

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, April 14, 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 March 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**
- **Lost and Damaged Policy**

New Business

- **Annual Report**

Other Business

Public Comment Period

Adjourn the meeting of April 14, 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, March 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 5:31 p.m. Present were Sue Otterman, Amy Nelson, Sarah Mechtenberg, David Koerner, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt. Also present: City Finance Officer Al Viereck, Deputy Finance Officer Lisa Yardley, and Youth Services Librarian Victoria Caine.

Amy Nelson left at 6:20; Jerry Webber left at 6:45

Additions to the Agenda: None

Approval of January 13, 2021 Minutes: Webber made a motion to approve the February 10, 2021 minutes with a second by Nelson. Unanimous approval.

Public comment Period: None

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

Communications and Correspondence: Schmidt shared an interaction she had with a new patron that had recently moved here from Georgia.

Director's Report: In addition to the written report, Schmidt reported that the Friends of the Library were having small pop-up sales in the library to help with inventory. They will also be planning a large outdoor sale in April. Schmidt reported that the SD Poet Laureate would be hosting a virtual event for the library on April 26 for National Poetry month. Schmidt reported that three staff had been offered full-time library assistant positions but they were pending background checks and physicals.

Old Business:

- **Reopen plan for the library-status update:** Schmidt reported that the library would extend its open hours beginning in April. Hours will be Monday and Tuesday 9am-8pm, Wednesday and Thursday 9am to 6pm and Friday and Saturday (9am to 5pm). Grab & Go hours will also extend to 9am to close each day. Curbside pickup will still be available. Schmidt asked that the Board keep the mask policy in place until library staff have been vaccinated. Schmidt reported that the library would begin offering in person programming during the Summer Reading Program. 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

- **Introduction of the New Youth Services Librarian:** Victoria Caine introduced herself to the Board.

- **Training for Library Board:** The six Board members present, along with Schmidt and Dobrovolny, heard a presentation from City Finance Officer, Al Viereck, regarding the city's budgeting process and how it relates to the library budget. Following the presentation, the Board members were able to ask questions and discuss. (30 minutes).
- **Lost and Damaged Materials Policy:** Koerner made a motion to approve the policy with the changes of adding an effective date and combining the first two boxes in the chart, with a second by Klimisch. Unanimous approval.

Other Business: None

Public Comment Period: None

Adjourn the meeting of March 10, 2021: Klimisch made a motion to adjourn the meeting at 6:55pm 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					
BERING SALES						
NAME BADGES	32.00	OFFICE SUPPLIES	101.142.232	1250	021828 P 007	00002
SHIPPING	5.63	POSTAGE	101.142.231	1250	021828 P 007	00003
	37.63	*VENDOR TOTAL				
CITY OF YANKTON-LIBRARY						
PROGRAM SUPPLIES	50.00	PROGRAM SUPPLIES	101.142.242	3.16.21	021829 P 007	00004
CITY UTILITIES						
WATER-WW CHARGES	86.86	WATER SERVICE	101.142.274	3.24.21	002793 P 007	00005
WATER-WW CHARGES	52.02	SEWER SERVICE	101.142.275	3.24.21	002793 P 007	00006
	138.88	*VENDOR TOTAL				
J & H CARE & CLEANING CO						
JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	100133	021833 P 007	00007
MIDAMERICAN ENERGY						
FUEL	477.37	FUEL-HEATING	101.142.273	3.31.21	002794 P 007	00008
NORTHWESTERN ENERGY						
ELECTRICITY	1,175.36	ELECTRICITY	101.142.272	3.31.21	021834 P 007	00009
YANKTON FIRE & SAFETY CO						
FIRE EXT INSPECTION	63.75	PROFESSIONAL SERVICES	101.142.202	26082	021831 P 007	00011
	3,142.99				
GENERAL FUND	3,142.99	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
BRAMMER/RICK E SUMMER READING PERFORMER	300.00	RECREATION SUPPLIES	701.701.242	3.31.21	021835 P	007 00001
STUCK/WILL SUMMER READING PERFORMER	375.00	RECREATION SUPPLIES	701.701.242	3.23.21	021832 P	007 00010
	675.00				
LIBRARY TRUST	675.00	*****				

