

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, February 13, 2019, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of January 10, 2019 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- Review Collection Development Policy
- Tour of Library and discussion of areas of need

Other Business

Adjourn the meeting of February 13, 2019

The Yankton Community Library is committed to making its facilities accessible to everyone.
If you have additional accommodation requirements, please call 668-5276.

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, January 9, 2018, at 5:30 p.m.
Yankton Community Library, Director's Office**

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Sue Otterman, Tony Maibaum, Amy Nelson, Tonja Koenigs, Christine Tielke; Library Director Dana Schmidt, and Assistant Director Linda Dobrovolny.

Minutes:

Motion to approve the minutes of the November 14, 2018 meeting by Nelson, with second by Tielke; unanimous approval.

Additions to the Agenda:

Introduction of new staff member Heath Davis.
Board liaison to YCL Foundation

Discussion of Bills and Financial Report:

Schmidt commented that it has been one full year since we stopped charging overdue fines on all materials except DVD's. Fine revenue for 2018 was \$968.19 compared to \$2069.84 in 2017. Staff report that more items are returned when bills are sent and patrons are informed that there will be no fine if the item is returned in good condition.

Communications and Correspondence:

A donation for \$1000 was received from the Teget Foundation. They expressed a desire that a portion of the money is used for staff appreciation.

Public Comment Period: None.

Director's Report:

In addition to the written report, Schmidt thanked the board for the positive performance review she received and asked them to formulate some goals for her next review. She also noted that the library has established a partnership with Ability Building Services and the SD Department of Labor which will support a client working part time in the library. Schmidt also noted that Joe Healy will be the new representative on the Board from the Yankton County Commissioners.

Old Business: None.

New Business:

New circulation assistant Heath Davis introduced himself. He started in his position on December 3, 2018.

Trustee Trouble video series (Introduction and Part 1: Membership) from the Wyoming State Library was viewed and discussed as part of ongoing training for accreditation.

Amy Nelson will serve as liaison to the YCL Foundation. Annual Foundation meeting is planned for January 17, 2019.

Other Business: None.

Adjourn the meeting of January 9, 2019

Motion by Tielke to adjourn with second by Nelson. Meeting adjourned at 6:20 p.m.

Respectfully submitted,
Dana Schmidt, Library Director

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
BERING SALES						
SUPPLIES	100.00	OFFICE SUPPLIES	101.142.232	3577-3575	019560	P 927 00003
SUPPLIES	112.00	OFFICE SUPPLIES	101.142.232	3577-3575	019560	P 927 00004
SHIPPING	16.42	POSTAGE	101.142.231	3577-3575	019560	P 927 00005
	228.42	*VENDOR TOTAL				
CITY UTILITIES						
WATER-WW CHARGES	90.53	WATER SERVICE	101.142.274	1.19.19	002793	P 927 00001
WATER-WW CHARGES	59.54	SEWER SERVICE	101.142.275	1.19.19	002793	P 927 00002
	150.07	*VENDOR TOTAL				
MIDAMERICAN ENERGY						
FUEL	645.85	FUEL-HEATING	101.142.273	1.27.19	002794	P 927 00007
MIDWEST TAPE						
AV	39.99	AV - CAPITAL	101.142.342	96837858	019563	P 927 00008
NORTHWESTERN ENERGY						
ELECT	1,308.86	ELECTRICITY	101.142.272	1.23.19	002795	P 927 00009
US BANK EQUIPMENT FINANC						
COPIER LEASE	292.24	RENTALS & XEROX SUPPLIES	101.142.212	373361820	020310	P 927 00010
YANKTON SCHOOL DISTRICT						
HIGH SCHOOL YEAR BOOKS	75.00	BOOKS	101.142.340	1.16.19	019559	P 927 00011
	2,740.43				
GENERAL FUND	2,740.43	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
DAKOTA TERRITORIAL MUSEU CEMETERY WALK	500.00	RECREATION SUPPLIES	701.701.242	1.23.19	019562	P 927 00006
	500.00				
LIBRARY TRUST	500.00	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,240.43					

