

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, May 10, 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 April 12, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- Collection Development Policy
- Meeting Room Policy

New Business

- Request for library closure for training (May 26) and Summer Reading Finale (July 31 @ 5pm)

Other Business:

Public Comment Period

Adjourn the meeting of May 10, 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, April 12, 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 City Commissioner Jerry Webber, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Yankton County Commissioner Ryan Heine was absent.

Approval of March 8, 2023 minutes: Tielke made a motion to approve the March 8, 2023 minutes with a second by Webber. Unanimous approval.

Public Comment Period: no comments

Discussion of Bills/Accept Financial Report: Schmidt noted that bids are in progress for roof replacement. Webber made a motion to accept the financial report with a second by Otterman. Unanimous approval.

Communications and correspondence: Schmidt commented that the staff had received several Easter treats and notes of appreciation.

Director's Report: In addition to the written report, Schmidt invited board members to submit input on the 2024 budget as work will begin in May. She also highlighted two new offerings. YCL will begin lending bins from the Toy Lending Library in Sioux Falls. There is no cost to YCL. Bins which are organized by age and theme will be exchanged approximately monthly. YCL has also partnered with Parks and Recreation to offer passes to the Summit Activities Center and Huether Family Aquatics Center. The goal is for both of these to be available for cardholders in May.

Old Business

- State Library Annual Report – Schmidt submitted the 2022 report which is used to help the State Library fulfill requirements for federal funding. She noted that in comparing statistics for the 2022 and 2021 we were closed for the first half of 2021 due to COVID. During 2022 we offered 302 programs with 7440 attendees.

New Business

- Collection Development Policy – Schmidt will note board, staff, and attorney suggested updates and bring revision to next meeting for approval.
- Meeting Room Policy - Schmidt will note board, staff, and attorney suggested updates and bring revision to next meeting for approval.

Other Business: Schmidt invited those present to tour the garage area for a preview of the Friends book sale preparations

Public Comment Period: no comments

Adjourn the meeting of April 12, 2023: Motion by Koerner with a second by Huff to adjourn the meeting at 6:05 pm.

