

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, February 9, 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 January 12, 2022 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- **Computer & Internet Policy**
- **Library Accreditation**

New Business

- **Strategic Plan**
- **Update Board members contact info**

Other Business:

Public Comment Period

Adjourn the meeting of February 9, 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, January 12, 2022, 5:30 pm

Virtual Meeting – GoToMeeting interface and Yankton Community Library Meeting Room

Meeting called to order by President Sarah Mechtenberg at 5:30 pm. Present virtually were Yankton City Commissioner Jerry Webber, Assistant Library Director Linda Dobrovolny, Sue Otterman, David Koerner, Christine Tielke, and Yankton County Commissioner Dan Klimisch. Jean Huff joined the meeting virtually at 5:45.

Absent: Library Director Dana Schmidt out on maternity leave

Approval of December 1, 2021 minutes: Webber made a motion to approve the minutes of December 1, 2021 with a second by Koerner. Unanimous approval.

Public Comment Period: none

Discussion of Bills/Financial Report: Dobrovolny highlighted expenditures from Advantage Archives for microfilm scanning (paid for with ARPA funds), Larry's Heating and Cooling for HVAC repair, and Minerva's for a staff dinner (paid for with Teget Foundation funds). Klimisch suggested investigating an HVAC maintenance contract. Dobrovolny will consult with Schmidt and Gregg Homstad, City Building Official. Koerner made a motion to accept the financial report with a second by Otterman. Unanimous approval.

Communications and Correspondence: Dobrovolny shared a letter of appreciation and a donation from the Teget foundation in the amount of \$500. The Teget family has requested that a portion of their donation be used for staff appreciation. Dobrovolny also commented that the staff had received many Christmas greeting and treats.

Director's Report: In addition to the written report, Dobrovolny shared that the Friends of the Library recent book sale netted over \$1000. Staff have been excellent in helping to cover duties both while Dana is on maternity leave and as other staff have dealt with sickness. Board members are invited to participate in staff training day on January 17. This would be an opportunity for board training hours to apply to accreditation.

Old Business:

- **Update on accreditation requirements:** Application was approved at the Enhanced Level. An updated strategic plan and community survey is needed to move up to the Exemplary Level.
- **Privacy of Patron Records Policy:** Finalized version as approved at last meeting included in packet.
- **Library Card Policy:** Finalized version as approved at last meeting included in packet.
- **Display of Items Policy:** Finalized version as approved at last meeting included in packet.
- **Computer & Internet Policy:** Referred to City Attorney DenHerder for clarification. No further update at this time.

New Business: None

Other Business: None

Public Comment Period: None

Adjourn the meeting of January 12, 2022: Huff made a motion to adjourn the meeting at 6:00 pm with a second by Klimisch. 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					
BRIGHTWAY ELECTRIC LLC						
@FY@ LIBRARY DATA WIRING	4,365.98	COVID CAPITAL EXPENSE	101.142.355	A4705	210019	P 430 00003
@FY@ LIBRARY DATA LABOR	2,054.02	BUILDINGS	101.142.320	A4705	210019	P 430 00004
	6,420.00	*VENDOR TOTAL				
CENGAGE LEARNING INC/GAL						
@FY@ BOOKS	313.66	BOOKS	101.142.340	1.3.22	022492	P 430 00001
MIDWEST TAPE						
@FY@ AV	79.98	AV - CAPITAL	101.142.342	000231 231-122	022665	P 430 00002
	6,813.64				
GENERAL FUND	6,813.64	*****				

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:	6,813.64					

RECORDS PRINTED - 000004

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

DATE APPROVED BY
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Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WATER-WW CHARGES	44.10	WATER SERVICE	101.142.274		002793	P 463 00001
WATER-WW CHARGES	49.06	WATER SERVICE	101.142.274		002793	P 463 00002
WATER-WW CHARGES	47.60	SEWER SERVICE	101.142.275		002793	P 463 00003
WATER-WW CHARGES	11.22	SEWER SERVICE	101.142.275		002793	P 463 00004
	151.98	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	100656	022496	P 464 00001
MIDAMERICAN ENERGY FUEL	1,029.82	FUEL-HEATING	101.142.273		002794	P 463 00005
NORTHWESTERN ENERGY ELECTRICITY	1,164.07	ELECTRICITY	101.142.272		002795	P 463 00006
RAWLINS LIBRARY REPLACE BOOK	7.99	PROFESSIONAL SERVICES	101.142.202	1.24.22	022493	P 464 00002
US BANK EQUIPMENT FINANC COPIER LEASE	421.13	RENTALS & XEROX SUPPLIES	101.142.212	463579623	022495	P 464 00003
	3,974.99				
GENERAL FUND	3,974.99	*****				

