

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, December 14, 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 November 9, 2022 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

- **Photography/Filming in the Library Policy**

**New Business**

- **Director's review**
- **Library Survey responses**

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of December 14, 2022**

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

## MINUTES OF THE BOARD OF TRUSTEES MEETING

### YANKTON COMMUNITY LIBRARY

Wednesday, November 9, 2022, 5:30 pm

#### **Virtual Meeting – GoToMeeting interface and physical location in Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

The meeting was called to order by President Sarah Mechtenberg at 5:30 pm. Present were Christine Tielke, Sue Otterman, David Koerner, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Yankton County Commissioner Dan Klimisch joined via GoToMeeting. Absent with regrets was Jean Huff.

**Approval of September 14, 2022 minutes:** Tielke made a motion to approve the September 14, 2022 minutes with a second by Webber. Unanimous approval.

**Public Comment Period:** None

#### **Discussion of bills/Accept Financial Reports:**

Motion by Koerner to accept the financial report with a second by Webber. Unanimous approval.

**Communications and correspondence:** Schmidt shared thank you notes from author Chris Wevik, Connecting Cultures, and an anonymous patron.

**Director's Report:** Schmidt highlighted upcoming events noting activities for all ages. She also reported that the two new part time staff are progressing well.

#### **Old Business**

- **Photography/Filming in the Library Policy** – Plan to finalize at December meeting after board members have all had a chance to review.

#### **New Business**

- Motion Koerner with second by Feltes to approve the 2023 calendar as presented.
- County Agreement for the Provision of Library Services – motion to approve with change of Yankton County Commission chair from Loest to Healy by Webber with second by Otterman. Unanimous approval.
- Collection Development Policy – First review. Schmidt shared staff suggestions for updates and asked for board suggestions. She will plan to bring a draft to December meeting for approval.

**Other Business:** None

**Public Comment Period:** None

**Adjourn the meeting of November 9, 2022:** Motion by Feltes with a second by Webber to adjourn the meeting at 6:15 pm.

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	.....					
A & B BUSINESS EQUIPMENT COPIER LEASE	372.67	RENTALS & XEROX SUPPLIES	101.142.212	96450	023655	P 902 00001
CENGAGE LEARNING INC/GAL BOOKS	95.96	BOOKS	101.142.340	842/880/545	023653	P 902 00002
CITY UTILITIES						
WATER-WW CHARGES	37.80	WATER SERVICE	101.142.274		002793	P 900 00001
WATER-WW CHARGES	49.06	WATER SERVICE	101.142.274		002793	P 900 00002
WATER-WW CHARGES	40.80	SEWER SERVICE	101.142.275		002793	P 900 00003
WATER-WW CHARGES	17.53	SEWER SERVICE	101.142.275		002793	P 900 00004
	145.19	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204	101168	023656	P 902 00003
MIDAMERICAN ENERGY FUEL	74.99	FUEL-HEATING	101.142.273	11.29.22	002794	P 900 00005
MIDWEST TAPE AV	597.85	AV - CAPITAL	101.142.342	403/014/571	023652	P 902 00004
NORTHWESTERN ENERGY ELECTRICITY	1,264.60	ELECTRICITY	101.142.272		002795	P 900 00006
WHITE/JENNIFER ARTIST STIPEND	300.00	PROGRAM SUPPLIES	101.142.242		023657	P 901 00001
	4,051.26	.....				
GENERAL FUND	4,051.26	*****				

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:	4,051.26					

RECORDS PRINTED - 000011

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,051.26
TOTAL ALL FUNDS		4,051.26

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	4,051.26
TOTAL ALL BANKS		4,051.26

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

DATE ..... APPROVED BY .....  
.....  
.....

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 HB3U79TP2 BOOK	16.55	BOOKS	101.142.340	Dobrovolny		916 00164
AMZN MKTP US HB7AU2K01 BOOK	11.16	BOOKS	101.142.340	Dobrovolny		916 00183
AMZN MKTP US HI7804JS0 JANITORIAL SUPPLIES	14.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		916 00149
PROGRAM SUPPLIES	8.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00150
BOOKS	41.10	BOOKS	101.142.340	Dobrovolny		916 00151
	64.98	*VENDOR TOTAL				
AMZN MKTP US HW7LN1070 BOOK	10.95	BOOKS	101.142.340	Dobrovolny		916 00041
AMZN MKTP US H086V5UM1 PROGRAM SUPPLIES	29.35	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00361
AMZN MKTP US H089Y6M32 POSTAGE	3.98	POSTAGE	101.142.231	Dobrovolny		916 00344
BOOK	5.99	BOOKS	101.142.340	Dobrovolny		916 00345
	9.97	*VENDOR TOTAL				
AMZN MKTP US H09E48JZ2 PROGRAM SUPPLIES	12.95	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00411
AMZN MKTP US H20EW28M1 PROGRAM SUPPLIES	9.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00273
AMZN MKTP US H23IE4MR1 PROGRAM SUPPLIES	56.42	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00297
BOOK	9.99	BOOKS	101.142.340	Dobrovolny		916 00298
	66.41	*VENDOR TOTAL				
AMZN MKTP US H25WZ9U50 JANITORIAL SUPPLIES	79.60	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		916 00286
PROGRAM SUPPLIES	24.68	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00287
	104.28	*VENDOR TOTAL				
AMZN MKTP US H257M4U90 OFFICE SUPPLIES	18.39	OFFICE SUPPLIES	101.142.232	Dobrovolny		916 00275
AMZN MKTP US H28Q51C82 DVD	19.59	AV - CAPITAL	101.142.342	Dobrovolny		916 00292

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 H29297452 PROGRAM SUPPLIES	8.79	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00296
BLUEPEAK PHONE	76.38	TELEPHONE	101.142.271	Yardley		916 00396
PHONE	45.06	TELEPHONE	101.142.271	Yardley		916 00425
	121.44	*VENDOR TOTAL				
BRODART SUPPLIES OFFICE SUPPLIES	23.12	OFFICE SUPPLIES	101.142.232	Schmidt		916 00374
POSTAGE	10.95	POSTAGE	101.142.231	Schmidt		916 00375
	34.07	*VENDOR TOTAL				
CANVA I03611-34716130 PROFESSIONAL SERVICES	119.40	PROFESSIONAL SERVICES	101.142.202	Schmidt		916 00039
CASEYS #2268 TEEN PROGRAM	22.95	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00083
CENTER POINT LARGE PRI LARGE PRINT BOOKS	47.94	BOOKS	101.142.340	Schmidt		916 00025
LARGE PRINT BOOKS	47.94	BOOKS	101.142.340	Schmidt		916 00105
	95.88	*VENDOR TOTAL				
D J WALL ST JOURNAL NEWSPAPER SUBSCRIPTION	634.88	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		916 00340
DEMCO INC OFFICE SUPPLIES	192.73	OFFICE SUPPLIES	101.142.232	Schmidt		916 00336
POSTAGE	21.20	POSTAGE	101.142.231	Schmidt		916 00337
OFFICE SUPPLIES	99.99	OFFICE SUPPLIES	101.142.232	Schmidt		916 00350
POSTAGE	18.03	POSTAGE	101.142.231	Schmidt		916 00351
PROGRAM SUPPLIES	63.94	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00352
	395.89	*VENDOR TOTAL				
DOLLAR TREE PROGRAM SUPPLIES	65.00	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00121
DOMINOS 1821 PROGRAMMING-TEEN EVENT	74.15	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00078
ECHO ELECTRIC SUPPLY - BALLAST, LED PANEL	121.46	REP. & MAINT. - BUILDING	101.142.223	Mastalir		916 00482