RECORDS PRINTED - 000011

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM AMZN.COM/BI @FY@ BOOK CREDIT	0.57CR	BOOKS	101.142.340	Dobrovolny		929 00409
AMZN MKTP US*MB0VM5QX1 BOOK	10.45	BOOKS	101.142.340	Dobrovolny		929 00009
AMZN MKTP US*MB14H2680 BOOK	28.09	BOOKS	101.142.340	Dobrovolny		929 00042
AMZN MKTP US*MB2BR96V0 BOOK	11.74	BOOKS	101.142.340	Dobrovolny		929 00016
AMZN MKTP US*MB2YW7142 BOOKS	40.20	BOOKS	101.142.340	Dobrovolny		929 00094
AMZN MKTP US*MB35N2OT1 DVD, CD BOOK	38.80	AV - CAPITAL	101.142.342	Dobrovolny		929 00345
AMZN MKTP US*MB4R70J60 BOOK	38.00	BOOKS	101.142.340	Dobrovolny		929 00250
AMZN MKTP US*MB44S9QB0 DVD	6.59	AV - CAPITAL	101.142.342	Dobrovolny		929 00031
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		929 00032
	10.58	*VENDOR TOTAL				
AMZN MKTP US*MB5AE7FZ0 PROGRAM SUPPLIES	15.51	PROGRAM SUPPLIES	101.142.242	Dobrovolny		929 00348
AMZN MKTP US*MB6RG91Q1 BOOKS	38.66	BOOKS	101.142.340	Dobrovolny		929 00197
DVD'S	87.02	AV - CAPITAL	101.142.342	Dobrovolny		929 00198
	125.68	*VENDOR TOTAL				
AMZN MKTP US*MB6SA8VN1 OFFICE SUPPLIES	8.51	OFFICE SUPPLIES	101.142.232	Dobrovolny		929 00149
AMZN MKTP US*MB6XY6GX2 OFFICE SUPPLIES	9.88	OFFICE SUPPLIES	101.142.232	Dobrovolny		929 00017
BOOKS	28.04	BOOKS	101.142.340	Dobrovolny		929 00018
DVD'S	48.35	AV - CAPITAL	101.142.342	Dobrovolny		929 00019
	86.27	*VENDOR TOTAL				
AMZN MKTP US*MB7AA2NA1 BOOKS	26.02	BOOKS	101.142.340	Dobrovolny		929 00311
DVD'S	59.21	AV - CAPITAL	101.142.342	Dobrovolny		929 00312

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US*MB7AA2NA1	85.23	*VENDOR TOTAL				
AMZN MKTP US*MB7U441F1						
DVD	5.54	AV - CAPITAL	101.142.342	Dobrovolny		929 00192
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		929 00193
	9.53	*VENDOR TOTAL				
AMZN MKTP US*MB8WE1LA2						
BOOKS	79.83	BOOKS	101.142.340	Dobrovolny		929 00194
AMZN MKTP US*M21YP7SB2						
DVD	14.71	AV - CAPITAL	101.142.342	Dobrovolny		929 00353
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		929 00354
	18.70	*VENDOR TOTAL				
AMZN MKTP US*M249O2BO2						
@FY@ BOOKS	543.62	BOOKS	101.142.340	Dobrovolny		929 00388
@FY@ DVD'S	22.95	AV - CAPITAL	101.142.342	Dobrovolny		929 00389
@FY@ POSTAGE	24.20	POSTAGE	101.142.231	Dobrovolny		929 00390
	590.77	*VENDOR TOTAL				
AMZN MKTP US*M25RM1IU2						
BOOKS	107.90	BOOKS	101.142.340	Dobrovolny		929 00317
DVD'S	48.29	AV - CAPITAL	101.142.342	Dobrovolny		929 00318
	156.19	*VENDOR TOTAL				
AMZN MKTP US*M276R3R41						
@FY@ BOOKS	39.94	BOOKS	101.142.340	Dobrovolny		929 00381
@FY@ POSTAGE	1.12	POSTAGE	101.142.231	Dobrovolny		929 00382
	41.06	*VENDOR TOTAL				
AMZN MKTP US*M29FO2Y20						
@FY@ BOOK	13.25	BOOKS	101.142.340	Dobrovolny		929 00365
@FY@ POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		929 00366
	17.24	*VENDOR TOTAL				
BAKER-TAYLOR						
@FY@ BOOKS	6,190.89	BOOKS	101.142.340	Schmidt		929 00101
@FY@ POSTAGE	58.20	POSTAGE	101.142.231	Schmidt		929 00102
BOOKS	1,153.08	BOOKS	101.142.340	Schmidt		929 00103
POSTAGE	11.07	POSTAGE	101.142.231	Schmidt		929 00104
@FY@ POSTAGE	44.18	POSTAGE	101.142.231	Schmidt		929 00397
@FY@ BOOKS	4,610.02	BOOKS	101.142.340	Schmidt		929 00399
	12,067.44	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
BOMGAARS #2 YANKTON @FY@ SUPPLIES	6.76	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00386
@FY@ SUPPLIES	45.98	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00387
	52.74	*VENDOR TOTAL				
BOUND TO STAY BOUND BO BOOKS	51.68	BOOKS	101.142.340	Raiche		929 00052
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		929 00057
@FY@ LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		929 00322
	275.64	*VENDOR TOTAL				
DAYHUFF ENTERPRISES IN JANITORIAL SUPPLIES	142.50	JANITORIAL SUPPLIES	101.142.236	Miles		929 00039
ECHO ELECTRIC SUPPLY CREDIT	53.35CR	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00329
LIGHT REPAIR	53.35	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00338
	0.00	*VENDOR TOTAL				
GRAINGER JANITORIAL SUPPLIES	251.08	JANITORIAL SUPPLIES	101.142.236	Reifenrath		929 00234
MEAD LUMBER YANKTON @FY@ SUPPLIES	62.20	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00371
MENARDS YANKTON SD @FY@ SUPPLIES	68.32	REP. & MAINT. - BUILDING	101.142.223	Miles		929 00391
OLSONS PEST TECHNICIAN PET CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		929 00036
@FY@ PEST CONTROL	240.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		929 00342
	330.00	*VENDOR TOTAL				
POSTAGE REFILL POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		929 00011
SP * ELM USA OFFICE SUPPLIES	19.14	OFFICE SUPPLIES	101.142.232	Reifenrath		929 00164
OFFICE SUPPLIES	241.90	OFFICE SUPPLIES	101.142.232	Reifenrath		929 00253
	261.04	*VENDOR TOTAL				
USPS PO 4698100078 POSTAGE	20.00	POSTAGE	101.142.231	Dobrovolny		929 00063

