

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 12, 2020, 5:30 p.m.
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 8, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **Reopen plan for the library-status update**
- **Petitions and Solicitation Policy**
- **Technology Plan**

New Business

- **Mask Policy**

Other Business

Adjourn the meeting of August 12, 2020

The Yankton Community Library is committed to making its facilities accessible to everyone.
If you have additional accommodation requirements, please call 668-5276.

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, July 8, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting Interface & physical location at Library Meeting Room**

Meeting called to order by President Christine Tielke at 5:32 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, David Koerner, Yankton County Commissioner Dan Klimisch, Yankton City Commissioner Jerry Webber, Assistant Library Director Linda Dobrovonly and Library Director Dana Schmidt.

Additions to the Agenda: None

Minutes: Motion to approve the minutes of the June 10, 2020 meeting by Webber with a second by Nelson. Unanimous approval.

Discussion of Bills / Financial Report: In addition to the reports, Schmidt reported that the City has access to some CARES Act funding and the departments are keeping track of COVID-19-related expenses to be reimbursed. Motion to accept the financial reports by Webber, with a second by Nelson. Unanimous approval.

Communications and Correspondence:

- Schmidt shared that library staff have continued to receive positive feedback about the curbside pickup service. One patron commented on how smooth the process works and how quickly we get the items out. She was particularly grateful that she could pick up her items on her lunchbreak and it only took a few minutes of her time.

Public Comment Period: None

Director's Report: Schmidt highlighted the annual report that was included in the board packet. One of the staff created this report with the statistics that we submitted to the State Library for the annual report. The report will be on the website and some printed copies will be put in curbside pick-up bags to share with patrons.

Old Business:

- Reopen plan for the library-status update: Schmidt reported on the reopening plan. Curbside service continues to be popular and well-received. This service will continue for the foreseeable future. The library has also been offering appointment times for computer usage and browsing. The appointments are going well and the number of appointments scheduled continues to increase. Saturday hours (from 8am to 12pm) were added mid-June and have helped to increase access as well as helping with the workflow at the beginning of the week.
- Petitions & Solicitation Policy: Schmidt presented two version of the policy to the Board. One was the original version that was shared at the June 2020 meeting, the second was a

revised version based on discussion to include meeting room usage for petitions. The Library Board had a discussion regarding the library's stance on being a place to share ideas from all points of view. Nelson made a motion to approve the revised policy, with a second by Gillis. All in favor. Motion passed.

- Technology Plan: Schmidt presented suggested updates and changes to the Technology plan. Schmidt and Dobrovoly assessed and made changes to the Current Technology Assessment, Current Digital Library Resources and Identified Technologies for Library to Explore in the Future sections of the plan based on current resources and needs. Klimisch suggested that the library may want to look into getting smoke detectors and panic buttons at the same time as they may use some of the same infrastructure.

New Business

- Lilah's last meeting: The Board thanked Lilah Gillis for all of her leadership, involvement and continued support that she has shared with the library during her terms on the Board.
- Reorganization/Election of Officers for 2020-2021: Webber nominated Christine Tielke for President. Nelson nominated David Koerner for Vice-President. Webber moved that nominations cease with a second by Nelson; Unanimous approval of ballot.

Other Business:

- Schmidt reported that the new library board member was expected to be appointed by the Mayor within the next few weeks. She reported that four people submitted letters with interest to serve on the Library Board. Koerner asked if we were able to reach out to the other individuals that showed interest to suggest other ways they could be more involved in supporting the library, such as the Friends group or Foundation Board.
- The next meeting for the Library Board of Trustees will be on Wednesday, August 12 at 5:30 p.m.. We will continue to meet via Zoom for the time being with the physical location in the library's Meeting Room also available to the Board members and to the public.

Adjourn the meeting of June 10, 2020: A motion was made by Gillis to adjourn the meeting, with a second by Koerner. Unanimous approval.

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If you have additional accommodation requirements, please call 668-5276.

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						
WTR-WW CHARGES	61.30	WATER SERVICE	101.142.274	7.27.20	002793 P	668 00001
WTR-WW CHARGES	23.65	SEWER SERVICE	101.142.275	7.27.20	002793 P	668 00002
	84.95	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	20201562	021160 P	668 00003
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	7.27.20	002794 P	668 00004
MIDWEST TAPE AV	69.98	AV - CAPITAL	101.142.342	8163-5306	021162 P	668 00005
NORTHWESTERN ENERGY ELECT	1,621.46	ELECTRICITY	101.142.272	7.27.20	002795 P	668 00006
US BANK EQUIPMENT FINANC COPIER LEASE	334.49	RENTALS & XEROX SUPPLIES	101.142.212	420009839	021163 P	668 00007
	3,325.88				
GENERAL FUND	3,325.88	*****				

