

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, April 10, 2024 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 March 13, 2024 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- Public Library Survey for South Dakota State Library

**New Business**

- Circulation Policy
- Early closure requests to staff off-site events. Requesting to close the library at 5pm on:
  - Monday, June 3
  - Thursday, June 13
  - Monday, July 29

**Other Business:**

- YCL Foundation update
- 2025 Budget

**Adjourn the meeting of April 10, 2024**

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

# YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Wednesday, March 13, 2024 5:30 pm

Virtual Meeting – GoToMeeting Interface &

Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078

## MINUTES

The meeting was called to order by President David Koerner at 5:30 pm. Present were Sue Otterman, Mary Pat Bierle, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovlny. Yankton County Commissioner Ryan Heine was absent.

**Additions to the agenda:** None

**Approval of February 7, 2024 minutes:** Webber made a motion to approve with a correction to her title as Yankton City Commissioner rather than Yankton County Commissioner. Mechtenberg seconded. Unanimous approval.

**Public Comment Period:** None

**Discussion of bills/Accept Financial Report:** Schmidt noted the addition of completed reports from the previous month as well as December 2023 items that were paid in January 2024. Webber made a motion to approve with a second by Bierle. Unanimous approval.

**Communications and correspondence:** Schmidt shared several thank you notes along with a note and donation from previous Youth Services Librarian Becky Pittenger.

**Director's Report:** In addition to the written report, Schmidt reported that she had met with Dr. Julia Hellwege from the Government Research Bureau and the survey timeline for the feasibility study is on track. Focus groups are scheduled for April 13 and 20. Anyone interested in participating can contact the library. She also noted that the City of Yankton has purchased the empty lot across from the library on Walnut Street. This opens up potential for outdoor programming and eventually parking. Schmidt plans to appear before the City Commission and the County Commission to give an update on library activities around National Library Week, April 7 through April 13. Mechtenberg complimented the staff on the quality and variety of program being offered and inquired how topics are selected and carried out. Schmidt explained that the staff often offers potential programs. In some cases, groups approach the library about offering an event. All staff work with programming to some degree, individually or sometimes in committees.

### Old Business

- Collection Development Policy: Bierle made a motion to approve with a second by Webber. Unanimous approval.

### New Business

- Public Library Survey for South Dakota State Library: Schmidt reported that the Public Library Survey which determines federal funding to the SDSL is due by March 31. She will share the completed report with the board members.

**Other Business:** none

**Adjourn the meeting of March 13, 2024:** Webber made a motion to adjourn at 5:50 pm with a second by Mechtenberg. Unanimous approval.

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, February 7, 2024, 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**MINUTES**

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

**Additions to the agenda:** Schmidt asked to add a demonstration of the Vibe Board recently acquired through the Digital Literacy Workshop Initiative from the Public Library Association and discussion of HB 1197.

**Approval of February 7, 2024 minutes:** Mechtenberg made a motion to approve with a second by Bierle. Unanimous approval.

**Public Comment Period:** Cassi Pietz, Youth Services Librarian, demonstrated features of the library's recently acquired Vibe Board.

**Discussion of bills/Accept Financial Report:** Schmidt noted that January reports are not included due to this month's early meeting date. Complete reports will be included in the March packet. She also noted an upcoming bill related to HVAC repairs in January. Bierle made a motion to accept the Financial Report with a second by Heine. Unanimous approval.

**Communications and correspondence:** Schmidt shared several holiday greetings from patrons, a \$750 donation from the Teget Family Foundation and a note of thanks from Kelly O'Dea and all the library staff for the policy work done to implement the Connectivity Grant to allow the circulation of laptops and hot spots.

**Director's Report:** In addition to the written report, Schmidt reported that Tonya Ferrell, former library director and foundation board member, is working part time at the library as part of a loan forgiveness program through May. She also reported on the staff in service day held on January 15. She gave a reminder of two policies in light of upcoming elections. The Petitions and Solicitations Policy gives guidelines for political activity in the library. The City of Yankton has a personnel policy outlining guidelines for employee participation in political activities. She also noted that social media stats have been added to the monthly reports.

**Old Business**

- **Foundation feasibility study update:** The next step is a meeting with Dr. Hellwege of the USD Government Research Bureau planned for February 13 to discuss survey questions and distribution.

### **New Business**

- **Collection Development Policy:** Policy was presented with previously suggested changes; will revisit at March meeting with additional changes.
- **Board Member Vacancies:** Jean Huff resigned from the board. Sue Otterman's second term ends in July 2024. Both vacancies will be filled by mayoral appointment after the April City Commission election and reorganization.

### **Other Business:**

- **HB 1197** (require the publication of measures taken to restrict the access of obscene materials by minors) Bill was discussed. No action taken.

**Adjourn the meeting of February 7, 2024:** Motion by Bierle to adjourn the meeting at 6:00 pm with a second by Mechtenberg. Unanimous approval.