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	.....					
GAN USATODAYCIRC NEWSPAPER SUBSCRIPTION	407.51	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		916 00288
HAD HARRY & DAVID PROGRAM SUPPLIES	54.34	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00406
POSTAGE	16.99	POSTAGE	101.142.231	Schmidt		916 00407
	71.33	*VENDOR TOTAL				
HOBBY-LOBBY #0105 PROGRAM SUPPLIES	66.88	PROGRAM SUPPLIES	101.142.242	Dobrovolny		916 00186
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	117.92	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00198
PROGRAM SUPPLIES	54.57	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00222
	172.49	*VENDOR TOTAL				
MENARDS YANKTON SD TANK LEVER	5.99	REP. & MAINT. - BUILDING	101.142.223	Mastalir		916 00112
TRACK, SHELVING	162.54	REP. & MAINT. - BUILDING	101.142.223	Mastalir		916 00473
	168.53	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		916 00197
OVERDRIVE DIST E-BOOKS	1,419.00	E-BOOKS	101.142.209	Schmidt		916 00067
E-BOOKS	1,580.79	E-BOOKS	101.142.209	Schmidt		916 00278
	2,999.79	*VENDOR TOTAL				
PITNEY BOWES POSTAGE	207.00	POSTAGE	101.142.231	Schmidt		916 00437
SOUTH DAKOTA STATE HIS PROFESSIONAL SERVICES	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		916 00123
SP BUYREGISTERROLLS OFFICE SUPPLIES	71.99	OFFICE SUPPLIES	101.142.232	Schmidt		916 00223
SQ MEAD CULTURAL EDUC PROGRAM FEE	50.00	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00331
USPS PO 4698100078 POSTAGE	37.04	POSTAGE	101.142.231	Schmidt		916 00234



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	.....					
WAL-MART #1483 PROGRAM SUPPLIES	52.96	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00034
WM SUPERCENTER #1483 PROGRAM SUPPLIES	12.59	PROGRAM SUPPLIES	101.142.242	Schmidt		916 00307
YANKTON MEDICAL CLINIC PROFESSIONAL SERVICES	60.00	PROFESSIONAL SERVICES	101.142.202	Bailey		916 00457
PROFESSIONAL SERVICES	38.00	PROFESSIONAL SERVICES	101.142.202	Bailey		916 00463
	98.00	*VENDOR TOTAL				
YANKTONMEDIAINC CLASSIFIED AD	190.80	PROFESSIONAL SERVICES	101.142.202	Bailey		916 00230
1 OFFICE SOLUTION OFFICE SUPPLIES	66.02	OFFICE SUPPLIES	101.142.232	Schmidt		916 00314
	6,844.41	.....				

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	.....					
LAKESHORE LEARNING MAT FLOOR SEATING	367.96	EQUIPMENT	701.701.350	Schmidt		916 00196
SQ MEAD CULTURAL EDUC 2 MUSEUM PASSES	100.00	RECREATION SUPPLIES	701.701.242	Schmidt		916 00330
	467.96	.....				
LIBRARY TRUST	467.96	*****				

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

DATE ..... APPROVED BY .....

.....

.....

	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	15,000.00	15,000.00	9,000.00	15,000.00	0.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	9,000.00	15,000.00	0.00 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	850.00	9,935.00	3,135.00- 146 -----]]]]
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	73.00	427.00 14 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	2.65-	12.65 26 --
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	13.38	362.21	162.21- 181 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	99.00	744.50	755.50 49 ----
3456 PC PRINTING	6,000.00	6,000.00	676.91	6,027.66	27.66- 100 -----
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	0.00	5,038.44	3,038.44- 251 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,639.29	22,178.16	5,068.16- 129 -----]]
FINES					
3510 COURT FINES	1,600.00	1,600.00	142.03	2,936.71	1,336.71- 183 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	125.00	690.00	1,310.00 34 ---
3520 LIBRARY FINES	650.00	650.00	17.00	597.63	52.37 91 -----
TOTAL: FINES	4,250.00	4,250.00	284.03	4,224.34	25.66 99 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	28,826.80	133,088.15	93,088.15- 332 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	7,248.67	47,767.70	43,767.70- 1194 -----]]]]
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	1,982.00	24,434.61	21,434.61- 814 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	159.43	1,382.56	117.44 92 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	38,216.90	206,673.02	148,173.02- 353 -----]]]]
TOTAL: GENERAL FUND	94,860.00	94,860.00	49,140.22	248,075.52	153,215.52- 291 -----]]]]

	ADOPTED BUDGET	REVISIED 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	84.47	388.70	388.70-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	259.75	14,083.69	14,083.69-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	344.22	14,472.39	14,472.39-	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	384,262.00	0.00	31,270.67	355,870.89	28,391.11	92 -----
102	84,000.00	0.00	2,951.38	29,574.66	54,425.34	35 ---
103	350.00	0.00	45.28	579.21	229.21-	165 -----]]]]
111	35,849.00	0.00	2,547.68	28,694.69	7,154.31	80 -----
121	23,077.00	0.00	1,878.98	21,251.72	1,825.28	92 -----
131	2,796.00	0.00	956.00	926.00	1,870.00	33 ---
132	99,678.00	0.00	4,210.02	44,335.97	55,342.03	44 ----
133	1,054.00	0.00	10.92	591.11	462.89	56 -----
TOTAL:	631,066.00	0.00	43,870.93	481,824.25	149,241.75	76 -----
	OTHER CURRENT EXPENDITURES					
201	13,433.00	0.00	0.00	10,769.09	2,663.91	80 -----
202	9,900.00	0.00	285.81	10,147.04	247.04-	102 -----
204	16,000.00	0.00	1,200.00	10,800.00	5,200.00	67 -----
209	28,000.00	0.00	2,823.84	20,186.64	7,813.36	72 -----
211	2,000.00	0.00	0.00	0.00	2,000.00	0
212	4,500.00	0.00	349.29	4,315.62	184.38	95 -----
221	3,000.00	0.00	0.00	0.00	3,000.00	0
223	4,000.00	0.00	191.80	5,620.37	1,620.37-	140 -----]]]]
224	0.00	0.00	0.00	0.00	0.00	0
231	3,000.00	0.00	85.77	2,910.06	89.94	97 -----
232	9,500.00	0.00	1,052.42	4,320.38	5,179.62	45 ----
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	810.73	8,025.37	1,474.63	84 -----
236	3,000.00	0.00	39.99	2,319.30	680.70	77 -----
242	5,000.00	0.00	594.90	3,288.97	1,711.03	65 -----
248	0.00	0.00	0.00	0.00	0.00	0
255	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	0.00	187.50	812.50	18 -
263	3,000.00	0.00	761.70	761.70	2,238.30	25 --
265	1,500.00	0.00	158.00	1,003.63	496.37	66 -----
271	2,300.00	0.00	185.37	1,877.33	422.67	81 -----
272	20,000.00	0.00	1,594.43	15,312.34	4,687.66	76 -----
273	3,000.00	0.00	0.00	4,449.11	1,449.11-	148 -----]]]]
274	3,500.00	0.00	518.57	2,705.85	794.15	77 -----
275	1,200.00	0.00	45.22	595.00	605.00	49 ----
276	500.00	0.00	32.00	416.00	84.00	83 -----
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	146,833.00	0.00	10,729.84	110,011.30	36,821.70	74 -----
	CAPITAL OUTLAY					
301	2,000.00	0.00	0.00	0.00	2,000.00	0
320	15,000.00	0.00	0.00	0.00	15,000.00	0

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	CAPITAL OUTLAY					
340	BOOKS	53,000.00	0.00	3,598.19	40,731.52	12,268.48 76 -----
342	AV - CAPITAL	13,500.00	0.00	910.18	8,133.33	5,366.67 60 -----
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40- 9999 -----]]]]
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96- 9999 -----]]]]
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	4,508.37	72,509.21	10,990.79 86 -----
	OTHER EXPENDITURES					
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0 0
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0 0
TOTAL:	COMMUNITY LIBRARY	861,399.00	0.00	59,109.14	664,344.76	197,054.24 77 -----
TOTAL:	GENERAL FUND	861,399.00	0.00	59,109.14	664,344.76	197,054.24 77 -----