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:	3,325.88					

RECORDS PRINTED - 000007

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 MV4I76ZJ0						
BOOKS	16.09	BOOKS	101.142.340	Dobrovolny		687 00088
DVD	19.92	AV - CAPITAL	101.142.342	Dobrovolny		687 00089
	36.01	*VENDOR TOTAL				
AMAZON.COM MV5OK8L91						
POSTAGE	5.99	POSTAGE	101.142.231	Dobrovolny		687 00148
BOOK	18.99	BOOKS	101.142.340	Dobrovolny		687 00149
	24.98	*VENDOR TOTAL				
AMAZON.COM MV7BY9840						
BOOKS	15.98	BOOKS	101.142.340	Dobrovolny		687 00002
DVD'S	59.18	AV - CAPITAL	101.142.342	Dobrovolny		687 00003
	75.16	*VENDOR TOTAL				
AMZN MKTP US MJ67761X1						
SPRAY BOTTLE - COVID	14.99	COVID EXPENSE	101.142.255	Dobrovolny		687 00242
JANITORIAL SUPPLIES	23.94	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		687 00243
BOOKS	71.18	BOOKS	101.142.340	Dobrovolny		687 00244
	110.11	*VENDOR TOTAL				
AMZN MKTP US MJ90092D2						
POSTAGE	3.98	POSTAGE	101.142.231	Dobrovolny		687 00124
BOOK	16.59	BOOKS	101.142.340	Dobrovolny		687 00125
	20.57	*VENDOR TOTAL				
AMZN MKTP US MS6B692X0						
BOOK	9.99	BOOKS	101.142.340	Dobrovolny		687 00310
AMZN MKTP US MS7QF7YK0						
BOOK	12.98	BOOKS	101.142.340	Dobrovolny		687 00269
AMZN MKTP US MV4WL8GG1						
BOOK	5.98	BOOKS	101.142.340	Dobrovolny		687 00079
ASSOCIATION FOR RURAL						
ARSL VIRTUAL CONFERENCE	65.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		687 00051
VIRTUAL CONFERENCE	65.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		687 00077
	130.00	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		687 00042
FINDAWAY						
BOOKS	674.36	BOOKS	101.142.340	Raiche		687 00073

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 BOOK PAGE SUBSCRIPTION	354.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		687 00275
KOPETSKYS ACE HDWE BUG/WASP SPRAY	5.59	REP. & MAINT. - BUILDING	101.142.223	Miles		687 00026
NYTIMES SUBSCRIPTION	120.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		687 00283
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		687 00286
SOUTH DAKOTA HISTORICA BOOKS	42.32	BOOKS	101.142.340	Dobrovolny		687 00264
SHIPPING	3.00	POSTAGE	101.142.231	Dobrovolny		687 00265
	45.32	*VENDOR TOTAL				
SOUTH DAKOTA MAGAZINE SUBSCRIPTION	45.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		687 00295
YANKTONMEDIAINC P&D SUBSCRIPTION	133.09	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		687 00262
YKT JANITORIAL & DT SC DISINFECTANT	16.00	COVID EXPENSE	101.142.255	Miles		687 00301
	2,042.76				

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					
MEXICO VIEJO RESTAURAN STAFF APPRECIATION	74.90	RECREATION SUPPLIES	701.701.242	Schmidt		687 00205
PIED PIPER FLOWERS LIBRARY BOARD	19.24	RECREATION SUPPLIES	701.701.242	Schmidt		687 00219
SANFORD HEALTH FNDTN STAFF APPRECIATION	20.00	RECREATION SUPPLIES	701.701.242	Schmidt		687 00006
PROGRAM SUPPLIES	40.00	RECREATION SUPPLIES	701.701.242	Schmidt		687 00013
	60.00	*VENDOR TOTAL				
	154.14				
LIBRARY TRUST	154.14	*****				

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 AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	7,500.00	7,500.00	7,500.00	50 ---
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	7,500.00	7,500.00	50 ---
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	480.00	2,990.00	3,810.00	3,810.00	43 ----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	80.00	420.00	420.00	16 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	5.50-	15.50	15.50	55 ----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	2.02	97.99	102.01	102.01	48 ----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	4.00	232.00	1,268.00	1,268.00	15 -
3456 PC PRINTING	6,000.00	6,000.00	19.20	1,437.95	4,562.05	4,562.05	23 --
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	34.65	1,189.05	810.95	810.95	59 ----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	539.87	6,021.49	11,088.51	11,088.51	35 ---
FINES							
3510 COURT FINES	1,600.00	1,600.00	143.65	2,806.94	1,206.94-	1,206.94-	175 -----]]]]
3511 PARKING FINES	2,000.00	2,000.00	25.00	1,460.00	540.00	540.00	73 -----
3520 LIBRARY FINES	650.00	650.00	0.00	204.74	445.26	445.26	31 ---
TOTAL: FINES	4,250.00	4,250.00	168.65	4,471.68	221.68-	221.68-	105 -----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	2,918.44	39,784.16	215.84	215.84	99 -----
3611 UTILITY REFUNDS	0.00	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	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	204.71	6,634.49	2,634.49-	2,634.49-	165 -----]]]]
3617 CAPITAL LEASE	0.00	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	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	48.14	22,421.51	19,421.51-	19,421.51-	747 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	90.93	523.94	976.06	976.06	34 ---
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	3,262.22	69,364.10	10,864.10-	10,864.10-	118 -----]
TOTAL: GENERAL FUND	94,860.00	94,860.00	3,970.74	87,357.27	7,502.73	7,502.73	99 -----