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
WM SUPERCENTER #1483						
DVDS	47.88	AV - CAPITAL	101.142.342	Dobrovolny		929 00054
OFFICE SUPPLIES	31.72	OFFICE SUPPLIES	101.142.232	Dobrovolny		929 00055
DVDS	136.60	AV - CAPITAL	101.142.342	Dobrovolny		929 00183
OFFICE SUPPLIES	17.68	OFFICE SUPPLIES	101.142.232	Dobrovolny		929 00184
	233.88	*VENDOR TOTAL				
WM SUPERCENTER #3734						
PROGRAM SUPPLIES	8.56	PROGRAM SUPPLIES	101.142.242	Raiche		929 00195
	15,436.89				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
BAKER-TAYLOR @FY@ BOOKS	70.52	BOOKS	701.701.340	Schmidt		929 00398
HOBBY-LOBBY #0137 @FY@ ADULT CRAFT NIGHT	9.99CR	RECREATION SUPPLIES	701.701.242	Lippert		929 00379
HY VEE GAS 5899 SEED LIBRARY	25.00	RECREATION SUPPLIES	701.701.242	Lippert		929 00309
MINERVA GRILL AND BAR STAFF APPRECIATION	263.37	RECREATION SUPPLIES	701.701.242	Schmidt		929 00108
	348.90				
LIBRARY TRUST	348.90	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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.....

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	0.00	24,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	0.00	24,000.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	635.00	635.00	6,165.00 9
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	0.20-	0.20-	10.20 2
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	55.21	55.21	144.79 27 --
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	127.00	127.00	1,373.00 8
3456 PC PRINTING	6,000.00	6,000.00	301.05	301.05	5,698.95 5
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00 0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	704.05	704.05	1,295.95 35 ---
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,822.11	1,822.11	15,287.89 10 -
FINES					
3510 COURT FINES	3,000.00	3,000.00	0.00	0.00	3,000.00 0
3511 PARKING FINES	3,000.00	3,000.00	110.00	110.00	2,890.00 3
3520 LIBRARY FINES	500.00	500.00	58.50	58.50	441.50 11 -
TOTAL: FINES	6,500.00	6,500.00	168.50	168.50	6,331.50 2
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	0.00	0.00	40,000.00 0
3611 UTILITY REFUNDS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3612 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00 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	24.53	24.53	3,975.47 0
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	0.00	0.00	3,000.00 0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	53.99	53.99	1,446.01 3
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	78.52	78.52	58,421.48 0
TOTAL: GENERAL FUND	106,110.00	106,110.00	2,069.13	2,069.13	104,040.87 2

