

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, July 12, 2023, 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**AGENDA**

**Call to order**

**Additions to the agenda**

**Approval of June 14, 2023 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business: None**

**New Business:**

- **Fax Policy**

**Adjourn Sine Die**

**Call to order**

**Election of officers for 2023-2024 library board of trustees**

- David Koerner-President
- Sue Otterman-Vice President

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of July 12, 2023**

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

## MINUTES OF THE BOARD OF TRUSTEES MEETING

### YANKTON COMMUNITY LIBRARY

Wednesday, June 14, 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. Absent with regrets was Yankton County Commissioner Ryan Heine. Huff left the meeting at 5:40.

**Approval of May 10, 2023 minutes:** Webber made a motion to approve the May 10, 2023 minutes with a second by Koerner. Unanimous approval.

**Public Comment Period:** No comments.

**Discussion of bills/Accept Financial Report:** Schmidt noted the receipt of \$20,000 for the Libraries Transforming Communities: Accessible Small and Rural Communities grant. Community conversations are being planned for August in preparation for work on the project to begin. Roof replacement is anticipated for October. Webber made a motion to approve the financial report with a second by Tielke. Unanimous approval.

**Communications and correspondence:** A note of thanks was received from Southeast CASA for the partnership on the *What Happened To You?* book discussion. Schmidt also noted positive comments received from patrons for the pool pass program and the Kitchen Swap event.

**Director's Report:** In addition to the written report, Schmidt noted an upcoming Summer Reading fundraiser at Ben's Brew Station on June 15.

#### Old Business

- **Staff Training Day-**Schmidt reported on the Mental Health First Aid training attended by staff on Friday, May 26.
- **Collection Development Policy –** Webber made a motion to approve the Collection Development policy with a second by Otterman. Unanimous approval.
- **Meeting Room-** Tielke made a motion to approve the Meeting Room policy with a second by Webber. Unanimous approval.

## **New Business**

- **Foundation update**-Kathy Wibbels and Ann Clough, president and vice president respectively, of the Yankton Community Library Foundation board gave an update about recent Foundation meetings and upcoming tasks for the Foundation.
- **Limitations of Services Policy**-Webber made a motion to approve the Limitations of Services policy with a second by Otterman. Unanimous approval.
- **Board Member transitions**-Schmidt thanked Tielke for her service on the library board for two terms and well as leading as the board president for two years. Schmidt thanked Mechtenberg for agreeing to serve another three-year term on the library board and announced newly appointed board member, Mary Pat Bierle.
  - The board discussed officers for the upcoming 2023-2024 term. The suggested slate of officers included Koerner as president and Otterman as vice president. No action was taken.

**Other Business:** None

**Public Comment Period:** No comments.

**Adjourn the meeting of June 14, 2023:** Tielke made a motion to adjourn the meeting at 6:30 pm with a second by Koerner. Unanimous approval.

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
A & B BUSINESS EQUIPMENT COPIER LEASE	558.19	RENTALS & XEROX SUPPLIES	101.142.212	IN1058205	023688	P 302 00005
CITY UTILITIES UTILITIES	222.47	WATER SERVICE	101.142.274	6.19.23	002642	P 303 00001
UTILITIES	44.73	SEWER SERVICE	101.142.275	6.19.23	002642	P 303 00002
	267.20	*VENDOR TOTAL				
J & H CARE & CLEANING CO CLEANING CONTRACT	1,200.00	CONTRACTED SERVICES	101.142.204	101435B	023687	P 302 00004
MIDAMERICAN ENERGY FUEL	31.89	FUEL-HEATING	101.142.273	539894273	002794	P 303 00004
NORTHWESTERN ENERGY ELECTRICITY	1,586.95	ELECTRICITY	101.142.272	6.29.23	002795	P 303 00003
	3,644.23	.....				
GENERAL FUND	3,644.23	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST	.....					
MEAD CULTURAL EDUCATION SUMMER PROGRAM	625.00	RECREATION SUPPLIES	701.701.242	6.13.23	023695	P 302 00003
YANKTON COMMUNITY LIBRARY FOUNDATION SUMMER PROGRAM	625.00	RECREATION SUPPLIES	701.701.242	6.13.23	023699	P 302 00001
MEMORIAL GIFT	175.00	RECREATION SUPPLIES	701.701.242	6.20.23	023694	P 302 00002
	800.00	*VENDOR TOTAL				
	1,425.00	.....				
LIBRARY TRUST	1,425.00	*****				

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:	5,069.23					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	3,644.23
701	LIBRARY TRUST	1,425.00
TOTAL ALL FUNDS		5,069.23

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	5,069.23
TOTAL ALL BANKS		5,069.23