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:	3,817.99					

RECORDS PRINTED - 000011

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					
AMZN MKTP US REFUND ON DVD PREORDER	0.03CR	AV - CAPITAL	101.142.342	Dobrovolny		011 00043
BOOK REFUND	21.30CR	BOOKS	101.142.340	Dobrovolny		011 00435
	21.33CR	*VENDOR TOTAL				
AMZN MKTP US DS9K07LS3 DVD	10.96	AV - CAPITAL	101.142.342	Dobrovolny		011 00327
AMZN MKTP US GH5375973 BOOKS	167.02	BOOKS	101.142.340	Dobrovolny		011 00433
DVD	12.96	AV - CAPITAL	101.142.342	Dobrovolny		011 00434
	179.98	*VENDOR TOTAL				
AMZN MKTP US GY6I98223 PROGRAM SUPPLIES	204.46	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00067
BOOK	8.49	BOOKS	101.142.340	Dobrovolny		011 00068
	212.95	*VENDOR TOTAL				
AMZN MKTP US K429X9EO3 OFFICE SUPPLIES	5.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		011 00036
PROGRAM SUPPLIES	60.89	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00037
BOOK	10.56	BOOKS	101.142.340	Dobrovolny		011 00038
	77.44	*VENDOR TOTAL				
AMZN MKTP US LM0O564I3 BOOK	12.51	BOOKS	101.142.340	Dobrovolny		011 00172
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		011 00173
	16.50	*VENDOR TOTAL				
AMZN MKTP US OZ70X6E23 OFFICE SUPPLIES	29.78	OFFICE SUPPLIES	101.142.232	Dobrovolny		011 00297
PROGRAM SUPPLIES	32.46	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00298
BOOKS	12.48	BOOKS	101.142.340	Dobrovolny		011 00299
DVD'S	40.49	AV - CAPITAL	101.142.342	Dobrovolny		011 00300
	115.21	*VENDOR TOTAL				
AMZN MKTP US RT9WT1NB3 PROGRAM SUPPLIES	35.18	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00169
AMZN MKTP US RX1YT2PX3 POSTAGE	4.99	POSTAGE	101.142.231	Dobrovolny		011 00251
DVD	14.99	AV - CAPITAL	101.142.342	Dobrovolny		011 00252
	19.98	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US TD9IW8023 PROGRAM SUPPLIES	7.88	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00399
AMZN MKTP US W13RG1Q53 JANITORIAL SUPPLIES	141.33	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		011 00250
AMZN MKTP US W45ZV60B3 OFFICE SUPPLIES	69.74	OFFICE SUPPLIES	101.142.232	Dobrovolny		011 00213
AMZN MKTP US W52L89TO3 BOOK	12.89	BOOKS	101.142.340	Dobrovolny		011 00098
AMZN MKTP US Y843654Q3 OFFICE SUPPLIES	25.87	OFFICE SUPPLIES	101.142.232	Dobrovolny		011 00228
JANITORIAL SUPPLIES	87.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		011 00229
BOOKS	14.50	BOOKS	101.142.340	Dobrovolny		011 00230
DVD'S	56.22	AV - CAPITAL	101.142.342	Dobrovolny		011 00231
	184.58	*VENDOR TOTAL				
AMZN MKTP US 1M56W8DB3 PROGRAM SUPPLIES	17.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00197
AMZN MKTP US 2C6JT21L3 DVD'S	57.90	AV - CAPITAL	101.142.342	Dobrovolny		011 00054
AMZN MKTP US 3X0RM6RH3 BOOK	11.94	BOOKS	101.142.340	Dobrovolny		011 00417
AMZN MKTP US 7H5R29IL3 PROGRAM SUPPLIES	18.11	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00157
AMZN MKTP US 717SE3BE3 OFFICE SUPPLIES	21.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		011 00241
PROGRAM SUPPLIES	85.19	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00242
BOOKS	71.94	BOOKS	101.142.340	Dobrovolny		011 00243
DVD'S	150.74	AV - CAPITAL	101.142.342	Dobrovolny		011 00244
	329.86	*VENDOR TOTAL				
BAKER-TAYLOR BOOKS	1,972.02	BOOKS	101.142.340	Schmidt		011 00401
POSTAGE	18.68	POSTAGE	101.142.231	Schmidt		011 00402
	1,990.70	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		011 00040
LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		011 00412

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					
CENTER POINT LARGE PRI	267.24	*VENDOR TOTAL				
CREATIVE DIVISIONS YOUTH BOOKS	570.98	BOOKS	101.142.340	Schmidt		011 00395
KOPETSKYS ACE HDWE PROGRAM SUPPLIES	9.98	PROGRAM SUPPLIES	101.142.242	Schmidt		011 00034
PROGRAM SUPPLIES	15.49	PROGRAM SUPPLIES	101.142.242	Schmidt		011 00137
OFFICE SUPPLIES	66.44	OFFICE SUPPLIES	101.142.232	Schmidt		011 00138
	91.91	*VENDOR TOTAL				
MENARDS YANKTON SD MEN'S BATHROOM SUPPLIES	13.58	REP. & MAINT. - BUILDING	101.142.223	Miles		011 00203
SUPPLIES	41.40	REP. & MAINT. - BUILDING	101.142.223	Miles		011 00205
MEN'S BATHROOM SUPPLIES	5.45	REP. & MAINT. - BUILDING	101.142.223	Miles		011 00208
MEN'S BATHROOM SUPPLIES	15.74	REP. & MAINT. - BUILDING	101.142.223	Miles		011 00221
	76.17	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		011 00024
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		011 00472
	180.00	*VENDOR TOTAL				
OTC BRANDS INC PROGRAM SUPPLIES	75.67	PROGRAM SUPPLIES	101.142.242	Schmidt		011 00163
OVERDRIVE DIST E-BOOKS	2,622.40	PROFESSIONAL SERVICES	101.142.202	Schmidt		011 00291
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		011 00115
PITNEYBOWESLEASEDEQUIP POSTAGE	122.00	POSTAGE	101.142.231	Schmidt		011 00063
SD SECRETARY OF STATE FOUNDATION ANNUAL REPORT	20.00	PROGRAM SUPPLIES	101.142.242	Schmidt		011 00089
SP AUTHOR KLOVEGREEN BOOKS	69.84	BOOKS	101.142.340	Dobrovolny		011 00117
SQ WHOLESALE SUPPLY C PROGRAM SUPPLIES	41.10	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00001

