

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, March 9, 2022, 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 9, 2022 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- **Computer & Internet Policy**
- **Change to Accreditation Standards-(Enhanced-20 hours online (30 total); Exemplary 30 hours online (45 total))**
- **Strategic Plan**

New Business

- **Director's Review**
- **Interlibrary Loan Policy**
- **Annual Report**
- **Training video**

Other Business:

Public Comment Period

Adjourn the meeting of March 9, 2022

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

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

Wednesday, February 9, 2022, 5:30 pm

Virtual Meeting – GoToMeeting interface and Yankton Community Library Meeting Room

Meeting called to order by President Sarah Mechtenberg at 5:30 pm. Present were Library Director Dana Schmidt, Assistant Library Director Linda Dobrovolny, and Sue Otterman. Present virtually were Sarah Mechtenberg, David Koerner, Christine Tielke, Jean Huff and Yankton County Commissioner Dan Klimisch.

Absent with regrets: Yankton City Commissioner Jerry Webber

Approval of January 12, 2022 minutes: Otterman made a motion to approve the minutes of January 12, 2022 with a correction, with a second by Huff. Unanimous approval.

Public Comment Period: None

Discussion of Bills/Financial Report: Koerner made a motion to accept the financial report with a second by Tielke. Unanimous approval.

Communications and Correspondence: Schmidt shared thank you's from the Mead Cultural Education Center for taking part in their Hall of Trees and a thank you from a patron for hosting fun teen events. She also shared an email from a patron that better understands the importance of libraries in communities after seeing them through the eyes of a parent of a child with special needs. Schmidt also shared a human interest story about a young boy who wrote his own book and snuck it onto a library shelf in Idaho.

Director's Report: In addition to the written report, Schmidt shared that a new part-time staff member, Sarah Hart, will be starting with the focus of helping in the Children's Department. She also mentioned that she would be working with the full-time staff to help define their responsibilities and special projects at the library. Schmidt reported that the library received COVID-19 tests from the SD Department of Health which will be distributed for free to the public. Dobrovolny reported that Otterman attended a 1-hour training session presented by River City Domestic Violence Center during the staff training day on January 17.

Old Business:

- **Computer & Internet Policy:** Referred to City Attorney DenHerder for clarification. No further update at this time.

New Business:

- **Strategic Plan:** The Board began to review and discuss the strategic plan. Further discussion will follow at upcoming meetings.

Other Business:

- Mechtenberg shared that she and City Manager Leon would be conducting Schmidt's review at the end of February and would report back to the rest of the Board at a future meeting.
- Schmidt requested that Board members email her or the Board President at any time if they had suggestions for potential agenda items.

Public Comment Period: None

Adjourn the meeting of February 9, 2022: Tielke made a motion to adjourn the meeting at 6:20 pm with a second by Klimisch. 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					
CITY UTILITIES						
WATER-WW CHARGES	58.82	SEWER SERVICE	101.142.275			504 00002
WATER-WW CHARGES	93.16	WATER SERVICE	101.142.274	2.25.21	002793	P 504 00001
	151.98	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SUPPLIES	1,200.00	CONTRACTED SERVICES	101.142.204	100808	022498	P 505 00001
MIDAMERICAN ENERGY FUEL	1,507.83	FUEL-HEATING	101.142.273		002794	P 504 00003
MIDWEST TAPE AV	717.76	AV - CAPITAL	101.142.342	501580425	022497	P 505 00002
NORTHWESTERN ENERGY ELECTRICITY	1,193.43	ELECTRICITY	101.142.272		002795	P 504 00004
UNIVERSITY OF ST THOMAS LOST BOOK	150.00	PROFESSIONAL SERVICES	101.142.202	3.2.22	022500	P 505 00003
US BANK EQUIPMENT FINANC COPIER LEASE	368.09	RENTALS & XEROX SUPPLIES	101.142.212	2.25.22	022499	P 505 00004
	5,289.09				
GENERAL FUND	5,289.09	*****				

