

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, August 10, 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 July 13, 2022 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

**New Business**

- **AV Policy**
- **Preliminary discussion on Photography and Filming in the Library Policy**
- **Upcoming training opportunity-Book Challenges**

**Other Business:**

**Public Comment Period**

**Adjourn the meeting of August 10, 2022**

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

## MINUTES OF THE BOARD OF TRUSTEES MEETING

### YANKTON COMMUNITY LIBRARY

Wednesday, July 13, 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 Vice President David Koerner, Jean Huff, Christine Tielke, Sue Otterman, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt, and Assistant Library Director Linda Dobrovolny.

Absent with regrets: Yankton County Commissioner Dan Klimisch

**Approval of June 8, 2022 minutes:** Webber made a motion to approve the June 8, 2022 minutes with a second by Huff. Unanimous approval.

**Public Comment Period:** none

**Discussion of Bills/Financial Report:** Motion to accept the Financial Reports by Tielke with a second by Otterman. Unanimous approval.

**Communications and Correspondence:** None.

**Director's Report:** In addition to the written report, Schmidt pointed out that the Summer Reading Program registrations was the highest it has been in the last three years. We had consistent attendance at the daily programs again this year along with nice sized crowds at our presentations and performances. Schmidt also noted that there were 23 curbside pickups in June compared to 1,013 curbside pickups in the same month of 2020. Though the need for the service has dropped dramatically, it is a service we can easily continue to provide for those who benefit from it. Schmidt also noted that Department Heads and library supervisors attended some trainings with Dr. Rick Melmer which were focused on how to have critical conversations and the DISC personality assessment. Staff enjoyed the presentations and felt that it was relevant to both personal and work settings.

**Old Business:** None.

#### **New Business**

- **Voting on Slate of New Officers:** Tielke made a motion to approve the slate of officers with Mechtenberg as President and Koerner as Vice President. There was a second by Huff. Unanimous approval.
- **First Amendment Audit Training discussion:** Prior to our meeting, board members viewed a prerecorded webinar presented by United for Libraries entitled: *First Amendment Audits: What Your Library Board and Staff Should Know*. The training video was 1.5 hours long and there was approximately 20 minutes of discussion during our meeting. The board felt the training was beneficial to make staff members aware of these occurrences and offer suggestions for how to

handle similar situations. Board members complimented our current staff on their customer service skills. Board would like to review the Behavior policy and consider creating a policy for filming and photography in the library.

**Other Business:** None.

**Public Comment Period:** None.

**Adjourn the meeting of July 13, 2022:** Koerner made a motion to adjourn the meeting at 6:30 pm with a second by Tielke. 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 RICOH LEASE	387.85	RENTALS & XEROX SUPPLIES	101.142.212	960752	022698	P 705 00001
DALSIN COMPANY/MJ LIBRARY ROOF REPAIRS	716.75	REP. & MAINT. - BUILDING	101.142.223	12472	022919	P 702 00035
J & H CARE & CLEANING CO JANITORIAL SUPPLY	1,200.00	CONTRACTED SERVICES	101.142.204	100987	022701	P 705 00002
SNOOZY/JULIE RETURNED BOOK REIMB	10.99	LIBR COMP FOR LOSS & DAM	101.3641	7.19.22	022699	P 705 00003
YANKTON HIGH SCHOOL BOOKS	123.00	AV - CAPITAL	101.142.342	7.19.22	022700	P 705 00004
	2,438.59	.....				

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 JN8LB9SO3 A DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		725 00504
AMAZON.COM RG0AN9OS3 A OFFICE SUPPLIES	80.85	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00014
JANITORIAL SUPPLIES	143.46	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		725 00015
PROGRAM SUPPLIES	5.55	PROGRAM SUPPLIES	101.142.242	Dobrovolny		725 00016
BOOKS	85.56	BOOKS	101.142.340	Dobrovolny		725 00017
DVD	9.87	AV - CAPITAL	101.142.342	Dobrovolny		725 00018
	325.29	*VENDOR TOTAL				
AMAZON.COM SA8UM3FZ3 A DVD	24.99	AV - CAPITAL	101.142.342	Dobrovolny		725 00114
AMZN MKTP US REFUND-UNDELIVERED PACKG	113.41CR	BOOKS	101.142.340	Dobrovolny		725 00212
AMZN MKTP US BP46F3PA3 OFFICE SUPPLIES	25.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00512
JANITORIAL SUPPLIES	23.09	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		725 00513
PROGRAM SUPPLIES	63.58	PROGRAM SUPPLIES	101.142.242	Dobrovolny		725 00514
BOOKS	27.64	BOOKS	101.142.340	Dobrovolny		725 00515
DVD'S	160.65	AV - CAPITAL	101.142.342	Dobrovolny		725 00516
	300.95	*VENDOR TOTAL				
AMZN MKTP US EG25Z9833 JANITORIAL SUPPLIES	121.96	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		725 00069
BOOKS	113.41	BOOKS	101.142.340	Dobrovolny		725 00070
DVD	18.88	AV - CAPITAL	101.142.342	Dobrovolny		725 00071
	254.25	*VENDOR TOTAL				
AMZN MKTP US EW5548C13 BOOK	19.03	BOOKS	101.142.340	Dobrovolny		725 00518
AMZN MKTP US KC61I0813 OFFICE SUPPLIES	69.93	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00269
BOOKS	243.19	BOOKS	101.142.340	Dobrovolny		725 00270
DVD'S	75.81	AV - CAPITAL	101.142.342	Dobrovolny		725 00271
	388.93	*VENDOR TOTAL				
AMZN MKTP US L61SG09X3 PROGRAM SUPPLIES	17.19	PROGRAM SUPPLIES	101.142.242	Dobrovolny		725 00020
AMZN MKTP US MU5VT8TB3 JANITORIAL SUPPLIES	203.90	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		725 00129
PROGRAM SUPPLIES	44.05	PROGRAM SUPPLIES	101.142.242	Dobrovolny		725 00130