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					
VASTBROADBAND-VEXUS						
PHONE	74.30	TELEPHONE	101.142.271	Yardley		011 00338
PHONE	46.83	TELEPHONE	101.142.271	Yardley		011 00376
	121.13	*VENDOR TOTAL				
WAL-MART #1483						
PROGRAM SUPPLIES	2.48	PROGRAM SUPPLIES	101.142.242	Dobrovolny		011 00436
BOOKS	45.84	BOOKS	101.142.340	Dobrovolny		011 00437
	48.32	*VENDOR TOTAL				
1 OFFICE SOLUTION						
OFFICE SUPPLIES	56.01	OFFICE SUPPLIES	101.142.232	Schmidt		011 00385
	8,052.55				

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 PZ3TH52V3 BOOKSHELF	397.31	RECREATION SUPPLIES	701.701.242	Dobrovolny		011 00319
COLLABORATIVE SUMMER L SRP SHIRTS	80.24	RECREATION SUPPLIES	701.701.242	Schmidt		011 00365
SUMMER READING PROGRAM	333.34	RECREATION SUPPLIES	701.701.242	Schmidt		011 00366
	413.58	*VENDOR TOTAL				
	810.89				
LIBRARY TRUST	810.89	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED 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	450.00	1,725.00	5,075.00 25 --
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	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	29.35	126.77	73.23 63 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	127.00	312.75	1,187.25 20 --
3456 PC PRINTING	6,000.00	6,000.00	313.25	708.30	5,291.70 11 -
3490 SALE OF MATERIALS	100.00	100.00	25.00	25.00	75.00 25 --
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	600.30	725.30	1,274.70 36 ---
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,544.90	3,658.12	13,451.88 21 --
FINES					
3510 COURT FINES	1,600.00	1,600.00	57.63	235.08	1,364.92 14 -
3511 PARKING FINES	5,000.00	5,000.00	175.00	632.50	4,367.50 12 -
3520 LIBRARY FINES	650.00	650.00	9.00	36.00	614.00 5
TOTAL: FINES	7,250.00	7,250.00	241.63	903.58	6,346.42 12 -
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	2,944.96	6,041.34	33,958.66 15 -
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	149.28	300.75	3,699.25 7
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	31,825.00	35,907.06	32,907.06- 1196 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	77.76	290.89	1,209.11 19 -
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	34,997.00	42,540.04	15,959.96 72 -----
TOTAL: GENERAL FUND	94,860.00	94,860.00	36,783.53	47,101.74	47,758.26 56 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	9.15	19.60	19.60-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	399.99	480.49	480.49-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	409.14	500.09	500.09-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONNEL SERVICES						
101 REGULAR WAGES	365,143.00	0.00	23,154.78	58,632.72	306,510.28	16 -
102 TEMPORARY WAGES	84,000.00	0.00	2,441.15	7,501.53	76,498.47	8
103 OVERTIME WAGES	350.00	0.00	107.04	862.69-	1,212.69	246 -----]]]]
111 OASI	34,386.00	0.00	1,883.49	4,769.26	29,616.74	13 -
121 RETIREMENT	21,930.00	0.00	1,259.70	3,389.21	18,540.79	15 -
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	0.00	2,796.00	0
132 GROUP INSURANCE	99,678.00	0.00	3,075.99	9,738.49	89,939.51	9
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	65.02	171.87	882.13	16 -
TOTAL: PERSONNEL SERVICES	609,337.00	0.00	31,987.17	83,340.39	525,996.61	13 -
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	7,955.04	11,707.26	36,192.74	24 --
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	5,000.00	0.00	341.47	619.00	4,381.00	12 -
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	86.28	149.01	3,850.99	3
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	45.45	45.45	2,954.55	1
232 OFFICE SUPPLIES	9,500.00	0.00	77.68	131.68	9,368.32	1
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	117.45	169.69	2,830.31	5
242 PROGRAM SUPPLIES	5,000.00	0.00	154.17	378.59	4,621.41	7
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	64.00	64.00	936.00	6
263 TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	6.44-	99.00	1,401.00	6
271 TELEPHONE	1,800.00	0.00	175.52	296.52	1,503.48	16 -
272 ELECTRICITY	20,000.00	0.00	1,056.96	2,119.07	17,880.93	10 -
273 FUEL-HEATING	3,000.00	0.00	686.17	1,278.75	1,721.25	42 ----
274 WATER SERVICE	3,500.00	0.00	67.96	142.22	3,357.78	4
275 SEWER SERVICE	1,200.00	0.00	31.62	70.04	1,129.96	5
276 LANDFILL	500.00	0.00	32.00	96.00	404.00	19 -
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	141,112.00	0.00	10,885.33	17,366.28	123,745.72	12 -
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	44.04	994.18	50,005.82	1
342 AV - CAPITAL	12,500.00	0.00	225.62	983.64	11,516.36	7

