

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, June 9, 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 May 12, 2021 Minutes

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

- **American Rescue Plan Act**
- **2020 Annual Report**

New Business

- **Proposed slate of new officers**
- **Relationship of Board of Trustees and Director Statement**

Other Business

Public Comment Period

Adjourn the meeting of June 9, 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, May 12, 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 5:32 p.m. Present were Sue Otterman, Amy Nelson, Sarah Mechtenberg, David Koerner, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovlny and Library Director Dana Schmidt. Also present: Library staff Kelly member Jeremy Hoeck.

Absent with regrets: Jerry Webber, Yankton City Commissioner

Additions to the Agenda: New library staff member Jeremy Hoeck introduced himself to the board.

Approval of April 14, 2021 Minutes: Nelson made a motion to approve the April 14, 2021 minutes with a second by Koerner. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Schmidt reported that budget discussions for 2022 were in progress. Otterman made a motion to accept the financial report with a second by Nelson. Unanimous approval.

Communications and Correspondence: Schmidt shared a letter from a patron expressing gratitude to the library staff for helping her pick titles to read as her vision impairments make this a difficult task.

Director's Report: In addition to the written report, Schmidt reported on the upcoming Cemetery Walk event and asked if any Board members would be interested in helping to volunteer as tour guides. Dobrovlny reported on two upcoming events: a virtual author visit for this year's One Book South Dakota title, *The Children's Blizzard* and the outdoor movie event on May 22.

Old Business:

- **Reopen plan for the library-status update:** Schmidt reported that the library has been getting busier as summer approaches. The library has returned the chairs, magazines, newspapers and toys to the public areas with more regular cleaning planned. Schmidt discussed the City's plan to no longer require City staff to wear masks indoors when all staff have had the opportunity to be fully vaccinated. Klimisch made a motion for the library to follow the City's guidelines on mask usage with a second by Otterman. Unanimous approval.

New Business

- **American Rescue Plan Act:** Schmidt reported that SD public libraries would be able to apply for grant money between May 17-23. If there is money remaining after the first round, the State Library will allow additional rounds to request funds until the grant money is depleted. Schmidt shared a list of ideas to include in the proposal. David and Dan expressed interest in the library acquiring a 3D printer.

Other Business: Schmidt reminded board that they will need to suggest a slate of officers in the June meeting to be voted on in July. Nelson's last meeting will be in June. Klimisch suggested that Schmidt go to a County Commission meeting to give an update on the library.

Public Comment Period: None

Adjourn the meeting of May 12, 2021: Koerner made a motion to adjourn the meeting at 6:05pm with a second by Nelson. 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					
CAMPBELL/STU BOOKS	60.64	BOOKS	101.142.340	5.14.21	021842	P 078 00001
CITY UTILITIES						
WTR-WW CHARGES	67.96	WATER SERVICE	101.142.274	5.20.21	002793	P 078 00002
WTR-WW CHARGES	31.62	SEWER SERVICE	101.142.275	5.20.21	002793	P 078 00003
	99.58	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	100260	021845	P 078 00004
LUCKY LUKE LLC						
BOOKS	49.75	BOOKS	101.142.340	D1115	002143	P 078 00006
SHIPPING	4.99	POSTAGE	101.142.231	D1115	002143	P 078 00007
	54.74	*VENDOR TOTAL				
MIDAMERICAN ENERGY FUEL	255.44	FUEL-HEATING	101.142.273	5.27.21	002794	P 078 00008
MIDWEST TAPE AV	662.82	AV - CAPITAL	101.142.342	5.20.21	021844	P 078 00009
NORTHWESTERN ENERGY ELECTRICITY	1,397.71	ELECTRICITY	101.142.272	5.20.21	002795	P 078 00010
US BANK EQUIPMENT FINANC COPIER LEASE	349.31	RENTALS & XEROX SUPPLIES	101.142.212	444117923	021167	P 078 00011
	4,080.24				
GENERAL FUND	4,080.24	*****				

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					
LUCKY LUKE LLC BOOKS	50.00	BOOKS	701.701.340	D1115	002143 P	078 00005
	50.00				
LIBRARY TRUST	50.00	*****				

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:	4,130.24					

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					
AMAZON.COM REFUND FOR DVD PREORDER	5.00CR	AV - CAPITAL	101.142.342	Dobrovolny		094 00281
AMAZON.COM JS5C43NK3 DVD'S	43.99	AV - CAPITAL	101.142.342	Dobrovolny		094 00279
AMAZON.COM 2R4UN4C52 DVD'S	33.21	AV - CAPITAL	101.142.342	Dobrovolny		094 00118
AMZN MKTP US GW53G1X53 BOOK	11.12	BOOKS	101.142.340	Dobrovolny		094 00312
AMZN MKTP US ZR1C00FG3 PROGRAM SUPPLIES	8.17	PROGRAM SUPPLIES	101.142.242	Dobrovolny		094 00526
BOOKS	40.44	BOOKS	101.142.340	Dobrovolny		094 00527
DVD'S	106.83	AV - CAPITAL	101.142.342	Dobrovolny		094 00528
	155.44	*VENDOR TOTAL				
AMZN MKTP US 2L4H121Z0 DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		094 00265
AMZN MKTP US 2L4UF7GW0 DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		094 00243
AMZN MKTP US 2L5T87NIO SHIPPING	4.63	POSTAGE	101.142.231	Dobrovolny		094 00284
OFFICE SUPPLIES	9.11	OFFICE SUPPLIES	101.142.232	Dobrovolny		094 00285
DVD'S	27.91	AV - CAPITAL	101.142.342	Dobrovolny		094 00286
	41.65	*VENDOR TOTAL				
AMZN MKTP US 2L51G9T12 BOOKS	77.90	BOOKS	101.142.340	Dobrovolny		094 00252
DVD'S	75.94	AV - CAPITAL	101.142.342	Dobrovolny		094 00253
	153.84	*VENDOR TOTAL				
AMZN MKTP US 2L6Y177L2 DVD	18.12	AV - CAPITAL	101.142.342	Dobrovolny		094 00162
AMZN MKTP US 2L98K1PA1 SHIPPING	9.42	POSTAGE	101.142.231	Dobrovolny		094 00337
BOOKS	53.80	BOOKS	101.142.340	Dobrovolny		094 00338
DVD'S	72.83	AV - CAPITAL	101.142.342	Dobrovolny		094 00339
	136.05	*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 2R1PA5UU1 OFFICE SUPPLIES	17.20	OFFICE SUPPLIES	101.142.232	Dobrovolny		094 00034
BAKER-TAYLOR POSTAGE	39.65	POSTAGE	101.142.231	Schmidt		094 00238
BOOKS	4,123.51	BOOKS	101.142.340	Schmidt		094 00239
	4,163.16	*VENDOR TOTAL				
CENTER POINT LARGE PRI BOOKS	133.62	BOOKS	101.142.340	Schmidt		094 00105
DATA AXLE-CITYDIRECTOR BOOKS	390.00	BOOKS	101.142.340	Schmidt		094 00481
DOLLAR TREE PROGRAM SUPPLIES	3.00	PROGRAM SUPPLIES	101.142.242	Schmidt		094 00395
DROPBOX 5YW1MTW411M3 PROFESSIONAL SERVICES	127.67	PROFESSIONAL SERVICES	101.142.202	Schmidt		094 00201
GAN 1085ARGUSLEADCIRC SUBSCRIPTION	274.47	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		094 00164
HY-VEE YANKTON 1899 PROGRAM SUPPLIES	47.29	PROGRAM SUPPLIES	101.142.242	Schmidt		094 00402
INFOPEOPLE STAFF TRAINING	200.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		094 00219
KOPETSKYS ACE HDWE REPAIR & MAINT-EQUIPMENT	5.98	REP. & MAINT. - EQUIPMEN	101.142.221	Schmidt		094 00399
NATIONAL AUDUBON SOCIE SUBSCRIPTION	30.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		094 00181
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		094 00130
OVERDRIVE DIST E-BOOKS	2,302.64	PROFESSIONAL SERVICES	101.142.202	Schmidt		094 00515
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		094 00517

