

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, September 13, 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 August 9, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

New Business

- Laptop & Hotspot Lending Policy
- Lisa Yardley, City of Yankton Interim Finance Officer

Other Business:

Public Comment Period

Adjourn the meeting of September 13, 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 YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, August 9, 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

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

Approval of July 12, 2023 minutes Webber made a motion to approve the July 12, 2023 minutes with a second by Huff. Unanimous approval.

Public Comment Period: Prior to public comment, President Koerner asked anyone in attendance who wished to address the board to sign in with their name and address. He also announced a three minute time limit per speaker without an option to cede time to others.

Robert Byrnes spoke against sexually themed materials in the library and in opposition of the American Library Association.

Jeffrey Otterman spoke against book banning.

Paul Harens spoke against censorship. Libraries are for everyone.

Lori McGinnis spoke in support of YCL and libraries as a whole.

Liz Healy spoke in support of YCL and against censorship and intolerance.

Eugene Hornstra spoke in support of previous speakers and in support of YCL.

Dennis Menke thanked YCL staff for service. He encouraged those present to reach out to elected officials about the need for more space at the library.

Matthew Marzolf introduced himself as a new resident of Yankton and spoke in support of YCL.

Lauren Gillis voiced appreciation for the pride display.

Discussion of bills/Accept Financial Report: Schmidt noted an update to the financial report format as a result of bills now being paid twice per month. Lisa Yardley, deputy finance officer, plans to be present at next meeting to give further information. Webber made a motion to accept financial report with a second by Bierle. Unanimous approval.

Communications and correspondence: Schmidt shared a note of appreciation for staff assistance with memorial book selection.

Director's Report: In addition to the written report, Schmidt noted progress on the hiring of several part time staff. She also praised the staff for the variety of programs offered over the summer highlighting the theme "All Together Now" which focused on friendship, unity and kindness. She noted some upcoming events including a partnership with Horizon Health Care to assist patrons with Medicaid expansion sign-up and an author visit/storytime with a dental care theme.

New Business

- **Summer Reading Summary:** Schmidt shared statistics and a video.

- **Proctor Policy:** Bierle made a motion to approved the proctor policy with suggested changes with a second by Webber. Unanimous approval.

Other Business: Huff brought up the possibility of having lines painted in the adjacent parking spot on the driver's side of the present handicapped parking space to provide access for individuals entering and exiting their vehicles. Schmidt will follow up with city staff .

Public Comment Period: no comments

Adjourn the meeting of August 9, 2023: Mechtenberg made a motion to adjourn the meeting at 6:15 with a second by Huff. Unanimous approval.

Vendor Payment History by Fund
AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
AMAZON.COM RS9HG0M53			.19552						
	202307	08/04/23	DVD	19.96		Dobrovolny		- M AV - CAPITAL	101.142.342
AMAZON.COM 706D94RV3			.19572						
	202307	08/04/23	OFFICE SUPPLIES	27.16		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202307	08/04/23	JANITORIAL SUPPLIES	20.94		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
	202307	08/04/23	BOOKS	16.71		Dobrovolny		- M BOOKS	101.142.340
	202307	08/04/23	DVD'S	47.88		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	112.69		*TOTAL CHECK			
				112.69					
AMZN MKTP US			.15692						
	202307	08/04/23	OFFICE SUPPLIES RETURN	16.95CR		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US D37LC5373			.19589						
	202307	08/04/23	OFFICE SUPPLIES	59.95		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202307	08/04/23	BOOKS	96.04		Dobrovolny		- M BOOKS	101.142.340
	202307	08/04/23	DVD'S	25.68		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	181.67		*TOTAL CHECK			
				181.67					
AMZN MKTP US G420866Z3			.19586						
	202307	08/04/23	OFFICE SUPPLIES	79.32		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US OS15Q6Q43			.19584						
	202307	08/04/23	OFFICE SUPPLIES	121.50		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US T619Z3S02			.19547						
	202307	08/04/23	BOOKS	89.10		Dobrovolny		- M BOOKS	101.142.340
	202307	08/04/23	DVD'S	29.16		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	118.26		*TOTAL CHECK			
				118.26					
AMZN MKTP US T659S1240			.19546						
	202307	08/04/23	BOOKS	30.41		Dobrovolny		- M BOOKS	101.142.340
	202307	08/04/23	DVD'S	13.98		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	44.39		*TOTAL CHECK			
				44.39					
AMZN MKTP US Y068V7FZ3			.19569						
	202307	08/04/23	DVD'S	37.94		Dobrovolny		- M AV - CAPITAL	101.142.342
BLUEPEAK			.18669						
	202307	08/04/23	PHONE	153.05		Lockwood		- M TELEPHONE	101.142.271
CENGAGE LEARNING INC/GAL			03137						
	68646	08/14/23	LEARNING MATERIALS	200.77		13702.38375	023662 P	- D BOOKS	101.142.340

