

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, January 12, 2022, 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 1, 2021 minutes

Public comment period

Discussion of bills/Accept financial report

Communications and correspondence

Director's report

Old Business

- **Update on accreditation**
- **Privacy of Patron Records Policy**
- **Library Card Policy**
- **Display of Items Policy**
- **Computer & Internet Policy**

New Business

Other Business:

Public Comment Period

Adjourn the meeting of January 12, 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 SPECIAL BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

Wednesday, December 1, 2020, 5:30 pm

Virtual Meeting – GoToMeeting interface and physical location in the Quiet Room

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

Approval of November 9, 2021 minutes: Webber made a motion to approve the November 9, 2021 with a second by Huff. Unanimous approval.

Public Comment Period: none

Discussion of Bills/Financial Report: Schmidt reported that due to the early meeting date the December financial reports were not completed. Dobrovolny will include December reports with the January packet.

Communications and Correspondence: Schmidt shared a thank you note from a patron praising the staff for their service.

Director's Report: Schmidt will be out for maternity leave starting on 12/6 for approximately eight weeks. Dobrovolny will be in charge in her absence. Upcoming events include a series of four Adulting 101 programs and Hygge Sundays. We have been invited to speak with several local organizations about library services. Schmidt and Dobrovolny have prepared a Library Show and Tell program that highlights materials and services beyond print books.

Old Business:

- **Update on accreditation requirements:** Application has been submitted at exemplary status level.
- **Donation & Gift Policy revised:** Finalized version as approved at last meeting included in packet.
- **Computer & Internet Policy:** Referred to City Attorney DenHerder for clarification.
- **Privacy of Patron Records Policy:** Motion to approve with updates by Klimisch with second by Koerner. Unanimous approval.

New Business

- **Library Card Policy:** Motion to approve with updates by Tielke with second by Webber. Unanimous approval.
- **Display of Items Policy:** Motion to approve with updates by Webber with second by Huff. Unanimous approval.
- **December regular meeting:** Motion to cancel regular December meeting by Klimisch with second by Huff. Unanimous approval.

Other Business: Mechtenberg thanked the board members for their input on Schmidt's review and noted that it would be completed with the City Manger in the new year.

Public Comment Period: None

Adjourn the meeting of December 1, 2001: Huff made a motion to adjourn the meeting at 6:30 pm with a second by Webber. 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					
ADVANTAGE ARCHIVES LLC MICROFILM SCANNING	63,410.00	COVID EXPENSE	101.142.255	34269	022482 P	369 00001
BERING SALES NAME BADGES	48.00	OFFICE SUPPLIES	101.142.232	1380	022292 P	369 00002
POSTAGE	6.09	POSTAGE	101.142.231	1380	022292 P	369 00003
	54.09	*VENDOR TOTAL				
CENTRAL LIBRARY BOOK NOT RETURNED	21.99	PROFESSIONAL SERVICES	101.142.202	11.23.21	022295 P	369 00004
CITY UTILITIES WATER-WW CHARGES	80.56	WATER SERVICE	101.142.274	11.30.21	002793 P	368 00001
WATER-WW CHARGES	45.22	SEWER SERVICE	101.142.275	11.30.21	002793 P	368 00003
SPRINKLING WATER USAGE	135.61	WATER SERVICE	101.142.274	11.30.21	002793 P	368 00005
	261.39	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	100645	022294 P	369 00005
MIDAMERICAN ENERGY FUEL	12.50	FUEL-HEATING	101.142.273	11.30.21	002794 P	368 00006
MIDWEST TAPE AV	248.40	AV - CAPITAL	101.142.342	378479417284	022293 P	369 00006
NORTHWESTERN ENERGY ELECTRICITY	1,200.91	ELECTRICITY	101.142.272	11.30.21	002795 P	368 00007
US BANK EQUIPMENT FINANC COPIER LEASE	411.41	RENTALS & XEROX SUPPLIES	101.142.212	458729274	022297 P	369 00007
WHOLESALE SUPPLY INC PROGRAM SUPPLIES	25.80	PROGRAM SUPPLIES	101.142.242	436677	022296 P	369 00008
	66,846.49				
GENERAL FUND	66,846.49	*****				

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:	66,846.49					

RECORDS PRINTED - 000013

Schedule of Bills (Fund/Dept)

