

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, January 11, 2023 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Additions to the agenda

Approval of December 14, 2022 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- **Photography and Video Policy**

New Business

- **Behavior Policy**

Other Business:

Public Comment Period

Adjourn the meeting of January 11, 2023

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

Wednesday, December 14, 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 County Commissioner Dan Klimisch, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny. Absent with regrets was Jean Huff and Yankton City Commissioner Jerry Webber.

Approval of November 9, 2022 minutes: Tielke made a motion to approve the November 9, 2022 minutes with a correction of her last name. Otterman seconded the motion. Unanimous approval.

Public Comment Period: no comments

Discussion of bills/Accept Financial Report: Schmidt clarified an expenditure for ballasts and noted that going forward ballasts would be replaced with LED bulbs as they wear out and there are plans to replace the remainder as part of a larger project after the roof is replaced. Motion by Tielke to accept the financial report with a second by Koerner. Unanimous approval.

Communications and correspondence: Dobrovolny shared a note of appreciation from the Morning Optimists for a presentation by Cassi Pietz and a donation from a local book club to be used to purchase new Book Club Bags.

Director's Report: In addition to the written report, Schmidt reported that several staff members are in the beginning stages of applying for a grant that would provide funds to improve accessibility in the library. The focus of the project would be improving restroom access. She also shared Collect and Connect Meet-Up, a monthly chat launched by the SD State Library held via Zoom for public library staff to share experiences and network. Dobrovolny shared two maintenance improvements. Smoke detectors have been installed in the restrooms and outlet covers have been placed on the outlets around the perimeter of the library to discourage patrons from charging devices in nooks where they are not visible to staff. Additional charging stations have been placed in seating areas. She also discussed challenges with maintenance of the aging microfilm readers. Replacement parts are difficult to source.

Old Business

- **Photography/Filming in the Library Policy** – Motion to approve by Koerner with second by Klimisch. Unanimous approval.

New Business

- Director's review – President Mechtenberg shared positive comments
- Library survey responses from April 2022 were reviewed.

Other Business: none

Public Comment Period: no comments

Adjourn the meeting of December 14, 2022: Klimisch made a motion to adjourn the meeting at 5:50 pm with a second by Otterman. Unanimous approval.

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 @FY@ COPIER LEASE	347.66	RENTALS & XEROX SUPPLIES	101.142.212	1004967	023658	P 963 00003
CENGAGE LEARNING INC/GAL @FY@ BOOKS	25.59	BOOKS	101.142.340	79724071	023660	P 963 00002
CITY UTILITIES @FY@ WTR-WW CHARGES	31.50	WATER SERVICE	101.142.274		002793	P 964 00002
@FY@ WTR-WW CHARGES	49.06	WATER SERVICE	101.142.274		002793	P 964 00003
@FY@ WTR-WW CHARGES	34.00	SEWER SERVICE	101.142.275		002793	P 964 00004
@FY@ WTR-WW CHARGES	17.53	SEWER SERVICE	101.142.275		002793	P 964 00005
	132.09	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SUPPLIES	1,200.00	CONTRACTED SERVICES	101.142.204	12.30.22	023654	P 962 00001
NORTHWESTERN ENERGY @FY@ ELECTRICITY	1,121.79	ELECTRICITY	101.142.272		002795	P 964 00001
WHOLESALE SUPPLY INC @FY@ SUPPLIES	24.05	PROGRAM SUPPLIES	101.142.242	450451	023659	P 963 00001
	2,851.18				
GENERAL FUND	2,851.18	*****				

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:	2,851.18					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	2,851.18
TOTAL ALL FUNDS		2,851.18

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	2,851.18
TOTAL ALL BANKS		2,851.18

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					
AMZN MKTP US AS4XX1DM3 OFFICE SUPPLIES	17.25	OFFICE SUPPLIES	101.142.232	Dobrovolny		966 00446
JANITORIAL SUPPLIES	62.79	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		966 00447
BOOKS	81.54	BOOKS	101.142.340	Dobrovolny		966 00448
	161.58	*VENDOR TOTAL				
AMZN MKTP US HZ8ZO7OE1 OFFICE SUPPLIES	9.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		966 00478
DVD	11.89	AV - CAPITAL	101.142.342	Dobrovolny		966 00479
	21.88	*VENDOR TOTAL				
AMZN MKTP US H34O86303 DVD'S	58.81	AV - CAPITAL	101.142.342	Dobrovolny		966 00090
AMZN MKTP US NA4P86BF3 PROGRAM SUPPLIES	10.97	PROGRAM SUPPLIES	101.142.242	Dobrovolny		966 00060
AMZN MKTP US NM4P40TN3 BOOKS	14.99	BOOKS	101.142.340	Dobrovolny		966 00223
AMZN MKTP US PG6WL09X3 PROGRAM SUPPLIES	51.97	PROGRAM SUPPLIES	101.142.242	Dobrovolny		966 00126
BOOKS	35.94	BOOKS	101.142.340	Dobrovolny		966 00127
	87.91	*VENDOR TOTAL				
AMZN MKTP US S40HZ3XS3 PROGRAM SUPPLIES	53.25	PROGRAM SUPPLIES	101.142.242	Dobrovolny		966 00074
DVD'S	15.98	AV - CAPITAL	101.142.342	Dobrovolny		966 00075
	69.23	*VENDOR TOTAL				
AMZN MKTP US S50VM0XW3 BOOKS	20.84	BOOKS	101.142.340	Dobrovolny		966 00129
AMZN MKTP US ZG16A6IE3 PROGRAM SUPPLIES	12.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		966 00181
AMZN MKTP US 256I96P03 BOOKS	6.38	BOOKS	101.142.340	Dobrovolny		966 00200
AMZN MKTP US 3Z4745SU3 JANITORIAL SUPPLIES	67.98	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		966 00114
PROGRAM SUPPLIES	13.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		966 00115
DVD'S	140.34	AV - CAPITAL	101.142.342	Dobrovolny		966 00116
	222.21	*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					
AMZN MKTP US 5R0LM2P83 PEOPLE COUNTER	139.00	REP. & MAINT. - BUILDING	101.142.223	Homstad		966 00103
AMZN MKTP US 5R3DD03F3 BOOKS	14.97	BOOKS	101.142.340	Dobrovolny		966 00465
AMZN MKTP US 6N0BB3EY3 OFFICE SUPPLIES	19.29	OFFICE SUPPLIES	101.142.232	Dobrovolny		966 00453
BOOKS	130.81	BOOKS	101.142.340	Dobrovolny		966 00454
DVD'S	8.80	AV - CAPITAL	101.142.342	Dobrovolny		966 00455
	158.90	*VENDOR TOTAL				
AMZN MKTP US 652Z89I23 BOOKS	28.24	BOOKS	101.142.340	Dobrovolny		966 00100
BLUEPEAK PHONE	45.06	TELEPHONE	101.142.271	Yardley		966 00378
PHONE	74.40	TELEPHONE	101.142.271	Yardley		966 00409
	119.46	*VENDOR TOTAL				
DOLLAR TREE PROGRAM SUPPLIES	8.75	PROGRAM SUPPLIES	101.142.242	Schmidt		966 00119
PROGRAM SUPPLIES	23.62	PROGRAM SUPPLIES	101.142.242	Schmidt		966 00351
	32.37	*VENDOR TOTAL				
ENVISION WARE PROFESSIONAL SERVICES	565.81	PROFESSIONAL SERVICES	101.142.202	Schmidt		966 00328
KINDLE SVCS DIGITAL BOOK REFUND	4.25CR	AV - CAPITAL	101.142.342	Dobrovolny		966 00449
KINDLE SVCS RF1JQ4MX3 DIGITAL BOOK	4.25	AV - CAPITAL	101.142.342	Dobrovolny		966 00430
MENARDS YANKTON SD BATTERY, STAMPED STEEL COVER	82.90 8.88 91.78	REP. & MAINT. - BUILDING REP. & MAINT. - BUILDING *VENDOR TOTAL	101.142.223 101.142.223	Mastalir Mastalir		966 00220 966 00222
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		966 00307
OTC BRANDS INC PROGRAM SUPPLIES	224.42	PROGRAM SUPPLIES	101.142.242	Schmidt		966 00340