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					
QUILL CORPORATION						
OFFICE SUPPLIES	79.02	OFFICE SUPPLIES	101.142.232	Schmidt		094 00505
PROGRAM SUPPLIES	48.09	PROGRAM SUPPLIES	101.142.242	Schmidt		094 00506
	127.11	*VENDOR TOTAL				
RIVISTAS SUBSCRIPTION						
SUBSCRIPTIONS	4,372.68	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		094 00173
VASTBROADBAND-VEXUS						
PHONE	45.06	TELEPHONE	101.142.271	Yardley		094 00413
PHONE	80.76	TELEPHONE	101.142.271	Yardley		094 00432
	125.82	*VENDOR TOTAL				
VISTAPR VISTAPRINT.COM						
BUSINESS CARDS	21.30	OFFICE SUPPLIES	101.142.232	Johnson		094 00199
WM SUPERCENTER #1483						
PROGRAM SUPPLIES	4.92	PROGRAM SUPPLIES	101.142.242	Caine		094 00217
YANKTON MEDICAL CLINC						
EMPLOYEE EXAM	274.00	PROFESSIONAL SERVICES	101.142.202	Bailey		094 00099
	13,535.20				

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					
ACCUCUT SUMMER READING PROGRAM	248.50	RECREATION SUPPLIES	701.701.242	Schmidt		094 00295
AMZN MKTP US ZR1CO0FG3 SUMMER PROGRAM SUPPLIES	167.80	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00529
AMZN MKTP US 0G0K45EK3 BOOKSHELF	415.01	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00386
AMZN MKTP US 1D0RJ35E3 SUMMER PROGRAM SUPPLIES	17.88	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00328
AMZN MKTP US 2L5T87NI0 SUMMER PROGRAM SUPPLIES	51.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00287
AMZN MKTP US 2L51G9T12 SUMMER PROGRAM SUPPLIES	79.86	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00254
AMZN MKTP US 2L98K1PA1 SUMMER PROGRAM SUPPLIES	96.23	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00340
BAKER-TAYLOR MEMORIAL BOOKS-KAPITAN	200.00	BOOKS	701.701.340	Schmidt		094 00240
DOLLAR TREE SUMMER READING PROGRAM	8.00	RECREATION SUPPLIES	701.701.242	Caine		094 00065
SUMMER READING PROGRAM	12.00	RECREATION SUPPLIES	701.701.242	Schmidt		094 00396
	20.00	*VENDOR TOTAL				
QUILL CORPORATION STAFF APPRECIATION	25.78	RECREATION SUPPLIES	701.701.242	Schmidt		094 00318
SOUTH DAKOTA HUMANITIE SUMMER READING PROGRAM	25.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		094 00042
SP KITES IN THE SKY SUMMER READING PROGRAM	226.52	RECREATION SUPPLIES	701.701.242	Schmidt		094 00308
STAPLES DIRECT SUMMER READING PROGRAM	180.33	RECREATION SUPPLIES	701.701.242	Schmidt		094 00188
WAL-MART #1483 SUMMER READING PROGRAM	12.55	RECREATION SUPPLIES	701.701.242	Caine		094 00037
SUMMER READING PROGRAM	80.22	RECREATION SUPPLIES	701.701.242	Caine		094 00127
	92.77	*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
LIBRARY TRUST	*****					
LIBRARY TRUST					
WM SUPERCENTER #1483 STAFF APPRECIATION	6.72	RECREATION SUPPLIES	701.701.242	Clare		094 00230
WORKPLACEPRO T-SHIRTS	152.35	RECREATION SUPPLIES	701.701.242	Schmidt		094 00113
	2,006.71				
LIBRARY TRUST	2,006.71	*****				

Schedule of Bills (Fund/Dept)

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

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

	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	7,500.00	7,500.00	15,000.00	50	
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	7,500.00	7,500.00	15,000.00	50	
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	345.00	2,735.00	4,065.00	40	-----]]]]
3452 LIBRARY A.V. FEES	500.00	500.00	85.00	190.00	310.00	38	---
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	2.00-	30.00-	40.00	300	-----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	20.42	259.87	59.87-	129	-----]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	45.00	445.75	1,054.25	29	--
3456 PC PRINTING	6,000.00	6,000.00	256.35	1,496.90	4,503.10	24	--
3490 SALE OF MATERIALS	100.00	100.00	1.63-	21.74	78.26	21	--
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	1,461.50	2,186.80	186.80-	109	-----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,209.64	7,306.06	9,803.94	57	-----
FINES							
3510 COURT FINES	1,600.00	1,600.00	298.27	574.30	1,025.70	35	---
3511 PARKING FINES	5,000.00	5,000.00	125.00	807.50	4,192.50	16	-
3520 LIBRARY FINES	650.00	650.00	13.00	79.99	570.01	12	-
TOTAL: FINES	7,250.00	7,250.00	436.27	1,461.79	5,788.21	20	--
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	3,286.56	12,538.45	27,461.55	31	---
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	588.24	5,295.64	1,295.64-	132	-----]]]
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	82.38	35,989.44	32,989.44-	1199	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	82.00	521.34	978.66	34	---
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	4,039.18	54,344.87	4,155.13	92	-----
TOTAL: GENERAL FUND	97,860.00	97,860.00	14,185.09	70,612.72	27,247.28	85	-----

