

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, February 8, 2023 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**AGENDA**

**Call to order**

**Additions to the agenda**

**Approval of January 11, 2023 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- **Patron Behavior Policy**

**New Business**

- **Unattended Child Policy**

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of February 8, 2023**

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

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, January 11, 2023 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**AGENDA**

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

**Additions to the agenda:** None

**Approval of December 14, 2022 minutes:** Huff made a motion to approve the December 14, 2022 minutes. Tielke seconded the motion. Unanimous approval.

**Public Comment Period:** None

**Discussion of bills/Accept Financial Report:** Huff made a motion to accept the financial report. Tielke seconded the motion. Unanimous approval.

**Communications and correspondence:** Schmidt shared a note of thanks from Delores Nelson, long term library volunteer who retired. Schmidt noted that Delores will be greatly missed.

**Director's Report:** In addition to the written report, Schmidt reported a generous donation from Walgreens of items that will be used for prizes and that the library now has a bottle filler feature on the drinking fountain. She also noted that staff are working on a quarterly newsletter. She highlighted a recent and an upcoming partnership with the Mead Cultural Education Center. The Mead hosted the YCL Lego Club during December and will bring a butter making program to the library in February.

**Old Business**

- **Photography and Video Policy:** Motion to approve by Tielke with a second by Otterman. Unanimous approval.

**New Business**

- **Behavior Policy:** Schmidt shared a first draft of potential changes to the Behavior Policy. Discussion led to the consideration of the current Unattended Children Policy. Schmidt and staff will do research and bring further information to the next meeting.

**Other Business:** Schmidt invited board members to attend the Staff Training Day on January 16. Speakers will include Brittany Orr, City of Yankton Human Resources Coordinator, Police Chief Jason Foote, Amy Leon, Yankton City Manager and Jesse Bailey, Director of Pathways Shelter for the Homeless. Hours will count toward the accreditation requirements.

**Public Comment Period:** None

**Adjourn the meeting of January 11, 2023:** Motion by Huff at 6:30 with a second by Otterman. 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	342.35	RENTALS & XEROX SUPPLIES	101.142.212	1.31.23	023664	P 025 00001
CENGAGE LEARNING INC/GAL BOOKS	89.57	BOOKS	101.142.340	1.31.23	023681	P 025 00002
CITY UTILITIES						
WTR-WW CHARGES	25.20	WATER SERVICE	101.142.274		002793	P 023 00001
WTR-WW CHARGES	49.06	WATER SERVICE	101.142.274		002793	P 023 00002
WTR-WW CHARGES	27.20	SEWER SERVICE	101.142.275		002793	P 023 00003
WTR-WW CHARGES	17.53	SEWER SERVICE	101.142.275		002793	P 023 00004
	118.99	*VENDOR TOTAL				
ECOWATER SYSTEMS OF YANK RENT	108.00	REP. & MAINT. - EQUIPMEN	101.142.221	70137	023661	P 025 00003
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	1.24.23	023663	P 025 00004
MIDAMERICAN ENERGY FUEL	1,285.62	FUEL-HEATING	101.142.273	1.31.23	002794	P 023 00005
NORTHWESTERN ENERGY ELECTRICITY	1,061.32	ELECTRICITY	101.142.272	1.31.23	002795	P 023 00006
	4,205.85	.....				
GENERAL FUND	4,205.85	*****				

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	.....					
VALLILLO/CHRISTOPHER MUSICAL PERFORMANCE	300.00	RECREATION SUPPLIES	701.701.242	1.24.23	023669 P	025 00005
	300.00	.....				
LIBRARY TRUST	300.00	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,505.85					

RECORDS PRINTED - 000011

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,205.85
701	LIBRARY TRUST	300.00
TOTAL ALL FUNDS		4,505.85

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,505.85
TOTAL ALL BANKS		4,505.85

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

DATE ..... APPROVED BY .....  
.....  
.....