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:	5,289.09					

RECORDS PRINTED - 000008

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM 816UN5Y23 JANITORIAL SUPPLIES	90.77	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		506 00110
AMZN MKTP US REFUND	10.26CR	BOOKS	101.142.340	Dobrovolny		506 00060
REFUND	14.10CR	BOOKS	101.142.340	Dobrovolny		506 00061
	24.36CR	*VENDOR TOTAL				
AMZN MKTP US AG49Z08B3 BOOKS	97.47	BOOKS	101.142.340	Dobrovolny		506 00168
DVD	27.99	AV - CAPITAL	101.142.342	Dobrovolny		506 00169
	125.46	*VENDOR TOTAL				
AMZN MKTP US AZ7U73D73 OFFICE SUPPLIES	12.19	OFFICE SUPPLIES	101.142.232	Dobrovolny		506 00176
AMZN MKTP US DE3JK9UC3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		506 00260
BOOK	15.00	BOOKS	101.142.340	Dobrovolny		506 00261
	18.99	*VENDOR TOTAL				
AMZN MKTP US EK8U75TO3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		506 00141
BOOK	14.99	BOOKS	101.142.340	Dobrovolny		506 00142
	18.98	*VENDOR TOTAL				
AMZN MKTP US NO77J0OW3 POSTAGE	4.17	POSTAGE	101.142.231	Dobrovolny		506 00179
BOOK	17.99	BOOKS	101.142.340	Dobrovolny		506 00180
	22.16	*VENDOR TOTAL				
AMZN MKTP US 1I0DV0A40 PROGRAM SUPPLIES	49.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00035
AMZN MKTP US 1I10A5AI0 PROGRAM SUPPLIES	13.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00022
AMZN MKTP US 1I13P40R1 BOOK	11.98	BOOKS	101.142.340	Dobrovolny		506 00053
AMZN MKTP US 1I3EI9LG1 BOOK	16.99	BOOKS	101.142.340	Dobrovolny		506 00064
DVD	22.40	AV - CAPITAL	101.142.342	Dobrovolny		506 00065
	39.39	*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 1I8XR9EI0 OFFICE SUPPLIES	17.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		506 00009
JANITORIAL SUPPLIES	11.46	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		506 00010
PROGRAM SUPPLIES	37.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00011
BOOKS	58.47	BOOKS	101.142.340	Dobrovolny		506 00012
DVD'S	133.41	AV - CAPITAL	101.142.342	Dobrovolny		506 00013
	259.31	*VENDOR TOTAL				
AMZN MKTP US 1I9N523U0 PROGRAM PRIZE	15.90	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00028
AMZN MKTP US 1I90C0PU1 DVD'S	35.95	AV - CAPITAL	101.142.342	Dobrovolny		506 00052
AMZN MKTP US 4S40Q4II3 DVD'S	30.95	AV - CAPITAL	101.142.342	Dobrovolny		506 00328
AMZN MKTP US 5R9XI7E03 DVD	14.96	AV - CAPITAL	101.142.342	Dobrovolny		506 00329
D J WALL ST JOURNAL NEWSPAPER SUBSCRIPTION	634.88	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		506 00174
DOLLAR TREE, INC. POSTAGE	7.99	POSTAGE	101.142.231	Schmidt		506 00081
ECHO ELECTRIC SUPPLY - LIGHT CONTROL BOX	450.00	REP. & MAINT. - BUILDING	101.142.223	Miles		506 00108
ECO WATERS PROFESSIONAL SERVICES	108.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		506 00173
FINDAWAY WONDERBOOK	59.84	AV - CAPITAL	101.142.342	Schmidt		506 00378
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	12.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00059
KOPETSKYS ACE HDWE LOCK	4.99	REP. & MAINT. - BUILDING	101.142.223	Miles		506 00185
MENARDS YANKTON SD REPAIR SUPPLIES	24.48	REP. & MAINT. - BUILDING	101.142.223	Homstad		506 00171

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					
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		506 00250
OVERDRIVE DIST EBOOKS	2,027.24	E-BOOKS	101.142.209	Schmidt		506 00290
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		506 00154
VASTBROADBAND-VEXUS PHONE	45.06	TELEPHONE	101.142.271	Yardley		506 00366
PHONE	79.21	TELEPHONE	101.142.271	Yardley		506 00393
	124.27	*VENDOR TOTAL				
VISTAPR VISTAPRINT.COM SALES TAX REFUND	8.31CR	OFFICE SUPPLIES	101.142.232	Schmidt		506 00219
OFFICE SUPPLIES	71.18	OFFICE SUPPLIES	101.142.232	Schmidt		506 00246
SHIPPING CHARGES	8.99	POSTAGE	101.142.231	Schmidt		506 00247
OFFICE SUPPLIES	55.91	OFFICE SUPPLIES	101.142.232	Schmidt		506 00257
	127.77	*VENDOR TOTAL				
WAL-MART #1483 JANITORIAL SUPPLIES	4.94	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		506 00409
PROGRAM SUPPLIES	25.25	PROGRAM SUPPLIES	101.142.242	Dobrovolny		506 00410
	30.19	*VENDOR TOTAL				
YANKTON MEDICAL CLINIC PRE EMPLOYMENT PHYSICALS	311.00	PROFESSIONAL SERVICES	101.142.202	Bailey		506 00234
	4,950.23				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMZN MKTP US WZ3Y62AC3 ADULT CRAFT NIGHT	13.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		506 00265
COLLABORATIVE SUMMER L SUMMER READING SUPPLIES	325.29	RECREATION SUPPLIES	701.701.242	Caine		506 00336
DELIGHT DONUTS - YANKT STAFF APPRECIATION	14.85	RECREATION SUPPLIES	701.701.242	Caine		506 00208
DOLLAR TREE, INC. ADULT CRAFT	31.25	RECREATION SUPPLIES	701.701.242	Schmidt		506 00080
ADULT CRAFT	39.76	RECREATION SUPPLIES	701.701.242	Schmidt		506 00094
	71.01	*VENDOR TOTAL				
WAL-MART #1483 ADULT CRAFT SUPPLIES	12.18	RECREATION SUPPLIES	701.701.242	Dobrovolny		506 00411
STAFF APPRECIATION	3.58	RECREATION SUPPLIES	701.701.242	Dobrovolny		506 00412
	15.76	*VENDOR TOTAL				
WM SUPERCENTER #1483 STAFF APPRECIATION	13.44	RECREATION SUPPLIES	701.701.242	Schmidt		506 00291
YANKTON REXALL DRUG IMAGINARY PLAY AREA	134.06	RECREATION SUPPLIES	701.701.242	Caine		506 00067
	588.39				
LIBRARY TRUST	588.39	*****				

