

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, March 10, 2021, 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 February 10, 2021 Minutes

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

- **Reopen plan for the library-status update**

New Business

- **Introduction of Youth Services Librarian-Victoria Caine**
- **Training for Library Board: Library Financial Reports and Budget**
- **Lost and Damaged Materials Policy**
- **Annual Report**

Other Business

Public Comment Period

Adjourn the meeting of March 10, 2021

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, February 10, 2021, 5:30 p.m.
Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room**

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Amy Nelson, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt.

Absent: David Koerner

Amy Nelson left at 6:20; Jerry Webber left at 6:30

Additions to the Agenda: None

Approval of January 13, 2021 Minutes: Webber made a motion to approve the January 13, 2021 minutes with a second by Klimisch. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Webber made a motion to accept the financial report with a second by Nelson. Unanimous approval.

Communications and Correspondence: Schmidt shared an email from Mayor Nathan Johnson commending the library for providing hygiene kits this winter and for encouraging the community to embrace hygiene as a way to make the winter more manageable and enjoyable.

Director's Report: In addition to the written report, Schmidt reported that the library was creating Take & Make Kits for teens and adults, including a Pokemon keychain and hot cocoa bombs for February. Schmidt reported that ABS has complimented the staff at YCL for providing activity kits for some of their clients and for being helpful and accommodating with items requests. Schmidt reported that Emily Lundgren has accepted a position at another location and her last day at YCL will be February 19. Schmidt, Dobrovolny and Amy Clare are in the process of interviewing candidates for three open full-time positions.

Old Business:

- **Reopen plan for the library-status update:** Schmidt reported that the library would extend the Grab & Go hours from 9am-3pm Monday through Saturday. Curbside pickup will still be available between 9am-6pm Monday-Thursday and 9am-5pm Friday and Saturday. Victoria is busy planning the Summer Reading Program for 2021. She is working on booking some performers and planning a busy calendar of activities for youth. At this point, we are planning for hybrid programming that would include some outdoor activities, some virtual events, and some events that may require pre-registration to limit the number in attendance.

New Business

- **Training for Library Board:** The six Board members present, along with Schmidt and Dobrovolny, watched 20 minutes of a training entitled: The Road Ahead: Library Service in a Post-COVID World followed by 15 minutes of discussion.

Other Business: None

Public Comment Period: None

Adjourn the meeting of February 10, 2021: Mechtenberg made a motion to adjourn the meeting at 6:45pm with a second by Otterman. 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					
CITY UTILITIES						
WATER/WASTEWATER CHARGES	67.96	WATER SERVICE	101.142.274	2.26.21	002793	P 971 00001
WATER/WASTEWATER CHARGES	31.62	SEWER SERVICE	101.142.275	2.26.21	002793	P 971 00002
	99.58	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICE	1,200.00	PROFESSIONAL SERVICES	101.142.202	100081	021826	P 971 00003
MIDAMERICAN ENERGY HEATING FUEL	686.17	FUEL-HEATING	101.142.273	2.26.2021	002794	P 971 00004
MIDWEST TAPE BOOK ON TAPE	34.99	AV - CAPITAL	101.142.342	500027490	021827	P 971 00005
NORTHWESTERN ENERGY ELECTRICITY	1,056.96	ELECTRICITY	101.142.272	2.26.2021	002795	P 971 00006
US BANK EQUIPMENT FINANC RICOH COPIER LEASE	341.47	RENTALS & XEROX SUPPLIES	101.142.212	436719058	021825	P 971 00007
	3,419.17				
GENERAL FUND	3,419.17	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,419.17					