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					
OVERDRIVE DIST EBOOKS	1,993.40	E-BOOKS	101.142.209	Schmidt		966 00250
PB LEASING POSTAGE	122.00	POSTAGE	101.142.231	Schmidt		966 00021
PITNEY BOWES POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		966 00068
PITNEY BOWES PI POSTAGE	80.97	POSTAGE	101.142.231	Schmidt		966 00085
SOUTHEAST SOUTH DAKOTA MEMBERSHIP DUES	340.00	MEMBERSHIP DUES	101.142.261	Schmidt		966 00101
USPS PO 4698100078 POSTAGE	11.71	POSTAGE	101.142.231	Dobrovolny		966 00458
	4,903.81				
GENERAL FUND	4,903.81	*****				

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					
AMZN MKTP US NM4P40TN3 GIFT BOOK	16.95	BOOKS	701.701.340	Dobrovolny		966 00224
DOLLAR TREE SUMMER READING SUPPLIES	20.00	RECREATION SUPPLIES	701.701.242	Schmidt		966 00120
MEXICO VIEJO RESTAURAN STAFF APPRECIATION	190.12	RECREATION SUPPLIES	701.701.242	Schmidt		966 00123
	227.07				
LIBRARY TRUST	227.07	*****				

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

DATE APPROVED BY

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	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	0.00	15,000.00	0.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	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	605.00	10,540.00	3,740.00- 155 -----]]]]
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	108.00	392.00 21 --
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	18.78	380.99	180.99- 190 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	42.00	786.50	713.50 52 -----
3456 PC PRINTING	6,000.00	6,000.00	409.55	6,437.21	437.21- 107 -----
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	1,429.60	6,468.04	4,468.04- 323 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,539.93	24,718.09	7,608.09- 144 -----]]]]
FINES					
3510 COURT FINES	1,600.00	1,600.00	94.90	3,031.61	1,431.61- 189 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	25.00	715.00	1,285.00 35 ---
3520 LIBRARY FINES	650.00	650.00	49.00	646.63	3.37 99 -----
TOTAL: FINES	4,250.00	4,250.00	168.90	4,393.24	143.24- 103 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	80,961.06	214,049.21	174,049.21- 535 -----]]]]
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	138,750.00	138,750.00	128,750.00- 1387 -----]]]]
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	19,267.49	66,011.25	62,011.25- 1650 -----]]]]
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	8,932.07	33,366.68	30,366.68- 1112 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	155.43	1,537.99	37.99- 102 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	248,066.05	453,715.13	395,215.13- 775 -----]]]]
TOTAL: GENERAL FUND	94,860.00	94,860.00	250,774.88	497,826.46	402,966.46- 604 -----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	208.28	596.98	596.98-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	857.00	14,940.69	14,940.69-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,065.28	15,537.67	15,537.67-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
101	GENERAL FUND						
142	COMMUNITY LIBRARY						
	PERSONNEL SERVICES						
101	REGULAR WAGES	384,262.00	0.00	31,268.48	387,139.37	2,877.37-	100 -----
102	TEMPORARY WAGES	84,000.00	0.00	2,607.31	32,181.97	51,818.03	38 ---
103	OVERTIME WAGES	350.00	0.00	44.82	624.03	274.03-	178 -----]]]]
111	OASI	35,849.00	0.00	2,518.85	31,213.54	4,635.46	87 -----
121	RETIREMENT	23,077.00	0.00	1,878.81	23,130.53	53.53-	100 -----
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	926.00	1,870.00	33 ---
132	GROUP INSURANCE	99,678.00	0.00	4,472.04	48,808.01	50,869.99	48 ----
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	9.67	600.78	453.22	57 -----
TOTAL:	PERSONNEL SERVICES	631,066.00	0.00	42,799.98	524,624.23	106,441.77	83 -----
	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	1,170.01	11,317.05	1,417.05-	114 -----]
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	12,000.00	4,000.00	75 -----
209	E-BOOKS	28,000.00	0.00	4,993.19	25,179.83	2,820.17	89 -----
211	PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	372.67	4,688.29	188.29-	104 -----
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	520.77	6,141.14	2,141.14-	153 -----]]]]
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231	POSTAGE	3,000.00	0.00	729.87	3,639.93	639.93-	121 -----]
232	OFFICE SUPPLIES	9,500.00	0.00	518.77	4,839.15	4,660.85	50 -----
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234	COPIES	0.00	0.00	0.00	0.00	0.00	0
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	1,042.39	9,067.76	432.24	95 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	225.36	2,544.66	455.34	84 -----
242	PROGRAM SUPPLIES	5,000.00	0.00	1,186.22	4,475.19	524.81	89 -----
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	340.00	527.50	472.50	52 -----
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	761.70	2,238.30	25 --
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,003.63	496.37	66 -----
271	TELEPHONE	2,300.00	0.00	301.40	2,178.73	121.27	94 -----
272	ELECTRICITY	20,000.00	0.00	1,264.60	16,576.94	3,423.06	82 -----
273	FUEL-HEATING	3,000.00	0.00	498.55	4,947.66	1,947.66-	164 -----]]]]
274	WATER SERVICE	3,500.00	0.00	86.86	2,792.71	707.29	79 -----
275	SEWER SERVICE	1,200.00	0.00	58.33	653.33	546.67	54 -----
276	LANDFILL	500.00	0.00	32.00	448.00	52.00	89 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER CURRENT EXPENDITURES	146,833.00	0.00	14,540.99	124,552.29	22,280.71	84 -----
	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

