YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 9, 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 July 12, 2023 minutes

Public Comment Period
- **Robert Byrnes**

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business: None

New Business:
- **Summer Reading Summary**
- **Proctor policy**

Other Business:

Public Comment Period

Adjourn the meeting of August 9, 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, July 12, 2023, 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 Sue Otterman, David Koerner, Jean Huff, Mary Pat Bierle, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Ryan Heine. Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny.

Additions to the Agenda: None

Approval of June 14, 2023 minutes: Webber made a motion to approve the June 14, 2023 minutes with a second by Otterman. Unanimous approval.

Public Comment Period: Mechtenberg gave a reminder of decorum to be recognized during public comment period, including a 3-minute limit per person.

Steve/Tracy Huff spoke in support of display/materials

Jan Hausman spoke in support of library collection

Jeff Otterman spoke against book bans

Terry Winter repeated the support of previous speakers and spoke against book bans

Bernie Hunhoff spoke in support of library /against book bans

Lola Harens spoke in support of library and pointed to the policy that materials are chosen using professional resources and that there is a process for objections

A letter from Robert Byrnes opposing pride materials in library was read by City Manager Amy Leon

Stacey Nickels spoke in opposition to pride display to protect children

Jodi Broders wants a compromise with an age restricted area

Abigail Benson thanks to library for inclusion

Tonya Ferrell spoke in support of library's policies and collection

Discussion of bills/Accept Financial Report: Schmidt noted that roof replacement bids were planned to go out at the beginning of August with a hope for project completion by November 2023. Schmidt reported that $625 was distributed to the Mead and the Yankton Community Library Foundation for proceeds from the Cemetery Walk. A recent ALA grant paid for the majority of Schmidt's conference fees and travel expenses to attend the ALA Conference in Chicago. Webber made a motion to approve the financial report with a second by Otterman. Unanimous approval.

Communications and correspondence: A note of thanks was received from Joyce Jefferson after her Juneteenth presentation at the library.

Director's Report: In addition to the written report, Schmidt reported a significant increase in library traffic from May to June. Schmidt reminded about upcoming library events including Starr Chief Eagle performing at the Riverside Park amphitheater with a rain location of the City Hall gym on Monday, July 17 as well as the summer reading wrap-up party at Riverside Park on Monday, July 31. The library received a grant from ALA Community Connect which will provide 5 laptops, 5 hotspots and service for one year to be checked out to library patrons. There is a part-time position that is open until filled. The Summer Reading fundraiser sponsored by Ben's Brew Station raised over $700.

Old Business: None

New Business
- **Fax Policy:** A motion was made by Webber to accept the revised fax policy as presented with a second by Huff. Unanimous approval.

Adjourn Sine Die: A motion was made by Webber to adjourn sine die at 6:15 with a second by Koerner. Unanimous approval.

Call to Order: Library Director Dana Schmidt called the meeting to order at 6:15pm.

Election of Officers: Webber made a motion to approve the slate of officers of Koerner as president and Otterman as vice president and to cease nominations with a second by Mechtenberg. Unanimous approval.

Other Business: Board and library director commended Mechtenberg for her services as board president.

Public Comment Period: No comments.

Adjourn the meeting of July 12, 2023: Mechtenberg made a motion to adjourn the meeting at 6:20 pm with a second by Huff. Unanimous approval.

Director's Report—August 2023

Summer Reading: We just wrapped up another fantastic Summer Reading Program at YCL! It was a jam-packed summer with the library offering 99 programs for all ages during June and July! There was a total of 3,420 in attendance at our programs which included crafts, LEGOs, performers, engaging activities, presenters and more! Not only did the library offer fun and free activities for community members and visitors, but creating fun and positive experiences at the library can also lead to children becoming life-long readers and library users. With a huge amount of generosity and support from business and individuals in the community, the library was able to give away over 100 prizes to participants that logged their reading and activities throughout the summer. There were 180,230 minutes (youth) and 1,953 books (teens and adults) logged this summer! The library staff were rock stars again this year as they put on program after program and engaged with library users to promote the programs and encourage reading all summer long (along with keeping all the normal library business running smoothly)!

Community Conversations: As part of the ALA's accessibility grant that we were awarded, the library hosted two community conversations in early August. There is also an online and paper survey available through the end of August to receive feedback from community members about the general accessibility of our building and about the proposed projects which include adding automated doors to the east entrance and making improvements to the accessible bathroom. The library is partnering with South Dakota Rehabilitation and Yankton's building official to complete the projects.

Library Card Sign-Up Month: September is Library Card Sign Up Month. The staff are working on ways to encourage new library users to get a library card and highlighting all the awesome things that come along with having a library card.