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
AMAZON.COM GT4AG88R3 A @FY@ DVD	12.96	AV - CAPITAL	101.142.342	Dobrovolny		026 00393
AMZN MKTP US AF5AR5QE3 BOOK	9.95	BOOKS	101.142.340	Dobrovolny		026 00141
AMZN MKTP US AV7RO6233 POSTAGE	7.45	POSTAGE	101.142.231	Dobrovolny		026 00084
PROGRAM SUPPLIES	22.95	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00085
	30.40	*VENDOR TOTAL				
AMZN MKTP US A07N81W53 PROGRAM SUPPLIES	17.95	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00115
AMZN MKTP US B67P57VT3 OFFICE SUPPLIES	130.05	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00328
PROGRAM SUPPLIES	13.85	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00329
BOOKS	25.98	BOOKS	101.142.340	Dobrovolny		026 00330
DVD'S	65.90	AV - CAPITAL	101.142.342	Dobrovolny		026 00331
	235.78	*VENDOR TOTAL				
AMZN MKTP US DY0ZM0HM3 @FY@ BOOK	11.45	BOOKS	101.142.340	Dobrovolny		026 00424
AMZN MKTP US ES01392C3 OFFICE SUPPLIES	14.79	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00143
BOOKS	71.34	BOOKS	101.142.340	Dobrovolny		026 00144
DVD	14.96	AV - CAPITAL	101.142.342	Dobrovolny		026 00145
	101.09	*VENDOR TOTAL				
AMZN MKTP US J62VI66B3 @FY@ OFFICE SUPPLIES	38.70	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00409
AMZN MKTP US P88SI7B83 JANITORIAL SUPPLIES	142.24	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		026 00060
PROGRAM SUPPLIES	16.78	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00061
BOOKS	104.64	BOOKS	101.142.340	Dobrovolny		026 00062
DVD'S	34.45	AV - CAPITAL	101.142.342	Dobrovolny		026 00063
	298.11	*VENDOR TOTAL				
AMZN MKTP US R63AV1083 DVD'S	46.36	AV - CAPITAL	101.142.342	Dobrovolny		026 00304
AMZN MKTP US S181G9333 PROGRAM SUPPLIES	32.17	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00199

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 WH6K16R63 OFFICE SUPPLIES	146.79	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00414
AMZN MKTP US WJ1T87BJ3 PROGRAM SUPPLIES	10.47	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00247
AMZN MKTP US XL6TS42O3 @FY@ PROGRAM SUPPLIES	16.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00397
AMZN MKTP US 1Y6367483 PROGRAM SUPPLIES	13.80	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00232
AMZN MKTP US 2Q7SC4Y83 OFFICE SUPPLIES	16.53	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00346
AMZN MKTP US 4N4XH8A23 BOOK	15.87	BOOKS	101.142.340	Dobrovolny		026 00341
AMZN MKTP US 471A71ZZ3 @FY@ PROGRAM SUPPLIES	146.50	BOOKS	101.142.340	Dobrovolny		026 00458
AMZN MKTP US 564WZ8NW3 @FY@ DVD	11.90	AV - CAPITAL	101.142.342	Dobrovolny		026 00374
BAKER-TAYLOR @FY@ BOOKS	11,074.50	BOOKS	101.142.340	Schmidt		026 00291
@FY@ POSTAGE	95.24	POSTAGE	101.142.231	Schmidt		026 00292
	11,169.74	*VENDOR TOTAL				
BLUEPEAK @FY@ PHONE	91.58	TELEPHONE	101.142.271	Yardley		026 00035
@FY@ PHONE	45.06	TELEPHONE	101.142.271	Yardley		026 00386
PHONE	40.68	TELEPHONE	101.142.271	Yardley		026 00468
	177.32	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	145.02	BOOKS	101.142.340	Schmidt		026 00112
@FY@ LARGE PRINT BOOKS	95.88	BOOKS	101.142.340	Schmidt		026 00412
	240.90	*VENDOR TOTAL				
ECHO ELECTRIC SUPPLY - LED FLAT PANEL	285.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		026 00013
FARM AND HOME PUBLISHE @FY@ BOOKS	165.00	BOOKS	101.142.340	Schmidt		026 00351