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	.....					
AMZN MKTP US FO75T9G03 OFFICE SUPPLIES	95.94	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00057
AMZN MKTP US IM3YY7MW3 DVD'S	39.91	AV - CAPITAL	101.142.342	Dobrovolny		317 00238
AMZN MKTP US Q02D38HQ3 BOOK	15.75	BOOKS	101.142.340	Dobrovolny		317 00108
AMZN MKTP US RC4QF9AU3 DVD	23.96	AV - CAPITAL	101.142.342	Dobrovolny		317 00235
AMZN MKTP US S19ES8XX3 JANITORIAL SUPPLIES	59.94	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		317 00257
AMZN MKTP US UD19M2GM3 OFFICE SUPPLIES	29.94	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00030
JANITORIAL SUPPLIES	109.25	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		317 00031
BOOKS	89.67	BOOKS	101.142.340	Dobrovolny		317 00032
DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		317 00033
	248.82	*VENDOR TOTAL				
AMZN MKTP US YB48M25N3 BOOK	5.50	BOOKS	101.142.340	Dobrovolny		317 00244
AMZN MKTP US 320CS3M53 OFFICE SUPPLIES	29.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00103
AMZN MKTP US 340TB5YB3 BOOKS	39.22	BOOKS	101.142.340	Dobrovolny		317 00495
DVD'S	35.45	AV - CAPITAL	101.142.342	Dobrovolny		317 00496
	74.67	*VENDOR TOTAL				
AMZN MKTP US 5I6E09JV3 CHAIR CYLINDER	43.47	REP. & MAINT. - BUILDING	101.142.223	Homstad		317 00021
AMZN MKTP US 8A16R7Z23 OFFICE SUPPLIES	21.95	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00247
JANITORIAL SUPPLIES	157.98	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		317 00248
BOOKS	46.23	BOOKS	101.142.340	Dobrovolny		317 00249
DVD'S	34.92	AV - CAPITAL	101.142.342	Dobrovolny		317 00250
	261.08	*VENDOR TOTAL				
AMZN MKTP US 8M6K493U3 BOOKS	52.96	BOOKS	101.142.340	Dobrovolny		317 00036



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	.....					
BLUEPEAK PHONE	156.06	TELEPHONE	101.142.271	Lockwood		317 00451
CITYOFYANKTON PROGRAMMING	177.50	PROGRAM SUPPLIES	101.142.242	Schmidt		317 00504
ECHO ELECTRIC SUPPLY LED PANEL	570.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		317 00211
LED PANEL	570.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		317 00487
	1,140.00	*VENDOR TOTAL				
GAN 1085ARGUSLEADCIRC NEWSPAPER SUBSCRIPTION	370.76	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		317 00048
HY-VEE YANKTON 1899 OFFICE SUPPLIES	11.27	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00183
HYATT REGENCY CHICAGO TRAVEL EXPENSE	273.52	TRAVEL EXPENSE	101.142.263	Schmidt		317 00012
KOPETSKYS ACE HDWE SOAKER HOSE	43.98	REP. & MAINT. - BUILDING	101.142.223	Mastalir		317 00297
MENARDS YANKTON SD WEED KILLER	36.46	REP. & MAINT. - BUILDING	101.142.223	Mastalir		317 00270
HOSE	58.35	REP. & MAINT. - BUILDING	101.142.223	Mastalir		317 00304
	94.81	*VENDOR TOTAL				
NATIONAL AUDUBON SOCIE MAGAZINE SUBSCRIPTION	30.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		317 00216
OVERDRIVE DIST EBOOKS	721.75	E-BOOKS	101.142.209	Schmidt		317 00231
PITNEY BOWES POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		317 00202
PITNEY BOWES PI OFFICE SUPPLIES	79.48	OFFICE SUPPLIES	101.142.232	Schmidt		317 00063
POSTAGE	80.97	POSTAGE	101.142.231	Schmidt		317 00479
	160.45	*VENDOR TOTAL				
RIVISTAS SUBSCRIPTION MAGAZINE SUBSCRIPTIONS	2,792.38	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		317 00486

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	.....					
SCALEFUSION SOFTWARE	264.00	PROFESSIONAL SERVICES	101.142.202	Yonke		317 00133
STATEMENT FEE ADJ STATEMENT FEE REFUND	3.00CR	PROFESSIONAL SERVICES	101.142.202	Yankton Librar		317 00474
WAL-MART #1483 OFFICE SUPPLIES	3.88	OFFICE SUPPLIES	101.142.232	Dobrovolny		317 00081
DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		317 00282
	23.84	*VENDOR TOTAL				
	7,409.30	.....				