	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	293.60	293.60	293.60- 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	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	145.98	12,604.83	12,604.83- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	439.58	12,898.43	12,898.43- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	148.99	148.99- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00 0	
350 EQUIPMENT	0.00	0.00	0.00	974.99	974.99- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,123.98	1,123.98- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	439.58	14,022.41	14,022.41- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	439.58	14,022.41	14,022.41- 9999	-----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	
<b>ASSETS</b>					
<b>CURRENT ASSETS:</b>					
701.1012	NOW ACCOUNT - 1ST DAKOTA	35,131.24	95.36CR	4,881.83CR	30,249.41
701.1022	CD'S - 1ST DAKOTA	0.00	0.00	0.00	0.00
701.1023	CD'S - HOME FEDERAL	0.00	0.00	0.00	0.00
701.1024	CD'S - CORTRUST	0.00	0.00	0.00	0.00
701.1025	CD'S - WELLS FARGO BANK	0.00	0.00	0.00	0.00
701.1026	CD'S FIRST NATIONAL BANK SD	0.00	0.00	0.00	0.00
701.1027	CD'S - NORWEST	0.00	0.00	0.00	0.00
701.1031	INVESTMENTS - TREASURY BONDS	0.00	0.00	0.00	0.00
701.1311	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
701.1321	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	<b>TOTAL CURRENT ASSETS:</b>	<b>35,131.24</b>	<b>95.36CR</b>	<b>4,881.83CR</b>	<b>30,249.41</b>
	<b>TOTAL ASSETS:</b>	<b>35,131.24</b>	<b>95.36CR</b>	<b>4,881.83CR</b>	<b>30,249.41</b>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>CURRENT LIABILITIES:</b>					
701.2011	ACCOUNTS PAYABLE	5,331.81CR	0.00	5,331.81	0.00
701.2084	DEFERRED INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
	<b>TOTAL CURRENT LIABILITIES:</b>	<b>5,331.81CR</b>	<b>0.00</b>	<b>5,331.81</b>	<b>0.00</b>
	<b>TOTAL LIABILITIES:</b>	<b>5,331.81CR</b>	<b>0.00</b>	<b>5,331.81</b>	<b>0.00</b>
<b>FUND BALANCE:</b>					
701.2311	RESERVE FOR ENCUMBRANCE	0.00	0.00	0.00	0.00
701.2511	FUND BALANCE - UNDESIGNATED	31,366.38CR	0.00	0.00	31,366.38CR
701.2900	REVENUE CONTROL	13,642.49CR	344.22CR	14,472.39CR	28,114.88CR
701.2910	EXPENDITURE CONTROL	15,209.44	439.58	14,022.41	29,231.85
701.2920	ESTIMATED REVENUE	0.00	0.00	0.00	0.00
701.2930	APPROPRIATIONS	0.00	0.00	0.00	0.00
	<b>TOTAL FUND BALANCE:</b>	<b>29,799.43CR</b>	<b>95.36</b>	<b>449.98CR</b>	<b>30,249.41CR</b>
	<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>35,131.24CR</b>	<b>95.36</b>	<b>4,881.83</b>	<b>30,249.41CR</b>
	<b>TOTAL FUND:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	384,262.00	0.00	31,270.67	355,870.89	28,391.11	92	-----	
J-111022-905	PAYROLL NOVEMBER 10,2022			15,635.34	LIBRARY-REG WAGES		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			15,635.33	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	2,951.38	29,574.66	54,425.34	35	---	
J-111022-905	PAYROLL NOVEMBER 10,2022			1,399.11	LIBRARY-TEMP WAGES		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			1,552.27	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	45.28	579.21	229.21-	165	-----]]]]	
J-112322-906	PAYROLL NOVEMBER 23,2022			45.28	LIBRARY OVERTIME		P		A
111	OASI	35,849.00	0.00	2,547.68	28,694.69	7,154.31	80	-----	
J-111022-905	PAYROLL NOVEMBER 10,2022			1,266.20	LIBRARY-OASI		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			1,281.48	LIBRARY-OASI		P		A
121	RETIREMENT	23,077.00	0.00	1,878.98	21,251.72	1,825.28	92	-----	
J-111022-905	PAYROLL NOVEMBER 10,2022			938.13	LIBRARY-RETIREMENT		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			940.85	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	956.00	926.00	1,870.00	33	---	
D-111422-873 05538	SDML WORKERS COMPENSATIO 067731 22157			956.00	WORK COMP RENEWAL	022344	P	-	A
132	GROUP INSURANCE	99,678.00	0.00	4,210.02	44,335.97	55,342.03	44	----	
J-111022-905	PAYROLL NOVEMBER 10,2022			2,105.01	LIBRARY-GROUP INS		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			2,105.01	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	10.92	591.11	462.89	56	-----	
J-111022-905	PAYROLL NOVEMBER 10,2022			5.18	LIBRARY-UNEMP INS		P		A
J-112322-906	PAYROLL NOVEMBER 23,2022			5.74	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		631,066.00	0.00	43,870.93	481,824.25	149,241.75	76	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00	0.00	0.00	10,769.09	2,663.91	80	-----	
202	PROFESSIONAL SERVICES	9,900.00	0.00	285.81	10,147.04	247.04-	102	-----	
M-110422-869 .14274	OLSONS PEST TECHNICIAN 202210 Schmidt			93.00	PEST CONTROL		-		A
M-110422-869 .18955	IN DATA443 RISK MITIG 202210 Schmidt			182.81	SMART SHIELD		-		A
M-110422-869 .13185	SOUTH DAKOTA STATE HIS 202210 Schmidt			10.00	MICROFILM RENTAL		-		A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	10,800.00	5,200.00	67	-----	
D-111422-872 05937	J & H CARE & CLEANING CO 067699 101105			1,200.00	JANITORIAL SERVICES	022718	P	N	A