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 KZ1HZ5FR3 DVD'S	32.95	AV - CAPITAL	101.142.342	Dobrovolny		975 00340
AMZN MKTP US REFUND FOR DVD PREORDER	1.97CR	AV - CAPITAL	101.142.342	Dobrovolny		975 00006
AMZN MKTP US C33Q60NT3 JANITORIAL SUPPLIES	22.86	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		975 00183
PROGRAM SUPPLIES	76.14	PROGRAM SUPPLIES	101.142.242	Dobrovolny		975 00184
BOOK	18.55	BOOKS	101.142.340	Dobrovolny		975 00185
	117.55	*VENDOR TOTAL				
AMZN MKTP US JH41C7FK3 JANITORIAL SUPPLIES	94.59	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		975 00250
AMZN MKTP US S71HD7NQ3 BOOK	15.50	BOOKS	101.142.340	Dobrovolny		975 00246
AMZN MKTP US TZ1XT15E3 DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		975 00002
AMZN MKTP US X22XQ48P3 OFFICE SUPPLIES	20.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		975 00243
AMZN MKTP US 268YB11M2 PROGRAM SUPPLIES	13.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		975 00123
BOOK	9.99	BOOKS	101.142.340	Dobrovolny		975 00124
DVD'S	124.70	AV - CAPITAL	101.142.342	Dobrovolny		975 00125
	148.68	*VENDOR TOTAL				
AMZN MKTP US 5P0OS3LB3 DVD	14.99	AV - CAPITAL	101.142.342	Dobrovolny		975 00277
BOOK SYSTEMS INC ATRIUUM	3,195.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		975 00066
DEMCO INC OFFICE SUPPLIES	56.69	OFFICE SUPPLIES	101.142.232	Schmidt		975 00205
POSTAGE	9.95	POSTAGE	101.142.231	Schmidt		975 00206
PROGRAM SUPPLIES	18.98	PROGRAM SUPPLIES	101.142.242	Schmidt		975 00207
	85.62	*VENDOR TOTAL				
HY-VEE YANKTON 1899 POSTAGE	33.00	POSTAGE	101.142.231	Clare		975 00265

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					
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	20.06 53.06	PROGRAM SUPPLIES *VENDOR TOTAL	101.142.242	Schmidt		975 00353
KOPETSKYS ACE HDWE ROOF TOP FILTERS	86.28	REP. & MAINT. - BUILDING	101.142.223	Miles		975 00104
OVERDRIVE DIST E-BOOKS E-BOOKS	575.43 2,710.68 3,286.11	PROFESSIONAL SERVICES PROFESSIONAL SERVICES *VENDOR TOTAL	101.142.202 101.142.202	Schmidt Schmidt		975 00089 975 00261
SD LIBRARY ASSOCIATION MEMBERSHIP DUES	64.00	MEMBERSHIP DUES	101.142.261	Clare		975 00094
SKILLPATH / NATIONAL TAX REFUND	6.44CR	CONFERENCE & MEETINGS	101.142.265	Schmidt		975 00264
SOUTH DAKOTA HUMANITIE VIRTUAL POETRY PROGRAM	25.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		975 00031
VASTBROADBAND-VEXUS PHONE PHONE	72.75 42.27 115.02	TELEPHONE TELEPHONE *VENDOR TOTAL	101.142.271 101.142.271	Yardley Yardley		975 00302 975 00323
	7,366.89				

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					
PIZZA HUT 2791 STAFF APPRECIATION	44.54	RECREATION SUPPLIES	701.701.242	Schmidt		975 00161
	44.54				
LIBRARY TRUST	44.54	*****				

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	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	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	430.00	1,275.00	5,525.00 18 -
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	20.42	97.42	102.58 48 ----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	25.75	185.75	1,314.25 12 -
3456 PC PRINTING	6,000.00	6,000.00	153.95	395.05	5,604.95 6
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	125.00	125.00	1,875.00 6
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	790.12	2,113.22	14,996.78 12 -
FINES					
3510 COURT FINES	1,600.00	1,600.00	177.45	177.45	1,422.55 11 -
3511 PARKING FINES	5,000.00	5,000.00	50.00	457.50	4,542.50 9
3520 LIBRARY FINES	650.00	650.00	13.00	27.00	623.00 4
TOTAL: FINES	7,250.00	7,250.00	240.45	661.95	6,588.05 9
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	3,096.38	3,096.38	36,903.62 7
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	138.26	151.47	3,848.53 3
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	4,082.06	4,082.06	1,082.06- 136 -----]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	38.95	213.13	1,286.87 14 -
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	7,355.65	7,543.04	50,956.96 12 -
TOTAL: GENERAL FUND	94,860.00	94,860.00	8,386.22	10,318.21	84,541.79 12 -