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 MU5VT8TB3 BOOKS	62.01 309.96	BOOKS *VENDOR TOTAL	101.142.340	Dobrovolny		725 00131
AMZN MKTP US OE01J0J63 BOOK	8.36	BOOKS	101.142.340	Dobrovolny		725 00003
AMZN MKTP US PL5E83LM3 BOOK	10.18	BOOKS	101.142.340	Dobrovolny		725 00012
AMZN MKTP US Q68DO2PY3 OFFICE SUPPLIES	34.33	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00216
AMZN MKTP US TL3FB7WF3 BOOK	14.34	BOOKS	101.142.340	Dobrovolny		725 00025
AMZN MKTP US VT52Z5UV3 DVD	16.99	AV - CAPITAL	101.142.342	Dobrovolny		725 00115
AMZN MKTP US WO4SW3003 OFFICE SUPPLIES	15.90	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00342
AMZN MKTP US 1P8EW1V20 OFFICE SUPPLIES	76.80	OFFICE SUPPLIES	101.142.232	Dobrovolny		725 00434
PROGRAM SUPPLIES	48.49	PROGRAM SUPPLIES	101.142.242	Dobrovolny		725 00435
BOOKS	87.94	BOOKS	101.142.340	Dobrovolny		725 00436
DVD'S	76.63	AV - CAPITAL	101.142.342	Dobrovolny		725 00437
	289.86	*VENDOR TOTAL				
AMZN MKTP US 8A5BU7BB3 DVD'S	30.45	AV - CAPITAL	101.142.342	Dobrovolny		725 00420
BLUEPEAK PHONE	45.06	TELEPHONE	101.142.271	Yardley		725 00392
PHONE	74.10	TELEPHONE	101.142.271	Yardley		725 00409
	119.16	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		725 00154
DATA AXLE-CITYDIRECTOR BOOKS	390.00	BOOKS	101.142.340	Schmidt		725 00453
DEMCO INC OFFICE SUPPLIES	92.34	OFFICE SUPPLIES	101.142.232	Schmidt		725 00257
JANITORIAL SUPPLIES	23.88	JANITORIAL SUPPLIES	101.142.236	Schmidt		725 00258

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
DEMCO INC POSTAGE	12.78 129.00	POSTAGE *VENDOR TOTAL	101.142.231	Schmidt		725 00259
ECHO ELECTRIC SUPPLY - LED PANEL	68.00	REP. & MAINT. - BUILDING	101.142.223	Mastalir		725 00287
FINDAWAY AV- WONDERBOOKS	607.88	AV - CAPITAL	101.142.342	Schmidt		725 00454
KOPETSKYS ACE HDWE CAM LOCKS	14.57	REP. & MAINT. - BUILDING	101.142.223	Mastalir		725 00511
JANITORIAL SUPPLIES	8.17	JANITORIAL SUPPLIES	101.142.236	Schmidt		725 00091
JANITORIAL SUPPLIES	48.11	JANITORIAL SUPPLIES	101.142.236	Schmidt		725 00137
JANITORIAL SUPPLIES	32.97	JANITORIAL SUPPLIES	101.142.236	Schmidt		725 00499
	103.82	*VENDOR TOTAL				
MENARDS YANKTON SD LED LIGHT	11.99	REP. & MAINT. - BUILDING	101.142.223	Mastalir		725 00249
OIL	8.38	REP. & MAINT. - BUILDING	101.142.223	Mastalir		725 00330
	20.37	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		725 00336
OVERDRIVE DIST E-BOOKS	474.22	E-BOOKS	101.142.209	Schmidt		725 00062
E-BOOKS	522.96	E-BOOKS	101.142.209	Schmidt		725 00243
E-BOOKS	38.00	E-BOOKS	101.142.209	Schmidt		725 00373
	1,035.18	*VENDOR TOTAL				
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		725 00001
PP BOOKSLUCKYLUKE BOOKS	62.00	BOOKS	101.142.340	Schmidt		725 00497
SCALEFUSION REFUND FROM SCALEFUSION	240.00CR	PROFESSIONAL SERVICES	101.142.202	Yonke		725 00364
DISPUTED CHARGE CREDIT	240.00CR	PROFESSIONAL SERVICES	101.142.202	Yonke		725 00520
	480.00CR	*VENDOR TOTAL				
TEACHERSPAYTEACHERS.CO PROGRAM SUPPLIES	6.39	PROGRAM SUPPLIES	101.142.242	Schmidt		725 00230



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	.....					
USPS PO 4698100078 POSTAGE	11.43	POSTAGE	101.142.231	Schmidt		725 00458
WAL-MART #1483 DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		725 00327
WORLD BOOK SCHOOL AND BOOKS	1,350.00	BOOKS	101.142.340	Schmidt		725 00051
YANKTONMEDIAINC NEWSPAPER SUBSCRIPTION	133.09	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		725 00321
	5,972.65	.....				

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 1P8EW1V20 SUMMER PROGRAM SUPPLIES	102.65	RECREATION SUPPLIES	701.701.242	Dobrovolny		725 00438
DOMINOS 1821 TEEN SUMMER READING	125.11	RECREATION SUPPLIES	701.701.242	Schmidt		725 00026
HY-VEE YANKTON 1899 ADULT SUMMER READING	225.00	RECREATION SUPPLIES	701.701.242	Schmidt		725 00197
KOPETSKYS ACE HDWE SUMMER READING PROGRAM	20.98	RECREATION SUPPLIES	701.701.242	Schmidt		725 00501
PP BOOKSLUCKYLUKE PATRON PRE-ORDER BOOKS	42.00	BOOKS	701.701.340	Schmidt		725 00498
WAL-MART #1483 SUMMER READING PROGRAM	24.80	RECREATION SUPPLIES	701.701.242	Dobrovolny		725 00328
SUMMER READING PROGRAM	19.84	RECREATION SUPPLIES	701.701.242	Schmidt		725 00198
	44.64	*VENDOR TOTAL				
	560.38	.....				
LIBRARY TRUST	560.38	*****				

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

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

.....