		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	810.73	8,025.37	1,474.63	84	-----
M-110422-869	.16545 BHM WORLD HERALD NEWSP	202210	Schmidt	619.93	NEWSPAPER SUBSCRIPTION		-	A
M-110422-869	.13978 YANKTONMEDIAINC	202210	Bailey	190.80	CLASSIFIED AD		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	39.99	2,319.30	680.70	77	-----
M-110422-869	.18972 AMZN MKTP US 1458U0DD2	202210	Dobrovolny	39.99	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	594.90	3,288.97	1,711.03	65	-----
M-110422-869	.13320 WM SUPERCENTER #1483	202210	Schmidt	14.02	PROGRAM SUPPLIES		-	A
M-110422-869	.18949 AMZN MKTP US H89A64FY0	202210	Dobrovolny	38.98	PROGRAM SUPPLIES		-	A
M-110422-869	.16699 OTC BRANDS INC	202210	Schmidt	77.10	PROGRAM SUPPLIES		-	A
M-110422-869	.18964 AMZN MKTP US 1K4EZ7PR1	202210	Dobrovolny	36.96	PROGRAM SUPPLIES		-	A
M-110422-869	.13320 WM SUPERCENTER #1483	202210	Schmidt	38.88	PROGRAM SUPPLIES		-	A
M-110422-869	.14844 DOLLAR TREE	202210	Schmidt	7.50	PROGRAM SUPPLIES		-	A
M-110422-869	.18975 AMZN MKTP US 141T648S2	202210	Dobrovolny	7.56	PROGRAM SUPPLIES		-	A
M-110422-869	.16699 OTC BRANDS INC	202210	Schmidt	73.90	PROGRAM SUPPLIES		-	A
M-113022-901	07670 WHITE/JENNIFER	008772		300.00	ARTIST STIPEND	023657	P N	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	187.50	812.50	18	-
263	TRAVEL EXPENSE	3,000.00	0.00	761.70	761.70	2,238.30	25	--
M-110422-869	.18012 HOLIDAY INN EXP & SUIT	202210	Schmidt	253.90	TRAVEL EXPENSE-SDLA		-	A
M-110422-869	.18012 HOLIDAY INN EXP & SUIT	202210	Schmidt	253.90	TRAVEL EXPENSE-SDLA		-	A
M-110422-869	.18012 HOLIDAY INN EXP & SUIT	202210	Schmidt	253.90	TRAVEL EXPENSE-SDLA		-	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	158.00	1,003.63	496.37	66	-----
M-110422-869	.11868 AMERICAN LIBRARY ASSOC	202210	Dobrovolny	79.00	STAFF TRAINING		-	A
M-110422-869	.11868 AMERICAN LIBRARY ASSOC	202210	Dobrovolny	79.00	STAFF TRAINING		-	A
271	TELEPHONE	2,300.00	0.00	185.37	1,877.33	422.67	81	-----
M-110422-869	.18669 BLUEPEAK	202210	Yardley	79.81	PHONE		-	A
M-110422-869	.18669 BLUEPEAK	202210	Yardley	45.06	PHONE		-	A
J-111022-905	PAYROLL NOVEMBER 10,2022			60.50	LIBRARY-TELEPHONE		P	A
272	ELECTRICITY	20,000.00	0.00	1,594.43	15,312.34	4,687.66	76	-----
M-113022-871	00455 NORTHWESTERN ENERGY	202223		1,594.43	ELECTRICITY	002795	P -	A
273	FUEL-HEATING	3,000.00	0.00	0.00	4,449.11	1,449.11	148	-----]]]]]

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
274	WATER SERVICE	3,500.00	0.00	518.57	2,705.85	794.15	77	-----	
M-113022-871	00109 CITY UTILITIES	202223		80.56	WATER-WW CHARGES	002793	P	-	A
M-113022-871	00109 CITY UTILITIES	202223		438.01	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	45.22	595.00	605.00	49	----	
M-113022-871	00109 CITY UTILITIES	202223		45.22	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	416.00	84.00	83	-----	
J-113022-914	NOVEMBER JOURNAL ENTRIES JE 228			32.00	DUMPSTER CHGS - NOV 2022				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		146,833.00	0.00	10,729.84	110,011.30	36,821.70	74	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0		
320	BUILDINGS	15,000.00	0.00	0.00	0.00	15,000.00	0		
340	BOOKS	53,000.00	0.00	3,598.19	40,731.52	12,268.48	76	-----	
M-110422-869	.11798 BAKER-TAYLOR	202210	Schmidt	3,240.18	BOOKS				A
M-110422-869	.11785 CENTER POINT LARGE PRI	202210	Schmidt	95.88	LARGE PRINT BOOKS				A
M-110422-869	.18949 AMZN MKTP US H89A64FY0	202210	Dobrovolny	50.77	BOOKS				A
M-110422-869	.18964 AMZN MKTP US 1K4EZ7PR1	202210	Dobrovolny	38.74	BOOKS				A
M-110422-869	.18982 SQ INDIGENOUS ENTERPR	202210	Schmidt	44.90	BOOKS				A
M-110422-869	.18985 AMZN MKTP US 1U4P24IE1	202210	Dobrovolny	127.72	BOOKS				A
342	AV - CAPITAL	13,500.00	0.00	910.18	8,133.33	5,366.67	60	-----	
M-110422-869	.18953 AMZN MKTP US HT8T89HB0	202210	Dobrovolny	20.99	DVD				A
M-110422-869	.18956 AMZN MKTP US HT9S12ZG0	202210	Dobrovolny	8.68	DVD				A
M-110422-869	.18964 AMZN MKTP US 1K4EZ7PR1	202210	Dobrovolny	14.99	DVD				A
M-110422-869	.18974 AMZN MKTP US 148H307V1	202210	Dobrovolny	27.99	DVD				A
M-110422-869	.16809 FINDAWAY	202210	Schmidt	52.24	WONDERBOOK				A
M-110422-869	.18977 AMZN MKTP US 141D24E31	202210	Dobrovolny	19.96	DVD				A
M-110422-869	.15692 AMZN MKTP US	202210	Dobrovolny	31.98	DVD REFUND				A
M-110422-869	.18983 AMZN MKTP US 1U6N10Q22	202210	Dobrovolny	32.55	DVD'S				A
M-110422-869	.16809 FINDAWAY	202210	Schmidt	704.77	WONDERBOOKS				A
D-111422-872	04785 MIDWEST TAPE	067713	502849994	59.99	AV	023648	P	-	A
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40-9999		-----]]]]	
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96-9999		-----]]]]	
TOTAL: CAPITAL OUTLAY		83,500.00	0.00	4,508.37	72,509.21	10,990.79	86	-----	

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	861,399.00	0.00	59,109.14	664,344.76	197,054.24	77	-----
TOTAL:	GENERAL FUND	861,399.00	0.00	59,109.14	664,344.76	197,054.24	77	-----

## Director's Report-December 2022

Another great year in the books! So many memorable library experiences to be grateful for this year. The library has a wonderful staff of caring and dedicated individuals that continue to strive to provide the best customer service and library experiences possible. We have had awesome partnerships in the community and great support from our Board, Friends and Foundation as well as from our patrons and community. We look forward to the opportunity to continue to grow, learn and have fun in 2023!

**Winter Reading Program:** This year the library will have a Winter Reading Program for youth from preschool through 12<sup>th</sup> grade. We want to encourage and nurture the continued love of reading through the cozy and cold winter months. This year's aim was to do this in the simplest way for both participants (and their parents) and our library staff. Everyone will receive a registration bag when they sign up which will include fun activities and crafts. They will then have 8 weeks to complete the program and log a total of 8 hours of reading. Upon completion, they will receive a prize bag full of goodies.

**Bonus Activities:** The library will be offering additional programs during the holiday break including board games & Wii, a Maker Day, and a Craft Buffet for all ages. There will be a special event for teens to take apart technology that no longer works to explore what's inside. If you have any old devices or small appliances around your home that you would like to donate for this event, please bring them to the library before December 23. Additionally, we will be hosting our first **Noon Year's Eve Party!** This will be a family event held on Friday, December 30 with fun games, crafts and activities. Participants will be encouraged to dress up and join in on a countdown as the clock strikes 12(noon).

**First Friday Coffee:** The Friends of the Library and the Library Foundation will begin a new event in 2023. Each month the groups will alternate hosting coffee at the library on the morning of the first Friday of the month. This will give each group an opportunity to visit with library patrons about supporting the library by donating to or becoming active members of the Friends or the Foundation. We have had many requests from various individuals to offer coffee in the library over the years. This will be a way to test the waters. There will be an opportunity to donate a free-will offering to the hosting group.

**Update on Progress for Accreditation:** We are aiming to achieve Exemplary Accreditation Status. We are currently at the Enhanced level and this will be up for renewal in December 2024. In 2022, our Board members participated in 14.5 hours of live training and 18.75 hours of online training. Topics included Active Shooter training with YPD, book bans and challenges, First Amendment Auditors and Library Board Trustee Training. The Board has completed 33.25 hours toward the 45 total hours required before the end of 2024! Other requirements the Board has achieved this year include reviewing and discussing the Strategic Plan, reviewing By-laws, and reviewing and updating 2 library policies (AV policy and Computer and Internet Usage policy). Additionally, the Director and Board have created a new policy (Photography and Filming in the Library) after a relevant training and discussion.