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:	3,974.99					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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Schedule of Bills (Fund/Dept)
BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM 4H4VP5JW3 JANITORIAL SUPPLIES	29.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		466 00062
AMZN MKTP US BM87Y5063 OFFICE SUPPLIES	6.62	OFFICE SUPPLIES	101.142.232	Dobrovolny		466 00136
PROGRAM SUPPLIES	10.49	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00137
BOOKS	66.98	BOOKS	101.142.340	Dobrovolny		466 00138
DVD'S	324.48	AV - CAPITAL	101.142.342	Dobrovolny		466 00139
	408.57	*VENDOR TOTAL				
AMZN MKTP US HA58J4RA3 JANITORIAL SUPPLIES	30.81	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		466 00326
AMZN MKTP US H62HK58H3 PROGRAM SUPPLIES	88.88	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00194
BOOK	15.99	BOOKS	101.142.340	Dobrovolny		466 00195
DVD	29.99	AV - CAPITAL	101.142.342	Dobrovolny		466 00196
	134.86	*VENDOR TOTAL				
AMZN MKTP US KD1DS2FI3 PROGRAM SUPPLIES	9.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00192
AMZN MKTP US MX8U323I3 PROGRAM SUPPLIES	5.49	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00482
AMZN MKTP US M95QO1UT3 OFFICE SUPPLIES	34.18	OFFICE SUPPLIES	101.142.232	Dobrovolny		466 00228
BOOKS	50.71	BOOKS	101.142.340	Dobrovolny		466 00229
DVD'S	68.96	AV - CAPITAL	101.142.342	Dobrovolny		466 00230
	153.85	*VENDOR TOTAL				
AMZN MKTP US OE0D84YX3 JANITORIAL SUPPLIES	57.77	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		466 00341
AMZN MKTP US QT4EP3VH3 @FY@ BOOK	12.14	BOOKS	101.142.340	Dobrovolny		466 00433
AMZN MKTP US VW0QC42K3 PROGRAM SUPPLIES	9.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00188
AMZN MKTP US XR42B4QR3 BOOK	9.80	BOOKS	101.142.340	Dobrovolny		466 00207
AMZN MKTP US 310VW9VX3 @FY@ BOOKS	42.45	BOOKS	101.142.340	Dobrovolny		466 00472

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 846CQ3UX3 PROGRAM SUPPLIES	6.80	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00022
AMZN MKTP US 9Z5Q482J3 OFFICE SUPPLIES	37.65	OFFICE SUPPLIES	101.142.232	Dobrovolny		466 00004
PROGRAM SUPPLIES	37.25	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00005
BOOKS	224.96	BOOKS	101.142.340	Dobrovolny		466 00006
DVD'S	105.86	AV - CAPITAL	101.142.342	Dobrovolny		466 00007
	405.72	*VENDOR TOTAL				
BAKER-TAYLOR @FY@ POSTAGE	5.30	POSTAGE	101.142.231	Schmidt		466 00054
@FY@ BOOKS	576.25	BOOKS	101.142.340	Schmidt		466 00055
	581.55	*VENDOR TOTAL				
BOOK SYSTEMS INC ATRIUUM	3,195.00	PROFESSIONAL SERVICES	101.142.202	Dobrovolny		466 00044
CENTER POINT LARGE PRI LARGE PRINT BOOKS	141.42	BOOKS	101.142.340	Dobrovolny		466 00035
CRESCENT ELECTRIC 029 REPLACE BALLAST	16.29	REP. & MAINT. - BUILDING	101.142.223	Miles		466 00360
DOLLAR TREE PROGRAM SUPPLIES	8.00	PROGRAM SUPPLIES	101.142.242	Caine		466 00215
ECO WATERS REVERSE OSMOSIS RENT	108.00	PROFESSIONAL SERVICES	101.142.202	Dobrovolny		466 00305
FINDAWAY WONDERBOOKS	702.86	AV - CAPITAL	101.142.342	Schmidt		466 00060
HY-VEE YANKTON 1899 @FY@ POSTAGE	11.60	POSTAGE	101.142.231	Dobrovolny		466 00446
PROGRAM SUPPLIES	30.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		466 00478
	41.60	*VENDOR TOTAL				
KOPETSKYS ACE HDWE JANITORIAL SUPPLIES	22.77	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		466 00389
MENARDS YANKTON SD LIGHT BULB	6.96	REP. & MAINT. - BUILDING	101.142.223	Miles		466 00356