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH MAR 31, 2021

	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	269.66	1,977.82	83,522.18	2
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	43,142.16	102,684.49	733,264.51	12 -
TOTAL: GENERAL FUND	835,949.00	0.00	43,142.16	102,684.49	733,264.51	12 -

	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	44.54	208.97	208.97-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	44.54	208.97	208.97-	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	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	44.54	1,257.96	1,257.96-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	44.54	1,257.96	1,257.96-	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	32,183.74	364.60	1,575.23CR	30,608.51
	TOTAL CURRENT ASSETS:	32,183.74	364.60	1,575.23CR	30,608.51
	TOTAL ASSETS:	32,183.74	364.60	1,575.23CR	30,608.51
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	817.36CR	0.00	817.36	0.00
	TOTAL CURRENT LIABILITIES:	817.36CR	0.00	817.36	0.00
	TOTAL LIABILITIES:	817.36CR	0.00	817.36	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	32,613.70CR	0.00	0.00	32,613.70CR
701.2900					
	REVENUE CONTROL	7,671.29CR	409.14CR	500.09CR	8,171.38CR
701.2910					
	EXPENDITURE CONTROL	8,918.61	44.54	1,257.96	10,176.57
	TOTAL FUND BALANCE:	31,366.38CR	364.60CR	757.87	30,608.51CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	364.60CR	1,575.23	30,608.51CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	365,143.00	0.00	23,154.78	58,632.72	306,510.28	16	-	
P-030521-982	PAYROLL INTERFACE	030521		13,072.08	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		10,082.70	CODE-Y, PER#-2, FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	2,441.15	7,501.53	76,498.47	8		
P-030521-982	PAYROLL INTERFACE	030521		1,123.09	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		1,318.06	CODE-Y, PER#-2, FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	107.04	862.69-	1,212.69	246	-----]]]]	
P-030521-982	PAYROLL INTERFACE	030521		107.04	CODE-Y, PER#-1, FUND-	101			A
111	OASI	34,386.00	0.00	1,883.49	4,769.26	29,616.74	13	-	
P-030521-982	PAYROLL INTERFACE	030521		1,052.74	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		830.75	CODE-Y, PER#-2, FUND-	101			A
121	RETIREMENT	21,930.00	0.00	1,259.70	3,389.21	18,540.79	15	-	
P-030521-982	PAYROLL INTERFACE	030521		654.73	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		604.97	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	3,075.99	9,738.49	89,939.51	9		
P-030521-982	PAYROLL INTERFACE	030521		1,538.00	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		1,537.99	CODE-Y, PER#-2, FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	65.02	171.87	882.13	16	-	
P-030521-982	PAYROLL INTERFACE	030521		38.60	CODE-Y, PER#-1, FUND-	101			A
P-031921-991	PAYROLL INTERFACE	031921		26.42	CODE-Y, PER#-2, FUND-	101			A
TOTAL: PERSONNEL SERVICES		609,337.00	0.00	31,987.17	83,340.39	525,996.61	13	-	
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	7,955.04	11,707.26	36,192.74	24	--	
M-030521-975	.13881 BOOK SYSTEMS INC	202102	Schmidt	3,195.00	ATRIUUM				A
M-030521-975	.13843 OVERDRIVE DIST	202102	Schmidt	575.43	E-BOOKS				A
M-030521-975	.13843 OVERDRIVE DIST	202102	Schmidt	2,710.68	E-BOOKS				A
D-030821-941	00499 PRESS DAKOTA MSTAR SOLUT	065703	113563	273.93	AD	214001	P	-	A
D-030821-971	05937 J & H CARE & CLEANING CO	065682	100081	1,200.00	JANITORIAL SERVICE	021826	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	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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	341.47	619.00	4,381.00	12	-	
D-030821-971	07098 US BANK EQUIPMENT FINANC	065716 436719058		341.47	RICOH COPIER LEASE	021825	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	86.28	149.01	3,850.99	3		
M-030521-975	.14377 KOPETSKYS ACE HDWE	202102 Miles		86.28	ROOF TOP FILTERS			-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,000.00	0.00	45.45	45.45	2,954.55	1		
M-030521-975	.11787 DEMCO INC	202102 Schmidt		9.95	POSTAGE			-	A
M-030521-975	.16450 HY-VEE YANKTON 1899	202102 Clare		33.00	POSTAGE			-	A
D-030821-941	03464 UNITED STATES POSTAL SER	065715 1.31.21		2.50	POSTAGE METER - JAN2021	002989	P	-	A