	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	900.00	900.00- 9999	-----]]]]
3610 INTEREST	0.00	0.00	11.16	235.84	235.84- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	75.00	4,562.01	4,562.01- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	86.16	5,697.85	5,697.85- 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					
	PERSONAL SERVICES					
101	REGULAR WAGES	366,304.00	0.00	22,078.35	169,916.02	196,387.98 46 ----
102	TEMPORARY WAGES	84,000.00	0.00	2,519.14	10,861.12	73,138.88 12 -
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40 61 -----
111	OASI	34,475.00	0.00	1,865.52	13,661.61	20,813.39 39 ---
121	RETIREMENT	21,999.00	0.00	1,324.70	10,196.28	11,802.72 46 ----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31 4
132	GROUP INSURANCE	90,616.00	0.00	3,842.24	29,168.03	61,447.97 32 ---
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	11.35	291.72	712.28 29 --
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	31,641.30	234,204.07	367,085.93 38 ---
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92 91 -----
202	PROFESSIONAL SERVICES	30,000.00	0.00	3,910.10	31,601.80	1,601.80- 105 -----
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	371.09	1,857.59	4,142.41 30 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	12.00	181.50	2,818.50 6
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	173.00	1,308.78	2,691.22 32 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	438.51	1,637.80	862.20 65 -----
232	OFFICE SUPPLIES	9,500.00	0.00	721.63	2,894.85	6,605.15 30 ---
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	0.00	5,841.55	3,658.45 61 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	1,543.98	1,456.02 51 -----
242	PROGRAM SUPPLIES	3,000.00	0.00	181.80	1,019.60	1,980.40 33 ---
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	551.58	551.58	551.58- 9999 -----]]]]
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00 5
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	211.94	1,288.06 14 -
271	TELEPHONE	1,800.00	0.00	170.13	1,247.32	552.68 69 -----
272	ELECTRICITY	23,000.00	0.00	1,311.38	7,000.96	15,999.04 30 ---
273	FUEL-HEATING	3,000.00	0.00	17.69	1,431.89	1,568.11 47 ----
274	WATER SERVICE	3,500.00	0.00	55.18	526.92	2,973.08 15 -
275	SEWER SERVICE	1,200.00	0.00	17.17	310.38	889.62 25 --
276	LANDFILL	500.00	0.00	40.00	256.00	244.00 51 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	7,971.26	69,609.52	53,992.48 56 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00 0
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	51,000.00	0.00	2,636.38	17,489.56	33,510.44 34 ---
342	AV - CAPITAL	12,500.00	0.00	661.67	4,293.02	8,206.98 34 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH JUL 31, 2020

	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	1,000.00	0.00	0.00	0.00	1,000.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	84,500.00	0.00	3,298.05	21,782.58	62,717.42	25 --
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	809,392.00	0.00	42,910.61	325,596.17	483,795.83	40 ----
TOTAL: GENERAL FUND	809,392.00	0.00	42,910.61	325,596.17	483,795.83	40 ----