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					
MIDAMERICA BOOKS BOOKS	678.15	BOOKS	101.142.340	Dobrovolny		466 00002
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		466 00100
OTC BRANDS INC PROGRAM SUPPLIES	57.00	PROGRAM SUPPLIES	101.142.242	Caine		466 00338
PAYPAL SDSPS SUBSCRIPTION	35.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Dobrovolny		466 00027
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		466 00135
VASTBROADBAND-VEXUS PHONE	71.41	TELEPHONE	101.142.271	Yardley		466 00400
PHONE	45.06	TELEPHONE	101.142.271	Yardley		466 00422
	116.47	*VENDOR TOTAL				
YANKTON PIZZA RANCH PROGRAM SUPPLIES	85.00	PROGRAM SUPPLIES	101.142.242	Caine		466 00216
	7,404.29				

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 H62HK58H3 SUMMER PROGRAM SUPPLIES	17.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		466 00197
AMZN MKTP US 9Z5Q482J3 CRAFT NIGHT SUPPLIES	40.84	RECREATION SUPPLIES	701.701.242	Dobrovolny		466 00008
HY-VEE YANKTON 1899 STAFF IN-SERVICE	31.14	RECREATION SUPPLIES	701.701.242	Dobrovolny		466 00170
	89.96				
LIBRARY TRUST	89.96	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED 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	0.00	12,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	12,000.00	12,000.00	0.00	0.00	12,000.00	0
GOODS AND SERVICES						
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	965.00	965.00	5,835.00	14 -
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	35.00	465.00	7
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	0.00	10.00	0
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	32.16	32.16	167.84	16 -
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	53.00	53.00	1,447.00	3
3456 PC PRINTING	6,000.00	6,000.00	441.30	441.30	5,558.70	7
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	2,295.85	2,295.85	295.85-	114 -----]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	3,822.31	3,822.31	13,287.69	22 --
FINES						
3510 COURT FINES	1,600.00	1,600.00	0.00	0.00	1,600.00	0
3511 PARKING FINES	2,000.00	2,000.00	25.00	25.00	1,975.00	1
3520 LIBRARY FINES	650.00	650.00	33.00	33.00	617.00	5
TOTAL: FINES	4,250.00	4,250.00	58.00	58.00	4,192.00	1
MISCELLANEOUS						
3610 INTEREST	40,000.00	40,000.00	0.00	0.00	40,000.00	0
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	0.04	0.04	3,999.96	0
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	0.00	3,000.00	0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	143.47	143.47	1,356.53	9
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	143.51	143.51	58,356.49	0
TOTAL: GENERAL FUND	91,860.00	91,860.00	4,023.82	4,023.82	91,836.18	5