232	OFFICE SUPPLIES	9,500.00	0.00	77.68	131.68	9,368.32	1		
M-030521-975	.11787 DEMCO INC	202102 Schmidt		56.69	OFFICE SUPPLIES			-	A
M-030521-975	.17752 AMZN MKTP US X22XQ48P3	202102 Dobrovolny		20.99	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	117.45	169.69	2,830.31	5		
M-030521-975	.17744 AMZN MKTP US C33Q60NT3	202102 Dobrovolny		22.86	JANITORIAL SUPPLIES			-	A
M-030521-975	.17754 AMZN MKTP US JH41C7FK3	202102 Dobrovolny		94.59	JANITORIAL SUPPLIES			-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	154.17	378.59	4,621.41	7		
M-030521-975	.12593 SOUTH DAKOTA HUMANITIE	202102 Dobrovolny		25.00	VIRTUAL POETRY PROGRAM			-	A
M-030521-975	.17737 AMZN MKTP US 268YB11M2	202102 Dobrovolny		13.99	PROGRAM SUPPLIES			-	A
M-030521-975	.17744 AMZN MKTP US C33Q60NT3	202102 Dobrovolny		76.14	PROGRAM SUPPLIES			-	A
M-030521-975	.11787 DEMCO INC	202102 Schmidt		18.98	PROGRAM SUPPLIES			-	A
M-030521-975	.16450 HY-VEE YANKTON 1899	202102 Schmidt		20.06	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	64.00	64.00	936.00	6		
M-030521-975	.16033 SD LIBRARY ASSOCIATION	202102 Clare		64.00	MEMBERSHIP DUES			-	A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	6.44-	99.00	1,401.00	6		
M-030521-975	.16167 SKILLPATH / NATIONAL	202102 Schmidt		6.44-	TAX REFUND			-	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								
271	TELEPHONE	1,800.00	0.00	175.52	296.52	1,503.48	16	-	
M-030521-975	.17371 VASTBROADBAND-VEXUS	202102	Yardley	72.75	PHONE				A
M-030521-975	.17371 VASTBROADBAND-VEXUS	202102	Yardley	42.27	PHONE				A
P-030521-982	PAYROLL INTERFACE	030521		60.50	CODE-Y, PER#-1, FUND-	101			A
272	ELECTRICITY	20,000.00	0.00	1,056.96	2,119.07	17,880.93	10	-	
D-030821-971	00455 NORTHWESTERN ENERGY	065697	2.26.2021	1,056.96	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	686.17	1,278.75	1,721.25	42	----	
D-030821-971	00303 MIDAMERICAN ENERGY	065691	2.26.2021	686.17	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	67.96	142.22	3,357.78	4		
D-030821-971	00109 CITY UTILITIES	065657	2.26.21	67.96	WATER/WASTEWATER CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	31.62	70.04	1,129.96	5		
D-030821-971	00109 CITY UTILITIES	065657	2.26.21	31.62	WATER/WASTEWATER CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	96.00	404.00	19	-	
J-033121-985	MARCH JOURNAL ENTRIES	JE 152		32.00	DUMPSTER CHARGES-MARCH				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		141,112.00	0.00	10,885.33	17,366.28	123,745.72	12	-	
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	44.04	994.18	50,005.82	1		
M-030521-975	.17737 AMZN MKTP US 268YB11M2	202102	Dobrovolny	9.99	BOOK				A
M-030521-975	.17744 AMZN MKTP US C33Q60NT3	202102	Dobrovolny	18.55	BOOK				A
M-030521-975	.17753 AMZN MKTP US S71HD7NQ3	202102	Dobrovolny	15.50	BOOK				A
342	AV - CAPITAL	12,500.00	0.00	225.62	983.64	11,516.36	7		
M-030521-975	.17724 AMZN MKTP US TZ1XT15E3	202102	Dobrovolny	19.96	DVD				A
M-030521-975	.15692 AMZN MKTP US	202102	Dobrovolny	1.97	REFUND FOR DVD PREORDER				A
M-030521-975	.17737 AMZN MKTP US 268YB11M2	202102	Dobrovolny	124.70	DVD'S				A
M-030521-975	.17756 AMZN MKTP US 5P00S3LB3	202102	Dobrovolny	14.99	DVD				A
M-030521-975	.17762 AMAZON.COM KZ1HZ5FR3	202102	Dobrovolny	32.95	DVD'S				A
D-030821-971	04785 MIDWEST TAPE	065694	500027490	34.99	BOOK ON TAPE	021827	P	-	A
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0		

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	85,500.00	0.00	269.66	1,977.82	83,522.18	2	
	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	43,142.16	102,684.49	733,264.51	12	-
TOTAL:	GENERAL FUND	835,949.00	0.00	43,142.16	102,684.49	733,264.51	12	-

Director's Report-April 2021

National Library Week: We celebrated National Library Week on April 4-10. The staff gave a live tour of the library on Monday along with creating some "how-to" videos of services we offer at the library. Additionally, the library sent out 43 book ends for patrons to decorate and return to the library. We now have some really creative and fun painted book ends to help us embellish the library stacks for years to come! Thank you to the Board for all that you do throughout the year to help support our library and staff!