Vendor Payment History by Fund  
MARCH LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
AMZN MKTP US RI12P8770			.20058						
	202402	03/05/24	JANITORIAL SUPPLIES	20.43		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
	202402	03/05/24	PROGRAM SUPPLIES	51.96		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202402	03/05/24	BOOKS	31.98		Dobrovolny		- M BOOKS	101.142.340
	202402	03/05/24	DVDS	117.01		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	221.38		*TOTAL CHECK			
AMZN MKTP US RI6IP4T02			.20056						
	202402	03/05/24	BOOKS	47.45		Dobrovolny		- M BOOKS	101.142.340
AMZN MKTP US RI9F977B1			.20046						
	202402	03/05/24	DVD	27.00		Dobrovolny		- M AV - CAPITAL	101.142.342
AMZN MKTP US RW72C7X10			.20048						
	202402	03/05/24	PROGRAM SUPPLIES	22.89		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US RZ2LX2BJ0			.20041						
	202402	03/05/24	PROGRAM SUPPLIES	12.95		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US R03W65YM2			.20092						
	202402	03/05/24	OFFICE SUPPLIES	105.00		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US R20C20531			.20081						
	202402	03/05/24	BOOKS	29.78		Dobrovolny		- M BOOKS	101.142.340
AMZN MKTP US R23QD1F82			.20090						
	202402	03/05/24	BOOKS	147.68		Dobrovolny		- M BOOKS	101.142.340
AMZN MKTP US R25H80ZW2			.20089						
	202402	03/05/24	POSTAGE	3.99		Dobrovolny		- M POSTAGE	101.142.231
	202402	03/05/24	BOOK	30.26		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	34.25		*TOTAL CHECK			
BAKER-TAYLOR			.11798						
	202402	03/05/24	POSTAGE	73.25		Schmidt		- M POSTAGE	101.142.231
	202402	03/05/24	BOOKS	3,894.31		Schmidt		- M BOOKS	101.142.340
			VENDOR TOTAL	3,967.56		*TOTAL CHECK			
BLUEPEAK			.18669						
	202402	03/05/24	PHONE	144.35		Yardley		- M TELEPHONE	101.142.271
CITY UTILITIES			00109						
	202415	03/31/24	WATER & WW CHARGES	80.56		2/21/2024	002642 P	- M WATER SERVICE	101.142.274
	202415	03/31/24	WATER & WW CHARGES	57.84		2/21/2024	002642 P	- M SEWER SERVICE	101.142.275
			VENDOR TOTAL	138.40		*TOTAL CHECK			

Vendor Payment History by Fund  
 MARCH LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
CITY UTILITIES			00109							
			VENDOR TOTAL	138.40						
DEMCO INC			.11787							
202402	03/05/24	POSTAGE		288.73		Schmidt		- M	POSTAGE	101.142.231
202402	03/05/24	OFFICE SUPPLIES		588.08		Schmidt		- M	OFFICE SUPPLIES	101.142.232
202402	03/05/24	PROGRAM SUPPLIES		39.96		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	916.77						
				916.77					*TOTAL CHECK	
DOLLAR TREE			.14844							
202402	03/05/24	OFFICE SUPPLIES		5.00		Schmidt		- M	OFFICE SUPPLIES	101.142.232
202402	03/05/24	PROGRAM SUPPLIES		6.25		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
202402	03/05/24	PROGRAM SUPPLIES		10.00		Yankton Librar		- M	PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	21.25						
				21.25					*TOTAL CHECK	
ECHO ELECTRIC SUPPLY			.12003							
202402	03/05/24	LED PANEL		570.00		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
FEJFAR PLUMBING INC			00196							
69544	03/11/24	CAPPED GAS LINE		94.90		58117	024246 P	- D	REP. & MAINT. - BUILDIN	101.142.223
HY-VEE YANKTON 1899			.16450							
202402	03/05/24	PROGRAMMING SUPPLIES		16.27		Yankton Librar		- M	PROGRAM SUPPLIES	101.142.242
202402	03/05/24	PROGRAMMING SUPPLIES		23.94		Yankton Librar		- M	PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	40.21						
				40.21					*TOTAL CHECK	
IN NICHE ACADEMY			.16957							
202402	03/05/24	PROFESSIONAL SERVICES		1,400.00		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
LARRYS HEATING AND COO			.12163							
202402	03/05/24	HVAC SERVICE CALL		159.30		Schmidt		- M	REP. & MAINT. - EQUIPME	101.142.221
MENARDS YANKTON SD			.14179							
202402	03/05/24	POST		1.59		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
MIDAMERICA BOOKS			.15316							
202402	03/05/24	POSTAGE		86.81		Yankton Librar		- M	POSTAGE	101.142.231
202402	03/05/24	BOOKS		868.10		Yankton Librar		- M	BOOKS	101.142.340
			VENDOR TOTAL	954.91						
				954.91					*TOTAL CHECK	
MIDAMERICAN ENERGY COMPA			00303							
202415	03/31/24	FUEL		824.03				- M	FUEL-HEATING	101.142.273

Vendor Payment History by Fund  
 MARCH LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
NORTHWESTERN ENERGY			00455							
	202415	03/31/24	ELECTRIC	961.93		03/06/2024		- M	ELECTRICITY	101.142.272
OLSONS PEST TECHNICIAN			.14274							
	202402	03/05/24	PEST CONTROL	93.00		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
OVERDRIVE DIST			.13843							
	202402	03/05/24	E-BOOKS	417.14		Schmidt		- M	E-BOOKS	101.142.209
	202402	03/05/24	E-BOOKS	1,314.81		Schmidt		- M	E-BOOKS	101.142.209
			VENDOR TOTAL	1,731.95		*TOTAL CHECK				
PITNEY BOWES			.19037							
	202402	03/05/24	POSTAGE	207.00		Schmidt		- M	POSTAGE	101.142.231
ROYAL SPORTS SHOP			00526							
	69564	03/11/24	ENGRAVING	96.40		5654	024288	P - D	PROFESSIONAL SERVICES	101.142.202
SD PUBLIC ASSURANCE ALLI			05569							
	69622	03/25/24	PROPERTY/LIABILITY INS	11,648.52		3.1.24	022638	P - D	INSURANCE	101.142.201
SOUTH DAKOTA STATE HIS			.13185							
	202402	03/05/24	PROFESSIONAL SERVICES	10.00		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
WALGREENS #9806			.11840							
	202402	03/05/24	PROGRAM SUPPLIES	33.16		Yankton Librar		- M	PROGRAM SUPPLIES	101.142.242
WM SUPERCENTER #1483			.13320							
	202402	03/05/24	JANITORIAL SUPPLIES	23.96		Schmidt		- M	JANITORIAL SUPPLIES	101.142.236
	202402	03/05/24	PROGRAM SUPPLIES	3.92		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	27.88		*TOTAL CHECK				
YANKTON MEDICAL CLINIC			.12536							
	202402	03/05/24	EMPLOYEE EXAMS	60.00		Bailey		- M	PROFESSIONAL SERVICES	101.142.202
ZOOBEAN, INC.			.20051							
	202402	03/05/24	PROFESSIONAL SERVICES	834.75		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
GENERAL FUND				25,586.24		**TOTAL				

Vendor Payment History by Fund  
MARCH LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				25,586.24					