	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	9.65	38.99	38.99-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	581.02	3,997.01	3,997.01-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	590.67	4,036.00	4,036.00-	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	28,075.08	127,975.94	237,167.06	35 ---
102 TEMPORARY WAGES	84,000.00	0.00	1,622.67	10,190.21	73,809.79	12 -
103 OVERTIME WAGES	350.00	0.00	0.00	120.44	229.56	34 ---
111 OASI	34,386.00	0.00	2,189.10	10,189.33	24,196.67	29 --
121 RETIREMENT	21,930.00	0.00	1,684.51	7,549.81	14,380.19	34 ---
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73	7
132 GROUP INSURANCE	99,678.00	0.00	4,302.22	18,349.83	81,328.17	18 -
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	33.63	281.95	772.05	26 --
TOTAL: PERSONNEL SERVICES	609,337.00	0.00	37,907.21	174,445.78	434,891.22	28 --
OTHER CURRENT EXPENDITURES						
201 INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90 -----
202 PROFESSIONAL SERVICES	47,900.00	0.00	2,858.79	18,632.20	29,267.80	38 ---
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	5,000.00	0.00	626.98	1,245.98	3,754.02	24 --
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	126.95	352.13	3,647.87	8
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	98.86	499.60	2,500.40	16 -
232 OFFICE SUPPLIES	9,500.00	0.00	9.99	449.49	9,050.51	4
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	189.50	189.50	189.50-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0
236 JANITORIAL SUPPLIES	3,000.00	0.00	302.92	701.93	2,298.07	23 --
242 PROGRAM SUPPLIES	5,000.00	0.00	175.37	1,230.83	3,769.17	24 --
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	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	0.00	99.00	1,401.00	6
271 TELEPHONE	1,800.00	0.00	183.56	661.71	1,138.29	36 ---
272 ELECTRICITY	20,000.00	0.00	1,381.15	4,675.58	15,324.42	23 --
273 FUEL-HEATING	3,000.00	0.00	382.95	2,139.07	860.93	71 -----
274 WATER SERVICE	3,500.00	0.00	74.26	303.34	3,196.66	8
275 SEWER SERVICE	1,200.00	0.00	38.42	160.48	1,039.52	13 -
276 LANDFILL	500.00	0.00	32.00	168.00	332.00	33 ---
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	141,112.00	0.00	6,481.70	42,621.61	98,490.39	30 ---
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	7,231.23	11,452.36	39,547.64	22 --
342 AV - CAPITAL	12,500.00	0.00	742.61	2,070.48	10,429.52	16 -

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH MAY 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	7,973.84	13,522.84	71,977.16	15 -
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	52,362.75	230,590.23	605,358.77	27 --
TOTAL: GENERAL FUND	835,949.00	0.00	52,362.75	230,590.23	605,358.77	27 --