Vendor Payment History by Fund
AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
CENTER POINT LARGE PRI			.11785							
	202307	08/04/23	LARGE PRINT BOOKS	94.68		Schmidt			- M BOOKS	101.142.340
	202307	08/04/23	LARGE PRINT BOOKS	141.42		Schmidt			- M BOOKS	101.142.340
				236.10		*TOTAL CHECK				
			VENDOR TOTAL	236.10						
CITY UTILITIES			00109							
	202320	08/31/23	WATER/WW	556.37			002642	P - M	WATER SERVICE	101.142.274
	202320	08/31/23	WATER/WW	65.13			002642	P - M	SEWER SERVICE	101.142.275
				621.50		*TOTAL CHECK				
			VENDOR TOTAL	621.50						
ECHO ELECTRIC SUPPLY			.12003							
	202307	08/04/23	LED PANEL	570.00		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
	202307	08/04/23	LED PANEL	570.00		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
				1,140.00		*TOTAL CHECK				
			VENDOR TOTAL	1,140.00						
ECOWATER SYSTEMS OF YANK			05007							
	68658	08/14/23	RENTAL CONTRACT	108.00		70710	023671	P - D	REP. & MAINT. - EQUIPME	101.142.221
J & H CARE & CLEANING CO			05937							
	68671	08/14/23	JANITORIAL SERVICES	1,200.00		101502B	023697	P - D	CONTRACTED SERVICES	101.142.204
JOANN STORES JOANN.COM			.19560							
	202307	08/04/23	POSTAGE	3.94		Yankton Librar			- M POSTAGE	101.142.231
MENARDS YANKTON SD			.14179							
	202307	08/04/23	GROMMETS	19.97		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
MIDWEST TAPE			04785							
	68683	08/14/23	SUPPLIES	39.99		504005460	023954	P - D	AV - CAPITAL	101.142.342
NORTHWESTERN ENERGY			00455							
	202320	08/31/23	ELECTRICITY	1,573.41		08.10.2023			- M ELECTRICITY	101.142.272
OLSONS PEST TECHNICIAN			.14274							
	202307	08/04/23	PEST CONTROL	93.00		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
	202307	08/04/23	PEST CONTROL	93.00		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
				186.00		*TOTAL CHECK				
			VENDOR TOTAL	186.00						
OVERDRIVE DIST			.13843							
	202307	08/04/23	E-BOOKS	10.03		Schmidt			- M E-BOOKS	101.142.209
	202307	08/04/23	E-BOOKS	729.70		Schmidt			- M E-BOOKS	101.142.209
	202307	08/04/23	E-BOOKS	867.95		Schmidt			- M E-BOOKS	101.142.209
				1,607.68		*TOTAL CHECK				
			VENDOR TOTAL	1,607.68						

Vendor Payment History by Fund
 AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
PB LEASING			.17942							
	202307	08/04/23	POSTAGE	122.00		Schmidt		- M	POSTAGE	101.142.231
PITNEY BOWES INC.			00488							
	68758	08/28/23	POSTAGE MACHINE LEASE	641.00		35491012	023698	P - D	POSTAGE	101.142.231
PLAYAWAY PRODUCTS LLC			.19327							
	202307	08/04/23	WONDERBOOKS-AV	775.07		Schmidt		- M	AV - CAPITAL	101.142.342
PRIME VIDEO EZ7489D33			.19588							
	202307	08/04/23	DIGITAL MOVIE	21.23		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
SOUTH DAKOTA HUMANITIE			.12593							
	202307	08/04/23	PROGRAMMING	50.00		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
SQ DINO ODELL			.19580							
	202307	08/04/23	BOOK	20.00		Yankton Librar		- M	BOOKS	101.142.340
STAX ZOOBEAN, INC.			.19557							
	202307	08/04/23	BEANSTACK	795.00		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
USPS PO 4698100078			.14781							
	202307	08/04/23	POSTAGE	37.80		Schmidt		- M	POSTAGE	101.142.231
VISTAPRINT			.18554							
	202307	08/04/23	POSTAGE	17.99		Schmidt		- M	POSTAGE	101.142.231
YANKTON THRIVE			.18246							
	202307	08/04/23	STAFF TRAINING	300.00		Schmidt		- M	CONFERENCE & MEETINGS	101.142.265
YANKTONMEDIAINC			.13978							
	202307	08/04/23	NEWSPAPER SUBSCRIPTION	133.09		Schmidt		- M	SUBSCRIPTIONS & PUBLICA	101.142.235
1 OFFICE SOLUTION			.17169							
	202307	08/04/23	OFFICE SUPPLIES	605.00		Schmidt		- M	OFFICE SUPPLIES	101.142.232
GENERAL FUND				11,307.37		**TOTAL				

YANKTON FINANCIAL SYSTEM
09/08/2023 10:15:59

Vendor Payment History by Fund

CITY OF YANKTON
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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101	GENERAL FUND	11,307.37
TOTAL	ALL FUNDS	11,307.37

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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1DAK	FIRST DAKOTA NAT'L BANK CORP	11,307.37
TOTAL	ALL BANKS	11,307.37

Vendor Payment History by Fund
 AUGUST LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
LIBRARY TRUST										
AMZN MKTP US D37LC5373			.19589							
	202307	08/04/23	SUMMER READING PROGRAM	33.22		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US T659S1240			.19546							
	202307	08/04/23	SUMMER PROGRAM SUPPLIES	38.17		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
EL TAPATIO FAMILY MEXI			.19585							
	202307	08/04/23	SUMMER READING PROGRAM	44.98		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
HY-VEE YANKTON 1899			.16450							
	202307	08/04/23	SUMMER READING PROGRAM	35.98		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
	202307	08/04/23	STAFF APPRECIATION	15.98		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
				51.96						
			VENDOR TOTAL	51.96						
										*TOTAL CHECK
JOANN STORES JOANN.COM			.19560							
	202307	08/04/23	SUMMER READING PROGRAM	12.00		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
SCHMIDT/DANA			.19610							
	68763	08/28/23	ALA TRAVEL STIPEND	300.00		ALA2785	023380	P - D	ALA LAPTOP GRANT	701.701.301
TROPICAL CREATIONS INC			07658							
	68702	08/14/23	SERVICE FEE	301.00		207670	023953	P - D	RECREATION SUPPLIES	701.701.242
TUFF-GO LLC			05699							
	8908	08/31/23	LIBRARY BENCH	1,505.00		569	023955	P - M	RECREATION SUPPLIES	701.701.242
VISTAPRINT			.18554							
	202307	08/04/23	SUMMER READING PROGRAM	297.93		Schmidt		- M	RECREATION SUPPLIES	701.701.242
WM SUPERCENTER #1483			.13320							
	202307	08/04/23	SUMMER READING PROGRAM	61.35		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
LIBRARY TRUST				2,645.61						**TOTAL

Vendor Payment History by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
701	LIBRARY TRUST	2,645.61
TOTAL ALL FUNDS		2,645.61

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	2,645.61
TOTAL ALL BANKS		2,645.61