RECORDS PRINTED - 000047



Vendor Payment History by Fund  
 MARCH 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 RB0G06911			.20057							
	202402	03/05/24	PROGRAM SUPPLIES	71.22		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US RI1ZP8770			.20058							
	202402	03/05/24	CRAFT SUPPLIES	65.72		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
DEMCO INC			.11787							
	202402	03/05/24	BROWSING BAGS	209.25		Schmidt		- M	OFFICE SUPPLIES	701.701.232
DOLLAR TREE			.14844							
	202402	03/05/24	ADULT CRAFT	23.75		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
DOLLARTREE			.20060							
	202402	03/05/24	ADULT CRAFT	3.75		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
	202402	03/05/24	ADULT CRAFT	2.50		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
				6.25		*TOTAL CHECK				
			VENDOR TOTAL	6.25						
FAIRFIELD INN & SUITES			.14832							
	202402	03/05/24	PROGRAMMING-AUTHOR VISIT	354.93		Schmidt		- M	RECREATION SUPPLIES	701.701.242
FAMILY DOLLAR			.20026							
	202402	03/05/24	ADULT CRAFT	10.00		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
ONWARD YANKTON			07048							
	69615	03/25/24	PROGRAM SUPPLIES	25.00		3/18/2024	024291 P	- D	RECREATION SUPPLIES	701.701.242
PAYPAL LITTLEREDSH			.20054							
	202402	03/05/24	PROGRAM SUPPLIES	39.08		Schmidt		- M	RECREATION SUPPLIES	701.701.242
PERKINS RESTAURANT 265			.19986							
	202402	03/05/24	PROGRAM SUPPLIES	25.49		Schmidt		- M	PROFESSIONAL SERVICES	701.701.202
	202402	03/05/24	PROGRAM SUPPLIES	111.65		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
				137.14		*TOTAL CHECK				
			VENDOR TOTAL	137.14						
SD SECRETARY OF STATE			.11862							
	202402	03/05/24	FOUNDATION ANNUAL FEE	10.00		Schmidt		- M	RECREATION SUPPLIES	701.701.242
WALGREENS #9806			.11840							
	202402	03/05/24	PROGRAM SUPPLIES	20.00		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
WM SUPERCENTER #1483			.13320							
	202402	03/05/24	PROGRAM SUPPLIES	25.15		Schmidt		- M	RECREATION SUPPLIES	701.701.242
	202402	03/05/24	ADULT CRAFT SUPPLIES	4.90		Schmidt		- M	RECREATION SUPPLIES	701.701.242
				30.05		*TOTAL CHECK				
			VENDOR TOTAL	30.05						

Vendor Payment History by Fund  
MARCH LIBRARY TRUST FUND

VENDOR NAME AND NUMBER								
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
LIBRARY TRUST								
YANKTON THRIVE		.18246						
202402	03/05/24	PROGRAM SUPPLIES	100.00		Schmidt		- M RECREATION SUPPLIES	701.701.242
LIBRARY TRUST			1,102.39	**TOTAL				

Vendor Payment History by Fund  
MARCH LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,102.39					

RECORDS PRINTED - 000017

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED BUDGET AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	20,000.00	20,000.00	0.00	0.00	20,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	0.00	20,000.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	705.00	2,675.00	5,825.00 31 ---
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	4.24	58.57	141.43 29 --
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	33.00	116.00	1,384.00 7
3456 PC PRINTING	6,000.00	6,000.00	621.25	2,218.05	3,781.95 36 ---
3490 SALE OF MATERIALS	100.00	100.00	32.96	32.96	67.04 32 ---
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	84.25	2,157.40	157.40- 107 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,480.70	7,257.98	11,552.02 38 ---
FINES					
3510 COURT FINES	3,000.00	3,000.00	252.52	386.08	2,613.92 12 -
3511 PARKING FINES	1,000.00	1,000.00	125.00	575.00	425.00 57 -----
3520 LIBRARY FINES	500.00	500.00	17.10	87.10	412.90 17 -
TOTAL: FINES	4,500.00	4,500.00	394.62	1,048.18	3,451.82 23 --
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	38,073.20	78,832.27	38,832.27- 197 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	288.34	386.06	3,613.94 9
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	10,875.27	48,175.49	45,175.49- 1605 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	119.89	512.62	987.38 34 ---
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	49,356.70	127,906.44	69,406.44- 218 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	51,232.02	136,212.60	34,402.60- 134 -----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	236.52	503.78	503.78-	9999 -----]]]]
3642 GRANTS	0.00	0.00	1,800.00	1,800.00	1,800.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	385.50	2,276.18	2,276.18-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,422.02	4,579.96	4,579.96-	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	451,859.00	0.00	53,312.21	105,917.09	345,941.91	23 --
102 TEMPORARY WAGES	40,000.00	0.00	5,972.37	12,209.37	27,790.63	30 ---
103 OVERTIME WAGES	750.00	0.00	18.92	27.63	722.37	3
111 OASI	37,685.00	0.00	4,432.61	8,778.52	28,906.48	23 --
121 RETIREMENT	27,157.00	0.00	3,199.85	6,356.66	20,800.34	23 --
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0
132 GROUP INSURANCE	101,490.00	0.00	4,208.16	12,624.48	88,865.52	12 -
133 UNEMPLOYMENT INSURANCE	1,104.00	0.00	79.00	179.02	924.98	16 -
TOTAL: PERSONNEL SERVICES	663,121.00	0.00	71,223.12	146,092.77	517,028.23	22 --
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	11,648.52	11,648.52	1,784.48	86 -----
202 PROFESSIONAL SERVICES	10,000.00	0.00	2,494.15	6,136.88	3,863.12	61 -----
204 CONTRACTED SERVICES	16,000.00	0.00	0.00	3,600.00	12,400.00	22 --
209 E-BOOKS	29,500.00	0.00	1,731.95	3,307.58	26,192.42	11 -
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	448.45	4,051.55	9
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	159.30	1,630.14	1,369.86	54 -----
223 REP. & MAINT. - BUILDINGS	6,000.00	0.00	666.49	815.93	5,184.07	13 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,800.00	0.00	659.78	894.72	2,905.28	23 --
232 OFFICE SUPPLIES	8,000.00	0.00	813.08	1,525.56	6,474.44	19 -
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	1,031.00	8,469.00	10 -
236 JANITORIAL SUPPLIES	3,000.00	0.00	44.39	138.86	2,861.14	4
242 PROGRAM SUPPLIES	5,000.00	0.00	221.30	326.40	4,673.60	6
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	0.00	1,000.00	0
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0
271 TELEPHONE	2,300.00	0.00	204.85	265.35	2,034.65	11 -
272 ELECTRICITY	20,000.00	0.00	961.93	1,839.07	18,160.93	9
273 FUEL-HEATING	6,000.00	0.00	824.03	1,306.18	4,693.82	21 --
274 WATER SERVICE	3,500.00	0.00	80.56	154.82	3,345.18	4
275 SEWER SERVICE	1,200.00	0.00	57.84	108.88	1,091.12	9
276 LANDFILL	500.00	0.00	32.00	104.00	396.00	20 --
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	151,233.00	0.00	20,600.17	35,282.34	115,950.66	23 --
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00	0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2024 THROUGH MAR 31, 2024