Friends of the Library: The Friends are hosting their first big book sale of 2021 in the library lawn on Saturday, April 17 from 9am to 2pm. They have scheduled Saturday, April 24 as a rain date. There is a lot of inventory of used books in our garage. Hopefully they have a great sale!

SD Poet Laureate: Christine Stewart-Nunez is the South Dakota Poet Laureate. She will be hosting a virtual book talk for the Yankton Community Library about a book entitled *South Dakota in Poems*. Christine helped to edit this anthology of poetry written by South Dakota authors and is hoping that some of those writers will join the discussion on Monday, April 26 at 7pm. The meeting will be hosted on the GoToMeeting platform.

Among Us: Our new Youth Services Librarian, Victoria, is hosting another Virtual Gaming session on Tuesday, April 13 for teens and tweens. One of the make & take kits this month is also an Among Us themed craft. Victoria has made a great effort to engage more with this age group.

Teen Subscription Bags: Victoria is beginning a new program geared towards teens: monthly subscription bags! Interested teens will be asked to complete a short survey so that library staff can match readers with new books each month. Along with the books, the subscription bags will also contain candy, simple activities and other fun treats. There is no fee for the subscription bags. The teens (or their parent/guardian) just need to have a current YCL library card to participate.

Cemetery Walk: We are excited to be partnering with the Mead Cultural Education Center again this year for our annual Cemetery Walk on Wednesday, June 2. We would love to have Board Members act as tour guides in leading the groups to the different gravesites. If you are interested in helping with this event, please let me know!

Summer Reading: We are gearing up for a wild summer reading program with this year's theme of Tails and Tales! Victoria and the staff are planning for some fun decorations, activities and performances. At this point, we are planning to host many of our events outdoors or inside with social distancing as much as possible. After a year-long break from in-person programming due to the COVID-19 pandemic, we are looking forward to hosting programs at the library again!

Board Members: Amy Nelson has served two consecutive terms on the Yankton Community Library Board of Trustees. Her term will be completed in June. A big thank you to Amy for all of the dedication, engagement and participation you have given during your time on the Library Board. Your efforts are appreciated! Sue Otterman has completed one term on the Board and has expressed interest in serving another term. Thank you, Sue! A new member will be appointed by the Mayor and will begin in July.

Staffing: After our interview and hiring process, we are excited to welcome three new full-time staff members to our team: Kelly O'Dea, Danita Eckert, and Jeremy Hoeck. These staff are filling a couple of positions that we did not fill for several months due to our limited hours during COVID. We are excited to add their creativity, enthusiasm and great customer service skills to our already-strong team of staff.

March 2021 Program Statistics

Recurring Programs	Date	FB Likes/ Comments/ Shares	Kids Engagements	Adults YouTube Views
Story Time	2-Mar	10	28	4
	9-Mar	9	18	1
	10-Mar	50	196	2
	16-Mar	4	11	3
	23-Mar	7	28	1
	30-Mar	1	4	0
Total:		81	285	11

Thursday Kids Activities				
3D Cat in the Hat	4-Mar	4	8	2
Maze Craft	11-Mar	4	15	1
Shamrock Craft	18-Mar	4	7	0
3D Dog Walking	25-Mar	5	12	0
Total:		17	42	3

Teen/Adult Virtual Demos				
	Date			
Paracord Bracelet	12-Mar	3	5	14
Boba Tea	26-Mar	6	24	1
Total:		9	29	15

Food for Fines		
Macaroni and Cheese	March (all month)	26

Book Clubs			
Reader's Anonymous	9-Mar		4
Virtual Book Club-Live	23-Mar	6:30 PM	1
Total:			5

Live Virtual Events			
Bedtime Storytime	3-Mar	7:30 PM	3
	10-Mar	7:30 PM	3
	17-Mar	7:30 PM	3
	24-Mar	7:30 PM	5
	31-Mar	7:30 PM	3
Total:			17

Miscellaneous	
Number of Kid Activity Kits	48
Paracord Kit-Teens	17
National Library Bookends	43
Boba Tea Kits-Teens & Adults	63
Total:	171

MARCH 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	5,990	4,670	8,720
Juvenile	2,837	2,021	4,214
Total	8,827	6,691	13,818

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	3,879	2,797	7,086
Juvenile	2,793	1,940	3,841
Total	6,672	4,737	10,927

