

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

**AGENDA**

**Call to order**

**Additions to the agenda**

**Approval of October 11, 2023 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- **By-laws approval**
- **Laptop & Hotspot Lending Policy**

**New Business**

- **Foundation Recommendation for Feasibility Study**
- **Email Address for Library Board**
- **Collection Development Policy**

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of November 8, 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, October 11, 2023, 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, Jean Huff, Mary Pat Bierle, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Ryan Heine and Library Director Dana Schmidt. Assistant Library Director Linda Dobrovolny was absent with regrets.

**Additions to the Agenda:** None

**Approval of September 13, 2023 minutes:** Bierle made a motion to approve the September 13, 2023 minutes with a second by Webber. Unanimous approval.

**Public Comment Period:** Dennis Menke addressed the board about the dangers of banning books.

**Discussion of bills/Accept Financial Report:** Motion by Webber with a second by Mechtenberg to accept the financial report. Unanimous approval.

**Communications and correspondence:** Schmidt shared an unsigned letter that was sent to the library with suggestions about future book displays. Additionally, Schmidt shared a postcard received during Banned Books Week thanking the library for the variety of books that are provided for all readers. Several donations were received in memory of long-time volunteer, Delores Nelson.

**Director's report:** In addition to the written report, Schmidt noted that she would be attending another meeting at Gathering Grounds with local churches and other community partners to discuss the services provided there and future needs. We are working on getting quotes for adding the automated doors to the east entrance as part of our accessibility grant.

**Old Business:** None.

#### **New Business:**

- **Laptop and Hotspot Lending Policy:** Schmidt reported that we were waiting on feedback from City IT and the City Attorney regarding the policy. Webber made a motion to hold a special meeting to approve this policy if we received this feedback before our next meeting. There was a second by Heine. Unanimous approval.
- **By-Laws Review:** Bierle made a motion to amend Section 7 to only have one public comment period per meeting with a second by Webber. Unanimous approval.
- **2024 Calendar:** Schmidt presented a calendar with suggested dates for the library to be closed, including following the city holiday calendar. Dates that differed from the city calendar were highlighted. Bierle made a motion to approve the calendar as presented with a second by Heine. Unanimous approval.

- **Early closure on October 31, 2023:** Heine made a motion to allow for an early 5:00pm closure of the library on October 31 with a second by Mechtenberg. Unanimous approval.

**Other Business:**

- Foundation update: Schmidt reported that the Foundation would have a subcommittee review the proposals for a feasibility study from the Government Research Bureau to make a recommendation to the Foundation for moving forward with the study. The benefits of working with this organization were discussed, including the merits of having a local organization tailor the study to our specific needs and requests. Schmidt also reported that she would be scheduling a meeting for the Library Board of Trustees, the Library Foundation and the Friends of the Library to meet.
- Huff requested that we review the Collection Development policy at an upcoming meeting.

**Public Comment Period:**

**Adjourn the meeting of October 11, 2023:** Webber made a motion to adjourn the meeting at 6:30pm with a second by Huff. Unanimous approval.

Vendor Payment History by Fund  
 OCTOBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
AMZN MKTP US TL24F9WU2			.19744						
	202309	10/05/23	OFFICE SUPPLIES	19.99		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US TR6JG9MY2			.19739						
	202309	10/05/23	DVD	19.96		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US TX2S48II2			.19714						
	202309	10/05/23	DVD	12.96		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US TX31G3JH1			.19711						
	202309	10/05/23	OFFICE SUPPLIES	32.97		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202309	10/05/23	JANITORIAL SUPPLIES	133.06		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
	202309	10/05/23	PROGRAM SUPPLIES	18.88		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202309	10/05/23	BOOKS	31.98		Dobrovolny		- M BOOKS	101.142.340
				216.89					
			VENDOR TOTAL	216.89		*TOTAL CHECK			
AMZN MKTP US TX9F43WJ0			.19702						
	202309	10/05/23	DVD	19.96		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US TX9I443G2			.19727						
	202309	10/05/23	OFFICE SUPPLIES	64.87		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202309	10/05/23	PROGRAM SUPPLIES	6.65		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202309	10/05/23	BOOKS	125.59		Dobrovolny		- M BOOKS	101.142.340
	202309	10/05/23	DVDS	226.19		Dobrovolny		- M AV - CAPITAL	101.142.342
				423.30					
			VENDOR TOTAL	423.30		*TOTAL CHECK			
AMZN MKTP US TX9NA6FV0			.19726						
	202309	10/05/23	JANITORIAL SUPPLIES	71.00		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
AMZN MKTP US TX9TF2YJ1			.19692						
	202309	10/05/23	DVD	17.96		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US TX94482B2			.19717						
	202309	10/05/23	BOOKS	31.98		Dobrovolny		- M BOOKS	101.142.340
AMZN MKTP US T19D04P00			.19693						
	202309	10/05/23	DVD	22.49		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US T38HS1G01			.19747						
	202309	10/05/23	OFFICE SUPPLIES	48.56		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202309	10/05/23	PROGRAM SUPPLIES	19.23		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202309	10/05/23	BOOKS	14.95		Dobrovolny		- M BOOKS	101.142.340
	202309	10/05/23	DVD'S	23.98		Dobrovolny		- M AV - CAPITAL	101.142.342
				106.72					
			VENDOR TOTAL	106.72		*TOTAL CHECK			

Vendor Payment History by Fund  
 OCTOBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
BAKER-TAYLOR			.11798							
	202309	10/05/23	POSTAGE	132.86		Schmidt			- M POSTAGE	101.142.231
	202309	10/05/23	BOOKS	6,845.70		Schmidt			- M BOOKS	101.142.340
			VENDOR TOTAL	6,978.56		*TOTAL CHECK				
BLP BUSINESS WEEK			.19737							
	202309	10/05/23	MAGAZINE SUBSCRIPTION	159.30		Schmidt			- M SUBSCRIPTIONS & PUBLICA	101.142.235
BLUEPEAK			.18669							
	202309	10/05/23	PHONE	152.29		Yardley			- M TELEPHONE	101.142.271
CITY UTILITIES			00109							
	202322	10/31/23	WATER	493.37		9.19.23	002642	P - M	WATER SERVICE	101.142.274
	202322	10/31/23	WASTEWATER	51.53		9.19.23	002642	P - M	SEWER SERVICE	101.142.275
			VENDOR TOTAL	544.90		*TOTAL CHECK				
CLOUGH/GERALD			.19752							
	68966	10/23/23	PENS & NAME BADGES	328.50		1035	023962	P - D	OFFICE SUPPLIES	101.142.232
DALSIN COMPANY/MJ			05084							
	68928	10/09/23	REPLACE LIBRARY ROOF	111,240.00		13482	070920	P - D	CAPITAL REPAIR & MAINTENANCE	101.142.301
ECHO ELECTRIC SUPPLY			.12003							
	202309	10/05/23	LED PANEL	570.00		Mastalir			- M REP. & MAINT. - BUILDING	101.142.223
IN BOOK PAGE			.17319							
	202309	10/05/23	MAGAZINE SUBSCRIPTION	402.00		Schmidt			- M SUBSCRIPTIONS & PUBLICA	101.142.235
J & H CARE & CLEANING CO			05937							
	68921	10/09/23	JANITORIAL SERVICES	1,200.00		3182048	023958	P - D	CONTRACTED SERVICES	101.142.204
JUMP START 7			.19697							
	202309	10/05/23	TRAVEL EXPENSE	51.06		Dobrovolny			- M TRAVEL EXPENSE	101.142.263
KOPETSKYS ACE HDWE			.14377							
	202309	10/05/23	KEY	5.98		Homstad			- M REP. & MAINT. - BUILDING	101.142.223
LA QUINTA INN WICHITA			.19696							
	202309	10/05/23	TRAVEL EXPENSE	426.65		Dobrovolny			- M TRAVEL EXPENSE	101.142.263
M.J. DALSIN COMPANY			05084							
	68993	10/23/23	LIBRARY ROOF REPLACEMENT	89,939.00		13509	070920	P - D	CAPITAL REPAIR & MAINTENANCE	101.142.301
MIDAMERICAN ENERGY			00303							
	202322	10/31/23	FUEL	21.25		10.06.23			- M FUEL-HEATING	101.142.273