	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	40,000.00	0.00	0.00	0.00	40,000.00	0
340 BOOKS	53,000.00	0.00	5,049.56	6,128.76	46,871.24	11 -
342 AV - CAPITAL	10,500.00	0.00	144.01	342.84	10,157.16	3
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	130,501.00	0.00	5,193.57	6,471.60	124,029.40	4
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	944,855.00	0.00	97,016.86	187,846.71	757,008.29	19 -
TOTAL: GENERAL FUND	944,855.00	0.00	97,016.86	187,846.71	757,008.29	19 -

	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	25.49	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	209.25	209.25	209.25-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	867.65	3,969.85	3,969.85-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
263 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,102.39	4,179.10	4,179.10-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0
317 MMIP GRANT	0.00	0.00	0.00	0.00	0.00	0
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	7,950.00	7,950.00-	9999 -----]]]]
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	7,950.00	7,950.00-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,102.39	12,129.10	12,129.10-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,102.39	12,129.10	12,129.10-	9999 -----]]]]



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

ACCOUNT -----	BEGINNING BALANCE -----	ACTUAL-THIS MONTH -----	ACTUAL-THIS YEAR -----	ENDING BALANCE -----
ASSETS -----				
CURRENT ASSETS:				
701.1012	63,939.70	1,319.63	8,520.64CR	55,419.06
701.1311	257.48	0.00	257.48CR	0.00
TOTAL CURRENT ASSETS:	64,197.18	1,319.63	8,778.12CR	55,419.06
TOTAL ASSETS:	64,197.18	1,319.63	8,778.12CR	55,419.06
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011	1,228.98CR	0.00	1,228.98	0.00
TOTAL CURRENT LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
TOTAL LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
FUND BALANCE:				
701.2511	30,373.92CR	0.00	0.00	30,373.92CR
701.2900	55,605.24CR	2,422.02CR	4,579.96CR	60,185.20CR
701.2910	23,010.96	1,102.39	12,129.10	35,140.06
TOTAL FUND BALANCE:	62,968.20CR	1,319.63CR	7,549.14	55,419.06CR
TOTAL LIABILITIES AND FUND BALANCE:	64,197.18CR	1,319.63CR	8,778.12	55,419.06CR
TOTAL FUND:	0.00	0.00	0.00	0.00

## Director's Report – April 2024

**National Library Week:** Ready, set, library! National Library Week is April 7–13, 2024, and Yankton Community Library encourages everyone in the community to visit the library to explore all the library has to offer. First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association and libraries of all types across the country each April. Libraries give us a green light to experience something truly special: a place to connect with others, learn new skills, and pursue our passions through book clubs, storytimes, movies, crafting classes, and more. YCL offers a wide array of programs and resources, including museum passes, NASA backpacks, LEGO kits, and more. So, get ready to explore, become inspired, and connect with others this National Library Week. Yankton Community Library is there for you, all the way to the finish line.

**Toy Lending Library:** In March the library hosted a toy drive for the Toy Lending Library. This organization is based in Sioux Falls and houses over 1,500 toy bins for children ages 0-5. Yankton Community Library partners with the Toy Lending Library to create opportunities to enhance learning through play. With an adult library card, you can check out a toy bin to bring home and explore with your child. When your child is ready for something new, you can pack it up and return it to the library! With regular trips to exchange bins, the Toy Lending Library cleans and sanitizes all of the toys and we are able to rotate a new variety of toys to explore each month. We were excited to be able to give back to the Toy Lending Library with a toy drive. You can learn more about this great organization at <https://www.toylendinglibrarysd.org/>

**Partnering with River City Domestic Violence Center:** April is National Child Abuse Prevention Month. The library will have guest readers from RCDVC joining us during our regular storytimes the week of April 22-26. We will be reading stories demonstrating ways that “Hands are for helping, not hurting”. We look forward to partnering with organizations in town.

**Statewide Courier:** In February we learned of a change to the courier system that was being used by the SD State Library. This is the system that is used to more efficiently and cost effectively interlibrary loan items throughout the state. The State Library has researched other options and plans to begin with a new courier service in April. During the short disruption period, we have been mailing some of our Interlibrary Loan requests through USPS. There will be some procedure and cost changes with the new services but we hope that the State Library is able to maintain a courier system as it is such a valuable resource. We can provide a much larger collection of titles to our library users when we can more easily share with other libraries!

**City Employee on light duty:** We were able to offer some light duty projects for a city employee from another department who was on light duty. This employee worked on scanning historical board documents and several cleaning projects.

**Update on Tonya Ferrell:** Since January Tonya has been working an average of fourteen hours per week. She will continue through approximately mid-May. During this time, she has spent time on inventory, cataloging projects, and research on credit card payment processing and wireless printing options. Her library experience, especially with YCL, has been a benefit during these last months.