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	0.00	0.00	0.00	0
3660 DONATIONS FROM PRIVATE	0.00	0.00	314.80	314.80	314.80-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	314.80	314.80	314.80-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	366,304.00	0.00	18,470.16	18,470.16	347,833.84	5
102	84,000.00	0.00	2,946.85	2,946.85	81,053.15	3
103	350.00	0.00	0.00	0.00	350.00	0
111	34,475.00	0.00	1,617.62	1,617.62	32,857.38	4
121	21,999.00	0.00	1,108.23	1,108.23	20,890.77	5
131	2,542.00	0.00	0.00	0.00	2,542.00	0
132	90,616.00	0.00	4,547.65	4,547.65	86,068.35	5
133	1,004.00	0.00	68.53	68.53	935.47	6
TOTAL:	601,290.00	0.00	28,759.04	28,759.04	572,530.96	4
	OTHER CURRENT EXPENDITURES					
201	10,066.00	0.00	0.00	0.00	10,066.00	0
202	30,000.00	0.00	9.70	9.70	29,990.30	0
211	3,000.00	0.00	0.00	0.00	3,000.00	0
212	6,000.00	0.00	0.00	0.00	6,000.00	0
221	3,000.00	0.00	0.00	0.00	3,000.00	0
223	4,000.00	0.00	0.00	0.00	4,000.00	0
224	0.00	0.00	0.00	0.00	0.00	0
231	2,500.00	0.00	0.00	0.00	2,500.00	0
232	9,500.00	0.00	2.15-	2.15-	9,502.15	0
233	0.00	0.00	0.00	0.00	0.00	0
234	0.00	0.00	0.00	0.00	0.00	0
235	9,500.00	0.00	0.00	0.00	9,500.00	0
236	3,000.00	0.00	0.00	0.00	3,000.00	0
242	3,000.00	0.00	0.00	0.00	3,000.00	0
248	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	0.00	0.00	1,000.00	0
263	3,500.00	0.00	0.00	0.00	3,500.00	0
265	1,500.00	0.00	0.00	0.00	1,500.00	0
271	1,800.00	0.00	140.61	140.61	1,659.39	7
272	23,000.00	0.00	0.00	0.00	23,000.00	0
273	3,000.00	0.00	0.00	0.00	3,000.00	0
274	3,500.00	0.00	0.00	0.00	3,500.00	0
275	1,200.00	0.00	0.00	0.00	1,200.00	0
276	500.00	0.00	40.00	40.00	460.00	8
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	122,566.00	0.00	188.16	188.16	122,377.84	0
	CAPITAL OUTLAY					
301	12,000.00	0.00	0.00	0.00	12,000.00	0
320	10,000.00	0.00	0.00	0.00	10,000.00	0
340	50,000.00	0.00	0.00	0.00	50,000.00	0
342	12,000.00	0.00	0.00	0.00	12,000.00	0
350	1,000.00	0.00	0.00	0.00	1,000.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2019 THROUGH JAN 31, 2019

	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						
TOTAL: CAPITAL OUTLAY	85,000.00	0.00	0.00	0.00	85,000.00	0
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	808,856.00	0.00	28,947.20	28,947.20	779,908.80	3
TOTAL: GENERAL FUND	808,856.00	0.00	28,947.20	28,947.20	779,908.80	3

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
CAPITAL OUTLAY						
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	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	30,481.05	764.88CR	764.88CR	29,716.17
	TOTAL CURRENT ASSETS:	30,481.05	764.88CR	764.88CR	29,716.17
	TOTAL ASSETS:	30,481.05	764.88CR	764.88CR	29,716.17
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	1,079.68CR	1,079.68	1,079.68	0.00
	TOTAL CURRENT LIABILITIES:	1,079.68CR	1,079.68	1,079.68	0.00
	TOTAL LIABILITIES:	1,079.68CR	1,079.68	1,079.68	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	24,607.63CR	0.00	0.00	24,607.63CR
701.2900					
	REVENUE CONTROL	16,319.60CR	314.80CR	314.80CR	16,634.40CR
701.2910					
	EXPENDITURE CONTROL	11,525.86	0.00	0.00	11,525.86
	TOTAL FUND BALANCE:	29,401.37CR	314.80CR	314.80CR	29,716.17CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	764.88	764.88	29,716.17CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	18,470.16	18,470.16	347,833.84	5		
P-011119-919	PAYROLL INTERFACE	011119		13,120.37	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		13,375.13	CODE-Y,PER#-2,FUND-	101			A
J-013119-907	JANUARY JOURNAL ENTRIES	JE 1		8,025.34-	REVERSING PAYABLES #476				A
102	TEMPORARY WAGES	84,000.00	0.00	2,946.85	2,946.85	81,053.15	3		
P-011119-919	PAYROLL INTERFACE	011119		1,851.32	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		2,342.54	CODE-Y,PER#-2,FUND-	101			A
J-013119-907	JANUARY JOURNAL ENTRIES	JE 1		1,247.01-	REVERSING PAYABLES #476				A
103	OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0		
111	OASI	34,475.00	0.00	1,617.62	1,617.62	32,857.38	4		
P-011119-919	PAYROLL INTERFACE	011119		1,123.47	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		1,181.66	CODE-Y,PER#-2,FUND-	101			A
J-013119-907	JANUARY JOURNAL ENTRIES	JE 2		687.51-	REVERSING PAYABLES #477				A
121	RETIREMENT	21,999.00	0.00	1,108.23	1,108.23	20,890.77	5		
P-011119-919	PAYROLL INTERFACE	011119		787.23	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		802.51	CODE-Y,PER#-2,FUND-	101			A
J-013119-907	JANUARY JOURNAL ENTRIES	JE 2		481.51-	REVERSING PAYABLES #477				A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0		
132	GROUP INSURANCE	90,616.00	0.00	4,547.65	4,547.65	86,068.35	5		
P-011119-919	PAYROLL INTERFACE	011119		2,273.83	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		2,273.82	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	68.53	68.53	935.47	6		
P-011119-919	PAYROLL INTERFACE	011119		47.92	CODE-Y,PER#-1,FUND-	101			A
P-012519-920	PAYROLL INTERFACE	012519		50.29	CODE-Y,PER#-2,FUND-	101			A
J-013119-907	JANUARY JOURNAL ENTRIES	JE 2		29.68-	REVERSING PAYABLES #477				A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	28,759.04	28,759.04	572,530.96	4		
OTHER CURRENT EXPENDITURES									
201	INSURANCE	10,066.00	0.00	0.00	0.00	10,066.00	0		
202	PROFESSIONAL SERVICES	30,000.00	0.00	9.70	9.70	29,990.30	0		
M-013119-900	05140 AVERA HEALTH PLANS	007781 0019092-IN		9.70	FLEX SPENDING FEES	005311 F N			A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	0.00	0.00	6,000.00	0	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	0.00	4,000.00	0	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	0.00	0.00	2,500.00	0	
232	OFFICE SUPPLIES	9,500.00	0.00	2.15-	2.15-	9,502.15	0	
R-011019-902	LIPPERT, SUSAN	080411		2.15-	REMBURSEMENT CC			A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0	
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0	
242	PROGRAM SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0	
248	PHOTOGRAPHY/AUDIO-VISUAL	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	3,500.00	0.00	0.00	0.00	3,500.00	0	
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0	
271	TELEPHONE	1,800.00	0.00	140.61	140.61	1,659.39	7	
P-011119-919	PAYROLL INTERFACE	011119		10.50	CODE-Y, PER#-1, FUND-	101		A
M-013119-900 06976	VAST BROADBAND	007769		48.23	PHONE BILL	003513	F N	A
M-013119-900 06976	VAST BROADBAND	007770		81.88	PHONE BILL	003513	F N	A
272	ELECTRICITY	23,000.00	0.00	0.00	0.00	23,000.00	0	
273	FUEL-HEATING	3,000.00	0.00	0.00	0.00	3,000.00	0	
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0	
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0	
276	LANDFILL	500.00	0.00	40.00	40.00	460.00	8	
J-013119-907	JANUARY JOURNAL ENTRIES	JE 24		40.00	DUMPSTER CHARGES-JAN 19			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES		122,566.00	0.00	188.16	188.16	122,377.84	0	
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	0.00	12,000.00	0	
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	BOOKS	50,000.00	0.00	0.00	0.00	50,000.00	0	
342	AV - CAPITAL	12,000.00	0.00	0.00	0.00	12,000.00	0	
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0	
TOTAL: CAPITAL OUTLAY		85,000.00	0.00	0.00	0.00	85,000.00	0	