	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	1,745.72	3,440.58	3,440.58-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,745.72	3,440.58	3,440.58-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	79.42	79.42	79.42-	9999 -----]]]]
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	79.42	1,128.41	1,128.41-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,825.14	4,568.99	4,568.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,825.14	4,568.99	4,568.99-	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	1,234.47CR	1,350.35CR	30,833.39
	TOTAL CURRENT ASSETS:	32,183.74	1,234.47CR	1,350.35CR	30,833.39
	TOTAL ASSETS:	32,183.74	1,234.47CR	1,350.35CR	30,833.39
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	590.67CR	4,036.00CR	11,707.29CR
701.2910					
	EXPENDITURE CONTROL	8,918.61	1,825.14	4,568.99	13,487.60
	TOTAL FUND BALANCE:	31,366.38CR	1,234.47	532.99	30,833.39CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	1,234.47	1,350.35	30,833.39CR
	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	28,075.08	127,975.94	237,167.06	35	---	
P-051421-065	PAYROLL INTERFACE	051421		14,037.52	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			14,037.56	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	1,622.67	10,190.21	73,809.79	12	-	
P-051421-065	PAYROLL INTERFACE	051421		856.10	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			766.57	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	0.00	120.44	229.56	34	---	
111	OASI	34,386.00	0.00	2,189.10	10,189.33	24,196.67	29	--	
P-051421-065	PAYROLL INTERFACE	051421		1,098.01	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			1,091.09	LIBRARY-OASI		P		A
121	RETIREMENT	21,930.00	0.00	1,684.51	7,549.81	14,380.19	34	---	
P-051421-065	PAYROLL INTERFACE	051421		842.26	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			842.25	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73	7		
132	GROUP INSURANCE	99,678.00	0.00	4,302.22	18,349.83	81,328.17	18	-	
P-051421-065	PAYROLL INTERFACE	051421		2,154.55	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			2,147.67	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	33.63	281.95	772.05	26	--	
P-051421-065	PAYROLL INTERFACE	051421		18.02	CODE-Y,PER#-1,FUND-	101			A
J-052821-077	PAYROLL-BIWEEKLY			15.61	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		609,337.00	0.00	37,907.21	174,445.78	434,891.22	28	--	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90	-----	
202	PROFESSIONAL SERVICES	47,900.00	0.00	2,858.79	18,632.20	29,267.80	38	---	
M-050521-050	.16365 MOTION PICTURE ECOMMER	202104 Schmidt		197.79	PROFESSIONAL SERVICES		-		A
M-050521-050	.14274 OLSONS PEST TECHNICIAN	202104 Schmidt		90.00	PEST CONTROL		-		A
M-050521-050	.17507 YANKTON MEDICAL CLINC	202104 Bailey		889.00	PRE EMPLOYMENT PHYSICALS		-		A
M-050521-050	.13187 SWANK MOTION PICTURES	202104 Schmidt		482.00	MOVIE LICENSE		-		A
D-051021-044	05937 J & H CARE & CLEANING CO	065867 100200		1,200.00	JANITORIAL SERVICES	021840	P	N	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	626.98	1,245.98	3,754.02	24	--	
D-051021-044	07098 US BANK EQUIPMENT FINANC	065912 1636		626.98	COPIER LEASE	021841	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								
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	126.95	352.13	3,647.87	8		
M-050521-050	.14179 MENARDS YANKTON SD	202104	Miles	6.98	EXIT SIGN SUPPLIES		-		A
M-050521-050	.14179 MENARDS YANKTON SD	202104	Miles	119.97	REPLACEMENT EXIT SIGNS		-		A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	3,000.00	0.00	98.86	499.60	2,500.40	16	-	
M-050521-050	.11798 BAKER-TAYLOR	202104	Schmidt	23.71	POSTAGE		-		A
M-050521-050	.17842 JOURNEYWORKS PUBLISHIN	202104	Schmidt	27.27	POSTAGE		-		A
M-050521-050	.16062 IMAGESTUFF.COM	202104	Schmidt	5.65	POSTAGE		-		A
M-050521-050	.11798 BAKER-TAYLOR	202104	Schmidt	42.23	POSTAGE		-		A
232	OFFICE SUPPLIES	9,500.00	0.00	9.99	449.49	9,050.51	4		
M-050521-050	.17840 AMZN MKTP US 4W8H26UY3	202104	Dobrovolny	9.99	OFFICE SUPPLIES		-		A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0		
234	COPIES	0.00	0.00	189.50	189.50	189.50-9999]]]]
J-053121-073	MAY JOURNAL ENTRIES	JE 180		189.50	COPY PAPER CHGS-LIBRARY				A
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	3,000.00	0.00	302.92	701.93	2,298.07	23	--	
M-050521-050	.17840 AMZN MKTP US 4W8H26UY3	202104	Dobrovolny	281.95	JANITORIAL SUPPLIES		-		A
M-050521-050	.14844 KOPETSKYS ACE HDWE	202104	Schmidt	20.97	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	175.37	1,230.83	3,769.17	24	--	
M-050521-050	.17840 AMZN MKTP US 4W8H26UY3	202104	Dobrovolny	14.99	PROGRAM SUPPLIES		-		A
M-050521-050	.15692 AMZN MKTP US	202104	Dobrovolny	7.49	DEFECTIVE PROGRAM SUPPLY		-		A
M-050521-050	.17845 AMAZON.COM OH3HJ6US3	202104	Dobrovolny	63.95	PROGRAM SUPPLIES		-		A
M-050521-050	.14844 DOLLAR TREE	202104	Schmidt	28.00	PROGRAM SUPPLIES		-		A
M-050521-050	.17858 AMZN MKTP US XF1ZG65D3	202104	Dobrovolny	75.92	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	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	0.00	99.00	1,401.00	6		
271	TELEPHONE	1,800.00	0.00	183.56	661.71	1,138.29	36	---	
M-050521-050	.17371 VASTBROADBAND-VEXUS	202104	Yardley	45.06	PHONE		-		A
M-050521-050	.17371 VASTBROADBAND-VEXUS	202104	Yardley	78.00	PHONE		-		A
P-051421-065	PAYROLL INTERFACE	051421		60.50	CODE-Y, PER#-1, FUND-	101			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								
272	ELECTRICITY	20,000.00	0.00	1,381.15	4,675.58	15,324.42	23	--	
D-051021-044	00455 NORTHWESTERN ENERGY	065889 4.21.2021		1,381.15	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	382.95	2,139.07	860.93	71	-----	
D-051021-044	00303 MIDAMERICAN ENERGY	065880 4.26.21		382.95	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	74.26	303.34	3,196.66	8		
M-053121-071	00109 CITY UTILITIES	008514		74.26	WATER-WW CHARGES	002793	F	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	160.48	1,039.52	13	-	
M-053121-071	00109 CITY UTILITIES	008514		38.42	WATER-WW CHARGES	002793	F	-	A
276	LANDFILL	500.00	0.00	32.00	168.00	332.00	33	---	
J-053121-073	MAY JOURNAL ENTRIES	JE 187		32.00	DUMPSTER CHARGES - MAY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		141,112.00	0.00	6,481.70	42,621.61	98,490.39	30	---	
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	7,231.23	11,452.36	39,547.64	22	--	
M-050521-050	.11798 BAKER-TAYLOR	202104 Schmidt		2,567.59	BOOKS		-		A
M-050521-050	.17845 AMAZON.COM OH3HJ6US3	202104 Dobrovolny		15.99	BOOKS		-		A
M-050521-050	.11785 CENTER POINT LARGE PRI	202104 Schmidt		133.62	BOOKS		-		A
M-050521-050	.17858 AMZN MKTP US XF1ZG65D3	202104 Dobrovolny		64.75	BOOKS		-		A
M-050521-050	.11798 BAKER-TAYLOR	202104 Schmidt		4,435.28	BOOKS		-		A
D-051021-044	.17838 WILSON/NORMA	065916 4.13.21		14.00	BOOK	021836	P	-	A
342	AV - CAPITAL	12,500.00	0.00	742.61	2,070.48	10,429.52	16	-	
M-050521-050	.17840 AMZN MKTP US 4W8H26UY3	202104 Dobrovolny		36.98	DVD'S		-		A
M-050521-050	.14127 AMAZON.COM AMZN.COM/BI	202104 Dobrovolny		14.96	RETURNED DVD		-		A
M-050521-050	.17845 AMAZON.COM OH3HJ6US3	202104 Dobrovolny		14.96	DVD'S		-		A
M-050521-050	.17852 AMAZON.COM JJ4GV7G63 A	202104 Dobrovolny		40.88	DVD'S		-		A
M-050521-050	.17853 AMZN MKTP US HM7G11803	202104 Dobrovolny		32.92	DVD'S		-		A
D-051021-044	04785 MIDWEST TAPE	065883 55-17-95-43		631.83	AV	004785	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	7,973.84	13,522.84	71,977.16	15	-	

OTHER EXPENDITURES

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER 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	52,362.75	230,590.23	605,358.77	27	--
TOTAL:	GENERAL FUND	835,949.00	0.00	52,362.75	230,590.23	605,358.77	27	--

Director's Report-June 2021

Cemetery Walk: We had 120 tickets available for the 8th annual Cemetery Walk on June 2 and we ended up selling 123 tickets! The library partners with the Mead Cultural Education Center for this event. The Mead selects gravesites and does research on the individuals which they pass on to the presenters. The library creates the posters and marketing materials, sells tickets and provides tour guides to bring the groups to the designated gravesites. This year, the price of tickets was doubled (\$10 for adults and \$5 for kids under 12) as this was the first year that half of the proceeds would go to the Friends of the Library. The Mead and the Friends of the Library each received nearly \$550 from ticket sales! We had another great event with excellent performers, partners and participants!