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	5,538.62
TOTAL	ALL BANKS	5,538.62

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	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	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	6,800.00	6,800.00	790.00	1,755.00	5,045.00	25 --	
3452 LIBRARY A.V. FEES	500.00	500.00	3.00	38.00	462.00	7	
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	94.84	127.00	73.00	63 -----	
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	73.00	126.00	1,374.00	8	
3456 PC PRINTING	6,000.00	6,000.00	485.60	926.90	5,073.10	15 -	
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	468.00	2,763.85	763.85-	138 -----]]]	
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,914.44	5,736.75	11,373.25	33 ---	
FINES							
3510 COURT FINES	1,600.00	1,600.00	36.73	36.73	1,563.27	2	
3511 PARKING FINES	2,000.00	2,000.00	0.00	25.00	1,975.00	1	
3520 LIBRARY FINES	650.00	650.00	52.00	85.00	565.00	13 -	
TOTAL: FINES	4,250.00	4,250.00	88.73	146.73	4,103.27	3	
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	2,175.25	2,175.25	37,824.75	5	
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	2,849.89	2,849.93	1,150.07	71 -----	
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00	0	
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00	0	
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0	
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0	
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	112.98	256.45	1,243.55	17 -	
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	5,138.12	5,281.63	53,218.37	9	
TOTAL: GENERAL FUND	91,860.00	91,860.00	7,141.29	11,165.11	80,694.89	13 -	

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	6.81	6.81	6.81-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	215.14	344.64	344.64-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	221.95	351.45	351.45-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONNEL SERVICES						
101 REGULAR WAGES	384,262.00	0.00	30,859.15	45,074.79	339,187.21	11 -
102 TEMPORARY WAGES	84,000.00	0.00	2,203.45	3,108.54	80,891.46	3
103 OVERTIME WAGES	350.00	0.00	0.00	5.66	344.34	1
111 OASI	35,849.00	0.00	2,437.98	3,497.95	32,351.05	9
121 RETIREMENT	23,077.00	0.00	1,851.59	2,697.12	20,379.88	11 -
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	0.00	2,796.00	0
132 GROUP INSURANCE	99,678.00	0.00	4,146.70	7,586.54	92,091.46	7
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	122.32	178.27	875.73	16 -
TOTAL: PERSONNEL SERVICES	631,066.00	0.00	41,621.19	62,148.87	568,917.13	9
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	5,300.99	5,300.99	4,599.01	53 -----
204 CONTRACTED SERVICES	16,000.00	0.00	0.00	0.00	16,000.00	0
209 E-BOOKS	28,000.00	0.00	0.00	0.00	28,000.00	0
211 PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	421.13	421.13	4,078.87	9
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	23.25	23.25	3,976.75	0
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	200.00	200.00	2,800.00	6
232 OFFICE SUPPLIES	9,500.00	0.00	78.45	78.45	9,421.55	0
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	35.00	35.00	9,465.00	0
236 JANITORIAL SUPPLIES	3,000.00	0.00	141.34	141.34	2,858.66	4
242 PROGRAM SUPPLIES	5,000.00	0.00	348.88	348.88	4,651.12	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	176.97	237.47	2,062.53	10 -
272 ELECTRICITY	20,000.00	0.00	1,164.07	1,164.07	18,835.93	5
273 FUEL-HEATING	3,000.00	0.00	1,029.82	1,029.82	1,970.18	34 ---
274 WATER SERVICE	3,500.00	0.00	93.16	93.16	3,406.84	2
275 SEWER SERVICE	1,200.00	0.00	58.82	58.82	1,141.18	4
276 LANDFILL	500.00	0.00	32.00	64.00	436.00	12 -
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	146,833.00	0.00	9,103.88	9,196.38	137,636.62	6
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