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
FINDAWAY @FY@ WONDERBOOKS	795.95	AV - CAPITAL	101.142.342	Schmidt		026 00411
GAN 1150DESMOINEREGCIR @FY@ NEWSPAPER SUBSCRIPT	670.02	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		026 00326
HY-VEE YANKTON 1899 @FY@ PROGRAM SUPPLIES	65.00	PROGRAM SUPPLIES	101.142.242	Schmidt		026 00408
IN ZOOBEAN, INC @FY@ BEANSTACK SUBSCRIPT	795.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		026 00246
MENARDS YANKTON SD PARTS	11.98	REP. & MAINT. - BUILDING	101.142.223	Homstad		026 00180
MICROFILM IMAGING SYST @FY@ PROFESSIONAL SERV	297.50	PROFESSIONAL SERVICES	101.142.202	Schmidt		026 00204
NORFOLK DAILY NEWS @FY@ NEWSPAPER SUBSCRIPT	293.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		026 00402
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		026 00350
OVERDRIVE DIST E-BOOKS	499.17	E-BOOKS	101.142.209	Schmidt		026 00047
EBOOKS	1,002.08	E-BOOKS	101.142.209	Schmidt		026 00249
YEARLY CONSORTIUM FEE	3,000.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		026 00285
@FY@ EBOOKS	5,041.61	E-BOOKS	101.142.209	Schmidt		026 00399
@FY@ EBOOKS	8.24	E-BOOKS	101.142.209	Schmidt		026 00413
@FY@ EBOOKS	1,519.93	E-BOOKS	101.142.209	Schmidt		026 00423
	11,071.03	*VENDOR TOTAL				
QUILL CORPORATION OFFICE SUPPLIES	9.08	OFFICE SUPPLIES	101.142.232	Schmidt		026 00018
OFFICE SUPPLIES	16.52	OFFICE SUPPLIES	101.142.232	Schmidt		026 00056
PROGRAM SUPPLIES	118.07	PROGRAM SUPPLIES	101.142.242	Schmidt		026 00057
PROGRAM SUPPLIES	8.91	PROGRAM SUPPLIES	101.142.242	Schmidt		026 00058
PROGRAM SUPPLIES	13.78	PROGRAM SUPPLIES	101.142.242	Schmidt		026 00072
	166.36	*VENDOR TOTAL				
SWANK MOTION PICTURES MOVIE LICENSE	482.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		026 00316

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	.....					
WAL-MART #1483						
PROGRAM SUPPLIES	19.93	PROGRAM SUPPLIES	101.142.242	Dobrovolny		026 00024
OFFICE SUPPLIES	53.16	OFFICE SUPPLIES	101.142.232	Dobrovolny		026 00025
PROGRAM SUPPLIES	17.66	PROGRAM SUPPLIES	101.142.242	Schmidt		026 00240
	90.75	*VENDOR TOTAL				
	28,083.32	.....				

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 GI9ON7473 @FY@ PROGRAM SUPPLIES	91.26	RECREATION SUPPLIES	701.701.242	Dobrovolny		026 00438
AMZN MKTP US KX8YC6Y43 PROGRAM SUPPLIES	35.06	RECREATION SUPPLIES	701.701.242	Dobrovolny		026 00352
AMZN MKTP US L450M7433 @FY@ PROGRAM SUPPLIES	7.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		026 00394
AMZN MKTP US 2Q7SC4Y83 PROGRAM SUPPLIES	9.41	RECREATION SUPPLIES	701.701.242	Dobrovolny		026 00347
BIG RIVER BURRITO COMP STAFF APPRECIATION	289.20	RECREATION SUPPLIES	701.701.242	Schmidt		026 00152
DOLLAR TREE, INC. ADULT CRAFT	30.00	RECREATION SUPPLIES	701.701.242	Schmidt		026 00073
LAKESHORE LEARNING MAT PROGRAM SUPPLIES-FRIENDS	86.98	RECREATION SUPPLIES	701.701.242	Schmidt		026 00096
WAL-MART #1483 STAFF APPRECIATION	10.44	RECREATION SUPPLIES	701.701.242	Schmidt		026 00241
	560.33	.....				
LIBRARY TRUST	560.33	*****				

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

DATE ..... APPROVED BY .....

.....

.....