The Library Director and Staff have also been working on other requirements over the last year such as making sure the website is up-to-date, evaluating programs, and submitting the Annual Report to the State Library. We are making good progress toward Exemplary Status. Thank you for your support and dedication!

**Library Closures:** The library will be closed on Saturday, December 24, Sunday, December 25 and Monday, December 26 for the Christmas holiday. The library will be closed on Sunday, January 1 and Monday, January 2 for the New Year's holiday. These closures will be slightly longer due to the holidays being on the weekends.

**November 2022 Program Statistics**

<b>Elementary Events</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
Lego Club	3-Nov	3:45 PM	18	6
Dinosaur Craft	10-Nov	3:45 PM	17	4
The Good Dinosaur Movie	17-Nov	3:45 PM	3	0
<b>Total:</b>			<b>38</b>	<b>10</b>

<b>Storytime</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
Autism Storytime	1-Nov	10:00 AM	5	4
	3-Nov	10:00 AM	7	5
Dinosaur Storytime	7-Nov	6:30 PM	7	5
	8-Nov	10:00: AM	17	10
	10-Nov	10:00 AM	7	5
Firefighter Storytime- Readers from YFD	14-Nov	6:30 PM	3	2
	15-Nov	10:00: AM	3	3
	17-Nov	10:00 AM	4	3
Native American Storytime	21-Nov	6:30 PM	8	5
	22-Nov	10:00: AM	5	3
	24-Nov	10:00 AM	N/A	N/A
Pie Storytime	28-Nov	6:30 PM	6	3
	29-Nov	10:00: AM	8	3
<b>Total:</b>			<b>66</b>	<b>45</b>

	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
<b>Stay and Play</b>	1-Nov	6:30 PM	0	0
	2-Nov	9:00 AM	7	4
	8-Nov	6:30 PM	4	2
	9-Nov	9:00 AM	19	11
	15-Nov	6:30 PM	0	0
	16-Nov	9:00 AM	4	3
	22-Nov	6:30 PM	0	0
	23-Nov	9:00 AM	7	3
	29-Nov	6:30 PM	11	3
	30-Nov	9:00 AM	3	2
<b>Total:</b>			<b>55</b>	<b>28</b>

<b>Family Events:</b>	<b>Date</b>	<b>Time</b>	<b>Kids</b>	<b>Adults</b>
Lego Club at the Mead	17-Nov	6:00 PM	60	33
No School Day Movie Free Bird	23-Nov	2:00 PM	5	0
Dinosaur Scavenger Hunt	All month	-	80	-
Dinosaur Coloring Drawing	All month	-	60	12
Dinosaur Gummy Guessing	All month	-	48	-
<b>Total:</b>			<b>253</b>	<b>45</b>

<b>Teen Events</b>	<b>Date</b>	<b>Time</b>	<b>Teens</b>
TAB Meeting/Craft	2-Nov	4:00 PM	4
Teen Pom Pom Craft	16-Nov	3:45 PM	6
Teen After Hours Event	18-Nov	5:30 PM	17
<b>Total:</b>			<b>27</b>

<b>Adult Programs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>	<b>Virtual</b>
Peter Fletcher	10-Nov	7:00 PM	21	N/A
Adult Craft-Cricut Card Making	16-Nov	6:00 PM	10	N/A
J. White Pop-Up Show and Artist Talk	19-Nov	2:00 PM	55	N/A
Estate Planning 101   Part 2	29-Nov	6:00 PM	16	3
<b>Total:</b>			<b>105</b>	<b>3</b>

<b>Video Views for Previous Month</b>	<b>Date</b>	<b>Video Views</b>
Christine Wevik Book Talk	29-Oct	4
Oct. Seed Library	20-Oct	2
<b>Total:</b>		<b>6</b>

<b>Book Clubs</b>	<b>Date</b>	<b>Time</b>	<b>Adults</b>
Readers Anonymous	8-Nov	2:00 PM	6
Between The Lines	22-Nov	4:30 PM	4
<b>Total:</b>			<b>10</b>



## NOVEMBER 2022 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	6326	6,695	5,229
Juvenile	4327	4,201	2,059
<b>Total</b>	<b>10,653</b>	<b>10,896</b>	<b>7,288</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	4302	4,584	3,588
Juvenile	4008	4,113	2,040
<b>Total</b>	<b>8,310</b>	<b>8,697</b>	<b>5,628</b>

Interlibrary Loan			
	2022	2021	2020
Requested	73	110	41
Supplied	25	34	38
<b>Total</b>	<b>98</b>	<b>144</b>	<b>79</b>

Electronic Resources			
	2022	2021	2020
OverDrive Adult	1926	1,967	1,562
OverDrive Juvenile	229	NA	NA
TumbleBooks	90	88	19
<b>Total</b>	<b>2245</b>	<b>2,055</b>	<b>1,581</b>

Adult Outreach			
	2022	2021	2020
Locations	9	7	4
Patrons	45	35	8
Circulations	146	178	57

Daycare Outreach			
	2022	2021	2020
Locations	4	4	4
Patrons	46	46	40
Circulations	70	144	40

Current Cards			
	2022	2021	2020
Resident	3629	4,418	4,084
Non-Resident	199	342	220
Mount Marty	12	39	36
Teacher	37	53	52
Yankton County	777	1,000	931
<b>Total</b>	<b>4654</b>	<b>5,852</b>	<b>5,323</b>

New Cards			
	2022	2021	2020
Resident Adult	27	37	NA
Resident Youth (<18)	4	8	NA
County	12	5	30
County (Households)	10	5	30
Non-resident	0	2	7
Non-resident (households)	0	2	NA

30 Day Trial Cards			
	2022	2021	2020
In-Town New	2	7	7
County -New	0	1	0
County-Renewal	1	1	8
Nonresident-New	0	1	0
Nonresident-Renewal	0	0	2
Online Signup	3	NA	NA
<b>Total</b>	<b>6</b>	<b>10</b>	<b>17</b>

Book a Librarian			
	2022	2021	2020
Time (minutes)	90	NA	NA
Number of Sessions	4	NA	NA

Public Computer Use			
	2022	2021	2020
Uses	530	570	147
Hours	342	284	66

WiFi Usage			
	2022	2021	2020
Sessions	553	1,255	1,365
Total Session Hours	600	3,305	997
Unique Users	205	274	436

Meeting Room Use			
	2022	2021	2020
Library Uses	34	25	30
Library Hours	70	42.0	48
Non-Library Uses	14	17	17
Non-Library Hours	25	25.0	25

Study Room Use			
	2022	2021	2020
Uses	17	27	52
Hours	27	60.0	47.0

Notary			
	2022	2021	2020
Requests	7	9	0

Proctor			
	2022	2021	2020
Tests	5	3	33

Genealogy Requests			
	2022	2021	2020
Patrons	3	1	0
Hours	2	1	0

\*Microfilm out to be digitized.