	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	1,188.01	1,188.01	51,811.99	2
342 AV - CAPITAL	13,500.00	0.00	1,232.15	1,232.15	12,267.85	9
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	83,500.00	0.00	2,420.16	2,420.16	81,079.84	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	861,399.00	0.00	53,145.23	73,765.41	787,633.59	8
TOTAL: GENERAL FUND	861,399.00	0.00	53,145.23	73,765.41	787,633.59	8

	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	89.96	289.96	289.96-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	89.96	289.96	289.96-	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	89.96	289.96	289.96-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	89.96	289.96	289.96-	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	131.99	5,270.32CR	29,860.92
	TOTAL CURRENT ASSETS:	35,131.24	131.99	5,270.32CR	29,860.92
	TOTAL ASSETS:	35,131.24	131.99	5,270.32CR	29,860.92
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	5,331.81CR	0.00	5,331.81	0.00
	TOTAL CURRENT LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
	TOTAL LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	31,366.38CR	0.00	0.00	31,366.38CR
701.2900					
	REVENUE CONTROL	13,642.49CR	221.95CR	351.45CR	13,993.94CR
701.2910					
	EXPENDITURE CONTROL	15,209.44	89.96	289.96	15,499.40
	TOTAL FUND BALANCE:	29,799.43CR	131.99CR	61.49CR	29,860.92CR
	TOTAL LIABILITIES AND FUND BALANCE:	35,131.24CR	131.99CR	5,270.32	29,860.92CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	384,262.00	0.00	30,859.15	45,074.79	339,187.21	11	-	
J-020422-473	PAYROLL FEBRUARY 4, 2022			15,689.35	LIBRARY-REG WAGES		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			15,169.80	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	2,203.45	3,108.54	80,891.46	3		
J-020422-473	PAYROLL FEBRUARY 4, 2022			1,060.27	LIBRARY-TEMP WAGES		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			1,143.18	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	0.00	5.66	344.34	1		
111	OASI	35,849.00	0.00	2,437.98	3,497.95	32,351.05	9		
J-020422-473	PAYROLL FEBRUARY 4, 2022			1,232.31	LIBRARY-OASI		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			1,205.67	LIBRARY-OASI		P		A
121	RETIREMENT	23,077.00	0.00	1,851.59	2,697.12	20,379.88	11	-	
J-020422-473	PAYROLL FEBRUARY 4, 2022			941.38	LIBRARY-RETIREMENT		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			910.21	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	0.00	2,796.00	0		
132	GROUP INSURANCE	99,678.00	0.00	4,146.70	7,586.54	92,091.46	7		
J-020422-473	PAYROLL FEBRUARY 4, 2022			2,073.35	LIBRARY-GROUP INS		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			2,073.35	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	122.32	178.27	875.73	16	-	
J-020422-473	PAYROLL FEBRUARY 4, 2022			61.97	LIBRARY-UNEMP INS		P		A
J-021822-497	PAYROLL FEBRUARY 18,2022			60.35	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		631,066.00	0.00	41,621.19	62,148.87	568,917.13	9		
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	5,300.99	5,300.99	4,599.01	53	-----	
M-020422-466	.13881 BOOK SYSTEMS INC	202201 Dobrovolny		3,195.00	ATRIUUM		-		A
M-020422-466	.14274 OLSONS PEST TECHNICIAN	202201 Schmidt		90.00	PEST CONTROL		-		A
M-020422-466	.16306 ECO WATERS	202201 Dobrovolny		108.00	REVERSE OSMOSIS RENT		-		A
J-020422-473	PAYROLL FEBRUARY 4, 2022			600.00	WELLNESS PROGRAM		P		A
D-021422-464	05937 J & H CARE & CLEANING CO	066797 100656		1,200.00	JANITORIAL SERVICES	022496	P	N	A
D-021422-464	.18323 RAWLINS LIBRARY	066814 1.24.22		7.99	REPLACE BOOK	022493	P	-	A
J-021822-497	PAYROLL FEBRUARY 18,2022			100.00			P		A
204	CONTRACTED SERVICES	16,000.00	0.00	0.00	0.00	16,000.00	0		