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 IC7Y29H93 EAR BUDS	40.91	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00228
AMZN MKTP US 340TB5YB3 SUMMER READING PROGRAM	33.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00497
AMZN MKTP US 8A16R7Z23 SUMMER PROGRAM SUPPLIES	58.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00251
BOOKS	18.26	BOOKS	701.701.340	Dobrovolny		317 00252
	77.24	*VENDOR TOTAL				
CKE MUDDY MOS COFFEE SUMMER READING PROGRAM	31.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00273
HY-VEE YANKTON 1899 CEMETERY WALK SUPPLIES	11.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00339
STAFF APPRECIATION	16.90	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00390
	28.88	*VENDOR TOTAL				
OTC BRANDS INC KIDS ART FEST	52.73	RECREATION SUPPLIES	701.701.242	Schmidt		317 00503
OVERDRIVE DIST EBOOKS FROM DONATION	198.15	RECREATION SUPPLIES	701.701.242	Schmidt		317 00242
ROYAL SPORT SHOP SUMMER READING PROGRAM	95.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00293
WAL-MART #1483 STAFF APPRECIATION	5.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		317 00080
TEEN EVENT	7.97	RECREATION SUPPLIES	701.701.242	Yankton Librar		317 00309
	13.93	*VENDOR TOTAL				
	571.82	.....				
LIBRARY TRUST	571.82	*****				

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

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

.....

.....

	ADOPTED BUDGET	REVISED 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	7,500.00	7,500.00	7,500.00 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	7,500.00	7,500.00	7,500.00 50 -----
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	945.00	5,225.00	3,275.00 61 -----
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	7.51	167.84	32.16 83 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	69.45	872.95	627.05 58 -----
3456 PC PRINTING	6,000.00	6,000.00	604.55	3,623.50	2,376.50 60 -----
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	0.00	2,694.25	694.25- 134 -----]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,626.51	12,585.42	6,224.58 66 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	478.40	1,356.72	243.28 84 -----
3511 PARKING FINES	2,500.00	2,500.00	733.76	2,151.28	348.72 86 -----
3520 LIBRARY FINES	500.00	500.00	50.00	379.75	120.25 75 -----
TOTAL: FINES	4,600.00	4,600.00	1,262.16	3,887.75	712.25 84 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	38,273.91	177,509.51	137,509.51- 443 -----]]]]
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	11,100.00	1,100.00- 111 -----]
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	324.67	18,578.56	14,578.56- 464 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	5,740.00	35,736.02	32,736.02- 1191 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	110.93	715.19	784.81 47 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	44,449.51	243,639.28	185,139.28- 416 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	54,838.18	267,612.45	170,702.45- 317 -----]]]]

	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	156.78	724.47	724.47-	9999 -----]]]]
3642 ALA GRANT	0.00	0.00	0.00	20,000.00	20,000.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	3,533.50	14,694.33	14,694.33-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	3,690.28	35,418.80	35,418.80-	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	33,590.67	201,368.07	228,008.93	46 ----
102 TEMPORARY WAGES	40,000.00	0.00	3,488.75	17,802.96	22,197.04	44 ----
103 OVERTIME WAGES	350.00	0.00	16.04	499.24	149.24-	142 -----]]]]
111 OASI	35,934.00	0.00	2,747.69	16,324.53	19,609.47	45 ----
121 RETIREMENT	25,784.00	0.00	2,016.41	12,112.03	13,671.97	46 ----
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	18.00-	3,094.00	0
132 GROUP INSURANCE	101,490.00	0.00	4,489.74	27,149.44	74,340.56	26 --
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	19.90	723.14	330.86	68 -----
TOTAL: PERSONNEL SERVICES	637,065.00	0.00	46,369.20	275,961.41	361,103.59	43 ----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84 -----
202 PROFESSIONAL SERVICES	9,900.00	0.00	233.67	9,651.92	248.08	97 -----
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	7,200.00	8,800.00	45 ----
209 E-BOOKS	29,500.00	0.00	2,703.57	8,849.89	20,650.11	29 --
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	371.25	1,800.09	2,699.91	40 ----
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	86.23	2,027.59	1,972.41	50 -----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,500.00	0.00	75.06	1,226.75	2,273.25	35 ---
232 OFFICE SUPPLIES	8,500.00	0.00	458.39	2,571.63	5,928.37	30 ---
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	50.00	50.00	9,450.00	0
236 JANITORIAL SUPPLIES	3,000.00	0.00	175.38	837.43	2,162.57	27 --
242 PROGRAM SUPPLIES	5,000.00	0.00	75.31	1,511.40	3,488.60	30 ---
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	180.00	180.00	820.00	18 -
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	149.00	1,351.00	9
271 TELEPHONE	2,300.00	0.00	216.10	838.64	1,461.36	36 ---
272 ELECTRICITY	20,000.00	0.00	1,315.67	5,788.57	14,211.43	28 --
273 FUEL-HEATING	6,000.00	0.00	203.16	4,198.35	1,801.65	69 -----
274 WATER SERVICE	3,500.00	0.00	74.26	303.34	3,196.66	8
275 SEWER SERVICE	1,200.00	0.00	44.73	185.72	1,014.28	15 -
276 LANDFILL	500.00	0.00	32.00	200.00	300.00	40 ----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	149,333.00	0.00	7,494.78	58,990.40	90,342.60	39 ---
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	2,805.31	16,777.79	36,222.21	31 ---
342 AV - CAPITAL	10,000.00	0.00	512.31	3,830.69	6,169.31	38 ---
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	3,317.62	20,608.48	244,791.52	7
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	1,051,798.00	0.00	57,181.60	355,560.29	696,237.71	33 ---
TOTAL: GENERAL FUND	1,051,798.00	0.00	57,181.60	355,560.29	696,237.71	33 ---

