

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, October 9, 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 September 18, 2024 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- **2025 Agreement for the Provision of Library Services with Yankton County**

**New Business**

- **2025 Calendar**
- **Restricting Minors from Obscene Matter or Materials Policy**
- **Computer and Internet Use Policy**

**Other Business:**

- **Foundation update**

**Adjourn the meeting of October 9, 2024**

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

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**MINUTES**

The meeting was called to order by President David Koerner at 5:30 pm. Present were MaryPat Bierle, Meg Severson, Nathan Johnson, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, and Assistant Director Linda Dobrovoly. Yankton County Commissioner Ryan Heine and Library Director Dana Schmidt were absent with regrets.

**Additions to the agenda:** None

**Approval of August 14, 2024 minutes:** Webber made a motion to approve the August 14, 2024 minutes with a second by Severson. Unanimous approval.

**Public Comment Period**

Yankton Community Library Foundation President Ann Clough gave an update on Foundation activities. The Foundation has formed committees to work on publicity, site location, and potential donors. Ann recently spoke to the Lions Club and received positive feedback. Foundation members are available to speak to other community groups. Johnson complimented Clough and Library Director Schmidt on the presentation given during the public meeting where the GRB survey results were shared.

**Discussion of bills/Accept Financial Report Motion:** Dobrovoly noted that the City Commission will consider final approval of the 2025 budget at their next meeting on Monday, September 23. City Manager Leon added that the budget includes funds for the development of a concept plan for a new library along with general library funding. Bierle motioned to accept the financial report with a second by Webber. Unanimous approval.

**Communications and correspondence:** Dobrovoly shared two thank you notes from recent donors. The first was from the GFWC Yankton Women's Club who donated books in memory of a deceased member. The second was from the family of Glenda Lanning, long time YCL staff member. Her family donated funds to purchase books in her memory.

**Director's Report:** In addition to the written report, Dobrovoly noted that the library will reapply for accreditation with the South Dakota State Library in 2025. Work completed in 2023 and 2024 will be a part of the application,

**Old Business:** None

**New Business**

- **2025 Agreement for the Provision of Library Services with Yankton County:** Terms of the agreement are the same as for 2024. Yankton County will contribute \$20,000. County residents will continue to pay \$20 per household. Bierle suggested that during the discussion

of the terms of the 2026 agreement consideration be given to the elimination of the fee to county cardholders and what the budget implications of that would be.

- **Collection Development Policy:** Dobrovlny discussed the need for changes to multiple policies along with the Collection Development Policy such as Computer and Internet Use, Library Card Registration, and Unattended Children in order to comply with HB 1197 which becomes effective January 1, 2025. At least one other library in South Dakota is considering creating an additional policy that would outline all the actions taken to comply. More information will be forthcoming along with feedback from City Attorney DenHerder for member's review. No action taken.
- **Technology Plan:** Dobrovlny shared suggested updates to the current plan which includes items that have been accomplished and items to consider for the future. Board members are invited to review further and provide feedback for approval at the next meeting. No action taken.

**Other Business:**

- None

**Adjourn the meeting of September 18, 2024:** Webber made a motion to adjourn at 5:50 pm with a second by Severson. Unanimous approval.

Vendor Payment History by Fund  
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
A&B BUSINESS SOLUTIONS			03445							
	70260	09/23/24	COPIES LEASE	466.54		IN1187529	081615	P N D	RENTALS & XEROX SUPPLIE	101.142.212
AMAZON MAR	112-578964		.20457							
	202408	09/05/24	REFUND	16.99CR		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
AMAZON MARK	RM7NY0A82		.20544							
	202408	09/05/24	OFFICE SUPPLIES	8.89		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202408	09/05/24	JANITORIAL SUPPLIES	19.71		Dobrovolny		- M	JANITORIAL SUPPLIES	101.142.236
	202408	09/05/24	PROGRAM SUPPLIES	65.45		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	BOOKS	40.88		Dobrovolny		- M	BOOKS	101.142.340
				134.93						
										*TOTAL CHECK
			VENDOR TOTAL	134.93						
AMAZON MARK	RU1TX3YI2		.20526							
	202408	09/05/24	DVDS	39.91		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMAZON MKTPL	RF8MP6QW2		.20552							
	202408	09/05/24	DVD	19.96		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMAZON MKTPL	RF9V82MG0		.20557							
	202408	09/05/24	PROGRAMS SUPPLIES	11.97		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	BOOKS	32.98		Dobrovolny		- M	BOOKS	101.142.340
	202408	09/05/24	DVDS	134.79		Dobrovolny		- M	AV - CAPITAL	101.142.342
				179.74						
										*TOTAL CHECK
			VENDOR TOTAL	179.74						
AMAZON MKTPL	RU00443H0		.20531							
	202408	09/05/24	PROGRAM SUPPLIES	93.16		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	BOOK	10.15		Dobrovolny		- M	BOOKS	101.142.340
				103.31						
										*TOTAL CHECK
			VENDOR TOTAL	103.31						
AMAZON MKTPL	RV8JR1360		.20563							
	202408	09/05/24	PROGRAM SUPPLIES	53.34		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	BOOKS	5.98		Dobrovolny		- M	BOOKS	101.142.340
				59.32						
										*TOTAL CHECK
			VENDOR TOTAL	59.32						
AMAZON MKTPL	PLACE PMTS		.11802							
	202408	09/05/24	REFUND	14.00CR		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	REFUND	38.68CR		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
				52.68CR						
										*TOTAL CHECK
			VENDOR TOTAL	52.68CR						
AMAZON.COM	RF27L7VR2		.20558							
	202408	09/05/24	JANITORIAL SUPPLIES	41.41		Dobrovolny		- M	JANITORIAL SUPPLIES	101.142.236