Vendor Payment History by Fund  
 OCTOBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
THE ATLANTIC			.18095						
	202309	10/05/23	MAGAZINE SUBSCRIPTION	84.99		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
THE STAR TRIBUNE CIRCU			.11824						
	202309	10/05/23	NEWSPAPER SUBSCRIPTION	619.22		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
TST BIONIC BURGER - 6			.19707						
	202309	10/05/23	TRAVEL EXPENSE	9.97		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
TST LOTUS LEAF CAFE			.19700						
	202309	10/05/23	TRAVEL EXPENSE	52.01		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
USPS PO 4698100078			.14781						
	202309	10/05/23	POSTAGE	52.80		Schmidt		- M POSTAGE	101.142.231
WALMART.COM			.12308						
	202309	10/05/23	PROGRAM SUPPLIES	73.55		Schmidt		- M PROGRAM SUPPLIES	101.142.242
WM SUPERCENTER #1483			.13320						
	202309	10/05/23	OFFICE SUPPLIES	65.88		Yankton Librar		- M OFFICE SUPPLIES	101.142.232
	202309	10/05/23	PROGRAM SUPPLIES	51.71		Yankton Librar		- M PROGRAM SUPPLIES	101.142.242
	202309	10/05/23	DVD	19.96		Yankton Librar		- M AV - CAPITAL	101.142.342
				137.55					
								*TOTAL CHECK	
			VENDOR TOTAL	137.55					
WYNDHAM GARDEN WICHITA			.19708						
	202309	10/05/23	TRAVEL EXPENSE	111.60		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
GENERAL FUND				221,093.23				**TOTAL	

Vendor Payment History by Fund  
OCTOBER LIBRARY BILLS

VENDOR NAME AND NUMBER								
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
REPORT TOTALS:			221,093.23					

RECORDS PRINTED - 000063



Vendor Payment History by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	221,093.23
TOTAL	ALL FUNDS	221,093.23

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	221,093.23
TOTAL	ALL BANKS	221,093.23

Vendor Payment History by Fund  
 OCTOBER 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 TX9YM2WU2			.19713							
	202309	10/05/23	FLASH DRIVES	297.00		Dobrovolny		- M	DIGITAL LITERACY GRANT	701.701.319
AMZN MKTP US T38HS1G01			.19747							
	202309	10/05/23	LAPTOP GRANT	74.90		Dobrovolny		- M	ALA LAPTOP GRANT	701.701.301
BAKER-TAYLOR			.11798							
	202309	10/05/23	MEMORIAL BOOKS-PELISSERO	34.18		Schmidt		- M	BOOKS	701.701.340
	202309	10/05/23	BOOKS-MASTER GARDENERS	94.88		Schmidt		- M	BOOKS	701.701.340
	202309	10/05/23	BOOKS-BOOK CLUB DONATION	124.30		Schmidt		- M	BOOKS	701.701.340
				253.36		*TOTAL CHECK				
			VENDOR TOTAL	253.36						
CKE BRO BRGR BAR YANKT			.18931							
	202309	10/05/23	EMPLOYEE APPRECIATION	130.21		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
LA QUINTA INN WICHITA			.19696							
	202309	10/05/23	TRAVEL EXPENSE	426.65		Dobrovolny		- M	TRAVEL EXPENSE	701.701.263
MENARDS YANKTON SD			.14179							
	202309	10/05/23	ADULT CRAFT	12.99		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
SQ MAZING ACRES PUMPK			.19689							
	202309	10/05/23	LIBRARY PROGRAM	62.00		Schmidt		- M	RECREATION SUPPLIES	701.701.242
THE KITCHEN			.19709							
	202309	10/05/23	TRAVEL EXPENSE	26.88		Dobrovolny		- M	TRAVEL EXPENSE	701.701.263
TROPICAL CREATIONS INC			07658							
	8927	10/31/23	FISH TANK - 1 YR RENTAL	600.00		207755	023968	P - M	RECREATION SUPPLIES	701.701.242
LIBRARY TRUST				1,883.99		**TOTAL				

Vendor Payment History by Fund  
OCTOBER LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
CHECK# DATE DESCRIPTION							
REPORT TOTALS:	1,883.99						

RECORDS PRINTED - 000011

YANKTON FINANCIAL SYSTEM  
11/07/2023 08:24:56

Vendor Payment History by Fund

CITY OF YANKTON  
GL060S-V08.19 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
701	LIBRARY TRUST	1,883.99
TOTAL ALL FUNDS		1,883.99

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	1,883.99
TOTAL ALL BANKS		1,883.99

	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	0.00	7,500.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	915.00	9,690.00	114 -----]
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	1.00	10 -
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	9.42	215.86	107 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	36.00	1,041.95	69 -----
3456 PC PRINTING	6,000.00	6,000.00	719.00	6,272.80	104 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	446.00	6,661.03	333 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	2,125.42	23,884.52	126 -----]]
FINES					
3510 COURT FINES	1,600.00	1,600.00	448.47	3,370.07	210 -----]]]]
3511 PARKING FINES	2,500.00	2,500.00	0.00	2,301.28	92 -----
3520 LIBRARY FINES	500.00	500.00	34.50	572.58	114 -----]
TOTAL: FINES	4,600.00	4,600.00	482.97	6,243.93	135 -----]]
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	37,812.56	343,349.51	858 -----]]]]
3611 UTILITY REFUNDS	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	111 -----]
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	2,866.56	23,106.00	577 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	4,182.37	44,709.97	1490 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	148.99	1,299.01	86 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	45,010.48	423,564.49	724 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	47,618.87	461,192.94	476 -----]]]]