	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	621.29	41,352.81	11,647.19	78 -----
342 AV - CAPITAL	13,500.00	0.00	853.26	8,986.59	4,513.41	66 -----
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	1,474.55	73,983.76	9,516.24	88 -----
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	58,815.52	723,160.28	138,238.72	83 -----
TOTAL: GENERAL FUND	861,399.00	0.00	58,815.52	723,160.28	138,238.72	83 -----

	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	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	310.12	12,914.95	12,914.95- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	310.12	13,208.55	13,208.55- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	16.95	165.94	165.94- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00 0	
350 EQUIPMENT	0.00	0.00	367.96	1,342.95	1,342.95- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	384.91	1,508.89	1,508.89- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	695.03	14,717.44	14,717.44- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	695.03	14,717.44	14,717.44- 9999	-----]]]]

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

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

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	35,131.24	597.32	4,284.51CR	30,846.73
	TOTAL CURRENT ASSETS:	35,131.24	597.32	4,284.51CR	30,846.73
	TOTAL ASSETS:	35,131.24	597.32	4,284.51CR	30,846.73
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	5,331.81CR	0.00	5,331.81	0.00
	TOTAL CURRENT LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
	TOTAL LIABILITIES:	5,331.81CR	0.00	5,331.81	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900	REVENUE CONTROL	0.00	1,065.28CR	15,537.67CR	15,537.67CR
701.2910	EXPENDITURE CONTROL	0.00	467.96	14,490.37	14,490.37
	TOTAL FUND BALANCE:	29,799.43CR	597.32CR	1,047.30CR	30,846.73CR
	TOTAL LIABILITIES AND FUND BALANCE:	35,131.24CR	597.32CR	4,284.51	30,846.73CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	384,262.00	0.00	31,268.48	387,139.37	2,877.37-	100	-----	
J-120922-919	PAYROLL DECEMBER 9, 2022			15,625.05	LIBRARY-REG WAGES		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			15,643.43	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	2,607.31	32,181.97	51,818.03	38	---	
J-120922-919	PAYROLL DECEMBER 9, 2022			1,213.50	LIBRARY-TEMP WAGES		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			1,393.81	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	44.82	624.03	274.03-	178	-----]]]]	
J-120922-919	PAYROLL DECEMBER 9, 2022			23.11	LIBRARY OVERTIME		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			21.71	LIBRARY OVERTIME		P		A
111	OASI	35,849.00	0.00	2,518.85	31,213.54	4,635.46	87	-----	
J-120922-919	PAYROLL DECEMBER 9, 2022			1,251.86	LIBRARY-OASI		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			1,266.99	LIBRARY-OASI		P		A
121	RETIREMENT	23,077.00	0.00	1,878.81	23,130.53	53.53-	100	-----	
J-120922-919	PAYROLL DECEMBER 9, 2022			938.90	LIBRARY-RETIREMENT		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			939.91	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	926.00	1,870.00	33	---	
132	GROUP INSURANCE	99,678.00	0.00	4,472.04	48,808.01	50,869.99	48	----	
J-120922-919	PAYROLL DECEMBER 9, 2022			2,236.02	LIBRARY-GROUP INS		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			2,236.02	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	9.67	600.78	453.22	57	-----	
J-120922-919	PAYROLL DECEMBER 9, 2022			4.50	LIBRARY-UNEMP INS		P		A
J-122322-936	PAYROLL DECEMBER 23,2022			5.17	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		631,066.00	0.00	42,799.98	524,624.23	106,441.77	83	-----	
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	1,170.01	11,317.05	1,417.05-	114	-----]	
M-120522-916	.18996 CANVA I03611-34716130	202211	Schmidt	119.40	PROFESSIONAL SERVICES		-		A
M-120522-916	.13185 SOUTH DAKOTA STATE HIS	202211	Schmidt	10.00	PROFESSIONAL SERVICES		-		A
M-120522-916	.14274 OLSONS PEST TECHNICIAN	202211	Schmidt	93.00	PEST CONTROL		-		A
M-120522-916	.13978 YANKTONMEDIAINC	202211	Bailey	190.80	CLASSIFIED AD		-		A
