

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, May 13, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting interface

AGENDA

Call to Order

Additions to the Agenda

Approval of March 11, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

- **Library card as a birthday present-10 years!**
- **Thank you's and comments from patrons**

Public Comment Period

Director's Report

Old Business

New Business

- **Reopen plan for the library**

Other Business

Adjourn the meeting of May 13, 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, March 11, 2020, 5:30 p.m.
Yankton Community Library Meeting Room**

Meeting called to order by President Christine Tielke at 5:25 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, David Koerner, Yankton City Commissioner, Jerry Webber, and Library Director Dana Schmidt. Absent with regrets were County Commissioner Dan Klimisch and Assistant Library Director Linda Dobrovonly.

Additions to the Agenda: None

Minutes: Motion to approve the minutes of the January 8, 2020 meeting by Nelson, with a second by Gillis. Unanimous approval.

Discussion of Bills / Financial Report: Motion to accept the financial reports by Gillis, with a second by Webber. Unanimous approval.

Communications and Correspondence: None

Public Comment Period: None

Director's Report: In addition to the written report, Schmidt reported that there were 70 in attendance at the second Oscar movie marathon weekend. There was a smaller attendance at the Downton Abbey trivia event (eight participants), but it was a fun event and Ben's Brewing has been a great partner in our trivia events. Schmidt displayed the two new science backpack kits that will soon be available at YCL which included a telescope and a coding mouse. Schmidt also shared the City's Internal Operations Plan with the Board regarding the COVID-19 virus. An idea was suggested for a future meeting and to further the Board training to invite someone from the City Finance Office in to discuss and explain the financial reports that are in each Board packet.

Old Business: The policies that were updated and approved at the January meeting were added to the website and included in this month's board packet.

New Business

- **Board member terms and suggestions for new members**
 - Gillis' and Tielke's terms will expire in July 2020. This is Gillis' second term and Tielke's first. Nominees for new board members were discussed and Schmidt agreed to reach out to them to determine their interest. The City Manager's office sends out a request for applications for advisory boards in the spring and those interested can apply. Appointments are then made by the Mayor.

- **Cemetery Walk-Discussion of date change and ticket prices**
 - The date of the Cemetery Walk was changed due to a conflict with the Kids' Art Fest. The Board meeting for June will need to be cancelled or rescheduled because of a conflict with the new date. Discussion was in progress with the Mead Cultural Education Center about increasing ticket prices for this event.
- **Discussion of the purpose of the Library Board of Trustees and Tips for Policy Development Article:**
 - The board reviewed and discussed the article that outlined the purpose and responsibilities of a library board.

Other Business: None

Adjourn the meeting of March 11, 2020: A motion was made by Koerner to adjourn the meeting at 6:05 p.m., with a second by Nelson. Unanimous approval.

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WTR-WW CHARGES	79.66	WATER SERVICE	101.142.274	4.23.20	002793 P	554 00001
WTR-WW CHARGES	43.09	SEWER SERVICE	101.142.275	4.23.20	002793 P	554 00002
	122.75	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	11488	021147 P	554 00003
MIDAMERICAN ENERGY FUEL	166.32	FUEL-HEATING	101.142.273	4.27.20	002794 P	554 00004
NORTHWESTERN ENERGY ELECT	1,086.07	ELECTRICITY	101.142.272	4.23.20	002795 P	554 00005
US BANK EQUIPMENT FINANC COPIER LEASE	320.39	RENTALS & XEROX SUPPLIES	101.142.212	412779118	021154 P	554 00006
YANKTON FIRE & SAFETY CO INSPECT FIRE EXT	169.50	REP. & MAINT. - EQUIPMEN	101.142.221	25121	021149 P	554 00007
	3,065.03				
GENERAL FUND	3,065.03	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,065.03					