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	0.00	15,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	0.00	15,000.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	770.00	770.00	7,730.00 9
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00 0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	0.00	10.00 0
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	69.01	69.01	130.99 34 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	68.00	68.00	1,432.00 4
3456 PC PRINTING	6,000.00	6,000.00	626.50	626.50	5,373.50 10 -
3490 SALE OF MATERIALS	100.00	100.00	1.88	1.88	98.12 1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.00	0.00	2,000.00 0
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,535.39	1,535.39	17,274.61 8
FINES					
3510 COURT FINES	1,600.00	1,600.00	0.00	0.00	1,600.00 0
3511 PARKING FINES	2,500.00	2,500.00	275.00	275.00	2,225.00 11 -
3520 LIBRARY FINES	500.00	500.00	56.00	56.00	444.00 11 -
TOTAL: FINES	4,600.00	4,600.00	331.00	331.00	4,269.00 7
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	36,770.28	36,770.28	3,229.72 91 -----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	14,610.00	14,610.00	10,610.00- 365 -----]]]]
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	6,626.46	6,626.46	3,626.46- 220 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	97.91	97.91	1,402.09 6
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	58,104.65	58,104.65	395.35 99 -----
TOTAL: GENERAL FUND	96,910.00	96,910.00	59,971.04	59,971.04	36,938.96 73 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	114.41	114.41	114.41-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,580.00	1,580.00	1,580.00-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,694.41	1,694.41	1,694.41-	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	16,619.28	16,619.28	412,757.72 3
102	TEMPORARY WAGES	40,000.00	0.00	1,305.78	1,305.78	38,694.22 3
103	OVERTIME WAGES	350.00	0.00	24.31	24.31	325.69 6
111	OASI	35,934.00	0.00	1,328.05	1,328.05	34,605.95 3
121	RETIREMENT	25,784.00	0.00	998.62	998.62	24,785.38 3
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	4,489.74	97,000.26 4
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	104.47	104.47	949.53 9
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	24,870.25	24,870.25	612,194.75 3
	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	0.00	0.00	9,900.00 0
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	1,200.00	14,800.00 7
209	E-BOOKS	29,500.00	0.00	0.00	0.00	29,500.00 0
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	0.00	4,500.00 0
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	0.00	0.00	4,000.00 0
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,500.00	0.00	0.00	0.00	3,500.00 0
232	OFFICE SUPPLIES	8,500.00	0.00	75.80	75.80	8,424.20 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	0.00	0.00	9,500.00 0
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00 0
242	PROGRAM SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00 0
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	60.50	60.50	2,239.50 2
272	ELECTRICITY	20,000.00	0.00	0.00	0.00	20,000.00 0
273	FUEL-HEATING	6,000.00	0.00	0.00	0.00	6,000.00 0
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00 0
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00 0
276	LANDFILL	500.00	0.00	40.00	40.00	460.00 8
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	1,376.30	1,376.30	147,956.70 0
	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	0.00	0.00	53,000.00	0
342 AV - CAPITAL	10,000.00	0.00	0.00	0.00	10,000.00	0
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	0.00	0.00	265,400.00	0
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	1,051,798.00	0.00	26,246.55	26,246.55	1,025,551.45	2
TOTAL: GENERAL FUND	1,051,798.00	0.00	26,246.55	26,246.55	1,025,551.45	2

	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	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0



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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	
-----					
ASSETS					
-----					
CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	30,846.73	1,352.93	1,352.93	32,199.66
	TOTAL CURRENT ASSETS:	30,846.73	1,352.93	1,352.93	32,199.66
	TOTAL ASSETS:	30,846.73	1,352.93	1,352.93	32,199.66
LIABILITIES AND FUND BALANCE					
-----					
CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	227.07CR	227.07	227.07	0.00
	TOTAL CURRENT LIABILITIES:	227.07CR	227.07	227.07	0.00
	TOTAL LIABILITIES:	227.07CR	227.07	227.07	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900					
	REVENUE CONTROL	15,537.67CR	1,580.00CR	1,580.00CR	17,117.67CR
701.2910					
	EXPENDITURE CONTROL	14,717.44	0.00	0.00	14,717.44
	TOTAL FUND BALANCE:	30,619.66CR	1,580.00CR	1,580.00CR	32,199.66CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	1,352.93CR	1,352.93CR	32,199.66CR
	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	429,377.00		0.00	16,619.28	16,619.28	412,757.72	3	
J-010623-012	PAYROLL JANUARY 6, 2023				15,659.03	LIBRARY-REG WAGES		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				16,783.31	LIBRARY-REG WAGES		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 8				15,823.06-	LABOR DIST-2022 WAGES			A
102	TEMPORARY WAGES	40,000.00		0.00	1,305.78	1,305.78	38,694.22	3	
J-010623-012	PAYROLL JANUARY 6, 2023				956.98	LIBRARY-TEMP WAGES		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				1,515.78	LIBRARY-TEMP WAGES		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 8				1,166.98-	LABOR DIST-2022 WAGES			A
103	OVERTIME WAGES	350.00		0.00	24.31	24.31	325.69	6	
J-010623-012	PAYROLL JANUARY 6, 2023				7.70	LIBRARY OVERTIME		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				24.31	LIBRARY OVERTIME		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 8				7.70-	LABOR DIST-2022 WAGES			A
111	OASI	35,934.00		0.00	1,328.05	1,328.05	34,605.95	3	
J-010623-012	PAYROLL JANUARY 6, 2023				1,226.70	LIBRARY-OASI		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				1,356.66	LIBRARY-OASI		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 9				1,255.31-	BENEFIT DIST-2022 TAXES			A
121	RETIREMENT	25,784.00		0.00	998.62	998.62	24,785.38	3	
J-010623-012	PAYROLL JANUARY 6, 2023				940.01	LIBRARY-RETIREMENT		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				1,008.46	LIBRARY-RETIREMENT		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 9				949.85-	BENEFIT DIST-2022 TAXES			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	4,489.74	97,000.26	4	
J-010623-012	PAYROLL JANUARY 6, 2023				2,244.87	LIBRARY-GROUP INS		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				2,244.87	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00		0.00	104.47	104.47	949.53	9	
J-010623-012	PAYROLL JANUARY 6, 2023				94.80	LIBRARY-UNEMP INS		P	A
J-012023-013	PAYROLL JANUARY 20, 2023				104.47	LIBRARY-UNEMP INS		P	A
J-013123-009	JANUARY JOURNAL ENTRIES JE 9				94.80-	BENEFIT DIST-2022 TAXES			A
TOTAL: PERSONNEL SERVICES		637,065.00		0.00	24,870.25	24,870.25	612,194.75	3	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00		0.00	0.00	0.00	13,433.00	0	