Dog Days of Summer: In celebration of the dog days of summer, the library is partnering with the Heartland Humane Society (HHS) to offer a doggie meet and greet on Monday, August 7 from 9:30-11:30. Then at 12pm, Verna Boyd, from the SD Humanities Council, will share *How Dogs Have Shaped SD Life*. The library also has a dog themed display with a poster of dogs that are available for adoption at HHS. Thank you to HHS for this fun partnership!

Therapeutic Writing Group: The therapeutic writing group, led by Licensed Professional Counselor, Keley Smith-Keller, Ed.D will focus on finding purposeful and intentional use of life-based writing to further emotional well-being. By working through a series of prompts, participants will work to make sense of their thoughts and experiences and organize them in a meaningful way. The act of journaling can help you recognize patterns in thoughts, feelings, and behavior and may enhance your mood and physical well-being.

Costume Swap: We will again be offering a Halloween Costume Swap at the library in early October. Participants can drop of gently used costumes during the week of September 25-30. The swap will take place on October 7 & 8. We offered this swap for the first time in 2022 with a tremendous amount of positive feedback from participants. Last year we took in over 100 items and ended the swap by opening it up to all for remaining items. We hope to see this program grow this year!

JULY 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	July 6	2:00 PM	27	9
Binary Code Craft	July 12	2:00 PM	15	5
Lego Club	July 13	2:00 PM	30	10
Rainbow of Kindness	July 18	2:00 PM	14	4
Bubble Program	July 19	2:00 PM	56	18
Lego Club	July 20	2:00 PM	9	4
Craft Buffet	July 25	2:00 PM	11	4
Park Rangers	July 26	2:00 PM	24	9
Lego Club	July 27	2:00 PM	15	10
		Total:	201	73

Storytime	Date	Time	Kids	Adults
Movement Storytime	July 6	10:00 AM	7	4
Friendship	July 11	10:00 AM	8	4
	July 13	10:00 AM	7	5
Nature	July 18	10:00 AM	24	8
	July 20	10:00 AM	6	2
Happiness	July 25	10:00 AM	27	8
	July 27	10:00 AM	12	6
		Total:	91	37

	Date	Time	Kids	Adults
	July 5	9-11 AM	6	4
Stay and Play	July 12	9-11 AM	13	6
	July 19	9-11 AM	16	7
	July 26	9-11 AM	4	8
		Total:	39	25

JULY 2023 PROGRAM STATISTICS			
Teen Events	**Date**	**Time**	**Kids**
Book Tasting	July 6	3:30 PM	4
Friendship Bracelets	July 13	3:30 PM	4
Splatter Art	July 20	3:30 PM	5
After Hours	July 26	5:30-8:30 PM	22
Thubmprint Self Portrait	July 27	3:30 PM	6
		Total:	**41**

Adult Programs	**Date**	**Time**	**Adults**	**Virtual**
First Friday Coffee	July 7	9 AM-12 PM	8	NA
Movie: Are You There God...	July 8	2:00 PM	17	N/A
Seed Library	July 11	10:00 AM	12	1
Seed Library	July 11	6:00 PM	10	1
Theraputic Writing Group	July 15	10:00 AM	4	NA
Adult Craft	July 18	6:00 PM	13	**NA**
		Total:	**64**	**2**

Video Views for Previous Month	**Date**	**Video Views**
Flash Mob Dance	June - July	1017
Drones 101	6/28	11
Sarah Campbell	6/19	45
Seed Lib	6/13	7
	Total:	**1080**

Book Clubs	**Date**	**Time**	**Adults**
Readers Anonymous	July 11	2:00 PM	6
Between The Lines	July 25	4:30 PM	5
		Total:	**11**

JULY 2023 PROGRAM STATISTICS				
All Ages Events	**Date**	**Time**	**Kids**	**Adults**
July Scavenger Hunt	All July	na	95	NA
Family Time Capsule	July 5	2-5:30 PM	9	5
Board Games	July 7	2:00 PM	3	
Dino O'Dell	July 10	6:00 PM	32	30
Ferdinand Movie	July 11	2:00 PM	2	2
Flash Mob Dance	July 12	3:30 PM	4	3
Mario Kart	July 14	2:00 PM	26	13
Starr Chief Eagle	July 17	6:00 PM	60	131
Board Games	July 21	2:00 PM	3	2
Brent Allan	July 24	6:00 PM	55	25
Movie: Moana	July 28	2:00 PM	3	3
Wrap-Up Party	July 31	5-7 PM	125	75
	Total:		**417**	**289**