	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	10.45	10.45	10.45-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	0.00	80.50	80.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	10.45	90.95	90.95-	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	365,143.00	0.00	23,017.66	35,477.94	329,665.06	9
102 TEMPORARY WAGES	84,000.00	0.00	2,719.34	5,060.38	78,939.62	6
103 OVERTIME WAGES	350.00	0.00	13.40	969.73-	1,319.73	277 -----]]]]
111 OASI	34,386.00	0.00	1,887.13	2,885.77	31,500.23	8
121 RETIREMENT	21,930.00	0.00	1,381.89	2,129.51	19,800.49	9
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	0.00	2,796.00	0
132 GROUP INSURANCE	99,678.00	0.00	3,079.15	6,662.50	93,015.50	6
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	69.53	106.85	947.15	10 -
TOTAL: PERSONAL SERVICES	609,337.00	0.00	32,168.10	51,353.22	557,983.78	8
OTHER CURRENT EXPENDITURES						
201 INSURANCE	12,212.00	0.00	0.00	0.00	12,212.00	0
202 PROFESSIONAL SERVICES	47,900.00	0.00	3,752.22	3,752.22	44,147.78	7
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	5,000.00	0.00	277.53	277.53	4,722.47	5
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	62.73	62.73	3,937.27	1
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	0.00	0.00	3,000.00	0
232 OFFICE SUPPLIES	9,500.00	0.00	54.00	54.00	9,446.00	0
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	0.00	9,500.00	0
236 JANITORIAL SUPPLIES	3,000.00	0.00	52.24	52.24	2,947.76	1
242 PROGRAM SUPPLIES	5,000.00	0.00	224.42	224.42	4,775.58	4
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	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	105.44	105.44	1,394.56	7
271 TELEPHONE	1,800.00	0.00	60.50	121.00	1,679.00	6
272 ELECTRICITY	20,000.00	0.00	1,062.11	1,062.11	18,937.89	5
273 FUEL-HEATING	3,000.00	0.00	592.58	592.58	2,407.42	19 -
274 WATER SERVICE	3,500.00	0.00	74.26	74.26	3,425.74	2
275 SEWER SERVICE	1,200.00	0.00	38.42	38.42	1,161.58	3
276 LANDFILL	500.00	0.00	32.00	64.00	436.00	12 -
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	141,112.00	0.00	6,388.45	6,480.95	134,631.05	4
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	51,000.00	0.00	950.14	950.14	50,049.86	1
342 AV - CAPITAL	12,500.00	0.00	758.02	758.02	11,741.98	6

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
350 EQUIPMENT	0.00	0.00	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	85,500.00	0.00	1,708.16	1,708.16	83,791.84	1
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	835,949.00	0.00	40,264.71	59,542.33	776,406.67	7
TOTAL: GENERAL FUND	835,949.00	0.00	40,264.71	59,542.33	776,406.67	7

	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	164.43	164.43	164.43-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	164.43	164.43	164.43-	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	1,048.99	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	1,048.99	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,213.42	1,213.42	1,213.42-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,213.42	1,213.42	1,213.42-	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	32,183.74	1,257.23CR	1,939.83CR	30,243.91
	TOTAL CURRENT ASSETS:	32,183.74	1,257.23CR	1,939.83CR	30,243.91
	TOTAL ASSETS:	32,183.74	1,257.23CR	1,939.83CR	30,243.91
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	817.36CR	54.26	817.36	0.00
	TOTAL CURRENT LIABILITIES:	817.36CR	54.26	817.36	0.00
	TOTAL LIABILITIES:	817.36CR	54.26	817.36	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	32,613.70CR	0.00	0.00	32,613.70CR
701.2900	REVENUE CONTROL	7,671.29CR	10.45CR	90.95CR	7,762.24CR
701.2910	EXPENDITURE CONTROL	8,918.61	1,213.42	1,213.42	10,132.03
	TOTAL FUND BALANCE:	31,366.38CR	1,202.97	1,122.47	30,243.91CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	1,257.23	1,939.83	30,243.91CR
	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	365,143.00	0.00	23,017.66	35,477.94	329,665.06	9		
P-020521-942	PAYROLL INTERFACE	020521		11,527.21	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		11,490.45	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	2,719.34	5,060.38	78,939.62	6		
P-020521-942	PAYROLL INTERFACE	020521		1,367.53	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		1,351.81	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	13.40	969.73-	1,319.73	277	-----]]]]	
P-020521-942	PAYROLL INTERFACE	020521		13.40	CODE-Y,PER#-1,FUND-	101			A
111	OASI	34,386.00	0.00	1,887.13	2,885.77	31,500.23	8		
P-020521-942	PAYROLL INTERFACE	020521		946.09	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		941.04	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,930.00	0.00	1,381.89	2,129.51	19,800.49	9		
P-020521-942	PAYROLL INTERFACE	020521		692.45	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		689.44	CODE-Y,PER#-2,FUND-	101			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	3,079.15	6,662.50	93,015.50	6		
P-020521-942	PAYROLL INTERFACE	020521		1,838.99	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		1,240.16	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	69.53	106.85	947.15	10	-	
P-020521-942	PAYROLL INTERFACE	020521		34.86	CODE-Y,PER#-1,FUND-	101			A
P-021921-943	PAYROLL INTERFACE	021921		34.67	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		609,337.00	0.00	32,168.10	51,353.22	557,983.78	8		
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00	0.00	0.00	0.00	12,212.00	0		
202	PROFESSIONAL SERVICES	47,900.00	0.00	3,752.22	3,752.22	44,147.78	7		
M-020521-931	.17670 EBSCO	202101	Dobrovolny	945.00	PROFESSIONAL SERVICES				A
M-020521-931	.14274 OLSONS PEST TECHNICIAN	202101	Schmidt	90.00	PEST CONTROL				A
M-020521-931	.16957 IN NICHE ACADEMY	202101	Schmidt	1,400.00	PROFESSIONAL SERVICES				A
M-020521-931	.13843 OVERDRIVE DIST	202101	Schmidt	117.22	EBOOKS				A
D-020821-928	05937 J & H CARE & CLEANING CO	065598	100035	1,200.00	JANITORIAL SERVICE	021822	P	N	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		