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES	9,900.00	0.00	0.00	0.00	9,900.00	0	
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	1,200.00	14,800.00	7	
D-010923-962	05937 J & H CARE & CLEANING CO	067931	12.30.22	1,200.00	JANITORIAL SUPPLIES	023654	P N	A
209	E-BOOKS	29,500.00	0.00	0.00	0.00	29,500.00	0	
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	0.00	4,500.00	0	
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	0.00	0.00	4,000.00	0	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,500.00	0.00	0.00	0.00	3,500.00	0	
232	OFFICE SUPPLIES	8,500.00	0.00	75.80	75.80	8,424.20	0	
J-013123-009	JANUARY JOURNAL ENTRIES	JE 6		75.80	LIBRARY COPY PAPER CHGS			A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0	
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0	
242	PROGRAM SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0	
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	60.50	60.50	2,239.50	2	
J-010623-012	PAYROLL JANUARY 6, 2023			60.50	LIBRARY-TELEPHONE		P	A
272	ELECTRICITY	20,000.00	0.00	0.00	0.00	20,000.00	0	
273	FUEL-HEATING	6,000.00	0.00	0.00	0.00	6,000.00	0	
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0	
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0	
276	LANDFILL	500.00	0.00	40.00	40.00	460.00	8	
J-013123-009	JANUARY JOURNAL ENTRIES	JE 12		40.00	DUMPSTER CHARGES-JAN 23			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	1,376.30	1,376.30	147,956.70	0	
301	CAPITAL OUTLAY CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00	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 CAPITAL OUTLAY							
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0	
340	BOOKS	53,000.00	0.00	0.00	0.00	53,000.00	0	
342	AV - CAPITAL	10,000.00	0.00	0.00	0.00	10,000.00	0	
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	0.00	0.00	265,400.00	0	
	OTHER EXPENDITURES							
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	COMMUNITY LIBRARY	1,051,798.00	0.00	26,246.55	26,246.55	1,025,551.45	2	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	26,246.55	26,246.55	1,025,551.45	2	

## Director's Report- January 2023

**Hygge at the Library:** The library is offering the chance to experience some hygge again this winter. Hygge (pronounced hoo-guh) is the Danish word meaning a cozy quality that makes a person feel content. At the library, we provide comfortable seating, puzzles, board games and a space to craft. In January, there was the addition of relaxing live piano music by Lea Ann Schramm. On February 26, the library's hygge experience will include the added bonus of a chance to snuggle with some cats from the Heartland Humane Society. We are grateful for the partnerships to make these events extra special!

**Celebrating 50 years at 515 Walnut:** The library will be hosting a celebration on Friday, February 10 from 2-4 pm. The Yankton Community Library has been at its current location for 50 years! We are taking this opportunity to celebrate all the great things that the library does and reflect on the history and changes over the last 50 years. We hope to gather many people from the community including Commissioners, City Leaders and library supporters, including previous staff, Board members and Friends. There will be a presentation at 2pm with a reception and tours of the library to follow. We hope you can join us!

**Library Foundation:** The Library Foundation has some fundraising opportunities during the month of February. Throughout the month of February, individuals have the opportunity to give the Foundation a High \$5. Donations of \$5 or more will be accepted at the front desk on behalf of the Foundation. A couple of Foundation members hosted the First Friday Coffee on Friday, February 3 and had a chance to visit with library users about the Foundation's mission. Additionally, the Foundation will be represented at the 50<sup>th</sup> celebration on February 10 as they help serve refreshments and sell t-shirts.

**Graphic Novels/Magazines:** We have rearranged some shelving in our adult area of the library. The free-standing shelf that held some of our magazines was moved near our other graphic novels to help make more space in that section. All of the magazines have been condensed to one shelf. We have also decided to keep all of our back issues on these shelves to increase access and, also hopefully, checkouts on our magazines. The children's DVDs have been added to rows with the adult DVDs, with the children's DVDs at nearest the desk for some visibility by the staff. We have also begun to remove the security cases from the children's DVDs to create more space on these shelves.