OTHER EXPENDITURES

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER 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	808,856.00	0.00	28,947.20	28,947.20	779,908.80	3	
TOTAL:	GENERAL FUND	808,856.00	0.00	28,947.20	28,947.20	779,908.80	3	

Yankton Community Library
Director's Report
February 2019

Renewed Focus on Safety for 2019

City Manager, Amy Leon, along with the Safety Committee, have set goals for all city departments this year to increase safety measures, including providing more training in relevant areas. The library staff has already completed training on how to prevent back injuries and I plan to incorporate more training throughout the year as well. Another goal Amy has given to department heads is to update all job descriptions to include physical requirements. I am also working on creating a more comprehensive emergency plan in the event of a tornado, fire, or an active shooter situation.

Oscars Weekend

We will be hosting our annual Oscars Movie Marathon weekend on February 23 and 24 in the meeting room. We will be showing *Blackkkklansman*, *Bohemian Rhapsody*, *A Star is Born*, *Isle of Dogs*, and *The Wife*. The movie theatre is again generously donating popcorn for those in attendance. This has always been a popular event at the library and we enjoy putting it on.

Stay Safe Online Class

The library will be offering this class on Wednesday, February 27 at 2 pm. Amy Clare will be teaching the class with a basic overview of tips on how to keep your computer and your identity safe when online. She will cover topics such as suspicious emails, different types of computer protection and what to do if your computer is affected. The class is free and open to the public. If we feel there is enough interest in the class, we are prepared to offer it again in the future.

Library Foundation & Strategic Planning

The Library Foundation Board met on January, 17. Amy Leon joined us to give the Board an update about the city's perspective on the potential of a new library/collaborative space in the future. The Board appreciated the information she shared and felt that it helped to clear up some of the misinformation that was out there. It also sparked some good conversation for step forward for the Foundation.

The city department heads and commissioners took part in strategic planning sessions on January 25 and 26. The topic of a new library/collaborative space was also discussed at these sessions. There was discussion about some of the larger upcoming major expenses for the library including a new roof and HVAC system. There was also discussion about the pros and cons of having a collaborative space that includes the library versus the library as its own space that could possibly accommodate other city functions (i.e. space for commission meetings and/or summer rec activities).