**Friends of YCL:** The Friends will be holding their next book sale beginning with their members only sale on Thursday, April 18 from 4-6pm. The sale will be open to the public from Friday, April 19 through Sunday, April 21. The Friends hosted a Pi(e) Day event on March 14 (3.14). They served pie from Perkins and Fryn' Pan and received lots of positive feedback and requests to do the event again next year. It was a great opportunity to offer a fun and somewhat unexpected event to the public!

**Big 3 Meeting:** Date for the next meeting of Trustees, Foundation and Friends is being planned for the week of April 22. Please respond to the poll with your availability by April 11 so that a date can be set.

**Board of Trustees Meeting:** The next regularly scheduled meeting will be on Wednesday, May 8 at 5:30 pm.

MARCH 2024 PROGRAM STATISTICS					
Storytime	Date	Time	Kids	Adults	
Music Storytime	3/4	6:00 PM	7	3	
	3/5	10:00 AM	7	3	
	3/7	10:00 AM	0	0	
Mommy Storytime	3/11	6:00 PM	3	3	
	3/12	10:00 AM	7	2	
	3/14	10:00 AM	4	3	
Spring	3/18	6:00 PM	2	2	
	3/19	10:00 AM	4	3	
	3/21	10:00 AM	2	2	
Wagons	<del>3/25</del>	<del>6:00 PM</del>			
	3/26	10:00 AM	7	3	
	3/28	10:00 AM	4	2	
		<b>Total:</b>	<b>47</b>	<b>26</b>	
Stay and Play	Date	Time	Kids	Adults	
	3/6	9-11 AM	13	5	
	3/13	9-11 AM	6	3	
	3/20	9-11 AM	13	9	
	3/27	9-11 AM	7	4	
		<b>Total:</b>	<b>39</b>	<b>21</b>	
Elementary Events	Date	Time	Kids	Adults	
Lego Club	3/7	3:45 PM	16	7	
Eclipse Art	3/14	3:45 PM	12	6	
Sun STEAM	3/21	3:45 PM	5	2	
Sun STEAM	3/28	3:45 PM	7	3	
		<b>Total:</b>	<b>40</b>	<b>18</b>	
Family Events:	Date	Time	Kids	Adults	Virtual
Nathan Johnson	3/14	6:00 PM	0	22	2
Jama Matheson: Eclipse	3/21	6:00 PM	4	3	NA

MARCH 2024 PROGRAM STATISTICS					
Video Game Club	3/26	4:00-6:00 PM	6	7	NA
		<b>Total:</b>	<b>10</b>	<b>32</b>	<b>2</b>
Adult Programs	Date	Time	Adults	Virtual	
Adult Craft		6:00 PM	18	NA	
Seed Library	3/12	2:00 PM	38	1	
Seed Library	3/12	6:00 PM	25	0	
Silent Book Club	3/3	2:00-4:00 PM	24	NA	
Funeral Planning 101	3/6	6:00 PM	26	1	
Oscars   The Holdovers	3/9	9:30 AM	17	NA	
Oscars   American Fiction	3/9	12:00 PM	14	NA	
Oscars   Poor Things	3/9	2:00 PM	12	NA	
Oscars   Color Purple	3/10	1:30 AM	9	NA	
Therapeutic Writing	3/16	10:00 AM	15	NA	
Movie: Won't You Be My	3/23	11:00 AM	2	NA	
Movie: A Beautiful Day in	3/23	2:00 PM	2	NA	
		<b>Total:</b>	<b>202</b>	<b>2</b>	
Book Clubs	Date	Time	Adults		
Readers Anyomous	3/12	2:00 PM	7		
Between the Lines	3/26	4:30 PM	2		
		<b>Total:</b>	<b>9</b>		
Video Views for	Date	Video Views			
Seed Library (Feb)	2/13/24	38			
	<b>Total:</b>	<b>38</b>			
Other Events:	Date	Time	Kids	Adults	
Homeschool Lego Club	3/7	10:00 AM	9	2	
Homeschool Writing Group	3/7	10:00 AM	6	1	
		<b>Total:</b>	<b>15</b>	<b>3</b>	

## MARCH 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	6,867	7,439	7,267
Juvenile	5,352	4,851	4,896
<b>Total</b>	<b>12,219</b>	<b>12,290</b>	<b>12,163</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2024	2023	2022
Adult	4239	5,032	5,100
Juvenile	4349	4,262	4,485
<b>Total</b>	<b>8,588</b>	<b>9,294</b>	<b>9,585</b>

Interlibrary Loan			
	2024	2023	2022
Requested	82	125	167
Supplied	30	34	30
<b>Total</b>	<b>112</b>	<b>159</b>	<b>197</b>

Electronic Resources			
	2024	2023	2022
OverDrive Adult	2516	2,248	1,970
OverDrive Juvenile	351	252	376
TumbleBooks	652	337	35
<b>Total</b>	<b>3,519</b>	<b>2,837</b>	<b>2,381</b>

Adult Outreach			
	2024	2023	2022
Locations	9	10	6
Patrons	47	50	37
Circulations	156	154	123

Daycare Outreach			
	2024	2023	2022
Locations	4	4	4
Patrons	51	46	47
Circulations	140	140	72

Teen Subscription Bags			
	2024	2023	2022
Active Subscriptions	23	15	22
Waitlisted Subscriptions	0	0	0

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	27	NA	NA

Current Cards			
	2024	2023	2022

Public Computer Use			
	2024	2023	2022
Uses	573	572	720
Hours	363	350	384

WiFi Usage			
	2024	2023	2022
Sessions	741	820	NA
Total Session Hours	818	876	NA
Unique Users	244	241	NA

Meeting Room Use			
	2024	2023	2022
Library Uses	32	41	35
Library Hours	94	114	72
Non-Library Uses	23	29	28
Non-Library Hours	33	48	59

Study Room Use			
	2024	2023	2022
Uses	16	24	30
Hours	26	39	69

Notary			
	2024	2023	2022
Requests	0	NA	5

Proctor			
	2024	2023	2022
Tests	1	9	3

Genealogy Requests			
	2024	2023	2022
Patrons	2	2	2
Hours	4	1.25	2.0

Teacher Requests			
	2024	2023	2022
Patrons	2	1	1

Courier			
	2024	2023	2022
Total Incoming	50	172	174
Total Outgoing	73	197	198
<b>Total</b>	<b>123*</b>	<b>369</b>	<b>372</b>