	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		7,500.00	7,500.00	50	-----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00		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	1,475.00		7,490.00	1,010.00	88	-----
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	1.88		192.08	7.92	96	-----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	46.00		946.95	553.05	63	-----
3456 PC PRINTING	6,000.00	6,000.00	587.65		4,958.20	1,041.80	82	-----
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	199.45		3,473.13	1,473.13-	173	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00		0.00	0.00	0	
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,309.98		17,062.24	1,747.76	90	-----
FINES								
3510 COURT FINES	1,600.00	1,600.00	539.50		1,896.22	296.22-	118	-----]
3511 PARKING FINES	2,500.00	2,500.00	50.00		2,226.28	273.72	89	-----
3520 LIBRARY FINES	500.00	500.00	89.33		507.08	7.08-	101	-----]
TOTAL: FINES	4,600.00	4,600.00	678.83		4,629.58	29.58-	100	-----
MISCELLANEOUS								
3610 INTEREST	40,000.00	40,000.00	45,044.36		267,276.57	227,276.57-	668	-----]]]]
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	443.02		19,253.70	15,253.70-	481	-----]]]]
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	2,374.43		40,409.60	37,409.60-	1346	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	135.89		1,009.02	490.98	67	-----]
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	47,997.70		339,048.89	280,548.89-	579	-----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	50,986.51		368,240.71	271,330.71-	380	-----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST					
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	236.37	1,215.17	1,215.17- 9999 -----]]]]
3642 GRANTS	0.00	0.00	2,300.00	22,300.00	22,300.00- 9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	114.85	15,441.43	15,441.43- 9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,651.22	38,956.60	38,956.60- 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	268,549.49	160,827.51 62 -----
102	TEMPORARY WAGES	40,000.00	0.00	2,961.30	23,595.08	16,404.92 58 -----
103	OVERTIME WAGES	350.00	0.00	0.00	507.51	157.51- 145 -----]]]]
111	OASI	35,934.00	0.00	2,706.13	21,727.47	14,206.53 60 -----
121	RETIREMENT	25,784.00	0.00	2,015.44	16,143.41	9,640.59 62 -----
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	36,128.92	65,361.08 35 ---
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	16.89	756.19	297.81 71 -----
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	45,780.20	367,390.07	269,674.93 57 -----
	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	981.00	10,893.92	993.92- 110 -----]
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	9,600.00	6,400.00 60 -----
209	E-BOOKS	29,500.00	0.00	1,607.68	11,179.32	18,320.68 37 ---
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	2,358.28	2,141.72 52 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	216.00	2,784.00 7
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	1,159.97	4,509.82	509.82- 112 -----]
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,500.00	0.00	822.73	2,330.45	1,169.55 66 -----
232	OFFICE SUPPLIES	8,500.00	0.00	963.11	3,894.31	4,605.69 45 ----
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	133.09	3,376.23	6,123.77 35 ---
236	JANITORIAL SUPPLIES	3,000.00	0.00	20.94	1,185.54	1,814.46 39 ---
242	PROGRAM SUPPLIES	5,000.00	0.00	71.23	1,760.13	3,239.87 35 ---
244	UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00 0
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	180.00	820.00 18 -
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	273.52	2,726.48 9
265	CONFERENCE & MEETINGS	1,500.00	0.00	300.00	449.00	1,051.00 29 --
271	TELEPHONE	2,300.00	0.00	213.55	1,268.75	1,031.25 55 -----
272	ELECTRICITY	20,000.00	0.00	1,573.41	8,948.93	11,051.07 44 ----
273	FUEL-HEATING	6,000.00	0.00	6,000.00	4,198.35	1,801.65 69 -----
274	WATER SERVICE	3,500.00	0.00	556.37	1,082.18	2,417.82 30 ---
275	SEWER SERVICE	1,200.00	0.00	65.13	295.58	904.42 24 --
276	LANDFILL	500.00	0.00	40.00	272.00	228.00 54 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	9,816.21	79,584.39	69,748.61 53 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	0.00	175,000.00 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						
320 BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0
340 BOOKS	53,000.00	0.00	689.13	17,716.25	35,283.75	33 ---
342 AV - CAPITAL	10,000.00	0.00	989.66	4,994.51	5,005.49	49 ----
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	1,678.79	22,710.76	242,689.24	8
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	57,275.20	469,685.22	582,112.78	44 ----
TOTAL: GENERAL FUND	1,051,798.00	0.00	57,275.20	469,685.22	582,112.78	44 ----

