

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, March 11, 2020, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of January 8, 2020 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

**New Business**

- **Board member terms and suggestions for new members**
- **Cemetery Walk-Discussion of date change and ticket prices**
- **Discussion of the purpose of the Library Board of Trustees and Tips for Policy Development Article**

**Other Business**

**Adjourn the meeting of March 11, 2020**

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
YANKTON COMMUNITY LIBRARY  
Wednesday, January 8, 2020, at 5:30 p.m.  
Yankton Community Library, Meeting Room**

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

**Additions to the agenda:** None.

**Minutes:**

Motion to approve the minutes of the November 13, 2019 meeting by Webber, with second by Nelson. Unanimous approval.

**Discussion of Bills and Financial Report:**

- Schmidt pointed out that Revenue report did not reflect the second payment of \$12,000 from the County for 2019. The check was received in November and it was discovered that the amount had been mistakenly coded into the wrong budget line. This has been corrected.
- Schmidt noted that although the library has been fine free (except for on DVDs) for two years, the library took in twice the expected amount for fines in 2019.
- A reminder that these figures in the attached financial reports are not final numbers for 2019. There may still be some transactions in January that will come out of the 2019 budget.
- Motion to accept the financial reports by Webber with a second by Gillis. Unanimous approval.

**Communications and Correspondence:**

Schmidt shared several thank you notes and donations received by the library.

- A book club thanking Amy Clare for all the work she puts in to getting their books each month
- River City Domestic Violence Shelter for providing a team building activity with the Escape Room, plus a \$100 donation
- An anonymous donation of \$7,000 to the Friends of the Library to be used for Children's programming
- Three memorial donations for books

**Public Comment Period:** None.

**Director's Report:**

- In addition to the written report, Schmidt demonstrated the new format of books that the library will be adding to its collection soon-Wonderbooks. These are youth books that have a built in recording of the books so that readers can listen. Schmidt also talked about a new event coming up in the winter months. Hygge is the Danish concept of coziness and togetherness. The event will entail making the meeting room an extra cozy space on Sunday, January 26. There will be activities available such as board games, puzzles, conversation starters and some light refreshments. It will be a comfortable space for people to spend some time together and maybe make some new friends. This event will be repeated in February and March.

### **Old Business:**

- **2020 Holiday Closures/ Board Meeting Calendar**
  - Schmidt informed the group that the Union negotiations had been finalized to include Christmas Eve (December 24) as a paid holiday as well as offering employees 3 floating holidays for 2020. She also pointed out that the regular meeting date in November fell on a holiday (November 11) and that another date could be decided for the November meeting at a later time.

### **New Business:**

- **Update from City Manager**
  - Amy Leon shared that the City Commission would be updating its strategic plan soon but she felt that a new library was still an important goal for the Commissions. The timing of it may be a little further in the future than we had hoped due to the weather events and subsequent damage that occurred in 2019. She encouraged us to continue working to broaden the exposure of the library to citizens and to continue to highlight what the library has to offer.
- **Microform Policy**
  - Gillis made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.
- **Telephone Policy**
  - Webber made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.

### **Other Business:**

- Schmidt shared the success of the Friends' quarterly book sale. The Friends gained 19 new members and the library staff were able to help educate people more about what a Friends membership entails. We have received many positive comments about that changes that were made.

### **Adjourn into Executive Session to discuss Contractual, Litigation & Personnel matters under SDCL 1-25-2**

- Motion by Gillis to adjourn into Executive Session with a second by Webber. Unanimous approval.

### **Reconvene as Board of Trustees**

- Motion by Webber to reconvene as Board of Trustees with a second by Gillis. Unanimous approval.
- Klimisch made a motion to approve the City Manager's recommendation of a pay increase for the Library Director plus a \$50 monthly phone stipend. Second by Webber. Unanimous approval.

### **Adjourn the meeting of January 8, 2020**

Motion by Koerner to adjourn with second by Gillis. Unanimous approval. Meeting adjourned at 6:15 p.m.

Respectfully submitted,  
Dana Schmidt, Library Director

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
CITY UTILITIES						
WTR/WW CHARGES	128.62	WATER SERVICE	101.142.274	2.21.20	002793	P 459 00003
WTR/WW CHARGES	94.93	SEWER SERVICE	101.142.275	2.21.20	002793	P 459 00004
	223.55	*VENDOR TOTAL				
COUNCIL BLUFFS PUBLIC LI NONRETURNED BOOK FINE	34.00	PROFESSIONAL SERVICES	101.142.202	2.26.20	021148	P 459 00007
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	11267	020799	P 459 00005
MIDAMERICAN ENERGY LIBRARY FUEL	445.23	FUEL-HEATING	101.142.273	2.26.20	002794	P 459 00008
MIDWEST TAPE AUDIO TAPES	913.75	AV - CAPITAL	101.142.342	MULTIPLE	020798	P 459 00001
NORTHWESTERN ENERGY LIBRARY ELECTRIC	1,062.77	ELECTRICITY	101.142.272	2.21.20	002795	P 459 00002
US BANK EQUIPMENT FINANC COPIER LEASE	280.34	RENTALS & XEROX SUPPLIES	101.142.212	407889690	021140	P 459 00006
	4,159.64	.....				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
LIBR COMP FOR LOSS & DAMAGE	.....					
THOENE/CAROL REFUND NONRESIDENT CARD	40.00	LIBR COMP FOR LOSS & DAM	101.3641	3.2.20	021141 P	459 00009
	40.00	.....				
GENERAL FUND	4,199.64	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,199.64					