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		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	33,590.70	134,186.71	295,190.29	31	---	
J-041423-163	PAYROLL APRIL 14, 2023			16,795.35	LIBRARY-REG WAGES		P		A
J-042823-164	PAYROLL APRIL 28, 2023			16,795.35	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	40,000.00	0.00	2,558.59	10,952.25	29,047.75	27	--	
J-041423-163	PAYROLL APRIL 14, 2023			1,332.57	LIBRARY-TEMP WAGES		P		A
J-042823-164	PAYROLL APRIL 28, 2023			1,226.02	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	17.47	182.07	167.93	52	-----	
J-041423-163	PAYROLL APRIL 14, 2023			17.47	LIBRARY OVERTIME		P		A
111	OASI	35,934.00	0.00	2,691.98	10,817.01	25,116.99	30	---	
J-041423-163	PAYROLL APRIL 14, 2023			1,343.08	LIBRARY-OASI		P		A
J-042823-164	PAYROLL APRIL 28, 2023			1,348.90	LIBRARY-OASI		P		A
121	RETIREMENT	25,784.00	0.00	2,016.49	8,062.11	17,721.89	31	---	
J-041423-163	PAYROLL APRIL 14, 2023			1,008.77	LIBRARY-RETIREMENT		P		A
J-042823-164	PAYROLL APRIL 28, 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	17,958.96	83,531.04	17	-	
J-041423-163	PAYROLL APRIL 14, 2023			2,244.87	LIBRARY-GROUP INS		P		A
J-042823-164	PAYROLL APRIL 28, 2023			2,244.87	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	112.45	680.68	373.32	64	-----	
J-041423-163	PAYROLL APRIL 14, 2023			61.59	LIBRARY-UNEMP INS		P		A
J-042823-164	PAYROLL APRIL 28, 2023			50.86	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	45,477.42	182,839.79	454,225.21	28	--	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00	0.00	11,312.08	11,312.08	2,120.92	84	-----	
D-041023-128	05569 SD PUBLIC ASSURANCE ALLI 068253 3.23.23			11,312.08	ANNUAL PROP/LIAB INSUR	022638	P	-	A
202	PROFESSIONAL SERVICES	9,900.00	0.00	3,488.00	8,556.00	1,344.00	86	-----	
M-040523-139	.13881 BOOK SYSTEMS INC 202303 Schmidt			3,195.00	ATRIUM FEE		-		A
M-040523-139	.14274 OLSONS PEST TECHNICIAN 202303 Schmidt			93.00	PEST CONTROL		-		A
J-042823-164	PAYROLL APRIL 28, 2023			200.00			P		A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	4,800.00	11,200.00	30	---	
D-041023-117	05937 J & H CARE & CLEANING CO 068219 101288			1,200.00	JANITORIAL SERVICES	023676	P	-	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
209	E-BOOKS	29,500.00	0.00	1,499.72	4,530.46	24,969.54	15	-	
M-040523-139	.13843 OVERDRIVE DIST	202303 Schmidt		717.68	E-BOOKS		-		A
M-040523-139	.13843 OVERDRIVE DIST	202303 Schmidt		782.04	E-BOOKS		-		A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0		
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	345.89	1,043.54	3,456.46	23	--	
D-041023-117	03445 A & B BUSINESS EQUIPMENT	068185 1031072		345.89	COPIER LEASE	023673 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	380.00	1,206.42	2,793.58	30	---	
M-040523-139	.12003 ECHO ELECTRIC SUPPLY	202303 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	427.92	740.36	2,759.64	21	--	
M-040523-139	.17942 PB LEASING	202303 Schmidt		122.00	POSTAGE		-		A
M-040523-139	.19037 PITNEY BOWES	202303 Schmidt		200.00	POSTAGE		-		A
M-040523-139	.18971 WALMART.COM 8009666546	202303 Schmidt		24.95	POSTAGE		-		A
M-040523-139	.12708 PITNEY BOWES PI	202303 Schmidt		80.97	POSTAGE		-		A
232	OFFICE SUPPLIES	8,500.00	0.00	543.99	1,677.36	6,822.64	19	-	
M-040523-139	.17169 1 OFFICE SOLUTION	202303 Schmidt		45.38	OFFICE SUPPLIES		-		A
M-040523-139	.19273 AMZN MKTP US H741P0G20	202303 Dobrovolny		22.77	OFFICE SUPPLIES		-		A
M-040523-139	.19284 AMZN MKTP US HC9ZF0860	202303 Dobrovolny		161.80	BOOK TAPE		-		A
M-040523-139	.13094 THE LIBRARY STORE	202303 Dobrovolny		111.10	OFFICE SUPPLIES		-		A
M-040523-139	.19320 AMZN MKTP US HD7KV6790	202303 Dobrovolny		28.68	OFFICE SUPPLIES		-		A
J-043023-182	APRIL JOURNAL ENTRIES	JE 67		174.26	LIBRARY PAPGER CHARGES		-		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	277.89	511.40	2,488.60	17	-	
M-040523-139	.19258 AMAZON.COM HYLIM1J00	202303 Dobrovolny		10.56	JANITORIAL SUPPLIES		-		A
M-040523-139	.12434 WAL-MART #1483	202303 Dobrovolny		46.76	JANITORIAL SUPPLIES		-		A
M-040523-139	.19298 AMZN MKTP US H59K10EF2	202303 Dobrovolny		16.99	JANITORIAL SUPPLIES		-		A
M-040523-139	.19303 AMZN MKTP US H52BP6T92	202303 Dobrovolny		203.58	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	126.09	921.94	4,078.06	18	-	
M-040523-139	.16450 HY-VEE YANKTON 1899	202303 Schmidt		7.38	PROGRAM SUPPLIES		-		A
M-040523-139	.19273 AMZN MKTP US H741P0G20	202303 Dobrovolny		20.99	PROGRAM SUPPLIES		-		A
M-040523-139	.19275 AMZN MKTP US H77R753Q0	202303 Dobrovolny		8.99	PROGRAM SUPPLIES		-		A
M-040523-139	.12434 WAL-MART #1483	202303 Dobrovolny		52.82	PROGRAM SUPPLIES		-		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-040523-139	.19318 AMZN MKTP US HD0VG0YN0	202303	Dobrovolny	35.91	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	149.00	149.00	1,351.00	9	
M-040523-139	.16167 SKILLPATH / NATIONAL	202303	Schmidt	9.69	TAX REFUND		-	A
M-040523-139	.16167 SKILLPATH / NATIONAL	202303	Schmidt	158.69	ONLINE TRAINING		-	A
271	TELEPHONE	2,300.00	0.00	148.38	441.25	1,858.75	19	-
M-040523-139	.18669 BLUEPEAK	202303	Yardley	87.88	PHONE		-	A
J-041423-163	PAYROLL APRIL 14, 2023			60.50	LIBRARY-TELEPHONE		P	A
272	ELECTRICITY	20,000.00	0.00	1,141.38	3,354.94	16,645.06	16	-
M-043023-116	00455 NORTHWESTERN ENERGY	202316		1,141.38	ELECTRICITY	002795	P	-
273	FUEL-HEATING	6,000.00	0.00	1,046.05	3,470.99	2,529.01	57	-----
M-043023-116	00303 MIDAMERICAN ENERGY	202316		1,046.05	FUEL	002794	P	-
274	WATER SERVICE	3,500.00	0.00	74.26	148.52	3,351.48	4	
M-043023-116	00109 CITY UTILITIES	202316	3.27.23	74.26	WTR-WW CHARGES	002793	P	-
275	SEWER SERVICE	1,200.00	0.00	44.73	89.46	1,110.54	7	
M-043023-116	00109 CITY UTILITIES	202316	3.27.23	44.73	WTR-WW CHARGES	002793	P	-
276	LANDFILL	500.00	0.00	32.00	136.00	364.00	27	--
J-043023-182	APRIL JOURNAL ENTRIES	JE 69		32.00	DUMPSTER CHARGES-APRIL			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	22,237.38	43,197.72	106,135.28	28	--
	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	1,540.96	5,987.98	47,012.02	11	-
M-040523-139	.19258 AMAZON.COM HY1IM1J00	202303	Dobrovolny	70.73	BOOKS		-	A
M-040523-139	.11785 CENTER POINT LARGE PRI	202303	Schmidt	140.82	LARGE PRINT BOOKS		-	A
M-040523-139	.19273 AMZN MKTP US H741P0G20	202303	Dobrovolny	105.26	BOOKS		-	A
M-040523-139	.19312 ABDO PUBLISHING INC	202303	Schmidt	1,096.70	BOOKS		-	A
M-040523-139	.19318 AMZN MKTP US HD0VG0YN0	202303	Dobrovolny	102.63	BOOKS		-	A