**Door Counters:** We have our door counters working again at both entrances. The number of individuals in the library each month will now be recorded on the monthly stats.

**Next Meeting:** The next regularly scheduled Board of Trustees meeting will be on Wednesday, March 8 at 5:30pm. We will be meeting in the Library Meeting Room with the additional option to attend virtually.

## JANUARY 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids
Lego Club	1/5/2023	3:45 PM	9
Electro Magnet Bot	1/12/2023	3:45 PM	17
Snow Day Movie	1/19/2023	3:45 PM	1
Snow Slime	1/26/2023	3:45 PM	24
<b>Total:</b>			<b>51</b>
Storytime	Date	Time	Kids
Duck Storytime	1/9/2023	6:30 PM	10
	1/10/2023	10:00 AM	8
	1/12/2023	10:00 AM	0
Nothing Day Storytime	1/17/2023	10:00 AM	5
	<del>1/19/2023</del>	<del>10:00 AM</del>	<del>NA</del>
Chinese New Year Storytime	1/23/2023	6:30 PM	7
	1/24/2023	10:00 AM	3
	1/26/2023	10:00 AM	6
Dance and Movement Storytime with Miss Judi	1/30/2023	6:30 PM	6
	1/31/2023	10:00 AM	8
<b>Total:</b>			<b>53</b>
	Date	Time	Kids
<b>Stay and Play</b>	1/4/2023	9:00 AM	8
	1/10/2023	6:30 PM	2
	1/11/2023	9:00 AM	5
	1/17/2023	6:30 PM	0
	1/18/2023	9:00 AM	9
	1/24/2023	6:30 PM	0
	1/25/2023	9:00 AM	8
	1/31/2023	6:30 PM	0
<b>Total:</b>			<b>32</b>

<b>Teen Events</b>	<b>Date</b>	<b>Time</b>	<b>Teens</b>
TAB Meeting	1/11/2023	4:00 PM	2
Bridge/Tower Building	1/25/2023	3:45 PM	2
		<b>Total:</b>	<b>4</b>
<b>Adult Programs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>
Google Drive	1/4/2023	6:00 PM	3
Adult Craft Embroidery	1/25/23	6:00 PM	11
Hygge	1/30/23	2:00 PM	17
		<b>Total:</b>	<b>31</b>
<b>Video Views for Previous Month</b>	<b>Date</b>	<b>Video Views</b>	
Google Drive	1/4	8	
Publish Tips	12/7	3	
		<b>11</b>	
<b>Book Clubs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>
Readers Anonymous	Jan-10	2:00 PM	8
Between The Lines	Jan-24	4:30 PM	4
		<b>Total:</b>	<b>12</b>
<b>Misc. Events</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>
Homeschool Craft	1/6/2023	10:00 AM	40
		<b>Total:</b>	<b>40</b>