Outdoor Movie: The library hosted its 2nd outdoor movie on May 22. We had great weather and over 50 participants. Our movie licenses would not normally cover an outdoor movie (only those inside our building) without an extra fee. Because of COVID, they have granted permission to show movies outdoors on library property. We are looking at planning another outdoor movie in the Fall.

Friends of the Library: The Friends held their second outdoor book sale of 2021 on Saturday, June 5, making around \$500 in sales! They are planning a bag sale for July and additional book sales in the fall.

Reopening Update: The library doors are unlocked during business hours. We are observing our regular summer hours (Mon & Tues 9am-8pm; Wed & Thurs 9am-6pm; Fri & Sat 9am-5pm). Following CDC guidelines, the library is no longer requiring masks. All of the public computers are again available for use. During the pandemic, we made every other computer unavailable to allow for social distancing. As of June 1, we have officially resumed in-person events. Victoria is hosting 2 preschool story times per week plus 5 additional events per week for Summer Reading!

Summer Reading: As of May 31, we had 217 individuals registered for our Summer Reading Program (36 adults, 37 teens, 144 children). There are currently 65 library activities on the calendar for summer reading! It has been so great to see more children and families back in the library and we are looking forward to a fun summer!

ARPA Library Grant: After looking into many different options of items to include in a proposal for the American Rescue Plan Act grant, I submitted a request for 3 major projects. The first project would be to digitize the majority of our microfilm reels. This project was quoted at about \$63,000 (which does not include an additional approximately \$5,000 for building, hosting and maintaining the website for this information as well as a backup hard drive copy). The second project includes getting all new computers for staff and patrons (approximately \$30,000). Though well-maintained by the City's IT department, many of the library's computers are 6-10 years old. The third project includes updating the wiring for the computers (approximately \$8,500). The IT department mentioned that this system of wires has been "piecemealed" together over the years and an update would increase the efficiency of the internet being used by the computers. We were notified last week that our grant proposal was approved! We are waiting for a contract from the Department of Education before proceeding.

Upcoming events to note: Wednesday, June 16 9am-11am-**Heartland Humane Society Story Walk and DIY dog & cat toys**; Monday, June 21 @ 6:30pm **Starr Chief Eagle Hoop Dancer and presentation** (all ages welcome!); Monday, June 28 @ 7pm **Animal Yoga for families**; Tuesday, June 29 @ 6:30pm **Hedgehog Book Craft**.

Next Meeting: The Library Board's next scheduled meeting will be on Wednesday, July 14 at 5:30pm in the library's meeting room. As discussed in a previous meeting, we will aim to have all board members present in person for at least one meeting per quarter beginning in July.

May 2021 Program Statistics

Recurring Programs	Date		Kids	Adults
--------------------	------	--	------	--------

Thursday Kids Activities				
Paper Flowers	6-May	5	15	0
Rainy Windsock	13-May	1	12	0
UFO	20-May	4	9	1
Exploding Bunnies	27-May	1	10	0
Total:		11	46	1

Teen/Adult Virtual Demos				
	Date			
Fairy Gardens	7-May	7	26	0
Bath Bombs	21-May	5	29	1
Total:				

Family Event:			Kids	Adults
Outdoor movie 5/22			30	25
Presentation at SH School			170	

Food for Fines		
Macaroni and Cheese	March (all month)	18

Book Clubs			
Reader's Anonymous	11-May	2 p.m.	5
Between the Lines	13-May	4:30 p.m.	7
Total:			12

Miscellaneous	
Number of Kid Activity Kits	50
Teen Subscription Bags	13
Occulus Go	2
Fairy Gardens Teen Take & Make	15
Bath Bombs Adult/Teen Take & Make	55
Total:	135

May 2021 Usage & Circulation Statistics

Total Circulation Statistics*		
	2021	2020
Adult	5,638	3,934
Juvenile	3,075	1,362
Total	8,713	5,296

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2021	2020
Adult	3655	1927
Juvenile	2974	1315
Total	6,629	3,242

Interlibrary Loan		
	2021	2020
Requested	76	0
Supplied	22	0
Total	98	0

Electronic Resources		
	2021	2020
OverDrive	1885	2007
TumbleBooks	101	47
Total	1986	2,054

Adult Outreach		
	2021	2020
Locations	4	0
Patrons	10	15
Circulations	69	109

Public Computer Use		
	2021	2020
Uses	186	0
Hours	88	0

WiFi Usage		
	2021	2020
Sessions	822	746
Total Session Hours	1,059	2129
Unique Users	146	163

Meeting Room Use		
	2021	2020
Library Uses	6	0
Library Hours	10.5	0
Non-Library Uses	12	0
Non-Library Hours	24.5	0

Study Room Use		
	2021	2020
Uses	17	0
Hours	9.0	0

Notary		
	2021	2020
Requests	4	0

Proctor		
	2021	2020
Tests	1	15

Daycare Outreach - SUMMER		
	2021	2020
Locations	n/a	n/a
Patrons	n/a	n/a
Circulations	n/a	n/a

Current Cards	2021	2020
Resident	4,192	4,004
Non-Resident	225	223
Mount Marty	36	36
Teacher	54	49
Yankton County	967	932
Total	5,474	5,244

Non-city Cards	2021	2020
County	38	35
Non-resident	5	7

Summer Reading Registrations	2021	2020
	217	127

Curbside Pickups and Renewals	2021	2020
	170	485

30 Day Trial Cards	2021	2020	2019
In-Town New	3	N/A	N/A
County -New	1	N/A	N/A
County-Renewal	1	N/A	N/A
Nonresident-New	1	N/A	N/A
Nonresident-Renewal	0	N/A	N/A
Total	6	0	0