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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-040523-139	.19319 AMZN MKTP US HD64A3EH2	202303	Dobrovolny	14.86	BOOK		-		A
M-040523-139	.19320 AMZN MKTP US HD7KV6790	202303	Dobrovolny	9.96	BOOK		-		A
342	AV - CAPITAL	10,000.00	0.00	664.32	1,850.98	8,149.02	18	-	
M-040523-139	.19258 AMAZON.COM HY1IM1J00	202303	Dobrovolny	34.48	DVD'S		-		A
M-040523-139	.19273 AMZN MKTP US H741P0G20	202303	Dobrovolny	53.44	DVD'S		-		A
M-040523-139	.19277 AMZN MKTP US HC6K15V92	202303	Dobrovolny	78.93	DVD'S		-		A
M-040523-139	.19278 AMAZON.COM HC5DG9931	202303	Dobrovolny	49.55	DVD		-		A
M-040523-139	.15692 AMZN MKTP US	202303	Dobrovolny	21.37	DVD REFUND		-		A
M-040523-139	.19288 AMAZON.COM HG7F045M0	202303	Dobrovolny	17.95	DVD		-		A
M-040523-139	.19303 AMZN MKTP US H52BP6T92	202303	Dobrovolny	218.65	DVD		-		A
M-040523-139	.19306 AMZN MKTP US HD3VS4WG1	202303	Dobrovolny	17.99	DVD		-		A
M-040523-139	.19307 AMAZON.COM H52M34X60	202303	Dobrovolny	19.95	DVD		-		A
M-040523-139	.19318 AMZN MKTP US HD0VG0YNO	202303	Dobrovolny	35.79	DVD'S		-		A
D-041023-117	04785 MIDWEST TAPE	068231	981-208-582	158.96	AV	023667	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	2,205.28	7,838.96	257,561.04	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	69,920.08	233,876.47	817,921.53	22	--	
TOTAL: GENERAL FUND		1,051,798.00	0.00	69,920.08	233,876.47	817,921.53	22	--	

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	385.30	RENTALS & XEROX SUPPLIES	101.142.212	IN1040337	023680	P 185 00001
CITY UTILITIES						
WTR-WW CHARGES	80.56	WATER SERVICE	101.142.274		002793	P 187 00001
WTR-WW CHARGES	51.53	SEWER SERVICE	101.142.275		002793	P 187 00002
	132.09	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICE	1,200.00	CONTRACTED SERVICES	101.142.204	101351	023677	P 185 00002
MIDAMERICAN ENERGY FUEL	524.20	FUEL-HEATING	101.142.273	537698979	002794	P 187 00003
MIDWEST TAPE AV	512.87	AV - CAPITAL	101.142.342	421 637 073	023678	P 185 00003
NORTHWESTERN ENERGY ELECTRIC	1,117.96	ELECTRICITY	101.142.272		002795	P 187 00004
YANKTON BOWL AFTER HOURS EVENT	223.50	PROGRAM SUPPLIES	101.142.242	361748	023675	P 185 00006
YANKTON FIRE & SAFETY CO FIRE EXTINGUISHER INSPECTION	70.25	PROFESSIONAL SERVICES	101.142.202	28133	023679	P 185 00005
	4,166.17				
GENERAL FUND	4,166.17	*****				

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					
ABSOLUTE SCIENCE SUMMER PROGRAM	425.00	RECREATION SUPPLIES	701.701.242	5/2/2023	023682	P 185 00007
REAL REPTILES LLC SUMMER PROGRAM	300.00	RECREATION SUPPLIES	701.701.242	00151	023683	P 185 00008
	725.00				
LIBRARY TRUST	725.00	*****				

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:	4,891.17					

RECORDS PRINTED - 000011

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,166.17
701	LIBRARY TRUST	725.00
TOTAL ALL FUNDS		4,891.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,891.17
TOTAL ALL BANKS		4,891.17