M-120522-916	.12536 YANKTON MEDICAL CLINIC	202211	Bailey	60.00	PROFESSIONAL SERVICES		-		A
M-120522-916	.12536 YANKTON MEDICAL CLINIC	202211	Bailey	38.00	PROFESSIONAL SERVICES		-		A
M-123022-966	.14274 OLSONS PEST TECHNICIAN	202212	Schmidt	93.00	PEST CONTROL		-		D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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							
202	PROFESSIONAL SERVICES							
M-123022-966	.14180 ENVISION WARE	202212	Schmidt	565.81	PROFESSIONAL SERVICES		-	D
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	12,000.00	4,000.00	75	-----
D-121222-902	05937 J & H CARE & CLEANING CO	067796	101168	1,200.00	JANITORIAL SERVICES	023656	P N	A
209	E-BOOKS	28,000.00	0.00	4,993.19	25,179.83	2,820.17	89	-----
M-120522-916	.13843 OVERDRIVE DIST	202211	Schmidt	1,419.00	E-BOOKS		-	A
M-120522-916	.13843 OVERDRIVE DIST	202211	Schmidt	1,580.79	E-BOOKS		-	A
M-123022-966	.13843 OVERDRIVE DIST	202212	Schmidt	1,993.40	EBOOKS		-	D
211	PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	372.67	4,688.29	188.29-	104	-----
D-121222-902	03445 A & B BUSINESS EQUIPMENT	067753	96450	372.67	COPIER LEASE	023655	P -	A
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	520.77	6,141.14	2,141.14-	153	-----]]]]
M-120522-916	.14179 MENARDS YANKTON SD	202211	Mastalir	5.99	TANK LEVER		-	A
M-120522-916	.14179 MENARDS YANKTON SD	202211	Mastalir	162.54	TRACK, SHELVING		-	A
M-120522-916	.17540 ECHO ELECTRIC SUPPLY -	202211	Mastalir	121.46	BALLAST, LED PANEL		-	A
M-123022-966	.19061 AMZN MKTP US 5R0LM2P83	202212	Homstad	139.00	PEOPLE COUNTER		-	D
M-123022-966	.14179 MENARDS YANKTON SD	202212	Mastalir	82.90	BATTERY, STAMPED STEEL		-	D
M-123022-966	.14179 MENARDS YANKTON SD	202212	Mastalir	8.88	COVER		-	D
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	729.87	3,639.93	639.93-	121	-----]]
M-120522-916	.14781 USPS PO 4698100078	202211	Schmidt	37.04	POSTAGE		-	A
M-120522-916	.11787 DEMCO INC	202211	Schmidt	21.20	POSTAGE		-	A
M-120522-916	.19030 AMZN MKTP US H089Y6M32	202211	Dobrovolny	3.98	POSTAGE		-	A
M-120522-916	.11787 DEMCO INC	202211	Schmidt	18.03	POSTAGE		-	A
M-120522-916	.12974 BRODART SUPPLIES	202211	Schmidt	10.95	POSTAGE		-	A
M-120522-916	.19034 HAD HARRY & DAVID	202211	Schmidt	16.99	POSTAGE		-	A
M-120522-916	.19037 PITNEY BOWES	202211	Schmidt	207.00	POSTAGE		-	A
M-123022-966	.17942 PB LEASING	202212	Schmidt	122.00	POSTAGE		-	D
M-123022-966	.19037 PITNEY BOWES	202212	Schmidt	200.00	POSTAGE		-	D
M-123022-966	.12708 PITNEY BOWES PI	202212	Schmidt	80.97	POSTAGE		-	D
M-123022-966	.14781 USPS PO 4698100078	202212	Dobrovolny	11.71	POSTAGE		-	D
232	OFFICE SUPPLIES	9,500.00	0.00	518.77	4,839.15	4,660.85	50	-----
M-120522-916	.16717 SP BUYREGISTERROLLS	202211	Schmidt	71.99	OFFICE SUPPLIES		-	A
M-120522-916	.19021 AMZN MKTP US H257M4U90	202211	Dobrovolny	18.39	OFFICE SUPPLIES		-	A
M-120522-916	.17169 1 OFFICE SOLUTION	202211	Schmidt	66.02	OFFICE SUPPLIES		-	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							
232	OFFICE SUPPLIES							
M-120522-916	.11787 DEMCO INC	202211	Schmidt	192.73	OFFICE SUPPLIES	-		A
M-120522-916	.11787 DEMCO INC	202211	Schmidt	99.99	OFFICE SUPPLIES	-		A
M-120522-916	.12974 BRODART SUPPLIES	202211	Schmidt	23.12	OFFICE SUPPLIES	-		A
M-123022-966	.19093 AMZN MKTP US AS4XX1DM3	202212	Dobrovolny	17.25	OFFICE SUPPLIES	-		D
M-123022-966	.19095 AMZN MKTP US 6N0BB3EY3	202212	Dobrovolny	19.29	OFFICE SUPPLIES	-		D
M-123022-966	.19100 AMZN MKTP US HZ8Z07OE1	202212	Dobrovolny	9.99	OFFICE SUPPLIES	-		D
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	1,042.39	9,067.76	432.24	95	-----
M-120522-916	.16600 GAN USATODAYCIRC	202211	Schmidt	407.51	NEWSPAPER SUBSCRIPTION	-		A
M-120522-916	.16820 D J WALL ST JOURNAL	202211	Schmidt	634.88	NEWSPAPER SUBSCRIPTION	-		A
236	JANITORIAL SUPPLIES	3,000.00	0.00	225.36	2,544.66	455.34	84	-----
M-120522-916	.19012 AMZN MKTP US HI7804JS0	202211	Dobrovolny	14.99	JANITORIAL SUPPLIES	-		A
M-120522-916	.19025 AMZN MKTP US H25WZ9U50	202211	Dobrovolny	79.60	JANITORIAL SUPPLIES	-		A
M-123022-966	.19064 AMZN MKTP US 3Z4745SU3	202212	Dobrovolny	67.98	JANITORIAL SUPPLIES	-		D