Genealogy Requests		
	2021	2020
Patrons	2	1
Hours	1	0.5

Teacher Requests		
	2021	2020
Patrons	0	0

Courier	2021	2020
Total Incoming	89	0
Total Outgoing	108	14
Total	197	14

Items Added to Catalog	2021	2020
	433	330

Items Deleted from Catalog	2021	2020
	274	53


Resident New Cards			
	2021	2020	2019
Adult	19	N/A	N/A
Youth	9	N/A	N/A

Total 28

Households		
	2021	2020
County	30	49
Nonresider	4	N/A

Grab & Go
1,920

Tails and Tales • June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10:30 AM Storytime 2 PM Butterfly Puddler Craft and Butterfly Release	2 2 PM Library Bear Hunt 3:30 PM Canva 101: Design a Bookmark (Virtual) 6:30 & 8 pm Cemetery Walk	3 10:30 AM Storytime 2 PM Legos	4	5
6	7 6pm-7pm Will Stuck Performance	8 10:30 AM Bilingual Storytime 2 PM Invisible Dog Walking Craft	9 2 PM Hungry Hungry Hippos 3:30 Hungry Hungry Hippos for Teens	10 10:30 AM Bilingual Storytime 2 PM Legos	11	12
13	14 6pm-7pm Vermillion Music Museum	15 10:30 AM Storytime 2 PM Lizard Craft	16 9:00-11:00 Humane Society Story Walk and DIY Dog and Cat Toys	17 10:30 AM Storytime 2 PM Legos	18	19
20	21 6:30pm-7:30pm Starr Chief Eagle	22 10:30 AM Storytime 2 PM Pipe Cleaner Animals Craft	23 2 PM Miss Judi Animal Dances 3:30 PM Felt Sloth	24 10:30 AM Storytime 2 PM Legos	25	26
27	28 7pm-8pm Animal Yoga	29 10:30 AM Storytime 2 PM Flying Bird Craft 6:30 PM Hedgehog Made From a Book	30 2 PM Owl Pellet Dissection 3:30 PM Break in Bag	 <h2>Tails and Tales</h2> <p>© CSLP 2021</p>		

Green-Preschool

Blue-Elementary

Red-Teen

Purple - All Ages

Tails and Tales • July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 10:30 AM Storytime 2 PM Legos	2	3
4	5	6 10:30 AM Storytime 2 PM Perler Bead Snake Craft	7 10:30 AM Dr. Doolittle Vet Pretend 3:30 PM Bird Feeder	8 10:30 AM Storytime 2 PM Legos	9	10 10 am-11 am Big Bang Bubbles @ Memorial Park
11	12 6pm-7pm Science Steve	13 10:30 AM Storytime 2 PM Stuffed Otter Craft 7 PM Roger Dietrich, Wildlife Photographer	14 10-11 AM 4H 3:30 PM Origami Animals	15 10:30 AM Storytime 2 PM Legos	16	17
18	19 2pm-3pm Gavins Point Fish Hatchery	20 10:30 AM Storytime 2 PM Hedgehog Painted Rocks	21 2 PM Make your own Animal Poop 3:30 PM Animate with Scratch (Virtual)	22 10:30 AM Storytime 2 PM Legos	23	24
25	26 11am-12pm Zoo Man	27 10:30 AM Storytime 2 PM Popsicle Stick Animal Craft 5 PM Virtual One Book South Dakota Author Talk	28 Stuffed Animal Sleepover 6 PM Teen After Hours Event	29 10:30 AM Storytime 2 PM Legos	30 7pm-8pm Red Beard Blue Beard Performance	31

Green-Preschool

Blue-Elementary

Red-Teen

Purple - All Ages

Article I

Section 4

Empowered by SDCL 14-2-41, a city public library board is a statutory body having various policy-making responsibilities. The Board of Trustees recognizes and accepts this role, performing all the functions listed by law as well as the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. Accept and carry out all the duties and powers of trustees as outlined in SDCL 14-2-40/41.

ARTICLE IV

LIBRARY DIRECTOR

Section 1

The Library Director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The Library Director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual

reports and compile statistics when requested by board members, the City manager and/or City Commission. Additionally, the Library Director shall perform the duties of secretary of the library board, and shall attend, or send a substitute to, all board meetings except when his/her employment or salary is to be discussed.

Relationship of Board of Trustees and Director Statement

While the funding body of the Library is the Yankton City Commission, the Library Board of Trustees holds exclusive legal responsibility for the operation of the YCL, budgetary process, and policies. The Board shall appoint a Library Director as the administrator with full responsibility for services, book selection, personnel management, and physical facilities upkeep/management. The Library Director shall have the responsibility for recommending policies and for bringing to the attention of the governing board the desirability of formulating policies. It is the responsibility of the Library Director to follow the policies established by the Library Board of Trustees. It is also the responsibility of the Library Director to interpret Board policies and enact daily procedures and direct staff tasks that accurately reflect those policies.

Yankton Community Library

2020 Annual Report



**"Libraries always
remind me that there
are good things
in this world."**

Lauren Ward

... Letter from the Director ...

Like everyone else, Yankton Community Library staff can say that 2020 was truly a year like no other. When the library closed to the public in March, no one could have predicted what was to come next. We knew we just needed to plan week by week and, sometimes, just day by day. One thing that was clear early on was that people in the community needed the library more than ever. We developed a procedure for curbside pick-ups almost immediately. People were desperate for the comfort of books and movies when the rest of the world came screeching to a halt.

Though the year was crazy, we still found a lot to be thankful for—the love and support of our community, the connection of working with a dedicated staff, and the creativity that was sparked as we tried to find new ways to engage our patrons. While safety was our main priority, we also sought to find ways to bring a little fun and happiness when there was so much uncertainty in our world. Chalk drawings, scavenger hunts, inflatable dinosaur costumes, and sidewalk obstacle courses helped to make our days (and hopefully yours!) a little brighter! I am proud of what the library achieved in 2020. We have an awesome staff that truly loves to serve our community. We reached out to some of our homebound patrons by sending greeting cards. We began making activity kits in June to provide materials for crafts and STEM projects. YCL hosted over 75 virtual programs as well as organizing some interactive programs like the Around Town Scavenger Hunt, a sidewalk obstacle course, and an outdoor movie.