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					
AMAZON.COM UU0EH7OX3 A JANITORIAL SUPPLIES	25.63	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		374 00084
AMAZON.COM YS3AL4M23 A OFFICE SUPPLIES	19.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00198
JANITORIAL SUPPLIES	35.38	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		374 00199
BOOKS	54.99	BOOKS	101.142.340	Dobrovolny		374 00200
DVD'S	72.06	AV - CAPITAL	101.142.342	Dobrovolny		374 00201
	182.41	*VENDOR TOTAL				
AMAZON.COM 581GR0443 A DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		374 00236
AMZN MKTP US CE4GS5K33 OFFICE SUPPLIES	55.93	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00254
JANITORIAL SUPPLIES	94.95	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		374 00255
BOOKS	37.06	BOOKS	101.142.340	Dobrovolny		374 00256
	187.94	*VENDOR TOTAL				
AMZN MKTP US CI1C89PA3 PROGRAM SUPPLIES	75.55	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00318
AMZN MKTP US H51BJ16Q3 BOOK	9.98	BOOKS	101.142.340	Dobrovolny		374 00039
AMZN MKTP US I47RE3293 EQUIPMENT MAINTENANCE	66.52	REP. & MAINT. - EQUIPMEN	101.142.221	Dobrovolny		374 00023
OFFICE SUPPLIES	55.88	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00024
JANITORIAL SUPPLIES	11.23	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		374 00025
PROGRAM SUPPLIES	7.67	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00026
BOOK	10.99	BOOKS	101.142.340	Dobrovolny		374 00027
DVD	7.87	AV - CAPITAL	101.142.342	Dobrovolny		374 00028
	160.16	*VENDOR TOTAL				
AMZN MKTP US PW2HL4MB3 OFFICE SUPPLIES	15.29	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00381
PROGRAM SUPPLIES	11.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00382
BOOKS	21.49	BOOKS	101.142.340	Dobrovolny		374 00383
	48.76	*VENDOR TOTAL				
AMZN MKTP US R09C48AM3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		374 00009
DVD'S	45.95	AV - CAPITAL	101.142.342	Dobrovolny		374 00010
	49.94	*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 YE2K810L3 PROGRAM SUPPLIES	64.58	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00238
AMZN MKTP US YG6BW3XD3 POSTAGE	5.99	POSTAGE	101.142.231	Dobrovolny		374 00419
OFFICE SUPPLIES	11.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00420
PROGRAM SUPPLIES	13.16	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00421
	31.13	*VENDOR TOTAL				
AMZN MKTP US 568J63V23 PROGRAM SUPPLIES	12.90	PROGRAM SUPPLIES	101.142.242	Dobrovolny		374 00268
AMZN MKTP US 7Z0QQ8GL3 POSTAGE	11.21	POSTAGE	101.142.231	Dobrovolny		374 00279
OFFICE SUPPLIES	114.00	OFFICE SUPPLIES	101.142.232	Dobrovolny		374 00280
	125.21	*VENDOR TOTAL				
AMZN MKTP US 7935N2MS3 BOOK	12.95	BOOKS	101.142.340	Dobrovolny		374 00017
BAKER-TAYLOR POSTAGE	33.72	POSTAGE	101.142.231	Schmidt		374 00347
BOOKS	3,784.03	BOOKS	101.142.340	Schmidt		374 00348
	3,817.75	*VENDOR TOTAL				
CANVA I03246-26762553 PROFESSIONAL SERVICES	119.40	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00065
CENTER POINT LARGE PRI LARGE PRINT BOOKS	141.42	BOOKS	101.142.340	Schmidt		374 00447
FARM AND HOME PUBLISHE POSTAGE	15.75	POSTAGE	101.142.231	Dobrovolny		374 00021
BOOKS	150.00	BOOKS	101.142.340	Dobrovolny		374 00022
	165.75	*VENDOR TOTAL				
FINDAWAY WONDERBOOK	52.24	AV - CAPITAL	101.142.342	Schmidt		374 00052
WONDERBOOK	52.24	AV - CAPITAL	101.142.342	Schmidt		374 00091
	104.48	*VENDOR TOTAL				
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	9.87	PROGRAM SUPPLIES	101.142.242	Caine		374 00393

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					
IN ZOOBEAN, INC PROFESSIONAL SERVICES	795.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00076
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00098
OTC BRANDS INC PROGRAM SUPPLIES	24.54	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00267
OVERDRIVE DIST E-BOOKS	959.96	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00430
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		374 00427
SOUTH DAKOTA HISTORICA BOOK	39.96	BOOKS	101.142.340	Dobrovolny		374 00212
POSTAGE	5.00	POSTAGE	101.142.231	Dobrovolny		374 00213
	44.96	*VENDOR TOTAL				
SOUTH DAKOTA STATE HIS MICROFILM	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00207
MICROFILM	10.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		374 00321
	20.00	*VENDOR TOTAL				
SQ MEAD CULTURAL EDUC PROGRAMMING	150.00	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00304
VASTBROADBAND-VEXUS PHONE	45.06	TELEPHONE	101.142.271	Yardley		374 00335
PHONE	76.14	TELEPHONE	101.142.271	Yardley		374 00358
	121.20	*VENDOR TOTAL				
WAL-MART #1483 OFFICE SUPPLIES	4.82	OFFICE SUPPLIES	101.142.232	Schmidt		374 00060
PROGRAM SUPPLIES	5.88	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00061
PROGRAM SUPPLIES	16.53	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00165
	27.23	*VENDOR TOTAL				
WALMART.COM AA PROGRAM SUPPLIES	51.36	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00416
WM SUPERCENTER #1483 PROGRAM SUPPLIES	42.02	PROGRAM SUPPLIES	101.142.242	Caine		374 00380

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					
1 OFFICE SOLUTION						
OFFICE SUPPLIES	21.20	OFFICE SUPPLIES	101.142.232	Schmidt		374 00188
PROGRAM SUPPLIES	4.94	PROGRAM SUPPLIES	101.142.242	Schmidt		374 00189
OFFICE SUPPLIES	434.00	OFFICE SUPPLIES	101.142.232	Schmidt		374 00190
OFFICE SUPPLIES	59.99	OFFICE SUPPLIES	101.142.232	Schmidt		374 00346
	520.13	*VENDOR TOTAL				
	8,410.17				

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					
AMAZON.COM YS3AL4M23 A ADULT CRAFT SUPPLIES	24.42	RECREATION SUPPLIES	701.701.242	Dobrovolny		374 00202
AMZN MKTP US CE4GS5K33 ADULT CRAFT SUPPLIES	40.23	RECREATION SUPPLIES	701.701.242	Dobrovolny		374 00257
DAIRY QUEEN #17883 STAFF APPRECIATION	33.79	RECREATION SUPPLIES	701.701.242	Schmidt		374 00417
	98.44				
LIBRARY TRUST	98.44	*****				

Schedule of Bills (Fund/Dept)