.....

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	12,000.00	12,000.00	0.00	6,000.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	12,000.00	12,000.00	0.00	6,000.00	50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	1,080.00	5,775.00	84 -----
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	73.00	14 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.00	1.00	10 -
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	25.59	291.09	145 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	101.00	474.00	31 ---
3456 PC PRINTING	6,000.00	6,000.00	468.15	3,546.80	59 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	383.00	4,560.84	228 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,093.74	14,721.73	86 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	1,828.44	2,525.12	157 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	75.00	510.00	25 --
3520 LIBRARY FINES	650.00	650.00	24.00	415.98	63 -----
TOTAL: FINES	4,250.00	4,250.00	1,927.44	3,451.10	81 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	12,945.70	38,076.88	95 -----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	3,084.33	14,541.49	363 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	5,063.65	168 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	88.89	850.38	56 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	16,118.92	58,532.40	100 -----
TOTAL: GENERAL FUND	91,860.00	91,860.00	20,140.10	82,705.23	96 -----

	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	35.42	117.16	117.16-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	593.00	10,256.60	10,256.60-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	628.42	10,373.76	10,373.76-	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	30,453.66	215,158.07	169,103.93	55 -----
102 TEMPORARY WAGES	84,000.00	0.00	3,357.55	19,198.81	64,801.19	22 --
103 OVERTIME WAGES	350.00	0.00	14.85	252.60	97.40	72 -----
111 OASI	35,849.00	0.00	2,513.94	17,406.33	18,442.67	48 ----
121 RETIREMENT	23,077.00	0.00	1,828.12	12,789.28	10,287.72	55 -----
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	30.00-	2,826.00	1
132 GROUP INSURANCE	99,678.00	0.00	4,210.02	27,495.61	72,182.39	27 --
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	27.75	509.38	544.62	48 ----
TOTAL: PERSONNEL SERVICES	631,066.00	0.00	42,405.89	292,780.08	338,285.92	46 ----
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	873.50	9,267.48	632.52	93 -----
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	6,000.00	10,000.00	37 ---
209 E-BOOKS	28,000.00	0.00	2,926.90	12,457.70	15,542.30	44 ----
211 PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	2,880.90	1,619.10	64 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	781.56	3,218.44	19 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	389.92	2,052.19	947.81	68 -----
232 OFFICE SUPPLIES	9,500.00	0.00	389.20	2,041.76	7,458.24	21 --
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	820.00	6,397.06	3,102.94	67 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	185.32	1,224.34	1,775.66	40 ----
242 PROGRAM SUPPLIES	5,000.00	0.00	362.51	1,526.98	3,473.02	30 ---
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	0.00	1,000.00	0
263 TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	131.63	1,368.37	8
271 TELEPHONE	2,300.00	0.00	180.66	1,151.90	1,148.10	50 -----
272 ELECTRICITY	20,000.00	0.00	1,597.18	8,239.28	11,760.72	41 ----
273 FUEL-HEATING	3,000.00	0.00	99.38	4,362.39	1,362.39-	145 -----]]]]
274 WATER SERVICE	3,500.00	0.00	279.17	826.87	2,673.13	23 --
275 SEWER SERVICE	1,200.00	0.00	38.42	420.92	779.08	35 ---
276 LANDFILL	500.00	0.00	64.00	272.00	228.00	54 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	146,833.00	0.00	9,406.16	70,804.05	76,028.95	48 ----
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	4,220.54	23,154.92	29,845.08 43 ----
342	AV - CAPITAL	13,500.00	0.00	151.20	4,798.53	8,701.47 35 ---
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40- 9999 -----]]]]
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96- 9999 -----]]]]
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	4,371.74	51,597.81	31,902.19 61 -----
	OTHER EXPENDITURES					
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0 0
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0 0
TOTAL:	COMMUNITY LIBRARY	861,399.00	0.00	56,183.79	415,181.94	446,217.06 48 ----
TOTAL:	GENERAL FUND	861,399.00	0.00	56,183.79	415,181.94	446,217.06 48 ----