		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								
209	E-BOOKS	28,000.00	0.00	0.00	0.00	28,000.00	0		
211	PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0		
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	421.13	421.13	4,078.87	9		
D-021422-464	07098 US BANK EQUIPMENT FINANC	066830	463579623	421.13	COPIER LEASE		022495	P -	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	23.25	23.25	3,976.75	0		
M-020422-466	.14179 MENARDS YANKTON SD	202201	Miles	6.96	LIGHT BULB			-	A
M-020422-466	.11936 CRESCENT ELECTRIC 029	202201	Miles	16.29	REPLACE BALLAST			-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,000.00	0.00	200.00	200.00	2,800.00	6		
M-020422-466	.16124 PITNEY BOWES PBP	202201	Schmidt	200.00	POSTAGE			-	A
232	OFFICE SUPPLIES	9,500.00	0.00	78.45	78.45	9,421.55	0		
M-020422-466	.18326 AMZN MKTP US 9Z5Q482J3	202201	Dobrovolny	37.65	OFFICE SUPPLIES			-	A
M-020422-466	.18346 AMZN MKTP US BM87Y5063	202201	Dobrovolny	6.62	OFFICE SUPPLIES			-	A
M-020422-466	.18357 AMZN MKTP US M95Q01UT3	202201	Dobrovolny	34.18	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	35.00	35.00	9,465.00	0		
M-020422-466	.16744 PAYPAL SDSPS	202201	Dobrovolny	35.00	SUBSCRIPTION			-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	141.34	141.34	2,858.66	4		
M-020422-466	.18332 AMAZON.COM 4H4VP5JW3	202201	Dobrovolny	29.99	JANITORIAL SUPPLIES			-	A
M-020422-466	.18366 AMZN MKTP US HA58J4RA3	202201	Dobrovolny	30.81	JANITORIAL SUPPLIES			-	A
M-020422-466	.18367 AMZN MKTP US OE0D84YX3	202201	Dobrovolny	57.77	JANITORIAL SUPPLIES			-	A
M-020422-466	.14377 KOPETSKYS ACE HDWE	202201	Dobrovolny	22.77	JANITORIAL SUPPLIES			-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	348.88	348.88	4,651.12	6		
M-020422-466	.18326 AMZN MKTP US 9Z5Q482J3	202201	Dobrovolny	37.25	PROGRAM SUPPLIES			-	A
M-020422-466	.18329 AMZN MKTP US 846CQ3UX3	202201	Dobrovolny	6.80	PROGRAM SUPPLIES			-	A
M-020422-466	.18346 AMZN MKTP US BM87Y5063	202201	Dobrovolny	10.49	PROGRAM SUPPLIES			-	A
M-020422-466	.18349 AMZN MKTP US VW0QC42K3	202201	Dobrovolny	9.98	PROGRAM SUPPLIES			-	A
M-020422-466	.18351 AMZN MKTP US KD1DS2FI3	202201	Dobrovolny	9.99	PROGRAM SUPPLIES			-	A
M-020422-466	.18353 AMZN MKTP US H62HK58H3	202201	Dobrovolny	88.88	PROGRAM SUPPLIES			-	A
M-020422-466	.14844 DOLLAR TREE	202201	Caine	8.00	PROGRAM SUPPLIES			-	A
M-020422-466	.11902 YANKTON PIZZA RANCH	202201	Caine	85.00	PROGRAM SUPPLIES			-	A
M-020422-466	.16699 OTC BRANDS INC	202201	Caine	57.00	PROGRAM SUPPLIES			-	A
M-020422-466	.16450 HY-VEE YANKTON 1899	202201	Dobrovolny	30.00	PROGRAM SUPPLIES			-	A