	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	1,142.92	5,578.62	5,578.62-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,142.92	5,578.62	5,578.62-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	87.34	87.34-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,387.34	1,387.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,142.92	6,965.96	6,965.96-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,142.92	6,965.96	6,965.96-	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	33,397.79	1,056.76CR	2,052.20CR	31,345.59
	TOTAL CURRENT ASSETS:	33,397.79	1,056.76CR	2,052.20CR	31,345.59
	TOTAL ASSETS:	33,397.79	1,056.76CR	2,052.20CR	31,345.59
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	784.09CR	0.00	784.09	0.00
	TOTAL CURRENT LIABILITIES:	784.09CR	0.00	784.09	0.00
	TOTAL LIABILITIES:	784.09CR	0.00	784.09	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00	29,340.84CR
701.2900	REVENUE CONTROL	14,188.17CR	86.16CR	5,697.85CR	19,886.02CR
701.2910	EXPENDITURE CONTROL	10,915.31	1,142.92	6,965.96	17,881.27
	TOTAL FUND BALANCE:	32,613.70CR	1,056.76	1,268.11	31,345.59CR
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	1,056.76	2,052.20	31,345.59CR
	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 PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	22,078.35	169,916.02	196,387.98	46	----	
P-071020-646	PAYROLL INTERFACE	071020		11,039.17	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		11,039.18	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	2,519.14	10,861.12	73,138.88	12	-	
P-071020-646	PAYROLL INTERFACE	071020		1,220.81	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		1,298.33	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	215.60	134.40	61	-----	
111	OASI	34,475.00	0.00	1,865.52	13,661.61	20,813.39	39	---	
P-071020-646	PAYROLL INTERFACE	071020		929.80	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		935.72	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,324.70	10,196.28	11,802.72	46	----	
P-071020-646	PAYROLL INTERFACE	071020		662.35	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		662.35	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31	4		
132	GROUP INSURANCE	90,616.00	0.00	3,842.24	29,168.03	61,447.97	32	---	
P-071020-646	PAYROLL INTERFACE	071020		1,921.12	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		1,921.12	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	11.35	291.72	712.28	29	--	
P-071020-646	PAYROLL INTERFACE	071020		5.57	CODE-Y,PER#-1,FUND-	101			A
P-072420-682	PAYROLL INTERFACE	072420		5.78	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	31,641.30	234,204.07	367,085.93	38	---	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91	-----	
202	PROFESSIONAL SERVICES	30,000.00	0.00	3,910.10	31,601.80	1,601.80-	105	-----	
M-070220-643	.13843 OVERDRIVE DIST	202006	Schmidt	2,690.10	E-BOOKS			N	A
D-071320-629	05937 J & H CARE & CLEANING CO	064871	20201437	1,200.00	JANITORIAL SERVICES	021157	P	M	A
D-071320-629	.17215 LIVINGSTON LORD LIBRARY	064879	6.26.20	20.00	LOST BOOK REFUND	021159	P	N	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	371.09	1,857.59	4,142.41	30	---	
D-071320-629	07098 US BANK EQUIPMENT FINANC	064927	417548153	246.29	COPIER LEASE	021158	P	N	A
J-073120-681	JULY JOURNAL ENTRIES	JE 210		124.80	COPY PAPER CHGS-LIBRARY				A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
255	COVID EXPENSE	0.00	0.00	551.58	551.58	551.58-9999	-----]]]]	
M-070220-643	.14179 MENARDS YANKTON SD	202006	Homstad	10.96	COVID PROTECTION SCREENS		N A	
M-070220-643	.14179 MENARDS YANKTON SD	202006	Homstad	114.10	COVID PROTECTION SUPPLY		N A	
M-070220-643	.14179 MENARDS YANKTON SD	202006	Homstad	603.25	COVID GUARDS OAK BOARD		N A	
M-070220-643	.14179 MENARDS YANKTON SD	202006	Homstad	35.00	COVID PROTECTIVE GLASS		N A	
M-070220-643	.14488 SHERWIN WILLIAMS 70301	202006	Homstad	16.47	COVID PROTECTIVE GLASS		N A	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	55.00	945.00	5	
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	211.94	1,288.06	14 -	
271	TELEPHONE	1,800.00	0.00	170.13	1,247.32	552.68	69 -----	
P-071020-646	PAYROLL INTERFACE	071020		60.50	CODE-Y, PER#-1, FUND- 101			A
M-073120-655	06976 VAST BROADBAND	008395		42.91	PHONE SERVICE	003513	F N	A
M-073120-655	06976 VAST BROADBAND	008396		66.72	PHONE SERVICE	003513	F N	A
272	ELECTRICITY	23,000.00	0.00	1,311.38	7,000.96	15,999.04	30 ---	
D-071320-629	00455 NORTHWESTERN ENERGY	064896	6.22.20	1,311.38	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	17.69	1,431.89	1,568.11	47 ----	
D-071320-629	00303 MIDAMERICAN ENERGY	064886	6.25.20	17.69	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	55.18	526.92	2,973.08	15 -	
D-071320-629	00109 CITY UTILITIES	064841	6.19.20	55.18	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	17.17	310.38	889.62	25 --	
D-071320-629	00109 CITY UTILITIES	064841	6.19.20	17.17	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	40.00	256.00	244.00	51 -----	
J-073120-681	JULY JOURNAL ENTRIES	JE 215		40.00	DUMPSTER CHARGES - JULY			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	7,971.26	69,609.52	53,992.48	56 -----	
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0	
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	51,000.00	0.00	2,636.38	17,489.56	33,510.44	34 ---	
M-070220-643	.17237 AMZN MKTP US MS68Z77B1	202006	Dobrovolny	63.40	BOOKS		N	A
M-070220-643	.11798 BAKER-TAYLOR	202006	Schmidt	1,775.20	BOOKS		N	A
M-070220-643	.17252 AMZN MKTP US MY0R22M52	202006	Dobrovolny	59.21	BOOKS		N	A
M-070220-643	.17253 AMZN MKTP US MY4091MS2	202006	Dobrovolny	26.57	BOOKS		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								
	CAPITAL OUTLAY								
340	BOOKS								
M-070220-643	.16809 FINDAWAY	202006	Raiche	700.01	BOOKS		N		A
M-070220-643	.17264 AMZN MKTP US MY80K03C0	202006	Dobrovolny	11.99	BOOKS		N		A
342	AV - CAPITAL	12,500.00	0.00	661.67	4,293.02	8,206.98	34	---	
M-070220-643	.17237 AMZN MKTP US MS68Z77B1	202006	Dobrovolny	7.99	DVD		N		A
M-070220-643	.17244 AMZN MKTP US MY2048K72	202006	Dobrovolny	10.99	DVD		N		A
M-070220-643	.17247 AMZN MKTP US MS11P9FC1	202006	Dobrovolny	34.96	DVD		N		A
M-070220-643	.17253 AMZN MKTP US MY4091MS2	202006	Dobrovolny	23.14	DVD		N		A
M-070220-643	.17264 AMZN MKTP US MY80K03C0	202006	Dobrovolny	181.71	DVD'S		N		A
M-070220-643	.17273 AMZN MKTP US M728G0HL2	202006	Dobrovolny	16.98	DVD		N		A
D-071320-629	04785 MIDWEST TAPE	064889	309-707-008-00	385.90	AV	021155	P	N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	84,500.00	0.00	3,298.05	21,782.58	62,717.42	25	--	
	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	809,392.00	0.00	42,910.61	325,596.17	483,795.83	40	----	
TOTAL:	GENERAL FUND	809,392.00	0.00	42,910.61	325,596.17	483,795.83	40	----	

Exp. Guideline with Detail
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH JUL 31, 2020

		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	
GRAND TOTAL		809,392.00	0.00	42,910.61	325,596.17	483,795.83	40	----	

TOTAL NUMBER OF RECORDS PRINTED 107

Director's Report-August 2020

Summer Reading: Another Summer Reading Program has come to an end. It was a different summer - but fun, nevertheless! The Yankton Community Library's Summer Reading Program was conducted completely online this year. Children, teens, and adults were all invited to join in the fun by registering, completing activities, and tracking their reading. Many of the online activities were paired with a post, video, or both on the library website and social media platforms such as Facebook and Instagram. Activities included STEM challenges, arts/crafts, scavenger hunts, informative videos, and even some "Show & Tell" on Facebook that allowed everyone to engage and share. Throughout June and July, children, teens, and adults completed a combined 1,120 activities!

The teens and adults read a combined 86 books this summer. Children 5th grade and younger tracked the minutes they read or were read to. This year's minute total for all participating children was 81,813! This summer, we worked with the school district and encouraged the elementary schools to allow us to do any reading tracking they wanted their students to do this summer. The schools all did a great job with reading and activities this year! Sacred Heart Elementary accumulated the most reading minutes at 47,894 with our elementary homeschoolers and Lincoln Leaders right behind them with 43,726 and 40,591 respectively.