	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	2,579.76	10,586.73	10,586.73-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	2,579.76	10,586.73	10,586.73-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	96.70	96.70-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	329.99	329.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	426.69	426.69-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,579.76	11,013.42	11,013.42-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,579.76	11,013.42	11,013.42-	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	1,951.34CR	5,971.47CR	29,159.77
	TOTAL CURRENT ASSETS:	35,131.24	1,951.34CR	5,971.47CR	29,159.77
	TOTAL ASSETS:	35,131.24	1,951.34CR	5,971.47CR	29,159.77
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	31,366.38CR	0.00	0.00	31,366.38CR
701.2900	REVENUE CONTROL	13,642.49CR	628.42CR	10,373.76CR	24,016.25CR
701.2910	EXPENDITURE CONTROL	15,209.44	2,579.76	11,013.42	26,222.86
	TOTAL FUND BALANCE:	29,799.43CR	1,951.34	639.66	29,159.77CR
	TOTAL LIABILITIES AND FUND BALANCE:	35,131.24CR	1,951.34	5,971.47	29,159.77CR
	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	384,262.00	0.00	30,453.66	215,158.07	169,103.93	55	-----	
J-070822-696	PAYROLL JULY 8, 2022			15,614.86	LIBRARY-REG WAGES		P		A
J-072222-707	PAYROLL JULY 22, 2022			14,838.80	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	3,357.55	19,198.81	64,801.19	22	--	
J-070822-696	PAYROLL JULY 8, 2022			1,872.12	LIBRARY-TEMP WAGES		P		A
J-072222-707	PAYROLL JULY 22, 2022			1,485.43	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	14.85	252.60	97.40	72	-----	
J-072222-707	PAYROLL JULY 22, 2022			14.85	LIBRARY OVERTIME		P		A
111	OASI	35,849.00	0.00	2,513.94	17,406.33	18,442.67	48	----	
J-070822-696	PAYROLL JULY 8, 2022			1,300.85	LIBRARY-OASI		P		A
J-072222-707	PAYROLL JULY 22, 2022			1,213.09	LIBRARY-OASI		P		A
121	RETIREMENT	23,077.00	0.00	1,828.12	12,789.28	10,287.72	55	-----	
J-070822-696	PAYROLL JULY 8, 2022			936.90	LIBRARY-RETIREMENT		P		A
J-072222-707	PAYROLL JULY 22, 2022			891.22	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	30.00-	2,826.00	1		
132	GROUP INSURANCE	99,678.00	0.00	4,210.02	27,495.61	72,182.39	27	--	
J-070822-696	PAYROLL JULY 8, 2022			2,105.01	LIBRARY-GROUP INS		P		A
J-072222-707	PAYROLL JULY 22, 2022			2,105.01	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	27.75	509.38	544.62	48	----	
J-070822-696	PAYROLL JULY 8, 2022			16.02	LIBRARY-UNEMP INS		P		A
J-072222-707	PAYROLL JULY 22, 2022			11.73	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	631,066.00	0.00	42,405.89	292,780.08	338,285.92	46	----	
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	873.50	9,267.48	632.52	93	-----	
M-070522-680	.17952 SCALEFUSION	202206	Yonke	240.00	DISPUTED CHARGE		-		A
M-070522-680	.17374 AVERA SACRED HEART	202206	Bailey	38.50	PROFESSIONAL SERVICES		-		A
M-070522-680	.12536 YANKTON MEDICAL CLINIC	202206	Bailey	262.00	PROFESSIONAL SERVICES		-		A
M-070522-680	.14274 OLSONS PEST TECHNICIAN	202206	Schmidt	93.00	PEST CONTROL		-		A
M-070522-680	.17952 SCALEFUSION	202206	Yonke	240.00	LIBRARY TABLET SOFTWARE		-		A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	6,000.00	10,000.00	37	---	
D-071122-676	05937 J & H CARE & CLEANING CO 067270 100973			1,200.00	JANITORIAL SERVICE	022692	P	N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
209	E-BOOKS	28,000.00	0.00	2,926.90	12,457.70	15,542.30	44	----
M-070522-680	.13843 OVERDRIVE DIST	202206	Schmidt	1,844.43	EBOOKS		-	A
M-070522-680	.13843 OVERDRIVE DIST	202206	Schmidt	302.43	EBOOKS		-	A
M-070522-680	.13843 OVERDRIVE DIST	202206	Schmidt	271.97	EBOOKS		-	A
M-070522-680	.13843 OVERDRIVE DIST	202206	Schmidt	508.07	EBOOKS		-	A
211	PUBLISHING	2,000.00	0.00	0.00	0.00	2,000.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	2,880.90	1,619.10	64	-----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	781.56	3,218.44	19	-
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	389.92	2,052.19	947.81	68	-----
M-070522-680	.17942 PB LEASING	202206	Schmidt	122.00	POSTAGE		-	A
M-070522-680	.11798 BAKER-TAYLOR	202206	Schmidt	36.30	POSTAGE		-	A
M-070522-680	.16124 PITNEY BOWES PBP	202206	Schmidt	200.00	POSTAGE		-	A
M-070522-680	.11787 DEMCO INC	202206	Schmidt	25.62	POSTAGE		-	A
M-070522-680	.18706 IN JOHNNY SUNDBY PHOT	202206	Dobrovolny	6.00	POSTAGE		-	A
232	OFFICE SUPPLIES	9,500.00	0.00	389.20	2,041.76	7,458.24	21	--
M-070522-680	.14377 KOPETSKYS ACE HDWE	202206	Schmidt	15.99	OFFICE SUPPLIES		-	A
M-070522-680	.18679 MICHAELS #9490	202206	Schmidt	8.14	OFFICE SUPPLIES		-	A
M-070522-680	.11787 DEMCO INC	202206	Schmidt	35.16	OFFICE SUPPLIES		-	A
M-070522-680	.11774 QUILL CORPORATION	202206	Schmidt	178.82	OFFICE SUPPLIES		-	A
M-070522-680	.18695 AMZN MKTP US 852WH5953	202206	Dobrovolny	85.87	OFFICE SUPPLIES		-	A
M-070522-680	.18700 AMZN MKTP US LH0WN4013	202206	Dobrovolny	48.99	OFFICE SUPPLIES		-	A
M-070522-680	.18710 AMZN MKTP US 9T3HL2N33	202206	Dobrovolny	11.49	OFFICE SUPPLIES		-	A
M-070522-680	.18711 AMZN MKTP US 1X39W11T0	202206	Dobrovolny	4.74	OFFICE SUPPLIES		-	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	820.00	6,397.06	3,102.94	67	-----
M-070522-680	.17319 IN BOOK PAGE	202206	Schmidt	390.00	SUBSCRIPTION		-	A
M-070522-680	.15245 RAPID CITY JOURNAL	202206	Schmidt	400.00	NEWSPAPER SUBSCRIPTION		-	A
M-070522-680	.14599 NATIONAL AUDUBON SOCIE	202206	Schmidt	30.00	MAGAZINE SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	185.32	1,224.34	1,775.66	40	----
M-070522-680	.18659 AMZN MKTP US UR3VK7B23	202206	Dobrovolny	61.98	JANITORIAL SUPPLIES		-	A
M-070522-680	.14377 KOPETSKYS ACE HDWE	202206	Schmidt	25.34	JANITORIAL SUPPLIES		-	A
M-070522-680	.18695 AMZN MKTP US 852WH5953	202206	Dobrovolny	98.00	JANITORIAL SUPPLIES		-	A