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 BUDGET 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	7,500.00	15,000.00	0.00 100 -----]]
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	7,500.00	15,000.00	0.00 100 -----]]
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	980.00	9,415.00	2,615.00- 138 -----]]]
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	330.00	170.00 66 -----]]]
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.00	28.75-	38.75 287 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	48.12	436.63	236.63- 218 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	303.28	1,157.03	342.97 77 -----]]]
3456 PC PRINTING	6,000.00	6,000.00	568.55	4,276.05	1,723.95 71 -----]]]
3490 SALE OF MATERIALS	100.00	100.00	0.00	21.74	78.26 21 --
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	486.40	3,501.28	1,501.28- 175 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,422.35	19,108.98	1,998.98- 111 -----]
FINES					
3510 COURT FINES	1,600.00	1,600.00	266.52	1,461.46	138.54 91 -----
3511 PARKING FINES	5,000.00	5,000.00	413.88	1,921.38	3,078.62 38 ---
3520 LIBRARY FINES	650.00	650.00	49.00	331.99	318.01 51 -----
TOTAL: FINES	7,250.00	7,250.00	729.40	3,714.83	3,535.17 51 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	3,419.84	31,729.01	8,270.99 79 -----
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	6,940.00	3,060.00 69 -----
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	3,296.55	18,520.72	14,520.72- 463 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	47,571.37	44,571.37- 1585 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	27.50	1,401.47	98.53 93 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	6,743.89	106,162.57	47,662.57- 181 -----]]]]
TOTAL: GENERAL FUND	97,860.00	97,860.00	17,295.64	143,986.38	46,126.38- 155 -----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST					
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	10.75	101.36	101.36- 9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	7,343.35-	12,971.77	12,971.77- 9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	7,332.60-	13,073.13	13,073.13- 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	365,143.00	0.00	25,782.90	302,441.19	62,701.81	82 -----
102 TEMPORARY WAGES	84,000.00	0.00	1,917.70	24,601.39	59,398.61	29 --
103 OVERTIME WAGES	350.00	0.00	123.08	494.96	144.96-	141 -----]]]]
111 OASI	34,386.00	0.00	2,090.90	24,240.89	10,145.11	70 -----
121 RETIREMENT	21,930.00	0.00	1,554.37	17,806.23	4,123.77	81 -----
131 WORKMENS COMPENSATION	2,796.00	0.00	835.00	623.27	2,172.73	22 --
132 GROUP INSURANCE	99,678.00	0.00	3,833.38	40,238.81	59,439.19	40 ----
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	12.64	400.49	653.51	37 ---
TOTAL: PERSONNEL SERVICES	609,337.00	0.00	36,149.97	410,847.23	198,489.77	67 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90 -----
202 PROFESSIONAL SERVICES	47,900.00	0.00	1,310.00	43,832.01	4,067.99	91 -----
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	5,000.00	0.00	338.70	3,553.88	1,446.12	71 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	277.30	753.76	3,246.24	18 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	226.13	1,915.51	1,084.49	63 -----
232 OFFICE SUPPLIES	9,500.00	0.00	420.93	2,441.51	7,058.49	25 --
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	189.50	492.70	492.70-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	598.00	7,399.59	2,100.41	77 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	99.28	1,445.40	1,554.60	48 ----
242 PROGRAM SUPPLIES	5,000.00	0.00	127.83	2,897.30	2,102.70	57 -----
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	219.50	780.50	21 --
263 TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	524.00	976.00	34 ---
271 TELEPHONE	1,800.00	0.00	185.77	1,755.68	44.32	97 -----
272 ELECTRICITY	20,000.00	0.00	1,402.83	14,259.94	5,740.06	71 -----
273 FUEL-HEATING	3,000.00	0.00	12.50	2,467.01	532.99	82 -----
274 WATER SERVICE	3,500.00	0.00	480.77	3,083.85	416.15	88 -----
275 SEWER SERVICE	1,200.00	0.00	31.62	377.40	822.60	31 ---
276 LANDFILL	500.00	0.00	32.00	376.00	124.00	75 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	141,112.00	0.00	5,733.16	98,849.79	42,262.21	70 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	51,000.00	0.00	243.32	37,291.53	13,708.47	73 -----
342 AV - CAPITAL	12,500.00	0.00	1,373.38	7,977.85	4,522.15	63 -----

	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						
350 EQUIPMENT	0.00	0.00	9,888.00	32,928.00	32,928.00-	9999 -----]]]]
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	85,500.00	0.00	11,504.70	78,197.38	7,302.62	91 -----
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	835,949.00	0.00	53,387.83	587,894.40	248,054.60	70 -----
TOTAL: GENERAL FUND	835,949.00	0.00	53,387.83	587,894.40	248,054.60	70 -----

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	0.00	8,235.57	8,235.57-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	0.00	8,235.57	8,235.57-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	494.63	494.63-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,543.62	1,543.62-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	9,779.19	9,779.19-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	9,779.19	9,779.19-	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	32,183.74	7,332.60CR	2,476.58	34,660.32
	TOTAL CURRENT ASSETS:	32,183.74	7,332.60CR	2,476.58	34,660.32
	TOTAL ASSETS:	32,183.74	7,332.60CR	2,476.58	34,660.32
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	817.36CR	0.00	817.36	0.00
	TOTAL CURRENT LIABILITIES:	817.36CR	0.00	817.36	0.00
	TOTAL LIABILITIES:	817.36CR	0.00	817.36	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	32,613.70CR	0.00	0.00	32,613.70CR
701.2900					
	REVENUE CONTROL	7,671.29CR	7,332.60	13,073.13CR	20,744.42CR
701.2910					
	EXPENDITURE CONTROL	8,918.61	0.00	9,779.19	18,697.80
	TOTAL FUND BALANCE:	31,366.38CR	7,332.60	3,293.94CR	34,660.32CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	7,332.60	2,476.58CR	34,660.32CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	365,143.00	0.00	25,782.90	302,441.19	62,701.81	82	-----	
J-111221-341	PAYROLL NOVEMBER 12,2021			12,891.45	LIBRARY-REG WAGES		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			12,891.45	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	1,917.70	24,601.39	59,398.61	29	--	
J-111221-341	PAYROLL NOVEMBER 12,2021			825.49	LIBRARY-TEMP WAGES		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			1,092.21	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	123.08	494.96	144.96-	141	-----]]]]	
J-112421-347	PAYROLL NOVEMBER 24,2021			123.08	LIBRARY OVERTIME		P		A
111	OASI	34,386.00	0.00	2,090.90	24,240.89	10,145.11	70	-----	
J-111221-341	PAYROLL NOVEMBER 12,2021			1,030.65	LIBRARY-OASI		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			1,060.25	LIBRARY-OASI		P		A
121	RETIREMENT	21,930.00	0.00	1,554.37	17,806.23	4,123.77	81	-----	
J-111221-341	PAYROLL NOVEMBER 12,2021			773.50	LIBRARY-RETIREMENT		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			780.87	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	835.00	623.27	2,172.73	22	--	
D-110821-324 05538	SDML WORKERS COMPENSATIO 066500 21217			835.00	WORKMAN COMP INSURANCE	022344	P	-	A
132	GROUP INSURANCE	99,678.00	0.00	3,833.38	40,238.81	59,439.19	40	----	
J-111221-341	PAYROLL NOVEMBER 12,2021			1,824.19	LIBRARY-GROUP INS		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			1,824.19	LIBRARY-GROUP INS		P		A
J-113021-367	NOVEMBER JOURNAL ENTRIES JE 340			185.00	2021 EAP GROUP INSURANCE				A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	12.64	400.49	653.51	37	---	
J-111221-341	PAYROLL NOVEMBER 12,2021			5.95	LIBRARY-UNEMP INS		P		A
J-112421-347	PAYROLL NOVEMBER 24,2021			6.69	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		609,337.00	0.00	36,149.97	410,847.23	198,489.77	67	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90	-----	
202	PROFESSIONAL SERVICES	47,900.00	0.00	1,310.00	43,832.01	4,067.99	91	-----	
M-110421-330 .14274	OLSONS PEST TECHNICIAN 202110 Schmidt			90.00	PEST CONTROL		-		A
M-110421-330 .13185	SOUTH DAKOTA STATE HIS 202110 Schmidt			10.00	PROFESSIONAL SERVICES		-		A
M-110421-330 .13185	SOUTH DAKOTA STATE HIS 202110 Schmidt			10.00	MICRFILM		-		A
D-110821-326 05937	J & H CARE & CLEANING CO 066471 10.23.21			1,200.00	JANITORIAL SERVICES	022289	P	N	A