	ADOPTED BUDGET	ANNUAL REVISED BUDGET	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	223.25	1,664.78	1,664.78-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	28,300.00	28,300.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	5,375.00	20,992.68	20,992.68-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	5,598.25	50,957.46	50,957.46-	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	33,590.65	352,526.17	76,850.83	82 -----
102	TEMPORARY WAGES	40,000.00	0.00	4,347.18	33,539.97	6,460.03	83 -----
103	OVERTIME WAGES	350.00	0.00	0.00	539.09	189.09-	154 -----]]]]
111	OASI	35,934.00	0.00	2,812.11	28,734.68	7,199.32	79 -----
121	RETIREMENT	25,784.00	0.00	2,015.44	21,183.92	4,600.08	82 -----
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	45,108.40	56,381.60	44 ----
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	24.78	812.86	241.14	77 -----
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	47,279.90	482,427.09	154,637.91	75 -----
	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	93.00	11,079.92	1,179.92-	111 -----]
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	12,000.00	4,000.00	75 -----
209	E-BOOKS	29,500.00	0.00	3,359.25	16,752.17	12,747.83	56 -----
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	0.00	216.00	2,784.00	7
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	575.98	5,944.12	1,944.12-	148 -----]]]]
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231	POSTAGE	3,500.00	0.00	496.62	3,093.23	406.77	88 -----
232	OFFICE SUPPLIES	8,500.00	0.00	560.77	5,178.00	3,322.00	60 -----
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	1,265.51	5,120.19	4,379.81	53 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	204.06	1,646.54	1,353.46	54 -----
242	PROGRAM SUPPLIES	5,000.00	0.00	170.02	2,183.69	2,816.31	43 ----
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	81.00	532.00	468.00	53 -----
263	TRAVEL EXPENSE	3,000.00	0.00	753.75	1,027.27	1,972.73	34 ---
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,934.00	434.00-	128 -----]]
271	TELEPHONE	2,300.00	0.00	212.79	1,693.96	606.04	73 -----
272	ELECTRICITY	20,000.00	0.00	1,652.03	12,201.78	7,798.22	61 -----
273	FUEL-HEATING	6,000.00	0.00	21.25	4,235.12	1,764.88	70 -----
274	WATER SERVICE	3,500.00	0.00	493.37	2,113.02	1,386.98	60 -----
275	SEWER SERVICE	1,200.00	0.00	51.53	398.64	801.36	33 ---
276	LANDFILL	500.00	0.00	32.00	336.00	164.00	67 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	11,222.93	101,356.01	47,976.99	67 -----
	CAPITAL OUTLAY						
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	201,179.00	201,179.00	26,179.00-	114 -----]

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH OCT 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
320 BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0
340 BOOKS	53,000.00	0.00	7,251.89	28,911.66	24,088.34	54 -----
342 AV - CAPITAL	10,000.00	0.00	1,531.91	6,688.61	3,311.39	66 -----
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	209,962.80	236,779.27	28,620.73	89 -----
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	268,465.63	820,562.37	231,235.63	78 -----
TOTAL: GENERAL FUND	1,051,798.00	0.00	268,465.63	820,562.37	231,235.63	78 -----