	ADOPTED BUDGET	ANNUAL REVISED BUDGET	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	0.00	0.00	0.00	0
3660 DONATIONS FROM PRIVATE	0.00	0.00	129.50	129.50	129.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	129.50	129.50	129.50-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONNEL SERVICES					
101	384,262.00	0.00	14,215.64	14,215.64	370,046.36	3
102	84,000.00	0.00	905.09	905.09	83,094.91	1
103	350.00	0.00	5.66	5.66	344.34	1
111	35,849.00	0.00	1,059.97	1,059.97	34,789.03	2
121	23,077.00	0.00	845.53	845.53	22,231.47	3
131	2,796.00	0.00	0.00	0.00	2,796.00	0
132	99,678.00	0.00	3,439.84	3,439.84	96,238.16	3
133	1,054.00	0.00	55.95	55.95	998.05	5
TOTAL:	631,066.00	0.00	20,527.68	20,527.68	610,538.32	3
	OTHER CURRENT EXPENDITURES					
201	13,433.00	0.00	0.00	0.00	13,433.00	0
202	9,900.00	0.00	0.00	0.00	9,900.00	0
204	16,000.00	0.00	0.00	0.00	16,000.00	0
209	28,000.00	0.00	0.00	0.00	28,000.00	0
211	2,000.00	0.00	0.00	0.00	2,000.00	0
212	4,500.00	0.00	0.00	0.00	4,500.00	0
221	3,000.00	0.00	0.00	0.00	3,000.00	0
223	4,000.00	0.00	0.00	0.00	4,000.00	0
224	0.00	0.00	0.00	0.00	0.00	0
231	3,000.00	0.00	0.00	0.00	3,000.00	0
232	9,500.00	0.00	0.00	0.00	9,500.00	0
233	0.00	0.00	0.00	0.00	0.00	0
234	0.00	0.00	0.00	0.00	0.00	0
235	9,500.00	0.00	0.00	0.00	9,500.00	0
236	3,000.00	0.00	0.00	0.00	3,000.00	0
242	5,000.00	0.00	0.00	0.00	5,000.00	0
248	0.00	0.00	0.00	0.00	0.00	0
255	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	0.00	0.00	1,000.00	0
263	3,000.00	0.00	0.00	0.00	3,000.00	0
265	1,500.00	0.00	0.00	0.00	1,500.00	0
271	2,300.00	0.00	60.50	60.50	2,239.50	2
272	20,000.00	0.00	0.00	0.00	20,000.00	0
273	3,000.00	0.00	0.00	0.00	3,000.00	0
274	3,500.00	0.00	0.00	0.00	3,500.00	0
275	1,200.00	0.00	0.00	0.00	1,200.00	0
276	500.00	0.00	32.00	32.00	468.00	6
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	146,833.00	0.00	92.50	92.50	146,740.50	0
	CAPITAL OUTLAY					
301	2,000.00	0.00	0.00	0.00	2,000.00	0
320	15,000.00	0.00	0.00	0.00	15,000.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH JAN 31, 2022

	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	0.00	0.00	53,000.00	0
342 AV - CAPITAL	13,500.00	0.00	0.00	0.00	13,500.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	83,500.00	0.00	0.00	0.00	83,500.00	0
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	20,620.18	20,620.18	840,778.82	2
TOTAL: GENERAL FUND	861,399.00	0.00	20,620.18	20,620.18	840,778.82	2

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH JAN 31, 2022

	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	200.00	200.00	200.00-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	200.00	200.00	200.00-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	200.00	200.00	200.00-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	200.00	200.00	200.00-	9999 -----]]]]