Vendor Payment History by Fund  
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
AMZN MKTP US RF9HI6AV1			.20549							
	202408	09/05/24	PROGRAM SUPPLIES	12.98		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US RMOB48W80			.20537							
	202408	09/05/24	BOOK	17.99		Dobrovolny			- M BOOKS	101.142.340
AMZN MKTP US RU3893K22			.20525							
	202408	09/05/24	PROGRAM SUPPLIES	38.21		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242
BAKER-TAYLOR			.11798							
	202408	09/05/24	POSTAGE	54.60		Schmidt			- M POSTAGE	101.142.231
	202408	09/05/24	BOOKS	2,787.40		Schmidt			- M BOOKS	101.142.340
			VENDOR TOTAL	2,842.00		*TOTAL CHECK				
BLUEPEAK			.18669							
	202408	09/05/24	PHONE	127.26		Yardley			- M TELEPHONE	101.142.271
BOLLER PRINTING			.11924							
	202408	09/05/24	NEWSPAPER SUBSCRIPTION	35.00		Yankton Librar			- M SUBSCRIPTIONS & PUBLICA	101.142.235
CITY UTILITIES			00109							
	202421	09/30/24	WTR-WW CHARGES	543.77		09/09/2024	002642	P - M	WATER SERVICE	101.142.274
	202421	09/30/24	WTR-WW CHARGES	64.64		09/09/2024	002642	P - M	SEWER SERVICE	101.142.275
			VENDOR TOTAL	608.41		*TOTAL CHECK				
DOLLAR TREE			.14844							
	202408	09/05/24	OFFICE SUPPLIES	7.50		Yankton Librar			- M OFFICE SUPPLIES	101.142.232
DROPBOX 77VF5CQL483T			.20562							
	202408	09/05/24	DROPBOX	127.31		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
IN BOOK PAGE			.17319							
	202408	09/05/24	SUBSCRIPTION	414.00		Schmidt			- M SUBSCRIPTIONS & PUBLICA	101.142.235
MENARDS YANKTON SD			.14179							
	202408	09/05/24	CASTER WHEELS	34.86		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
	202408	09/05/24	FAUCET HANDLE	13.98		Mastalir			- M REP. & MAINT. - BUILDIN	101.142.223
			VENDOR TOTAL	48.84		*TOTAL CHECK				
MIDAMERICAN ENERGY COMPA			00303							
	202421	09/30/24	FUEL	21.25		09/05/2024			- M FUEL-HEATING	101.142.273
NORTHWESTERN ENERGY - BU			00455							
	202421	09/30/24	ELECTRICITY	1,646.82		09/06/2024			- M ELECTRICITY	101.142.272

Vendor Payment History by Fund  
 SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
OVERDRIVE DIST			.13843							
	202408	09/05/24	EBOOKS	412.82		Schmidt		-	M E-BOOKS	101.142.209
	202408	09/05/24	EBOOKS	1,088.51		Schmidt		-	M E-BOOKS	101.142.209
			VENDOR TOTAL	1,501.33		*TOTAL CHECK				
				1,501.33						
SD LIBRARY ASSOCIATION .16033										
	202408	09/05/24	SDLA MEMBERSHIP DUES	26.00		Dobrovolny		-	M MEMBERSHIP DUES	101.142.261
	202408	09/05/24	SDLA MEMBERSHIP DUES	115.00		Dobrovolny		-	M MEMBERSHIP DUES	101.142.261
	202408	09/05/24	CONFERENCE REGISTRATION	215.00		Dobrovolny		-	M CONFERENCE & MEETINGS	101.142.265
	202408	09/05/24	CONFERENCE REGISTRATION	215.00		Dobrovolny		-	M CONFERENCE & MEETINGS	101.142.265
	202408	09/05/24	SDLA MEMBERSHIP DUES	32.00		Yankton Librar		-	M MEMBERSHIP DUES	101.142.261
	202408	09/05/24	CONFERENCE REGISTRATION	215.00		Yankton Librar		-	M CONFERENCE & MEETINGS	101.142.265
			VENDOR TOTAL	818.00		*TOTAL CHECK				
				818.00						
UNIVERSITY OF SOUTH DAKO 06821										
	70297	09/23/24	LIBRARY ASSESSMENT STUDY	36,345.00		24C015	081616	P - D	BUILDINGS	101.142.320
WM SUPERCENTER #1483 .13320										
	202408	09/05/24	PROGRAM SUPPLIES	25.00		Schmidt		-	M PROGRAM SUPPLIES	101.142.242
	202408	09/05/24	JANITORIAL SUPPLIES	2.48		Yankton Librar		-	M JANITORIAL SUPPLIES	101.142.236
	202408	09/05/24	PROGRAM SUPPLIES	34.62		Yankton Librar		-	M PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	62.10		*TOTAL CHECK				
				62.10						
WWP OLSONS PEST TECHN .20307										
	202408	09/05/24	PEST CONTROL	93.00		Schmidt		-	M PROFESSIONAL SERVICES	101.142.202
YANKTON COUNTY OBSERVE .12801										
	202408	09/05/24	RECEIPT BOOKS	267.50		Yankton Librar		-	M OFFICE SUPPLIES	101.142.232
GENERAL FUND										
				46,009.95		**TOTAL				