**JANUARY 2023 USAGE & CIRCULATION STATISTICS**

Total Circulation Statistics*				Public Computer Use			
	2023	2022	2021		2023	2022	2021
Adult	6,733	7,228	5,101	Uses	490	598	94
Juvenile	3,842	3,692	3,043	Hours	305	291	39
<b>Total</b>	<b>10,575</b>	<b>10,920</b>	<b>8,144</b>				
*Includes physical collection, ILL, and eBooks				WiFi Usage			
Physical Collection Circulation				Meeting Room Use			
	2023	2022	2021		2023	2022	2021
Adult	4448	4,802	3,026	Sessions	456	489	681
Juvenile	3337	3,621	2,992	Total Session Hours	546	661	980
<b>Total</b>	<b>7,785</b>	<b>8,423</b>	<b>6,018</b>	Unique Users	183	155	124
Interlibrary Loan				Study Room Use			
	2023	2022	2021		2023	2022	2021
Requested	104	113	84	Uses	21	9	0
Supplied	30	27	13	Hours	36.5	21	0
<b>Total</b>	<b>134</b>	<b>140</b>	<b>97</b>				
Electronic Resources				Notary			
	2023	2022	2021		2023	2022	2021
OverDrive Adult	2151	2,286	1,978	Requests	n/a	7	2
OverDrive Juvenile	298	NA	NA				
TumbleBooks	207	71	51				
<b>Total</b>	<b>2,656</b>	<b>2,357</b>	<b>2,029</b>				
Adult Outreach				Proctor			
	2023	2022	2021		2023	2022	2021
Locations	9	7	5	Tests	1	0	0
Patrons	44	33	9				
Circulations	169	136	67				
Daycare Outreach				Genealogy Requests			
	2023	2022	2021		2023	2022	2021
Locations	4	4	4	Patrons	1	3	1
Patrons	46	47	80	Hours	0.5	2.25	1.5
Circulations	140	72	80				
Current Cards				Teacher Requests			
	2023	2022	2021		2023	2022	2021
Resident	3705	3,176	4,112	Patrons	3	0	2
Non-Resident	202	182	221				
Mount Marty	12	7	38				
Teacher	38	35	53				
Yankton County	781	724	936				
<b>Total</b>	<b>4,738</b>	<b>4,124</b>	<b>5,360</b>				
New Cards				Courier			
	2023	2022	2021		2023	2022	2021
Resident Adult	33	53	NA	Total Incoming	117	153	98
Resident Youth (<18)	1	4	NA	Total Outgoing	148	135	77
County	8	14	28	<b>Total</b>	<b>265</b>	<b>288</b>	<b>175</b>
County (Households)	5	12	25				
Non-resident	1	3	11				
Non-resident (households)	1	3	11				
<b>Total New Cards</b>	<b>43</b>	<b>74</b>	<b>39</b>				
<b>Total New Households</b>	<b>6</b>	<b>15</b>	<b>36</b>				
30 Day Trial Cards				Collection			
	2023	2022	2021		2023	2022	2021
In-Town New	6	11	7	Items Added	482	459	427
County -New	0	4	1	Items Deleted	1069*	808*	1228**
County-Renewal	0	1	7				
Nonresident-New	0	0	0				
Nonresident-Renewal	0	0	1				
Online Signup	5	NA	NA				
<b>Total</b>	<b>11</b>	<b>16</b>	<b>16</b>				
Curbside Pick-Ups				Food For Fines			
	2023	2022	2021		2023	2022	2021
	7	39	635		31	107	26
Book a Librarian				Door counters:			
	2023	2022	2021	East Entrance:			
Time (minutes)	160	NA	NA	South entrance:			
Number of Sessions	7	NA	NA		1,843	6,787	



# Yankton Community Library • February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Give the Library a HIGH \$5!</b>                      Donate \$5 (or more) this month to the Library Foundation and receive a free book from Friends of the Library and have your name displayed on the windows.</p>			1 Stay & Play 9—11am	2 Ms. Judi Storytime 10 am LEGO Club 3:45pm	3 Last day to log Winter Reading minutes. 1 <sup>st</sup> Friday Coffee w/ Library Foundation 9am—12pm	4
5	6 Spanish Bilingual Storytime 6:30pm	7 Storytime 10am Stay & Play 6:30pm	8 Stay & Play 9—11am TAB Meeting 4pm	9 Storytime 10am K-5 Craft 3:45pm Butter Making with the Mead	10 50 <sup>th</sup> Birthday Party 2-4pm	11 Crafternoon 2-4pm Last Day to pick up Winter Reading prizes.
12	13 Storytime 6:30pm	14 Storytime 10 am Seed Library 2pm & 6pm Stay & Play 6:30pm	15 Stay & Play 9—11am Teen Craft 3:45pm Adult Craft 6pm	16 Storytime 10am Movie 3:45pm	17 Teen After Hours 5:30-8:30pm	18
19	20 Presidents' Day Library Closed	21 Scan for Keeps 1pm Storytime 10am Stay & Play 6:30pm	22 Stay & Play 9—11am	23 Storytime 10am K-5 STEAM 3:45pm	24	25
26 Hygge 2—4pm	27 Storytime 6:30pm	28 Storytime 10am Stay & Play 6:30pm	 <b>YANKTON COMMUNITY LIBRARY</b> <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275		<a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> <u>Fall/Winter Hours:</u> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p	<p><b>Food for Fines: Soap</b></p>

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

# Yankton Community Library • March 2023

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

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

## **Rules of Conduct Patron Behavior Policy**

**Yankton Community Library (YCL)** ~~The YCL~~ strives to maintain a safe, **inviting, comfortable, clean** ~~encouraging, non-threatening~~ environment for all **library users** ~~patrons~~. ~~All public nuisance laws, nonsmoking facility and public intoxication, and criminal activities as per South Dakota Codified Law will be strictly enforced by local law enforcement officers.~~ **The Rules of Conduct are** ~~This policy is enforced on all YCL property, inclusive of the interior facilities, grounds and parking lot. All library users patrons are expected to behave in a civil, respectful manner to staff, peers, and other library users. patrons.~~

**Conduct not allowed on library property:** ~~Reasons for asking patrons to leave the premises include, but are not limited to the following:~~

