00	74.26	74.26	3,425.74	2	
M-033123-071	00109 CITY UTILITIES	202315	2.17.23	25.20	WTR-WW CHARGES	002793	P	-
M-033123-071	00109 CITY UTILITIES	202315	2.17.23	49.06	WTR-WW CHARGES	002793	P	-
275	SEWER SERVICE	1,200.00	0.00	44.73	44.73	1,155.27	3	
M-033123-071	00109 CITY UTILITIES	202315	2.17.23	27.20	WTR-WW CHARGES	002793	P	-
M-033123-071	00109 CITY UTILITIES	202315	2.17.23	17.53	WTR-WW CHARGES	002793	P	-

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
276	LANDFILL	500.00	0.00	32.00	104.00	396.00	20	--	
J-033123-136	MARCH JOURNAL ENTRIES	JE 52		32.00	DUMPSTER CHGS - MARCH				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	9,237.41	20,960.34	128,372.66	14	-	
	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	3,984.65	4,447.02	48,552.98	8		
M-030623-073	.11798 BAKER-TAYLOR	202302 Schmidt		3,466.12	BOOKS		-		A
M-030623-073	.18922 SP A KIDS BOOK ABOUT	202302 Dobrovolny		201.70	BOOKS		-		A
M-030623-073	.19189 AMZN MKTP US HP3QL00I2	202302 Dobrovolny		151.88	BOOKS		-		A
M-030623-073	.19194 AMZN MKTP US HP1UV2ZX1	202302 Dobrovolny		12.44	BOOK		-		A
M-030623-073	.11785 CENTER POINT LARGE PRI	202302 Schmidt		140.82	LARGE PRINT BOOKS		-		A
M-030623-073	.19225 AMZN MKTP US 4X7QB7AZ3	202302 Dobrovolny		11.69	BOOK		-		A
342	AV - CAPITAL	10,000.00	0.00	1,024.99	1,186.66	8,813.34	11	-	
M-030623-073	.19178 AMZN MKTP US HP1O929B1	202302 Dobrovolny		19.96	DVD		-		A
M-030623-073	.16809 FINDAWAY	202302 Schmidt		47.49	WONDERBOOKS		-		A
M-030623-073	.19189 AMZN MKTP US HP3QL00I2	202302 Dobrovolny		37.91	DVD'S		-		A
M-030623-073	.19198 AMZN MKTP US HE7R24Q12	202302 Dobrovolny		14.98	DVD		-		A
M-030623-073	.19199 AMZN MKTP US HE0AI4QO1	202302 Dobrovolny		69.99	DVD'S		-		A
M-030623-073	.19225 AMZN MKTP US 4X7QB7AZ3	202302 Dobrovolny		129.20	DVD'S		-		A
M-030623-073	.19228 AMZN MKTP US H98P27WE0	202302 Dobrovolny		42.68	DVD'S		-		A
M-030623-073	.19242 AMZN MKTP US H18871CP2	202302 Dobrovolny		17.99	DVD		-		A
M-030623-073	.19254 AMZN MKTP US WI39L1RM3	202302 Dobrovolny		12.95	DVD		-		A
D-031323-072	04785 MIDWEST TAPE	068149 879-016-338		631.84	AV	023670	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	5,009.64	5,633.68	259,766.32	2		
	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	80,407.64	163,956.39	887,841.61	15	-	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	80,407.64	163,956.39	887,841.61	15	-	

Director's Report --April 2023

Oscar Movie Marathon: We were thrilled to host our Ninth Annual Weekends at the Oscars March 11-12 and March 18-19. We showed 7 Oscar nominated titles along with "Till" which got buzz as having been snubbed for Best Picture. The 107 attendees enjoyed popcorn prepared by Lewis & Clark Theater and paid for by our wonderful Friends of YCL.