\*courier service ended mid-March

Collection			
	2024	2023	2022

**MARCH 2024 USAGE & CIRCULATION STATISTICS**

<b>Resident</b>	4394	3,079	4,145		<b>Items Added</b>	407	665	632
<b>Non-Resident</b>	248	181	224		<b>Items Deleted</b>	176	333	507
<b>Mount Marty</b>	24	8	36		<b>Total Collection</b>	85524	n/a	n/a
<b>Teacher</b>	51	35	54					
<b>Yankton County</b>	904	699	947					
<b>Total</b>	<b>5621</b>	<b>4,002</b>	<b>5,406</b>					
					<b>Curbside Pick-Ups</b>			
						<b>2024</b>	<b>2023</b>	<b>2022</b>
						0	4	18
<b>New Cards</b>								
	<b>2024</b>	<b>2023</b>	<b>2022</b>					
<b>Resident Adult</b>	41	57	no data		<b>Food For Fines</b>			
<b>Resident Youth (&lt;18)</b>	13	6	no data			<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>County</b>	10	8	9			100	92	56
<b>County (Households)</b>	9	7	8					
<b>Non-resident</b>	1	4	9		<b>Book a Librarian</b>			
<b>Non-resident (households)</b>	1	4	6			<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>Total New Cards</b>	<b>65</b>	<b>75</b>	<b>18</b>		<b>Time (minutes)</b>	50	435	NA
<b>Total New Households</b>	<b>10</b>	<b>11</b>	<b>14</b>		<b>Number of Sessions</b>	3	16	NA
<b>30 Day Trial Cards</b>					<b>Pass Checkouts</b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>			<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>In-Town New</b>	1	13	3		<b>State Park Pass</b>	1	NA	NA
<b>County -New</b>	0	1	0		<b>Mead Museum Pass</b>	3	4	NA
<b>County-Renewal</b>	0	1	2		<b>Summit Pass</b>	6	NA	NA
<b>Nonresident-New</b>	0	4	3		<b>Huether Pass</b>	NA	NA	NA
<b>Nonresident-Renewal</b>	0	0	1					
<b>Online Signup</b>	2	NA	NA		<b>Door counters:</b>	<b>East Entrance:</b>	<b>South entrance:</b>	<b>Total:</b>
<b>Total</b>	<b>3</b>	<b>19</b>	<b>9</b>			2,600	5,327	7,927
					<b>*East door is estimate-door counter not working</b>			
<b>Social Media Follows</b>								
	<b>2024</b>	<b>2023</b>	<b>2022</b>					
<b>Facebook</b>	3141							
<b>Instagram</b>	384							
<b>Youtube</b>	44							
<b>Total:</b>	<b>3569</b>							

# Yankton Community Library • April 2024

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




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Ink Cartridge Drive April 1–30</b>	1 <b>Bilingual Storytime 6 pm</b>	2 <b>Storytime 10 am</b>	3 <b>Stay &amp; Play 9–11 am</b>	4 <b>Storytime 10 am</b> LEGO Club 3:45 pm	5 <b>Senior Living Tour @ Majestic Bluffs 2 pm</b>	6 <b>Therapeutic Writing Group 10 am</b>
7 <b>National Library Week, April 7-13</b>	8 <b>Eclipse Day Guest Reader Storytime 6 pm</b>	9 <b>Guest Reader Storytime 10 am</b> Seed Library 2 pm & 6 pm	10 <b>Stay &amp; Play 9–11 am</b> Library Board Meeting 5:30 pm	11 <b>Guest Reader Storytime 10 am</b> K-5 Craft 3:45 pm	12 <b>Canvas &amp; Charcuterie* 6-8 pm</b>	13 <b>Library Focus Group 9 am–1 pm*</b>
14	15 <b>Storytime 6 pm</b>	16 <b>Storytime 10 am</b>	17 <b>Stay &amp; Play 9–11 am</b>	18 <b>Storytime 10 am</b> K-5 STEAM 3:45 pm Book Sale Members only 4-6 pm Meditation Group 6:30 pm	19 <b>Friends of the Library Book Sale 9 am–5 pm</b>	20 <b>Library Focus Group 9 am–1 pm*</b> Friends of the Library Book Sale 9 am–5 pm
21 <b>Friends of the Library Book Sale 1–5 pm</b>	22 <b>RCDVC Storytime 6 pm</b>	23 <b>RCDVC Storytime 10 am</b> Video Game Club 4-6 pm	24 <b>Stay &amp; Play 9–11 am</b>	25 <b>RCDVC Storytime 10 am</b> K-5 Movie 3:45 pm Google Calendar Class 6 pm	26	27 <b>Docuseries Murder in Big Horn 1 pm</b>
28	29 <b>Storytime 6 pm</b>	30 <b>Storytime 10 am</b> Missing or Murdered Indigenous Persons Panel 6 pm	1 <b>Stay &amp; Play 9–11 am</b>	2 <b>Storytime 10 am</b> LEGO Club 3:45 pm	3	<b>Food for Fines: Tuna &amp; Hamburger Helper</b>

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

4/8/2024

# Yankton Community Library • May 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 <b>Last Week of Spring Storytime.</b>	29 <b>Storytime 6 pm</b>	30 <b>Storytime 10 am</b> Missing or Murdered Indigenous Persons Panel 6 pm	1 <b>Stay &amp; Play 9–11 am</b>	2 <b>Storytime 10 am</b> LEGO Club 3:45 pm	3	4 <b>Mean Girls (2004) 11 am</b> <b>Mean Girls (2024) 1 pm</b>
5	6	7 <b>Medicare 101 2 pm</b>	8 <b>Stay &amp; Play 9–11 am</b> Library Board Meeting 5:30 pm	9 	10	11 <b>Fort Fun!</b> 
12 	13 <b>Summer Reading registration opens today!</b>	14 <b>Seed Library 2 pm</b> Math & Literacy Event 4:30–6 pm	15 <b>Stay &amp; Play 9–11 am</b>	16 <b>Meditation Group 6:30 pm</b> <b>One Book South Dakota Discussion 6:30 pm</b>	17 <b>Craft Swap Drop-off begins through May 31</b>	18 <b>Therapeutic Writing Group 10 am</b>
19 <b>Craft Swap Drop-off through May 31</b>	20	21	22 <b>Stay &amp; Play 9–11 am</b>	23	24	25
26 <b>Closed</b>	27 <b>Closed in observance of Memorial Day</b>	28 <b>Summer Hours Start</b>	29 <b>Stay &amp; Play 9–11 am</b> Babysitting Clinic* 10 am-3 pm	30 <b>Babysitting Clinic* 10 am-3 pm</b>	31 <b>Last Day for Craft Swap Drop-off</b>	<b>Food for Fines: Paper Products</b>