Teacher Requests			
	2022	2021	2020
Patrons	0	0	1

Courier			
	2022	2021	2020
Total Incoming	103	142	266
Total Outgoing	138	163	299
<b>Total</b>	<b>241</b>	<b>305</b>	<b>565</b>

Collection			
	2022	2021	2020
Items Added	420	485	548
Items Deleted	87	192	198
<b>TOTAL COLLECTION</b>	<b>84,886</b>	<b>83,018</b>	<b>NA</b>

Curbside Pick-Ups			
	2022	2021	2020
	7	24	NA

Food For Fines-to Pathways Shelter			
	2022	2021	2020
	145	40	102

# Yankton Community Library • December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <b>LIBRARY</b> <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275	<a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> <b>Fall /Winter Hours:</b> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p	<b>Food for Fines:</b> <b>Socks</b>	<b>Storytime 10 am</b> Holiday Coloring Sheets 3:45 pm Holiday Festival of Lights 6 pm	2	3	
4	5 <b>Storytime</b> 6:30 pm	6 <b>Storytime 10 am</b> Stay & Play 6:30 pm	7 <b>Stay &amp; Play</b> 9—11 am TAB Meeting 4pm	8 <b>Storytime 10 am</b> Winter Wonderland Workshop 3:45 pm	9	10
11	12 <b>Youth</b> <b>Winter Reading</b> <b>Starts!</b> Get a take & make kit with registration!	13 <b>Stay &amp; Play</b> 6:30 pm	14 <b>Stay &amp; Play</b> 9—11 am Teen Craft 3:45pm Library Board Meeting 5:30 pm	15 <b>Movie:</b> <b>Snow Buddies</b> 3:45 pm	16	17 <b>Author Talk:</b> <b>Loretta Sorensen</b> <b>&amp; Jan Schiferl</b> 2-4 pm
18	19	20 <b>Stay &amp; Play</b> 6:30 pm	21 <b>Stay &amp; Play</b> 9—11 am	22 <b>Movie: Mickey's</b> <b>Christmas Carol</b> 3:45 pm	23	24 Christmas Eve Library Closed
25 Christmas Library Closed	26 Library Closed	27 <b>Board Games &amp; Wii</b> 1-3 pm Stay & Play 6:30 pm	28 <b>Stay &amp; Play</b> 9—11 am Maker Day 1-3 pm Teen Take Apart 3:30 pm	29 <b>Craft Buffet</b> 1-3 pm	30 <b>Family</b> <b>Noon Year's Eve</b> <b>Party 11 am</b>	31

Family—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue

# Yankton Community Library • January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Years Library Closed	2 New Years Library Closed	3 <b>Stay &amp; Play</b> 6:30 pm	4 <b>Stay &amp; Play</b> 9—11 am TAB Meeting 4pm	5 <b>LEGO Club</b> 3:45 pm	6 <b>1st Friday Coffee</b> <b>with Friends of the</b> <b>Library</b> 9am—12pm	7
8	9 <b>Storytime</b> 6:30 pm	10 <b>Storytime 10 am</b> Stay & Play 6:30 pm	11 <b>Stay &amp; Play</b> 9—11 am Library Board Meeting 5:30 pm	12 <b>Storytime 10 am</b> K-5 Craft 3:45 pm Friends of the Library Book Sale Members only 4-8 pm	13 Friends of the Library Book Sale 9am—5pm	14 Friends of the Library Book Sale 9am—5pm
15 Friends of the Library Book Sale 1—5pm	16 <b>Martin Luther</b> <b>King Jr. Day</b> Library Closed	17 <b>Storytime 10 am</b> Stay & Play 6:30 pm	18 <b>Stay &amp; Play</b> 9—11 am Teen Craft 3:45pm Adult Craft 6 pm	19 <b>Storytime 10 am</b> <b>Movie 3:45 pm</b>	20	21
22	23 <b>Storytime</b> 6:30 pm	24 <b>Storytime 10 am</b> Stay & Play 6:30 pm	25 <b>Stay &amp; Play</b> 9—11 am	26 <b>Storytime 10 am</b> <b>Movie 3:45 pm</b>	27	28
29	30 <b>Storytime</b> 6:30 pm	31 <b>Storytime 10 am</b> Stay & Play 6:30 pm	 <b>LIBRARY</b> <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275	<a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> <b>Fall /Winter Hours:</b> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p	<b>Food for Fines:</b> <b>Canned Fruit</b>	

Family—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue

## Library Photography and Video Policy

Yankton Community Library (YCL) strives to maintain a safe, non-threatening environment that allows patrons to freely and safely access library information and resources. This requires the library to maintain policies that protect the privacy of patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, YCL has adopted the following policy regarding the taking of photographs or videos inside and outside the library building.

### General Policy

Photography and filming are allowed in the public spaces of YCL [subject to the policies stated herein](#). ~~Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.~~

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users. Any persons filming, photographing, and/or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed or recorded.
- Taking photos/video of ~~specific~~, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted [may be subject to legal action by the copyright holder](#).
- ~~Taking photos, video, or audio of any other person in restrooms is not permitted.~~
- ~~Entering STAFF ONLY areas is not permitted.~~
- Members of the media are asked to notify the Library Director prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Persons taking photographs and videos shall not:

- Compromise [or disrupt a the right to privacy of any](#) patron or staff member ~~'s right to privacy~~
- Harass, intimidate, or threaten a patron or staff member
- ~~Block library aisles, walkways, doors, or exits~~
- [Enter, attempt to enter, or remain in any area marked "STAFF ONLY" without express prior written permission](#)
- [Take photographs or video of areas designated "STAFF ONLY"](#)
- [Take photographs, video, or audio of any person in a restroom](#)
- [Engage in activity that disrupts or interferes with:](#)
  - [the normal operation or administration of YCL business;](#)
  - [the lawful use by YLC staff and patrons of YLC facilities;](#)
  - [or YLC permitted activities.](#)

### Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede patrons or staff entering or exiting the library building and must abide by the General Policy outlined above.

### Library Photography, Videos, and Recording

The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library web site or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken. Library staff will make every effort to notify members of the public when photography and video recording is taking place.

**Right ~~Subject to~~ Enforce Compliance with Policy**

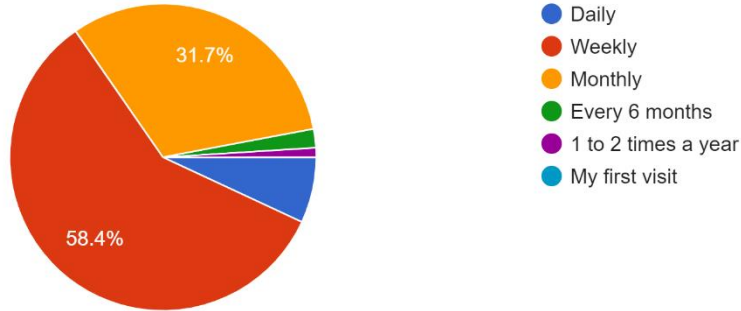
~~The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos. No person shall refuse or fail to obey any Reasonable Directive of Library management as it pertains to any violation of this policy. Reasonable Directives include but are not limited:~~

- Requests to cease taking photographs or video
- Requests to leave any restricted area
- Requests to leave YLC property when it is determined that any violation of this policy is severe or substantial.

## 2022 YCL Survey Responses

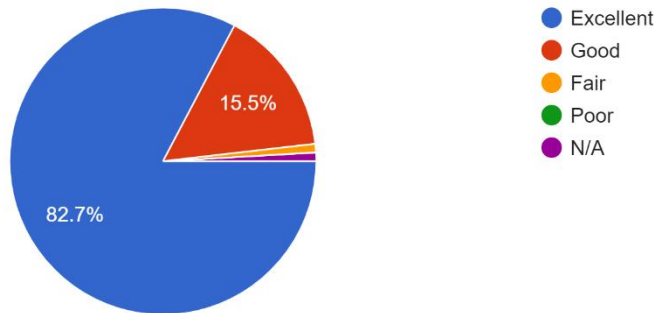
How often do you visit the Yankton Community Library?

101 responses



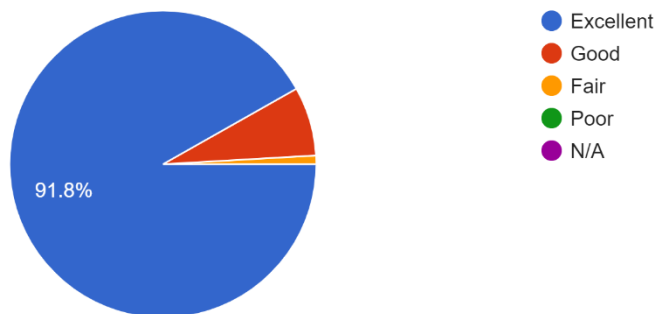
Overall, how would you rate the library?