Throughout the program, teens and children were invited to pick up registration and activity bags, each containing materials related to the upcoming summer activities and challenges. We finished off the summer program with many fun prize drawings in all the age categories. The prizes, registration and activity bags, and special performers would not have been possible without the support from local businesses and organizations. We are so grateful to our community partners that so generously contributed funding or their talents and resources, helping support us in providing our patrons with opportunities to read, learn, and have some fun throughout the summer. Our Friends of the Yankton Community Library are also big supporters of our Summer Reading Program in providing funds to ensure an exciting and interactive summer with the library!

Traditionalist and Revisionists Virtual Event: Local historian Doug Haar will present a virtual event on Tuesday, August 18 to commemorate the 75th anniversary of the dropping of the atomic bomb.

National Library Card Sign-Up Month: Library staff are looking at creative ways to promote the library in celebrating National Library Card Sign-Up Month in September. As part of the fun, the library is reaching out to partner with local businesses to put on a scavenger hunt for the community. We are also working on creating a "welcome kit" of sorts to give to new patrons that will contain information about many of the programs and services we provide at the library.

One Book South Dakota: This year's One Book South Dakota selection is *Unfollow* by Megan Phelps-Roper. We have organized a virtual book discussion to be held Thursday, September 24 at 7pm. Participants will have an opportunity to "meet" the author and take part in a book discussion led by Dr. Jamie Sullivan. This event is made possible by the South Dakota Humanities Council. There are several copies of the book available for checkout at the library.

30-Day Trial Cards: Since the library's closure in March, staff found ways to accommodate individuals whose cards had expired or who did not have cards but were interested in accessing e-books or using our curbside pick-up service. Cards that typically require a fee payment were temporarily extended free of charge. Many patrons expressed appreciation for this gesture and the ease of accessing library materials. As of July 15, we again began asking for the necessary payments to renew county and nonresident cards. With the change, we offered an additional 30-day free extension or trial to allow patrons to have immediate access to e-books and curbside pick-up with one month for patrons to return their payments. While we are still working out some of the details of this process, we feel that this may be a good feature that we can continue to offer to new members to try a library card free for 30-days. This will give them an opportunity to experience all the library has to offer and to realize the priceless value of a library card!

Friends' Sale: The Friends of the Library are working on setting up an outdoor "pop-up" sale for Saturday, August 22. The inventory of donated books has grown beyond the space we have available so the sale will hopefully move some items as well as bring in a little income for the Friends.

Next Meeting: Our next Board meeting will be Wednesday, September 9, 2020 at 5:30pm. We will provide both a virtual and a physical location for the meeting. One of the items on the agenda for next month will be to review the by-laws.

July 2020 Program Statistics

	Registered	Activity Badges earned	Minutes/Books read
Children	17	255	29,376
Teen	0	92	7
Adult	3	13	N/A

Weekly Teen Challenges (Mondays)		Badges	FB Engagement (page)
Digital Escape Room	6-Jul	3	13
Recycled Materials Art	13-Jul	4	7
Photo Scavenger Hunt	20-Jul	7	8
Teen Zoom Games	27-Jul	1	6
Total:		15	34

Weekly Children's Challenges (Mondays)		Badges	FB Engagement	Video Views
FairyTale STEM- Little Red Riding	6-Jul	2	7	5
FairyTale STEM- Jack/Beanstalk	13-Jul	5	7	8
FairyTale STEM-Billy Goats Gruff	20-Jul	5	4	7
FairyTale STEM-Rapunzel	27-Jul	5	6	5
Total:		17	24	25

Special Performances		Engagement	Video Views
Jeff Quinn, Magician (recording)	20-Jul	9	14
Great Plains Zoo - (virtual, Live)	27-Jul	87	45
Total:		96	59

Crafts (Wednesdays)		Badges	FB Engagement	Video Views
Collage	1-Jul	12	5	n/a
Painted Rock Fairy/Gnome Houses	8-Jul	15	10	4

Giant Bubble Wand	15-Jul	20	4	13
Thaumatrope	22-Jul	12	0	2
Hippogriff Toothpaste	29-Jul	8	4	2
Total:		67	23	21

		Badges	FB Engagement
Brick Building Club (Thursdays)	2-Jul	21	9
	9-Jul	12	2
	16-Jul	13	0
	23-Jul	10	0
	30-Jul	4	0
	Total:		60

		Badges	FB Engagement
Show & Tell (Fridays)	3-Jul	14	14
	10-Jul	9	9
	17-Jul	5	12
	24-Jul	8	6
	31-Jul	3	8
	Total:		39

Absolute Science (Fridays)			
Rick's Short Show	3-Jul	These links were shared with us, but provided by an outside performer on their Youtube channel. Because of this, we are unable to obtain the views	
Absolute Science Foam Show	10-Jul		
Steve & TV Robot Dance Party	17-Jul		
Absolute Science Mega Levitator	24-Jul		
Absolute Science Bigger Bang Bubbles	31-Jul		
Total:		N/A	0

Adult Programs	Date	Participants	Badges	Engagement	Views
Summer Trivia, Part 2	15-Jul	24	1	23	N/A
DIY Improve Your Castle	21-Jul	N/A	1	22	4
Virtual Book Club	28-Jul	5	0	10	N/A
Adult Summer Writing Contest		3	0	14	N/A