		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							
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	338.70	3,553.88	1,446.12	71	-----
D-110821-326	07098 US BANK EQUIPMENT FINANC	066515	10.30.21	338.70	COPIER LEASE	022291	P	- A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	277.30	753.76	3,246.24	18	-
M-110421-330	.14488 SHERWIN WILLIAMS 70301	202110	Miles	11.43	CHALKBOARD		-	A
M-110421-330	.14179 MENARDS YANKTON SD	202110	Miles	3.96	REPAIR DIVIDER CURTAIN		-	A
M-110421-330	.14377 KOPETSKYS ACE HDWE	202110	Miles	47.94	REPLACE ROOF TOP FILTERS		-	A
M-110421-330	.12377 HARDING GLASS	202110	Schmidt	198.98	REP & MAINT.-BUILDING		-	A
M-110421-330	.14377 KOPETSKYS ACE HDWE	202110	Miles	14.99	LIGHTBULBS		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	226.13	1,915.51	1,084.49	63	-----
M-110421-330	.11787 DEMCO INC	202110	Schmidt	10.40	POSTAGE		-	A
M-110421-330	.18216 AMZN MKTP US 2C15V1G02	202110	Dobrovolny	4.74	POSTAGE		-	A
M-110421-330	.14394 THE LIBRARY STORE INC.	202110	Dobrovolny	10.99	POSTAGE		-	A
M-110421-330	.16124 PITNEY BOWES PBP	202110	Schmidt	200.00	POSTAGE		-	A
232	OFFICE SUPPLIES	9,500.00	0.00	420.93	2,441.51	7,058.49	25	--
M-110421-330	.18175 AMZN MKTP US IL2T39G03	202110	Dobrovolny	16.29	OFFICE SUPPLIES		-	A
M-110421-330	.18187 AMZN MKTP US 2Y2P89GT0	202110	Dobrovolny	54.06	OFFICE SUPPLIES		-	A
M-110421-330	.11787 DEMCO INC	202110	Schmidt	104.01	OFFICE SUPPLIES		-	A
M-110421-330	.18216 AMZN MKTP US 2C15V1G02	202110	Dobrovolny	9.99	OFFICE SUPPLIES		-	A
M-110421-330	.14394 THE LIBRARY STORE INC.	202110	Dobrovolny	137.64	OFFICE SUPPLIES		-	A
M-110421-330	.18220 AMZN MKTP US 2C0TI7PB0	202110	Dobrovolny	98.94	OFFICE SUPPLIES		-	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	189.50	492.70	492.70-9999	-----]]]]	
J-113021-367	NOVEMBER JOURNAL ENTRIES JE 329			189.50	COPY PAPER CHARGES			A
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	598.00	7,399.59	2,100.41	77	-----
M-110421-330	.16545 BHM WORLD HERALD NEWSP	202110	Schmidt	598.00	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	99.28	1,445.40	1,554.60	48	----
M-110421-330	.18211 AMZN MKTP US 272M77480	202110	Dobrovolny	28.52	JANITORIAL SUPPLIES		-	A
M-110421-330	.18213 AMZN MKTP US 2C59H0G12	202110	Dobrovolny	53.77	JANITORIAL SUPPLIES		-	A
M-110421-330	.18220 AMZN MKTP US 2C0TI7PB0	202110	Dobrovolny	16.99	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	127.83	2,897.30	2,102.70	57	-----
M-110421-330	.18187 AMZN MKTP US 2Y2P89GT0	202110	Dobrovolny	6.99	PROGRAM 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 CAPITAL OUTLAY							
340	BOOKS	51,000.00	0.00	243.32	37,291.53	13,708.47	73	-----
M-110421-330	.18187 AMZN MKTP US 2Y2P89GT0	202110	Dobrovolny	79.29	BOOKS		-	A
M-110421-330	.18200 AMZN MKTP US 270J71PX1	202110	Dobrovolny	93.75	BOOKS		-	A
M-110421-330	.18201 AMZN MKTP US 278PH88J1	202110	Dobrovolny	34.97	BOOKS		-	A
M-110421-330	.18217 AMZN MKTP US 2C0W85HT2	202110	Dobrovolny	27.32	BOOK		-	A
M-110421-330	.18220 AMZN MKTP US 2C0TI7PB0	202110	Dobrovolny	7.99	BOOKS		-	A
342	AV - CAPITAL	12,500.00	0.00	1,373.38	7,977.85	4,522.15	63	-----
M-110421-330	.18187 AMZN MKTP US 2Y2P89GT0	202110	Dobrovolny	9.99	MOVIE		-	A
M-110421-330	.16809 FINDAWAY	202110	Schmidt	47.49	WONDERBOOKS		-	A
M-110421-330	.16809 FINDAWAY	202110	Schmidt	620.13	WONDERBOOKS		-	A
M-110421-330	.16809 FINDAWAY	202110	Schmidt	56.99	WONDERBOOKS		-	A
M-110421-330	.18220 AMZN MKTP US 2C0TI7PB0	202110	Dobrovolny	28.98	DVD'S		-	A
M-110421-330	.18221 AMZN MKTP US 2C4F24ME1	202110	Dobrovolny	19.99	DVD		-	A
D-110821-326	04785 MIDWEST TAPE	066483	501032393	589.81	AV	022290 P	-	A
350	EQUIPMENT	0.00	0.00	9,888.00	32,928.00	32,928.00-9999		-----]]]]
M-110421-330	.15089 PROVANTAGE	202110	Johnson	9,888.00	OFFICE SOFTWARE		-	A
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: CAPITAL OUTLAY		85,500.00	0.00	11,504.70	78,197.38	7,302.62	91	-----
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		835,949.00	0.00	53,387.83	587,894.40	248,054.60	70	-----
TOTAL: GENERAL FUND		835,949.00	0.00	53,387.83	587,894.40	248,054.60	70	-----