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 HV0QE2UT0 DVD	18.99	AV - CAPITAL	101.142.342	Dobrovolny		188 00112
AMZN MKTP US HF47U52L0 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		188 00025
BOOK	11.68	BOOKS	101.142.340	Dobrovolny		188 00026
	15.67	*VENDOR TOTAL				
AMZN MKTP US HJ12N51Q1 DVD	18.11	AV - CAPITAL	101.142.342	Dobrovolny		188 00260
AMZN MKTP US HV0DA0ER0 OFFICE SUPPLIES	39.60	OFFICE SUPPLIES	101.142.232	Dobrovolny		188 00193
PROGRAM SUPPLIES	119.88	PROGRAM SUPPLIES	101.142.242	Dobrovolny		188 00194
BOOKS	138.44	BOOKS	101.142.340	Dobrovolny		188 00195
DVD'S	105.33	AV - CAPITAL	101.142.342	Dobrovolny		188 00196
	403.25	*VENDOR TOTAL				
AMZN MKTP US HV97C2TB2 PROGRAM SUPPLIES	7.85	PROGRAM SUPPLIES	101.142.242	Dobrovolny		188 00152
AMZN MKTP US HY0PA50I2 JANITORIAL SUPPLIES	68.90	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		188 00399
BOOKS	30.17	BOOKS	101.142.340	Dobrovolny		188 00400
	99.07	*VENDOR TOTAL				
AMZN MKTP US HY7IJ6VO1 BOOKS	49.75	BOOKS	101.142.340	Dobrovolny		188 00442
AMZN MKTP US HY9YZ5CF2 JANITORIAL SUPPLIES	81.75	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		188 00505
BAKER-TAYLOR BOOKS	3,386.96	BOOKS	101.142.340	Schmidt		188 00173
POSTAGE	32.12	POSTAGE	101.142.231	Schmidt		188 00174
BOOKS	2,633.34	BOOKS	101.142.340	Schmidt		188 00486
POSTAGE	24.87	POSTAGE	101.142.231	Schmidt		188 00487
	6,077.29	*VENDOR TOTAL				
BLUEPEAK PHONE	120.79	TELEPHONE	101.142.271	Yardley		188 00455
ECHO ELECTRIC SUPPLY LED PANEL	149.44	REP. & MAINT. - BUILDING	101.142.223	Mastalir		188 00268
LED PANEL	570.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		188 00515
	719.44	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
MENARDS YANKTON SD						
FLOOR CLEANER	5.52	REP. & MAINT. - BUILDING	101.142.223	Mastalir		188 00231
LOCKS	9.98	REP. & MAINT. - BUILDING	101.142.223	Mastalir		188 00354
OFFICE SUPPLIES	47.85	OFFICE SUPPLIES	101.142.232	Schmidt		188 00480
	63.35	*VENDOR TOTAL				
MIDAMERICA BOOKS						
BOOKS	1,506.66	BOOKS	101.142.340	Schmidt		188 00330
SHIPPING FEE	150.67	POSTAGE	101.142.231	Schmidt		188 00331
BOOKS	227.50	BOOKS	101.142.340	Schmidt		188 00342
	1,884.83	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		188 00276
OTC BRANDS INC						
OFFICE SUPPLIES	23.16	OFFICE SUPPLIES	101.142.232	Schmidt		188 00406
OVERDRIVE DIST						
EBOOK	19.99	E-BOOKS	101.142.209	Schmidt		188 00097
EBOOKS	423.85	E-BOOKS	101.142.209	Schmidt		188 00157
EBOOKS	1,078.66	E-BOOKS	101.142.209	Schmidt		188 00333
EBOOK	55.00	E-BOOKS	101.142.209	Schmidt		188 00530
EBOOK	38.36	E-BOOKS	101.142.209	Schmidt		188 00534
	1,615.86	*VENDOR TOTAL				
PITNEY BOWES						
POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		188 00095
PITNEY BOWES PBP						
POSTAGE	0.32CR	POSTAGE	101.142.231	Schmidt		188 00380
PLAYAWAY PRODUCTS LLC						
WONDERBOOKS	66.49	AV - CAPITAL	101.142.342	Schmidt		188 00027
WONDERBOOKS	745.61	AV - CAPITAL	101.142.342	Schmidt		188 00329
	812.10	*VENDOR TOTAL				
TUMBLEBOOKS						
DATABASE SUBSCRIPTION	699.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		188 00321
WAL-MART #1483						
PROGRAM SUPPLIES	13.44	PROGRAM SUPPLIES	101.142.242	Schmidt		188 00061
PROGRAM SUPPLIES	50.78	PROGRAM SUPPLIES	101.142.242	Schmidt		188 00122
	64.22	*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					
WM SUPERCENTER #1483						
PROGRAM SUPPLIES	30.20	PROGRAM SUPPLIES	101.142.242	Schmidt		188 00058
OFFICE SUPPLIES	63.88	OFFICE SUPPLIES	101.142.232	Schmidt		188 00490
PROGRAM SUPPLIES	68.50	PROGRAM SUPPLIES	101.142.242	Schmidt		188 00491
	162.58	*VENDOR TOTAL				
	13,229.74				