Vendor Payment History by Fund  
SEPTEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				46,009.95					

RECORDS PRINTED - 000048

Vendor Payment History by Fund  
 SEPTEMBER LIBRARY TRUST BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
LIBRARY TRUST										
AMAZON MARK RM7NY0A82			.20544							
	202408	09/05/24	MASTER GARDENERS PROGRAM	35.96		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
BAKER-TAYLOR			.11798							
	202408	09/05/24	MMIP GRANT	121.24		Schmidt		- M	MMIP GRANT	701.701.317
DOLLAR TREE			.14844							
	202408	09/05/24	ADULT CRAFT NIGHT	88.75		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
EL TAPATIO MEXICAN RES			.20519							
	202408	09/05/24	EMPLOYEE APPRECIATION	231.61		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
FAMILY DOLLAR			.20026							
	202408	09/05/24	ADULT CRAFT NIGHT SUPPLY	2.19		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
SQ COUNTERFEIT CATERI			.20181							
	202408	09/05/24	SUMMER READING PROGRAM	985.50		Schmidt		- M	RECREATION SUPPLIES	701.701.242
SWANK MOTION PICTURES			.13187							
	202408	09/05/24	MOVIE LICENSE	325.00		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
WAL-MART #1483			.12434							
	202408	09/05/24	SUMMER READING PROGRAM	77.64		Schmidt		- M	RECREATION SUPPLIES	701.701.242
WALGREENS #9806			.11840							
	202408	09/05/24	SUMMER READING PROGRAM	56.97		Schmidt		- M	RECREATION SUPPLIES	701.701.242
WM SUPERCENTER #1483			.13320							
	202408	09/05/24	SUMMER READING PROGRAM	63.61		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
LIBRARY TRUST				1,988.47		**TOTAL				



Vendor Payment History by Fund  
SEPTEMBER LIBRARY TRUST BILLS

VENDOR NAME AND NUMBER								
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
REPORT TOTALS:			1,988.47					

RECORDS PRINTED - 000010

	ADOPTED BUDGET	REVISIED 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	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	7.50	7.50- 9999 -----]]]]
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	1,060.00	9,170.00	670.00- 107 -----
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	0.80	9.20 8
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	14.60	116.73	83.27 58 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	31.00	461.10	1,038.90 30 ---
3456 PC PRINTING	6,000.00	6,000.00	604.35	5,944.99	55.01 99 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	56.50	43.50 56 -----
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.00	3,695.01	1,695.01- 184 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,709.95	19,452.63	642.63- 103 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	160.88	2,576.81	423.19 85 -----
3511 PARKING FINES	1,000.00	1,000.00	0.00	1,025.00	25.00- 102 -----
3520 LIBRARY FINES	500.00	500.00	24.00	290.10	209.90 58 -----
TOTAL: FINES	4,500.00	4,500.00	184.88	3,891.91	608.09 86 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	43,313.56	322,127.70	282,127.70- 805 -----]]]]
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	1,439.52	1,439.52- 9999 -----]]]]
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	140.00	22,820.64	18,820.64- 570 -----]]]]
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	4,400.00	4,400.00	4,400.00- 9999 -----]]]]
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	5,061.53	86,957.58	83,957.58- 2898 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	131.96	1,415.15	84.85 94 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	53,047.05	439,160.59	380,660.59- 750 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	54,941.88	472,505.13	370,695.13- 464 -----]]]]