Director's Report – December 2021

ARPA Grant: All of the patron and staff computers have now been replaced. Kudos to Taylor from IT for making the installation as smooth as possible. The digitization portion of the project has been completed by Advantage Archives. Branding for the websites and advertisement to the public will be completed after Dana's return from maternity leave. Staff have been using the websites for research requests and will be ready to teach patrons. The wiring portion of the project is approximately fifty percent complete. The deadline for spending the grant funds is July 2022.

YCL Foundation: The next YCL Foundation Board meeting is scheduled for January 11. The agenda includes final numbers for the first round of sales for YCL shirts. A second round is now in progress. Orders are being taken through January 14. The Foundation also has two upcoming small fundraisers planned as they work toward their goal of raising money for a feasibility study. They have set up an Amazon Smile account so shoppers can direct a portion of their purchases on Amazon to the Foundation and will also be conducting a "Give Your Library a High Five" campaign during February which is Library Lovers Month. The "High Five" is suggested to be a five-dollar bill.

Friends of YCL: Our Friends are currently conducting their annual membership drive. They are also working toward a 501c3 status as they have been gifted a nearly \$20,000 donation.

The Yankton Area Literacy Council disbanded in 2021 and had remaining funds. Their by-laws required that those funds be transferred to another 501c3 organization. With guidance from both a CPA and attorney, the YCL Foundation is temporarily holding those funds for the Friends until they receive their 501c3 status.

Programming: After a brief holiday break, we have a full schedule of events planned. Victoria is offering three story times each week along with an after-school activity each Thursday. She has planned an after-hours event for teens on Friday, January 14 and continues to recruit Teen Advisory Board members to give input for additional programming. We are kicking off an Adult 101 series this month with Coach Rozy presenting Health & Nutrition Tips on January 10 and Sheila Woodward speaking on Basic Estate Planning on January 22. The rest of our Adult 101 series will feature House Maintenance Hacks, Smart Finance, and Basic Sewing. The series will run through April.

Training Day: We will be closed all day on Monday, January 17 for a staff training day. The agenda includes a general staff meeting, a presentation by Greg Homstad, City of Yankton Building Official, on the proper cleanup of bodily fluids, annually required safety training videos, a speaker from River City Domestic Violence Center, and committee meetings as we begin to prepare for Summer Reading activities. We have been in contact with the Yankton Police Department to plan for ALICE (active shooter) training for all staff and board members. More information to come as we finalize a date and time.

Staffing: We are looking forward to the addition of a new full-time staff member beginning on January 17. Lizz Nedved has been with us in a part time capacity for eight years so the training curve should be minimal. She has worked in Human Resources and most recently in fundraising at the USD Foundation. We are looking forward to using her talents on a full-time basis. As we have had staff out with seasonal illness and planned procedures, we have had some days with very light staffing. Our staff continues to be extremely flexible and positive while supporting and filling in for one another. We have much to be thankful for. We look forward to welcoming Dana back January 31.

November 2021 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Lego Club	4-Nov	3:30pm	12	4
Movie: Detective Pikachu!	18-Nov	3:30pm	7	3
Total:			19	7
Storytime	Date	Time	Kids	Adults
	2-Nov	10:30 AM	8	4
	2-Nov	6:00 PM	4	2
	4-Nov	10:30 AM	10	7
	9-Nov	10:30 AM	10	6
	9-Nov	6:00 PM	6	2
Keep Yankton Beautiful (KYB)	12-Nov	10:30 AM	6	4
	12-Nov	6:00 PM	15	5
	14-Nov	10:30 AM	8	4
	23-Nov	10:30 AM	10	6
	23-Nov	6:00 PM	3	3
	30-Nov	10:30 AM	8	5
	30-Nov	6:00 PM	4	2
Total:			92	50
Stay and Play	Date	Time	Kids	Adults
	3-Nov	10:30 AM	5	2
	10-Nov	10:30 AM	10	5
	17-Nov	10:30 AM	2	2
	24-Nov	10:30 AM	6	3
Total:			23	12
Teen Events	Date	Time	Kids	
Teen Subscription Bags	5-Nov	n/a	17	
Teen Tech Take Apart	3-Nov	3:30pm	13	
Teen Advisory Board (TAB)	9-Nov	7:00 PM	7	
Turkey Cork Place Holder	22-Nov	3:30pm	15	
Total:			52	

Adult Programs	Date	Time	Participants	Virtual
Adult Craft: Card Making	9-Nov	6:30 PM	5	
Reader's Anonymous-Book Club	9-Nov	1:00 PM	9	
Between the Lines-Book Club	16-Nov	4:30 PM	8	
Gratitude Meditation	22-Nov	6:30 PM	6	3
Total:			17	
Miscellaneous				
	Date	Time	Kids	Adults
Pokemon Party	18-Nov	6:00pm	50	30
Elementary Thanksgiving Take and Make Kit	22-Nov	n/a	30	
Dinosaur Scavenger Hunt	All Month	n/a	140	
Total:			220	30

NOVEMBER 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	6,695	5,229	7,512
Juvenile	4,201	2,059	3,603
Total	10,896	7,288	11,115

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	4,584	3,588	5,967
Juvenile	4,113	2,040	3,512
Total	8,697	5,628	9,479

Interlibrary Loan			
	2021	2020	2019
Requested	110	41	57
Supplied	34	38	116
Total	144	79	173

Electronic Resources			
	2021	2020	2019
OverDrive	1,967	1,562	1,372
TumbleBooks	88	19	91
Total	2,055	1,581	1,463

Adult Outreach			
	2021	2020	2019
Locations	7	4	10
Patrons	35	8	37
Circulations	178	57	238