On Sunday, April 2, the library showed the movie *A Man Called Otto*, starring Tom Hanks. We had a full meeting room with 62 in attendance! We plan to show *80 for Brady* in May. These movies are covered by our annual public performance site licenses.

Book Discussion in honor of Child Abuse Prevention Month: We are partnering with Southeast CASA to offer discussion of *What Happened To You?* by Dr. Bruce Perry and Oprah Winfrey. The book addresses childhood trauma and its lasting effects. The initial sessions were held on March 21 and the follow up sessions will be on April 18. We are happy to partner with Southeast CASA for this event to help spread these important messages

1985: The Year of the Spy: We are fortunate to have a staff connection with Greg Nedved, a historian from the Center for Cryptologic History at Ford Meade, Maryland. He was in Yankton to present *1985: The Year of the Spy* on March 26 with over 40 in attendance.

Donations: Dana was recently invited to speak to our local Lions Club and GWFC groups. Both groups gave donations to the library of \$400 and \$290 respectively. The Lions Club made an additional \$400 donation to the Friends of the Library. We appreciate opportunities to speak to members of our community about the great things the library is doing and we are always grateful for the donations to allow us to bring in performers, offer new programs, and enhance the experiences at the library.

National Library Week: This year we celebrate National Library Week (NLW) April 23-April 29. We will be hosting some special events for NLW including cupcake decorating contests for youth through adults on Saturday, April 23. We will have an after-hours teen event at Yankton Bowl as well as our second Canvas & Charcuterie event at the library on Friday, April 28. We will also take time to celebrate our staff, volunteers and other local librarians for their dedication to libraries and to our community! We are also hosting a bookmark design contest in connection with our Summer Reading Program 2023 theme: All Together Now: Friendship, Unity and Kindness. Design submissions are due on Monday, April 24 and winners from 5 age divisions will be announced during NLW. Winners will receive a prize package and will have their bookmarks featured at YCL all summer long!

Next Meeting: The Library Board's next regularly scheduled meeting will be on Wednesday, May 10, 2023. The meeting will be held in the library's meeting room and will also offer a virtual option on the GoToMeeting platform.

MARCH 2023 USAGE & CIRCULATION STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	3/2/23	3:45 PM	29	9
Shamrock Keychains	3/9/23	3:45 PM	13	4
Movie-Strange World	3/16/23	3:45 PM	0	1
STEAM-Milk Plastic	3/23/23	3:45 PM	20	7
Challenge-Women's History Month	3/30/23	3:45 PM	22	5
Total:			84	26

Storytime	Date	Time	Kids	Adults
Rock Storytime	3/2/23	10:00 AM	5	3
Unicorn Storytime	3/6/23	6:30 PM	4	3
	3/7/23	10:00 AM	4	2
	3/9/23	10:00 AM	2	1
St. Patrick's Day	3/13/23	6:30 PM	7	6
	3/14/23	10:00 AM	3	2
	3/16/23	10:00 AM	3	2
Our Unique World	3/20/23	6:30 PM	4	3
	3/21/23	10:00 AM	8	5
	3/23/23	10:00 AM	4	2
Children's Book Award Nominees	3/27/23	6:30 PM	2	2
	3/28/23	10:00 AM	7	4
	3/30/23	10:00 AM	5	3
Total:			58	38

	Date	Time	Kids	Adults
Stay and Play	3/1/23	9:00 AM	10	7
	3/7/23	5:00 PM	2	1
	3/8/23	9:00 AM	2	1
	3/14/23	5:00 PM	10	6
	3/15/23	9:00 AM	11	7
	3/21/23	5:00 PM	4	5
	3/22/23	9:00 AM	3	3
	3/28/23	5:00 PM	0	0
	3/29/23	9:00 AM	21	11
	Total:			63

Teen Events	Date	Time	Kids
TAB Meeting	3/1/23	4:00 PM	4
Teen STEAM	3/15/23	3:45 PM	3
Total:			7