		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	14,215.64	14,215.64	370,046.36	3	
J-010722-433	PAYROLL JANUARY 7, 2022				13,805.90	LIBRARY-REG WAGES		P	A
J-012122-437	PAYROLL JANUARY 21,2022				14,215.64	LIBRARY-REG WAGES		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 1				13,805.90-	REV JE #481 2021 WAGES			A
102	TEMPORARY WAGES	84,000.00		0.00	905.09	905.09	83,094.91	1	
J-010722-433	PAYROLL JANUARY 7, 2022				932.06	LIBRARY-TEMP WAGES		P	A
J-012122-437	PAYROLL JANUARY 21,2022				905.09	LIBRARY-TEMP WAGES		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 1				932.06-	REV JE #481 2021 WAGES			A
103	OVERTIME WAGES	350.00		0.00	5.66	5.66	344.34	1	
J-010722-433	PAYROLL JANUARY 7, 2022				116.19	LIBRARY OVERTIME		P	A
J-012122-437	PAYROLL JANUARY 21,2022				5.66	LIBRARY OVERTIME		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 1				116.19-	REV JE #481 2021 WAGES			A
111	OASI	35,849.00		0.00	1,059.97	1,059.97	34,789.03	2	
J-010722-433	PAYROLL JANUARY 7, 2022				1,105.00	LIBRARY-OASI		P	A
J-012122-437	PAYROLL JANUARY 21,2022				1,059.97	LIBRARY-OASI		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 2				1,105.00-	BENEFIT DISTR-REV JE#482			A
121	RETIREMENT	23,077.00		0.00	845.53	845.53	22,231.47	3	
J-010722-433	PAYROLL JANUARY 7, 2022				830.76	LIBRARY-RETIREMENT		P	A
J-012122-437	PAYROLL JANUARY 21,2022				845.53	LIBRARY-RETIREMENT		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 2				830.76-	BENEFIT DISTR-REV JE#482			A
131	WORKMENS COMPENSATION	2,796.00		0.00	0.00	0.00	2,796.00	0	
132	GROUP INSURANCE	99,678.00		0.00	3,439.84	3,439.84	96,238.16	3	
J-010722-433	PAYROLL JANUARY 7, 2022				1,812.47	LIBRARY-GROUP INS		P	A
J-012122-437	PAYROLL JANUARY 21,2022				1,627.37	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00		0.00	55.95	55.95	998.05	5	
J-010722-433	PAYROLL JANUARY 7, 2022				54.60	LIBRARY-UNEMP INS		P	A
J-012122-437	PAYROLL JANUARY 21,2022				55.95	LIBRARY-UNEMP INS		P	A
J-013122-458	JANUARY JOURNAL ENTRIES JE 2				54.60-	BENEFIT DISTR-REV JE#482			A
TOTAL: PERSONNEL SERVICES		631,066.00		0.00	20,527.68	20,527.68	610,538.32	3	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00		0.00	0.00	0.00	13,433.00	0	

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	83,500.00	0.00	0.00	0.00	83,500.00	0	
	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	20,620.18	20,620.18	840,778.82	2	
TOTAL:	GENERAL FUND	861,399.00	0.00	20,620.18	20,620.18	840,778.82	2	

Director's Report -February 2022

After 8 wonderful weeks of maternity leave, it is nice to be back at the library. I am thankful to all the staff who continue to be so flexible and always willing to help where help is needed. They are such a great group of individuals and we receive many comments about how wonderful our staff are at the library. For the next 6 weeks I will be taking 2 half days each week to spend as much time as possible with my little one. Thank you for your generosity and understanding in allowing me to have this time!

Magazine sale: The library will be selling back issues of our 2020 magazines on February 11-13. We typically bundle all of one title together and sell the bundle for \$1. This is great for reducing the amount of materials to be recycled and giving individuals the chance to enjoy or repurpose old magazines.

Estate Planning 101: We had a great turnout for this event on January 22-50 in person and 12 virtual attendees! A big thank you to Sheila Woodward for putting on this program for us. We received a lot of positive feedback and requests for another class like this. We will be reaching out to another attorney in town to present a similar program for the library.

Upcoming Teen Events: Victoria has made great strides in ramping up the teen programming happening at the library. There were 20 teens that attended our After-Hours program in January, with lots of positive feedback from the kids and parents. We also have been offering monthly Teen Subscription bags since May 2021, which include a book personally selected based on each teen's preferences and interests, along with some fun treats and trinkets. We just ask that they renew or return the book in 3 weeks along with a short book review. We currently have 21 teens enrolled in this program.

Also, for teens, the library will be hosting an Anti-Valentine's Party on Wednesday, February 9 which will include a stinky chip tasting station and Disney couples targets for Nerf guns. Then on February 23, teens can join us to play Mario Kart on the wii and do some Mario diamond painting.

Summer Reading: This summer our theme is going to be Oceans of Possibilities. Planning for the summer is already in full swing. Everyone on the staff is involved in the planning and preparation for a summer full of fun and engaging programs and presenters. The summers are such a whirlwind for our staff with nearly daily programs, helping patrons to track their reading, and bigger crowds. Each year is full of unique experiences and though the Youth Services Librarian certainly takes on the biggest portion of this, it is truly a team effort to pull off these busy summers!