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 HF10M8NN1 SUMMER PROGRAM SUPPLIES	100.43	RECREATION SUPPLIES	701.701.242	Dobrovolny		188 00083
AMZN MKTP US HV0DA0ERO PROGRAM SUPPLIES	21.79	RECREATION SUPPLIES	701.701.242	Dobrovolny		188 00197
AMZN MKTP US HV7YY1SF1 SUMMER PROGRAM SUPPLIES	24.73	RECREATION SUPPLIES	701.701.242	Dobrovolny		188 00101
AMZN MKTP US HY0PA50I2 PROGRAM SUPPLIES	29.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		188 00401
CKE BRO BRGR BAR YANKT STAFF APPRECIATION-NLW	96.72	RECREATION SUPPLIES	701.701.242	Schmidt		188 00014
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	100.50	RECREATION SUPPLIES	701.701.242	Schmidt		188 00076
MENARDS YANKTON SD SUMMER READING PROGRAM	59.82	RECREATION SUPPLIES	701.701.242	Schmidt		188 00150
OTC BRANDS INC ADULT CRAFT	43.34	RECREATION SUPPLIES	701.701.242	Schmidt		188 00405
WM SUPERCENTER #1483 SUMMER READING PROGRAM	40.60	RECREATION SUPPLIES	701.701.242	Schmidt		188 00492
	517.91				
LIBRARY TRUST	517.91	*****				

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

DATE APPROVED BY

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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	710.00	3,505.00	4,995.00	41	----
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	33.75	142.20	57.80	71	-----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	48.00	245.50	1,254.50	16	-
3456 PC PRINTING	6,000.00	6,000.00	527.25	2,165.90	3,834.10	36	---
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	98.12	1	
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	1,237.75	2,599.75	599.75-	129	-----]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,556.75	8,660.23	10,149.77	46	----
FINES							
3510 COURT FINES	1,600.00	1,600.00	292.68	442.83	1,157.17	27	--
3511 PARKING FINES	2,500.00	2,500.00	208.76	1,208.76	1,291.24	48	----
3520 LIBRARY FINES	500.00	500.00	78.00	275.75	224.25	55	-----
TOTAL: FINES	4,600.00	4,600.00	579.44	1,927.34	2,672.66	41	----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	33,813.19	105,066.45	65,066.45-	262	-----]]]]
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	847.26	18,061.87	14,061.87-	451	-----]]]]
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	28,884.29	25,884.29-	962	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	62.73	427.75	1,072.25	28	--
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	34,723.18	152,440.36	93,940.36-	260	-----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	37,859.37	163,027.93	66,117.93-	199	-----]]]]

	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	131.67	444.53	444.53-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	5,294.16	8,501.58	8,501.58-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	5,425.83	8,946.11	8,946.11-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONNEL SERVICES					
101	REGULAR WAGES	429,377.00	0.00	33,590.70	134,186.71	295,190.29 31 ---
102	TEMPORARY WAGES	40,000.00	0.00	2,558.59	10,952.25	29,047.75 27 --
103	OVERTIME WAGES	350.00	0.00	17.47	182.07	167.93 52 -----
111	OASI	35,934.00	0.00	2,691.98	10,817.01	25,116.99 30 ---
121	RETIREMENT	25,784.00	0.00	2,016.49	8,062.11	17,721.89 31 ---
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	17,958.96	83,531.04 17 -
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	112.45	680.68	373.32 64 -----
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	45,477.42	182,839.79	454,225.21 28 --
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	13,433.00	0.00	11,312.08	11,312.08	2,120.92 84 -----
202	PROFESSIONAL SERVICES	9,900.00	0.00	3,488.00	8,556.00	1,344.00 86 -----
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	4,800.00	11,200.00 30 ---
209	E-BOOKS	29,500.00	0.00	1,499.72	4,530.46	24,969.54 15 -
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	345.89	1,043.54	3,456.46 23 --
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	380.00	1,206.42	2,793.58 30 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,500.00	0.00	427.92	740.36	2,759.64 21 --
232	OFFICE SUPPLIES	8,500.00	0.00	543.99	1,677.36	6,822.64 19 -
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	277.89	511.40	2,488.60 17 -
242	PROGRAM SUPPLIES	5,000.00	0.00	126.09	921.94	4,078.06 18 -
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	149.00	149.00	1,351.00 9
271	TELEPHONE	2,300.00	0.00	148.38	441.25	1,858.75 19 -
272	ELECTRICITY	20,000.00	0.00	1,141.38	3,354.94	16,645.06 16 -
273	FUEL-HEATING	6,000.00	0.00	1,046.05	3,470.99	2,529.01 57 -----
274	WATER SERVICE	3,500.00	0.00	74.26	148.52	3,351.48 4
275	SEWER SERVICE	1,200.00	0.00	44.73	89.46	1,110.54 7
276	LANDFILL	500.00	0.00	32.00	136.00	364.00 27 --
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	22,237.38	43,197.72	106,135.28 28 --
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00 0
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00 0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH APR 30, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
340 BOOKS	53,000.00	0.00	1,540.96	5,987.98	47,012.02	11 -
342 AV - CAPITAL	10,000.00	0.00	664.32	1,850.98	8,149.02	18 -
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	2,205.28	7,838.96	257,561.04	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	69,920.08	233,876.47	817,921.53	22 --
TOTAL: GENERAL FUND	1,051,798.00	0.00	69,920.08	233,876.47	817,921.53	22 --