	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	253.28	1,941.47	1,941.47-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	1,800.00	1,800.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	2,047.25	17,750.55	17,750.55-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,300.53	21,492.02	21,492.02-	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	35,500.30	336,659.81	115,199.19	74 -----
102 TEMPORARY WAGES	40,000.00	0.00	3,737.92	41,592.21	1,592.21-	103 -----
103 OVERTIME WAGES	750.00	0.00	30.31	877.70	127.70-	117 -----]
111 OASI	37,685.00	0.00	2,899.91	28,118.44	9,566.56	74 -----
121 RETIREMENT	27,157.00	0.00	2,131.82	20,252.17	6,904.83	74 -----
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	38,084.44	63,405.56	37 ---
133 UNEMPLOYMENT INSURANCE	1,104.00	0.00	6.35	251.70	852.30	22 --
TOTAL: PERSONNEL SERVICES	663,121.00	0.00	48,514.77	465,836.47	197,284.53	70 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48	86 -----
202 PROFESSIONAL SERVICES	10,000.00	0.00	220.31	11,167.19	1,167.19-	111 -----]
204 CONTRACTED SERVICES	16,000.00	0.00	0.00	10,800.00	5,200.00	67 -----
209 E-BOOKS	29,500.00	0.00	1,501.33	12,507.13	16,992.87	42 ----
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	466.54	3,945.15	554.85	87 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,620.84	1,379.16	54 -----
223 REP. & MAINT. - BUILDINGS	6,000.00	0.00	48.84	2,537.11	3,462.89	42 ----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,800.00	0.00	54.60	4,236.30	436.30-	111 -----]
232 OFFICE SUPPLIES	8,000.00	0.00	283.89	3,989.23	4,010.77	49 ----
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	449.00	4,929.78	4,570.22	51 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	63.60	1,303.44	1,696.56	43 ----
242 PROGRAM SUPPLIES	5,000.00	0.00	265.06	1,781.22	3,218.78	35 ---
244 UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
255 COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	173.00	173.00	827.00	17 -
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	1,326.33	1,673.67	44 ----
265 CONFERENCE & MEETINGS	1,500.00	0.00	495.00	1,468.50	31.50	97 -----
271 TELEPHONE	2,300.00	0.00	187.76	1,458.84	841.16	63 -----
272 ELECTRICITY	20,000.00	0.00	1,646.82	9,827.05	10,172.95	49 ----
273 FUEL-HEATING	6,000.00	0.00	21.25	2,285.52	3,714.48	38 ---
274 WATER SERVICE	3,500.00	0.00	543.77	1,426.00	2,074.00	40 ----
275 SEWER SERVICE	1,200.00	0.00	64.64	476.32	723.68	39 ---
276 LANDFILL	500.00	0.00	32.00	312.00	188.00	62 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	151,233.00	0.00	6,517.41	89,219.47	62,013.53	58 -----
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 SEP 30, 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	20,000.00	20,000.00	20,000.00 50 -----
340	BOOKS	53,000.00	0.00	2,895.38	26,355.22	26,644.78 49 ----
342	AV - CAPITAL	10,500.00	0.00	194.66	3,330.98	7,169.02 31 ---
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	23,090.04	49,686.20	80,814.80 38 ---
	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	78,122.22	604,742.14	340,112.86 64 -----
TOTAL:	GENERAL FUND	944,855.00	0.00	78,122.22	604,742.14	340,112.86 64 -----

	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	39.66	39.66-	9999 -----]]]]
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	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	1,867.23	20,000.73	20,000.73-	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	1,867.23	20,249.64	20,249.64-	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	121.24	2,011.18	2,011.18-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	9,325.56	9,325.56-	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	121.24	11,336.74	11,336.74-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,988.47	31,586.38	31,586.38-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,988.47	31,586.38	31,586.38-	9999 -----]]]]

## Director's Report October 2024

**Library Card Sign-Up Month:** We celebrated in September by partnering with four local businesses, First Chiropractic, Muddy Mo's, Pizza Ranch, and Runza, to provide special perks to library card holders throughout the month. We are thankful for their partnership and had 63 new card sign-ups this September!

**Halloween festivities:** The library will be hosting a Monster Mash Library Bash on Sunday, October 20 from 1 to 4pm. It will be set up as a come-and-go event with cards to pick up at the door to guide participants to all the available activities such as witch hat ring toss, Bingo for a Book, scavenger hunts, crafts, guess the weight of the pumpkin and more! There will be activities for all ages and we encourage folks to come in their costumes! Then on Saturday, October 26, the library will be participating in Yankton's Harvest Halloween festivities with a table for activities down at The Lawn. We enjoy taking part in community events to increase the library's visibility in the community and have the opportunity to see our patrons in another environment and to meet new people. On the week of Halloween, the library will host Halloween-themed preschool storytimes. The children are encouraged to dress in their costumes and can trick-or-treat at stations around the library. We will also be hosting a teen/tween Halloween party on Monday, October 28. The library will close early at 5pm on October 31.