Through thick and thin, libraries all over the country continued to serve their communities despite the challenges of 2020 and Yankton Community Library was no exception. Thanks for all you do to help support the library and our community!



Dana Schmidt , Library Director

... Staff ...

Dana Schmidt	Library Director
Linda Dobrovolny	Assistant Director / Technical Services
Amy Clare	Senior Library Assistant, Circulation
Amanda Raiche	Youth Services Librarian
Joan Heimes	Youth Services Assistant
Emily Lundgren	Library Assistant



Several part-time staff also assist with day-to-day duties to help things run smoothly at the library.

... Library Board of Trustees ...

The Library Board of Trustees is composed of six Mayoral/City Commission-appointed positions plus a County Commission representative. It also includes a representative from the City Commission. The Board of Trustees is a volunteer governmental body with various policy-making responsibilities. They meet monthly at the library and also participate in training so that our library can maintain exemplary status within the state. The 2020 Board of Trustees was composed of Christine Tielke, Dan Klimisch, David Koerner, Sarah Mechtenberg, Amy Nelson, Sue Otterman and Jerry Webber.

... Arts Advocate of the Year ...



Yankton Area Arts recognized YCL's staff as the 2020 Arts Advocate of the Year for all their hard work in offering creative arts programming to the community!

... Friends of the Library ...

The Friends raise money for the Yankton Community Library through regular used book sales. The proceeds of these sales benefit the library and its patrons in a variety of ways from year to year. They started off the year with a huge indoor book sale, but when COVID-19 hit, they had to get creative. So, they took the sales outside! In August and September, they were blessed with some beautiful weather and took the books to the library lawn for four successful used-book sales!



Some of their purchases in 2020 included sponsoring the virtual summer reading programs and prizes and an inflatable movie screen so the library can host outdoor movies!



... Serving through a Pandemic ...

COVID-19 Timeline

March 11 — World Health Organization declares COVID-19 a pandemic

March 13 — Pres. Trump declares COVID-19 a national emergency

March 14 — Yankton Community Library is closed to the public

March 22 — YCL begins curbside pickup

June 15 — YCL opens for 30-minute appointments in the mornings for computer/printer use and test proctoring

June 20 — YCL re-opens for 1/2 Saturdays for curbside pickup

June 29 — YCL adds browsing appointments to morning hours

July 14 — YCL expands appointments to full day

October 1 — YCL begins offering Grab & Go hours (no appointment needed)



OCTOBER - DECEMBER 2020

GRAB & GO

2,028 VISITS

**JUNE - DECEMBER 2020
OPEN BY APPOINTMENT**

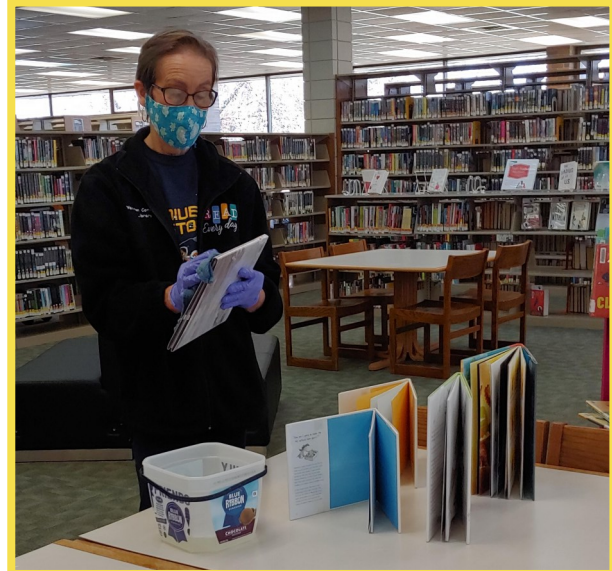


**1,594
APPTS**

... Serving through a Pandemic ...

COVID-19 Procedures

When the library closed to the public in March, it was still uncertain how the COVID-19 virus could spread. The staff at YCL took extensive precautions to protect our staff and patrons. All late fees were temporarily waived so that patrons could keep their items longer if they wished to. All returned items were removed from the book drop using gloves and quarantined for 72 hours before the covers were wiped down and sanitized with a bleach solution. At this point, the items were checked in and reshelfed. The library board created a mask policy which required all staff and those entering the building to wear a mask over their nose and mouth. Other safety measures included removing the chairs, newspapers, magazines and toys from the common areas in an effort to reduce high-touch items. A Plexiglass barrier was also installed at the front desk. Staff made extra effort to sanitize more frequently throughout each day — particularly the computer work stations, the front desk and door handles. These added safety measures helped to keep our staff and patrons healthy so we could continue offering exceptional services to the community.



... Serving through a Pandemic ...



As a result of COVID-19 safety precautions for both patrons and staff, the front desk was outfitted with a Plexiglass barrier.

**"Everything you need
for better future
and success has
already been written.
And guess what?
All you have to do
is go to the library."**

Henri Frederic Amiel



**119 | ADDED TO COLLECTION
534 | CIRCULATION**

The Yankton Community Library added Wonderbooks to its children's collection in 2020! Every Wonderbook is a print book with a ready-to-play audiobook with easy-to-use button controls for kids inside. Kids simply press play to read along with their favorite books and then switch to learning mode for literacy learning and fun.



... Collection, Circulation & Services ...

LIBRARY COLLECTION

 72,103 BOOKS	 9,812 E-AUDIOBOOKS
 25,936 E-BOOKS	 3,751 DVDS
 3,197 CD BOOKS	 122 MAGAZINE & NEWSPAPER SUBSCRIPTIONS



TO THE PUBLIC
2,315 HOURS




4,942



ITEMS
IN 2020

LIBRARY CHECKOUTS

 53,472 BOOKS	 8,704 E-AUDIOBOOKS
 13,354 E-BOOKS	 11,625 DVDS
 2,352 CD BOOKS	 721 MAGAZINES

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

Sidney Sheldon

... TOP TITLES IN FOR CHECK-OUT IN 2020 ...