Interlibrary Loan			
	2021	2020	2019
Requested	83	33	210
Supplied	22	101	152
Total	105	134	362

Electronic Resources			
	2021	2020	2019
OverDrive	2,006	1,739	1,383
TumbleBooks	44	81	373
Total	2,050	1,820	1,756

Adult Outreach			
	2021	2020	2019
Locations	4	10	10
Patrons	9	37	44
Circulations	67	180	250

* Some were pick ups

Daycare Outreach			
	2021	2020	2019
Locations	4	4	16
Patrons	80	66	254
Circulations	80	76	266

Curbside Pick-Ups			
608			

Grab & Go			
1274			

Appointments			
127			

Public Computer Use			
	2021	2020	2019
Uses	201	480	1,100
Hours	80	330	780

WiFi Usage			
	2021	2020	2019
Sessions	654	1,086	1341
Total Session Hours	741	1,229	1307.0
Unique Users	130	286	400

Meeting Room Use			
	2021	2020	2019
Library Uses	0	21	32
Library Hours	0.0	31.0	65.0
Non-Library Uses	1	6	12
Non-Library Hours	1.0	9.0	21.0

Study Room Use			
	2021	2020	2019
Uses	0	18	39
Hours	0.0	25.5	57.0

Notary			
	2021	2020	2019
Requests	3	3	4

Proctor			
	2021	2020	2019
Tests	1	7	28

Genealogy Requests			
	2021	2020	2019
Patrons	2	0	1
Hours	1.5	0	1.0

Teacher Requests			
	2021	2020	2019
Patrons	1	3	2

Courier			
	2021	2020	2019
Total Incoming	120	219	309
Total Outgoing	116	250	349
Total	236	469	658

	2021	2020	2019
Items Added to Catalog	454	342	494

	2021	2020	2019
Items Deleted from Catalog	228	678	NA

Current Cards			
	2021	2020	2019
Resident	4,145	3,992	5,034
Non-Resident	224	221	339
Mount Marty	36	36	40
Teacher	54	49	47
Yankton County	947	933	1,062
Total	5,406	5,231	6,522

Non-city Cards			
	2021	2020	2019
County	17	36	57
Non-resident	6	12	7

Yankton County			
	2021	2020	2019
Households	14	25	57

30 Day Trial Cards			
	2021	2020	2019
In-Town New	3	N/A	N/A
In-Town Renewal	0	N/A	N/A
County -New	2	N/A	N/A
County-Renewal	3	N/A	N/A
Nonresident-New	1	N/A	N/A
Nonresident-Renewal	0	N/A	N/A
Total	9	0	0

Non-resident			
	2021	2020	2019
Households	5	N/A	N/A

Yankton Community Library • April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p style="text-align: center;">Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p</p>			<p style="text-align: center;">April is National Poetry Month!</p>	1	1	3
4 <i>National Library Week →</i>	5	6 Virtual Story Time	7	8 Virtual Children's Activity Sphere Bunnies	9 Tween/Teen Take & Make Kit: Felt Among Us Crewmate	10
11	12	13 Virtual Story Time with Miss Judi Virtual Gaming: Among Us (Please pre-register)	14 Library Board Meeting, 5:30 pm	15 Virtual Children's Activity Straw Rockets	16	17
18	19 Friends of the Library, 5:15 pm	20 Virtual Story Time	21	22 Virtual Children's Activity Earth Day Craft	23 Teen/Adult Take & Make Kit: Mini bulletin boards	24
25	26 Virtual Book Talk with Poet Laureate Christine Stewart-Nunez 7pm	27 Virtual Story Time	28	29 Virtual Children's Activity Turtle Craft	30	Food for Fines Tuna or Hamburger Helper

Damaged and Lost Items Policy

Effective April 1, 2021

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
- Liquid spills and stains
- Pages sticking together
- Mold or smell
- Broken cases
- DVD or CDs that are broken, cracked, scratched or rendered unplayable

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 item rather than pay a replacement fee. 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, 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, the patron will be charged the replacement cost. Overdue fines on lost or damaged items will be waived. 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 period may have the damaged material.

Item	Replacement Cost
Books, CDs, DVDs, audiobooks, book bags, kits	Amount as listed in item holding record *If the item is more than 2 years old or has had more than 10 checkouts, half the amount of listed price will be charged.
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.