**Friends of the Library:** In October we celebrate Friends of the Library Week. Our Friends group takes in money primarily through membership fees and used book sales. There is a core group that works hard throughout the year sorting donated books to prepare for upcoming sales and then a bigger call for help goes out during the sales when lots of hands are needed to move the boxes and boxes of books, puzzles and games from the library's garage to the meeting room and get everything set up. Because the items are presorted, it makes set up go much smoother for a bookstore-like setting. Friends members get to shop early on the first day of the indoor sales and have been enjoying this extra perk. The Friends support many activities and requests of the library throughout the year. Most recently, they paid for all of our family program performers during the Summer Reading Program, our special event movie license for our Shark in the Park event in August, sponsor our much-loved fish tank, and paid for non-budgeted items such as the pickleball and disc golf sets we now have available for checkout at the library. We are thankful for our wonderful Friends and all they do to support YCL!

**Board Meeting:** The next regularly scheduled meeting would be Wednesday, November 13 at 5:30pm in the library's meeting room and online at: <https://global.gotomeeting.com/join/541968125>

**SEPTEMBER 2024 PROGRAM STATISTICS**

<b>Storytime</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
Truck Storytime	9/9/2024	6:00 PM	3	2
	9/10/2024	10:00 AM	1	1
	9/11/2024	10:00 AM	10	6
Leaf Storytime	9/16/2024	6:00 PM	2	1
	9/17/2024	10:00 AM	2	1
	9/19/2024	10:00 AM	6	4
Owl Storytime	9/23/2024	6:00 PM	0	0
	9/24/2024	10:00 AM	4	2
	9/26/2024	10:00 AM	11	7
Pumpkin/Apple Storytime	9/30/2024	6:00 PM	0	0
		<b>Total:</b>	<b>39</b>	<b>24</b>
<b>Stay and Play</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
	9/4/2024	9-11 AM	8	4
	9/11/2024	9-11 AM	5	4
	9/18/2024	9-11 AM	5	3
	9/25/2024	9-11 AM	3	2
		<b>Total:</b>	<b>21</b>	<b>13</b>
<b>Elementary Events</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
LEGO Club	9/5/2024	3:45 PM	6	4
Movie	9/12/2024	3:45 PM	6	3
STEAM	9/19/2024	3:45 PM	7	3
Craft	9/26/2024	3:45 PM	22	9
		<b>Total:</b>	<b>41</b>	<b>19</b>
<b>Teen Events</b>	<b>Date</b>	<b>Time</b>	<b>Teens</b>	
Tween / Teen Time	9/21/2024	2-4 pm	3	
		<b>Total:</b>	<b>3</b>	



<b>Family Events:</b>		<b>Time</b>	<b>Kids</b>	<b>Adults</b>
*Riverboat Days Booth	8/17/2024	12-4 PM	100	<b>25</b>
	<b>*Missed for Aug Stats</b>		<b>100</b>	<b>25</b>
<b>Adult Programs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>	<b>Virtual</b>
The Center Book Club	9/5/2024	10:30 AM	25	NA
Seed Library	9/10/2024	2:00 PM	28	0
Seed Library	9/10/2024	6:00 PM	6	0
Mental Health Matters	9/12/2024	6:00 PM	8	0
Slice of Spice	9/13/2024	12:00 PM	8	NA
Therapeutic Writing	9/14/2024	10:00 AM	5	NA
Adult Craft	9/17/2024	6:00 PM	15	NA
Meditation Group	9/19/2024	6:30 PM	25	NA
Planning with Purpose	9/24/2024	6:00 PM	25	NA
Conversational Spanish	9/24/2024	6:00 PM	6	NA
Paranormal Presentation	9/28/2024	2:00 PM	52	NA
Capturing Memories	9/29/2024	2:00 PM	15	NA
		<b>Total:</b>	<b>193</b>	<b>0</b>
<b>Book Clubs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>	
Readers Anyomous	9/10/2024	2:00 PM	7	
Between the Lines	9/24/2024	4:30 PM	5	
		<b>Total:</b>	<b>12</b>	
<b>Video Views for August</b>	<b>Date</b>	<b>Video Views</b>		
Sports Media Panel	8/28/2024	8		
August Seed Library	8/13/2024	8		
	<b>Total:</b>	<b>16</b>		

## SEPTEMBER 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	6,518	5,894	5,800
Juvenile	5,366	3,186	3,837
<b>Total</b>	<b>9,320</b>	<b>9,080</b>	<b>9,637</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2024	2023	2022
Adult	3,954	3,563	4,859
Juvenile	4,137	2,792	3,518
<b>Total</b>	<b>8,091</b>	<b>6,355</b>	<b>8,377</b>

Interlibrary Loan			
	2024	2023	2022
Requested	94	109	80
Supplied	29	33	24
<b>Total</b>	<b>123</b>	<b>142</b>	<b>104</b>

Electronic Resources			
	2024	2023	2022
OverDrive Adult	2,441	2,189	837
OverDrive Juvenile	310	279	60
TumbleBooks	919	115	259
<b>Total</b>	<b>1,229</b>	<b>2,583</b>	<b>1,156</b>

Adult Outreach			
	2024	2023	2022
Locations	9	10	8
Patrons	40	45	44
Circulations	96	140	148