	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	727.21	2,591.81	2,591.81-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	727.21	2,591.81	2,591.81-	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	234.99	234.99	234.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	234.99	234.99	234.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	962.20	2,826.80	2,826.80-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	962.20	2,826.80	2,826.80-	9999 -----]]]]

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

ACCOUNT -----	BEGINNING BALANCE -----	ACTUAL-THIS MONTH -----	ACTUAL-THIS YEAR -----	ENDING BALANCE -----
ASSETS -----				
CURRENT ASSETS:				
701.1012 NOW ACCOUNT - 1ST DAKOTA	30,846.73	4,463.63	5,646.50	36,493.23
TOTAL CURRENT ASSETS:	30,846.73	4,463.63	5,646.50	36,493.23
TOTAL ASSETS:	30,846.73	4,463.63	5,646.50	36,493.23
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	472.81CR	0.00	472.81	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:				
701.2511 FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900 REVENUE CONTROL	15,537.67CR	5,425.83CR	8,946.11CR	24,483.78CR
701.2910 EXPENDITURE CONTROL	14,963.18	962.20	2,826.80	17,789.98
TOTAL FUND BALANCE:	30,373.92CR	4,463.63CR	6,119.31CR	36,493.23CR
TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	4,463.63CR	5,646.50CR	36,493.23CR
TOTAL FUND:	0.00	0.00	0.00	0.00

Director's Report—May 2023

Regional Directors Training: I attended a 5-hour training session in Mitchell on May 2 regarding strategic planning for the library. The library currently has a strategic plan in place which can be found on the website. Over the last several months library staff have been discussing ways in which we are meeting our strategic planning goals as well as options to explore further. Recently, the staff discussed putting out a survey to get feedback from community members about the library and its services. This is a working document. I hope to have more updates on the strategic plan to share with the board soon.

Bookmark design contest: We had over 150 entries for our bookmark design contest. Our friends at Yankton Area Arts took on the tough job of selecting winners from each age category. The winners' names were posted on our Facebook page and their bookmarks will be reproduced and shared throughout the summer at the library.

Family Literacy Night: The library is partnering with Yankton School District to host a Family Literacy Night at the library on Thursday, May 11. There will be several stations for children to participate in activities that will help them with reading skills like fluency, vocabulary and comprehension. Caregivers will also have a chance to hear from reading coaches about simple ways to encourage these skills at home. Participants will have a chance to win some great prizes including season passes to the Huether Family Aquatics Center!

Summer Reading Program: Our Summer Reading Program is gearing up. We will be opening registration on Monday, May 15—with early bird registration available the night of the Family Literacy Event. Participants of all ages are encouraged to register to track reading and activities throughout the summer. The Friends of the Library have sponsored seven performers this summer, most performing on Monday evenings. Our kick-off event will be on Monday, June 5 and will feature carnival games and fun. Throughout June and July there will be activities nearly every day, including performers, craft, STEAM projects, family events, Legos, adult craft nights, Seed Library and lots of fun! Along with encouraging reading, the library offers lots of free activities for the community to enjoy. These experiences, along with being lots of fun, can offer opportunities for learning and socializing. Most importantly, if children have positive experiences in their library, they are more likely to be lifelong library users.

Explore More at the Library: The library is partnering with Yankton Parks & Recreation to offer day passes that will be available for checkout for the Huether Family Aquatics Center and the Summit Activities Center. The library also has passes for the Mead Museum and the State Parks available. These are great opportunities for locals with family in town over the summer, those with large families, or those who may not have the funds to spend on entertainment to enjoy some of the local attractions that Yankton has to offer.

Next Meeting: The library board's next regularly scheduled meeting will be on Wednesday, June 14 at 5:30pm. We will meet in the library's meeting room and there will also be an online option available through GoToMeeting.