Reader's Anonymous	14-Jul	1:00 PM	4
Between the Lines	28-Jul	4:30 PM	N/A
Total:			4

Miscellaneous			
Tommy the Turtle (drive-by event w/Yankton Co Emerg Mgmt)	29-Jul	2:30-3:30 PM	57
Total:			57

Story Time (Tues)		FB Engagement	Video Views
It Came in the Mail (Amy)	7-Jul	0	4
Goldi-Rocks and the 3 Bears (Krista)	14-Jul	0	16
Bilingual Story Time	21-Jul	70	454
Chicken Little (Amanda,group)	28-Jul	17	139
Tommy the Turtle Story Time	30-Jul	19	111
Total:		106	724

July 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	4,717	8,893
Juvenile	2,045	4,954
Total	6,762	13,847

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	2879	7,048
Juvenile	2034	4,901
Total	4,913	11,949

Interlibrary Loan		
	2020	2019
Requested	47	119
Supplied	27	132
Total	74	251

Electronic Resources		
	2020	2019
OverDrive	1764	1,594
TumbleBooks	11	53
Total	1775	1,647

Adult Outreach		
	2020	2019
Locations	4	15
Patrons	13*	42
Circulations	69	249

*many were curbside pickups

Public Computer Use		
	2020	2019
Uses	46	1,101
Hours	21	764.0

WiFi Usage		
	2020	2019
Sessions	828	1,672
Total Session Hours	1,189	1434.0
Unique Users	150	440

Meeting Room Use		
	2020	2019
Library Uses	0	36
Library Hours	0.0	54.0
Non-Library Uses	0	7
Non-Library Hours	0.0	15.0

Study Room Use		
	2020	2019
Uses	0	58
Hours	0.0	91.0

Notary		
	2020	2019
Requests	2	1

Proctor		
	2020	2019
Tests	0	30

Daycare Outreach - SUMMER		
	2020	2019
Locations	n/a	n/a
Patrons	n/a	n/a
Circulations	n/a	n/a

Current Cards	2020	2019
30 Day Trial	57	n/a
Resident	4,020	5,176
Non-Resident	212	253
Mount Marty	36	40
Teacher	49	49
Yankton County	909	1,049
Total	5,226	6,567

Yankton County		
	2020	2019
Households*	43	36

Non-city Cards*	2020	2019
County	57	36
Non-resident	9	9

Number of Curbside Pickups	918
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Genealogy Requests		
	2020	2019
Patrons	1	1
Hours	0.4	1.0

Teacher Requests		
	2020	2019
Patrons	1	n/a

Courier	2020	2019
Total Incoming	60	281
Total Outgoing	81	268
Total	141	549

Items Added to Catalog	2020	2019
	497	378

Items Deleted from Catalog	2020	2019
	335	281

30 Day Trials	2020
In-town New	16
County New	1
County Renewal	73
Nonresident-New	3
Nonresident-Renewal	11
Total	104

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Research Shows Virus Undetectable on Five Highly Circulated Library Materials After Three Days

June 22, 2020

Research Shows Virus Undetectable on Five Highly Circulated Library Materials After Three Days
Findings are Part of REALM Project to Produce Science-Based Information to Help Mitigate Exposure to Virus

Washington, DC—In the first phase of a project to disseminate and develop science-based information about how materials can be handled to mitigate exposure to staff and visitors, scientists have found that the virus SARS-CoV-2 that causes COVID-19 is not detectable on five common library materials after three days.

The findings are part of the [REopening Archives, Libraries, and Museums \(REALM\) Project](#) designed to generate scientific information to support the handling of core museum, library, and archival materials as these institutions begin to resume operations and reopen to the public. The first phase of the research is focusing on commonly found and frequently handled materials, especially in U.S. public libraries.



Over the past few weeks, scientists at Battelle tested the virus on a variety of surfaces, in environments with standard temperature and relative humidity conditions typically found in air-conditioned office space. Materials tested in phase one included the cover of hardcover books (buckram cloth), the cover of softback books, plain paper pages inside a closed book, mylar protective book cover jackets, and plastic DVD cases. Battelle tests found the virus undetectable after one day on the covers of hardback and softback books as well as the DVD case. The virus was undetectable on the paper inside of a book and mylar book jackets after three days. "It's below the limit of detection on our viability assay," said Battelle Principal Research Scientist Will Richter.

Lab testing of physical items followed literature reviews conducted by Battelle to help define the scope of the project's research and the information needs of libraries, archives, and museums. Last week, the REALM Project released "[Systematic Literature Review](#) of SARS-CoV-2: Spread, Environmental Attenuation, Prevention, and Decontamination," prepared by Battelle. This is an in-depth review of published literature on virus transmission, attenuation, and decontamination methods that can inform discussion and decisions about operations in archives, libraries, and museums.

"Scientific research is essential to answer questions about the spread of the coronavirus on materials that are ever-present in our nation's libraries, archives, and museums," said IMLS Director Crosby Kemper. "We recognized the need to test specific items and surfaces as these organizations are now reopening, asking: How can we mitigate risk to staff? How should patrons and visitors handle books, touchable exhibits, or DVD cases? Our aim was to equip America's libraries, archives, and museums with information to help them do what they do best: continue serving their communities. I am so pleased and hopeful that this critical work will be reaching the people who need it."

"Results from this ongoing research project will help libraries, archives and museums plan with greater confidence at a difficult time," said Skip Prichard, OCLC President and CEO. "Although there are various sources of general information about handling materials in the time of COVID-19, this project is designed specifically to test materials and provide useful science-based information to these institutions. Equipped with this critical information, they will be better able to determine measures they can take to mitigate exposure to staff and the communities they serve."