RECORDS PRINTED - 000009

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

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

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 C90HW7LI3 DVD	18.36	AV - CAPITAL	101.142.342	Dobrovolny		475 00044
AMAZON.COM 5A8LT14N3 POSTAGE	3.77	POSTAGE	101.142.231	Dobrovolny		475 00417
DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		475 00418
	21.73	*VENDOR TOTAL				
AMZN MKTP US A94CW4TC3 BOOKS	22.50	BOOKS	101.142.340	Dobrovolny		475 00151
AMZN MKTP US FU4B430S3 DVD	17.99	AV - CAPITAL	101.142.342	Dobrovolny		475 00238
AMZN MKTP US HY9RK2TR3 BOOKS	49.46	BOOKS	101.142.340	Dobrovolny		475 00042
DVD	5.00	AV - CAPITAL	101.142.342	Dobrovolny		475 00043
	54.46	*VENDOR TOTAL				
AMZN MKTP US M53EV9SU3 PROGRAM SUPPLIES	46.54	PROGRAM SUPPLIES	101.142.242	Dobrovolny		475 00414
BOOKS	89.13	BOOKS	101.142.340	Dobrovolny		475 00415
DVD'S	69.74	AV - CAPITAL	101.142.342	Dobrovolny		475 00416
	205.41	*VENDOR TOTAL				
AMZN MKTP US SH20X8OZ3 DVD	16.95	AV - CAPITAL	101.142.342	Dobrovolny		475 00152
AMZN MKTP US VU9ZL5IO3 BOOKS	56.75	BOOKS	101.142.340	Dobrovolny		475 00125
AMZN MKTP US V854K3HI3 JANITORIAL SUPPLIES	21.87	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		475 00126
PROGRAM SUPPLIES	9.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		475 00127
BOOKS	162.34	BOOKS	101.142.340	Dobrovolny		475 00128
DVD'S	60.92	AV - CAPITAL	101.142.342	Dobrovolny		475 00129
	255.12	*VENDOR TOTAL				
AMZN MKTP US YA4RC5NS3 DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		475 00098
AMZN MKTP US YE1F561J3 POSTAGE	3.14	POSTAGE	101.142.231	Dobrovolny		475 00146
BOOK	7.61	BOOKS	101.142.340	Dobrovolny		475 00147
	10.75	*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 6C1D16UF3 BOOK	9.20	BOOKS	101.142.340	Dobrovolny		475 00131
BAKER-TAYLOR BOOKS	2,900.84	BOOKS	101.142.340	Schmidt		475 00067
POSTAGE	28.25	POSTAGE	101.142.231	Schmidt		475 00068
	2,929.09	*VENDOR TOTAL				
BARNES & NOBLE #2968 BOOKS	87.08	BOOKS	101.142.340	Schmidt		475 00265
CENTER POINT LARGE PRI LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		475 00071
DEMCO INC PROGRAM SUPPLIES	30.51	PROGRAM SUPPLIES	101.142.242	Raiche		475 00022
DOLLAR TREE PROGRAM SUPPLIES	8.52	PROGRAM SUPPLIES	101.142.242	Schmidt		475 00386
FINDAWAY BOOKS	341.92	BOOKS	101.142.340	Raiche		475 00397
GRAINGER JANITORIAL SUPPLIES	237.00	JANITORIAL SUPPLIES	101.142.236	Schmidt		475 00063
POSTAGE	25.47	POSTAGE	101.142.231	Schmidt		475 00064
	262.47	*VENDOR TOTAL				
IN NICHE ACADEMY PROFESSIONAL SERVICES	1,400.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		475 00427
KWIK CASE, INC POSTAGE	48.80	POSTAGE	101.142.231	Dobrovolny		475 00292
OFFICE SUPPLIES	488.00	OFFICE SUPPLIES	101.142.232	Dobrovolny		475 00293
	536.80	*VENDOR TOTAL				
MENARDS YANKTON SD CARPET CLEANING SUPPLIES	4.99	REP. & MAINT. - BUILDING	101.142.223	Miles		475 00135
NORFOLK DAILY NEWS NEWSPAPER SUBSCRIPTION	263.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		475 00337
NEWSPAPER SUBSCRIPTION	263.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		475 00387
	0.00	*VENDOR TOTAL				