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
242	PROGRAM SUPPLIES	5,000.00	0.00	362.51	1,526.98	3,473.02	30	---	
M-070522-680	.18659 AMZN MKTP US UR3VK7B23	202206	Dobrovolny	35.90	PROGRAM SUPPLIES		-		A
M-070522-680	.11787 DEMCO INC	202206	Schmidt	201.75	PROGRAM SUPPLIES		-		A
M-070522-680	.18695 AMZN MKTP US 852WH5953	202206	Dobrovolny	79.17	PROGRAM SUPPLIES		-		A
M-070522-680	.18696 AMZN MKTP US 0D30B2R33	202206	Dobrovolny	33.54	PROGRAM SUPPLIES		-		A
D-071122-676	00677 WHOLESALE SUPPLY INC	067332	444153	12.15	PROGRAM SUPPLIES	022697	P	-	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,000.00	0.00	0.00	0.00	3,000.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	131.63	1,368.37	8		
271	TELEPHONE	2,300.00	0.00	180.66	1,151.90	1,148.10	50	-----	
M-070522-680	.18403 VASTBROADBAND	202206	Yardley	75.10	PHONE		-		A
M-070522-680	.18403 VASTBROADBAND	202206	Yardley	45.06	PHONE		-		A
J-070822-696	PAYROLL JULY 8, 2022			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,597.18	8,239.28	11,760.72	41	----	
M-073122-675	00455 NORTHWESTERN ENERGY	202219		1,597.18	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	99.38	4,362.39	1,362.39-	145	-----]	]]]
M-073122-675	00303 MIDAMERICAN ENERGY	202219		99.38	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	279.17	826.87	2,673.13	23	--	
M-073122-675	00109 CITY UTILITIES	202219		74.26	WATER-WW CHARGES	002793	P	-	A
M-073122-675	00109 CITY UTILITIES	202219		204.91	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	420.92	779.08	35	---	
M-073122-675	00109 CITY UTILITIES	202219		38.42	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	64.00	272.00	228.00	54	-----	
J-073122-724	JULY JOURNAL ENTRIES	JE 126		64.00	DUMPSTER CHARGES - JULY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	146,833.00	0.00	9,406.16	70,804.05	76,028.95	48	----	
	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		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY CAPITAL OUTLAY								
340	BOOKS	53,000.00	0.00	4,220.54	23,154.92	29,845.08	43	----	
M-070522-680	.11798 BAKER-TAYLOR	202206	Schmidt	3,931.09	BOOKS		-		A
M-070522-680	.18677 AMZN MKTP US ZJ4IT1MN3	202206	Dobrovolny	10.99	BOOK		-		A
M-070522-680	.11785 CENTER POINT LARGE PRI	202206	Schmidt	137.82	LARGE PRINT BOOKS		-		A
M-070522-680	.18695 AMZN MKTP US 852WH5953	202206	Dobrovolny	21.56	BOOKS		-		A
M-070522-680	.18706 IN JOHNNY SUNDBY PHOT	202206	Dobrovolny	39.90	BOOK		-		A
M-070522-680	.18710 AMZN MKTP US 9T3HL2N33	202206	Dobrovolny	25.81	BOOKS		-		A
M-070522-680	.18714 AMZN MKTP US 1X74O9Z52	202206	Dobrovolny	9.99	BOOK		-		A
D-071122-676	03137 CENGAGE LEARNING INC/GAL	067237	77683444	43.38	BOOKS	022693	P	-	A
342	AV - CAPITAL	13,500.00	0.00	151.20	4,798.53	8,701.47	35	---	
M-070522-680	.14127 AMAZON.COM AMZN.COM/BI	202206	Dobrovolny	2.04-	DVD REFUND		-		A
M-070522-680	.18686 AMZN MKTP US B56XA1FC3	202206	Dobrovolny	23.99	DVD		-		A
M-070522-680	.15692 AMZN MKTP US	202206	Dobrovolny	19.99-	DVD REFUND		-		A
M-070522-680	.18688 AMAZON.COM SJ1LU9UP3 A	202206	Dobrovolny	19.99	DVD		-		A
M-070522-680	.18689 AMZN MKTP US X84AL6G43	202206	Dobrovolny	17.96	DVD		-		A
M-070522-680	.18695 AMZN MKTP US 852WH5953	202206	Dobrovolny	58.94	DVD'S		-		A
M-070522-680	.18710 AMZN MKTP US 9T3HL2N33	202206	Dobrovolny	7.36	DVD		-		A
D-071122-676	04785 MIDWEST TAPE	067287	502137053	44.99	AV	022691	P	-	A
350	EQUIPMENT	0.00	0.00	0.00	19,298.40	19,298.40-9999		-----]]]]	
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	4,345.96	4,345.96-9999		-----]]]]	
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	4,371.74	51,597.81	31,902.19	61	-----	
	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	56,183.79	415,181.94	446,217.06	48	----	
TOTAL:	GENERAL FUND	861,399.00	0.00	56,183.79	415,181.94	446,217.06	48	----	

## Director's Report—August 2022

**Adjusting times:** After receiving feedback from several parents about conflicts with our programs and preschool pick-up times, we have decided to start our Stay & Play and Story Time sessions earlier. We will also be extending Stay & Play to two hours, instead of one. Stay & Play offers a unique opportunity for kids to try different toys and activities as well as to socialize with other children. We rotate a variety of toys and activities to not only help with creativity, but also to promote development of fine motor skills, counting, matching, problem solving and more. Additionally, it is an opportunity for parents and caregivers to interact with their children in a fun and stress-free setting and to meet other parents and caregivers.

**Historic Walking Tours:** The library will again be offering three Historic Walking Tours in different neighborhoods in August, September and October. The first tour is scheduled for Tuesday, August 9 and will feature Walnut Village and the library. The library building is 50-years-old this year!