		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								
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	277.53	277.53	4,722.47	5		
D-020821-928	07098 US BANK EQUIPMENT FINANC	065627 434314118		277.53	COPIER LEASE	021823	P -	A	
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	62.73	62.73	3,937.27	1		
M-020521-931	.14377 KOPETSKYS ACE HDWE	202101 Miles		4.99	LIGHT BULB		-	A	
M-020521-931	.17570 DK HARDWARE SUPPLY LLC	202101 Homstad		57.74	DIVIDER SPEAKER		-	A	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,000.00	0.00	0.00	0.00	3,000.00	0		
232	OFFICE SUPPLIES	9,500.00	0.00	54.00	54.00	9,446.00	0		
M-020521-931	.16717 SP BUYREGISTERROLLS	202101 Schmidt		54.00	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	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	3,000.00	0.00	52.24	52.24	2,947.76	1		
M-020521-931	.14179 MENARDS YANKTON SD	202101 Schmidt		31.27	JANITORIAL SUPPLIES		-	A	
M-020521-931	.14377 KOPETSKYS ACE HDWE	202101 Schmidt		20.97	JANITORIAL SUPPLIES		-	A	
242	PROGRAM SUPPLIES	5,000.00	0.00	224.42	224.42	4,775.58	4		
M-020521-931	.17682 AMZN MKTP US W16SL8ND3	202101 Dobrovolny		68.74	PROGRAM SUPPLIES		-	A	
M-020521-931	.17689 AMZN MKTP US 809192P93	202101 Dobrovolny		4.39	PROGRAM SUPPLIES		-	A	
M-020521-931	.17698 AMAZON.COM 8Q9YD4VV3	202101 Dobrovolny		5.47	PROGRAM SUPPLIES		-	A	
M-020521-931	.17704 AMZN MKTP US 8X6EZ5883	202101 Dobrovolny		36.99	PROGRAM SUPPLIES		-	A	
M-020521-931	.14844 DOLLAR TREE	202101 Dobrovolny		27.00	PROGRAM SUPPLIES		-	A	
M-020521-931	.11840 WALGREENS #9806	202101 Schmidt		81.83	PROGRAM SUPPLIES		-	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	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	105.44	105.44	1,394.56	7		
M-020521-931	.16167 SKILLPATH / NATIONAL	202101 Schmidt		105.44	STAFF TRAINING		-	A	
271	TELEPHONE	1,800.00	0.00	60.50	121.00	1,679.00	6		
P-020521-942	PAYROLL INTERFACE	020521		60.50	CODE-Y, PER#-1, FUND-	101		A	
272	ELECTRICITY	20,000.00	0.00	1,062.11	1,062.11	18,937.89	5		
D-020821-928	00455 NORTHWESTERN ENERGY	065612 1.21.2021		1,062.11	ELECT	002795	P -	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								
273	FUEL-HEATING	3,000.00	0.00	592.58	592.58	2,407.42	19	-	
D-020821-928	00303 MIDAMERICAN ENERGY	065605 1.29.21		592.58	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	74.26	74.26	3,425.74	2		
D-020821-928	00109 CITY UTILITIES	065584 1.21.21		74.26	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	38.42	1,161.58	3		
D-020821-928	00109 CITY UTILITIES	065584 1.21.21		38.42	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	64.00	436.00	12	-	
J-022821-958	FEBRUARY JOURNAL ENTRIES JE 102			32.00	DUMPSTER CHGS - FEB 2021				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		141,112.00	0.00	6,388.45	6,480.95	134,631.05	4		
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	51,000.00	0.00	950.14	950.14	50,049.86	1		
M-020521-931	.11785 CENTER POINT LARGE PRI	202101 Schmidt		137.82	LARGE PRINT BOOKS		-		A
M-020521-931	.17682 AMZN MKTP US W16SL8ND3	202101 Dobrovolny		71.71	BOOKS		-		A
M-020521-931	.13524 SOUTH DAKOTA HISTORICA	202101 Schmidt		74.00	BOOKS		-		A
M-020521-931	.17698 AMAZON.COM 8Q9YD4VV3	202101 Dobrovolny		72.99	BOOKS		-		A
M-020521-931	.16809 FINDAWAY	202101 Schmidt		593.62	BOOKS		-		A
342	AV - CAPITAL	12,500.00	0.00	758.02	758.02	11,741.98	6		
M-020521-931	.17682 AMZN MKTP US W16SL8ND3	202101 Dobrovolny		13.78	DVD		-		A
M-020521-931	.17698 AMAZON.COM 8Q9YD4VV3	202101 Dobrovolny		195.42	DVD'S		-		A
M-020521-931	.17720 AMAZON.COM XV3HT5IG3	202101 Dobrovolny		45.95	DVD'S		-		A
D-020821-928	04785 MIDWEST TAPE	065607 0019-4118		502.87	AV	021824	P	-	A
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		85,500.00	0.00	1,708.16	1,708.16	83,791.84	1		
OTHER EXPENDITURES									
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0		
TOTAL: COMMUNITY LIBRARY		835,949.00	0.00	40,264.71	59,542.33	776,406.67	7		
TOTAL: GENERAL FUND		835,949.00	0.00	40,264.71	59,542.33	776,406.67	7		