M-123022-966	.19093 AMZN MKTP US AS4XX1DM3	202212	Dobrovolny	62.79	JANITORIAL SUPPLIES	-		D
242	PROGRAM SUPPLIES	5,000.00	0.00	1,186.22	4,475.19	524.81	89	-----
M-120522-916	.12434 WAL-MART #1483	202211	Schmidt	52.96	PROGRAM SUPPLIES	-		A
M-120522-916	.16675 DOMINOS 1821	202211	Dobrovolny	74.15	PROGRAMMING-TEEN EVENT	-		A
M-120522-916	.18451 CASEYS #2268	202211	Dobrovolny	22.95	TEEN PROGRAM	-		A
M-120522-916	.14844 DOLLAR TREE	202211	Schmidt	65.00	PROGRAM SUPPLIES	-		A
M-120522-916	.19012 AMZN MKTP US HI7804JS0	202211	Dobrovolny	8.89	PROGRAM SUPPLIES	-		A
M-120522-916	.13502 HOBBY-LOBBY #0105	202211	Dobrovolny	66.88	PROGRAM SUPPLIES	-		A
M-120522-916	.16450 HY-VEE YANKTON 1899	202211	Schmidt	117.92	PROGRAM SUPPLIES	-		A
M-120522-916	.16450 HY-VEE YANKTON 1899	202211	Schmidt	54.57	PROGRAM SUPPLIES	-		A
M-120522-916	.19020 AMZN MKTP US H20EW28M1	202211	Dobrovolny	9.99	PROGRAM SUPPLIES	-		A
M-120522-916	.19025 AMZN MKTP US H25WZ9U50	202211	Dobrovolny	24.68	PROGRAM SUPPLIES	-		A
M-120522-916	.19027 AMZN MKTP US H29297452	202211	Dobrovolny	8.79	PROGRAM SUPPLIES	-		A
M-120522-916	.19028 AMZN MKTP US H23IE4MR1	202211	Dobrovolny	56.42	PROGRAM SUPPLIES	-		A
M-120522-916	.13320 WM SUPERCENTER #1483	202211	Schmidt	12.59	PROGRAM SUPPLIES	-		A
M-120522-916	.17392 SQ MEAD CULTURAL EDUC	202211	Schmidt	50.00	PROGRAM FEE	-		A
M-120522-916	.11787 DEMCO INC	202211	Schmidt	63.94	PROGRAM SUPPLIES	-		A
M-120522-916	.19031 AMZN MKTP US H086V5UM1	202211	Dobrovolny	29.35	PROGRAM SUPPLIES	-		A
M-120522-916	.19034 HAD HARRY & DAVID	202211	Schmidt	54.34	PROGRAM SUPPLIES	-		A
M-120522-916	.19035 AMZN MKTP US H09E48JZ2	202211	Dobrovolny	12.95	PROGRAM SUPPLIES	-		A
M-123022-966	.19053 AMZN MKTP US NA4P86BF3	202212	Dobrovolny	10.97	PROGRAM SUPPLIES	-		D
M-123022-966	.19054 AMZN MKTP US S40HZ3XS3	202212	Dobrovolny	53.25	PROGRAM SUPPLIES	-		D
M-123022-966	.19064 AMZN MKTP US 3Z4745SU3	202212	Dobrovolny	13.89	PROGRAM SUPPLIES	-		D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-123022-966	.14844 DOLLAR TREE	202212	Schmidt	8.75	PROGRAM SUPPLIES		-	D
M-123022-966	.19067 AMZN MKTP US PG6WL09X3	202212	Dobrovolny	51.97	PROGRAM SUPPLIES		-	D
M-123022-966	.19074 AMZN MKTP US ZG16A6IE3	202212	Dobrovolny	12.98	PROGRAM SUPPLIES		-	D
M-123022-966	.16699 OTC BRANDS INC	202212	Schmidt	224.42	PROGRAM SUPPLIES		-	D
M-123022-966	.14844 DOLLAR TREE	202212	Schmidt	23.62	PROGRAM SUPPLIES		-	D
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	340.00	527.50	472.50	52	-----
M-123022-966	.19060 SOUTHEAST SOUTH DAKOTA	202212	Schmidt	340.00	MEMBERSHIP DUES		-	D
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	761.70	2,238.30	25	--
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,003.63	496.37	66	-----
271	TELEPHONE	2,300.00	0.00	301.40	2,178.73	121.27	94	-----
M-120522-916	.18669 BLUEPEAK	202211	Yardley	76.38	PHONE		-	A
M-120522-916	.18669 BLUEPEAK	202211	Yardley	45.06	PHONE		-	A
J-120922-919	PAYROLL DECEMBER 9, 2022			60.50	LIBRARY-TELEPHONE		P	A
M-123022-966	.18669 BLUEPEAK	202212	Yardley	45.06	PHONE		-	D
M-123022-966	.18669 BLUEPEAK	202212	Yardley	74.40	PHONE		-	D
272	ELECTRICITY	20,000.00	0.00	1,264.60	16,576.94	3,423.06	82	-----
M-123122-900	00455 NORTHWESTERN ENERGY	202224		1,264.60	ELECTRICITY	002795	P	- A
273	FUEL-HEATING	3,000.00	0.00	498.55	4,947.66	1,947.66	164	-----]]]]
M-123122-900	00303 MIDAMERICAN ENERGY	202224	11.29.22	74.99	FUEL	002794	P	- A
M-123122-949	00455 NORTHWESTERN ENERGY	202224		423.56	ELECTRICITY		-	A
274	WATER SERVICE	3,500.00	0.00	86.86	2,792.71	707.29	79	-----
M-123122-900	00109 CITY UTILITIES	202224		37.80	WATER-WW CHARGES	002793	P	- A
M-123122-900	00109 CITY UTILITIES	202224		49.06	WATER-WW CHARGES	002793	P	- A
275	SEWER SERVICE	1,200.00	0.00	58.33	653.33	546.67	54	-----
M-123122-900	00109 CITY UTILITIES	202224		40.80	WATER-WW CHARGES	002793	P	- A
M-123122-900	00109 CITY UTILITIES	202224		17.53	WATER-WW CHARGES	002793	P	- A
276	LANDFILL	500.00	0.00	32.00	448.00	52.00	89	-----
J-123122-945	DECEMBER JOURNAL ENTRIES JE 247			32.00	DUMPSTER CHARGES-DEC 22			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	146,833.00	0.00	14,540.99	124,552.29	22,280.71	84	-----