Give the Library a High \$5: The Library Foundation is holding a fundraiser throughout the month of February, asking patrons for \$5 donations to show support for the library during Library Lovers Month. Each \$5 donation is represented by a heart on our east windows. It is great to see the number of hearts grow each day!

Annual Report: I will be working on compiling the information and statistics required for the annual report due to the State Library each year. This information should be available for your review at the next meeting.

Library Closure: The library will be closed on Monday, February 21 in observance of Presidents' Day.

Next Meeting: The next regularly scheduled meeting for the library board will be on Wednesday, March 9 at 5:30pm. We will have both virtual and in-person options available.

January 2022 Program Statistics

Elementary Events	Date	Time	Kids	Adults
Craft: Penguin Bobble	6-Jan	3:45 PM	7	4
LEGO Club	13-Jan	3:45 PM	10	4
Movie: Mitchell's Vs.	20-Jan	3:45 PM	2	0
Craft Buffet (Miss Juc)	27-Jan	3:45 PM	10	3
Total:			29	11

Storytime	Date	Time	Kids	Adults
	4-Jan	10:30 AM	10	5
	4-Jan	6:00 PM	4	2
	6-Jan	10:30 AM	4	3
	11-Jan	10:30 AM	7	4
	11-Jan	6:00 PM	7	3
	13-Jan	10:30 PM	4	2
	18-Jan	10:30 AM	10	5
	18-Jan	6:00 PM	4	2
	20-Jan	10:30 AM	6	3
	25-Jan	10:30 AM	8	4
	25-Jan	6:00 PM	1	1
	27-Jan	10:30 AM	4	3
Total:			69	37

Stay and Play	Date	Time	Kids	Adults
	5-Jan	10:30 AM	6	3
	12-Jan	10:30 AM	2	1
	19-Jan	10:30 AM	6	3
	26-Jan	10:30 AM	5	3
Total:			19	10

Adult Programs	Date	Time	Num.	Virtual
Cribbage	2-Jan	2:00 PM	3	
Adult 101: Coach Rozy	10-Jan	6:30 PM	0	0
Adult Craft: String Art	20-Jan	6:30 PM	15	
Estate Planning 101	22-Jan	2:00 PM	50	12
Hygge	30-Jan	2pm-4pm	8	
Total:			76	12

Book Clubs			
Readers Anonymous	11-Jan	2:00 PM	8
Between The Lines	25-Jan	4:30 PM	6
Total:			14

Food for Fines		
Canned Fruit	107	

Teen Events	Date	Time	Kids
Teen Subscription Bags	4-Jan		21
Teen Advisory Board (TAB)	11-Jan	7:00 PM	12
Teen After Hours	14-Jan	5:00 PM	20
Mini Cloud Light	26-Jan	3:45 PM	12
Total:			65

JANUARY 2022 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2022	2021	2020
Adult	7,228	5,101	8,439
Juvenile	3,692	3,043	3,733
Total	10,920	8,144	12,172

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2022	2021	2020
Adult	4802	3,026	6,477
Juvenile	3621	2,992	3,627
Total	8,423	6,018	10,104

Interlibrary Loan			
	2022	2021	2020
Requested	113	84	104
Supplied	27	13	161
Total	140	97	265

Electronic Resources			
	2022	2021	2020
OverDrive	2286	1,978	1,697
TumbleBooks	71	51	106
Total	2,357	2,029	1,803

Adult Outreach			
	2022	2021	2020
Locations	7	5*	10
Patrons	34	9	40
Circulations	136	67	210

* Some were pick ups

Daycare Outreach			
	2022	2021	2020
Locations	4	4	8
Patrons	47	80	132
Circulations	72	80	152

Curbside Pick-Ups			
	2022	2021	
	39	635	

Current Cards			
	2022	2021	2020
Resident	3176	4,112	5,021
Non-Resident	182	221	216
Mount Marty	7	38	37
Teacher	35	53	48
Yankton County	724	936	926
Total	4,124	5,360	6,248

New Cards			
	2022	2021	2020
Resident Adult	53	n/a	n/a

Public Computer Use			
	2022	2021	2020
Uses	598	94	1,212
Hours	291	39	857

WiFi Usage			
	2022	2021	2020
Sessions	489	681	1,389
Total Session Hours	661	980	1,315
Unique Users	155	124	399