	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	2,345.61	11,426.48	11,426.48-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	2,345.61	11,426.48	11,426.48-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	300.00	300.00	300.00-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	0.00	0.00	0
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	18.26	18.26-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,229.99	1,229.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	300.00	1,548.25	1,548.25-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,645.61	12,974.73	12,974.73-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,645.61	12,974.73	12,974.73-	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	5.61	25,509.06	56,355.79
701.1022	CD'S - 1ST DAKOTA	0.00	0.00	0.00	0.00
701.1023	CD'S - HOME FEDERAL	0.00	0.00	0.00	0.00
701.1024	CD'S - CONTRUST	0.00	0.00	0.00	0.00
701.1025	CD'S - WELLS FARGO BANK	0.00	0.00	0.00	0.00
701.1026	CD'S FIRST NATIONAL BANK SD	0.00	0.00	0.00	0.00
701.1027	CD'S - NORWEST	0.00	0.00	0.00	0.00
701.1031	INVESTMENTS - TREASURY BONDS	0.00	0.00	0.00	0.00
701.1311	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
701.1321	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	TOTAL CURRENT ASSETS:	30,846.73	5.61	25,509.06	56,355.79
	TOTAL ASSETS:	30,846.73	5.61	25,509.06	56,355.79
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	472.81CR	0.00	472.81	0.00
701.2084	DEFERRED INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	TOTAL CURRENT LIABILITIES:	472.81CR	0.00	472.81	0.00
	TOTAL LIABILITIES:	472.81CR	0.00	472.81	0.00
FUND BALANCE:					
701.2311	RESERVE FOR ENCUMBRANCE	0.00	0.00	0.00	0.00
701.2511	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900	REVENUE CONTROL	15,537.67CR	2,651.22CR	38,956.60CR	54,494.27CR
701.2910	EXPENDITURE CONTROL	14,963.18	2,645.61	12,974.73	27,937.91
701.2920	ESTIMATED REVENUE	0.00	0.00	0.00	0.00
701.2930	APPROPRIATIONS	0.00	0.00	0.00	0.00
	TOTAL FUND BALANCE:	30,373.92CR	5.61CR	25,981.87CR	56,355.79CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	5.61CR	25,509.06CR	56,355.79CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	429,377.00	0.00	33,590.70	268,549.49	160,827.51	62	-----
J-080423-410	PAYROLL AUGUST 4, 2023			16,795.34	LIBRARY-REG WAGES		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			16,795.36	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	2,961.30	23,595.08	16,404.92	58	-----
J-080423-410	PAYROLL AUGUST 4, 2023			1,631.66	LIBRARY-TEMP WAGES		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			1,329.64	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	0.00	507.51	157.51	145	-----]]]]
111	OASI	35,934.00	0.00	2,706.13	21,727.47	14,206.53	60	-----
J-080423-410	PAYROLL AUGUST 4, 2023			1,364.62	LIBRARY-OASI		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			1,341.51	LIBRARY-OASI		P	A
121	RETIREMENT	25,784.00	0.00	2,015.44	16,143.41	9,640.59	62	-----
J-080423-410	PAYROLL AUGUST 4, 2023			1,007.72	LIBRARY-RETIREMENT		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			1,007.72	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	36,128.92	65,361.08	35	---
J-080423-410	PAYROLL AUGUST 4, 2023			2,244.87	LIBRARY-GROUP INS		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			2,244.87	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	16.89	756.19	297.81	71	-----
J-080423-410	PAYROLL AUGUST 4, 2023			9.31	LIBRARY-UNEMP INS		P	A
J-081823-411	PAYROLL AUGUST 18, 2023			7.58	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		637,065.00	0.00	45,780.20	367,390.07	269,674.93	57	-----
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	981.00	10,893.92	993.92	110	-----]
M-080423-382	.19557 STAX ZOOBEAN, INC.	202307 Schmidt		795.00	BEANSTACK		-	A
M-080423-382	.14274 OLSONS PEST TECHNICIAN	202307 Schmidt		93.00	PEST CONTROL		-	A
M-080423-382	.14274 OLSONS PEST TECHNICIAN	202307 Schmidt		93.00	PEST CONTROL		-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	9,600.00	6,400.00	60	-----
D-081423-351	05937 J & H CARE & CLEANING CO	068671 101502B		1,200.00	JANITORIAL SERVICES	023697	P -	A
209	E-BOOKS	29,500.00	0.00	1,607.68	11,179.32	18,320.68	37	---
M-080423-382	.13843 OVERDRIVE DIST	202307 Schmidt		10.03	E-BOOKS		-	A
M-080423-382	.13843 OVERDRIVE DIST	202307 Schmidt		729.70	E-BOOKS		-	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							
M-080423-382	.13843 OVERDRIVE DIST	202307	Schmidt	867.95	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	0.00	2,358.28	2,141.72	52	-----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	216.00	2,784.00	7	
D-081423-351	05007 ECOWATER SYSTEMS OF YANK	068658	70710	108.00	RENTAL CONTRACT	023671	P -	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	1,159.97	4,509.82	509.82	112	-----]]
M-080423-382	.12003 ECHO ELECTRIC SUPPLY	202307	Mastalir	570.00	LED PANEL		-	A
M-080423-382	.14179 MENARDS YANKTON SD	202307	Mastalir	19.97	GROMMETS		-	A
M-080423-382	.12003 ECHO ELECTRIC SUPPLY	202307	Mastalir	570.00	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	822.73	2,330.45	1,169.55	66	-----
M-080423-382	.19560 JOANN STORES JOANN.COM	202307	Yankton Librar	3.94	POSTAGE		-	A
M-080423-382	.18554 VISTAPRINT	202307	Schmidt	17.99	POSTAGE		-	A
M-080423-382	.14781 USPS PO 4698100078	202307	Schmidt	37.80	POSTAGE		-	A
M-080423-382	.17942 PB LEASING	202307	Schmidt	122.00	POSTAGE		-	A
D-082823-403	00488 PITNEY BOWES INC.	068758	35491012	641.00	POSTAGE MACHINE LEASE	023698	P -	A
232	OFFICE SUPPLIES	8,500.00	0.00	963.11	3,894.31	4,605.69	45	----
M-080423-382	.17169 1 OFFICE SOLUTION	202307	Schmidt	605.00	OFFICE SUPPLIES		-	A
M-080423-382	.19572 AMAZON.COM 706D94RV3	202307	Dobrovolny	27.16	OFFICE SUPPLIES		-	A
M-080423-382	.19584 AMZN MKTP US OS15Q6Q43	202307	Dobrovolny	121.50	OFFICE SUPPLIES		-	A
M-080423-382	.19586 AMZN MKTP US G420866Z3	202307	Dobrovolny	79.32	OFFICE SUPPLIES		-	A
M-080423-382	.19589 AMZN MKTP US D37LC5373	202307	Dobrovolny	59.95	OFFICE SUPPLIES		-	A
M-080423-382	.15692 AMZN MKTP US	202307	Dobrovolny	16.95	OFFICE SUPPLIES RETURN		-	A
J-083123-435	AUGUST JOURNAL ENTRIES	JE 153		87.13	LIBRARY PAPER CHG 1 CASE			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	133.09	3,376.23	6,123.77	35	---
M-080423-382	.13978 YANKTONMEDIAINC	202307	Schmidt	133.09	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	20.94	1,185.54	1,814.46	39	---
M-080423-382	.19572 AMAZON.COM 706D94RV3	202307	Dobrovolny	20.94	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	71.23	1,760.13	3,239.87	35	---
M-080423-382	.12593 SOUTH DAKOTA HUMANITIE	202307	Schmidt	50.00	PROGRAMMING		-	A
M-080423-382	.19588 PRIME VIDEO EZ7489D33	202307	Dobrovolny	21.23	DIGITAL MOVIE		-	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								
244	UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00	0		
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	180.00	820.00	18	-	
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	273.52	2,726.48	9		
265	CONFERENCE & MEETINGS	1,500.00	0.00	300.00	449.00	1,051.00	29	--	
M-080423-382	.18246 YANKTON THRIVE	202307	Schmidt	300.00	STAFF TRAINING		-		A
271	TELEPHONE	2,300.00	0.00	213.55	1,268.75	1,031.25	55	-----	
M-080423-382	.18669 BLUEPEAK	202307	Lockwood	153.05	PHONE		-		A
J-080423-410	PAYROLL AUGUST 4, 2023			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,573.41	8,948.93	11,051.07	44	----	
M-083123-387	00455 NORTHWESTERN ENERGY	202320	08.10.2023	1,573.41	ELECTRICITY		-		A
273	FUEL-HEATING	6,000.00	0.00	0.00	4,198.35	1,801.65	69	-----	
274	WATER SERVICE	3,500.00	0.00	556.37	1,082.18	2,417.82	30	---	
M-083123-387	00109 CITY UTILITIES	202320		556.37	WATER/WW	002642	P	-	A
275	SEWER SERVICE	1,200.00	0.00	65.13	295.58	904.42	24	--	
M-083123-387	00109 CITY UTILITIES	202320		65.13	WATER/WW	002642	P	-	A
276	LANDFILL	500.00	0.00	40.00	272.00	228.00	54	-----	
J-083123-435	AUGUST JOURNAL ENTRIES	JE 167		40.00	DUMPSTER CHARGES-AUG 23				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	9,816.21	79,584.39	69,748.61	53	-----	
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	689.13	17,716.25	35,283.75	33	---	
M-080423-382	.19546 AMZN MKTP US T659S1240	202307	Dobrovolny	30.41	BOOKS		-		A
M-080423-382	.19547 AMZN MKTP US T619Z3S02	202307	Dobrovolny	89.10	BOOKS		-		A
M-080423-382	.11785 CENTER POINT LARGE PRI	202307	Schmidt	94.68	LARGE PRINT BOOKS		-		A
M-080423-382	.19572 AMAZON.COM 706D94RV3	202307	Dobrovolny	16.71	BOOKS		-		A
M-080423-382	.19580 SQ DINO ODELL	202307	Yankton Librar	20.00	BOOK		-		A
M-080423-382	.19589 AMZN MKTP US D37LC5373	202307	Dobrovolny	96.04	BOOKS		-		A
M-080423-382	.11785 CENTER POINT LARGE PRI	202307	Schmidt	141.42	LARGE PRINT BOOKS		-		A
D-081423-351	03137 CENGAGE LEARNING INC/GAL	068646	13702.38375	200.77	LEARNING MATERIALS	023662	P	-	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 CAPITAL OUTLAY								
342	AV - CAPITAL	10,000.00	0.00	989.66	4,994.51	5,005.49	49	----	
M-080423-382	.19546 AMZN MKTP US T659S1240	202307	Dobrovolny	13.98	DVD'S		-		A
M-080423-382	.19547 AMZN MKTP US T619Z3SO2	202307	Dobrovolny	29.16	DVD'S		-		A
M-080423-382	.19552 AMAZON.COM RS9HG0M53	202307	Dobrovolny	19.96	DVD		-		A
M-080423-382	.19569 AMZN MKTP US Y068V7FZ3	202307	Dobrovolny	37.94	DVD'S		-		A
M-080423-382	.19572 AMAZON.COM 706D94RV3	202307	Dobrovolny	47.88	DVD'S		-		A
M-080423-382	.19589 AMZN MKTP US D37LC5373	202307	Dobrovolny	25.68	DVD'S		-		A
M-080423-382	.19327 PLAYAWAY PRODUCTS LLC	202307	Schmidt	775.07	WONDERBOOKS-AV		-		A
D-081423-351	04785 MIDWEST TAPE	068683	504005460	39.99	SUPPLIES	023954	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	1,678.79	22,710.76	242,689.24	8		
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	57,275.20	469,685.22	582,112.78	44	----	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	57,275.20	469,685.22	582,112.78	44	----	