110 responses



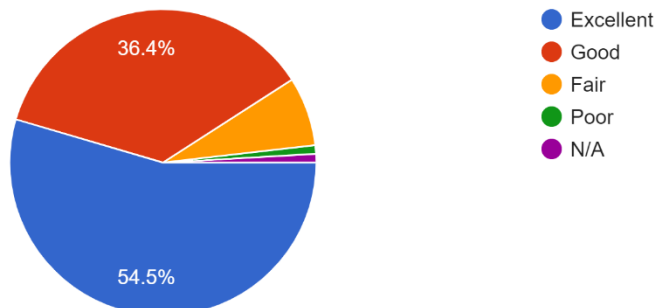
How satisfied are you with the customer service you receive at the Yankton Community Library?

110 responses



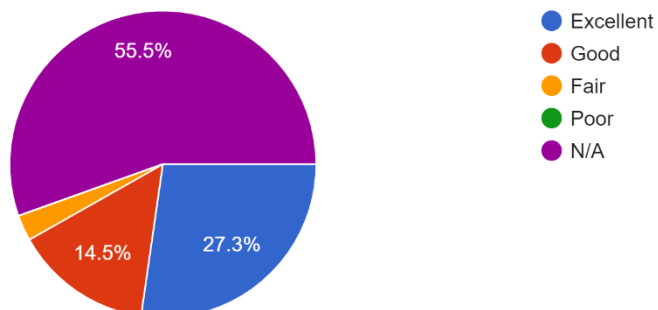
How satisfied are you with the Yankton Community Library's collection (books, DVDs, audiobooks, magazines, etc.)?

110 responses



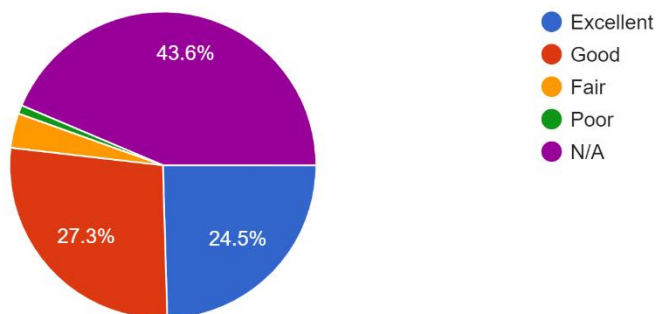
How satisfied are you with the youth programs at the Yankton Community Library?

110 responses



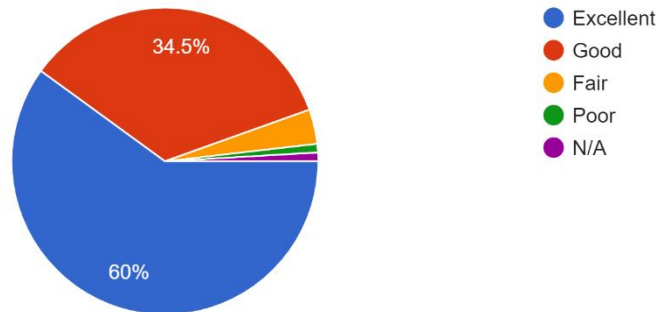
How satisfied are you with the adult programs at the Yankton Community Library?

110 responses



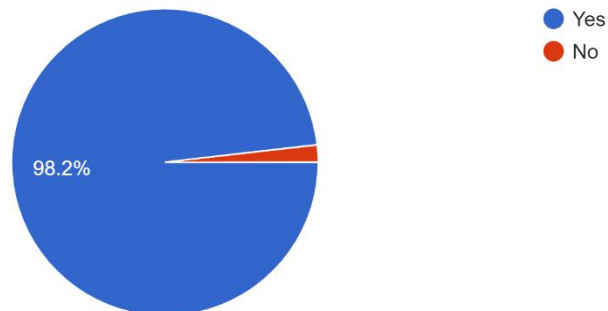
How satisfied are you with the hours of operation at the Yankton Community Library?

110 responses



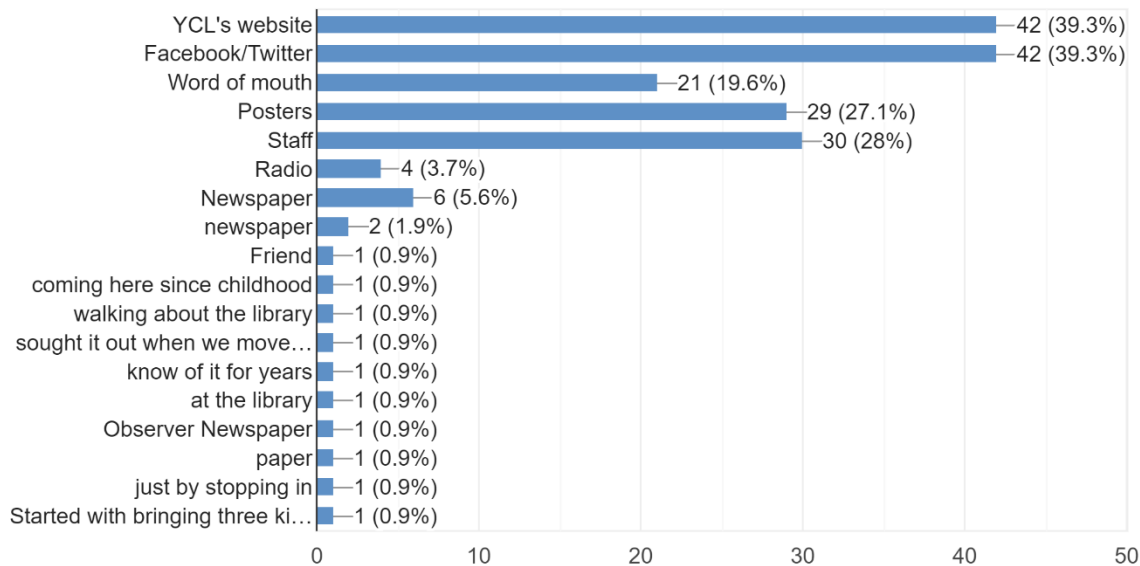
Do you have a Yankton Community Library card?

110 responses



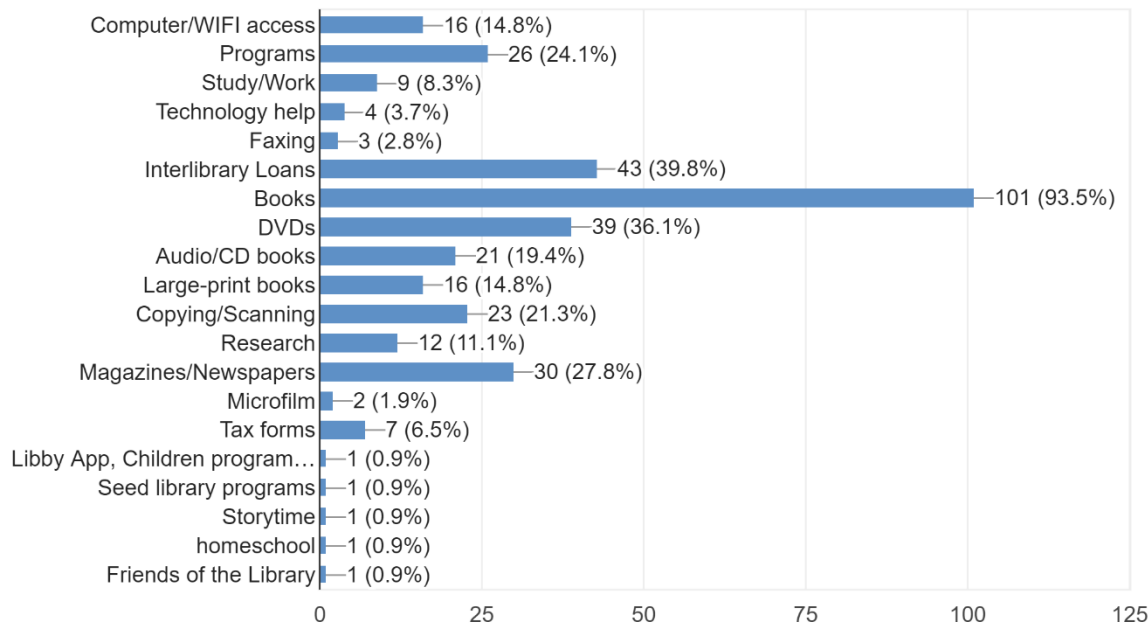
### How do you find out about the Yankton Community Library's services and events?