Other		**Time**	**Kids**	**Adults**
Calvary Kids	July 3	10:30-11:45 am	13	2
Calvary Kids	July 10	10:30-11:45 am	27	2
Calvary Kids	July 17	10:30-11:45 am	24	3
Calvary Kids	July 24	10:30-11:45 am	27	3
Tommy the Turtle	July 25	3:00 PM	11	8
Calvary Kids	July 31	10:30-11:45 am	24	2
	Total:		**126**	**20**

Teen Volunteers	**Hours**	**Active Volunteers**
Month of June	51	12
Total:	**51**	**12**

JULY 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	**2022**	**2021**
Adult	7,156	7,374	6,809
Juvenile	8,733	6,943	5,531
Total	**15,889**	**14,317**	**12,340**
*Includes physical collection, ILL, and eBooks			

Physical Collection Circulation			
	2023	**2022**	**2021**
Adult	4,775	5,072	4,642
Juvenile	8,387	4,398	5,524
Total	**13,162**	**9,470**	**10,166**

Interlibrary Loan			
	2023	**2022**	**2021**
Requested	101	105	103
Supplied	15	31	20
Total	**116**	**136**	**123**

Electronic Resources			
	2023	**2022**	**2021**
OverDrive Adult	2,265	2,166	2,044
OverDrive Juvenile	335	373	NA
TumbleBooks	11	6	7
Total	**2,611**	**2,545**	**2,051**

Adult Outreach			
	2023	**2022**	**2021**
Locations	10	7	4
Patrons	44	38	10
Circulations	154	136	69

Daycare Outreach			
	2023	**2022**	**2021**
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Current Cards			
	2023	**2022**	**2021**
Resident	4078	3,418	4,282
Non-Resident	227	189	241
Mount Marty	19	9	37
Teacher	45	37	54
Yankton County	842	744	985
Total	**5,211**	**4,397**	**5,599**

Public Computer Use			
	2023	**2022**	**2021**
Uses	595	525	475
Hours	363	305	246

WiFi Usage			
	2023	**2022**	**2021**
Sessions	1010	252	1,206
Total Session Hours	1070	200	913
Unique Users	290	132	281

Meeting Room Use			
	2023	**2022**	**2021**
Library Uses	40	36	38
Library Hours	73.5	84	72
Non-Library Uses	28	13	6
Non-Library Hours	38.5	17	10

Study Room Use			
	2023	**2022**	**2021**
Uses	30	28	30
Hours	87	48.5	56

Notary			
	2023	**2022**	**2021**
Requests	n/a	2	3

Proctor			
	2023	**2022**	**2021**
Tests	3	8	7

Genealogy Requests			
	2023	**2022**	**2021**
Patrons	0	1	0
Hours	0	1	0

Teacher Requests			
	2023	**2022**	**2021**
Patrons	0	0	1

Courier			
	2023	**2022**	**2021**
Total Incoming	129	127	131
Total Outgoing	164	150	102
Total	**293**	**277**	**233**

JULY 2023 USAGE & CIRCULATION STATISTICS

New Cards			
	2023	**2022**	**2021**
Resident Adult	49	59	60
Resident Youth (<18)	7	16	5
County	14	14	63
County (Households)	13	10	47
Non-resident	4	3	11
Non-resident (households)	4	3	9
Total New Cards	**74**	**92**	**139**
Total New Households	**17**	**13**	**56**

30 Day Trial Cards			
	2023	**2022**	**2021**
In-Town New	0	2	6
County -New	0	3	4
County-Renewal	0	3	2
Nonresident-New	1	0	0
Nonresident-Renewal	0	0	0
Online Signup	0	0	0
Total	**1**	**8**	**12**

Door Counts	
East entry	3,968
South entry	6,141
Total	**10,109**

Collection			
	2023	**2022**	**2021**
Items Added	229	437	571
Items Deleted	168	214	220

Curbside Pick-Ups			
	2023	**2022**	**2021**
	7	24	37

Food For Fines			
	2023	**2022**	**2021**
	72	109	38

Book a Librarian			
	2023	**2022**	**2021**
Time (minutes)	130	155	NA
Number of Sessions	5	7	NA

Summer Reading Registration			
	2023	**2022**	**2021**
	534	568	393

Pass Checkouts			
	2023	**2022**	**2021**
State Park Pass	6	NA	NA
Mead Museum Pass	3	NA	NA
Summit Pass	7	NA	NA
Huether Pass	100	NA	NA