Director's Report – March 2021

Teen/Adult Take & Make Kits: In February, we put together Take & Make kits for teens and adults. The first kit was a Pikachu beaded keychain. The second kit was hot cocoa bombs. We gave away all of the kits that were made and Victoria posted instructional videos online. These were a lot of fun and we were able to engage with a different age group. In March we will be making kits for paracord bracelets and for making bubble tea. Due to the popularity, we are increasing the amount of kits that will be available.

Virtual Gaming Event: On Tuesday, March 9, Victoria will be hosting a virtual event for the game Among Us. This event is open to teens in grades 6 and up.

Vaccine Appointment Assistance: The library staff have been assisting patrons with setting up online appointments to receive the COVID-19 vaccine. Some individuals may not have access to technology or may not be comfortable using it. Our staff are helping to bridge the technology gap for some individuals.

Increased Library Hours: In April, we hope to increase our business hours to be open until 8pm on Mondays and Tuesdays. At that point, we would be observing our normal summer hours (Mon & Tues 9am-8pm, Wed & Thurs 9am-6pm and Fri & Sat 9am-5pm). We will continue with those hours through the summer and then hope to return to regular fall hours after Labor Day.

Friends' Pop-Up Sale: From March 8-13, the Friends will be hosting a small book sale in the library featuring cookbooks, gardening books and puzzles. The next Friends' meeting will be Monday, March 15 at 5:15pm.

Staffing: One of our full-time Library Assistants, Emily Lundgren, accepted a position elsewhere. Her last day with Yankton Community Library was on February 19.

We completed interviews with eight of the thirty three candidates that applied for the full-time Library Assistant job. We have offered the position to 3 individuals. More information to come as those positions are finalized.

Upcoming Events at the Library: Each Spring, the school district has traditionally held their Kindergarten Screening at the Yankton Library. Due to COVID-19, they decided not to utilize the library for this event in 2020 and again in 2021. Hopefully, it is a partnership that will resume in future years as it was a great way to get families into the library.