1. **Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.**
2. ~~Verbal abuse, including profanity, bullying, hate language, and name calling~~
3. ~~Harassment or intimidation by words, gestures, body language or any type of menacing behavior~~
4. ~~Physical abuse of other library users patrons or staff~~
5. **Inappropriate use** ~~Physical abuse of grounds, furniture or equipment~~
6. ~~Carrying firearms and dangerous weapons of any type, unless authorized by law \*Ask Ross for appropriate wording per Chief Foote.~~
7. ~~Illegal activities~~
8. ~~No proper attire shirt and shoes are required.~~ **7. Being in the Library without shoes or a shirt, or being otherwise attired to be disruptive to the Library environment.**
9. ~~Offensive body odor~~
10. ~~Excessive loudness, or extreme outbursts~~ **or disruptive noises.**
11. ~~Not actively supervising children in your care~~ **(refer to the Unattended Child Policy)**
12. ~~Abuse of library rules/policies or general loitering~~
13. **Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).** ~~Skateboarding~~
14. **Smoking, chewing and other tobacco or nicotine product use** ~~inside facility or in entrances including vaping and e-cigarettes~~
15. ~~Public intoxication~~ **Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.**
16. ~~Lying down or sleeping~~
17. ~~Blocking aisles, exits, or entrances~~
18. ~~Leaving possessions unattended~~
19. **Bringing pets or animals, other than service animals necessary for disabilities, or involved in preapproved library programming, into the Library. Animals in the library must not be disruptive or aggressive.**
20. **Trespassing in non-public areas, being in the Library without permission of an authorized Library employee before or after Library hours.**

~~Based upon the circumstances of each incident, Staff may elect to impose any of the following restrictions upon the offender:~~

- 1 ~~Offender restricted from using a part of the facility/equipment/service for the remainder of current day, with restrictions provided to the offender both verbally and in writing if and~~

- when possible;
- ~~2 Offender directed to leave the library for one (1) week, both verbally and in writing if and when possible;~~
  - ~~3 Offender escorted out of library by local law enforcement with no admission for one (1) month, both verbally and in writing if and when possible~~
  - ~~4 Offender banned for amount of time determined by director, City Manager, and City Attorney;~~
  - ~~5 Extreme incident: Offender removed by police with no further admittance to library until further action is decided by Director, City Manager, City Attorney, and/or police. Options may include permanent ban from Library.~~

### **Food and Beverages**

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

### **Cell phones and personal devices**

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

Library staff has the authority and responsibility to enforce ~~these rules this policy~~ as they see fit. Enforcement of these rules will be conducted in a fair and reasonable manner. Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. ~~Repeated violations of these Rules of Conduct may result in a notice of "no trespass" will be issued in cases of criminal offense.~~ to ensure the safety and enjoyment of all guests. ~~Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. If patrons are asked to leave the library, documentation shall be given to the Library Director and City manager. Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action form at the conclusion of each incident. Staff should never use physical force or abusive words in patron confrontations.~~

**Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may be subject to prosecution. If a patron feels that they were wrongly banned from computer or library privileges, they may request to be added to the agenda of the next regularly scheduled Library Board meeting. There they may present a letter explaining why they feel the decision was wrong and asking the Board to ~~appeal~~ reverse the ban. The Board will then decide on whether or not to uphold the ban based on a majority vote of the quorum.**

## **Unattended Children Policy**

The Yankton Community Library encourages visits by children, and wants their visits to be memorable and enjoyable.

“Unattended” means that the parent or responsible person is not in close proximity to the child. Parents are responsible for their children’s behavior in the library. Library staff cannot and will not assume responsibility for the care of unsupervised children.

It is the policy of the library that all children under six years old must be in the company of a parent or responsible person who is twelve years of age or older while in the library.

If a child is left unattended in the Library, the staff will attempt to locate their parent/care provider. If a parent/care provider is in the Library, they will be informed of the Library’s policy concerning unattended children.

If a parent/care provider is not found in the Library, staff will attempt to locate the parent using library card registration. A parent, when contacted, will be informed of the Library’s policy concerning unattended children.

Fifteen minutes before closing time, Library staff will remind young people to contact a parent/responsible person for a ride home. For the safety of the child, the staff will not leave a child outside to wait on a ride.

If a parent/responsible person cannot be reached or does not arrive within fifteen minutes past closing time, the police may be called to escort the child home or keep the child until parents can be reached. The Library staff is not permitted to give an unattended child a ride home.

## Unattended Child Policy

The Yankton Community Library welcomes children of all ages to use materials and services. The library staff:

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

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

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

### **Closing Time:**

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