Daycare Outreach			
	2021	2020	2019
Locations	4	4	10
Patrons	46	40	50
Circulations	144	40	182

Current Cards			
	2021	2020	2019
Resident	4,418	4,084	4,537
Non-Resident	342	220	240
Mount Marty	39	36	34
Teacher	53	52	49
Yankton County	1,000	931	995
Total	5,852	5,323	5,855

New Cards			
	2021	2020	2019
Resident Adult	37	N/A	N/A
Resident Youth (<18)	8	N/A	N/A
County	5	30	33
County (Households)	5	30	26
Non-resident	2	7	7
Non-resident (households)	2	NA	NA

30 Day Trial Cards			
	2021	2020	2019
In-Town New	7	7	N/A
County -New	1	0	N/A
County-Renewal	1	8	N/A
Nonresident-New	1	0	N/A
Nonresident-Renewal	0	2	N/A
Total	10	17	0

Public Computer Use			
	2021	2020	2019
Uses	570	147	1,199
Hours	284	66	780

WiFi Usage			
	2021	2020	2019
Sessions	1,255	433	1365
Total Session Hours	3,305	453	997.0
Unique Users	274	107	436

Meeting Room Use			
	2021	2020	2019
Library Uses	25	0	30
Library Hours	42.0	0	48.0
Non-Library Uses	17	0	17
Non-Library Hours	25.0	0	24.5

Study Room Use			
	2021	2020	2019
Uses	27	0	52
Hours	60.0	0.0	47.0

Appointments			
	2021	2020	2019
	NA	193	NA

Notary			
	2021	2020	2019
Requests	9	0	0

Proctor			
	2021	2020	2019
Tests	3	7	33

Genealogy Requests			
	2021	2020	2019
Patrons	1	1	0
Hours	1	0.50	0.0

Teacher Requests			
	2021	2020	2019
Patrons	0	2	1

Courier			
	2021	2020	2019
Total Incoming	142	96	266
Total Outgoing	163	102	299
Total	305	198	565

Collection			
	2021	2020	2019
Items Added	485	355	548
Items Deleted	192	113	198
TOTAL COLLECTION	83018	80,957	NA

Curbside Pick-Ups			
	2021	2020	2019
	24	671	NA

Food For Fines			
	2021	2020	2019
	40	20	102

December 2021 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Lego Club	2-Dec	3:45 PM	14	7
Movie: Space Jam: A New Legacy	9-Dec	3:45 PM	5	1
STEAM: Gingerbread Circuits	16-Dec	3:45 PM	9	3
Lego Club	28-Dec	3:45 PM	7	4
Craft Buffet	29-Dec	3:45 PM	40	15
Movie: Luca	30-Dec	1:30 PM	6	12
Total:			19	8

Storytime	Date	Time	Kids	Adults
	2-Dec	10:30 AM	6	3
	7-Dec	10:30 AM	10	6
	7-Dec	6:00 PM	8	3
	9-Dec	10:30 AM	20	15
	14-Dec	10:30 AM	9	5
	14-Dec	6:00 PM	7	4
	16-Dec	10:30 AM	2	1
Total:			62	37

Stay and Play	Date	Time	Kids	Adults
	1-Dec	10:30 AM	4	2
	8-Dec	10:30 AM	6	4
	15-Dec	10:30 AM	2	1
Total:			12	7

Teen Events	Date	Time	Kids
Teen Subscription Bags	1-Dec	n/a	17
Teen Advisory Board (TAB)	14-Dec	7:00 PM	9
Folded Book Tree	15-Dec	3:45 PM	15 kits
Board Games	30-Dec	3:45 PM	2
Total:			28

Adult Programs	Date	Time	Participants	Virtual
Cribbage	5-Dec	2:00 PM	3	
Reader's Anonymous-Book Club		1:00 PM	9	
Between the Lines-Book Club		4:30 PM	0	
Total:			9	

Miscellaneous				
	Date	Time	Kids	Adults
Santa's Workshop	1-Dec	3:30-6:30 PM	40	30
Elementary Winter Holiday Take and Make Kit	19-Dec	n/a	50	
Total:			90	30

DECEMBER 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	6,634	5,488	8,704
Juvenile	3,746	2,704	2,532
Total	10,380	8,192	11,236

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	4,638	3,628	6,996
Juvenile	3,716	2,647	2,502
Total	8,354	6,275	9,498

Interlibrary Loan			
	2021	2020	2019
Requested	96	61	107
Supplied	18	28	110
Total	114	89	217

Electronic Resources			
	2021	2020	2019
OverDrive	1,882	1,771	1,491
TumbleBooks	30	57	30
Total	1,912	1,828	1,521

Adult Outreach			
	2021	2020	2019
Locations	7	6	10
Patrons	36	14	41
Circulations	129	88	210

Daycare Outreach - SUMMER			
	2021	2020	2019
Locations	4	4	5
Patrons	46	40	75
Circulations	77	40	91

Current Cards			
	2021	2020	2019
Resident	3,272	4,141	4,093
Non-Resident	196	219	222
Mount Marty	15	36	27
Teacher	41	53	48
Yankton County	768	931	935
Total	4,292	5,380	5,325

New Cards			
	2021	2020	2019
Residen Adult	28	N/A	N/A
Resident Youth (<18)	5	N/A	N/A
County	8	20	42
County (Households)	8	20	30
Non-resident	2	4	12
Non-resident (households)	2	NA	NA

30 Day Trial Cards			
	2021	2020	2019
In-Town New	8	7	N/A
County -New	0	1	N/A
County-Renewal	0	7	N/A
Nonresident-New	0	0	N/A
Nonresident-Renewal	0	0	N/A
Total	8	15	0

Public Computer Use			
	2021	2020	2019
Uses	461	125	1,150
Hours	232	58	835

WiFi Usage			
	2021	2020	2019
Sessions	891	541	1231
Total Session Hours	1,225	947	1125.0
Unique Users	246	116	369

Meeting Room Use			
	2021	2020	2019
Library Uses	24	0	22
Library Hours	39.5	0	35.0
Non-Library Uses	22	0	11
Non-Library Hours	35.5	0	16.0