Adult Programs	Date	Time	Adults	Virtual
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Chris Vallillo performance	3/2/23	6:30 PM	35	
Seed Library	3/14	2:00 PM	27	0
Seed Library	3/14	6:00 PM	15	0
Oscar Movies: Puss in Boots	3/11	9:30 AM	6	
Oscar Movies: Banshees of Insherin	3/11	11:30 AM	12	
Oscar Movies: Fabelmans	3/11	2:00 PM	23	
Oscar Movies: Tar	3/12	1:30 PM	7	
Oscar Movies: Turning Red	3/18	9:30 AM	13	
Oscar Movies: Women Talking	3/18	11:30 AM	22	
Oscar Movies: Top Gun	3/18	1:30 PM	10	
Oscar Movies Till	3/19	1:30 PM	15	
Adult Craft	3/15	6:00 PM	7	
1985: Year of the Spy	3/26	2:00 PM	45	2
Total:			237	2

Video Views for Previous Month	Date	Video Views
Birthday Party (Feb 10)		17
Seed Library (Feb 14)		17
		34

Book Clubs	Date	Time	Adults
Readers Anonymous	3/14	2:00 PM	8
Between The Lines	3/28	4:30 PM	8
Total:			16

Family Events:		Time	Kids	Adults
Homeschool craft	3/3	10:00 AM	25	5
Total:			25	5

MARCH 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*				Public Computer Use			
	2023	2022	2021		2023	2022	2021
Adult	7,439	7,267	5,990	Uses	572	720	201
Juvenile	4,851	4,896	2,837	Hours	350	384	80
Total	12,290	12,163	8,827				
*Includes physical collection, ILL, and eBooks				WiFi Usage			
	2023	2022	2021		2023	2022	2021
				Sessions	820	NA	654
				Total Session Hours	876	NA	741
				Unique Users	241	NA	130
Physical Collection Circulation				Meeting Room Use			
	2023	2022	2021		2023	2022	2021
Adult	5032	5,100	3,879	Library Uses	41	35	0
Juvenile	4262	4,485	2,793	Library Hours	113.5	72	0
Total	9,294	9,585	6,672	Non-Library Uses	29	28	1
				Non-Library Hours	47.5	59	1
Interlibrary Loan				Study Room Use			
	2023	2022	2021		2023	2022	2021
Requested	125	167	83	Uses	24	30	0
Supplied	34	30	22	Hours	39	69	0
Total	159	197	105				
Electronic Resources				Notary			
	2023	2022	2021		2023	2022	2021
OverDrive Adult	2248	1,970	2,006	Requests	n/a	5	3
OverDrive Juvenile	252	376	NA				
TumbleBooks	337	35	44	Proctor			
Total	2,837	2,381	2,050		2023	2022	2021
				Tests	9	3	1
Adult Outreach				Genealogy Requests			
	2023	2022	2021		2023	2022	2021
Locations	10	6	4	Patrons	2	2	2
Patrons	50	37	9	Hours	1.25	2	1.5
Circulations	154	123	67	Teacher Requests			
					2023	2022	2021
Daycare Outreach				Patrons	1	1	1
	2023	2022	2021	Courier			
Locations	4	4	4		2023	2022	2021
Patrons	46	47	80	Total Incoming	172	174	120
Circulations	140	72	80	Total Outgoing	197	198	116
				Total	369	372	236
Current Cards				Collection			
	2023	2022	2021		2023	2022	2021
Resident	3682	3,079	4,145	Items Added	665	632	454
Non-Resident	208	181	224	Items Deleted	333	507	228
Mount Marty	18	8	36	Curbside Pick-Ups			
Teacher	44	35	54		2023	2022	2021
Yankton County	799	699	947		4	18	608
Total	4,751	4,002	5,406	Food For Fines			
					2023	2022	2021
New Cards				92	56	26	
	2023	2022	2021	Book a Librarian			
Resident Adult	57	no data	no data		2023	2022	2021
Resident Youth (<18)	6	no data	no data	Time (minutes)	435	NA	NA
County	8	9	17	Number of Sessions	16	NA	NA
County (Households)	7	8	14	Door Counts			
Non-resident	4	9	6	East entry	2,593		
Non-resident (households)	4	6	5	South entry	6,025		
Total New Cards	75	18	23	Total	8,618		
Total New Households	11	14	19				
30 Day Trial Cards							
	2023	2022	2021				
In-Town New	2	13	3				
County -New	0	1	0				
County-Renewal	0	1	2				
Nonresident-New	0	4	3				
Nonresident-Renewal	0	0	1				
Online Signup	0	NA	NA				
Total	2	19	9				