	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	2,242.59	6,327.31	6,327.31-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	2,242.59	6,327.31	6,327.31-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0
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	995.00	1,229.99	1,229.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	995.00	1,229.99	1,229.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	3,237.59	7,557.30	7,557.30-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	3,237.59	7,557.30	7,557.30-	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	452.69	27,388.69	58,235.42
	TOTAL CURRENT ASSETS:	30,846.73	452.69	27,388.69	58,235.42
	TOTAL ASSETS:	30,846.73	452.69	27,388.69	58,235.42
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	3,690.28CR	35,418.80CR	50,956.47CR
701.2910					
	EXPENDITURE CONTROL	14,963.18	3,237.59	7,557.30	22,520.48
	TOTAL FUND BALANCE:	30,373.92CR	452.69CR	27,861.50CR	58,235.42CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	452.69CR	27,388.69CR	58,235.42CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		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 PERSONNEL SERVICES								
101	REGULAR WAGES	429,377.00	0.00	33,590.67	201,368.07	228,008.93	46	----	
J-060923-292	PAYROLL JUNE 9, 2023			16,795.34	LIBRARY-REG WAGES		P		A
J-062323-294	PAYROLL JUNE 23, 2023			16,795.33	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	40,000.00	0.00	3,488.75	17,802.96	22,197.04	44	----	
J-060923-292	PAYROLL JUNE 9, 2023			1,709.50	LIBRARY-TEMP WAGES		P		A
J-062323-294	PAYROLL JUNE 23, 2023			1,779.25	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	16.04	499.24	149.24-	142	-----]	]]]
J-060923-292	PAYROLL JUNE 9, 2023			8.27	LIBRARY OVERTIME		P		A
J-062323-294	PAYROLL JUNE 23, 2023			7.77	LIBRARY OVERTIME		P		A
111	OASI	35,934.00	0.00	2,747.69	16,324.53	19,609.47	45	----	
J-060923-292	PAYROLL JUNE 9, 2023			1,371.18	LIBRARY-OASI		P		A
J-062323-294	PAYROLL JUNE 23, 2023			1,376.51	LIBRARY-OASI		P		A
121	RETIREMENT	25,784.00	0.00	2,016.41	12,112.03	13,671.97	46	----	
J-060923-292	PAYROLL JUNE 9, 2023			1,008.22	LIBRARY-RETIREMENT		P		A
J-062323-294	PAYROLL JUNE 23, 2023			1,008.19	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	18.00-	3,094.00	0		
132	GROUP INSURANCE	101,490.00	0.00	4,489.74	27,149.44	74,340.56	26	--	
J-060923-292	PAYROLL JUNE 9, 2023			2,244.87	LIBRARY-GROUP INS		P		A
J-062323-294	PAYROLL JUNE 23, 2023			2,244.87	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	19.90	723.14	330.86	68	-----	
J-060923-292	PAYROLL JUNE 9, 2023			9.75	LIBRARY-UNEMP INS		P		A
J-062323-294	PAYROLL JUNE 23, 2023			10.15	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	46,369.20	275,961.41	361,103.59	43	----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84	-----	
202	PROFESSIONAL SERVICES	9,900.00	0.00	233.67	9,651.92	248.08	97	-----	
M-060623-243	.17537 STATEMENT FEE	202305	Yankton Librar	3.00	PROFESSIONAL SERVICES		-		A
M-060623-243	.14274 OLSONS PEST TECHNICIAN	202305	Schmidt	93.00	PEST CONTROL		-		A
M-060623-243	.19412 DROPBOX YDJTLZSK3FGB	202305	Schmidt	127.67	PROFESSIONAL SERVICES		-		A
M-060623-243	.13185 SOUTH DAKOTA STATE HIS	202305	Schmidt	10.00	MICRFILM		-		A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	7,200.00	8,800.00	45	----	
D-061223-221	05937 J & H CARE & CLEANING CO 068418 1014156			1,200.00	JANITORIAL SERVICES	023692	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	2,703.57	8,849.89	20,650.11	29	--	
M-060623-243	.13843 OVERDRIVE DIST	202305	Schmidt	999.34	E-BOOKS		-		A
M-060623-243	.13843 OVERDRIVE DIST	202305	Schmidt	65.00	E-BOOKS		-		A
M-060623-243	.13843 OVERDRIVE DIST	202305	Schmidt	519.34	E-BOOKS		-		A
M-060623-243	.13843 OVERDRIVE DIST	202305	Schmidt	299.34	E-BOOKS		-		A