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

4/8/2024

## **Circulation Policy**

Yankton Community Library is a free library, open to all for in-house use. Any person possessing a valid YCL card can check out materials. A valid card refers to any card that does not have fines/fees equaling or exceeding \$5 and is not expired. YCL patrons are responsible for the return of any items in the same fair condition as originally loaned to them, as agreed when registering for a library card.

### **Holds Policy and Procedures**

Patrons may place a hold on most materials in the library's collection. When that item is returned to the library, the next person on the hold list will be notified. The item will remain on hold for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently checked out will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

### **Renewal of Items**

Renewal of materials varies by material type. The renewal period is equal to another loan period for that type of material. Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that item. Renewals may be done in person, by telephone or through our online circulation system.

### **Fines**

The library does not charge late fines on borrowed materials with the exception of DVD's, laptops & hotspots. The fine is computed from the date due. Fines do not accrue on days that the library is not open. When an item is overdue for an extended period, the patron will be billed for the replacement cost of the item. Patrons will also be responsible for paying the replacement cost of items that are returned damaged. Upon renewal of a card all fines and fees must be paid. Refer to Damaged/Lost Policy for details.

### **Borrowing Guidelines**

Restrictions on the number and types of items that can be borrowed vary by card type. See Library Card Policy for details.

### **Multi Media Equipment**

Multi Media equipment can be booked up to 90 days in advance. Individuals using equipment for nonprofit organizations are not required to pay a deposit. Any cost associated with damage/loss/theft while equipment is in their possession will be assessed to the patron. Equipment will be inspected at time of checkout and returned. The full deposit will be returned after confirmation that all pieces are in good condition and are accounted for. It is recommended that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request.

### **Account Blocks**

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library, accessing digital services and computer usage in the library.

### **Suspension of Library Services**

Library privileges are accorded to those who follow library rules and regulations. At times, it becomes necessary to suspend or limit a patron's library privileges. These decisions will be made at the discretion of the Library Director or their designee.



## Circulation Policy

Collection	Loan Period	Item Limit	Signed Agreement	Deposit	Replacement Fee	18 and older
South Dakota/ Yankton collection	non-circulating	-	-	-	*See lost/damaged policy	-
Newspapers	non-circulating	-	-	-	*	-
Books	21 days	50	-	-	*	-
CD Books	21 days	10	-	-	*	-
7-Day Books	7 days	-	-	-	*	-
Wonderbooks	21 days	3	-	-	*	-
Magazines	7 days	10	-	-	\$5.00	-
CD Music	7 days	5	-	-	*	-
DVDs	7 days	4 (2 TV series)	-	-	*	<input checked="" type="checkbox"/>
Opaque Projector	In-House use only	-	-	-	\$50	<input checked="" type="checkbox"/>
Overhead Projector	48 hours	-	<input checked="" type="checkbox"/>	\$10	\$50	<input checked="" type="checkbox"/>
Screen	48 hours	-	<input checked="" type="checkbox"/>	\$25	\$200	<input checked="" type="checkbox"/>
Fender PA System	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$500	<input checked="" type="checkbox"/>
Vivitek Projector	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$560	<input checked="" type="checkbox"/>
NASA Backpacks	14 days	1	<input checked="" type="checkbox"/>	-	\$235.71	<input checked="" type="checkbox"/>
Light Therapy Lamps	14 days	1	<input checked="" type="checkbox"/>	-	\$34.99	<input checked="" type="checkbox"/>
Lego kits	14 days	1	n/a	-	\$25.00	<input checked="" type="checkbox"/>
Museum Passes	5 days	1	n/a	-	\$5.00	<input checked="" type="checkbox"/>

### Hold Policy and Procedures

Patrons may place a hold on any material in the library by requesting the item online or having staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. The item will remain on hold for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently checked out will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

### Renewal of Items

Three (3) renewals are allowed per item per patron for all types of materials except museum passes. The renewal period is equal to another loan period for that type of material. Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that item. Renewals may be done in person, by telephone, or through our online circulation system and the renewed material need not be brought to the Library.

### 7-Day Books

A decision to make a book a 7-day checkout is made based on the number of reserves and number of copies of a title the library possesses.

## **Fines**

The library does not charge late fines on any circulation materials except DVDs. Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 per item or the cost of the material, whichever is lower. The fine is computed from the date due. Fines do not accrue on days that the library is not open. If the item is overdue for 50 days, the patron will be responsible for paying the replacement cost of the item unless it is returned in good condition. Patrons will also be responsible for paying the replacement cost of items that are returned damaged.

**Upon renewal of a card, all fines and fees must be paid.**

## **Temporary Cards**

Temporary cards have restrictions on the number and types of items that may be checked out. Items not allowed on temporary cards include multimedia equipment, NASA backpacks, Light Therapy Lamps, Wonderbooks, and Museum Passes.

## **Multimedia Equipment**

Multimedia equipment can be booked up to 90 days in advance. Patrons wishing to check out multimedia equipment must possess a valid library card, be 18 years or older, and sign a usage agreement. It is recommended that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request.

On the fifth day overdue, a bill will be sent to the patron for the replacement price of the equipment.

All persons using equipment for nonprofit organizations are not required to pay a deposit. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them. Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for. Deposit will be refunded after confirmation that all pieces are accounted for and are in good condition.

## **Account Blocks**

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library or through Overdrive/Libby and computer usage in the library.