CAPITAL OUTLAY

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	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	621.29	41,352.81	11,647.19	78	-----
M-120522-916	.11785 CENTER POINT LARGE PRI	202211	Schmidt	47.94	LARGE PRINT BOOKS		-	A
M-120522-916	.18997 AMZN MKTP US HW7LN1070	202211	Dobrovolny	10.95	BOOK		-	A
M-120522-916	.11785 CENTER POINT LARGE PRI	202211	Schmidt	47.94	LARGE PRINT BOOKS		-	A
M-120522-916	.19012 AMZN MKTP US HI7804JS0	202211	Dobrovolny	41.10	BOOKS		-	A
M-120522-916	.19013 AMZN MKTP US HB3U79TP2	202211	Dobrovolny	16.55	BOOK		-	A
M-120522-916	.19014 AMZN MKTP US HB7AU2K01	202211	Dobrovolny	11.16	BOOK		-	A
M-120522-916	.19028 AMZN MKTP US H23IE4MR1	202211	Dobrovolny	9.99	BOOK		-	A
M-120522-916	.19030 AMZN MKTP US H089Y6M32	202211	Dobrovolny	5.99	BOOK		-	A
D-121222-902	03137 CENGAGE LEARNING INC/GAL	067762	842/880/545	95.96	BOOKS	023653 P	-	A
M-123022-966	.19059 AMZN MKTP US 652Z89I23	202212	Dobrovolny	28.24	BOOKS		-	D
M-123022-966	.19067 AMZN MKTP US PG6WL09X3	202212	Dobrovolny	35.94	BOOKS		-	D
M-123022-966	.19068 AMZN MKTP US S50VM0XW3	202212	Dobrovolny	20.84	BOOKS		-	D
M-123022-966	.19075 AMZN MKTP US 256I96P03	202212	Dobrovolny	6.38	BOOKS		-	D
M-123022-966	.19082 AMZN MKTP US NM4P40TN3	202212	Dobrovolny	14.99	BOOKS		-	D
M-123022-966	.19093 AMZN MKTP US AS4XX1DM3	202212	Dobrovolny	81.54	BOOKS		-	D
M-123022-966	.19095 AMZN MKTP US 6N0BB3EY3	202212	Dobrovolny	130.81	BOOKS		-	D
M-123022-966	.19097 AMZN MKTP US 5R3DD03F3	202212	Dobrovolny	14.97	BOOKS		-	D
342	AV - CAPITAL	13,500.00	0.00	853.26	8,986.59	4,513.41	66	-----
M-120522-916	.19026 AMZN MKTP US H28Q51C82	202211	Dobrovolny	19.59	DVD		-	A
D-121222-902	04785 MIDWEST TAPE	067811	403/014/571	597.85	AV	023652 P	-	A
M-123022-966	.19054 AMZN MKTP US S40HZ3XS3	202212	Dobrovolny	15.98	DVD'S		-	D
M-123022-966	.19058 AMZN MKTP US H34086303	202212	Dobrovolny	58.81	DVD'S		-	D
M-123022-966	.19064 AMZN MKTP US 3Z4745SU3	202212	Dobrovolny	140.34	DVD'S		-	D
M-123022-966	.19090 KINDLE SVCS RF1JQ4MX3	202212	Dobrovolny	4.25	DIGITAL BOOK		-	D
M-123022-966	.19094 KINDLE SVCS	202212	Dobrovolny	4.25	DIGITAL BOOK REFUND		-	D
M-123022-966	.19095 AMZN MKTP US 6N0BB3EY3	202212	Dobrovolny	8.80	DVD'S		-	D
M-123022-966	.19100 AMZN MKTP US HZ8ZO70E1	202212	Dobrovolny	11.89	DVD		-	D
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	1,474.55	73,983.76	9,516.24	88	-----
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	58,815.52	723,160.28	138,238.72	83	-----
TOTAL:	GENERAL FUND	861,399.00	0.00	58,815.52	723,160.28	138,238.72	83	-----

Director's Report – January 2023

Weather Closings-Due to some extreme inclement weather, the library has been closed more than usual. On December 22 and 23, the library was closed due to dangerously cold temperatures and for a snow emergency on Tuesday, January 3. I also made the decision to close at 5pm instead of 8pm around some of these weather events. Though we try to close as infrequently as possible, we want to make sure our staff are able to safely get to and from work, but also do our part in encouraging folks to stay home when there are dangerous weather conditions. Hopefully, the rest of our winter weather is less extreme! When the library is closed due to weather, the staff have multiple options for their time including using vacation time and making up the missed time within the same pay period.

Long-time Volunteer-Delores Nelson “retired” from her volunteer position at the library after more than 25 years of service. She faithfully showed up at the library and was willing to take on a wide variety of projects with a smile. We will miss her kindness and her sense of humor. We recognized Delores on our social media pages and she received lots of kind words from the community.

Friends of the Library-The Friends will host a book sale from Thursday, January 12 through Sunday, January 15. Thursday evening will be open to members only. This has been a popular perk that Friends members have enjoyed. The library has donated some of our weeded materials to the Friends to add to their sale. Back issues of the library's magazines will also be for sale during this time.

The Friends hosted a new event last week: First Friday Coffee. The Friends purchased a Keurig machine and supplies to offer coffee at the library once per month. This is also a great opportunity for members to interact with the public and inform them on how the Friends help the library. At the first coffee, they had 8 new or renewed memberships! This event will be hosted on alternating months by the Foundation board members.