Daycare Outreach			
	2024	2023	2022
Locations	6	4	NA
Patrons	123	51	NA
Circulations	180	140	NA

Teen Subscription Bags			
	2024	2023	2022
Active Subscriptions	20	18	11

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	19	5	NA

Public Computer Use			
	2024	2023	2022
Uses	565	572	545
Hours	374	356	303

WiFi Usage			
	2024	2023	2022
Sessions	1,020	706	831
Total Session Hours	902	762	969
Unique Users	281	267	295

Meeting Room Use			
	2024	2023	2022
Library Uses	37	26	33
Library Hours	104.5	52	77
Non-Library Uses	38	23	18
Non-Library Hours	60	46	24

Study Room Use			
	2024	2023	2022
Uses	40	19	27
Hours	67	32	51

Notary			
	2024	2023	2022
Requests	3	NA	19

Proctor			
	2024	2023	2022
Tests	0	9	4

Research Requests			
	2024	2023	2022
Patrons	0	0	0
Hours	0	0.00	0.0

Teacher Requests			
	2024	2023	2022
Patrons	0	1	0

Courier			
	2024	2023	2022
Total Incoming	145	142	124
Total Outgoing	193	194	154
<b>Total</b>	<b>338</b>	<b>336</b>	<b>278</b>

## SEPTEMBER 2024 USAGE & CIRCULATION STATISTICS

Current Cards			
	2024	2023	2022
Resident	4,587	4,057	3,530
Non-Resident	280	239	197
Mount Marty	25	20	12
Teacher	53	48	37
Yankton County	968	871	760
<b>Total</b>	<b>5,913</b>	<b>5,235</b>	<b>4,536</b>

New Cards			
	2024	2023	2022
Resident Adult	39	55	43
Resident Youth (<18)	18	3	3
County	8	20	5
County (Households)	6	14	5
Non-resident	1	4	4
Non-resident (households)	1	4	4
<b>Total New Cards</b>	<b>66</b>	<b>82</b>	<b>55</b>
<b>Total New Households</b>	<b>7</b>	<b>18</b>	<b>9</b>

30 Day Trial Cards			
	2024	2023	2022
30 Day Trial Cards	4	5	4
Online Signup	0	3	3
<b>Total</b>	<b>4</b>	<b>8</b>	<b>7</b>

Social Media Follows			
	2024	2023	2022
Facebook	3,321	NA	NA
Instagram	397	NA	NA
Youtube	169	NA	NA
<b>Total:</b>	<b>3,887</b>	<b>NA</b>	<b>NA</b>

Collection			
	2024	2023	2022
Items Added	444	356	397
Items Deleted	428	657	259
<b>Total Collection</b>	<b>85,855</b>	<b>NA</b>	<b>NA</b>

Curbside Pick-Ups			
	2024	2023	2022
	7	2	11

Food For Fines			
	2024	2023	2022
	98	94	70

Book a Librarian			
	2024	2023	2022
Time (minutes)	115	195	235
Number of Sessions	4	8	11

Pass Checkouts			
	2024	2023	2022
State Park Pass	6	1	NA
Mead Museum Pass	2	2	NA
Summit Pass	10	17	NA
Huether Pass	NA	NA	NA

Door counters:	East Entrance:	South entrance:	Total:
	2,946	5,319	<b>8,265</b>

# Yankton Community Library • October 2024

All Ages—Purple | Adults—Red | Teen 4<sup>th</sup>–12<sup>th</sup>—Green | K-5<sup>th</sup>—Orange | Preschool—Blue \*Registration +Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Costume Swap Drop off Sept. 22-Oct. 4	30	1 Storytime 10 am	2 Stay & Play 9—11 am <i>It Ends With Us</i> Book Discussion #1 6 pm	3 Storytime 10 am  K-5 Craft 3:45 pm	4	5 Costume Swap: 9-10 am Swappers only 10-5 Everyone
6 Costume Swap 1-5 pm: Everything Free!	7 Friends of the Library Meeting 5:15 pm  Storytime 6 pm	8 Storytime 10 am  Seed Library 2 pm & 6 pm	9 Stay & Play 9—11 am  Library Board Meeting 5:30 pm	10 Storytime 10 am LEGO Club 3:45 pm Book Sale FOL Members only 4-6 pm	11  <b>Book Sale 9 am—5 pm</b>	12 <b>Book Sale 9 am—5 pm</b>  Bridge Birthday Block Party 1-5 pm Riverside Park
13  <b>Book Sale 1—5 pm</b>	14 <b>Book Sale 9am—1 pm: Everything Free!</b>  Storytime 6 pm	15 Storytime 10 am  Adult Craft**6 pm	16 Stay & Play 9—11 am  <i>It Ends With Us</i> Book Discussion #2 6 pm	17 Storytime 10 am  K-5 STEAM 3:45 pm  <b>Meditation Group 6:30 pm</b>	18	19  <b>Therapeutic Writing Group 10 am</b>
20  Monster Mash Library Bash 1—4 pm	21  Storytime 6 pm	22 Storytime 10 am  <i>Planning with Purpose: Saying Goodbye to Your Pet</i> 6pm	23  Stay & Play 9—11 am	24 Storytime 10 am  Movie : <i>Inside Out 2</i> 3:45 pm	25	26
27  Trick-or-Treat at the Library this week!	28 Teen/Tween Halloween Party 4-5:30 pm  Storytime 6 pm	29 Storytime 10 am  Conversational Spanish 6 pm	30  Stay & Play 9—11 am	31 Storytime 10 am  Closing at 5pm	<b>Food for Fines: Soup &amp; Crackers</b>	