## **Suspension of Library Services**

Library services are a privilege accorded to those who follow library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges. These decisions will be made at the Director's discretion.

Circulation Chart								
	Collection	Loan Period	Item Limit	Signed Agreement	Deposit	Replacement fee	Renewals	Fines
Non-Circulating	SD/Yankton collections	N/A	N/A	N	N	*See lost/damaged policy	n/a	n/a
	Newspapers	N/A	N/A	N	N	*	n/a	n/a
Books	Books	21 days	50	N	N	*	3	N
	7 Day Books	7 days	50	N	N	*	3	N
	Wonderbooks	21 days	3	N	N	*	3	N
Magazines	Magazines	7 days	10	N	N	\$5	3	N
AV Materials	CD Books and Music	21 days	10	N	N	*	3	N
	DVD's	7 days	4 (2 tv series)	N	N	*	3	\$1/day
Multimedia Equipment	Opaque Projector	N/A	N/A	Y	Y	\$50	n/a	N
	Overhead Projector	48 hours	1	Y	\$10	\$50	1	N
	Screen	48 hours	1	Y	\$25	\$200	1	N
	Fender PA System	48 hours	1	Y	\$100	\$500	1	N
	Vivitek LCD Projector	48 hours	1	Y	\$100	\$560	1	N

Library of Things	NASA Backpacks	14 days	1	Y	N	\$236	1	N
	Light Therapy Lamps	14 days	1	Y	N	\$35	1	N
	Lego Kits	14 days	1	N	N	\$25	1	N
	Mead Museum Pass	2 per year	1	N	N	N/A	N/A	N/A
	HFAC/SAC Pass	N/A	once per site per month	N	N	N/A	N/A	N/A
	SD State Park Pass	3 days	1	N	N	\$80	N	\$1 per day
	Recreation Equipment	?	?	?	?	?	?	?
	Book Club Bags	60 days	2	N	N	*	N	N
	Tactile Kit	14 days	1	N	N	\$100	1	N
	Toy Lending Library Bins	14 days	1	once per year	N	\$25	1	N
Technology	External Disc Drive	?	1	?	?	\$54	?	?
	Laptops	7 days	1	Y	N	\$715	1	\$3 per day
	Hotspots	7 days	1	Y	N	\$285	1	\$3 per day
Circulation restrictions by card type								
Adult	no restrictions unless fines are over \$5.00							
Youth	DVD's, pool passes, light therapy lamp, equipment, Toy Lending Library bins, laptops, hotspots, NASA backpacks							
Temporary including Pathways, Cimpl's temp housing, 30 day trial	equipment, park pass, book club bags, hotspots, ILL's, kits, laptops, wonderbooks, NASA backpacks							
Teacher	equipment, pool passes, museum pass, hotspots							
Special								
Mount Marty	no restrictions unless fines are over \$5.00							

**CITY OF YANKTON**  
**FIVE YEAR CAPITAL IMPROVEMENT PLAN**

DEPARTMENT	DESCRIPTION	2023	2024	2025	2026	2027	2028	TOTAL
SENIOR CITIZENS CENTER - 141 101.141.xxx	CONCRETE REPLACEMENT	\$0	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
	FLOORING	\$3,000	\$0	\$3,000	\$0	\$3,000	\$3,000	\$9,000
	WINDOW REPLACEMENT	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
	CEILING TILE	\$300	\$300	\$300	\$300	\$300	\$300	\$1,500
	LANDSCAPING	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
	TABLES / CHAIRS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
	ROOFTOP AC UNIT	\$0	\$0	\$12,500	\$0	\$12,500	\$12,500	\$25,000
	NEW ADDITION	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
	PARKING LOT CONCRETE RECONSTRUCTION	\$0	\$0	\$300,000	\$0	\$200,000	\$0	\$500,000
	ROOF REPAIR	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
	TOTAL	\$6,300	\$5,300	\$324,800	\$4,300	\$1,219,800	\$19,800	\$1,560,500
	GENERAL	\$3,150	\$2,650	\$162,400	\$2,150	\$109,900	\$9,900	\$280,250
	AMOUNT TO BE PROVIDED	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
	YANKTON COUNTY	\$3,150	\$2,650	\$162,400	\$2,150	\$109,900	\$9,900	\$280,250
	TOTAL	\$6,300	\$5,300	\$324,800	\$4,300	\$1,219,800	\$19,800	\$1,560,500
LIBRARY - 142 101.142.xxx	AUDIO VISUAL MATERIALS	\$10,000	\$10,500	\$13,500	\$13,500	\$13,500	\$13,500	\$61,000
	NEW BOOKS	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000	\$265,000
	LIBRARY ROOF	\$225,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$233,000
	SECURITY CAMERAS	\$0	\$0	\$2,700	\$0	\$0	\$0	\$2,700
	CHARGING STATIONS	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	GARBAGE CANS	\$1,400	\$0	\$0	\$0	\$0	\$0	\$1,400
	BENCHES	\$0	\$0	\$0	\$1,800	\$0	\$0	\$1,800
	LED LIGHTING	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
	DURESS ALARM	\$0	\$1	\$0	\$0	\$0	\$0	\$1
	SMOKE DETECTORS	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
	ACCESSIBILITY PROJECT (GRANT)	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	LAPTOP / HOTSPOT PROJECT (GRANT) - **ESTIMATED**	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	TECHNOLOGY GRANT	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
	NEW LIBRARY	\$0	\$40,000	\$0	\$0	\$12,000,000	\$0	\$12,040,000
	TOTAL	\$336,400	\$130,501	\$71,200	\$110,300	\$12,068,500	\$68,500	\$12,716,901
	GENERAL	\$290,400	\$130,501	\$71,200	\$110,300	\$68,500	\$68,500	\$670,901
	AMOUNT TO BE PROVIDED	\$0	\$0	\$0	\$0	\$12,000,000	\$0	\$12,000,000
	GRANTS	\$46,000	\$0	\$0	\$0	\$0	\$0	\$46,000
	TOTAL	\$336,400	\$130,501	\$71,200	\$110,300	\$12,068,500	\$68,500	\$12,716,901