**Summer Reading Results:** Our final numbers for the SRP included 568 individuals registered, 185,253 minutes read (children) and 1,487 books read (teens and adults)! We offered 74 different programs for all ages through June and July! We had special performers or presenters for 20 of these events including an author, an artist, an oceanographer, a famous jump-roper, a beloved dance teacher and a local foodie to name a few. There were over 2,500 participants at library events, with some of the best-attended events being the Zoo Man (216 attendees), the Cemetery Walk (120), our kick-off event (100) and Martika with her Circus Variety Show (100). That's a lot of people in our meeting room!

We are very thankful to all of the individuals and businesses that donated to the Summer Reading Program this year. A list of donors can be found on our Facebook page and on posters in the library. A special thank you goes to our Friends of the Library group for sponsoring ALL of our performers this year.

**Sack Packs:** We are again partnering with Yankton Food For Thought to be a pick up location for Sack Packs on Fridays in August until school begins. There is a gap between when the summer meals end and school resumes, so it is nice to offer this option for those that need it.

**Fall Programming:** Our staff are busy planning for Fall programming at the library. We have committees working on activities for Library Card Sign-Up Month (September), Banned Book Week (Sept), creating a scarecrow to display at Mazing Acres, and planning for an outdoor movie. Additionally, I recently met with the staff to brainstorm and share ideas for other programs we can offer. There are so many great ideas, it will be hard to narrow down what to put on our schedule! I am excited for what is to come and thankful for the creativity and enthusiasm of the staff.

**Yankton County Fair and Riverboat Days:** Cassi was at the Yankton County Fair on Friday, August 5. Those that stopped by could make an animal puppet and receive some information about youth programs at the library this Fall. Library staff will also be down by the river during Riverboat Days (Sunday, August 21 from 9-12). Visitors to the library table will be able to make their own button and pick out a free book to take home. We are thankful to be invited to these events so that we have the opportunity to interact with people outside of our library walls and hopefully encourage some to come see us inside the library!

**ARPA Grant:** The city has received the \$100,000 reimbursement from the ARPA grant that the library was awarded. This money provided all new computers for patrons and staff, updated the data wiring and digitized the microfilm of the local papers. Brenda Hemmelman from the SD State Library will be at Yankton Community Library on Tuesday, August 23. She will be able to see the updates that were made. This will fulfill the final requirement for the ARPA grant that we received.

**Friends of the Library:** The Friends of the Library will be hosting their final outdoor sale of the year on Labor Day Weekend: Saturday, September 3 from 9am-1pm. They had very successful sales in June and July and are hoping for another busy day! The next scheduled meeting for the Friends of Library will be on Monday, September 19 at 4pm.

**Keep Yankton Beautiful:** We will be working with Keep Yankton Beautiful and the Friends of the Library on a project on the south side of the building. We are hoping to add a bench, a new garbage receptacle, and to refresh the landscaping in that area, including adding some small shrubs and perennials.

**Board of Trustees:** The next regularly scheduled meeting will be on Wednesday, September 14 at 5:30pm.

## July 2022 Program Statistics

	Registered	Activity Badges earned	Minutes/Books read
Children	322	245	184,431
Teen	96	55	629
Adult	150	97	858

Weekly Craft Days (k-5) Tuesday	Children	Adults
7/5/22 Shell Crab	25	13
7/12/22 Egg Carton Goldfish	25	8
7/19/22 Tube Shark	24	7
7/26/22 Craft Buffet	35	10
<b>Total:</b>	<b>109</b>	<b>38</b>

Weekly Activity Days	Children	Adults
7/13/22 Coral Reed Blow Painting	22	9
7/20/22 Miss Judi	3	0
<b>Total:</b>	<b>25</b>	<b>9</b>

Lego Club	Children	Adults
7/7/2022	20	6
7/14/2022	18	4
7/21/2022	16	5
7/28/2022	21	5
<b>Total:</b>	<b>75</b>	<b>20</b>

Storytime	Children	Adults
7/5/2022	25	15
7/12/2022	16	9
7/19/2022	22	10
7/26/2022	12	6
<b>Total:</b>	<b>75</b>	<b>40</b>

Weekly Teen Events (Wednesdays)	Attendance
7/20/22 Glow in the dark Terrarium	17
7/26/22 End of Summer Event	22
<b>Total:</b>	<b>39</b>

Teen Volunteers	Teens	Hours
Active Volunteers	11	14

Miscellaneous	
Tommy the Turtle	20
<b>Total:</b>	<b>20</b>



## July 2022 Program Statistics

<b>Weekly Performers/Programs</b>	<b>Children</b>	<b>Adults</b>
Animal Crossing Party 7/6/22	28	11
Balloon Storyteller 7/11/22	30	20
Riverside Cleanup 7/13/22	12	6
Michael Albert (NYC Pop Artist) 7/18/22	16	6
Rope Warrior 7/25/22	33	20
<b>Total:</b>	<b>119</b>	<b>63</b>

<b>Stay and Play</b>	<b>Children</b>	<b>Adults</b>
7/6/2022	30	17
7/13/2022	13	7
7/20/2022	14	6
7/27/2022	18	8
<b>Total:</b>	<b>75</b>	<b>38</b>

<b>Board Games/Movie</b>	<b>Children</b>	<b>Adults</b>
7/1/2022 Board Games	9	1
7/8/2022 Movie Flipper	3	2
7/15/2022	7	
7/22/2022 movie Finding Nemo	14	1
7/29/2022	3	1
<b>Total:</b>	<b>36</b>	<b>5</b>