"Any library worker would agree that people make good decisions when their decisions are based on facts and evidence," said Nate Hill, Executive Director, Metropolitan New York Library Council and member of the REALM Project Steering Committee. "The output of the REALM Project, both the systematic literature review and the lab test results, give library workers the information they need to make practical, informed decisions as they reopen their spaces and resume their services."

Battelle will be initiating lab testing on an additional five materials this month, with results expected by the end of July. Examples of public library reopening plans are being collected, curated, and shared to the website this week. The research reports will inform development of toolkit resources, content, and programming that will help translate the findings for real-world applications in museums, libraries, and archives.

"As museums across the country draft their reopening plans, we know that our exhibitions and galleries contain a vast variety of materials that are not addressed in state and federal public health guidelines," said Carole Charnow, President and Chief Executive Officer, Boston Children's Museum and member of the REALM Operations Working Group. "Therefore, we need up to date, science-based information specific to museums. For those of us that are hands-on, interactive institutions, this is especially critical. The REALM Project is providing the invaluable evidence-based information museum professionals need in order to ensure the highest possible standards of safety for our staff and visitors."

The REALM Project is supported by the Institute of Museum and Library Services (IMLS), the primary source of federal funding for museums and libraries; and OCLC, a nonprofit library technology and research organization; in partnership with Battelle, a not-for-profit global scientific research and development organization.

Project updates are posted at [oclc.org/realms-project](https://oclc.org/realms/realms-project) as they become available. Those interested can also sign up through the project website to receive timely email updates when new information is released.

About the Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit www.ims.gov and follow us on [Facebook](#) and [Twitter](#).

About Battelle

Every day, the people of Battelle apply science and technology to solving what matters most. At major technology centers and national laboratories around the world, Battelle conducts research and development, designs and manufactures products, and delivers critical services for government and commercial customers. Headquartered in Columbus, Ohio since its founding in 1929, Battelle serves the national security, health and life sciences, and energy and environmental industries. For more information, visit www.battelle.org.

About OCLC

[OCLC](#) is a nonprofit global library cooperative providing shared technology services, original research and community programs so that libraries can better fuel learning, research and innovation. Through OCLC, member libraries cooperatively produce and maintain [WorldCat](#), a comprehensive global network of data about library collections and services. Libraries gain efficiencies through OCLC's [WorldShare](#), a complete set of library management applications and services built on an open, cloud-based platform. It is through collaboration and sharing of the world's collected knowledge that libraries can help people find answers they need to solve problems. Together as OCLC, member libraries, staff and partners make breakthroughs possible.

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Face Covering Policy

The Yankton Community Library shall require the wearing of face coverings while inside the library. In support of the health and safety of all those who enter the library, all patrons and staff (except children under the age of two) must wear a face mask covering their nose and mouth while in the library.

Disposable face masks will be provided for those that do not have their own. If individuals are unable to wear a face covering, reasonable accommodations including curbside pick-up service will be available.

Refusing to follow the mask requirement will be considered a violation of the Library's Patron Behavior Policy and patrons may be asked to leave or not allowed to enter the library .

Petitions and Solicitation Policy

The First Amendment of the Constitution of the United States affords citizens the right to freedom of speech as well as the right to petition the government for the redress of grievances.

This policy sets forth guidelines and conditions for circulating petitions and soliciting to protect both the free exercise of individual rights as well as maintenance of a safe and welcoming environment for all patrons while visiting the library.

Petitions:

Circulating petitions for signatures in the common areas of the library and on library property, including the parking lot is prohibited. It disturbs the orderly operating of the library and may make some patrons feel harassed. Also, it may give the appearance that the library is supporting a specific cause or issue. This policy is content-neutral and applies to all regardless of the candidate, issue or cause.

As such, the library allows people to circulate petitions on the sidewalk on the north side of the building or the petitioners may reserve the meeting room for such purpose. If using the library's meeting room, the meeting room policies must be followed, including keeping all activity and materials inside the meeting room. Petitioners may not actively pursue, harass or intimidate library patrons. Additionally, in issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or endorsed by the Yankton Community Library.

Soliciting:

Soliciting inside the library and on library property, including in the parking lot and meeting room is prohibited. Individuals or businesses may not sell products or materials, ask for donations, seek membership fees or payment of dues inside the library or on library property. Not for profit fundraising activities are not permitted inside the library or on library property by any person or organization when the purpose is to benefit a group or organization other than the library or the Friends of the Yankton Community Library.

Anyone who violates this policy, or other library policies such as the Behavior Policy, or engages in unlawful behavior will be asked and required to leave the premises.

Yankton Community Library Technology Plan

Adopted by the Yankton Community Library Board of Trustees on ~~November 8, 2017~~ [August 12, 2020](#)

Library Mission Statement

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.

Technology Vision Statement

The Yankton Community Library (YCL) strives to be a technological leader in the community of Yankton in order to provide opportunities to bridge the digital divide that is still very present in rural communities. By providing opportunities to utilize technology and receive training, the Library helps provide equitable access to technological opportunities to all citizens of the Yankton area.