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 BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		475 00336
ONE OFFICE SOLUTION - OFFICE SUPPLIES	333.51	OFFICE SUPPLIES	101.142.232	Schmidt		475 00266
OVERDRIVE DIST EBOOKS	1,460.52	PROFESSIONAL SERVICES	101.142.202	Schmidt		475 00137
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		475 00188
QUILL CORPORATION OFFICE SUPPLIES	16.79	OFFICE SUPPLIES	101.142.232	Schmidt		475 00384
OFFICE SUPPLIES	18.99	OFFICE SUPPLIES	101.142.232	Schmidt		475 00424
JANITORIAL SUPPLIES	9.95	JANITORIAL SUPPLIES	101.142.236	Schmidt		475 00425
	45.73	*VENDOR TOTAL				
SP ELM USA OFFICE SUPPLIES	47.20	OFFICE SUPPLIES	101.142.232	Schmidt		475 00066
SPECIALTY STORE SERVIC POSTAGE	11.52	POSTAGE	101.142.231	Dobrovolny		475 00313
OFFICE SUPPLIES	159.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		475 00314
	171.50	*VENDOR TOTAL				
SQ SOUKUP ENTERPRISES PROGRAMMING	20.00	PROGRAM SUPPLIES	101.142.242	Clare		475 00250
USPS PO 4698100078 POSTAGE	15.00	POSTAGE	101.142.231	Bailey		475 00171
VISTAPR VISTAPRINT.COM PROGRAM SUPPLIES	68.23	PROGRAM SUPPLIES	101.142.242	Raiche		475 00349
SHIPPING	11.99	POSTAGE	101.142.231	Raiche		475 00350
	80.22	*VENDOR TOTAL				
WAL-MART #1483 PROGRAMMING SUPPLIES	21.91	PROGRAM SUPPLIES	101.142.242	Clare		475 00323
DVDS	52.88	AV - CAPITAL	101.142.342	Dobrovolny		475 00203
JANITORIAL SUPPLIES	15.60	JANITORIAL SUPPLIES	101.142.236	Raiche		475 00114
PROGRAM SUPPLIES	31.64	PROGRAM SUPPLIES	101.142.242	Raiche		475 00115
	122.03	*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	.....					
WM SUPERCENTER #1483						
PROGRAMMING	31.74	PROGRAM SUPPLIES	101.142.242	Raiche		475 00101
JANITORIAL SUPPLIES	18.30	JANITORIAL SUPPLIES	101.142.236	Raiche		475 00353
OFFICE SUPPLIES	19.88	OFFICE SUPPLIES	101.142.232	Raiche		475 00354
PROGRAM SUPPLIES	22.53	PROGRAM SUPPLIES	101.142.242	Raiche		475 00355
PROGRAM SUPPLIES	74.87	PROGRAM SUPPLIES	101.142.242	Schmidt		475 00061
BOOKS	61.46	BOOKS	101.142.340	Schmidt		475 00062
	228.78	*VENDOR TOTAL				
	9,256.67	.....				

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	.....					
AMERICINN LODGE & SUIT SUMMER READING-JUMPSTART	98.00	RECREATION SUPPLIES	701.701.242	Raiche		475 00161
AMZN MKTP US V854K3HI3 PROGRAM SUPPLIES	46.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		475 00130
BAKER-TAYLOR MASTER GARDENERS BOOK	55.11	BOOKS	701.701.340	Schmidt		475 00069
CASEYS FORT PIERRE SUMMER READING-JUMPSTART	38.09	RECREATION SUPPLIES	701.701.242	Raiche		475 00163
CHOPS FINE MEATS AND F SUMMER READING-JUMPSTART	15.43	RECREATION SUPPLIES	701.701.242	Raiche		475 00160
DEMCO INC TOTE BAGS	109.50	RECREATION SUPPLIES	701.701.242	Raiche		475 00021
DOLLAR TREE ADULT CRAFT NIGHT	20.00	RECREATION SUPPLIES	701.701.242	Schmidt		475 00268
DRIFTERS BAR AND GRILL SUMMER READING-JUMPSTART	13.75	RECREATION SUPPLIES	701.701.242	Raiche		475 00177
HY-VEE YANKTON 1899 SUMMER READING-JUMPSTART	6.88	RECREATION SUPPLIES	701.701.242	Raiche		475 00075
RONS AUTO GLASS BOOK WALK	345.00	RECREATION SUPPLIES	701.701.242	Bornitz		475 00112
SEED SAVERS EXCHANGE I SEED LIBRARY CREDIT	24.75CR	RECREATION SUPPLIES	701.701.242	Lippert		475 00036
SEED LIBRARY	24.75	RECREATION SUPPLIES	701.701.242	Lippert		475 00132
SEED LIBRARY	75.00	RECREATION SUPPLIES	701.701.242	Lippert		475 00133
	75.00	*VENDOR TOTAL				
VISTAPR VISTAPRINT.COM CREDIT FOR SALES TAX	17.51CR	RECREATION SUPPLIES	701.701.242	Raiche		475 00290
SUMMER READING	206.44	RECREATION SUPPLIES	701.701.242	Raiche		475 00351
	188.93	*VENDOR TOTAL				
WAL-MART #1483 STAFF APPRECIATION	5.94	RECREATION SUPPLIES	701.701.242	Dobrovolny		475 00204

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 ADULT CRAFT NIGHT	30.04	RECREATION SUPPLIES	701.701.242	Raiche		475 00356
YANKTON PIZZA RANCH SUMMER READING PROGRAM	122.96	RECREATION SUPPLIES	701.701.242	Schmidt		475 00065
	1,171.61	.....				
LIBRARY TRUST	1,171.61	*****				