For the last several years, the library has partnered with Yankton County 4-H Youth Development to host a babysitting clinic at the library. It was cancelled in 2020 due to COVID. We are tentatively planning to host the event at the library again in May of 2021. Pre-registration is required with only 15 participants allowed. They will have space to socially distance and may do some of their training outdoors as well.

February 2021 Program Statistics

Recurring Programs	Date		Kids	Adults
		FB Likes/ Comments/ Shares	FB Engagements	YouTube Views
Story Time	2-Feb	7	244	104
	9-Feb	7	18	2
	16-Feb	7	19	2
	23-Feb	6	11	2
Total:		27	292	110

Thursday Kids Activities				
Groundhog Craft	4-Feb	10	17	1
3D Heart	11-Feb	5	12	1
Animal Stem	18-Feb	16	92	0
Baby Yoda Bookmark	25-Feb	5	20	1
Total:		36	141	3

Teen/Adult Virtual Activities				
	Date		Kids	Adults
Pikachu Keychain	13-Feb	7	39	0
Hot Chocolate Bombs	26-Feb	4	19	1
Total:		11	58	1

Adult Programs	Date	Time	Num.
Meditation Monday	8-Feb	6:30 PM	11
Total:			11

Food for Fines		
Soap	February (all month)	95

Book Clubs			
Reader's Anonymous	9-Feb		4
Virtual Book Club-Live	23-Feb	6:30 PM	0
Total:			4

Live Virtual Events			
Bedtime Storytime	3-Feb	7:30 PM	5
	10-Feb	7:30 PM	4
	17-Feb	7:30 PM	3
	24-Feb	7:30 PM	6
Total:			18

Miscellaneous		
Number of Kid Activity Kits	65	
Pikachu Kits-Teens	16	
Hot Chocolate Bomb Kits-Teens & Adults	23	
Total:		104

FEBRUARY 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	4,308	8,352	8,352
Juvenile	3,244	3,941	3,941
Total	7,552	12,293	13,818

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	2,450	6,527	6,725
Juvenile	3,195	3,503	3,485
Total	5,645	10,030	10,210

Interlibrary Loan			
	2021	2020	2019
Requested	65	107	156
Supplied	27	82	86
Total	92	189	242

Electronic Resources			
	2021	2020	2019
OverDrive	1,766	1,576	1,363
TumbleBooks	49	36	456
Total	1,815	1,612	1,819

Adult Outreach			
	2021	2020	2019
Locations	4*	10	10
Patrons	8	42	42
Circulations	80	209	217

* Some were pick ups

Daycare Outreach			
	2021	2020	2019
Locations	4	8	16
Patrons	40	132	254
Circulations	80	152	266

Curbside Pick-Ups			
639			

Grab & Go			
957			

Appointments			
164			

Public Computer Use			
	2021	2020	2019
Uses	126	1,063	949
Hours	47	821	646

WiFi Usage			
	2021	2020	2019
Sessions	714	1,333	1423
Total Session Hours	819	1,238	1477.0
Unique Users	125	387	348

Meeting Room Use			
	2021	2020	2019
Library Uses	NA	33	23
Library Hours	NA	65.5	63.0
Non-Library Uses	NA	11	15
Non-Library Hours	NA	29.5	23.0

Study Room Use			
	2021	2020	2019
Uses	4	65	50
Hours	6.0	81.0	68.0

Notary			
	2021	2020	2019
Requests	0	2	1

Proctor			
	2021	2020	2019
Tests	2	36	44

Genealogy Requests			
	2021	2020	2019
Patrons	1	0	1
Hours	0.5	0	1.0

Teacher Requests			
	2021	2020	2019
Patrons	2	3	4

Courier			
	2021	2020	2019
Total Incoming	80	305	300
Total Outgoing	147	373	271
Total	227	678	571

	2021	2020	2019
Items Added to Catalog	402	492	NA

	2021	2020	2019
Items Deleted from Catalog	102	1456	NA

Current Cards			
	2021	2020	2019
Resident	4,132	4,073	5,091
Non-Resident	223	220	253
Mount Marty	36	37	39
Teacher	54	48	47
Yankton County	941	934	1,070
Total	5,386	5,312	6,500

Non-city Cards-February New & Renewals			
	2021	2020	2019
County	26	40	
Non-resident	4	12	