Closed on Martin Luther King Jr. Day-The library will be closed on Monday, January 16 for staff training. The staff appreciate this opportunity to gather as a big group for training and team building. We will have some guest presenters during the day including the City Manager, the HR Director, Yankton Police, and Jesse Bailey from Pathways. I will let the Board members know our tentative schedule for the day. We would love to have you join us for any part of the day if you are able to make it work! This would count towards our live training hours for the library accreditation process. 😊

Building Updates-The library water fountain now has the addition of a bottle filler. I think this will be a popular new feature. We have also replaced our “people counter” on the south entrance so we can get a more accurate count on the number of individuals that enter our building throughout the year. The library will be looking for bids soon for our roof replacement with the hopes of getting that project done this spring or early summer!

Weeding and Reorganizing-As always, the library is challenged with limited space. Our collection has some (many!) areas that are quite crowded. Staff are working on weeding projects to remove items from the collection that are outdated, not circulating and in poor condition to make more room. We are discussing ways to reorganize some of our shelving and collections to make the best use of our space. One of the options is using the shelf currently used for magazines. There are fewer and fewer magazines being published in paper format and our magazine collection has decreased significantly over the last couple of years. We are planning to reuse that shelf to help spread out our graphic novels section. Watch for changes coming soon!

Year-End Financials-The financial reports in your packet are preliminary. The Finance office will continue to work on posting the transactions for December and will put out a more detailed year-end report at the end of January. We will include these reports in the next board packet.

Next Meeting-The next regularly schedule Library Board meeting will be on Wednesday, February 15 at 5:30pm. We will be meeting in the library meeting room with the option to attend virtually.

December 2022 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Christmas Coloring Pages	1-Dec	3:45 PM	15	8
Winter Wonderland Workshop	9-Dec	3:45 to 4:30	12	6
Movie Snow Buddies	18-Dec	3:45 PM	2	1
Maker Day	28-Dec	1:00 PM	6	3
Total:			35	18

Storytime	Date	Time	Kids	Adults
Pie Storytime	1-Dec	10:00 AM	7	4
Winter Storytime	5-Dec	6:30 PM	7	4
	6-Dec	10:00 AM	6	4
	8-Dec	10:00 AM	8	3
Total:			28	15

	Date	Time	Kids	Adults
Stay and Play	6-Dec	6:30 PM	0	0
	7-Dec	9-11 am	3	3
	13-Dec	6:30 PM	0	0
	14-Dec	9-11am	5	3
	20-Dec	6:30 PM	0	0
	21-Dec	9-11 am	8	3
	27-Dec	6:30 PM	0	0
	28-Dec	9-11am	4	2
Total:			20	11

Teen Events	Date	Time	Teens
TAB Meeting	7-Dec	4:00 PM	3
T-Shirt Bag Craft	14-Dec	3:45 PM	5
Teen Take Apart	28-Dec	3:45 PM	3
Total:			11

Adult Programs	Date	Time	Adults	Virtual
Author Talk/Self-Publishing	17-Dec	2:00 AM	7	2
Total:			9	2

Video Views for Previous Month	Date	Video Views
Estate Planning 101: Part 2	29-Nov	25
25		

Book Clubs	Date	Time	Adults
Readers Anonymous	13-Dec	2:00 PM	6
Total:			6

Family Events:	Date	Time	Kids	Adults
Board Games & Wii	27-Dec	1:00 PM	2	4
Craft Buffet	29-Dec	1:00 PM	7	3
Noon Year's Eve	30-Dec	11:00 AM	30	14
Total:			39	21

December 2022 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	3963	6,634	5,488
Juvenile	3553	3,746	2,704
Total	7,516	10,380	8,192

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	3989	4,638	3,628
Juvenile	3127	3,716	2,647
Total	7,116	8,354	6,275

Interlibrary Loan			
	2022	2021	2020
Requested	58	96	61
Supplied	17	18	28
Total	75	114	89

Electronic Resources			
	2022	2021	2020
OverDrive Adult	1866	1,882	1,771
OverDrive Juvenile	245	NA	NA
TumbleBooks	181	30	57
Total	2292	1,912	1,828

Adult Outreach			
	2022	2021	2020
Locations	9	7	6
Patrons	43	36	14
Circulations	147	129	88

Daycare Outreach			
	2022	2021	2020
Locations	4	4	4
Patrons	46	46	40
Circulations	120	77	40

Current Cards			
	2022	2021	2020
Resident	3537	3,272	4,141
Non-Resident	202	196	219
Mount Marty	12	15	36
Teacher	37	41	53
Yankton County	777	768	931
Total	4565	4,292	5,380

New Cards			
	2022	2021	2020
Resident Adult	30	28	NA
Resident Youth (<18)	4	5	NA
County	2	8	20
County (Households)	1	8	20
Non-resident	1	2	4
Non-resident (households)	1	2	NA

30 Day Trial Cards			
	2022	2021	2020
In-Town New	5	8	7
County -New	0	0	1
County-Renewal	0	0	7
Nonresident-New	0	0	0
Nonresident-Renewal	0	0	0
Online Signup	2	NA	NA
Total	7	8	15

Book a Librarian			
	2022		
Time (minutes)	75		
Number of Sessions	5		

Public Computer Use			
	2022	2021	2020
Uses	451	461	125
Hours	288	232	58

WiFi Usage			
	2022	2021	2020
Sessions	301	891	541
Total Session Hours	325	1,225	947
Unique Users	132	246	116

Meeting Room Use			
	2022	2021	2020
Library Uses	26	24	0
Library Hours	58	39.5	0
Non-Library Uses	12	22	0
Non-Library Hours	19	35.5	0

Study Room Use			
	2022	2021	2020
Uses	17	15	0
Hours	32	35.0	0.0

Notary			
	2022	2021	2020
Requests	NA	3	0

Proctor			
	2022	2021	2020
Tests	7	3	4

Genealogy Requests			
	2022	2021	2020
Patrons	3	3	1
Hours	2	1.5	2

*Microfilm out to be digitized.

Teacher Requests			
	2022	2021	2020
Patrons	0	0	2

Courier			
	2022	2021	2020
Total Incoming	99	124	113
Total Outgoing	105	136	112
Total	204	260	225

Collection			
	2022	2021	2020
Items Added	306	365	433
Items Deleted	393	410	117
TOTAL COLLECTION	84,801	82,988	81,080

Curbside Pick-Ups			
	2022	2021	2020
	11	25	631

Food For Fines			
	2022	2021	2020
	106	42	85

Library Photography and Video Policy

Yankton Community Library (YCL) strives to maintain a **safe, inviting, comfortable, clean 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.