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	0.00	0.00	0.00	15,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	960.00	1,650.00	5,150.00	24	--
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	80.00	420.00	16	-
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	5.00-	5.85-	15.85	58	-----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	63.85	82.68	117.32	41	----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	147.00	204.00	1,296.00	13	-
3456 PC PRINTING	6,000.00	6,000.00	720.10	1,193.60	4,806.40	19	-
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	0	
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	646.60	646.60	1,353.40	32	---
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,532.55	3,851.03	13,258.97	22	--
FINES							
3510 COURT FINES	1,600.00	1,600.00	413.32	698.85	901.15	43	----
3511 PARKING FINES	2,000.00	2,000.00	310.00	890.00	1,110.00	44	----
3520 LIBRARY FINES	650.00	650.00	83.00	127.80	522.20	19	-
TOTAL: FINES	4,250.00	4,250.00	806.32	1,716.65	2,533.35	40	----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	11,713.64	11,713.64	28,286.36	29	--
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	989.75	1,091.75	2,908.25	27	--
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	14,447.86	14,447.86	11,447.86-	481	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	95.81	296.64	1,203.36	19	-
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	27,247.06	27,549.89	30,950.11	47	----
TOTAL: GENERAL FUND	94,860.00	94,860.00	30,585.93	33,117.57	61,742.43	41	----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	77.29	77.29	77.29-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	188.68	1,737.20	1,737.20-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	265.97	1,814.49	1,814.49-	9999 -----]]]]



	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONAL SERVICES						
101 REGULAR WAGES	366,304.00	0.00	25,537.91	42,546.69	323,757.31	11 -
102 TEMPORARY WAGES	84,000.00	0.00	2,889.35	4,434.03	79,565.97	5
103 OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0
111 OASI	34,475.00	0.00	2,139.46	3,541.19	30,933.81	10 -
121 RETIREMENT	21,999.00	0.00	1,532.28	2,552.82	19,446.18	11 -
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0
132 GROUP INSURANCE	90,616.00	0.00	5,019.73	9,429.58	81,186.42	10 -
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	76.73	126.83	877.17	12 -
TOTAL: PERSONAL SERVICES	601,290.00	0.00	37,195.46	62,631.14	538,658.86	10 -
OTHER CURRENT EXPENDITURES						
201 INSURANCE	11,102.00	0.00	0.00	0.00	11,102.00	0
202 PROFESSIONAL SERVICES	30,000.00	0.00	5,008.90	5,008.90	24,991.10	16 -
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	286.97	349.37	5,650.63	5
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	0.00	4,000.00	0
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	218.98	218.98	2,281.02	8
232 OFFICE SUPPLIES	9,500.00	0.00	153.99	153.99	9,346.01	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	5,549.79	5,549.79	3,950.21	58 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	190.85	190.85	2,809.15	6
242 PROGRAM SUPPLIES	3,000.00	0.00	130.46	130.46	2,869.54	4
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0
263 TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0
271 TELEPHONE	1,800.00	0.00	179.16	356.10	1,443.90	19 -
272 ELECTRICITY	23,000.00	0.00	1,183.40	1,183.40	21,816.60	5
273 FUEL-HEATING	3,000.00	0.00	531.47	531.47	2,468.53	17 -
274 WATER SERVICE	3,500.00	0.00	91.90	91.90	3,408.10	2
275 SEWER SERVICE	1,200.00	0.00	56.05	56.05	1,143.95	4
276 LANDFILL	500.00	0.00	32.00	72.00	428.00	14 -
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	123,602.00	0.00	13,613.92	13,893.26	109,708.74	11 -
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	51,000.00	0.00	256.76	256.76	50,743.24	0
342 AV - CAPITAL	12,500.00	0.00	588.46	588.46	11,911.54	4
350 EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH FEB 29, 2020

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
TOTAL: CAPITAL OUTLAY	84,500.00	0.00	845.22	845.22	83,654.78	1
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	809,392.00	0.00	51,654.60	77,369.62	732,022.38	9
TOTAL: GENERAL FUND	809,392.00	0.00	51,654.60	77,369.62	732,022.38	9

	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	669.44	669.44	669.44-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	669.44	669.44	669.44-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	1,300.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	1,300.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,969.44	1,969.44	1,969.44-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,969.44	1,969.44	1,969.44-	9999 -----]]]]