Yankton Community Library • April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
 <p>YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING</p> <p>515 Walnut St. 605-668-5275</p>		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			
2 Movie: A Man Called Otto 2 pm	3 Spanish Bilingual Storytime 6:30 pm	4 Storytime 10 am Stay & Play 5:00 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 5:00 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 4-6 pm</i>	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 w/ Keep Yankton Beautiful 6:30 pm	18 Storytime with Keep Yankton Beautiful 10 am <i>What Happened to you</i> Book Discussion 4&6pm Stay & Play 5:00 pm	19 Stay & Play 9—11 am Teen Craft 3:45pm Adult Craft 6 pm	20 Storytime w/ Keep Yankton Beautiful 10 am Movie 3:45 pm	21	22	
23 Cupcake Contest 1-2:30 pm: Teens & Adults 3:30-4:30 pm: K-5	24 Bookmark Contest entries due Storytime 6:30 pm	25 Storytime 10 am Stay & Play 5:00 pm	26 Stay & Play 9—11 am	27 <i>Last storytime of the spring</i> Storytime 10 am K-5 STEAM 3:45 pm	28 Teen After-Hours 6:30-8:30pm Canvas & Charcuterie 6pm	29	
30 National Library Week April 23-29							

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



Yankton Community Library • May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Food for Fines: Paper Products	1	2 Getting Started with Libby 2pm Stay & Play 5:00 pm	3 Stay & Play 9—11 am TAB Meeting 4pm	4 LEGO Club 3:45 PM	5 1st Friday Coffee with Friends of the Library 9am—12pm	6
7 Movie: 80 for Brady 2 pm	8	9 Seed Library 2 pm & 6 pm Foundation Meeting 3pm Stay & Play 5:00 pm	10 Stay & Play 9—11 am Library Board Meeting 5:30 pm	11 Family Literacy Night 5-7pm	12	13
14	Summer Reading Registration Opens!	16 Stay & Play 5:00 pm	17 Stay & Play 9—11 am Teen Craft 3:45pm	18 Craft Buffet 3:45 PM	19	20
21	22	23 Stay & Play 5:00 pm	24 Stay & Play 9—11 am	25 Babysitting Clinic 10am-3pm <i>Registration Required</i>	26 Babysitting Clinic 10am-3pm <i>Registration Required</i>	27
28 Library Closed Summer Hours Begin	29 Memorial Day Library Closed	30 Kids Art Fest 5 -7:30 pm @ Riverside Park	31	515 Walnut St. 605-668-5275 http://library.cityofyankton.org Email: library@cityofyankton.org		Summer Hours Mon.-Tues. 9a-8p; Wed.-Thurs. 9a-6p; Fri.-Sat. 9a-5p; Sun Closed

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

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.

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.

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:

Library Bill of Rights:

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

Freedom to Read Statement:

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

Freedom to View Statement:

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

Access to Library Resources and Services for Minors:

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

Meeting Room 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 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. The Meeting Room reservation may be cancelled if the group 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.~~

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 \$25 per hour, ~~with a minimum charge of \$25~~, 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 \$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 but must be scheduled in advance. Library staff can assist with questions, but will not operate the equipment.
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. 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 \$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.