Yankton Community Library • August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING 515 Walnut St. 605-668-5275 http://library.cityofyankton.org Email: library@cityofyankton.org		1	2 **Stay & Play 9—11 am**	3 LEGO Club 3:45pm Community Conversations 6:30 pm	4 **1st Friday Coffee 9am—12pm** Community Conversations 10 am	5
6 **Library Closed**	7 Dog Days of Summer Dog Meet & Greet 9:30am-11:30am How Dogs Have Shaped SD Life 12 pm	8 **Seed Library 2 pm & 6 pm**	9 **Stay & Play 9—11 am** **Library Board Meeting 5:30 pm**	10 **Board Games 3:45pm** Wild About Flowers 6 pm	11	12 **Therapeutic Writing Group 10 am** Movie: *Book Club: The Next Chapter* 2pm
13 **Library Closed**	14 Special Storytime with author 10 am Medicaid Expansion 1-4 pm	15	16 **Stay & Play 9—11 am** Who Lived in that House? 6pm *	17 LEGO Club 3:45pm	18	19 Riverboat Days **Library Closed** *Visit YCL booth at the park 12-4pm*
20 **Library Closed**	21	22	23 **Stay & Play 9—11 am**	24 Movie: *Beethoven* 3:45pm	25	26
27 **Library Closed**	28	29	30 **Stay & Play 9—11 am**	31 LEGO Club 3:45pm	**Summer Hours:** Mon-Tues, 9a-8p; Wed-Sat, 9a-5p; Sun Closed	**Food for Fines: Peanut Butter & Jelly**

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

Yankton Community Library • September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING 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: Pancake Mix*		1 **1st Friday Coffee 9am—12pm**	2 **Friends of the Library Book Sale 9am—1pm**
3 **Library Closed**	4 **Labor Day Library Closed**	5 *Fall Hours Begin* Storytime 10 am **Stay & Play 5-7 pm**	6 **Stay & Play 9—11 am** Who Lived in that House? 6pm *	7 **Storytime 10 am** LEGO Club 3:45 pm	8	9
10	11 **Storytime 6 pm**	12 Storytime 10 am Seed Library 2 pm & 6 pm **Stay & Play 5-7 pm**	13 **Stay & Play 9—11 am** **Library Board Meeting 5:30 pm**	14 **Storytime 10 am** K-5 Craft 3:45 pm	15	16 **Therapeutic Writing Group 10 am** Outdoor Movie 7:30 pm
17	18 **Storytime 6 pm**	19 Storytime 10 am Adult Craft 6 pm* **Stay & Play 5-7 pm**	20 **Stay & Play 9—11 am** Teen Time 3:45pm	21 **Storytime 10 am** K-5 STEAM 3:45 pm	22	23
24	25 **Storytime 6 pm** *Costume Swap Drop-off*	26 Storytime 10 am Stay & Play 5-7 pm *Costume Swap Drop-off*	27 **Stay & Play 9—11 am** *Costume Swap Drop-off*	28 Storytime 10 am Movie 3:45 pm *Costume Swap Drop-off*	29 *Costume Swap Drop-off*	30 *Costume Swap Drop-off*

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

Proctor Policy for Yankton Community Library
Effective 1/1/19

The Yankton Community Library (YCL) has a commitment to support lifelong learning. The library offers proctoring services to help facilitate this goal. The staff at the Yankton Community Library strives to meet the needs of the students and academic institutions to support continued education. This service is based on the availability of personnel, facilities and technology to do so. While the test proctoring service is available to all patrons, the library reserves the right to limit or deny this service. As such, the following requirements are set out:

Student Responsibilities:

Make initial contact with ~~the Circulation Manager~~ YCL's proctoring coordinator to set up proctor services, including providing student contact information and class details.

Have an active library card with Yankton Community Library.

Make arrangements with the academic institution to set up the proctoring process, including sharing this policy with the institution or teacher.

Schedule test times *at least* 24 hours in advance. Failure to do so may result ~~in the library ending the proctor agreement.~~ in the inability of the library staff to accommodate the request.

Provide a valid driver's license or photo ID for verification of identity prior to *each exam*.

Arrive prepared with the necessary supplies to take the exam, which may include student ID number, passwords, & laptop.

While there is no charge for the proctoring service, students are responsible for any fees acquired for printing, scanning, faxing or mailing exam as required by the professor.

Costs:
Printing: $.10 per page   Faxing: $1.00 per page
Scanning to email by YCL staff: $3.00 per exam   Mailing: Postage plus $1

Library guidelines:

Though students will test in areas visible to library staff, there will **not** be someone in the same room to continuously monitor the student during testing.

Testing must be done during library business hours.

Any items that are not necessary or allowed for testing including cell phones, smart watches, books, notes, backpacks, etc. will be held at the circulation desk during testing.

Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials, including reporting any suspected academic dishonesty.

The library will try to provide quiet areas for testing, but because of other library activities, silence is not guaranteed.

The ~~Circulation Manager~~ proctoring coordinator will be the main contact for students and academic institutions, but other library supervisors may assist the student in scheduling or starting exams.

If this policy does not meet the student's needs or the academic institutions requirements, arrangements should be made for another testing facility.