Director's Report – September 2023

Fall Hours: September brings us back to regular hours after the Labor Day Holiday. This includes Sunday hours from 1 pm to 5 pm and extended hours until 8 pm on Wednesday and Thursday evenings.

Programming: During September we will get back into a routine with 3 weekly story times and Thursday after school activities. We hosted folks from the Gavins Point National Fish Hatchery and SD Game Fish and Parks for a program on paddlefishing. We enjoyed a tour of the MMU campus to learn about their history. We have been celebrating Library Card Sign Up Month with characters from the new Disney/Pixar movie *Elemental*. New cardholders are represented by an element in the periodic table on our east window. Existing library patrons can get a free replacement card during the month. We also look forward to our second Halloween Costume Swap. We will be celebrating Banned Book Week October 1-7. This annual event, celebrated since 1982, recognizes and celebrates the freedom to read.

Grants:

- **Accessibility:** We have been reviewing feedback from the Community Conversations and completed the interim report in order to take next steps.
- **Laptop/Hotspot:** Pending policy approval. IT working on software.
- **Digital Literacy:** We have scheduled our first two classes: Email Basics on Thursday, September 14 at 12pm and 6pm and Cyber Security Basics on Thursday, October 19 at 12pm and 6pm.

Staffing: We are pleased to welcome Savanna Watson and Allison Moon as part time staff members. Both will be helping to cover mainly evening and weekend hours.

Conferences: Linda and Danita will be attending the Association for Rural and Small Libraries conference September 20-23 in Wichita. Dana, Kelly and Linda will attend the South Dakota Library Association conference September 27-29 in Rapid City where Dana will be participating in a panel presentation on Libby, our e-book platform.