	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	805.20	12,594.04	12,594.04-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
263 TRAVEL EXPENSE	0.00	0.00	453.53	453.53	453.53-	9999 -----]]]]
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,258.73	13,047.57	13,047.57-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	74.90	382.66	382.66-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	0.00	0.00	0
319 DIGITAL LITERACY GRANT	0.00	0.00	297.00	297.00	297.00-	9999 -----]]]]
340 BOOKS	0.00	0.00	253.36	271.62	271.62-	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	625.26	2,181.27	2,181.27-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,883.99	15,228.84	15,228.84-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,883.99	15,228.84	15,228.84-	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	3,714.26	35,255.81
	TOTAL CURRENT ASSETS:	30,846.73	3,714.26	35,255.81
	TOTAL ASSETS:	30,846.73	3,714.26	35,255.81
				66,102.54
				66,102.54
LIABILITIES AND FUND BALANCE				
-----				
CURRENT LIABILITIES:				
701.2011				
	ACCOUNTS PAYABLE	472.81CR	0.00	472.81
	TOTAL CURRENT LIABILITIES:	472.81CR	0.00	472.81
	TOTAL LIABILITIES:	472.81CR	0.00	472.81
				0.00
				0.00
FUND BALANCE:				
701.2511				
	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00
701.2900				
	REVENUE CONTROL	15,537.67CR	5,598.25CR	50,957.46CR
701.2910				
	EXPENDITURE CONTROL	14,963.18	1,883.99	15,228.84
	TOTAL FUND BALANCE:	30,373.92CR	3,714.26CR	35,728.62CR
				66,102.54CR
				66,102.54CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	3,714.26CR	35,255.81CR
				66,102.54CR
	TOTAL FUND:	0.00	0.00	0.00
				0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	429,377.00	0.00	33,590.65	352,526.17	76,850.83	82	-----
J-101323-521	PAYROLL OCTOBER 13, 2023			16,795.35	LIBRARY-REG WAGES		P	A
J-102723-523	PAYROLL OCTOBER 27, 2023			16,795.30	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	4,347.18	33,539.97	6,460.03	83	-----
J-101323-521	PAYROLL OCTOBER 13, 2023			2,139.49	LIBRARY-TEMP WAGES		P	A
J-102723-523	PAYROLL OCTOBER 27, 2023			2,207.69	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	0.00	539.09	189.09-	154	-----]]]]
111	OASI	35,934.00	0.00	2,812.11	28,734.68	7,199.32	79	-----
J-101323-521	PAYROLL OCTOBER 13, 2023			1,403.47	LIBRARY-OASI		P	A
J-102723-523	PAYROLL OCTOBER 27, 2023			1,408.64	LIBRARY-OASI		P	A
121	RETIREMENT	25,784.00	0.00	2,015.44	21,183.92	4,600.08	82	-----
J-101323-521	PAYROLL OCTOBER 13, 2023			1,007.72	LIBRARY-RETIREMENT		P	A
J-102723-523	PAYROLL OCTOBER 27, 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	45,108.40	56,381.60	44	----
J-101323-521	PAYROLL OCTOBER 13, 2023			2,244.87	LIBRARY-GROUP INS		P	A
J-102723-523	PAYROLL OCTOBER 27, 2023			2,244.87	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	24.78	812.86	241.14	77	-----
J-101323-521	PAYROLL OCTOBER 13, 2023			12.19	LIBRARY-UNEMP INS		P	A
J-102723-523	PAYROLL OCTOBER 27, 2023			12.59	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		637,065.00	0.00	47,279.90	482,427.09	154,637.91	75	-----
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	93.00	11,079.92	1,179.92-	111	-----]
M-100523-491	.14274 OLSONS PEST TECHNICIAN	202309 Schmidt		93.00	PEST CONTROL		-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	12,000.00	4,000.00	75	-----
D-100923-477	05937 J & H CARE & CLEANING CO	068921 3182048		1,200.00	JANITORIAL SERVICES	023958	P -	A
209	E-BOOKS	29,500.00	0.00	3,359.25	16,752.17	12,747.83	56	-----
M-100523-491	.13843 OVERDRIVE DIST	202309 Schmidt		71.94	E-BOOKS		-	A
M-100523-491	.13843 OVERDRIVE DIST	202309 Schmidt		2,499.51	E-BOOKS		-	A
M-100523-491	.13843 OVERDRIVE DIST	202309 Schmidt		787.80	E-BOOKS		-	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								
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	0.00	216.00	2,784.00	7		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	575.98	5,944.12	1,944.12	148	-----]]]]	
M-100523-491	.12003 ECHO ELECTRIC SUPPLY	202309	Mastalir	570.00	LED PANEL				A
M-100523-491	.14377 KOPETSKYS ACE HDWE	202309	Homstad	5.98	KEY				A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,500.00	0.00	496.62	3,093.23	406.77	88	-----	
M-100523-491	.12708 PITNEY BOWES PI	202309	Schmidt	80.97	POSTAGE				A
M-100523-491	.18922 SP A KIDS BOOK ABOUT	202309	Yankton Librar	29.99	POSTAGE				A
M-100523-491	.19037 PITNEY BOWES	202309	Schmidt	200.00	POSTAGE				A
M-100523-491	.11798 BAKER-TAYLOR	202309	Schmidt	132.86	POSTAGE				A
M-100523-491	.14781 USPS PO 4698100078	202309	Schmidt	52.80	POSTAGE				A
232	OFFICE SUPPLIES	8,500.00	0.00	560.77	5,178.00	3,322.00	60	-----	
M-100523-491	.13320 WM SUPERCENTER #1483	202309	Yankton Librar	65.88	OFFICE SUPPLIES				A
M-100523-491	.19711 AMZN MKTP US TX31G3JH1	202309	Dobrovolny	32.97	OFFICE SUPPLIES				A
M-100523-491	.19727 AMZN MKTP US TX9I443G2	202309	Dobrovolny	64.87	OFFICE SUPPLIES				A
M-100523-491	.19744 AMZN MKTP US TL24F9WU2	202309	Dobrovolny	19.99	OFFICE SUPPLIES				A
M-100523-491	.19747 AMZN MKTP US T38HS1G01	202309	Dobrovolny	48.56	OFFICE SUPPLIES				A
D-102323-499	.19752 CLOUGH/GERALD	068966	1035	328.50	PENS & NAME BADGES	023962	P		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	1,265.51	5,120.19	4,379.81	53	-----	
M-100523-491	.11824 THE STAR TRIBUNE CIRCU	202309	Schmidt	619.22	NEWSPAPER SUBSCRIPTION				A
M-100523-491	.17319 IN BOOK PAGE	202309	Schmidt	402.00	MAGAZINE SUBSCRIPTION				A
M-100523-491	.19737 BLP BUSINESS WEEK	202309	Schmidt	159.30	MAGAZINE SUBSCRIPTION				A
M-100523-491	.18095 THE ATLANTIC	202309	Schmidt	84.99	MAGAZINE SUBSCRIPTION				A
236	JANITORIAL SUPPLIES	3,000.00	0.00	204.06	1,646.54	1,353.46	54	-----	
M-100523-491	.19711 AMZN MKTP US TX31G3JH1	202309	Dobrovolny	133.06	JANITORIAL SUPPLIES				A
M-100523-491	.19726 AMZN MKTP US TX9NA6FV0	202309	Dobrovolny	71.00	JANITORIAL SUPPLIES				A
242	PROGRAM SUPPLIES	5,000.00	0.00	170.02	2,183.69	2,816.31	43	----	
M-100523-491	.19711 AMZN MKTP US TX31G3JH1	202309	Dobrovolny	18.88	PROGRAM SUPPLIES				A
M-100523-491	.19727 AMZN MKTP US TX9I443G2	202309	Dobrovolny	6.65	PROGRAM SUPPLIES				A
M-100523-491	.13320 WM SUPERCENTER #1483	202309	Yankton Librar	51.71	PROGRAM SUPPLIES				A
M-100523-491	.12308 WALMART.COM	202309	Schmidt	73.55	PROGRAM SUPPLIES				A
M-100523-491	.19747 AMZN MKTP US T38HS1G01	202309	Dobrovolny	19.23	PROGRAM SUPPLIES				A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
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	81.00	532.00	468.00	53	-----
M-100523-491	.16033 SD LIBRARY ASSOCIATION	202309	Yankton Librar	81.00	SDLA MEMBERSHIP		-	A
263	TRAVEL EXPENSE	3,000.00	0.00	753.75	1,027.27	1,972.73	34	---
M-100523-491	.19694 PICASSOS PIZZERIA	202309	Dobrovolny	27.37	TRAVEL EXPENSE		-	A
M-100523-491	.19697 JUMP START 7	202309	Dobrovolny	51.06	TRAVEL EXPENSE		-	A
M-100523-491	.19699 PUMP & PANTRY #46	202309	Dobrovolny	36.68	TRAVEL EXPENSE		-	A
M-100523-491	.19696 LA QUINTA INN WICHITA	202309	Dobrovolny	426.65	TRAVEL EXPENSE		-	A
M-100523-491	.19700 TST LOTUS LEAF CAFE	202309	Dobrovolny	52.01	TRAVEL EXPENSE		-	A
M-100523-491	.19703 SAPP BROS CENTER	202309	Dobrovolny	38.41	TRAVEL EXPENSE		-	A
M-100523-491	.19707 TST BIONIC BURGER - 6	202309	Dobrovolny	9.97	TRAVEL EXPENSE		-	A
M-100523-491	.19708 WYNDHAM GARDEN WICHITA	202309	Dobrovolny	111.60	TRAVEL EXPENSE		-	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,934.00	434.00-	128	-----] ]
271	TELEPHONE	2,300.00	0.00	212.79	1,693.96	606.04	73	-----
M-100523-491	.18669 BLUEPEAK	202309	Yardley	152.29	PHONE		-	A
J-101323-521	PAYROLL OCTOBER 13, 2023			60.50	LIBRARY-TELEPHONE		P	A
272	ELECTRICITY	20,000.00	0.00	1,652.03	12,201.78	7,798.22	61	-----
M-103123-498	00455 NORTHWESTERN ENERGY	202322	10.10.23	1,652.03	ELECTRICITY		-	A
273	FUEL-HEATING	6,000.00	0.00	21.25	4,235.12	1,764.88	70	-----
M-103123-498	00303 MIDAMERICAN ENERGY	202322	10.06.23	21.25	FUEL		-	A
274	WATER SERVICE	3,500.00	0.00	493.37	2,113.02	1,386.98	60	-----
M-103123-498	00109 CITY UTILITIES	202322	9.19.23	493.37	WATER	002642	P -	A
275	SEWER SERVICE	1,200.00	0.00	51.53	398.64	801.36	33	---
M-103123-498	00109 CITY UTILITIES	202322	9.19.23	51.53	WASTEWATER	002642	P -	A
276	LANDFILL	500.00	0.00	32.00	336.00	164.00	67	-----
J-103123-536	OCTOBER JOURNAL ENTRIES	JE 196		32.00	DUMPSTER CHGS - OCTOBER			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	11,222.93	101,356.01	47,976.99	67	-----