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	15 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 Bees, Beekeeping & Honey 6:30 pm Kitchen Swap Drop-off	23 Stay & Play 5:00 pm Kitchen Swap Drop-off	24 Stay & Play 9—11 am Kitchen Swap Drop-off	25 Babysitting Clinic 10am-3pm Kitchen Swap Drop-off	26 Babysitting Clinic 10am-3pm Kitchen Swap Drop-off	27 <i>Kitchen Swap Drop-off</i>
28 Library Closed Summer Hours Begin	29 Memorial Day Library Closed	30 5-7:30 pm Kids Art Fest @ Riverside Park Kitchen Swap Drop-off	31 Stay & Play 9—11 am Kitchen Swap Drop-off	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

Yankton Community Library • June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
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		Food for Fines: Cereal	1 Start logging your reading!	2 1st Friday Coffee 9am—12pm Kitchen Swap Shop 9am—5 pm	3 Kitchen Swap Shop 9am— 1pm 1-5pm All items Free!!
4 Library Closed	5 Kickoff Event 4-6 pm	6 Storytime 10 am K-5 Craft 2pm	7 Stay & Play 9—11am 2 & 3:30 PM Flash Mob Dance Cemetery Walk 6:30 & 8pm	8 Storytime 10 am LEGO Club 2pm	9 Movie 2 pm	10	
11 Library Closed	12 Real Reptiles 6 pm	13 Storytime 10 am K-5 Craft 2pm Seed Library 2pm & 6pm	14 Stay & Play 9—11 am K-5 Activity 2pm Teen Event 3:30pm Library Board	15 Storytime 10 am LEGO Club 2pm	16 Board Games & Wii 2 pm	17	
18 Library Closed	19 Sarah Campbell: Survivor Extraordinaire 12pm Absolute Science 6 pm	20 Storytime 10 am K-5 Craft 2pm Adult Craft 6pm	21 Stay & Play 9—11 am K-5 Activity 2pm Teen Event 3:30pm	22 Storytime 10 am LEGO Club 2pm	23 Movie 2 pm	24	
25 Library Closed	26 The Noise Guy 6 pm	27 Storytime 10 am K-5 Craft 2pm	28 Stay & Play 9—11 am K-5 Activity 2pm Teen Event 3:30pm	29 Storytime 10 am LEGO Club 2pm	30 Board Games & Wii 2 pm	1.	

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

APRIL 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	6,583	6,729	5,376
Juvenile	4,020	3,668	2,810
Total	10,603	10,397	8,186

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2021
Adult	4253	4,705	3,434
Juvenile	3711	3,647	2,769
Total	7,964	8,352	6,203

Interlibrary Loan			
	2023	2022	2021
Requested	87	146	53
Supplied	23	26	23
Total	110	172	76

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2220	1,852	1,866
OverDrive Juvenile	267	283	NA
TumbleBooks	42	21	41
Total	2,529	2,156	1,907

Adult Outreach			
	2023	2022	2021
Locations	10	6	4
Patrons	47	33	9
Circulations	168	122	68

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

Current Cards			
	2023	2022	2021
Resident	3726	3,192	4,161
Non-Resident	88	180	224
Mount Marty	18	9	36
Teacher	45	35	54
Yankton County	808	705	528
Total	4,685	4,121	5,003

New Cards			
	2023	2022	2021
Resident Adult	40	30	17
Resident Youth (<18)	9	7	2
County	12	8	26
County (Households)	12	5	18
Non-resident	8	0	6
Non-resident (households)	8	0	4
Total New Cards	69	45	51
Total New Households	20	5	22

30 Day Trial Cards			
	2023	2022	2021
In-Town New	1	3	3
County -New	0	2	0
County-Renewal	0	1	1
Nonresident-New	2	0	0
Nonresident-Renewal	2	0	0
Online Signup	0	NA	NA
Total	5	6	4

Public Computer Use			
	2023	2022	2021
Uses	462	638	195
Hours	292	314	79

WiFi Usage			
	2023	2022	2021
Sessions	653	439	734
Total Session Hours	817	760	1,030
Unique Users	232	161	146

Meeting Room Use			
	2023	2022	2021
Library Uses	35	22	1
Library Hours	79	37	1.5
Non-Library Uses	22	24	3
Non-Library Hours	55	61	3

Study Room Use			
	2023	2022	2021
Uses	18	15	21
Hours	29	22	15

Notary			
	2023	2022	2021
Requests	0	4	3

Proctor			
	2023	2022	2021
Tests	8	3	4

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

Teacher Requests			
	2023	2022	2021
Patrons	2	2	1

Courier			
	2023	2022	2021
Total Incoming	172	157	94
Total Outgoing	197	168	121
Total	369	325	215

Collection			
	2023	2022	2021
Items Added	422	577	503
Items Deleted	173	457	568

Curbside Pick-Ups			
	2023	2022	2021
	5	23	498

Food For Fines			
	2023	2022	2021
	84	55	38

Book a Librarian			
	2023	2022	2021
Time (minutes)	175	NA	NA
Number of Sessions	5	NA	NA

Door Counts	
East entry	3,106
South entry	6,810
Total	9,916

APRIL 2023 USAGE & CIRCULATION STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	4/6/23	3:45 PM	15	6
Coin Bank Craft	4/13/23	3:45 PM	17	6
Movie-Lyle, Lyle	4/20/23	3:45 PM	6	1
STEAM-Circuit Cards	4/27/23	3:45 PM	23	6
Total:			61	19