FY2020 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields:
shawn.behrends@state.sd.us / 605-280-5834 / toll free 800-423-6665

SECTION A. – GENERAL INFORMATION

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

Contact

Library Director	Email address of director
Library Phone	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	
Estimated population of total service area <i>Estimate the population you <u>actually</u> serve.</i>	

What does the library charge for a nonresident library card?	
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Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/ remodeling of library	Building/remodeling explanation	Total square footage main library

Codes

Legal Basis Code	Geographic Code

Library Hours - *Public service hours of the main branch.*

	Open	Close	Total hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Total hours open per week	
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SECTION C. -- PERSONNEL

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income	
What amount of federal operating income is from LSTA grants?	
Other Operating Income	
Total Operating Income	

Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
Total capital income	

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

Other Operating Expenditures

All other operating expenditures	
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Total operating expenditures	
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If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.	
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Capital Expenditures

Capital expenditures on facility	
Capital expenditures on technology	
Other capital expenditures	
Total Capital Expenditures	

Total Expenditures	
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

Subscriptions

Current print serial subscriptions	
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Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

Total Holdings	
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SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2020 federal supplemental data elements regarding library operations during COVID-19 pandemic

510 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	
511 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	
512 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	
513 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?	
514 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	
515 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	
516 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	
517 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	
518 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	
519 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?	
520 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
521 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
522 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	

Library Service Indicators

Registered users	
Annual total attendance in the library	
Attendance reporting method	
Annual total reference transactions completed	
Reference transactions reporting method	

Collection Use

Circulation of Physical Materials

Books	
Magazines and other print items not included above	
Non print physical items	
Total Physical Item Circulation	

Circulation of Electronic Materials

Ebooks	
Audiobooks (and music)	
Video	
Use (circulation) of Electronic Materials	

Electronic Collection (database) Use

SDSL-provided electronic collections use	
Other electronic collection use	
Successful Retrieval of Electronic Information	

Total Circulation of Materials	
How many of Total Circulation are children's materials?	
Total Electronic Content Use	
Total Collection Use	

Library Programs

Library Programs – In-person and Live (synchronous) Virtual

	Library Programs	Library Program Attendance
--Birth thru PreK		
--Kindergarten thru age 11		
Children <i>Ages 0-11</i>		
Young Adult <i>Ages 12-18</i>		
Adult <i>Ages 19 and over</i>		
Total		

Recorded Programs (synchronous)

Total on-demand views of live virtual programs	
Total recordings of program content (not live) (asynchronous)	
Total views of recorded program content	

Passive Program Activities

How many passive activities were offered?	
Approximately how many patrons took part in these activities?	

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	
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Internet

Total number of Internet computers for use by general public	
Annual number of public access/ internet use sessions (30-minute sessions)	
Does the library offer public Wi-Fi service?	
Annual wireless sessions	
URL of the library's webpage	
Annual Website Visits	
Does the library actively maintain a social media presence?	

Library Policies and Practices

Does the library charge fines for overdue materials?	
What automation system do you use?	
If you have an automated system, is it connected to the internet?	

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total		
In-state total		
Total ILLs		

SECTION H – LIBRARY TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
		President	

Library Board Information

Trustee meetings held per year	
Trustees appointed by what governing body?	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name and address	
Does your library have a Library Foundation?	
President's name and address	

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Supplemental questions

Library Strategic Plan	
When was the library's strategic plan last reviewed?	
If you have a strategic plan, do you have plans to update it?	
Would you and your library board be interested in a training to learn how to write an effective library strategic plan?	
Library Technology Plan / Computers	
Has the library's tech plan been updated/reviewed/revised in the last three years?	
What is the average age of the library's public computers?	
Have you installed any new computers in the last year?	

Narrative listing any special events

Librarian or staff member completing the survey	
President of Board of Trustees/ or Director of Institution	

SELECTED KEY RATIOS – FY 2020

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area that the library serves.*	Your library FY 2020	Your library FY 2019	Statewide average FY 2019
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>			774,127
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA. This is the best single measure of the library's local financial support.</i>			\$34.97
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>			\$36.65
Total operating expenditures per capita			\$35.10
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>			\$4.33
Service Measures			
Registered borrowers per capita** <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users.</i>			0.48
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			4.8
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>			7.5
Public internet uses per capita <i>The average number of sessions (measured in 30 minute units) per resident that the library's public computers were used.</i>			1.2
Collection and Circulation Ratios			
Circulation turnover <i>The number of circulation transactions divided by the total number of items in the library's collection. It is an indicator of how often each item is checked out. Low turnover rate may also indicate that the library should consider "weeding" its collection of outdated and unused materials.</i>			0.96
Circulation of children's materials as a % of total circulation <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			42%
Circulation of electronic materials as a % of total circulation <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>			13.8%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Ratio of people in the community who attended library programs.</i>			0.42
Children's attendance per program			22.4
Young adult attendance per program			13.0
Adult attendance per program			15.3

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

**The library's registered borrower records should be purged of inactive users at least every three years.

STATE NOTES (attached to individual questions on the annual report form)

SECTION B. – OUTLET / BRANCH INFORMATION - FY

Location	
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Address	City	Zip Code

County	Phone Number	Outlet Code

Square footage of branch / outlet	Number of bookmobiles in outlet record

Total service hours OPEN to public per year	Total number of weeks branch open to public

Number of Weeks an Outlet was Closed to the Public Due to COVID-19	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

Branch Librarian	Total Branch Staff paid

Total hours open during typical week	Total days open during typical week