		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								
242	PROGRAM SUPPLIES								
M-020422-466	.18378 AMZN MKTP US MX8U323I3	202201	Dobrovolny	5.49	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	176.97	237.47	2,062.53	10	-	
M-020422-466	.17371 VASTBROADBAND-VEXUS	202201	Yardley	71.41	PHONE		-		A
M-020422-466	.17371 VASTBROADBAND-VEXUS	202201	Yardley	45.06	PHONE		-		A
J-020422-473	PAYROLL FEBRUARY 4, 2022			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,164.07	1,164.07	18,835.93	5		
M-022822-463	00455 NORTHWESTERN ENERGY	202214		1,164.07	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	1,029.82	1,029.82	1,970.18	34	---	
M-022822-463	00303 MIDAMERICAN ENERGY	202214		1,029.82	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	93.16	93.16	3,406.84	2		
M-022822-463	00109 CITY UTILITIES	202214		44.10	WATER-WW CHARGES	002793	P	-	A
M-022822-463	00109 CITY UTILITIES	202214		49.06	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	58.82	58.82	1,141.18	4		
M-022822-463	00109 CITY UTILITIES	202214		47.60	WATER-WW CHARGES	002793	P	-	A
M-022822-463	00109 CITY UTILITIES	202214		11.22	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	64.00	436.00	12	-	
J-022822-503	FEBRUARY JOURNAL ENTRIES JE 28			32.00	DUMPSTER CHARGES-FEB 22				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	146,833.00	0.00	9,103.88	9,196.38	137,636.62	6		
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0		
320	BUILDINGS	15,000.00	0.00	0.00	0.00	15,000.00	0		
340	BOOKS	53,000.00	0.00	1,188.01	1,188.01	51,811.99	2		
M-020422-466	.15316 MIDAMERICA BOOKS	202201	Dobrovolny	678.15	BOOKS		-		A
M-020422-466	.18326 AMZN MKTP US 9Z5Q482J3	202201	Dobrovolny	224.96	BOOKS		-		A
M-020422-466	.11785 CENTER POINT LARGE PRI	202201	Dobrovolny	141.42	LARGE PRINT BOOKS		-		A
M-020422-466	.18346 AMZN MKTP US BM87Y5063	202201	Dobrovolny	66.98	BOOKS		-		A
M-020422-466	.18353 AMZN MKTP US H62HK58H3	202201	Dobrovolny	15.99	BOOK		-		A

		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								
	CAPITAL OUTLAY								
340	BOOKS								
M-020422-466	.18355 AMZN MKTP US XR42B4QR3	202201	Dobrovolny	9.80	BOOK		-		A
M-020422-466	.18357 AMZN MKTP US M95Q01UT3	202201	Dobrovolny	50.71	BOOKS		-		A
342	AV - CAPITAL	13,500.00	0.00	1,232.15	1,232.15	12,267.85	9		
M-020422-466	.18326 AMZN MKTP US 9Z5Q482J3	202201	Dobrovolny	105.86	DVD'S		-		A
M-020422-466	.16809 FINDAWAY	202201	Schmidt	702.86	WONDERBOOKS		-		A
M-020422-466	.18346 AMZN MKTP US BM87Y5063	202201	Dobrovolny	324.48	DVD'S		-		A
M-020422-466	.18353 AMZN MKTP US H62HK58H3	202201	Dobrovolny	29.99	DVD		-		A
M-020422-466	.18357 AMZN MKTP US M95Q01UT3	202201	Dobrovolny	68.96	DVD'S		-		A
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	2,420.16	2,420.16	81,079.84	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	861,399.00	0.00	53,145.23	73,765.41	787,633.59	8		
TOTAL:	GENERAL FUND	861,399.00	0.00	53,145.23	73,765.41	787,633.59	8		

Director's Report – March 2022

Library Foundation: The Library Foundation held a fundraiser during the month of February asking donors to give the library a High \$5. For each \$5 donation, individuals received a coupon for a free book from the Friends of the Library as well as putting their name in a heart to be displayed in the library windows. They raised just over \$1,000 during the month of February! The Foundation also sold library shirts and raised \$972!

Winter Wizard Party: The library will be hosting a party on Thursday, March 10 to celebrate the end of another successful Winter Reading Program. There will be activities such as wand making, potion bottles, tabletop quidditch, and more. Participants are encouraged to wear their wizard garb and join us for a magical evening at the library! This is a free family event.

Seed Library: The Seed Library will be resuming classes on March 17 after a hiatus due to the COVID-19 pandemic. There will again be monthly gardening classes held at the library and free seeds given to those that participate in the classes. The Seed Library is a partnership with the Master Gardeners and the Federal Prison Camp.

Oscars Movie Event: The library will be showing Oscar nominated movies on two consecutive weekends, March 19 & 20 and March 26 and 27. Eight movies will be shown over the course of the weekend. Attendance is free and light refreshments will be provided. In this past this has always been one of our most popular events.

National Library Week: This year National Library Week is April 3-April 9. One of the fun events we are planning that week is to host a "Tiny Art Show". Participants will be asked to create a piece of art that is no larger than 4"x4". Artwork will be on display in the South Dakota Room throughout the week with the opportunity for viewers to vote for their favorite.

On Sunday, April 10, the library will play Bingo for a Book. Participants can enjoy playing the game and having some light refreshments. Winners will get to choose a gently used book from our Friends of the Library.

Imagination Station: We recently decided to repurpose our Puppet Theatre into an *Imagination Station*. The front was painted with chalkboard paint and the Friends donated money for several new play items to be rotated through this station. Our play kitchen continues to be a hit. With this new addition, children will also have the opportunity to play pretend with a post office, gardening/floral shop, coffee shop, and tools.

Next Meeting: The next regularly scheduled meeting for the library board will be on Wednesday, April 13 at 5:30pm. We will have both virtual and in-person options available.