Who's On My WiFi/WhoFi

The SD State Library, with Library Services and Technology Act (LSTA) funds, is providing *Who's On My WiFi* as a pilot program to our library along with other public libraries throughout the state. (They shortened their name to *WhoFi* as of February 1, 2019.) This is a service which monitors and counts the number of devices on a wireless network. This provides statistical counts and reports for our library and for the SD State Library's annual report. It is a good way to get a more accurate picture of the usage of the services we offer by identifying WiFi usage patterns of new vs. return visits, visitation frequency, duration of sessions and peak hours.

In talking with the representatives from the company, I have also been reassured that this service protects the privacy of our patrons by encrypting any personally identifiable data at the agent level by default. They are also not tracking web activity, simply identifying the number of users and duration of sessions.

According to our reports, in January, our WiFi was accessed 1,466 times with 438 unique visitors and an average session time of about 1 hour. I will be adding some of these statistics to the monthly board reports. If you are interested in seeing more in-depth reports for this, please let me know.

Happy Action-tine's Day

Not into mushy-romantic stuff for Valentine's Day? The library's got you covered! 😊 The library will be showing *Thor Ragnarok* on February 14 at 5:30 pm, as an alternative for those that are looking to do something with their friends, family, or just on their own that night.

Presidents' Day Closure

The library will be closed on Monday, February 18 in observance of President's Day.

Friends of the Library Meeting

The Friends of the Library held their monthly meeting on February 11. It was rescheduled to a different date due to the library being closed on the third Monday for Presidents' Day. Their next meeting will be on March 18 at 5:15 in my office.

March Meeting

The March meeting is scheduled for Wednesday, March 13 at 5:30 in the meeting room.

January 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Jan. 2	10:30 AM	11	7
	Jan. 9	10:30 AM	2	1
	Jan. 16	10:30 AM	6	3
	Jan. 23	10:30 AM	6	3
	Jan. 30	10:30 AM	0	0
Total:			25	14

Adult Programs	Date	Time	Num.
Seed Library	Jan. 8	2:00 PM	30
Seed Library	Jan. 9	6:30 PM	10
Teen Tech Tutors	Jan. 16	1:00 PM	3
Total:			43

Story Time	Jan. 7	5:30 PM	10	8
	Jan. 8	10:30 AM	24	16
	Jan. 10	10:30 AM	14	10
	Jan. 14	5:30 PM	4	5
	Jan. 15	10:30 AM	8	6
	Jan. 17	10:30 AM	11	7
	Jan. 21	Closed		
	Jan. 22	10:30 AM	7	5
	Jan. 24	10:30 AM	14	9
	Jan. 28	5:30 PM	10	8
	Jan. 29	10:30 AM	4	3
Jan. 31	10:30 AM	15	10	
Total:			121	87

Food for Fines		
Canned Fruit	January 1-10	60

Book Clubs			
Reader's Anonymous	Jan. 8	1:00 PM	4
Between the Lines	Jan. 22	5:30 PM	6
Total:			10

Teen Events				
TAB	Jan. 7	7:00 PM	0	
Total:			0	

Miscellaneous				
Homeschool Group	Jan. 11	10:00 AM	33	9
Kid's Art Club	Jan. 12	all day	2	1

Thursday Kids Activities				
Craft Club	Jan. 3	3:45 PM	12	3
LEGO Club	Jan. 10	3:45 PM	13	5
Science Club	Jan. 17	3:45 PM	7	0
<i>Smallfoot</i>	Jan. 24	3:45 PM	16	11
<i>Extra LEGO Club</i>	Jan. 31	3:45 PM	7	3
Total:			55	22

Friday Wii	Jan. 4	3:30 PM	4	
	Jan. 11	3:30 PM	4	
	Jan. 18	3:30 PM	2	
	Jan. 25	3:30 PM	4	
Total:			14	

January 2019 Usage & Circulation Statistics

Total Circulation Statistics*

	2019	2018
Adult	9,363	8,767
Juvenile	4,425	4,196
Total	13,788	12,963

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2019	2018
Adult	7508	7,342
Juvenile	3808	3,927
Total	11,316	11,269

Interlibrary Loan

	2019	2018
Requested	172	148
Supplied	67	177
Total	239	325

Electronic Resources

	2019	2018
OverDrive	1646	1,100
TumbleBooks	617	269
Total	2263	1,369

Freegal

	2019	2018
Songs Downloaded	37	56
Patrons Downloading	16	8
Songs Streamed	86	185
Patrons Streaming	18	6

Public Computer Use

	2019	2018
Uses	1,091	1,218
Hours	788	894

WiFi Usage

	2019	2018
Sessions	1,466	
Total Session Hours	1,448	
Unique Users	438	

Meeting Room Use

	2019	2018
Library Uses	24	35
Library Hours	59.0	82
Non-Library Uses	12	12
Non-Library Hours	26.0	21.5