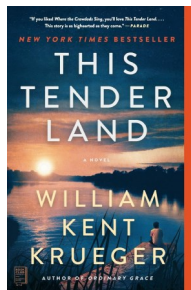
ADULT DVD



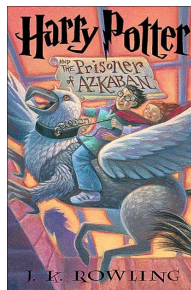
ADULT SERIES



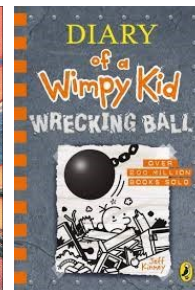
ADULT FICTION



YA FICTION



JUNIOR FICTION



KIDS DVD



... Special Events & Programs ...

Another 'normal' year of programs? Perhaps not. The year started off strong in January and February with programs like after-school Lego Club, bilingual story time and a Downton Abbey Trivia Night hosted at Ben's Brewing Co., but with the onset of the pandemic, YCL adapted quickly and shifted to more virtual, drive-by and outdoor events to continue serving the Yankton community while putting safety first for all!



On Wednesday, July 29th, Tommy the Turtle, the official mascot of Yankton County Emergency Management helped hand out goodie bags with a book and information about severe weather preparedness to area youth in a drive-by pick up event.



76
VIRTUAL PROGRAMS



1,894
VIEWS

... Special Events & Programs ...

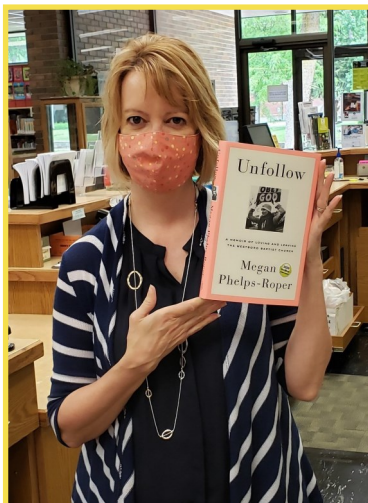
In May 2020, the Yankton Community Library hosted our first ever virtual community pet show. Here's just one of the adorable pet photos submitted!



Halloween Festivities...



The YCL staff took advantage of the beautiful fall weather to host a variety of fun, outdoor activities for the community during Halloween week including a HUGE I-Spy game in our window, sidewalk obstacle course and treats on Halloween. There was also virtual Halloween fun with story time and a themed Kahoot trivia game!



On September 24, YCL hosted a virtual book discussion of "Unfollow," the 2020 One Book South Dakota. The discussion was led by Dr. Jamie Sullivan and the author, Megan Phelps-Roper also joined in!

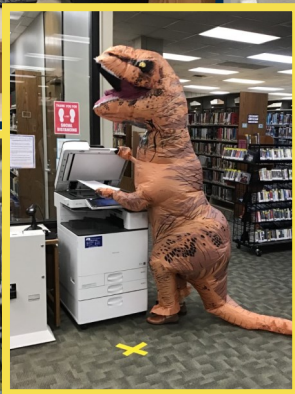


Are you following us on Facebook?

If not, you're missing out. We are working hard to keep our patrons up to date on everything that is going on at the library including reading programs, library resources, events, challenges and more. Don't miss out. **Like, share & follow us TODAY!**



... Special Events & Programs ...



In November, YCL kept it coming with more fun ways to keep the community engaged in library fun despite the on-going pandemic. All month, T-Rex could be found helping out around the library with things like pulling book orders and making copies, but also enjoying a good read over lunch. T-Rex also handed out special treats for curbside pick-ups.

DINO-VEMBER at YCL!

... Special Events & Programs ...

Around-Town Scavenger Hunt

During the month of September, YCL hosted a scavenger hunt throughout town in celebration of Library Card Sign-up Month.

Scavenger hunt participants had the month to collect letters posted on bright green paper hung in the windows of participating businesses and organizations in Yankton. Participants collected the letters by following fun clues like "Even kings and queens need athletic wear." (Royal Sport Shop) and "Use your peepers to check out some really great houses." (Vision Real Estate). Once collected, the letters needed to be unscrambled and arranged on the clue sheet to solve the mystery phrase. Once clue sheets were submitted, all that correctly cracked the mystery phrase were entered into a drawing for one of the many prizes donated by the participating businesses and organizations.

Almost 50 individuals and families (with over 100 total participants) took part in this program.

This out-and-about event was just another example of how YCL continued to serve the community with fun and engaging activities even in the midst of a global pandemic!



THANK YOU to all the Yankton businesses and organizations that made this program possible!

- 9th Street Clothing Co.
- Ace Hardware
- Ben's Brewing Co.
- Body Guard
- City Hall
- Czeckers
- Dairy Queen
- Delight Donut
- Dominoes
- Downtown Screen Printing & Embroidery
- Empower Fitness
- First Dakota National Bank
- Four Seasons Fabric
- Fox Run Golf Course
- GAR Hall
- Heartland Humane Society
- J&H Cleaning
- KYNT
- L. Lenae Designs & Floral
- Lemonade Stand
- Mead Cultural Education Center
- Pied Piper Flowers & Gifts
- Pizza Ranch
- Quality Health Clinic
- Rexall Drug
- River City Nutrition
- River's Edge
- Royal Sport Shop
- Summit Activities Center
- Soul Story Yoga
- Vision Real Estate Services
- Water Treatment Plant
- Willa B's
- Yankton Area Chamber of Commerce
- Yankton Community Library
- Yankton Fire Department
- Yankton Nurseries
- Yankton Police Department

... Mission ...

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

... Core Service Values ...

Providing Access

We believe that free access to information is foundational to democracy and as such libraries have an obligation to provide free and equitable access to all patrons, regardless of their age, race, sex, gender identity, religion, political affiliations, socioeconomic statuses, national origin, marital status, or abilities.

Promoting Lifelong Learning

Learning doesn't begin and end with formal education; libraries have been called the "people's university." We strive to rise to this label by providing vibrant collections, digital opportunities and training, and interesting programs to our community.

Increasing Community Engagement

Communities are stronger when we embrace and interact with one another. The library believes that this strength is built through daily interactions with our friends and neighbors in public spaces such as libraries. Libraries are one of the only places people can go that do not cost money. This, we believe, is an excellent environment for promoting community engagement.

Exceeding Expectations

Our patrons are at the heart of what we do. By striving to exceed their expectations every day in our offerings, our interactions, and our collections, we build a stronger library and a better library experience for all.



Yankton Community Library

515 Walnut St
Yankton, South Dakota
(605) 668-5275

library@cityofyankton.org
<http://library.cityofyankton.org>