Meeting Room Use			
	2022	2021	2020
Library Uses	31	0	28
Library Hours	50	0.0	72.0
Non-Library Uses	20	0	18
Non-Library Hours	66	0.0	34.5

Study Room Use			
	2022	2021	2020
Uses	9	0	39
Hours	21	0.0	50.5

Notary			
	2022	2021	2020
Requests	7	2	2

Proctor			
	2022	2021	2020
Tests	0	0	10

Genealogy Requests			
	2022	2021	2020
Patrons	3	1	2
Hours	2.25	1.5	2

Teacher Requests			
	2022	2021	2020
Patrons	0	2	2

Courier			
	2022	2021	2020
Total Incoming	153	98	332
Total Outgoing	135	77	308
Total	288	175	640

	2022	2021	2020
Items Added to Catalog	459	427	354

	2022	2021	2020
Items Deleted from Catalog	808#	1228*	171

* 2019 magazines
#2020 magazines

Resident Youth (<18)	4	n /a	n/a
County	14	28	27
County (Households)	12	25	35
Non-resident	3	11	12
Non-resident (households)	3	11	12

30 Day Trial Cards			
	2022	2021	2020
In-Town New	11	7	N/A
County -New	4	1	N/A
County-Renewal	1	7	N/A
Nonresident-New	0	0	N/A
Nonresident-Renewal	0	1	N/A
Total	16	16	0

Yankton Community Library • February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Story Time 10:30 am & 6 pm	2 Stay & Play 10:30 am	3 Story Time 10:30 am LEGO Club 3:45 pm	4	5
		8 Story Time 10:30 am & 6 pm TAB 7 pm	9 Stay & Play 10:30 am Teen: Anti-Valentine Party 3:45pm Library Board Mtg., 5:30 pm	10 Story Time 10:30 a.m. STEAM: Invisible Ink Valentine's (Elementary) 3:45 pm	11 Magazine Sale 9 am– 5 pm	12 Magazine Sale 9 am– 5 pm
6 Magazine Sale 1 pm– 5 pm	7 Adult 101: House Maintenance Hacks 6:30 pm	13 Magazine Sale 1 pm– 5 pm	14 Magazine Sale 1 pm– 5 pm	15 Story Time 10:30 am & 6 pm	16 Stay & Play 10:30 am	17 Story Time 10:30 am Movie: Clifford 3:45 pm Adult Craft: Paper Quilling 6:30 pm
20 Hygge 2 pm-4 pm	21 Library Closed for Presidents' Day	22 Story Time 10:30 am & 6 pm	23 Stay & Play 10:30 am Teen Activity: Mario Diamond Painting and Wii 3:45 pm	24 Story Time 10:30 am Baby Yoda Craft (Elementary) 3:45 pm Intro to Online Resources @Cornerstones 6pm	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		

Yankton Community Library • March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: Mac 'n Cheese		1 Story Time 10:30 am & 6 pm	2 Stay & Play 10:30 am	3 Story Time 10:30 am LEGO Club 3:45 pm	4	5
6	7	8 Story Time 10:30 am & 6 pm TAB 7-7:45pm	9 Stay & Play 10:30 a.m. Movie: Raya and the Last Dragon, 3:45pm Library Board Meeting, 5:30 pm	10 Story Time 10:30 am Winter Wizard Party 5:30-7:30pm	11	12
13	14	15 Story Time 10:30 am & 6 pm	16 Stay & Play 10:30 am	17 Story Time 10:30 am STEAM: Brush Bots 3:45 pm	18	19
20	21 Friends of the Library Meeting 4 pm	22 Story Time 10:30 am & 6 pm	23 Stay & Play 10:30 am Teen Program: Decorate a Squishie 3:45pm	24 Story Time 10:30 am Craft: Fly Catching Frog 3:45 pm	25	26
27	28	29 Story Time 10:30 am & 6 pm	30 Stay & Play 10:30 am	31 STEAM: Miss Judi Movement & Dance 3:45 pm	Yankton Community Library: 515 Walnut http://library.cityofyankton.org 605-668-5275 library@cityofyankton.org Spring Hours Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1-5p	

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