Study Room Use			
	2021	2020	2019
Uses	15	0	30
Hours	35.0	0.0	52.0

Appointments			
	2021	2020	2019
	NA	236	NA

Notary			
	2021	2020	2019
Requests	3	0	1

Proctor			
	2021	2020	2019
Tests	3	4	20

Genealogy Requests			
	2021	2020	2019
Patrons	3	1	1
Hours	1.5	1.50	0.5

Teacher Requests			
	2021	2020	2019
Patrons	0	2	2

Courier			
	2021	2020	2019
Total Incoming	124	113	243
Total Outgoing	136	112	296
Total	260	225	539

Collection			
	2021	2020	2019
Items Added	365	433	552
Items Deleted	410	117	314
TOTAL COLLECTION	82988	81,080	NA

Curbside Pick-Ups			
	2021	2020	2019
	25	631	NA

Food For Fines			
	2021	2020	2019
	42	85	151

Privacy of Patron Records Policy

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age are protected from violations of privacy including all library records, registration information, current and past circulation histories and online sites and resources accessed. This Act applies to all adult card holders 14 years and older.

As specified in South Dakota Codified Law 14-2-51:

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Adult patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn inform the Board President and consult with the city attorney before complying with the order.

Fines, fees, and other charge totals can be given to someone other than the responsible cardholder or patron upon request if the library staff believe that the intent of the requester is to pay those fines for the cardholder or patron. However, no personally identifiable information of any cardholder shall be released. Library records of patron or cardholder minors under the age of 18 may be released to the parent or legal guardian of the minor upon the request of the parent or guardian.

Library Card Policy

The Yankton Community Library is a free library, open to all for in-house use. All persons applying for a library card must provide a photo ID and address verification. A post office box number is not sufficient. Business owners must be able to provide a current year property tax bill, lease/rental agreement, or other proof showing business ownership/property tax payment.

Types of Valid Library Cards

Any patron possessing a valid YCL card can check out materials. A “valid” card refers to any card that does not have fines/ fees exceeding \$5 and is not expired. YCL has the following types of cards:

1) Resident Library Card (Adult/High School Student/Child)

These patrons live or own property within the city limits of Yankton. These cards are issued to individuals. A child card is for children ages birth through age 14 with a parent/ guardian signature. Individuals over 14 can get a library card without parental permission/ signature. All resident cards are free of charge and need to be renewed annually.

2) County Library Card (out of City limits but within Yankton County)

The Yankton County Commission has contracted with the City for library services. This agreement defines a county resident as a “person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors....The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a card.” The library defines a household as a "related family or other persons living in the same household." The head of the household or a County youth must fill out a county registration, which includes all members of the household wishing to receive library services. All County cards expire one year from the application date and must be renewed annually in order to be valid. The required fee per household is reflected in the current Agreement for the Provision of Library Services with Yankton County. Fees for a County card may be paid in 1 year, 6 month or 3 month increments. Each member of the household may receive a physical card.

3) Nonresident Library Card (outside Yankton County)

The same definition of a household as in #2 applies here. This type of card is given to people with permanent addresses outside Yankton County and is not limited to any geographical area. The card may be purchased in 3, 6, or 12 month increments with the following pricing: \$40 for 12 months; \$20 for 6 months; or \$10 for 3 months. Each member of the household may receive a physical card.

4) Mount Marty University cards: Cards expire at the end of every semester and must be renewed every semester in order to be valid. Mount Marty University cards are free of charge.

5) Teacher card: Teacher cards can only be used for school/curriculum materials checkout. Fines

do not accrue. There are four types of teacher cards:

- Any member of the Yankton School District
- Teachers who live in Yankton but teach outside the library service area
- Teachers residing outside and teaching outside the library service area
- Families who homeschool their children.

6) Daycare card: Daycare cards can only be used to check out materials for daycare usage. Fines do not accrue.

7) Other library cards with special privileges or restrictions may be issued at the discretion of the Library Director.

Lost Cards and Card Renewals

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. Reimbursement will not be given for found library cards once a new card has been issued.

Privacy and Library Cards

Pursuant to the American Library Association Code of Ethics, “we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” Therefore, we will only release information about items checked out, titles on reserve, past history, etc. to the named cardholder. If a cardholder would like this information to be shared with family members, friends, etc. they must list the person(s) with the library as authorized users. Additionally, the issuance of a library card is of an individual contractual nature that is normally not transferable to other parties. This means that the library cardholder is the only person who can use that card. If the cardholder wishes to let others check out using their library card, they must be in possession of the physical card or be listed on the account as an authorized user. The named cardholder is wholly responsible for items checked out by any authorized users. Staff has the right, at any time, to not permit an individual to check out on another person's card and to confiscate that card if misuse of library materials or theft of the card is suspected, or a knowing violation of the Privacy Act is occurring.

Limitation or Denial of Service

The use of the library may be limited or denied for due cause such as failure to return materials or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

Display of Items Policy

Temporary Exhibits and Displays,

The Library maintains several exhibit cases and areas and, on a regular basis, solicits and permits artists and collectors to display privately owned artwork, collector's items, and other artifacts of cultural and artistic merit for temporary display at the library. All items are displayed upon the Library premises at the owner's sole risk. Privately owned items displayed upon the Library premises are **not** covered by the Library fire/hazard/liability insurance and the owner of the item(s) is responsible for assuring the displayed items are covered by the owner's personal insurance. People displaying items in the library must complete the Agreement for Display Items form, which form shall contain a release of any liability of the City for casualty, loss, theft, or damage of the owner's item while upon the Library premises

Storage of Displayed Items:

Owners of displayed items may retrieve their items at any time during normal Library hours of operation. Owners shall retrieve their items immediately upon request of Library staff. The library is not a bailor and will not accept storage responsibility and any attendant liability for materials or objects upon the Library property owned or controlled by any other groups or individuals.

Agreement for Display Items

The Yankton Community Library appreciates your generosity to the community by allowing the following items to be displayed in the Library from (date) _____ to (date) _____.

DESCRIPTION/TITLES

\$ VALUE

The library will exercise as much care as possible to insure the safety of your collection; however, we also expect that you have the items covered by your personal insurance. The library is not liable for any damages due to on-site mutilation, theft, or loss except in circumstances of gross negligence or misconduct by staff.