Study Room Use

	2019	2018
Uses	31	32
Hours	48.0	54

Notary

	2019	2018
Requests	3	1

Proctor

	2019	2018
Tests	10	16

Adult Outreach

	2019	2018
Locations	10	11
Patrons	39	42
Circulations	205	276

Daycare Outreach

	2019	2018
Locations	16	20
Patrons	254	280
Circulations	266	318

Current Cards

	2019	2018
Resident	5,060	4,513
Non-Resident	254	227
Mount Marty	35	24
Teacher	46	58
Yankton County	1,060	944
Total	6,455	5,766

Genealogy Requests

	2019	2018
Patrons	0	1
Hours	0	1.0

Teacher Requests

	2019	2018
Patrons	5	7

Courier

	2019	2018
Total Incoming	247	451
Total Outgoing	270	485
Grand Total	517	936

Yankton County

	2019	2018
Households	43	33

Yankton County

	Cards	Adults	Kids
New Cards	11	18	9
Renewals	24	53	12

53

Non-Resident

	Cards	Adults	Kids
New Cards	1	1	
Renewals	10	18	4

Collection Development Policy

The Role of the Library in the Community

The role of the Yankton Community Library is to actively provide for the educational, informational, recreational and cultural needs of the residents of Yankton by selecting, acquiring, organizing, preserving and making available our materials and services. We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination. We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information. We have the responsibility to uphold the principles of freedom of expression and the public's "right to know."

Materials Selection Policy

The public library is the institution in our society which attempts to provide a diversity of viewpoints on a wide range of topics of interest, including but not limited to political, social and religious ones, no matter how controversial or objectionable those ideas may be to some people. Because of this, YCL chooses materials representing different points of view, limited only by our selection criteria, budget, and the space in our facility.

In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

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

How We Decide What to Buy

The library staff makes recommendations for the purchase of items, with the Library Director having the authority and responsibility for the final selection. Professional sources are consulted to determine the value of the material to the collection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user

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

How You Can Have a Say

Suggestions and donations from people in the community are encouraged and are given serious consideration. All material added to our collection by suggestion or gift must meet the same criteria as ordinarily used in selecting items.

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

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

Intellectual Freedom Statements

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

Electronic Resources

The Library Board recognizes that the formats in which information is stored and transmitted are expanding and that as the library collects materials in new formats, there will be duplication. Many of the new resources that will make up collections in the library will not physically be in the library building, but will be hosted on servers somewhere else and be delivered through the Internet. The library will select these resources using the same types of criteria as is used for physical materials. When the library is a part of a cooperative group buy for electronic resources, we will use the selection criteria of the cooperative group.

South Dakota and Yankton Area Collections

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

1. A state/regional author writing a fictional/nonfiction book that contributes significantly to the literature/subject but is not necessarily about South Dakota. Is the author/subject from a contiguous county to Yankton OR has the author resided in the Yankton area OR is the subject matter specifically about Yankton? Works should meet 2a, b, or c also.
2. A state/regional author writing a fictional/nonfiction book dealing with a South Dakota setting, topic, area, theme or history if that author's work:
 - a) contributes significantly to the literature;
 - b) becomes regarded as a "classic" and/or;
 - c) is irreplaceable, meaning it's published by a small, local or vanity press or out-of-print.

Other acquired works written by South Dakota authors that do not meet the above criteria will be placed in the regular collection. Subject headings "South Dakota Author" will also be added for easy subject access. These works may be considered for future inclusion in the collection based on their historical value. In most cases, duplicate copies will not be acquired. All titles will be fully cataloged. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

The Library tries to acquire all materials pertaining to nonfiction works of local Yankton city and county history. Two copies of each work are normally acquired, one for the Yankton collection and one for the regular circulating collection. The South Dakota nonfiction collection is more eclectic. Since space is a concern in the local/state history area as well as long-term storage regardless of circulation/use, the library will collect only histories of contiguous counties and well-known histories of the state of South Dakota. Individual biographies will not be collected in this area but rather evaluated for inclusion into the regular collection.

McNaughton Leased Book Collection

The YCL maintains an annually-leased collection of books called McNaughton designed to fulfill patron needs for multiple/duplicate copies of popular authors and titles. This collection is shelved together and identified by MCN spine markings. McNaughton books circulate for a 1 week loan period.

Withdrawal of Materials

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property. Collection statistics and turnover rates for various parts of the collection and genres are tracked and guide the withdrawal process.