Storytime	Date	Time	Kids	Adults
Bunny Storytime	4/3/23	6:30 PM	3	3
	4/4/23	10:00 AM	7	3
	4/6/23	10:00 AM	13	5
Poetry Storytime	4/10/23	6:30 PM	0	0
	4/11/23	10:00 AM	5	3
	4/13/23	10:00 AM	4	3
Earth Day Storytime	4/17/23	6:30 PM	1	4
	4/18/23	10:00 AM	13	5
	4/19/23	10:00 AM	5	4
Library Storytime	4/24/23	6:30 PM	0	0
	4/25/23	10:00 AM	7	3
	4/27/23	10:00 AM	6	3
Total:			64	36

Stay and Play	Date	Time	Kids	Adults
Stay and Play	4/4/23	6:00 PM	2	1
	4/5/23	9:00 AM	18	9
	4/11/23	6:00 PM	3	2
	4/12/23	9:00 AM	19	12
	4/18/23	6:00 PM	13	9
	4/19/23	9:00 AM	9	6
	4/25/23	6:00 PM	7	3
	4/26/23	9:00 AM	9	5
Total:			80	47

Teen Events	Date	Time	Kids
TAB	4/5/23	4:00 PM	3
Teen Craft-Summer	4/19/23	3:45 PM	0
Teen After Hours	4/28/23	6:30 PM	19
Total:			3

Adult Programs	Date	Time	Adults	Virtual
Movie: Otto	4/2/2023	2:00 PM	62	
Seed Lib	4/11/2023	2:00 PM	35	2
Seed Lib	4/11	6:00 PM	10	1
Casa Book	4/18	4:00 PM	5	
Casa Book	4/18	6:00 PM	2	
Adult Craft	4/19	6:00 PM	11	
Canvas & Char.	4/28/2023	6:00 PM	20	
Total:			145	3

Video Views for Pro	Date	Video Views
Year of the Spy		11
Casa Part 1		9
Seed Library		31
		51

Book Clubs	Date	Time	Adults
Readers Anonymous	4/11	2:00 PM	9
Between The Lines	4/25	4:30 PM	3
Total:			12

Family Events:	Date	Time	Kids	Adults
Cake Decorating Contest	4/23	1:00 PM	8	10
Cupcake Contest	4/23	3:30	17	8
Egg Scavenger Hunt	4/3		108	
Homeschool Craft	4/21	10:00 AM	22	4
Bookmark Contest	4/24		167	1
Cupcake Decorating	4/25/2023 - 4/28	4:00 PM	32	
Total:			354	23

Collection Development Policy

The Role of the Library in the Community

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

Materials Selection Policy

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

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

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

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

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

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

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

Intellectual Freedom Statements

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

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

How You Can Have a Say

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

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

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

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

Electronic Resources

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

South Dakota and Yankton Area Collections

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

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

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

Withdrawal of Materials

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

~~Criteria for Withdrawal of Nonfiction~~

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

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

Criteria for Withdrawal of Fiction

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

Criteria for Withdrawal of Materials

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

Children Accessing Materials at and the Library

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

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

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

American Library Association

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

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>

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

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

Title _____

Author _____

Type of Material:

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

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

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

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

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

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

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

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

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

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

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

___ Withdraw it from the collection.

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

___ Other (describe): _____

Contact Information:

Your Name _____

Address _____

City/State/Zip Code _____ Phone _____

Organization Represented (if any) _____

Signature _____ Date _____

Meeting Rooms Policy

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

A library card is not required to reserve a meeting room, but reservations must be made by an individual 18 years of age or older. Reservations for the room will be made on a first-come, first-serve basis with at least a three (3) day ~~3 days'~~ notice preferred. The meeting room can be booked up to three months in advance. **The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's 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 following disclaimer should be added to any marketing done by outside groups using one of the library's meeting rooms: (Ross's suggestion here)** **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.** **A copy of this agreement will be offered to users at time of signature and available by request.**

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

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

1. Rooms must be vacated ~~five (5)~~ **ten (10)** minutes before the library regularly closes.
2. Light refreshments may be served but no cooking is allowed.
3. Sponsoring groups are responsible for setting up and returning all equipment and furniture to its proper place and for the deposit of all ~~refuse~~ **trash** in the containers provided.
4. The use of the library's audiovisual equipment is permitted **free of charge**, but must be

scheduled in advance. Library staff can assist with **set up and** questions, but will not operate the equipment during the event.

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

2023

YANKTON COMMUNITY LIBRARY MEETING ROOM USE AGREEMENT

Use Fees

Not-for-profit organizations: No fee.

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

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

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

Name of Organization _____

For-profit

Not-for-profit

Contact Name _____

Contact Phone Number _____

Contact Email Address _____

Organization Address _____

Meeting Purpose/Function _____

MEETING(S)

Date/Time Desired _____

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

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

Approximate Group Size _____

Staff Use Only

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

Equipment needed? Please list: _____

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

Whole Room

Half Room

Research Room

Director's notes _____

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

Indemnification:

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

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

Signature _____ Date _____