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	201,179.00	201,179.00	26,179.00-	114	-----]
D-100923-477	05084 DAL SIN COMPANY/MJ	068928 13482		111,240.00	REPLACE LIBRARY ROOF	070920 P	-	A
D-102323-499	05084 M.J. DAL SIN COMPANY	068993 13509		89,939.00	LIBRARY ROOF REPLACEMENT	070920 P	-	A
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0	
340	BOOKS	53,000.00	0.00	7,251.89	28,911.66	24,088.34	54	-----
M-100523-491	.18922 SP A KIDS BOOK ABOUT	202309	Yankton Librar	201.69	BOOKS		-	A
M-100523-491	.19711 AMZN MKTP US TX31G3JH1	202309	Dobrovolny	31.98	BOOKS		-	A
M-100523-491	.19717 AMZN MKTP US TX94482B2	202309	Dobrovolny	31.98	BOOKS		-	A
M-100523-491	.19727 AMZN MKTP US TX9I443G2	202309	Dobrovolny	125.59	BOOKS		-	A
M-100523-491	.11798 BAKER-TAYLOR	202309	Schmidt	6,845.70	BOOKS		-	A
M-100523-491	.19747 AMZN MKTP US T38HS1G01	202309	Dobrovolny	14.95	BOOKS		-	A
342	AV - CAPITAL	10,000.00	0.00	1,531.91	6,688.61	3,311.39	66	-----
M-100523-491	.13320 WM SUPERCENTER #1483	202309	Yankton Librar	19.96	DVD		-	A
M-100523-491	.19692 AMZN MKTP US TX9TF2YJ1	202309	Dobrovolny	17.96	DVD		-	A
M-100523-491	.19693 AMZN MKTP US T19D04PO0	202309	Dobrovolny	22.49	DVD		-	A
M-100523-491	.19702 AMZN MKTP US TX9F43WJ0	202309	Dobrovolny	19.96	DVD		-	A
M-100523-491	.19714 AMZN MKTP US TX2S48II2	202309	Dobrovolny	12.96	DVD		-	A
M-100523-491	.19727 AMZN MKTP US TX9I443G2	202309	Dobrovolny	226.19	DVDS		-	A
M-100523-491	.19327 PLAYAWAY PRODUCTS LLC	202309	Schmidt	760.80	WONDERBOOKS		-	A
M-100523-491	.19739 AMZN MKTP US TR6JG9MY2	202309	Dobrovolny	19.96	DVD		-	A
M-100523-491	.19747 AMZN MKTP US T38HS1G01	202309	Dobrovolny	23.98	DVD'S		-	A
M-100523-491	.19327 PLAYAWAY PRODUCTS LLC	202309	Schmidt	61.74	WONDERBOOKS		-	A
D-102323-499	04785 MIDWEST TAPE	068996 504323958		220.95	MEDIA	023959 P	-	A
D-102323-499	04785 MIDWEST TAPE	068996 504389264		124.96	MEDIA	023959 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	209,962.80	236,779.27	28,620.73	89	-----
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	268,465.63	820,562.37	231,235.63	78	-----
TOTAL: GENERAL FUND		1,051,798.00	0.00	268,465.63	820,562.37	231,235.63	78	-----

## Director's Report – November 2023

**Programming & Partnerships:** We enjoyed a couple of great partnerships to offer some special programs to the community during October. YCL was part of the Mead Museum's Haunted History Tour which gave us the opportunity to greet over 200 attendees and to share library info and upcoming events. We were invited to take part in the Stewart School Fall Festival on October 14. YCL staff were able to join in the fun and talk to families about how to get a library card and some of the regularly scheduled after school programs at the library. On October 24, YCL hosted Fall Literacy & Math Family Night with the Yankton School District. Families were able to get tips from reading coaches from the school district while children got to enjoy fun games, delicious treats and a fall photo op. Once again, the staff offered trick-or-treating during the three story time sessions for the week. Staff had fun dressing in a group costume on Halloween!

**Training:** Dana and Linda attended a South Dakota State Library training in Mitchell on October 18. The discussion focused on library policies. It was a great opportunity to learn from and with other library staff from our part of the state.

We have begun some preliminary planning for our staff in-service training day on January 15. An agenda will be sent out closer to the date. Board members will be welcome to participate.

### Grants:

- **Accessibility:** Work is set to begin soon on adding automated doors to the east entrance. We are working on getting some bids for the bathroom renovation.
- **Laptop/Hotspot:** Pending policy approval, the laptops and hotspots will be ready for use. We will send out some additional marketing to let folks know when they are available for checkout. The library hosted a class about financial literacy in November which was one of the requirements for the grant.
- **Digital Literacy:** YCL staff have conducted 4 digital literacy classes (on two different topics) so far with additional classes scheduled for December.
- The South Dakota Humanities Council is participating in the National Endowment for the Humanities' **United We Stand** initiative to address United States domestic violence. The SDHC programs are focused on **Missing or Murdered Indigenous Persons**. As part of the UWS MMIP initiative, SDHC is providing \$20,000 in funding for select South Dakota libraries to create and host events within their communities. YCL has been chosen as one of ten libraries across the state to receive this \$2,000 grant.

**Staffing:** Part-time staff person Allison Moon has accepted a full-time position elsewhere. Her last day was October 31. We will likely wait to advertise for this position until the new year.

**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. The photos have been judged and winners

have been selected. Winners will be announced Thursday along with an article in the P&D. There were 13 winners and 8 honorable mentions. Historic photos and facts will be added to the calendar. Kickoff event for a year of celebrating the Meridian Bridge will be January 26<sup>th</sup> from 6-9 pm at Ben's Brew Station. This will be a family event with music by James Dean, a slide show about upcoming events, and food from Counterfeit Catering.

**Big 3 Meeting:** We held a meeting for the Library Board of Trustees, Foundation and Friends on October 25. Each group was able to give an update and the Foundation gave information about a feasibility study. This was a great opportunity for all three groups to come together to share information. It was decided to have these meetings quarterly for the time being. Our next "Big 3" meeting will be in January.