M-060623-243	.13843 OVERDRIVE DIST	202305	Schmidt	820.55	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	371.25	1,800.09	2,699.91	40	----	
D-061223-221	03445 A & B BUSINESS EQUIPMENT	068376	49458	371.25	COPIER LEASE	023693	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	86.23	2,027.59	1,972.41	50	-----	
M-060623-243	.14179 MENARDS YANKTON SD	202305	Mastalir	70.95	LIGHT BULBS		-		A
M-060623-243	.14179 MENARDS YANKTON SD	202305	Mastalir	15.28	GRAVEL, CONCRETE, DRANO		-		A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,500.00	0.00	75.06	1,226.75	2,273.25	35	---	
M-060623-243	.11798 BAKER-TAYLOR	202305	Schmidt	26.47	POSTAGE		-		A
M-060623-243	.18554 VISTAPRINT	202305	Schmidt	17.99	POSTAGE		-		A
M-060623-243	.19387 CHICAGO BOOKS & JOURNA	202305	Schmidt	9.18	POSTAGE		-		A
M-060623-243	.16062 IMAGESTUFF.COM	202305	Schmidt	5.65	POSTAGE		-		A
M-060623-243	.17917 DATA AXLE-CITYDIRECTOR	202305	Schmidt	10.00	POSTAGE		-		A
M-060623-243	.19450 AMZN MKTP US HM9FI7X51	202305	Dobrovolny	5.77	POSTAGE		-		A
232	OFFICE SUPPLIES	8,500.00	0.00	458.39	2,571.63	5,928.37	30	---	
M-060623-243	.19387 CHICAGO BOOKS & JOURNA	202305	Schmidt	40.50	OFFICE SUPPLIES		-		A
M-060623-243	.19391 AMZN MKTP US 429VT5183	202305	Dobrovolny	9.62	OFFICE SUPPLY		-		A
M-060623-243	.19402 AMZN MKTP US 8X0LF9H83	202305	Dobrovolny	23.60	OFFICE SUPPLIES		-		A
M-060623-243	.19444 AMAZON.COM H761Y1LY3 A	202305	Dobrovolny	7.99	OFFICE SUPPLIES		-		A
M-060623-243	.19445 AMAZON.COM WU0ZH9CC3 A	202305	Dobrovolny	91.04	OFFICE SUPPLIES		-		A
M-060623-243	.19450 AMZN MKTP US HM9FI7X51	202305	Dobrovolny	14.25	OFFICE SUPPLIES		-		A
M-060623-243	.17169 1 OFFICE SOLUTION	202305	Schmidt	134.26	OFFICE SUPPLIES		-		A
D-061223-221	01788 MAYER SIGNS	068430	2201B	50.00	SIGNS	023684	P	N	A
J-063023-321	JUNE JOURNAL ENTRIES	JE 105		87.13	COPY PAPER 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	50.00	50.00	9,450.00	0		
M-060623-243	.13031 SOUTH DAKOTA MAGAZINE	202305	Schmidt	50.00	MAGAZINE SUBSCRIPTION		-		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
236	JANITORIAL SUPPLIES	3,000.00	0.00	175.38	837.43	2,162.57	27	--	
M-060623-243	.19402 AMZN MKTP US 8X0LF9H83	202305	Dobrovolny	72.90	JANITORIAL SUPPLIES		-		A
M-060623-243	.19444 AMAZON.COM H761Y1LY3 A	202305	Dobrovolny	22.49	JANITORIAL SUPPLIES		-		A
M-060623-243	.19448 AMZN MKTP US HM49D8PJ2	202305	Dobrovolny	79.99	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	75.31	1,511.40	3,488.60	30	---	
M-060623-243	.14377 KOPETSKYS ACE HDWE	202305	Yankton Librar	75.31	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	180.00	180.00	820.00	18	-	
M-060623-243	.19392 AMERLIBASSOC ECOMMERCE	202305	Schmidt	148.00	ALA MEMBERSHIP DUES		-		A
M-060623-243	.16033 SD LIBRARY ASSOCIATION	202305	Schmidt	32.00	SDLA DUES		-		A
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	149.00	1,351.00	9		
271	TELEPHONE	2,300.00	0.00	216.10	838.64	1,461.36	36	---	
M-060623-243	.18669 BLUEPEAK	202305	Yardley	155.60	PHONE		-		A
J-060923-292	PAYROLL JUNE 9, 2023			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,315.67	5,788.57	14,211.43	28	--	
M-063023-220	00455 NORTHWESTERN ENERGY	202318	5.26.23	1,315.67	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	6,000.00	0.00	203.16	4,198.35	1,801.65	69	-----	
M-063023-220	00303 MIDAMERICAN ENERGY	202318	5.26.23	203.16	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	74.26	303.34	3,196.66	8		
M-063023-220	00109 CITY UTILITIES	202318	5.19.23	74.26	WATER-WW	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	44.73	185.72	1,014.28	15	-	
M-063023-220	00109 CITY UTILITIES	202318	5.19.23	44.73	WATER-WW	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	200.00	300.00	40	----	
J-063023-321	JUNE JOURNAL ENTRIES	JE 116		32.00	DUMPSTER CHARGES-JUNE 23				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	7,494.78	58,990.40	90,342.60	39	---	