----FUND---- 701 LIBRARY TRUST

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
-----				
ASSETS				
-----				
CURRENT ASSETS:				
701.1012				
	NOW ACCOUNT - 1ST DAKOTA	33,397.79	1,703.47CR	939.04CR
	TOTAL CURRENT ASSETS:	33,397.79	1,703.47CR	939.04CR
	TOTAL ASSETS:	33,397.79	1,703.47CR	939.04CR
-----				
LIABILITIES AND FUND BALANCE				
-----				
CURRENT LIABILITIES:				
701.2011				
	ACCOUNTS PAYABLE	784.09CR	0.00	784.09
	TOTAL CURRENT LIABILITIES:	784.09CR	0.00	784.09
	TOTAL LIABILITIES:	784.09CR	0.00	784.09
FUND BALANCE:				
701.2511				
	FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00
701.2900				
	REVENUE CONTROL	14,188.17CR	265.97CR	1,814.49CR
701.2910				
	EXPENDITURE CONTROL	10,915.31	1,969.44	1,969.44
	TOTAL FUND BALANCE:	32,613.70CR	1,703.47	154.95
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	1,703.47	939.04
	TOTAL FUND:	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	25,537.91	42,546.69	323,757.31	11	-	
P-020720-469	PAYROLL INTERFACE	020720		12,472.60	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		13,065.31	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	2,889.35	4,434.03	79,565.97	5		
P-020720-469	PAYROLL INTERFACE	020720		1,484.93	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		1,404.42	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0		
111	OASI	34,475.00	0.00	2,139.46	3,541.19	30,933.81	10	-	
P-020720-469	PAYROLL INTERFACE	020720		1,058.37	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		1,081.09	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,532.28	2,552.82	19,446.18	11	-	
P-020720-469	PAYROLL INTERFACE	020720		748.36	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		783.92	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0		
132	GROUP INSURANCE	90,616.00	0.00	5,019.73	9,429.58	81,186.42	10	-	
P-020720-469	PAYROLL INTERFACE	020720		2,509.87	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		2,509.86	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	76.73	126.83	877.17	12	-	
P-020720-469	PAYROLL INTERFACE	020720		37.67	CODE-Y,PER#-1,FUND-	101			A
P-022120-470	PAYROLL INTERFACE	022120		39.06	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	37,195.46	62,631.14	538,658.86	10	-	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	11,102.00	0.00	0.00	0.00	11,102.00	0		
202	PROFESSIONAL SERVICES	30,000.00	0.00	5,008.90	5,008.90	24,991.10	16	-	
M-020420-432	.13843 OVERDRIVE DIST	202001 Schmidt		2,135.39	E-BOOKS				N A
M-020420-432	.13727 CENTURION TECHNOLOGIES	202001 Johnson		229.95	COMPUTER SOFTWARE MAINT				N A
M-020420-432	.13187 SWANK MOTION PICTURES	202001 Schmidt		482.00	MOVIE LICENSE				N A
M-020420-432	.14274 OLSONS PEST TECHNICIAN	202001 Schmidt		90.00	PEST CONTROL				N A
M-020420-432	.13843 OVERDRIVE DIST	202001 Schmidt		871.56	E-BOOKS				N A
D-021020-423	05937 J & H CARE & CLEANING CO	064288 1.22.20		1,200.00	JANITORIAL SERVICES	020793	P	M	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		



		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0	
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0	
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0	
271	TELEPHONE	1,800.00	0.00	179.16	356.10	1,443.90	19 -	
P-020720-469	PAYROLL INTERFACE	020720		60.50	CODE-Y, PER#-1, FUND-	101		A
M-022920-461 06976	VAST BROADBAND	008265		41.50	PHONE SERVICE	003513	F N	A
M-022920-461 06976	VAST BROADBAND	008266		77.16	PHONE SERVICE		N	A
272	ELECTRICITY	23,000.00	0.00	1,183.40	1,183.40	21,816.60	5	
D-021020-423 00455	NORTHWESTERN ENERGY	064305 1.24.20		1,183.40	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	531.47	531.47	2,468.53	17 -	
D-021020-423 00303	MIDAMERICAN ENERGY	064297 1.27.20		531.47	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	91.90	91.90	3,408.10	2	
D-021020-423 00109	CITY UTILITIES	064266 1.24.20		91.90	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	56.05	56.05	1,143.95	4	
D-021020-423 00109	CITY UTILITIES	064266 1.24.20		56.05	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	72.00	428.00	14 -	
J-022920-435	FEBRUARY JOURNAL ENTRIES JE 52			32.00	DUMPSTER CHGS - FEBRUARY			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	13,613.92	13,893.26	109,708.74	11 -	
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0	
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	51,000.00	0.00	256.76	256.76	50,743.24	0	
M-020420-432 .11785	CENTER POINT LARGE PRI	202001 Schmidt		137.82	LARGE PRINT BOOKS		N	A
M-020420-432 .16847	AMZN MKTP US UG69057B3	202001 Dobrovolny		13.49	BOOK		N	A
M-020420-432 .16868	AMAZON.COM JR1025FO3	202001 Dobrovolny		35.83	BOOKS		N	A
M-020420-432 .16403	THOMSON WEST TCD	202001 Schmidt		69.62	BOOK		N	A
342	AV - CAPITAL	12,500.00	0.00	588.46	588.46	11,911.54	4	
M-020420-432 .16819	AMZN MKTP US VF8WH1573	202001 Dobrovolny		26.88	DVDS		N	A
M-020420-432 .16826	AMZN MKTP US 5Z6O14S23	202001 Dobrovolny		8.50	DVD		N	A
M-020420-432 .16833	AMZN MKTP US HM19W7TU3	202001 Dobrovolny		16.00	DVD		N	A
M-020420-432 .16868	AMAZON.COM JR1025FO3	202001 Dobrovolny		137.18	DVD'S		N	A
D-021020-423 04785	MIDWEST TAPE	064299 1.23.20		399.90	AV	020795	P N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0	
TOTAL:	CAPITAL OUTLAY	84,500.00	0.00	845.22	845.22	83,654.78	1	
	OTHER EXPENDITURES							
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	COMMUNITY LIBRARY	809,392.00	0.00	51,654.60	77,369.62	732,022.38	9	
TOTAL:	GENERAL FUND	809,392.00	0.00	51,654.60	77,369.62	732,022.38	9	



## Director's Report-March 2020

**Book Talk:** In February, Linda and I gave a book talk to the Interchange group. Our program was called "Book Speed Dating." We gave a quick one minute review and recommendation of some of our recommended reads. This was a fun way to share some of our favorite books and also gave us an opportunity to highlight how we select books for our collection in the library. We also spoke briefly about the Libby app and how many additional titles are available as e-books. We are considering ways we might be able to share this program with other groups in the community.