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

Yankton Community Library • March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Mac 'n Cheese	1 Grab & Go 9am-3pm Mon-Sat	2 Virtual Story Time 10:30 am Read Across America	3 Bedtime Story Time 7:30 pm	4 Virtual Children's Activity 3D Cat in the Hat	5	6
7	8	9 Virtual Story Time 10:30 am With a tie-dye heart craft! Among Us 4pm	10 Movement with Miss Judi 10:30am Library Board Meeting, 5:30 pm Bedtime Story Time 7:30 pm	11 Virtual Children's Activity Paper Plate Magnet Mazes	12 Tween & Teens Take & Make Paracord Bracelets <i>*Call or stop in to request your kit.</i>	13
14	15	16 Virtual Story Time 10:30 am With a polar bear craft	17 Bedtime Story Time 7:30 pm	18 Virtual Children's Activity Shamrock Wands	19	20
21	22	23 Virtual Story Time 10:30 am With a kindness rain- bow craft Virtual Book Club Station Eleven 6:30pm	24 Bedtime Story Time 7:30 pm	25 Virtual Children's Activity Dog Walking Craft	26 Teens & Adult Take & Make Bubble Tea <i>*Call or stop in to request your kit.</i>	27
28	29	30 Virtual Story Time 10:30 am	31 Bedtime Story Time 7:30 pm	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9am-6pm; Friday-Saturday, 9am-5pm		

Damaged and Lost Items Policy

Patrons of the Yankton Community Library are responsible for the return of any items in the same, fair condition as originally loaned to them, as agreed when registering for a library card.

Damaged Items

It is recognized that library materials age rapidly with repeated use and that some deterioration and damage in use is unavoidable. Library staff will attempt to record this deterioration on the title page/case of each item along with dates. When damage exceeds normal “wear and tear,” the patron will be held responsible at the library’s discretion.

Damage may include, but is not limited to:

- Torn or mutilated pages or cover
- Broken spines
- Pages missing or folded
- Pages colored/marked/underlined/highlighted
- ~~Coffee or other~~ Liquid spills and stains
- Pages sticking together
- Mold or smell
- Broken cases
- ~~Physical items broken, scratched, or rendered unplayable~~
- DVD or CDs that are broken, cracked, scratched or rendered unplayable

~~Damage or replacement costs are limited to the price of replacing the material, except in the case of magazines, which are billed at a flat replacement cost of \$5.00 per issue.~~

Lost Items

An item is considered “lost” when it is fifty days overdue. If the item is not returned, the patron is responsible to pay the replacement cost. If the item is returned in good condition the replacement cost is waived.

Replacement Items

With the library’s prior permission, the patron may choose to buy a replacement ~~title~~ item rather than pay a ~~replacement~~ fee ~~to the library; in most cases,~~ The title must be a new and exact replacement. In this case, a \$5.00 processing fee will be charged to the patron.

Repair and Replacement Costs

In some cases, ~~certain~~ repair or replacement of ~~certain~~ parts can be accomplished and the patron will be charged for only those parts. If the item ~~is lost or~~ is not repairable ~~and must be replaced,~~ the patron will be charged the replacement cost. ~~Overdue fines on lost or damaged items will be waived. charges incurred on materials assessed with fee charges will be deleted.~~ The patron can inspect or pick-up damaged material at the library for thirty (30) days from the date of the billing

letter. After that time, regardless of whether the fines and fees have been paid, the material will be discarded. Patrons paying the fines and fees for damaged materials within the 30-day ~~material retention~~ period may have the damaged material.

Item	Replacement Cost
Books, movies, audiobook, book bags	Amount as listed in item holding record
Lost or damaged item that is more than 2 years old OR has had more than 10 checkouts	Half of the amount listed in item holding record
Lost or damaged AV equipment	Current replacement cost
Lost or damaged magazines	\$5.00
DVD/Music CD Case	\$1.00
CD Book Case	\$5.00
Barcode	\$1.00
Cover insert for a movie or audiobook	\$1.00

Refunds

If a lost item is returned in good condition within one year of replacement payment, the patron may request a refund. The patron must present a receipt or a check proving payment was made. Patron and staff will fill out a refund form to be submitted to the City for processing. Once approved, the patron will receive a check in the mail from the City of Yankton in the amount of the fee paid minus a \$5.00 processing fee per item. This process may take up to 6 weeks.

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- Pages sticking together
- Mold or smell
- Broken cases
- Physical items broken, scratched, or rendered unplayable.

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