<b>Adult Programs</b>	<b>Date</b>	<b>Time</b>	<b>Attendance</b>
Macrame Pot Hanger	12-Jul	6:00 PM	17
Canvas & Charcuterie	15-Jul	6:00 PM	13
Oceanography	19-Jul	6:00 PM	22
Ocean Experience VR	19-Jul	4 & 7 PM	40
Seed Library	21-Jul	2:00 PM	25
Grilling Tips w/ Steve Huff	29-Jul	6:00 PM	22
<b>Total:</b>			<b>139</b>

<b>Food for Fines</b>		
Pasta	July	<b>109</b>

<b>Book Clubs</b>			
Reader's Anonymous	12-Jul	2:00 PM	9
Between the Lines	26-Jul	4:30 PM	3
<b>Total:</b>			<b>12</b>

## JULY 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	7,374	6,809	4,717
Juvenile	6,943	5,531	2,045
<b>Total</b>	<b>14,317</b>	<b>12,340</b>	<b>6,762</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	5,072	4,642	2,879
Juvenile	4,398	5,524	2,034
<b>Total</b>	<b>9,470</b>	<b>10,166</b>	<b>4,913</b>

Interlibrary Loan			
	2022	2021	2020
Requested	105	103	47
Supplied	31	20	27
<b>Total</b>	<b>136</b>	<b>123</b>	<b>74</b>

Electronic Resources			
	2022	2021	2020
OverDrive	2,166	2,044	1,764
OverDrive Juvenile	373	NA	NA
TumbleBooks	6	7	11
<b>Total</b>	<b>2,545</b>	<b>2,051</b>	<b>1,775</b>

Adult Outreach			
	2022	2021	2020
Locations	7	4	4
Patrons	38	10	13
Circulations	136	69	249

Current Cards			
	2022	2021	2020
Resident	3,418	4,282	4,020
Non-Resident	189	241	212
Mount Marty	9	37	36
Teacher	37	54	49
Yankton County	744	985	909
<b>Total</b>	<b>4,397</b>	<b>5,599</b>	<b>5,226</b>

New Cards			
	2022	2021	2020
Resident Adult	59	60	N/A
Resident Youth (<18)	16	5	N/A
County	14	63	57
County (Households)	10	47	43
Non-resident	3	11	9
Non-resident (households)	3	9	NA

30 Day Trial Cards			
	2022	2021	2020
In-Town New	2	6	16
County -New	3	4	1
County-Renewal	3	2	73
Nonresident-New	0	0	3
Nonresident-Renewal	0	0	11
<b>Total</b>	<b>8</b>	<b>12</b>	<b>104</b>

Book a Librarian			
	2022		
Time (minutes)	155		
Number of Sessions	7		

Public Computer Use			
	2022	2021	2020
Uses	525	475	46
Hours	305	246	21

WiFi Usage			
	2022	2021	2020
Sessions	252	1,206	828
Total Session Hours	200	913	1,189
WiFi Usage	132	281	150

\*Wi-Fi counter was unintentionally disconnected 7/12/22-8/3/22

Meeting Room Use			
	2022	2021	2020
Library Uses	36	38	0
Library Hours	84.0	72.0	0
Non-Library Uses	13	6	0
Non-Library Hours	17.0	10.0	0

Study Room Use			
	2022	2021	2020
Uses	28	30	0
Hours	48.5	56.0	0.0

Notary			
	2022	2021	2020
Requests	2	3	2

Proctor			
	2022	2021	2020
Tests	8	7	0

Genealogy Requests			
	2022	2021	2020
Patrons	1	*0	1
Hours	1	0	0.40

Teacher Requests			
	2022	2021	2020
Patrons	0	1	1

Courier			
	2021	2021	2020
Total Incoming	127	131	60
Total Outgoing	150	102	81
<b>Total</b>	<b>277</b>	<b>233</b>	<b>141</b>

Collection			
	2022	2021	2020
Items Added	437	571	497
Items Deleted	214	220	335

Curbside Pick-Ups			
	2022	2021	2020
	24	37	918

Summer Reading Registrations			
	2022	2021	2020
	568	393	297

## Yankton Community Library • August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Food for Fines: Peanut Butter or Jelly</b>	1	2	3  Stay & Play 9—11 am	4  LEGO Club 3:45 pm	5	6
7  <i>Library Closed</i>	8	9  Readers Anon Book Club 2 pm  Who Lived in That House? 6 pm	10  Stay & Play 9—11 am  Library Board Meeting 5:30 pm	11  LEGO Club 3:45 pm	12	13
14  <i>Library Closed</i>	15	16	17  Stay & Play 9—11 am	18  Seed Library 2 pm LEGO Club 3:45 pm	19	20  Library Closed Riverboat Days
21  <i>Library Closed</i>	22	23  Between the Lines Book Club 4:30 pm	24  Stay & Play 9—11 am	25  LEGO Club 3:45 pm	26	27
28  <i>Library Closed</i>	29	30	31  Stay & Play 9—11 am	 <p style="font-size: small;">YANKTON COMMUNITY LIBRARY BOOKS ARE JUST THE BEGINNING</p> <p>515 Walnut St. 605-668-5275 <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a></p>		
				Email: <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a>  Summer Hours: Mon-Tues, 9a-8p; Wed-Thurs, 9a-6p; Fri-Sat, 9a-5p		

## AV Equipment Loan, Fines, and Fees Policy

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to 90 days in advance. Patrons wishing to check out AV equipment must possess a valid library card and must be 18 years or older.

The schedule and loan periods below delineate circulating loan periods/fees. A maximum of three (3) renewals are permitted if the equipment is available. The fee for all equipment must be paid at time of checkout, in two checks - one for the deposit and one for the rental fee.

	Deposit?	Charge?	Loan Period	Replacement Fee
Opaque Projector	NA	NA	In-House use only	
Overhead Projector	\$10	\$5	48 hours	
Screen	\$25	\$10	48 hours	
Fender PA System	\$100	\$25	48 hours	
Vivitek LCD Projector	\$100	\$35	48 hours	

The staff of the library recommends that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request

If a piece of equipment is overdue without being renewed, the patron will be charged an additional rental fee for each 48-hour period that the equipment is overdue. On the fifth day overdue, the patron will forfeit the deposit and a bill will be sent to the patron for the replacement price of the equipment. If the equipment is returned after five days overdue, the patron will only be responsible for paying the rental fee for each 48-hour period and forfeiting the deposit.