**Corona Virus:** There are now informational posters around the library from the CDC regarding the Corona virus, including some posters in Spanish. These are meant to share accurate information with individuals who may be concerned about this issue. We have also hung signs to remind people of simple practices to help prevent the spread of germs like washing your hands, covering your mouth when you sneeze or cough and staying home if you are not feeling well. The library cleaners clean and sanitize surfaces every day (not just during flu season!) and we have been making efforts to wipe down keyboards and door handles more frequently. The City Manager and Commission are monitoring the situation and will give us direction if they feel we need to take additional steps.

**Teen After-Hours Event:** We have scheduled our next after-hours teen event for Friday, April 24. The theme will be a Glow-in-the-Dark party which will include games, crafts and pizza. We have had mixed-luck with attendance at teen events in the past and are hoping this event is a success. We will be putting out more information soon!

**Explore Classes:** Over the last several months, the library has provided Explore activities once a month. These activities cover a variety of topics and themes but are meant to be introductory for anyone that is interested in trying something new or just interacting with others. In January, we had guest, Angie O'Connor, Director of Community Wellness and Director of Avera Wellness Center, for *Explore Exercise* to talk about the importance of stretching and exercise. Participants have had the opportunity to learn a new dance, create unique crafts and learn how to care for their own succulents with several additional exciting topics to come. Though these events are open to anyone that wants to participate, we reach out to the staff at Ability Building Services each time we do these events with a special invitation for their clients. Each month we enjoy trying new things and meeting new people and it has been great to see people helping one another and having a good time. On Monday, March 9 we offered an *Explore Music* class and welcomed Dr. Debbie Reeves from the National Music Museum. She did a presentation on a percussion instrument called the Javanese gamelan. We love being able to present a variety of free programs for people in our community to learn and socialize.

**Story Time Changes:** Beginning in March, we made a slight adjustment to our story times. In the past, YCL has offered story times for specific age groups (i.e. baby, toddler and preschool). The story lengths and activities were then more geared toward the developmental stage of that group. However, we found that families with multiple children in multiple age groups just chose one session and brought all of their children at once or families chose the time that worked best for them regardless of the age-specifications. Because of this, for the last few years, we have just had story time for preschool and under and allowed parents and caregivers to come to whichever time worked best. However, a one-size-fits-all story time can sometimes be frustrating for parents and librarians alike when the activities don't quite match the stage or temperament of the child. Amanda will now be offering a *Budding Bookworms* program on Monday evenings and Thursday mornings that follow the preschool story time format. There will be slightly longer stories along with songs and finger plays followed by a craft project. On Tuesday mornings, Amanda will offer a *Busy Bees* program. This will consist of shorter stories and more songs and movement but will not include a craft. This will allow parents to choose the style of story time that is the right fit for their children.

**Homeschool Group:** There is a group of homeschool families that meet at the library once a month. Amanda does regular activities with this group that may include a craft, science project, teaching library skills or bringing in a presenter. Additionally, Amanda has begun a book club for this group and is working with them to coordinate a Science Fair this Spring. We work closely with this group to help provide programming and resources when possible and the relationships and connections with these families continue to grow.

**Behavior Issues:** Though not a new issue to the library, we have been dealing with some patron behavior issues, particularly with children and teens. Some of the recent steps we have taken include keeping the study room and microfilm rooms locked until a patron checks in at the desk to use them. This will help prevent kids from hiding in these rooms, especially since the rooms are not very visible from the front desk. We also have a behavior spreadsheet that we use for staff to be aware of any ongoing issues with patrons, including when patrons are not allowed in the library for violating policies. The police were called recently when there was an instance of bullying and theft among patrons. We try to intervene in such cases to stop the negative behaviors and have been more consistent with enforcing the rules. This is an issue that will never go away but by improving the communication between the staff we help ensure the actions we take are more consistent and we continue to do our best to provide a safe environment for patrons.

**New policy to come:** Over the last several months, we have had a couple of different instances of individuals wanting to be in the library to get signatures for petitions. We have talked to the City Manager and the City Attorney about these occurrences and it was recommended that we create a policy regarding petitions and soliciting in the library. We are looking at policies that other libraries have in place and consulting with the City Attorney in creating this policy. We will be bringing a draft of this new policy to a future meeting for Library Board discussion and approval.

**Staffing:** We have a full-time position open and will be advertising and interviewing in the next few weeks.

**Next Board Meeting:** The next Library Board meeting will be held on Wednesday, April 8 at 5:30pm.

## February 2020 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
<b>Stay &amp; Play</b>	5-Feb	10:30 AM	7	4
	12-Feb	10:30 AM	6	4
	19-Feb	10:30 AM	3	3
	26-Feb	10:30 AM	6	3
<b>Total:</b>			<b>22</b>	<b>14</b>

<b>Story Time</b>	3-Feb	6:00 PM	4	2
	4-Feb	10:30 AM	10	8
	6-Feb	10:30 AM	15	9
	10-Feb	6:00 PM	9	4
	11-Feb	10:30 AM	14	10
	13-Feb	10:30 AM	10	7
	17-Feb	6:00 PM	closed	closed
	18-Feb	10:30 AM	18	10
	20-Feb	10:30 AM	5	6
	24-Feb	6:00 PM	6	4
	25-Feb	10:30 AM	10	9
	27-Feb	10:30 AM	15	10
<b>Total:</b>			<b>116</b>	<b>79</b>