**YCL Foundation:** The fundraising letter for the feasibility study will be sent out this week. Pending board approval of the recommendation for the feasibility study, the library board will make their recommendation to the City Commission on Monday, November 13. Dr. Julia Hellwege will be in attendance to give a brief description of the Government Research Bureau and what a feasibility study for the library will entail. You are welcome to attend the Commission meeting to show your support for the library or to view on the City's YouTube channel if you would like to hear more about the study from Dr. Hellwege.

**Friends of YCL:** Long-time volunteer, Delores Nelson, passed away in September. Several donations were made to the Friends of the Library in Delores' memory. The Friends would like to purchase a new bench for the east entrance in honor of Delores.

**Next meeting:** Because of the general busyness of the month, I would request that we skip our regularly scheduled December meeting and resume meetings on Wednesday, January 10 at 5:30pm unless additional or urgent business would arise. If the board would like to have a meeting in December, the regular meeting date would be Wednesday, December 13 at 5:30pm at the Yankton Community Library meeting room and a virtual option would be available.



## OCTOBER 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	10/5	3:45	28	10
Dream Catcher	10/12	3:45	29	9
Rubberband Harmonica	10/19	3:45	29	8
Teenage Kraken Movie	10/26	3:45	19	8

**Total: 105 Kids, 35 Adults**

Storytime	Date	Time	Kids	Adults
Hair Storytime	10/2/23	6:00 PM	6	5
	10/3/23	10:00 AM	2	2
	10/5/23	10:00 AM	3	2
Native American Storytime	10/9/23	6:00 PM	3	2
	10/10/23	10:00 AM	5	3
	10/12/23	10:00 AM	0	0
Breakfast Storytime	10/16/23	6:00 PM	0	0
	10/17/23	10:00 AM	4	3
	10/19/23	10:00 AM	5	3
Caring Storytime	10/23/23	6:00 PM	4	3
	10/24/23	10:00 AM	6	3
	10/26/23	10:00 AM	7	7
Halloween Storytime	10/30/23	6:00 PM	6	5
	10/31/23	10:00 AM	13	11

**Total: 64 Kids, 49 Adults**

Stay and Play	Date	Time	Kids	Adults
	10/4/23	9-11 am	9	4
	10/11/23	9-11 am	7	4
	10/18/23	9-11 am	5	3
	10/25/23	9-11 am	14	8

**Total: 35 Kids, 19 Adults**

Teen Events	Date	Time	Kids
Emoji Painting	10/25/23	3:45	6

**Total: 6 Kids**

OCTOBER 2023 PROGRAM STATISTICS				
Adult Programs	Date	Time	Adults	Virtual
Seed Library	10/10	2:00 PM	20	0
Seed Library	10/10	6:00 PM	5	0
One Book SD	10/12	6:30 PM	4	
Adult Craft	10/17	6:00 PM	16	N/A
Cyber Security	10/19	12:00 PM	2	1
Cyber Security	10/19	6:00 PM	3	1
Therapeutic Writing Group	10/21	10:00 AM	8	N/A
		<b>Total:</b>	<b>58</b>	<b>2</b>
<b>Video Views for Previous Month</b>		<b>Video Views</b>		
Seed Library		5		
Paddlefish		7		
		<b>0</b>		
Book Clubs	Date	Time	Adults	
Readers Anonymous	10/10	2:00 PM	6	
Between The Lines	10/24	4:30 PM	6	
		<b>Total:</b>	<b>12</b>	
Family Events:		Time	Kids	Adults
Sing Along Sunday :Into the Woods	10/1/2023	2:00 PM	0	1
Halloween Costume Swap	10/6 and 10/7	all day	25	25
Spooky Movie Sunday:	10/29	2:00 PM	14	2
Passive Frog Scavenger Hunt	10/21		93	N/A
Stewart School Fall Festival	10/14/23	4:30-7 pm	150	100
		In Person guesses:	Online guesses:	
Passive Guess the number	10/1 - 10/20	79	45	
Homeschool Craft	10/27/23	10:00 AM	20	6
		<b>Total:</b>	<b>347</b>	<b>134</b>

**OCTOBER 2023 USAGE & CIRCULATION STATISTICS**

Total Circulation Statistics*			
	2023	2022	2020
Adult	6,970	6,805	6,849
Juvenile	4,654	4,528	4,115
<b>Total</b>	<b>11,624</b>	<b>11,333</b>	<b>10,964</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2023	2022	2020
Adult	4582	4,655	4,684
Juvenile	4343	4,052	3,943
<b>Total</b>	<b>8,925</b>	<b>8,707</b>	<b>8,627</b>

Interlibrary Loan			
	2023	2022	2020
Requested	92	89	105
Supplied	32	37	23
<b>Total</b>	<b>124</b>	<b>126</b>	<b>128</b>

Electronic Resources			
	2023	2022	2020
OverDrive Adult	2264	2,024	2,037
OverDrive Juvenile	301	247	NA
TumbleBooks	10	229	172
<b>Total</b>	<b>2,575</b>	<b>2,500</b>	<b>2,209</b>

Adult Outreach			
	2023	2022	2020
Locations	9	9	5
Patrons	41	43	34
Circulations	141	145	137

Daycare Outreach			
	2023	2022	2020
Locations	4	4	4
Patrons	51	46	46
Circulations	120	80	18

Teen Subscription Bags			
	2023	2022	2021
Active Subscriptions	20	13	16
Waitlisted Subscriptions	0	0	0

Current Cards			
	2023	2022	2020
Resident	4061	3,593	4,380
Non-Resident	240	199	254
Mount Marty	20	12	39
Teacher	49	37	54
Yankton County	880	770	997
<b>Total</b>	<b>5,250</b>	<b>4,611</b>	<b>5,724</b>

Public Computer Use			
	2023	2022	2020
Uses	736	583	577
Hours	451	341	277

WiFi Usage			
	2023	2022	2020
Sessions	910	740	1,028
Total Session Hours	1145	871	792
Unique Users	279	275	275

Meeting Room Use			
	2023	2022	2020
Library Uses	35	39	31
Library Hours	87.5	121	51
Non-Library Uses	33	22	22
Non-Library Hours	87	65	25

Study Room Use			
	2023	2022	2020
Uses	23	20	18
Hours	36	40	32

Notary			
	2023	2022	2020
Requests	NA	3	1

Proctor			
	2023	2022	2020
Tests	9	5	6

Genealogy Requests			
	2023	2022	2020
Patrons	2	0	NA
Hours	2	0	NA

Teacher Requests			
	2023	2022	2020
Patrons	1	1	0

Courier			
	2023	2022	2020
Total Incoming	121	124	123
Total Outgoing	211	179	162
<b>Total</b>	<b>332</b>	<b>303</b>	<b>285</b>