All persons using this equipment for the City, ~~Chamber of Commerce not for profit use, or nonprofits that are affiliated with the City of Yankton~~ are not required to pay a deposit or fee charge. ~~(Please refer to the AV rental binder for a list of nonprofit agencies affiliated with the City).~~ However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for.

### Talking points:

- Do we want to do away with the rental fees? If the person has a library card and leaves a deposit for AV equipment, is that sufficient?
- Do we want to do away with the deposit as well, but list the replacement fee and have them sign the document when checking out (they already do this for AV equipment)? If

they have an active card we should have a good phone number and address that we can send a bill if needed. Do you think no deposit would make people more comfortable to keep the items passed their due dates? Will this affect when other people have reserves for specific events? Do we require a deposit from individuals and businesses but not nonprofits? It may be difficult for some organizations to obtain a check for a deposit, especially if it is on short notice.

- Difficult to keep an up-to-date list of organizations associated with the City. Better to just say nonprofits like we do in the Meeting Room policy?
- Do we want to have late fees on these items?
- When we get the ability to take credit card payments, can/should we keep a card number on file until the item is returned in place of a check?
- If we keep the deposit requirement, do you think the deposit amounts are reasonable?
- Should we add a section to the policy about damage fees? Maybe that damage fees may be assessed at the discretion of the Director? We may need to replace different parts/storage bag/ ect. Do we try to list a price for every possible replacement part?
- Do we want to include a section for other “things” or kits we check out that do not fit into the other categories of books, CD books, DVDs, ect. This would include Lego kits, Light Therapy lamps, museum passes, book club bags, Cricut cartridges (coming soon!).

## **Sample Library Photography and Video Policy**

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its 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, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

### **I. General Policy**

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

### **II. 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 the ingress or egress of patrons or staff to or from the library building.

### **III. Commercial Photography and Videos**

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

### **IV. Photography and Videos of Materials and Resources**

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

### **V. Library Photography, Videos, and Recording**

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. 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.

## **VI. Library Board Meetings**

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

## **VII. Liability**

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

## **VII. Right Subject to Compliance with Policy**

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

A library may wish to seek guidance from its attorney prior to adopting this policy.

## **Photo and Video Guidelines** (From Washington County, MN)

### **Library Staff Photographs and Videos**

Authorized representatives of Washington County Library may photograph and record participants attending or taking part in library events, classes, and activities. Images may be used by Washington County for educational or promotional purposes in print, online, and video. If a library customer does not wish himself/herself or his/her child to be photographed or recorded, the customer must notify library staff.

### **Individual Photographs and Videos**

People photographing or recording on library premises have the responsibility for obtaining the necessary releases and permissions from those who are photographed or recorded. The library undertakes no responsibility for obtaining these releases.

### **Commercial Photographs and Videos**

Washington County Library branches are public spaces, so photography (including commercial photography) is allowed as long as it does not disrupt library operations.

Photo shoots at [Central Park](#) (outside R.H. Stafford Library in Woodbury) are fee based and must be scheduled in advance with Woodbury Parks & Recreation.

# **Library Photography and Video Policy**

(From Northshore Public Library in Shoreham, NY)

The North Shore Public Library has a significant interest in maintaining an environment that allows patrons to freely and safely access library information and resources. This significant interest requires the Library to maintain policies that protect the privacy of its 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, the Library has adopted the following policy regarding the taking of photographs or videos inside and outside the library building.

## **I. General Policy**

Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use provided that other Library users are not captured in any such photographs, films, or recordings without their permission. 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. Photography and recording of Library events and programs may only be done with the permission of the organization or individual holding the event.

- It is the sole responsibility of the photographer to obtain all permissions and releases

The use of additional equipment such as tripods, lights, or other specialized equipment is prohibited. There may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, study locations, children programs and events, etc.). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance.

Persons taking photographs and videos shall not:

- Compromise a patron or staff member's right to privacy
- Harass, intimidate, or threaten a patron or staff member
- Block library aisles, walkways, stairwells, doors, or exits

## **II. 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 the ingress or egress of patrons or staff to or from the Library building and must abide to the *General Policy* outlined in Section I of this policy.

## **III. Photography and Videos of Materials and Resources**

The Library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

## **IV. Library Photography, Videos, and Recording**

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. 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.

## **V. Right Subject to Compliance with Policy**

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

# Photography and Video Recording Policy

(From Boulder Public Library-Boulder, CO)

Approved by the Library Commission on **Sept. 4, 2019.**

As public buildings library facilities are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

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

- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the library's communication specialist or administrative staff 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.

Please note that Boulder Public Library staff may photograph and record programs and events for library publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected.

# Stillwater

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## Public Library

### Stillwater Public Library Photograph Permission Form

Date revised: 09/03/2021

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Stillwater Public Library or its authorized representative requires your permission to use your photograph (digital, video) for a library-related purpose. An exception is a crowd photography at event sponsored all or in part by Stillwater Public Library.

Use of the photograph and any people or property in the photograph will be used now or in the future only in the professional best interests of the library. Photographs may be used on the library website, attached to news releases, in projects endorsed by the library, or appear in publications designed to accurately present Stillwater Public Library. Videos may appear in programs designed to accurately present Stillwater Public Library.

Any photographs in the files of Stillwater Public Library will not be sold or exchanged for other forms of compensation.

\_\_\_\_\_ **Name (Please Print)**

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Phone Number**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **Project**

\_\_\_\_\_ **If Minor, Signature of Parent/Guardian**

\_\_\_\_\_ **Parent/Guardian Name**