February 2022 Program Statistics

Elementary Events	Date	Time	Kids	Adults
LEGO Club	3-Feb	3:45pm	13	7
STEAM: Invisible Ink	10-Feb	3:45 PM	12	6
Movie: Clifford	17-Feb	3:45 PM	2	0
Baby Yoda Craft	24-Feb	3:45 PM	10	6
Total:			37	19

Take and Make Kits: 34
34

Storytime	Date	Time	Kids	Adults
	1-Feb	10:30 AM	8	4
	1-Feb	6:00 PM	7	2
	3-Feb	10:30 AM	6	4
	8-Feb	10:30 AM	10	5
	8-Feb	6:00 PM	7	3
	10-Feb	10:30 PM	8	5
	15-Feb	10:30 AM	8	4
	15-Feb	6:00 PM	7	3
	17-Feb	10:30 AM	10	4
	22-Feb	10:30 AM	1	1
	22-Feb	6:00 PM	2	1
	24-Feb	10:30 AM	7	4
Total:			81	40

Stay and Play	Date	Time	Kids	Adults
	2-Feb	10:30 AM	4	2
	9-Feb	10:30 AM	6	3
	16-Feb	10:30 AM	5	2
	23-Feb	10:30 AM	2	2
Total:			17	9

Teen Events	Date	Time	Kids
Teen Subscription Bags	1-Feb		20
Teen Advisory Board (TAB)	8-Feb	7:00 PM	8
Anti-Valentine	9-Feb	5:00 PM	12
Mario Diamond Painting	23-Feb	3:45 PM	10
Total:			50

Adult Programs	Date	Time	Num.
Adult 101: House Maint.	7-Feb	6:30 PM	13
Adult Craft	17-Feb	6:30 PM	13
Hygge	19-Feb	2:00 PM	3
Total:			13

Food for Fines		
Soap		70

Book Clubs			
Readers Anonymous	8-Feb	2:00 PM	3
Between The Lines	22-Feb	4:30 PM	5
Total:			8

Miscellaneous			
Sacred Heart Field Trip	16-Feb	1:00 PM	17
Total:			17

FEBRUARY 2022 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	6636	4,308	8,352
Juvenile	4361	3,244	3,941
Total	10,997	7,552	12,293

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	4417	2,450	6,527
Juvenile	4340	3,195	3,503
Total	8,757	5,645	10,030

Interlibrary Loan			
	2022	2021	2020
Requested	139	65	107
Supplied	27	27	82
Total	166	92	189

Electronic Resources			
	2022	2021	2020
OverDrive	2053	1,766	1,576
TumbleBooks	21	49	36
Total	2,074	1,815	1,612

Adult Outreach			
	2022	2021	2020
Locations	6	4*	10
Patrons	35	8	42
Circulations	133	80	209

* Some were pick ups

Daycare Outreach			
	2022	2021	2020
Locations	4	4	8
Patrons	47	40	132
Circulations	72	80	152

Curbside Pick-Ups			
	2022	2021	
	41	639	

Current Cards			
	2022	2021	2020
Resident	2976	4,132	4,073
Non-Resident	173	223	220
Mount Marty	7	36	37
Teacher	35	54	48
Yankton County	690	941	934
Total	3,881	5,386	5,312

removed cards inactive for 2 years

Public Computer Use			
	2022	2021	2020
Uses	626	126	1,063
Hours	312	47	821

WiFi Usage			
	2022	2021	2020
Sessions	314	714	1,333
Total Session Hours	469	819	1,238
Unique Users	103	125	387

Meeting Room Use			
	2022	2021	2020
Library Uses	27	NA	33
Library Hours	42.5	NA	65.5
Non-Library Uses	24	NA	11
Non-Library Hours	33	NA	29.5

Study Room Use			
	2022	2021	2020
Uses	14	4	65
Hours	34	6.0	81.0

Notary			
	2022	2021	2020
Requests	6	0	2

Proctor			
	2022	2021	2020
Tests	3	2	36

Genealogy Requests			
	2022	2021	2020
Patrons	1	1	0
Hours	1	0.5	0

Teacher Requests			
	2022	2021	2020
Patrons	1	2	3

Courier			
	2022	2021	2020
Total Incoming	124	80	305
Total Outgoing	141	147	373
Total	265	227	678

	2022	2021	2020
Items Added to Catalog	501	402	492

	2022	2021	2020
Items Deleted from Catalog	314*	102	1456

*weeding adult 600's

30 Day Trial Cards			
	2022	2021	2020
In-Town New	2	7	N/A
County -New	3	2	N/A
County-Renewal	1	7	N/A
Nonresident-New	0	0	N/A
Nonresident-Renewal	1	1	N/A
Total	7	17	0