Thursday Kids Activities				
Craft Club	6-Feb	3:45 PM	6	2
LEGO Club	13-Feb	3:45 PM	15	7
Science Club	20-Feb	3:45 PM	10	3
<i>Abominable</i>	27-Feb	3:45 PM	8	3
<b>Total:</b>			<b>39</b>	<b>15</b>

Teen Events				
<b>Teens create</b>	3-Feb	3:45 PM	1	
	10-Feb	3:45 PM	0	
	17-Feb	3:45 PM	closed	
	24-Feb	3:45 PM	0	
<b>Total:</b>			<b>1</b>	

Adult Programs	Date	Time	Num.
Seed Library	11-Feb	1:00 PM	40
Seed Library	11-Feb	6:30 PM	19
Unplug, Unwind, Craft	18-Feb	6:00 PM	8
Explore class	10-Feb	10:00 AM	20
Writers' group	19-Feb	6:00 PM	1
Hygge event	23-Feb	1:00 PM	12
<b>Total:</b>			<b>100</b>

Food for Fines		
Soap	February (all month)	95

Book Clubs			
Reader's Anonymous	11-Feb	1:00 PM	2
Between the Lines	25-Feb	4:30 PM	9
<b>Total:</b>			<b>11</b>

Oscar Movie Marathon			
<i>Harriet</i>	8-Feb	9:30 AM	27
<i>Judy</i>	8-Feb	12:30 PM	25
<i>Joker</i>	8-Feb	2:45 PM	20
<i>Once Upon a Time in Hollywoo</i>	9-Feb	1:30 PM	34
<b>Total:</b>			<b>106</b>

Miscellaneous				
Homeschool Group	14-Feb	9:30 AM	30	12
Kid's Art Club	8-Feb	all day	5	3
<b>Total:</b>			<b>35</b>	<b>15</b>

## February 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	8,292	8,352
Juvenile	3,539	3,941
<b>Total</b>	<b>11,831</b>	<b>12,293</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	6527	6,725
Juvenile	3503	3,485
<b>Total</b>	<b>10,030</b>	<b>10,210</b>

Interlibrary Loan		
	2020	2019
Requested	107	156
Supplied	82	86
<b>Total</b>	<b>189</b>	<b>242</b>

Electronic Resources		
	2020	2019
OverDrive	1576	1,363
TumbleBooks	36	456
<b>Total</b>	<b>1612</b>	<b>1,819</b>

Adult Outreach		
	2020	2019
Locations	10	10
Patrons	42	42
Circulations	209	217

Public Computer Use		
	2020	2019
Uses		949
Hours		646.2

WiFi Usage		
	2020	2019
Sessions	1,333	1,423
Total Session Hours	1,238	1477.0
Unique Users	387	348

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

Study Room Use		
	2020	2019
Uses	65	29
Hours	81.0	45.0

Notary		
	2020	2019
Requests	2	4

Proctor		
	2020	2019
Tests	36	22

Daycare Outreach		
	2020	2019
Locations	8	16
Patrons	132	254
Circulations	152	266

Current Cards	2020	2019
Resident	4,073	5,091
Non-Resident	220	253
Mount Marty	37	39
Teacher	48	47
Yankton County	934	1,070
<b>Total</b>	<b>5,312</b>	<b>6,500</b>

Yankton County		
	2020	2019
Households	32	26

Non-city Cards	2020	2019
County	40	22
Non-resident	12	10

Genealogy Requests		
	2020	2019
Patrons	0	2
Hours	0	2.0

Teacher Requests		
	2020	2019
Patrons	3	4

Courier	2020	2019
Total Incoming	305	300
Total Outgoing	<b>273</b>	271
<b>Total</b>		571

Items Added to Catalog	2020	2019
	492	482

Items Deleted from Catalog	2020	2019
	1456	64

## Yankton Community Library • March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <b>Cocoa &amp; Cookies Winter Reading Party</b>	2 Teens Create, 3:45p <b>Story Time, 6:00p</b>	3 Story Time 10:30 am	4 Stay & Play 10:30 am	5 Story Time 10:30 am <b>Craft Club, 3:45</b> Blood Drive 9:30am-12:30pm	6	7 <b>Oscar Marathon: Part 2</b>
8 <b>Oscars Marathon: Part 2</b>	9 <b>Explore, 10 am</b> Teens Create, 3:45p <b>Story Time, 6:00 p</b>	10 <b>Story Time 10:30 am</b> Readers Anon, 2p <b>Seed Library: Time to Start 1 pm/6:30 pm</b>	11 <b>Stay &amp; Play 10:30 am</b> Library Board Meeting, 5:30 pm	12 Story Time 10:30 am <b>Lego Club, 3:45</b>	13	14 Kid's Art Club
15	16 <b>Teens Create, 3:45p</b> Friends of the Library, 5:15 pm <b>Story Time, 6:00p</b>	17 Story Time 10:30 am <b>Adult Craft 6:00</b>	18 Stay & Play 10:30 am <b>Writers' Group, 6pm</b>	19 Story Time 10:30 am <b>Science Club, 3:45</b>	20	21
22 Hygge Event 1-4:30 pm	23 Teens Create, 3:45p <b>Story Time, 6:00p</b>	24 <b>Story Time 10:30 am</b> Between the Lines, 4:30	25 Stay & Play 10:30 am	26 Story Time 10:30 am <b>Movie, 3:45</b>	27	28
29	30 Teens Create, 3:45p <b>Story Time, 6:00p</b>	31	<b>Food for Fines</b> <b>Mac 'n Cheese</b>	<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> <b>605-668-5275 — library@cityofyankton.org</b> <b>Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</b>		