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 copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted and may be subject to legal action by the copyright holder.
- 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 the right to privacy of any patron or staff member
- 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 YCL staff and patrons of YCL facilities;
 - YCL 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 to Enforce Compliance with Policy

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 to:

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

Rules of Conduct Patron Behavior Policy

Yankton Community Library (YCL) ~~The YCL~~ strives to maintain a safe, **inviting, comfortable, clean** ~~encouraging, non-threatening~~ environment for all **library users** ~~patrons~~. ~~All public nuisance laws, nonsmoking facility and public intoxication, and criminal activities as per South Dakota Codified Law will be strictly enforced by local law enforcement officers.~~ **The Rules of Conduct are** ~~This policy is~~ enforced on all YCL property, inclusive of the interior facilities, grounds and parking lot. All **library users** ~~patrons~~ are expected to behave in a civil, respectful manner to staff, ~~peers,~~ and other **library users**. ~~patrons~~.

Conduct not allowed on library property: ~~Reasons for asking patrons to leave the premises include, but are not limited to the following:~~

1. **Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.**
2. ~~Verbal abuse, including profanity, bullying, hate language, and name calling~~
3. ~~Harassment or intimidation by words, gestures, body language or any type of menacing behavior~~
4. ~~Physical abuse of other **library users** patrons or staff~~
5. **Inappropriate use** ~~Physical abuse of grounds, furniture or equipment~~
6. ~~Carrying firearms and dangerous weapons of any type, unless authorized by law~~ ***Ask Ross for appropriate wording per Chief Foote.**
7. ~~Illegal activities~~
8. ~~No proper attire shirt and shoes are required.~~ **7. Being in the Library barefoot, without a shirt, or being otherwise attired to be disruptive to the Library environment.**
9. ~~Offensive body odor~~
10. ~~Excessive loudness, or extreme outbursts~~ **or disruptive noises.**
11. ~~Not actively supervising children under the age of six (6) years~~
12. ~~Abuse of library rules/policies or general loitering~~
13. **Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).** ~~Skateboarding~~
14. **Smoking, chewing and other tobacco use** ~~inside facility or in entrances~~ including vaping and e-cigarettes
15. ~~Public intoxication~~ **Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.**
16. ~~Lying down or sleeping~~
17. ~~Blocking aisles, exits, or entrances~~
18. ~~Leaving possessions unattended~~
19. ~~Bringing pets or animals, other than service animals necessary for disabilities, into the Library.~~
20. **Trespassing in non-public areas, being in the Library without permission of an authorized Library employee before or after Library hours.**

~~Based upon the circumstances of each incident, Staff may elect to impose any of the following restrictions upon the offender:~~

- 1 ~~Offender restricted from using a part of the facility/equipment/service for the remainder of current day, with restrictions provided to the offender both verbally and in writing if and when possible;~~

- ~~2—Offender directed to leave the library for one (1) week, both verbally and in writing if and when possible;~~
- ~~3—Offender escorted out of library by local law enforcement with no admission for one (1) month, both verbally and in writing if and when possible~~
- ~~4—Offender banned for amount of time determined by director, City Manager, and City Attorney;~~
- ~~5—Extreme incident: Offender removed by police with no further admittance to library until further action is decided by Director, City Manager, City Attorney, and/or police. Options may include permanent ban from Library.~~

Food and Beverages

Beverages in containers with lids are permitted in all areas of the Library. Food items must be consumed in seating areas and are not permitted near computers or library materials. Trash should be disposed of properly.

Cell phones and personal devices

These items should be set to silent/vibrate when in the library. Headphone/earbuds should be used if viewing videos or playing games. Phone conversations should be short and discreet or taken outside of the library.

Library staff has the authority and responsibility to enforce ~~these rules~~ ~~this policy~~ as they see fit. Enforcement of these rules will be conducted in a fair and reasonable manner. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Notice of "no trespass" will be issued in cases of criminal offense. Individuals have the right to request an administrative review of an exclusion order that is for a period greater than seven days. ~~to ensure the safety and enjoyment of all guests.~~ Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. ~~If patrons are asked to leave the library, documentation shall be given to the Library Director and City manager. Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action form at the conclusion of each incident. Staff should never use physical force or abusive words in patron confrontations.~~

Yankton Community Library • January 2023

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

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

Yankton Community Library • February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 Stay & Play 9—11 am TAB Meeting 4 pm	2 Ms. Judi Storytime 10 am LEGO Club 3:45 pm	3 1st Friday Coffee w/ Library Foundation 9 am—12 pm	4	
5	6 Spanish Bilingual Storytime 6:30 pm	7 Storytime 10 am Stay & Play 6:30 pm	8 Stay & Play 9—11 am Library Board Meeting 5:30 pm	9 Storytime 10 am K-5 Craft 3:45 pm Butter Making with the Mead	10	11	
12	13 Storytime 6:30 pm	14 Storytime 10 am Stay & Play 6:30 pm	15 Stay & Play 9—11 am Teen Craft 3:45pm Adult Craft 6 pm	16 Storytime 10 am Movie 3:45 pm	17 Teen After Hours 5:30-8:30 pm	18	
19	20 Presidents' Day Library Closed	21 Storytime 10 am Stay & Play 6:30 pm	22 Stay & Play 9—11 am	23 Storytime 10 am K-5 STEAM 3:45 pm	24	25	
26 Hygee 2—4pm	27 Storytime 6:30 pm	28 Storytime 10 am Stay & Play 6:30 pm	 YANKTON COMMUNITY LIBRARY <small>BOOKS ARE JUST THE BEGINNING</small> 515 Walnut St. 605-668-5275		http://library.cityofyankton.org Email: library@cityofyankton.org Fall/Winter Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun 1-5p		Food for Fines: Soap

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