Meridian Bridge: A Meridian Bridge Centennial Task Force (including Dana and Cassi) has been organized to plan for the celebration of the first 100 years of the double-deck bridge connecting South Dakota and Nebraska over the Missouri River. The first privately funded bridge in the nation opened to the public on Sunday, October 12, 1924. As part of this celebration YCL is the contact point for a bridge calendar photo contest from September 1 to September 30.

YCL Foundation: A task force has been working to create an ask letter for funds to cover half of a feasibility study. The city has budgeted for the other half in 2024.

Friends of YCL: Friends hosted a successful book sale on the Saturday of Labor Day weekend. Next sale is planned for mid-October.

Roof: We had a successful bid process for our roof replacement project with the contract going to MJ Dalsin Roofing. We are hoping this work will begin within the next week or two. The majority of the roof should proceed pretty quickly with the mechanical area taking the longest due to all of detail work required around curbs and penetrations. In the meantime, city staff are in the process of removing the screening wall to allow for a cleaner roof installation. The roof installation should have minimal impact on operations within the library but a portion of the parking lot will probably be occupied by their trucks. There will be some noise from foot traffic and installing screws to attach the new cover boards to the metal roof deck. We expect it will take a good 5 to 7 days from start to finish, weather cooperating.

AUGUST 2023 PROGRAM STATISTICS				
Elementary Events	Date	Time	Kids	Adults
Lego Club	8/3/23	3:45 PM	12	5
Board Games	8/10/23	3:45 PM	5	3
Lego Club	8/17/23	3:45 PM	8	3
Movie-Beethoven	8/24/23	3:45 PM	10	6
Lego Club	8/31/23	3:45 PM	16	8
		Total:	51	25
Stay and Play	Date	Time	Kids	Adults
	8/2/23	9-11 am	15	7
	8/9/23	9-11 am	12	5
	8/16/23	9-11 am	18	6
	8/23/23	9-11 am	7	6
	8/30/23	9-11 am	7	4
		Total:	59	28
Adult Programs	Date	Time	Adults	Virtual
How Dogs Shaped SD	8/7	12:00 PM	8	1
Seed Library	8/8	2:00 PM	20	1
Seed Library	8/8	6:00 PM	11	1
Wild About Flowers	8/10	6:00 PM	24	na
Therapeutic Writing	8/12	10:00 AM	6	na
Movie: Book Club	8/12	2:00 PM	21	na
Who Lived in that hou	8/16	6:00 PM	22	na
		Total:	112	3
Video Views for	Date	Video Views		
Seed Lib	7/11/23	12		
		12		
Book Clubs	Date	Time	Adults	
Readers Anonymous	8/8/23	2:00 PM	7	
Between The Lines	8/22/23	4:30 PM	5	
		Total:	12	
Family Events:	Date	Time	Kids	Adults
Yankton County Fair	8/4/23	2:00-4:30 pm	14	7
Humane Society Mee	8/7/23	9:30-11 am	15	29
Dhina Meets the Toot	8/14/23	10:00 AM	10	6
Riverboat Days	8/19/23	12-4 pm	100	40
		Total:	139	82

AUGUST 2023 CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	7,417	7,245	7,061
Juvenile	4,546	8,206	4,366
Total	11,963	15,451	11,427
*Includes physical collection, ILL, and eBooks			

Physical Collection Circulation			
	2023	2022	2021
Adult	4,963	5,076	4,888
Juvenile	4,274	7,938	4,215
Total	9,237	13,014	9,103

Interlibrary Loan			
	2023	2022	2021
Requested	107	94	103
Supplied	27	29	39
Total	134	123	142

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2,320	2,046	2,031
OverDrive Juvenile	269	255	NA
TumbleBooks	3	13	151
Total	2,592	2,314	2,182

Adult Outreach			
	2023	2022	2021
Locations	10	8	4
Patrons	44	42	14
Circulations	160	140	75

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

Teen Subscription Bags			
	2023	2022	2021
Active Subscriptions	NA	NA	NA
Waitlisted Subscriptions	NA	NA	NA

Current Cards			
	2023	2022	2021

Public Computer Use			
	2023	2022	2021
Uses	549	609	495
Hours	390	323	239

WiFi Usage			
	2023	2022	2021
Sessions	960	774	1,020
Total Session Hours	991	724	872
Unique Users	279	299	251

Meeting Room Use			
	2023	2022	2021
Library Uses	24	11	15
Library Hours	81.5	22	41
Non-Library Uses	26	18	12
Non-Library Hours	41	51.5	20

Study Room Use			
	2023	2022	2021
Uses	19	29	17
Hours	36	50	33

Notary			
	2023	2022	2021
Requests	n/a	6	3

Proctor			
	2023	2022	2021
Tests	1	5	2

Genealogy Requests			
	2023	2022	2021
Patrons	2	5	0
Hours	2.5	7	0

Teacher Requests			
	2023	2022	2021
Patrons	0	0	0

Courier			
	2023	2022	2021
Total Incoming	132	137	110
Total Outgoing	167	160	147
Total	299	297	257

Collection			
	2023	2022	2021

Monthly Stats_2023.08

Resident	4,133	3,487	4,318	Items Added	387	498	569
Non-Resident	230	192	247	Items Deleted	382	291	318
Mount Marty	19	10	38				
Teacher	46	37	54				
Yankton County	858	755	988				
Total	5,286	4,481	5,645				
New Cards				Curbside Pick-Ups			
	2023	2022	2021		2023	2022	2021
Resident Adult	47	54	32		6	14	33
Resident Youth (<18)	4	7	4				
County	18	11	8		Food For Fines		
County (Households)	14	10	6		2023	2022	2021
Non-resident	4	2	8		53	27	no data
Non-resident (households)	4	2	6				
Total New Cards	73	74	52		Book a Librarian		
Total New Households	18	12	12		2023	2022	2021
				Time (minutes)	75	180	NA
				Number of Sessions	4	7	NA
30 Day Trial Cards				Pass Checkouts			
	2023	2022	2021		2023	2022	2021
In-Town New	0	7	5	State Park Pass	6	NA	NA
County -New	0	1	1	Mead Museum Pass	4	NA	NA
County-Renewal	0	1	2	Summit Pass	11	NA	NA
Nonresident-New	0	0	0	Huether Pass	100	NA	NA
Nonresident-Renewal	0	0	0				
Online Signup	2	0	0	Toy Lending Library Checkouts			
Total	2	9	8		2023	2022	2021
				Toy Bins	5	NA	NA
				Door Counts			
				East entry	3,680		
				South entry	6,100		
				Total	9,780		