## Yankton Community Library • April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> <b>605-668-5275 — library@cityofyankton.org</b> <b>Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</b>			1 Stay & Play 10:30 am	2 Story Time, 10:30a <b>Craft Club, 3:45</b>	3	4
5	6 Teens Create, 3:45p <b>Story Time, 6:00p</b>	7 Story Time, 10:30	8 <b>Stay &amp; Play 10:30 am</b> Library Board Meeting, 5:30 pm	9 Story Time 10:30 am LEGO Club, 3:45	10	11 <b>Kid's Art Club</b>
12 <b>Library Closed</b>	13 Explore, 10am Teens Create, 3:45p <b>Story Time, 6:00p</b>	14 <b>Story Time 10:30 am</b> Readers Anon, 2pm <b>Seed Library: Container Gardens, 1 pm/6:30pm</b>	15 Stay & Play 10:30 am	16 Story Time 10:30 am <b>Science Club, 3:45p</b>	17	18
19 <i>National Library Week —&gt;</i>	20 <b>Teens Create, 3:45p</b> Friends of the Library, 5:15 pm <b>Story Time, 6:00p</b>	21 Story Time 10:30 am <b>Adult Craft 6:00</b>	22 Stay & Play 10:30 am	23 Story Time 10:30 am <b>Movie, 3:45 pm</b>	24 <b>Retirement Benefits Webinar 10am</b> After-Hours Teen Event 6:30-8:30pm	25
26	27 Teens Create, 3:45p	28 <b>Kindergarten Screening</b> Between the Lines 4:30	29 <b>Kindergarten Screening</b>	30 Lego Club, 3:45pm	<b>Food for Fines</b> <b>Tuna or Hamburger Helper</b>	



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# Tips for Public Library Policy Development

By Crystal Schimpf: Published on January 7, 2020

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**Crystal Schimpf**  
 Public Library Sp  
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 303-866-6891  
[schimpf\\_c@cde.s](mailto:schimpf_c@cde.s)

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Loveland Public Library

*This is a guest post contributed by Amber Greene, Division Manager, and Susan Kadlec, Board Member of the Loveland Public Library.*

After completing a full update of outward-facing organizational policies in 2018, Loveland Public Library received approval from city council to implement some exciting changes. These included removing fines for overdue items and replacement fees for cards, adding new sections (Makerspace, Safe Space, Commitment to Freedom of Speech, and Programming), and removing over 1,000 words of procedure. Through this 9-month process, there were a few key factors that resulted in success. Read on for tips to make your policy development process run a little more smoothly.

1. **Identify stakeholders.** Get the right voices at the table to make sure that you have objective input from key groups. This should include your library board, staff members from different roles in the organization and your legal representative. Board members provide critical perspective as representatives of the public and can positively guide the process from the start by keeping community needs foremost in mind.
2. **Start with goals.** Figure out what you want your policy to do for you. Do you want to increase access? Support intellectual freedom? Reflect the work your staff is already doing (that your policy may be behind on)? Make

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your library safer? Get buy-in upfront by being clear about what you're trying to achieve and why.

3. **Do your homework (and everyone else's).** Provide stakeholders with background information about the topics they'll be asked to make decisions on. This should include your organization's mission and values, existing policies and guiding principles. Also include sample policies for review, as well as research about existing trends and best practices.
4. **Get input throughout the process.** We're talking A LOT of input! Assign members of your group to report back to key decision makers such as your leadership team and library board. Get feedback from staff in their areas of expertise. Talk to your finance department about decisions that could impact your budget and security personnel about decisions that would change the way behavior expectations are enforced. The deeper the level of feedback, the stronger your policy will be!
5. **Check in with your legal representative.** Get regular advice from your attorney to ensure that policies are lawful, enforceable, and up-to-date. Attorneys make sure that your policy says what you want it to say.
6. **Don't forget to tell everyone!** Once your policies are approved, be sure to share them. Train staff on implementation, let patrons know what they can expect and ensure that your board has a solid understanding to effectively uphold them. Board members may be asked to review a challenge to your library's collection, for example, and benefit from the increased understanding and buy-in that comes from actively participating in the policy development process.

Finally, don't forget to celebrate your success. Policy is everyone's job and is foundational to achieving your organization's mission. Be sure to honor the hard work that goes into making your policy a dynamic, living document in support of your community's needs.

## Additional Resources

- [ALA United for Libraries: Sample Policies](#)
- [Colorado State Library: Public Library Sample Policies and Development Tools](#)
- [Loveland Public Library: Policies](#)

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**Crystal Schimpf**

Public Library Specialist, Leadership & Community Development at Colorado State Library

Contact her at 303-866-6891, or email [schimpf\\_c@cde.state.co.us](mailto:schimpf_c@cde.state.co.us)

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