New Cards			
	2022	2021	2020
Residen Adult	39	n/a	n/a
Resident Youth (<18)	9	n/a	n/a
County	8	26	40
County (Households)	6		
Non-resident	4	4	12
Non-resident (households)	4	n/a	n/a

Yankton Community Library • March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: Mac 'n Cheese		1 Story Time 10:30 am & 6 pm	2 Stay & Play 10:30 am	3 Story Time 10:30 am LEGO Club 3:45 pm	4	5
6	7	8 Story Time 10:30 am & 6 pm TAB 7-7:45pm	9 Stay & Play 10:30 a.m. Movie: Raya and the Last Dragon, 3:45pm Library Board Meeting, 5:30 pm	10 Story Time 10:30 am Winter Wizard Party 5:30-7:30pm	11	12
13	14 Library Foundation Meeting 5:30pm	15 Story Time 10:30 am & 6 pm	16 Stay & Play 10:30 am	17 Story Time: 10:30 am Seed Library: 2:00 pm STEAM: 3:45 pm Seed Library: 6:30 pm	18	19 Oscars Movie Weekend
20 Oscars Movie Weekend	21 Friends of the Library Meeting 4 pm	22 Story Time 10:30 am & 6 pm	23 Stay & Play 10:30 am Teen Program: Decorate a Squishie 3:45 pm	24 Story Time, 10:30 am Craft: Fly Catching Frog 3:45 pm Adult Craft: Soap Making 6 pm	25	26 Oscars Movie Weekend
27 Oscars Movie Weekend	28	29 Story Time 10:30 am & 6 pm	30 Stay & Play 10:30 am Tiny Art Workshop 6 p.m.	31 STEAM: Miss Judi Move- ment & Dance 3:45 pm Friends of YCL Book Sale Members Only 4 p.m.-8 p.m.	Yankton Community Library: 515 Walnut http://library.cityofyankton.org 605-668-5275 library@cityofyankton.org Spring Hours Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1-5p	

Yankton Community Library • April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Spring Hours Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1-5p			April is National Poetry Month!	Food for Fines: Tuna or Hamburger Helper	1 Friends of YCL Book Sale 9:00 am—5:00 pm	2 Friends of YCL Book Sale 9:00 am—5:00 pm
3 Friends of YCL Book Sale 1:00 pm—5:00 pm	4 National Library Week	5 Story Time 10:30 a.m. & 6 p.m. TAB 7-7:45pm	6 Stay & Play 10:30 a.m. 3:45 pm Teen Activity	7 Story Time 10:30 a.m. LEGO Club 3:45 pm	8	9
10 Bingo for a Book 2-4 p.m.	11	12 Story Time 10:30 a.m. & 6 p.m.	13 Stay & Play 10:30 a.m. Library Board Meeting, 5:30 pm	14 Story Time 10:30 a.m. Movie: Encanto (PG, 1h 39m) 3:45pm	15	16
17 Easter Library Closed	18 Friends of the Library Meeting 4 p.m.	19 Story Time 10:30 a.m. & 6 p.m.	20 Stay & Play 10:30 a.m. 3:45 pm Teen Program: Paint a Record Adult Craft: Cricut Tutorial 6pm	21 Story Time: 10:30 am Seed Library: 2:00 pm STEAM: 3:45 pm Seed Library: 6:30 pm	22	23
24	25	26 Story Time 10:30 a.m. & 6 p.m.	27 Stay & Play 10:30 a.m.	28 Story Time 10:30 a.m. Craft: 3:45pm	29	30

Interlibrary Loan Policy

The Library will make available its collection to other libraries in the state as well as out-of-state libraries for interlibrary loan. Restrictions may be placed on some items because of local popularity, determined reference material, or because the item is rare, extremely valuable or not easily replaceable. The Library will only interlibrary loan movies and music if the lending library is on the South Dakota courier service.

If items on interlibrary loan are lost/damaged, the requesting library is billed for the replacement value of the material plus a \$5.00 processing fee. Fines for overdue ILL materials are assessed using the same rate schedule as our regular library collection. They are as follows:

Fines/Fees Chart

Adult/children's magazines (2 day grace period)	\$0.10
All books (2 day grace period)	\$0.10
DVDs (No grace period)	\$1.00

All ILLs are free to patrons. However, if a patron orders ILL material and fails to pick it up upon notification by the library, a \$5.00 per item fee will be assessed the patron. At the time of first notification when items are received by the library, patrons will be apprised of the fee. This fee must be paid before other materials can be checked out or more ILLs placed.

The Yankton Community Library observes the South Dakota ILL Code as well as ALA's National ILL Code, and U.S. Copyright Laws pertaining to photocopying/ILL.

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