Yankton Community Library • September 2023

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: Pancake Mix	28	29	30	31	1 1 st Friday Coffee 9am—12pm	2 Friends of the Library Book Sale 9am—1pm
3 Library Closed	4 Library Closed	5 Fall Hours Begin Storytime 10 am	6 Stay & Play 9—11 am Who Lived in that House? 6pm *	7 Storytime 10 am LEGO Club 3:45 pm Become a Paddlefish Pro 6 pm	8	9 
10 	11 Special Storytime at Mazing Acres 6 pm	12 Storytime 10 am Seed Library 2 pm & 6 pm	13 Stay & Play 9—11 am Library Board Meeting 5:30 pm	14 Storytime 10 am K-5 Craft 3:45 pm Email Basics 12 & 6 pm	15	16 Therapeutic Writing Group 10 am
17 Sing-Along Sunday The Greatest Showman 2pm	18 Storytime 6 pm	19 Storytime 10 am Adult Craft 6 pm*	20 Stay & Play 9—11 am Tween/Teen Time 3:45pm	21 Storytime 10 am K-5 STEAM 3:45 pm	22	23
24 Costume Swap Drop-off Sept. 25-Oct. 5	25 Storytime 6 pm	26 Storytime 10 am	27 Stay & Play 9—11 am	28 Storytime 10 am Movie 3:45 pm	29	30

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275



Yankton Community Library • October 2023

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Sing-Along Sunday Into the Woods 2pm Costume Swap Drop-off Sept. 25—Oct. 5	2 Bilingual Storytime 6 pm	3 Storytime 10 am	4 Stay & Play 9—11 am	5 Storytime 10 am LEGO Club 3:45 pm	6 1 st Friday Coffee 9:30—11:30 am	7 Swap Shop Open Swappers Only 9—10am Everyone 11-am—5 pm
Banned Book Week Oct. 1-7						
8 Swap Shop Open 1-5 pm Everything Free!!	9 Storytime 6 pm	10 Storytime 10 am Seed Library 2 pm & 6 pm	11 Stay & Play 9—11 am Library Board Meeting 5:30 pm	12 Storytime 10 am K-5 Craft 3:45 pm Book Sale FOL Members only 4-6pm One Book SD 6:30 pm	13 Friends of the Library Book Sale 9 am—5 pm	14 Friends of the Library Book Sale 9 am—5 pm
15 Friends of the Library Book Sale 1—5 pm	16 FOL Book Sale 9 am —12 pm Everything free!!! Storytime 6 pm	17 Storytime 10 am Adult Craft 6 pm*	18 Stay & Play 9—11 am	19 Storytime 10 am Cyber Security Basics 12 & 6 pm K-5 STEAM 3:45 pm	20	21 Therapeutic Writing Group 10 am
22	23 Storytime 6 pm	24 Storytime 10 am	25 Stay & Play 9—11 am Tween/Teen Time 3:45pm	26 Storytime 10 am Movie 3:45 pm	27	28
29 Spooky/Movie Sunday Beetlejuice 2pm	30 Storytime 6 pm	31 Storytime 10 am	1 Stay & Play 9—11 am	2 Storytime 10 am LEGO Club 3:45 pm	3 1 st Friday Coffee 9:30—11:30 am	Food for Fines: Soup or Crackers

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275



Laptop and Hotspot Lending Policy

To increase digital access for area residents, laptops and hotspots are available to borrow from the Yankton Community Library (YCL). Laptops and hotspots help to fulfill the Library's mission of providing informational, educational, and cultural resources by providing an access point to digital resources.

A "laptop" consists of a portable computer with a Windows operating system, its power supply, power cord, and case. A "hotspot" consists of the wireless device itself, its charger, charging cord, and case. The library user or "borrower" is responsible for the safe-keeping and return of these items to the library in good working order and assumes liability for the equipment while in their care. The library user must sign YCL's Laptop and Hotspot Rental Agreement the first time a laptop or hotspot is checked out. This agreement will be noted on the library user's account and will remain in effect until the policy is updated *or* library user notifies library staff in writing that they wish to revoke their agreement.

When a library user borrows a laptop or hotspot, the library user's use of the equipment is available under the following terms and conditions. By borrowing a laptop or hotspot, the user agrees to abide by YCL's policies and rules, and agrees to hold YCL and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's laptops and/or hotspots and the internet access provided by the library.

Circulation

- Laptops and hotspots may be borrowed by a YCL Adult or Teacher card holder who is eighteen (18) years-of-age or older.
- Borrowers must have a 3-months-or-older active card in good standing. (Temporary, Pathways, and ILL card holders are not eligible to check out laptops and/or hotspots at this time.)
- Good standing is defined as an account with a current address and phone number, and no outstanding fines, fees, or items that are lost or damaged.
- **Borrower must present a photo ID (license, passport, etc.) at check out with no exceptions. Authorized users may NOT check out or pick up laptops or hotspots on someone else's account.**
- The lending period is seven (7) days and may be renewed one (1) time if there are not any holds on items.
- Reservations may be made for laptops and hotspots. Reservations will be filled in the order in which they are received; patrons will be notified when their hold is ready for pick up.
- Reservations not picked up within 3 business days of the requested pickup date may be cancelled.
- Laptop and hotspot checkouts are limited to one (1) device (or "Kit") per household. In some instances, a "Kit" may consist of one (1) laptop AND one (1) hotspot.
- After returning a laptop, a hotspot, or a "Kit," library users must wait 24 hours before checking out another laptop, hotspot, or "Kit."
- **Laptops and hotspots must be returned to the library circulation desk during regular business hours. Library users will be charged \$25 for devices returned to the book or materials drop (indoor or outdoor). This fee is not eligible for Food for Fines.**
- It is the library user's responsibility to return the laptop and/or hotspot by the due date. If a laptop is lost or not returned by the due date, the device will be shutdown remotely and become unusable. If a hotspot is lost or not returned by the due date, wireless service will be terminated, and the device will become unusable.
- Laptops and/or hotspots will not be considered returned until **ALL** items associated with it have been returned to the library.
- The current borrower is responsible for verifying the current physical condition of the laptop and/or hotspot they check out. Damages, non-working devices, and laptops with any objectionable material downloaded on them need to be reported to library staff **immediately**. Unreported issues will become the responsibility of the current borrower.