**OCTOBER 2023 USAGE & CIRCULATION STATISTICS**

New Cards				Collection			
	2023	2022	2020		2023	2022	2020
Resident Adult	41	44	31	Items Added	562	510	514
Resident Youth (<18)	10	18	4	Items Deleted	696	205	202
County	11	8	2	Total Collection	<b>85,058</b>	<b>84,560</b>	<b>82,723</b>
County (Households)	9	7	2				
Non-resident	1	2	2	Curbside Pick-Ups			
Non-resident (households)	0	2	2		2023	2022	2020
<b>Total New Cards</b>	<b>63</b>	<b>72</b>	<b>39</b>		3	7	39
<b>Total New Households</b>	<b>9</b>	<b>9</b>	<b>4</b>				
30 Day Trial Cards				Food For Fines			
	2023	2022	2020		2023	2022	2020
In-Town New	0	3	8		35	63	60
County -New	0	1	1				
County-Renewal	0	3	0	Book a Librarian			
Nonresident-New	0	0	0		2023	2022	2020
Nonresident-Renewal	0	0	1	Time (minutes)	125	180	NA
Online Signup	0	2	0	Number of Sessions	5	9	NA
<b>Total</b>	<b>0</b>	<b>9</b>	<b>10</b>				
Toy Lending Library Checkouts				Pass Checkouts			
	2023	2022	2021		2023	2022	2021
Toy Bins	36	NA	NA	State Park Pass	1	NA	NA
				Mead Museum Pass	2	NA	NA
				Summit Pass	11	NA	NA
				Huether Pass	NA	NA	NA
Door Counts							
East entry	3,382						
South entry	6,291						
<b>Total</b>	<b>9,673</b>						



# Yankton Community Library • DINOvember 2023

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Spooky Movie Sunday Beetlejuice 2pm	30 Storytime 6 pm	31 Storytime 10 am Closing at 5pm	1 Stay & Play 9—11 am	2 Storytime 10 am LEGO Club 3:45 pm 6 pm Financial Wellness	3 1 <sup>st</sup> Friday Coffee 9:30—11:30am	4 
5	6 Bilingual Storytime 6 pm	7 Storytime 10 am	8 Stay & Play 9—11 am Library Board Meeting 5:30 pm	9 Storytime 10 am Tea-Rex Party 4-6pm History Talks: Rich Loftus 7pm	10 Closed in observance of Veteran's Day	11 Closed in observance of Veteran's Day
12 	13 LEGOS at The Mead 6—7:30 pm	14 Storytime 10 am Adult Craft 6 pm*	15 Stay & Play 9—11 am Tween/Teen Time 3:45pm	16 Storytime 10 am K-5 STEAM 3:45 pm Internet Basics 12 & 6 pm *	17 Teen After-Hours 5:30-8:30 pm	18 Therapeutic Writing Group 10 am
19	20 Storytime 6 pm	21 Storytime 10 am	22 Stay & Play 9—11 am Closing at 5pm	23 Closed in observance of Thanksgiving	24 Closed in observance of Thanksgiving	25 Barbieheimer Oppenheimer 10am-1pm Barbie 2-4pm
26 	27 Storytime 6 pm	28 Storytime 10 am	29 Stay & Play 9—11 am	30 Storytime 10 am Holiday Festival of Lights 6 pm	1 1 <sup>st</sup> Friday Coffee 9:30 —11:30 am	Food for Fines: Canned Veggies

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

11/7/2023



# Yankton Community Library • December 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: Socks	27 Storytime 6 pm	28 Storytime 10 am	29 Stay & Play 9—11 am	30 Storytime 10 am Holiday Festival of Lights 6 pm	1 1 <sup>st</sup> Friday Coffee 9:30 —11:30 am	2 Holiday Movie BINGO 11am-4:30pm
3 Holiday Movie BINGO Family Classics 2-4 pm	4 Bilingual Storytime 6 pm	5 Storytime 10 am	6 Stay & Play 9—11 am Library Board Meeting 5:30 pm	7 Storytime 10 am K-5 Activity 3:45 pm	8	9
10	11 Storytime will resume January 8, 2024	12	13 Stay & Play 9—11 am	14	15	16
17	18	19	20 Stay & Play 9—11 am	21	22	23
24 Closed in observance of Christmas	25 Closed in observance of Christmas	26	27 Stay & Play 9—11 am	28	29 Noon Year's Eve Party! 11am-1pm	30
31						

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

11/7/2023

**BYLAWS**

**Board of Trustees**

**YANKTON COMMUNITY LIBRARY**

**Adopted Oct.8, 2003**

**Revised September 12, 2012**

**Revised September 13, 2017**

**Revised October 10, 2018**

**Revised October 8, 2019**

**Revised November 18, 2020**

**Revised October 11, 2023**

## Article I

### Composition, Terms, and Duties of the Board of Trustees:

- Section 1           The Yankton Community Library shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Trustees shall follow the duties prescribed under SDCL 14-2-40. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting in July following official approval by the City Commission. In the event of a delay in the appointment, the outgoing member shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board of Trustees. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board of Trustees (SDCL 14-2-36).
- Section 2           Membership on the board shall not exceed two (2) consecutive terms.
- Section 3           Two (2) absences of a board member during a (12) twelve-month term without prior notification to the board secretary may be grounds for the board president to ask that member to resign. Excessive and/or continuous absences or any extreme or inappropriate conduct that prevents the Library Board from effectively conducting business by any member may also be cause to request that member resign. If a board member receiving a request to resign refuses to do so, the matter shall be sent to the Yankton Board of City Commissioners (or with respect to Yankton County's appointed member, to the Yankton County Board of Commissioners) who shall conduct a hearing on the matter under Executive (closed) session of which the library board member shall be provided prior notice, and during which the library board member shall be provided an opportunity to be heard. Following the hearing the Board of City Commissioners (or with respect to Yankton County's appointed member, the Yankton County Board of Commissioners) may remove the library board member by a majority

vote during regular session of a public meeting. (See Attorney General's Opinion 75-185 and SDCL 9-14-12).

Section 4 Empowered by SDCL 14-2-41, a city public library board is a statutory body having various policy-making responsibilities. The Board of Trustees recognizes and accepts this role, performing all the functions listed by law as well as the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. Accept and carry out all the duties and powers of trustees as outlined in SDCL 14-2-40/41.

Section 5 Board members going off the Board who still have-terms available to them and who wish to continue serving on the board shall state their wishes to the Mayor/City Commission in writing before the June library board meeting. The Mayor/City Commission will then appoint new members when required.

Section 6 Board members wishing to resign from the board should do so in writing, addressing their wishes to the library board President who, in turn, will contact the Mayor who will make a new appointment. In the rare case of lack of a quorum due to resignations, power will revert to the City Commission for all policy and business transactions until replacement board members can be appointed.

## ARTICLE II

### OFFICERS

Section 1 Officers of the board of trustees shall be the President and Vice-president. The President and Vice-president shall be elected by the board.

Section 2 The President or in his/her absence, the Vice-President, shall conduct all meetings.