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

10/4/2024

# Yankton Community Library • DINOvember 2024

All Ages—Purple | Adults—Red | Teen 4<sup>th</sup>–12<sup>th</sup>—Green | K-5<sup>th</sup>—Orange | Preschool—Blue \*Registration +Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Food for Fines: Canned Veggies</b>					1	2 <b>Financial Wellness 10 am</b>
3	4 Storytime 6 pm	5 Storytime 10 am	6 Stay & Play 9—11 am  <i>It Ends With Us</i> Book Discussion #3 6 pm	7 Storytime 10 am LEGO Club 3:45 pm <i>Planning with Purpose: Moving Through Grief</i> 6pm	8	9 Warm Welcome with the Elks 994 2-4 pm
10 Snapshot Sunday* 1-5 pm	11 Closed in observance of Veterans Day	12 Storytime 10 am	13 Stay & Play 9—11 am  Library Board Meeting 5:30 pm	14 Storytime 10 am  K-5 Craft 3:45 pm	15  <b>Movie: <i>It Ends With Us</i> 6pm</b>	16  <b>Therapeutic Writing Group 10 am</b>
17 Holiday Decoration Drop-off Nov. 17-Dec 6	18 Friends of the Library Meeting 5:15 pm  Storytime 6 pm	19 Storytime 10 am  Adult Craft **6 pm Legos @ The Mead 6 pm	20  Stay & Play 9—11 am	21 Storytime 10 am  K-5 STEAM 3:45 pm  <b>Meditation Group 6:30 pm</b>	22	23  Teen/Tween Time 2-4 pm
24  <i>The Garfield Movie</i> with pizza! 1:30 pm	25	26  <b>Conversational Spanish 6 pm</b>	27 Stay & Play 9—11 am  Closing at 5 pm	28 Closed in observance of Thanksgiving	29 Closed in observance of Thanksgiving	30



If you require special accommodation to fully participate in a library event please contact us.

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10/4/2024

## Yankton Community Library Holiday Calendar & Board Schedule 2025

Date	Holiday	Closing
Wednesday, January 1	New Year's Day	All Day
<b>Monday, January 20</b>	Martin Luther King Jr. Day All staff training day	All Day
Monday, February 17	Presidents' Day	All Day
<b>Sunday, April 20</b>	Easter	All Day
<b>Summer Hours begin May 27, 2025</b>		
Sunday, May 25 Monday, May 26	Memorial Day	All Day
<b>Thursday, July 3</b> Friday, July 4	Independence Day	<b>Close at 5pm on 7/3/25</b> All Day
<b>Saturday, August 16</b>	Riverboat Days	All Day
Monday, September 1	Labor Day	All Day
<b>Winter Hours resume September 2, 2025</b>		
Tuesday, November 11	Veterans Day	All Day
<b>Wednesday, Nov 26</b> Thursday, November 27 Friday, November 28	Thanksgiving	<b>Close at 5 pm on 11/26/25</b> All Day All Day
Wednesday, December 24 Thursday, December 25	Christmas	All Day All Day
Wednesday, Dec 31, 2025 Thursday, January 1, 2026	New Year's Day	<b>Close at 5pm on 12/31/25</b> All Day

Staff has four (4) additional 8-hour personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

### Yankton Community Library Board of Trustees 2025 Regular Meeting Schedule

(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

January 8	July 9
February 12	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

Adopted by the Yankton Community Library Board on ...../...../2024

## **Restricting Minors From Accessing Obscene Matter Or Materials Policy**

*Effective January 1, 2025*

South Dakota State Law 22-24-56 requires each public library in the state to:

- (1) Equip each public access computer with software that will limit minors' ability to gain access to obscene matter or material, as defined by § 22-24-27, or purchase internet connectivity from an internet service provider that provides filter services to limit access to obscene material; and
- (2) Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials. The public library shall:
  - (a) Publish the policy on the official website of the political subdivision that maintains the library; or
  - (b) Publish the policy annually in a legal newspaper designated by the governing body of the political subdivision that maintains the library pursuant to § 7-18-3 or 9-12-6.

South Dakota State Law 22-24-27(11) defines obscene materials as:

- (11) "Obscene material," material:
  - (a) The dominant theme of which, taken as a whole, appeals to the prurient interest;
  - (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
  - (c) Lacks serious literary, artistic, political, or scientific value.