Criteria for Withdrawal of Nonfiction

1. Age/copyright date
2. Physical condition
3. Content accuracy/datedness
4. Use/circulation
5. Format
6. Changes in/adherence to Library collection development philosophy
7. Recognized "standard" library sources, bibliographies, indexes

Criteria for Withdrawal of Fiction

1. Physical condition
2. Format
3. Genre
4. Circulation
5. Representation in collection compared to copy circulation of other author's books.
6. Significance of author in genre
7. Recognized "standard" library works

Children and the Library

Your child is the proud owner of a library card, a passport to an exciting world of adventure. With it, your child can journey to every country in the world and out-of-this-world too! Your child can visit yesterday, today and tomorrow.

As parent/guardian, you are responsible for what your child reads and for materials checked out on your child's library card. Being a library cardholder is an excellent chance for your child to learn responsibility: how to choose what to read, making sure library materials are returned on time, and paying fines when materials are overdue. We hope you become involved with your child's library experience; you'll find it rewarding for you and for your child.

The YCL makes a broad selection of library materials and information available for everyone, including children and teenagers. We have special areas for children and teens with materials that appeal to various ages and interests. We also offer a summer reading program, story times and other special programs for young people. Programs such as these help young people learn to enjoy libraries and use them for their informational, educational, and entertainment needs.

The library seeks materials that will provide a broad range of viewpoints and subject matter. Consequently, while our collection has thousands of items families want, like, and need, it also may have materials that some parents may find objectionable or inappropriate for their children.

Libraries must meet the diverse needs of everyone in the community. They cannot overrule the rights and responsibilities of individuals by deciding who does or doesn't have access to library materials. Decisions about what materials are suitable for particular children should be made by the people who know them best, the parents/guardians.

Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. These factors make it impossible for libraries to set criteria for restricting use based upon age alone. To do so would keep others who want and need materials from having access to them.

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

Parents/guardians should discuss rules regarding library use with their children. If you are concerned they will not respect your wishes, it is your responsibility to visit the library with them.

American Library Association

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

Library Bill of Rights:

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

Freedom to Read Statement:

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

Freedom to View Statement:

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

Access to Library Resources and Services for Minors:

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

Yankton Community Library • February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>"Food" for Fines -Soap February 1-10 OR Hats or Mittens</p>	<p>Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p</p>			31 Story Time 10:30 am	1 Wii, 3:30 pm	2 Friends Book Sale 9:30 - 12 pm
3	4 Story Time, 6:00 p TAB, 7 pm	5 Story Time 10:30 am	6 Stay & Play 10:30 am	7 Story Time 10:30 am Craft Club, 3:45 p	8 Wii, 3:30 pm	9 Kid's Art Club
10	11 Story Time, 6:00p	12 Story Time 10:30 am Seed Library: 2p/6:30p Readers Anon, 1p	13 Stay & Play 10:30 am Library Board Mtg., 5:30 pm	14 Story Time 10:30 am LEGO Club, 3:45p	15 Wii, 3:30 pm	16 Teen Tech Tutors 1-2 pm
17	18 Library Closed	19 Story Time 10:30 am Winter Reading Cocoa & Cookie Party 2-5 pm Unplug, Unwind, Craft! 6 pm	20 Stay & Play 10:30 am	21 Story Time 10:30 am <i>Science Club, 3:45</i>	22 Wii, 3:30 pm	23 Oscar Movie Marathon BlacKKlansman-9am Bohemian Rhapsody- 11:30am A Star is Born-2pm
24 Oscar Movie Marathon Isle of Dogs-1pm The Wife-3pm	25 Story Time, 6:00p	26 Story Time 10:30 am Between the Lines 5:30	27 Stay & Play 10:30 am Stay Safe Online 2 pm	28 Story Time, 10:30 am <i>The House With a Clock in its Walls, 3:45</i>		

Yankton Community Library • March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</p>			<p>Food for Fines Mac 'n Cheese March 1-10</p>		1 Wii, 3:30 pm	2 Friends Sale, 9:30-12
3	4 Story Time, 6:00 p TAB, 7 pm	5 Story Time 10:30 am	6 Stay & Play 10:30 am	7 Story Time 10:30 am Craft Club, 3:45	8 Wii, 3:30 pm	9 Kid's Art Club
10	11 Story Time, 6:00p	12 Story Time 10:30 am Seed Library: Seed Starting, 2p/6:30p Readers Anon, 1p	13 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	14 Story Time 10:30 am Lego Club, 3:45p	15 Wii, 3:30 pm	16 Teen Tech Tutors 1-2 pm
17	18 Story Time, 6:00p	19 Story Time 10:30 am Unplug, Unwind, Craft: 6:00	20 Stay & Play 10:30 am	21 Story Time 10:30 am Science Club, 3:45	22 Wii, 3:30 pm	23
24 <i>Woman's Suffrage Presentation 2pm</i> 31	25 Story Time, 6:00p	26 Story Time 10:30 am Between the Lines 5:30	27 Stay & Play 10:30 am	28 Story Time 10:30 am Ralph Breaks the Internet, 3:45	29 Wii, 3:30 pm	30