- Current borrower is responsible for damaged, missing and/or lost pieces of the borrowed items and agrees to notify the Yankton Community Library if a device is lost, stolen, or damaged. Borrower agrees to pay any replacement costs, as determined by the library. If a laptop or hotspot is stolen, the borrower is responsible for submitting a police report to the library director.
- If laptop and/or hotspot and/or any of the device components (i.e. battery, charger, charging cord) are damaged or not returned within 7 days of the due date, the borrower will be charged a replacement fee at the current rate for the laptop and/or hotspot and/or device components. If the device is returned in good condition the replacement cost is waived.
- The library reserves the right to temporarily take a laptop or hotspot out of regular circulation to make it available for a specific community event or meeting.

Usage

- **Parents are responsible for monitoring minor’s use of the internet while using a laptop or hotspot. Internet content filtering is NOT provided through the laptop OR the hotspot.**
- Use of laptops and hotspots is subject to the Service Provider’s Acceptable Use Policy, Privacy Policy, and Terms and Use.
- **Laptops are cleared of data upon shutdown. Borrowers are encouraged to use a flash drive or a cloud service to save work prior to shutting the computer off.**
- YCL or Service Provider are not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while using or accessing the internet with a laptop or hotspot from YCL.
- Deliberate altering or modifying of the configurations of library-owned equipment is strictly prohibited. The borrow will be financially responsible for any damages if they try to troubleshoot problems and damages occur.
- If borrowers experience problems with these devices or have questions, they should ask for assistance, but understand that library staff may not always be available to provide technical support.
- Performance of the hotspot will vary depending on location and coverage in the area, and the device(s) connected to the hotspot.
- Laptops and hotspots must be kept in a temperature-controlled environment. Do not leave devices in extreme temperatures.
- YCL does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.
- Library users who experience issues with their borrowed device(s) should contact YCL. In the event an immediate solution cannot be found, the device should be returned, and the library user will be added back to the front of the reservation list.

For each day a laptop and/or hotspot is not returned after the due date, a charge of \$3 per day will be assessed to the library user’s account up to \$15 per device. (Late fines may be paid with food for fines UNLESS service to the devices is shut off.) Borrowers who return laptops and hotspots late may lose further borrowing privileges for one month. Failure to abide by the terms of this policy may result in the loss of borrowing privileges permanently. YCL reserves the right to refuse to lend equipment at its discretion and to update this Lending Policy at any time. If the Lending Policy is updated, Borrowers will need to review and sign the updated policy.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If at any time I wish to revoke my agreement, I acknowledge that I must notify the Yankton Community Library in writing to update my preference.

Name: _____

Signature: _____

Staff Initials: _____

Date: _____

Yankton Community Library Laptop and Hotspot Borrowing Agreement

This Borrowing AGREEMENT is made between the Yankton Community Library (YCL) and the person/organization/business to whom the equipment is loaned ("Borrower")

Terms: This is a loan of the equipment and accessories, hereinafter referred to as "equipment." The term of this loan, unless otherwise specified, is for seven (7) days from time of checkout.

Acceptance: Borrower acknowledges that they have fully inspected and accepted said equipment in good condition and function.

Loss and Damage: Borrower hereby assumes and shall bear the entire risk of loss and damage to the equipment.

Surrender: Upon the expiration of seven (7) days, Borrower shall return the equipment and all accessories (including, but not limited to connectors, cables, power cords, remotes, operation manuals/CDs furnished by YCL to Borrower in the same condition as equipment was at the time of rental.

Assignment, etc.: The Borrowing Agreement and/or equipment may not be assigned, transferred or lent by Borrower to any other party.

Late Fees: A late fee will be assessed for any checkout not returned on or before the agreed seven (7) day period. The late fee will be a minimum of \$3 per day per device up to \$15 and at maximum per item, the cost to replace the item/s that are not returned plus any direct costs incurred during the process.

Damaged or Lost/Stolen Items: If laptop and/or hotspot and/or any of the device components (i.e., battery, charger, charging cord) are damaged or not returned within 7 days of the due date, the borrower will be charged a replacement fee at the current rate for the laptop and/or hotspot and/or device components. If the device is returned in good condition the replacement cost is waived. If a laptop or hotspot is stolen, the borrower is responsible for submitting a police report to the library director.

Please indicate which device(s) are being checked out:

Laptop		Replacement Cost	Out	In
Computer		\$650		
Power Cord (2 pieces)		\$49		
Case		\$15		
Total:		\$714.00		
Hotspot		Replacement Cost	Out	In
Hotspot		\$199		
Power Cord		\$20		
Wall Adapter		\$20		
Battery		\$30		
SIM Card		\$10		
Case		\$5		
Total:		\$284		

It is your responsibility to read and understand the terms of your rental with us. No signature is necessary to enforce the rules of renting equipment from us, but we do ask you to sign to ensure you have an understanding of this agreement. By taking possession of any equipment item, you have implicitly agreed to our terms.

Borrower Name: _____

Borrower Signature: _____

Library Card #: 21600000 _____

Check Out Staff: _____ Date: _____ Check In Staff: _____ Date: _____

Staff Use Only:

- I have verified library user's phone number and address on library account. If changes were needed (yes / no), I have updated the account on Atrium.*
- I have verified that the library user has signed the current Laptop and Hotspot Lending Policy and it is noted on their account with the year.*

Initials: _____

Date: _____