CAPITAL OUTLAY

		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 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	2,805.31	16,777.79	36,222.21	31 ---	
M-060623-243	.11798 BAKER-TAYLOR	202305	Schmidt	2,121.81	BOOKS		-	A
M-060623-243	.19383 AMZN MKTP US 572TA3PG3	202305	Dobrovolny	21.86	BOOKS		-	A
M-060623-243	.11785 CENTER POINT LARGE PRI	202305	Schmidt	140.82	LARGE PRINT BOOKS		-	A
M-060623-243	.17917 DATA AXLE-CITYDIRECTOR	202305	Schmidt	380.00	BOOK		-	A
M-060623-243	.11785 CENTER POINT LARGE PRI	202305	Schmidt	140.82	LARGE PRINT BOOKS		-	A
342	AV - CAPITAL	10,000.00	0.00	512.31	3,830.69	6,169.31	38 ---	
M-060623-243	.19382 AMAZON.COM A60US75Y3 A	202305	Dobrovolny	19.96	DVD		-	A
M-060623-243	.19383 AMZN MKTP US 572TA3PG3	202305	Dobrovolny	49.99	DVD'S		-	A
M-060623-243	.19400 AMZN MKTP US 2I3YB50T3	202305	Dobrovolny	14.96	DVD		-	A
M-060623-243	.19401 AMAZON.COM IJ5S091Z3 A	202305	Dobrovolny	53.91	DVD'S		-	A
M-060623-243	.14127 AMAZON.COM AMZN.COM/BI	202305	Dobrovolny	0.75	DVD PREORDER REFUND		-	A
M-060623-243	.19445 AMAZON.COM WU0ZH9CC3 A	202305	Dobrovolny	91.85	DVD'S		-	A
M-060623-243	.19446 AMZN MKTP US HM45X8BC1	202305	Dobrovolny	17.96	DVD		-	A
D-061223-221	04785 MIDWEST TAPE	068434	584/796/897	264.43	AV	023700	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	3,317.62	20,608.48	244,791.52	7	
OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	COMMUNITY LIBRARY	1,051,798.00	0.00	57,181.60	355,560.29	696,237.71	33 ---	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	57,181.60	355,560.29	696,237.71	33 ---	

		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
GRAND TOTAL		1,051,798.00	0.00	57,181.60	355,560.29	696,237.71	33	---

TOTAL NUMBER OF RECORDS PRINTED 112

## Director's Report- July 2023

**Summer Reading Program:** Our staff has put together a great summer calendar of events centered around the theme "All Together Now". During the month of June, we welcomed over 2000 visitors of all ages for over 50 programs. We hosted at least one program every day we were open. We have enjoyed 12 teen volunteers who have logged 70 hours of time helping with all the details. Some of our program highlights for youth in June included our carnival-themed kickoff event, a packed room for our *Real Reptiles* program, a Community Helper meet and greet event, and lots of crafts and LEGOS. For adults, we welcomed the One Book South Dakota author, Diane Wilson, had our 10<sup>th</sup> annual Cemetery Walk, learned from a Chautauqua performer and had a presentation all about drones. Kids and adults have been busy reading as the minutes and books read continues to add up. We know that creating positive and fun memories at the library helps to create lifelong readers. July promises lots more excitement for all ages!

**Summer Reading Wrap-Up event:** The library will be hosting a fun event at Riverside Park on Monday, July 31 to celebrate the completion of another successful summer of reading and fun at the YCL. There will be opportunities to decorate the sidewalks with chalk art, play in foam from "foam cannons" and participate in (or enjoy watching) a special surprise activity. There will be food options including donuts served from a fire truck food truck!

**Yankton Facilities Passes:** This summer we had the opportunity to begin checking out passes from the Summit Activities Center as well as the Huether Family Aquatics Center. This program was possible because of a partnership with Yankton Parks and Rec and we were able to offer 100 passes each month for check out. Each pass will allow up to 2 adults and 6 children entry into the facility, this includes for special events and fitness classes. In July, all of our passes for the month were checked out by July 10! We have heard a lot of very positive feedback about this service. Particularly about individuals who have been able to invite family or friends from out of town into our facilities. They have been very grateful for this opportunity.

**Community Connectivity Grant:** YCL was recently announced as one of 14 recipients of a Community Connectivity grant. We will be receiving 5 laptops and 5 hotspots that will be available to checkout for our patrons. Another component of the grant includes the requirement for our library to offer a digital literacy and financial literacy training, which we have seen interest in with past events. Additionally, I was able to go to the American Library Association Conference in Chicago recently to receive some training associated with this grant. We are excited for the additional opportunities this grant will offer to our community.