Signature of Owner/Responsible Party

Date

Signature of Library Staff Member

Date

(Copies: 1. Owner 2. Library 3. Finance Office)

Yankton Community Library Strategic Plan

Adopted by the Yankton Community Library Board of Trustees on November 8, 2017

Mission

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

Our Core Service Values

- *Providing Access*
We believe that free access to information is foundational to democracy and as such libraries have an obligation to provide free and equitable access to all patrons, regardless of their age, race, sex, gender identity, religion, political affiliations, socioeconomic statuses, national origin, marital status, or abilities.
- *Promoting Lifelong Learning*
Learning doesn't begin and end with formal education; libraries have been called the "people's university." We strive to rise to this label by providing vibrant collections, digital opportunities and training, and interesting programs to our community.
- *Increasing Community Engagement*
Communities are stronger when we embrace and interact with one another. The library believes that this strength is built through daily interactions with our friends and neighbors in public spaces such as libraries. Libraries are one of the only places people can go that do not cost money. This, we believe, is an excellent environment for promoting community engagement.
- *Exceeding Expectations*
Our patrons are at the heart of what we do. By striving to exceed their expectations every day in our offerings, our interactions, and our collections, we build a stronger library and a better library experience for all.

Goals

The following goals outline the general strategic priorities that the Library has identified as important in the next three years. Strategies for carrying out these goals follow the general statements. Specific, measurable objectives will be determined with the Library Board of Trustees and Library Staff each year. We will use our annual report to determine what we've done well, which goals we've reached, and where we need to improve each year.

Strive to break down barriers to access for all

1. When possible, increase membership and use by eliminating barriers
2. Raise awareness, generate enthusiasm, and create visibility for Library programs and services
3. Analyze library policies and procedures for opportunities to simplify and streamline

Establish the Library as a technological leader and resource in the community

1. Provide opportunities to bridge the digital divide
2. Provide excellent software and hardware to library patrons
3. Promote and expand our Digital Library offerings
4. Continually explore new and emerging technologies and their relevance to the Library

Establish the Library as the center of lifelong learning in Yankton

1. Promote a yearlong culture of learning by providing educational programs
2. Promote a yearlong culture of reading by hosting reading programs
3. Analyze each program provided and decide whether it is still meeting needs or if it needs to be replaced with a new offering

Build community

1. Offer more meeting and study spaces as current space allows and provide easy access to them
2. Host cultural programs that encourage community members to learn more about one another
3. Reach outside the library walls to reach community members where they are at
4. Build up volunteer groups such as the Foundation and Friends of the Library in order to build a base of support for building a new facility to serve the community

Promote a culture of service

1. Make a point to anticipate patron needs and consistently exceed expectations at the Library
2. Analyze policies and procedures for opportunities to say “yes” where we are currently saying “no”
3. Provide training to staff on customer service and technology so that patrons will encounter staff who are able to guide them and help meet their needs
4. Make data-drive decisions in regards to our resources and collections to be sure we’re making the best use of resources for our patrons

Promote a healthy organizational culture

1. Encourage open and honest relationships through a culture of communication
2. Set the expectation that interactions between coworkers will be positive and respectful
3. Promote fun, joy, and weirdness
4. Encourage innovation and opportunities that embrace and drive change

Yankton Community Library • January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p style="text-align: center;">515 Walnut Street—605-668-5275 http://library.cityofyankton.org library@cityofyankton.org Fall/Winter Hours Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1-5p</p>						¹ New Year's Day Library Closed
²	³	⁴ Story Time 10:30 am & 6 pm	⁵	⁶ Story Time 10:30 am Elementary Craft 3:45pm Friends of YCL Book Sale 9a -12p (members only) 12p-5p (open to all)	⁷ Friends of YCL Book Sale 9:00 am—5:00 pm	⁸ Friends of YCL Book Sale 9:00 am—5:00 pm
⁹ Friends of YCL Book Sale (Bag Sale) 1:00 pm—5:00 pm	¹⁰ Adulting 101: Health & Fitness With Coach Rozy 6:30pm	¹¹ Story Time 10:30 am & 6 pm TAB, 7pm	¹² Library Board Meeting 5:30 pm	¹³ Story Time 10:30 am LEGO Club 3:45 pm	¹⁴ Teen After Hours Event 5:00— 7:00 pm	¹⁵
¹⁶	¹⁷ Martin Luther King Jr. Day Library Closed	¹⁸ Story Time 10:30 am & 6 pm	¹⁹	²⁰ Story Time 10:30 am Movie: Mitchells vs. the Machines 3:45pm Adult Craft Night: String Art 6:30 pm	²¹	²² Estate Planning 101 with Sheila Woodward 2:00 pm
²³ Hygge 2:00—4:00 pm ³⁰	²⁴ ³¹	²⁵ Story Time 10:30 am & 6 pm	²⁶ Teen Activity 3:45 pm Mini Cloud Light	²⁷ Story Time 10:30 am STEAM Club: Miss Judi Movement 3:45pm	²⁸	²⁹ Food for Fines: Canned Fruit Snow Date for Es- tate Planning 101

Yankton Community Library • February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Story Time 10:30 a.m. & 6 p.m.	2	3 Story Time 10:30 a.m. LEGO Club 3:45pm	4	5
6	7 Adult 101: House Maintenance Hacks 6:30 p.m.	8 Story Time 10:30 a.m. & 6 p.m. TAB 7 p.m.	9 Teen Activity 3:45pm Library Board Mtg., 5:30 pm	10 Story Time 10:30 a.m. STEAM: Invisible Ink Valentine's 3:45pm	11 Magazine Sale 9 a.m.– 5 p.m.	12 Magazine Sale 9 a.m.– 5 p.m.
13 Magazine Sale 1 p.m.– 5 p.m.	14	15 Story Time 10:30 a.m. & 6 p.m.	16	17 Story Time 10:30 a.m. Movie: Ron's Gone Wrong 3:45 pm Adult Craft: Paper Quilling 6:30 p.m.	18	19
20 Hygge 2 p.m.-4 p.m.	21 Library Closed for Presidents' Day	22 Story Time 10:30 a.m. & 6 p.m.	23 Teen Activity 3:45pm	24 Story Time 10:30 a.m. Elementary Craft 3:45pm	25	26
27	28			Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Fall/Winter Hours Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1-5p		