In compliance with South Dakota law, the library's collection does not include materials found to violate Section 22-24-27(11).

In compliance with the Children's Internet Protection Act, the library utilizes technology protection measures that block access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). This technology is effective, but not perfect. Yankton Community Library (YCL) does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the Internet.

YCL supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format, or amount of detail. YCL upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

Children under 18 may get a library card if a parent or guardian accepts responsibility for the child's use of the card. There is no minimum age. A parent or guardian is required to complete and sign a registration form to obtain a library card for a minor they are responsible for.

Children under the age of eight (8) must be accompanied by a caregiver over the age of 14.

Library staff are not responsible for the supervision of children in the library. Parents or caregivers must assume responsibility for children's access to and use of library resources. Parents and caregivers are expected to monitor and supervise children's use of the library's resources, including the Internet, in selecting material that is consistent with personal and family values. Parents are cautioned that the library and its available resources may contain materials not suitable for children, or that some find controversial, offensive, or inconsistent with personal or religious beliefs.

For more information on library resources, how they are selected, withdrawal, replacement, donations, intellectual freedom, and reconsideration please refer to our Collection Development Policy.

More information on library card registration and usage is available in our Library Card Policy and Circulation Policy.

Additional information regarding unattended children in the library and minor's use of our computers and the Internet can be located in our Unattended Child and Computer and Internet Use Policy.

## Computer and Internet Use Policy

Yankton Community Library (YCL) offers computers with Internet access and open unsecured WiFi for public usage. The Internet is an unregulated global information resource. As such, users are cautioned that information and images can be encountered which may be considered controversial and/or offensive. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter. Yankton Community Library endorses the American Library Associations' Access to Digital Information, Services and Networks (see attached).

In compliance with the Children's Internet Protection Act, the library utilizes technology protection measures that block access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). This technology is effective, but not perfect. Yankton Community Library (YCL) does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the Internet. **Parents and legal guardians are responsible for the information accessed by their children. Parents and legal guardians are advised to provide guidance and to supervise their children's use of the Internet.**

Yankton Community Library:

- Provides public access computers to library card holders in good standing. Guest passes are also available for computer usage
- Observes daily time limits for users on public computers in order to provide equitable access
- Cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk
- Is not responsible for work or information lost due to computer or system malfunctions
- Is not responsible for misplaced or stolen equipment
- Disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof
- Is not responsible for controlling children's Internet or computer use
- Utilizes software that warns users 15 minutes prior to the end of their allotted time and automatically ends the user's session when their time expires and shuts down computers 10 minutes prior to closing time
- Provides limited staff assistance (15 minutes per day) to users for tasks such as getting signed into the computers, minimal assistance with computer browsers or applications, scanning, printing and various other minor tasks, but cannot provide extended aid

### Library Rules for Internet Use

The Library expects patrons to use the Internet in a responsible manner respecting the rights of others and following the Library's rules of behavior. The Internet computers are located in public areas and are used by library patrons of all ages, backgrounds, sensitivities and values. Yankton Community Library does not condone the use of library equipment to access obscene material.

Users may not engage in actions that will, but are not limited to:

- Destroy, alter, prevent or interfere with the configuration of the Library computers



- Violate copyright or software license agreements
- Invade or violate other individuals' privacy
- Sending, receiving, printing or displaying text or graphics that may reasonably be construed as obscene or threatening
- Engage in activity that is deliberately offensive or creates an intimidating or hostile environment
- Be for any illegal, unethical, or criminal purposes

**Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may be subject to prosecution. If a patron feels that they were wrongly banned from computer or library privileges, they may request to be added to the agenda of the next regularly scheduled Library Board meeting. There they may present a letter explaining why they feel the decision was wrong and asking the Board to appeal the ban. The Board will then decide on whether or not to uphold the ban based on a majority vote of the quorum.**

#### Staff Assistance and Miscellaneous Information

- ~~• Library staff is available to provide limited assistance (15 minutes) to help users get signed in, find specific websites, limited assistance with applications, helping with the scanner or printer and various other tasks, but cannot provide extended aid.~~
- ~~• Software will warn users 15 minutes before the library closing time. Computers will automatically shut down 10 minutes prior to the library's closing time.~~

## Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

## **The Rights of Users**

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.<sup>1</sup>

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.<sup>2</sup> Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.<sup>3</sup> The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

## **Equity of Access**

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.<sup>4</sup> Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.<sup>5</sup> Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

## **Information Resources and Access**

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development

*Updated 5/11/22*

policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.<sup>5</sup> If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>7</sup>

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

<sup>1</sup> "[Guidelines for Library Policies](#)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

<sup>2</sup>*Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); *cert.denied*, 534 U.S. 994 (2001).

<sup>3</sup> "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

<sup>4</sup> Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012>

<sup>5</sup> "[Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

<sup>6</sup> "[Internet Filtering: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 2015, by the ALA Council.

<sup>7</sup> "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 *under previous name* "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.