## JUNE 2023 USAGE & CIRCULATION STATISTICS

Elementary Events	Date	Time	Kids	Adults
Bucket List Craft	June 6	2:00 PM	15	9
Lego Club	June 8	2:00 PM	20	8
Bee Kind Craft	June 13	2:00 PM	16	7
Lego Club	June 15	2:00 PM	25	11
Kindness Rocks	June 20	2:00 PM	28	13
Friend"ships"	June 21	2:00 PM	14	9
Lego Club	June 22	2:00 PM	22	9
Sweet Messages Craft	June 27	2:00 PM	16	6
Community Helpers	June 28	2:00 PM	27	16
Lego Club	June 29	2:00 PM	37	8
<b>Total:</b>			<b>220</b>	<b>96</b>

Storytime	Date	Time	Kids	Adults
Community	June 6	10:00 AM	21	9
	June 8	10:00 AM	11	8
Animals and Pets with Miss Judy	June 13	10:00 AM	20	9
	June 15	10:00 AM	6	5
Kindness	June 20	10:00 AM	8	5
	June 22	10:00 AM	17	7
Community Helpers	June 27	10:00 AM	14	6
	June 29	10:00 AM	6	4
<b>Total:</b>			<b>103</b>	<b>53</b>

	Date	Time	Kids	Adults
<b>Stay and Play</b>	June 7	9-11 AM	9	4
	June 14	9-11 AM	10	6
	June 21	9-11 AM	15	7
	June 28	9-11 AM	23	9
<b>Total:</b>			<b>57</b>	<b>26</b>



<b>Teen Events</b>	<b>Date</b>	<b>Time</b>	<b>Teens</b>
Book Tasting	June 8	3:30 PM	6
Magazine Animal Silhouette	June 15	3:30 PM	2
Teen Team Building Games	June 22	3:30 PM	4

**Total: 12**

<b>Adult Programs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>	<b>Virtual</b>
Kitchen Swap	June 2 & 3	Open Hours	50	n/a
One Book SD Author	June 6	12:00 PM	23	1
Cemetery Walk	June 7	6:30 PM	65	n/a
Cemetery Walk	June 7	8:00 PM	62	n/a
Movie: My Octopus Teacher	June 10	2:00 PM	17	n/a
Seed Lib	June 13	2:00 PM	14	1
Seed Lib	June 13	6:00 PM	11	1
Therapeutic Writing Group	June 17	10:00 AM	7	n/a
Sarah Campbell	June 19	12:00 PM	29	3
Adult Craft: Kindness Rocks	June 20	6:00 PM	23	n/a
Drones	June 28	6:00 PM	11	1

**Total: 262 7**

<b>Video Views for Previous Month</b>	<b>Date</b>	<b>Video Views</b>
Sarah Campbell	6/19	43
Bee Keeping	5/22/23	24

**Libby 5/2/23 10**

**67**

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<b>Book Clubs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>
Readers Anonymous	June 13	2:00 PM	7
Between The Lines	June 27	4:30 PM	7

**Total: 14**

<b>All Ages Events</b>		<b>Time</b>	<b>Kids</b>	<b>Adults</b>
SRP Kickoff	June 5	4-7PM	156	117
Scavenget Hunt	All of June	Passive	72	
Learn Flash Mob Dance	June 7	2:00 PM	17	2
Learn Flash Mob Dance	June 7	3:30 PM	12	5
Board Games	June 9	2:00 PM	9	4
Real Reptiles	June 12	6:00 PM	300	128
Sticker Exchange	June 14	2:00 PM	15	8
Animal Crossing	June 16	2:00 PM	14	9
Absolute Science	June 19	6:00 PM	100	48
Board Games	June 23	2:00 PM	2	6
The Noise Guy	June 26	6:00 PM	40	20
Flash Mob Dance	June 29	3:30 PM	8	6
Movie: Planes Fire and Rescue	June 30	2:00 PM	5	5

**Total: 750 358**

<b>Other</b>		<b>Time</b>	<b>Kids</b>	<b>Adults</b>
Academy Field Trip	June 22	1-3 pm	29	3
Calvary Kids	June 26	10:30-11:45 am	25	2

**Total: 54 5**

<b>Teen Volunteers</b>	<b>Hours</b>	<b>Active Volunteers</b>
Month of June	70	12

**Total: 70 12**

## JUNE 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	7,468	7,175	6,508
Juvenile	5,891	5,540	5,171
<b>Total</b>	<b>13,359</b>	<b>12,715</b>	<b>11,679</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2021
Adult	5192	5,096	4,427
Juvenile	5551	5,521	5,161
<b>Total</b>	<b>10,743</b>	<b>10,617</b>	<b>9,588</b>

Interlibrary Loan			
	2023	2022	2021
Requested	102	127	70
Supplied	25	25	29
<b>Total</b>	<b>127</b>	<b>152</b>	<b>99</b>