Current Technology Assessment

- 10 staff desktop computers
- ~~3~~ 2 staff laptop computers
- 10 public access desktop computers with time management software (**Envisionware**)
- 2 public access printing, scanning, and online catalog computer stations
- 2 dedicated online catalog computer stations
- **1 dedicated print release station computer with coin-op machine**
- **1 dedicated self-checkout station computer**
- **Windows 10 operating system and Microsoft Office on all staff and patron computers**
- **2 iPads for staff use**
- **1 tablet for staff use**
- **1 camera for staff use**
- ~~Upgraded~~ Telephone and voicemail system with nine staff phones and one patron phone
- ~~Updated~~ Fax machine with sending and receiving capabilities for staff and patrons
- ~~3~~ 2 staff printers/**scanners**
- 1 patron printer and copier with print management software
- Atrium Integrated Library System through Booksystems, Inc.
- 2 microfilm readers with printers for staff and patron use
- 4 ~~3~~ scanners available for patron use and ~~1~~ dedicated staff use scanner
- 4 **5** receipt printers
- WiFi system with multiple access points
- ~~3~~ 2 LCD video projectors available for staff use and patron rental
- 1 overhead and ~~2~~ 1 opaque projectors available for staff use and patron rental
- 1 public address system which includes a microphone and speakers for staff use and patron rental

- Large screen television in Meeting Room for use in presentations and programs
- WiiU Gaming System and Wii Gaming System for use in library programs
- DVD cleaning system for library and patron use
- 2 NASA Backpacks available for checkout that each include a coding mouse and a telescope
- ~~Online Meeting Room Sign-Up~~

Current Digital Library Resources

- eBooks and eAudiobooks for all ages which are downloadable through a variety of platforms
- Back issues of eMagazines available for download
- ~~Streaming and downloadable music~~
- Online platform for tracking programs such as Summer Reading and logging books
- DMV practice tests
- Dozens of State Library databases including newspaper access, genealogy resources, car repair manuals, language instruction courses, and much more
- GoToMeeting software for conducting virtual meetings
- Social media pages for library information including Facebook, Pinterest, Instagram & Twitter
- Website
- Online Public Access Catalog (OPAC)
- Staff email accounts

Identified Technologies for Library to Explore in the Future

- RFID Checkout
- Virtual Reality Technology
- 3D Printing Technology
- Digital Microfilm Reader/Printer
- Digitized microfilm/yearbooks/historical library documents
- Charging Station(s)
- Security Cameras
- Large Computer Lab
- Portable laptop bank
- Downloadable/Streaming Movies
- Newer Computers for Patron Access
- Presentation Capabilities in Director's Office
- WiFi Hotspot Lending
- WiFi Printing
- Smart Board
- Overhead mounted projector
- Kid-friendly educational computer programs/software/devices
- Smoke Detector
- Panic Button

- Credit Card Machine
- Tablets for in-house use
- Online meeting room reservation system
- Virtual meeting equipment (cameras, microphones, speakers)
- Blue Tooth Speakers

Technology Goals and Objectives

I. People will think of the Library as a technology leader and resource in the community.

- ~~Advocate for newer library computers and~~ Actively seek additional funding to meet technology needs not possible through our current budget.
- Actively promote our Digital Library and resources such as free WiFi.
- Stay on top of maintaining the Library's website and social media channels.
- Continually evaluate staff and patron needs and satisfaction to plan for hardware or software upgrades to improve productivity and quality of service.

II. Patrons of the Library will encounter a library technology infrastructure that provides them with the information they need.

- Maintain technology and support teams and add staff if needed
- Maintain reliable high speed wireless Internet access
- Provide faster and reliable, user-friendly computers for public and staff access to the Internet, the library catalog and other software applications.
- Provide ~~updated technology for access to~~ non-computer technology needs such as fax machines, microfilm readers, photocopiers, projectors, and more, as needed.

III. People will encounter staff who are knowledgeable about technology and able to guide them in its use to support life-long learning needs.

- Improve technology training for the public either by utilizing staff time and abilities, ~~attending technology conferences/trainings~~ or contracting with a database that can provide training opportunities.
- Empower staff by improving their technology skills and encouraging continual training and learning of new technologies for all levels of library staff by providing time and direction.
- Develop tutorials and training materials to facilitate learning of new technologies.
- Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.
- ~~Budget for one staff member to attend the Library Technology Conference each year.~~
- Enhance ~~the Book-A-Librarian service which offers one-on-one technology assistance from staff and volunteers.~~
- Provide basic classes for technology training including how to use the library's digital resources, internet/email basics, and how to stay safe online.

IV. Maintain flexibility and readiness to adapt to new and changing technologies.

- Review and investigate technology to improve library services, which may include research and reference databases.
- Stay aware of changing and emerging technologies by reviewing professional publications, attending conferences, and monitoring social media.

Training Needs

The Library will encourage staff participation in training workshops, conferences, and webinars related to technological advancement. This knowledge is fundamental in serving our patron base as well as effectively executing other areas of our jobs.

Technology Budget

The library does not purchase its computers as they are included in a line item in the City's IT budget. All computers are replaced on a rotating schedule set up through the IT department.

The library will ~~continue to advocate for newer~~ maintain updated computers in order to meet our vision of being a technological leader in the Yankton community. In addition to this, we will continue to search for additional funding in the form of grants, gifts, and endowments.

Library databases have typically been handled through the State Library, but YCL is beginning to evaluate important options that are available at reasonable prices to provide directly to our patrons but absorbing the costs into the Professional Services portion of our operating budget. When we've had success with new databases, we will advocate for their purchases at the State Library level.

Evaluation

We will evaluate this plan by reviewing and revising it annually with the Board of Trustees. Patron satisfaction with software and other technology provided by the Library will be assessed through library surveys, the annual City community wide survey, usage statistics, and patron comments or suggestions.