107 responses



### What are the reasons you use the Yankton Community Library? (Check all that apply)

108 responses





Is there anything else you would like us to know about your experience(s) at the Yankton Community Library? Any new programs you would like to see the library offer? Thank you!

Staff is very helpful!
Doing a great job! 😊
You guys are awesome!!
Great Service & help w/ interlibrary loans!
I love that you're able to do interlibrary loans if there's a book I want & not here -
When we were in lockdown the online library kept me sane. I'm grateful for that. Don't use it as much now but I know it is there and I will use it again.
Thank you for all you do!
Video game rentals :)
We <3 our library --thank you for all you do!
Wish there was a revival of the Scrabble Saturdays.
It seems the library used to support the seed library program better. What happened?
I've always appreciated the willingness of the staff to help me find what I want, and their willingness to get it from another source if they don't have what I want. That's rare these days!
Homeschool activities during the day <3
You do a great job!!
No.
I enjoy coming here :)
very friendly workers
I love the library
It would be cool if there were board games that you could check out (or just play in the library)!
very nice people, very knowledgeable with the computers
more middle grade audio books would be great we LOVE the wonderbooks
We have an outstanding library and staff! My favorite place to go in Yankton!
We love it here!
The staff is amazing!! We are so blessed by the many services of our library! possibly a new DVD series? some John Wayne movies or Jimmy Stewart. :)
would enjoy a new larger library
I just want to say I have always been exceedingly happy and satisfied with the library and especially the staff. THANK YOU
Keep up the good work!
Great library!! Friendly staff- keep up the good work!!

Victoria is the best children's librarian I have known! We will miss her! Love all the programs you offer!

Thank you for making the library a happy place again!

Love the book/puzzle sales

Keep up the good work.

You people are extraordinary. The level of customer service is remarkable. For years, my "local" library was the Library of Congress in Washington, DC. You folks surpass those standards of customer service and support. I wish we could triple your resources. Thank you.

I would like to attend a yoga class again since I missed out on the first class offered. Also, I would like to see more movies play at the library since it's the <u>only</u> theater we have in this town!

Thank you for the variety of hours you are open--for the door delivery services & friendly, helpful staff!!

Love going. Personnel is always friendly.

I have been very unhappy in the new children's book selections in the last few years. It's very clear there is a strong liberal agenda in the new books on the shelves, with no political diversity whatsoever. Just the fact that there even needs to be books like this presented to kids (displayed with covers out) really makes me disgusted sometimes, especially all the sexual picture books. I really do like coming here but this is a major thing that's bothered me recently and has bothered several other parents that I know in Yankton. For trying to clearly be more bodily diverse in the new books, there really lacks diversity in thought.

The last couple years, I've been disappointed with the propped up propaganda that is being shown on the children's book shelves. For example, books showing hairy adult bodies with boobs in underwear. My 3 year old shouldn't have to see naked adult bodies sitting on top of the book shelves in the children's sections! Its grooming material, we should not be normalizing children viewing naked adults! I've stopped bringing my children to the library because of it. Unless there is real change with what is promoted in the children's section, my family will not come back to use this library and we will warn family and friends away from using the Yankton library.

All good! Keep up the good work!

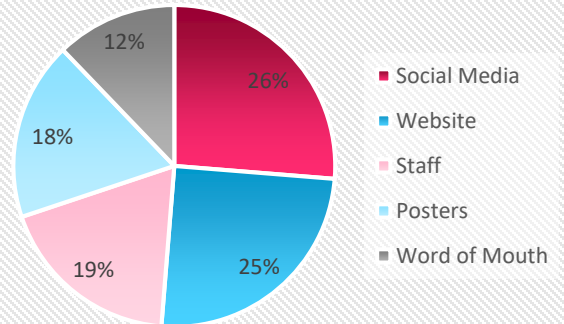
Do you have an author sponsorship program where a library patron can volunteer to pay for new books by a favorite authors? The patron gets first use of the book for their donation and the library then has more money for other things. This can also work for movies, CDs, magazines, etc.

Customer service used to be better. Probably because of the turnover in employees, perhaps made worse by the plexiglass screens (which I am in favor of), there seems little contact between people behind the desk and the patrons. I sense no effort at all to learn people's names, for example, or even act as if you might ever have seen them before. Some employees rarely smile. That's too bad. More books! But I am old. :)

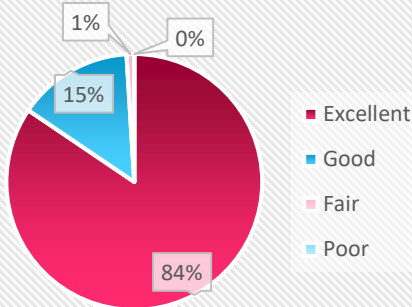
## Out of 105 Responses...

- Nearly 68% visit the YCL weekly or more
- 98% have a library card

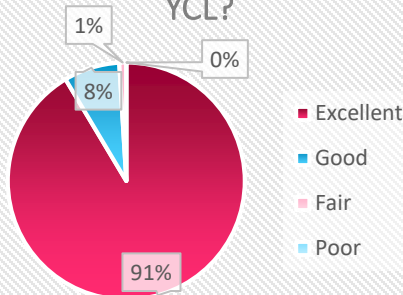
### How do you learn of YCL services & events? (TOP 5)



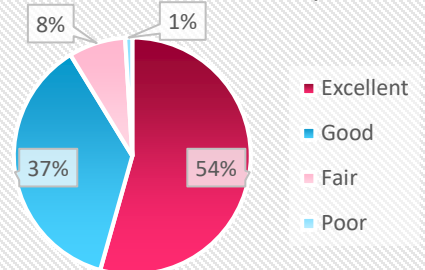
### Overall, how would you rate YCL?



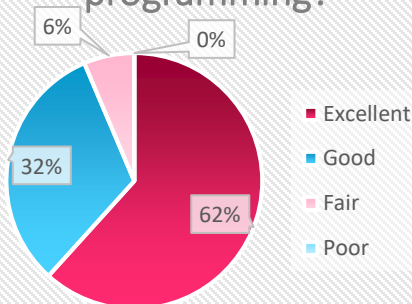
### How satisfied are you with the customer service you receive at YCL?



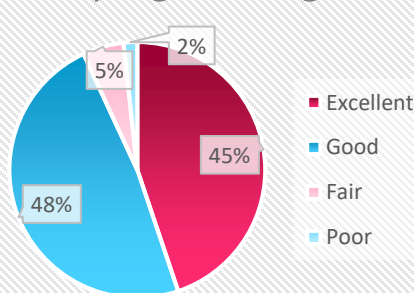
### How satisfied are you with YCL's collection (books, DVDs, audiobooks, etc.)?



### How satisfied are you with YCL's youth programming?



### How satisfied are you with YCL's adult programming?



### How satisfied are you with YCL's hours of operation?