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2149	1,927	1,982
OverDrive Juvenile	337	404	NA
TumbleBooks	3	19	10
<b>Total</b>	<b>2,489</b>	<b>2,350</b>	<b>1,992</b>

Adult Outreach			
	2023	2022	2021
Locations	9	8	4
Patrons	44	51	10
Circulations	160	150	61

Daycare Outreach			
	2023	2022	2021
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Current Cards			
	2023	2022	2021
Resident	4029	3,341	4,227
Non-Resident	224	187	234
Mount Marty	19	9	37
Teacher	45	36	54
Yankton County	832	734	977
<b>Total</b>	<b>5,149</b>	<b>4,307</b>	<b>5,529</b>

New Cards			
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Public Computer Use			
	2023	2022	2021
Uses	565	544	279
Hours	345	335	136

WiFi Usage			
	2023	2022	2021
Sessions	908	791	1,114
Total Session Hours	1184	748	1,040
Unique Users	274	324	245

Meeting Room Use			
	2023	2022	2021
Library Uses	47	37	28
Library Hours	131.5	76	50
Non-Library Uses	18	11	4
Non-Library Hours	25	20.5	6

Study Room Use			
	2023	2022	2021
Uses	12	30	27
Hours	27	51.5	49

Notary			
	2023	2022	2021
Requests	NA	8	5

Proctor			
	2023	2022	2021
Tests	1	7	5

Genealogy Requests			
	2023	2022	2021
Patrons	1	2	2
Hours	1	1	0.5

Teacher Requests			
	2023	2022	2021
Patrons	0	0	1

Courier			
	2023	2022	2021
Total Incoming	143	127	120
Total Outgoing	158	176	106
<b>Total</b>	<b>301</b>	<b>303</b>	<b>226</b>

Collection			
	2023	2022	2021

	2023	2022	2021		Items Added	354	404	652
Resident Adult	74	65	35		Items Deleted	56	110	134
Resident Youth (<18)	10	22	19					
County	19	14	42		<b>Curbside Pick-Ups</b>			
County (Households)	15	11	35			2023	2022	2021
Non-resident	7	8	14			4	23	82
Non-resident (households)	6	7	14					
<b>Total New Cards</b>	<b>110</b>	<b>109</b>	<b>110</b>		<b>Food For Fines</b>			
<b>Total New Households</b>	<b>21</b>	<b>18</b>	<b>49</b>			2023	2022	2021
						106	37	31
<b>30 Day Trial Cards</b>								
	2023	2022	2021		<b>Book a Librarian</b>			
In-Town New	4	13	7			2023	2022	2021
County -New	0	1	1		Time (minutes)	290	225	NA
County-Renewal	1	0	1		Number of Sessions	9	10	NA
Nonresident-New	0	1	0					
Nonresident-Renewal	0	0	0		<b>Summer Reading Registration</b>			
Online Signup	1	0	0			2023	2022	2021
<b>Total</b>	<b>6</b>	<b>15</b>	<b>9</b>			517	548	381
<b>Door Counts</b>					<b>Pass Checkouts</b>			
East entry	9,344					2023	2022	2021
South entry	12,106				State Park Pass	5	NA	NA
<b>Total</b>	<b>21,450</b>				Mead Museum Pass	5	NA	NA
					Summit Pass	12	NA	NA
					Huether Pass	100	NA	NA



## Fax Policy

The Yankton Community Library (YCL) maintains a fax machine for staff and public use.

- 1) Users of the service need not possess a valid YCL library card and there is no age restriction on usage. There is also no page sending/receiving limit.
- 2) The fax machine will only be operated by library staff.

**Sending:** Patrons will provide all needed pages to be faxed along with the fax number. Patrons desiring a separate cover page must prepare it themselves. Transmission reports will be printed out and handed to the customer after each transaction is completed at no extra cost.

**CHARGES:** \$1.00 per page, including cover pages, for all faxes in the United States.  
Yankton Community Library is unable to—The library will not send faxes to international numbers.

**Receiving:** The library will receive faxes for individuals.

**CHARGES:** \$1.00 per page

- 3) Library staff have the right to refuse service to any patron based on machine malfunctions or improperly prepared fax material, as well as outstanding fax charges.
- 4) All charges are based on a successful transaction, both sending and receiving, meaning that YCL has successfully transmitted a fax to a valid phone number without error based on the transmission report. Staff errors in transmission will not be paid by patrons; however, incorrect fax numbers provided by patrons and successfully transmitted will be treated as a "successful transaction."

Customers are responsible for ensuring the fax was received by the other party, even if the library's fax machine reports that it was a successful transaction. If the other party did not receive the fax, the library staff will resend the fax, free of charge, with proof of the confirmation page from the initial fax.

Any faxing documents left at the library may be destroyed after 48 hours if no claim is made to them.

The library accepts no responsibility for missing pages, bad transmissions, or incomplete patron identification on incoming faxes.