Section 3                    The President and Vice-president shall be elected for a one (1) year term at the reorganizational meeting.

Section 4                The Library Director shall act as secretary of the Board. The secretary is a non-voting member on the board.

### ARTICLE III

#### MEETINGS

Section 1                The regular meetings of the Yankton Community Library Board shall be held at the library meeting room, or such room as the board may designate for a physical location with a virtual option. If permitted by law or by executive order of the South Dakota Governor, the President may determine that a meeting be held solely as a virtual meeting due to inclement weather, a community health situation, or other unforeseen need. Regular meetings shall be held on the second Wednesday of every month or on that date not less often than quarterly, as the President deems appropriate.

Section 2                All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the members of the board without permission to do so by the board president.

Directors may participate in any meeting through the use of conference telephone, website interface or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.

Section 3                Any action required to be taken by the Trustees, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email.

Section 4                Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition of *Roberts Rules of Order*. Acceptance of minutes shall be by voice majority vote.

Section 5                The Library Director, acting as Board Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty-four hours (24) before the meeting to

all local news media who have asked to be notified. All conditions of the SDCL public open meetings act will be adhered to.

Section 6 Special meetings shall be called and noticed by the board President whenever necessary in his/her judgment or at the written request of (4) four board members. Executive sessions (closed meetings) can be requested by any board member; however, advertisement of such meetings must appear on the agenda twenty-four (24) hours before the meeting and a motion/second must be made to adjourn into a closed meeting.

Section 7 The order of business at regular meetings shall be as follows:

1. Call to order
2. Additions to the agenda
3. Approval of minutes of previous meeting
4. Public comment period
5. Financial report
6. Correspondence and communications
7. Report of the Library Director
8. Unfinished business
9. New business
- ~~10. Public Comment Period~~
11. Adjournment

Section 8 A quorum is needed to conduct any board business. A quorum for the transaction of business shall be a simple majority of the (7) board members (4 members).

Section 9 The re-organizational meeting shall be in July each year. This meeting shall include the election of officers. The re-organizational meeting can be delayed by a simple majority vote of the board with the installed officers holding office until a re-organizational meeting is convened.

Section 10 The bylaws shall be reviewed annually during or after the September meeting.

Section 11 During the preparation of the annual budget, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted. The final operating

budget is approved and appropriated by the Yankton City Commission.

#### ARTICLE IV

##### LIBRARY DIRECTOR

###### Section 1

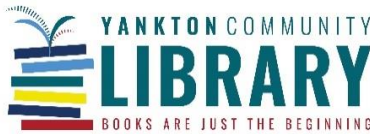
The Library Director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The Library Director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual reports and compile statistics when requested by board members, the City manager and/or City Commission. Additionally, the Library Director shall perform the duties of secretary of the library board, and shall attend, or send a substitute to, all board meetings except when his/her employment or salary is to be discussed.

#### ARTICLE V

##### AMENDMENT OF BYLAWS

###### Section 1

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting that was provided to members at least (1) one week before the meeting.



## 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 Lending Policy 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 an adult card holder who is eighteen (18) years-of-age or older. Teacher cards are also eligible for device checkout.
- Borrowers must have an active card in good standing with at least a 3-month history. (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 three (3) business days of the requested pickup date may be cancelled.
- Device checkouts are limited to one of the following per household:
  - 1 laptop
  - 1 hotspot
  - 1 bundle (which includes 1 laptop and 1 hotspot)
- After returning a device (including a bundle), library users must wait 24 hours before they are eligible to check out another device or bundle.
- **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 from the borrower, the borrower is responsible for submitting a police report to the library director.
- If a device and/or any of the device components (i.e. battery, charger, charging cord) are damaged or not returned within seven (7) days of the due date, the borrower will be charged a replacement fee at the current rate. If the device and all of its components are returned in good condition within one month of the due date, the replacement cost will be waived. However, other fees will still apply.
- 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.
- **Late fees:** \$3 per day up to \$15 per device. Can be paid with Food for Fines
- **Device shut off fee: \$15 per device.** Cannot be paid with Food for Fines.

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:** \_\_\_\_\_

## FAQs

### **Who can check out Laptops and Hotspots?**

Adults who are 18 years-old or older with an YCL adult or teacher card in good standing.

### **Does the library user have to have a library card to check out a device?**

To borrow a laptop or hotspot, the library user should have an account with the library with at least a 3-month history. The library user needs a photo I.D. to check out, but they do not need to have their physical library card present to check out.

### **How long is the lending period?**

7 days with the opportunity for 1 renewal if the items do not have holds on them.



*Yankton Community Library Foundation, Inc.*

515 Walnut Street ♦ Yankton, South Dakota 57078

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November 3, 2023

YCL Board of Trustees  
Yankton Community Library  
515 Walnut Street  
Yankton, SD 57078

Dear YCL Board of Trustees,

The Yankton Community Library Foundation met on Wednesday, November 1, 2023 to discuss and act on the library needs assessment proposals dated October 2, 2023 submitted to the City of Yankton by the University of South Dakota Government Research Bureau (GRB).

After a unanimous vote of approval, the Library Foundation recommends to the Board of Trustees that we accept the GRB's Proposal #2 in the amount of \$36,345 which includes extensive hard copy surveys, tailored focus groups, and complete empirical data collection and report writing.

We understand that the Trustees will take our recommendation into consideration when taking action on these proposals. It is also our understanding that you will submit your recommendation to the City of Yankton Board of Commissioners for their consideration at their November 13, 2023 meeting.

We look forward to collaborating with you as we work together toward the goal of realizing a new state-of-the-art library facility that will serve the Yankton community and region for years to come.

Best Regards,

Ann Clough, Vice President  
Yankton Community Library Foundation

# Collection Development Policy

## The Role of the Library in the Community

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs. We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination.

## Materials Selection Policy

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

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

## How We Decide What to Add to the Collection

The library staff makes recommendations for the purchase of items, with the library director having the authority and responsibility for the final selection. The following criteria are considered when selecting materials:

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

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



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

### **Intellectual Freedom Statements**

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

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

### **How You Can Have a Say**

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

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

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

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

## **South Dakota and Yankton Area Collections**

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

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

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

## **Withdrawal of Materials**

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

### Criteria for Withdrawal of Materials

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

## **Children Accessing Materials at the Library**

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

Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of Caregivers to guide their own family's library use, while allowing other Caregivers to do the same.

Caregivers should discuss rules regarding library use with their children. If the Caregiver is concerned that their child will not respect the Caregiver's wishes, it is the Caregiver's responsibility to visit the library with their child.

## **American Library Association**

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

### **Library Bill of Rights:**

<http://www.ala.org/advocacy/intfreedom/librarybill/>

### **Freedom to Read Statement:**

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

### **Freedom to View Statement:**

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

### **Access to Library Resources and Services for Minors:**

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>