RECORDS PRINTED - 000007

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 DVD REFUND	1.23CR	AV - CAPITAL	101.142.342	Dobrovolny		561 00036
REFUND	0.03CR	AV - CAPITAL	101.142.342	Dobrovolny		561 00196
	1.26CR	*VENDOR TOTAL				
AMAZON.COM 0436F0K53 POSTAGE	1.05	POSTAGE	101.142.231	Dobrovolny		561 00212
DVD'S	66.93	AV - CAPITAL	101.142.342	Dobrovolny		561 00213
	67.98	*VENDOR TOTAL				
AMAZON.COM 3V6WH2H43 DVD'S	71.38	AV - CAPITAL	101.142.342	Dobrovolny		561 00022
AMERICAN LIBRARY ASSOC PROGRAMMING	46.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00104
POSTAGE	11.00	POSTAGE	101.142.231	Schmidt		561 00105
	57.00	*VENDOR TOTAL				
AMZN MKTP US AF5CP0TI3 JANITORIAL SUPPLIES	54.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		561 00220
AMZN MKTP US A00Y050M3 OFFICE SUPPLIES	7.49	OFFICE SUPPLIES	101.142.232	Dobrovolny		561 00151
JANITORIAL SUPPLIES	12.84	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		561 00152
DVD'S	35.74	AV - CAPITAL	101.142.342	Dobrovolny		561 00153
	56.07	*VENDOR TOTAL				
AMZN MKTP US A92ZA72H3 OFFICE SUPPLIES	6.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		561 00064
JANITORIAL SUPPLIES	9.95	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		561 00065
BOOKS	38.93	BOOKS	101.142.340	Dobrovolny		561 00066
DVD'S	89.95	AV - CAPITAL	101.142.342	Dobrovolny		561 00067
	145.82	*VENDOR TOTAL				
AMZN MKTP US IA11R6EA3 JANITORIAL SUPPLIES	64.50	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		561 00193
AMZN MKTP US K87ZM58I3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		561 00392
BOOK	7.18	BOOKS	101.142.340	Dobrovolny		561 00393
	11.17	*VENDOR TOTAL				
AMZN MKTP US PP3EN65Q3 BOOK	10.04	BOOKS	101.142.340	Dobrovolny		561 00077

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 YC6PZ5JL3 DVD	14.96	AV - CAPITAL	101.142.342	Dobrovolny		561 00063
AMZN MKTP US 3Q3KW30J3 DVD'S	44.05	AV - CAPITAL	101.142.342	Dobrovolny		561 00242
BAKER-TAYLOR POSTAGE	30.27	POSTAGE	101.142.231	Schmidt		561 00032
BOOKS	4,019.42	BOOKS	101.142.340	Schmidt		561 00033
	4,049.69	*VENDOR TOTAL				
COLLABORATIVE SUMMER L PROGRAMMING	75.00	PROGRAM SUPPLIES	101.142.242	Raiche		561 00332
POSTAGE	25.00	POSTAGE	101.142.231	Raiche		561 00333
	100.00	*VENDOR TOTAL				
CRESCENT ELECTRIC 029 ELECTRONIC BALLAST LIGHT PROJECT	131.54 77.07 208.61	REP. & MAINT. - BUILDING REP. & MAINT. - BUILDING *VENDOR TOTAL	101.142.223 101.142.223	Miles Miles		561 00357 561 00408
HY-VEE YANKTON 1899 POSTAGE	22.00	POSTAGE	101.142.231	Clare		561 00380
KOPETSKYS ACE HDWE AIR FILTERS	95.88	REP. & MAINT. - BUILDING	101.142.223	Miles		561 00346
BUILDING REPAIR	49.56	REP. & MAINT. - BUILDING	101.142.223	Schmidt		561 00188
	145.44	*VENDOR TOTAL				
MCDONALDS F4208 PROGRAMMING	40.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00180
OVERDRIVE DIST E-BOOKS	2,503.34	PROFESSIONAL SERVICES	101.142.202	Schmidt		561 00097
E-BOOKS	707.15	PROFESSIONAL SERVICES	101.142.202	Schmidt		561 00291
	3,210.49	*VENDOR TOTAL				
SCOOTERS COFFEE #150 PROGRAMMING	15.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00082
SKILLPATH / NATIONAL STAFF TRAINING	211.94	CONFERENCE & MEETINGS	101.142.265	Schmidt		561 00131
SOUTH DAKOTA HUMANITIE PROGRAMMING	50.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		561 00264

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					
1821 DOMINOS PIZZA						
PROGRAMMING	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00181
PROGRAMMING	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00190
PROGRAMMING	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00194
PROGRAMMING	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		561 00202
	40.00	*VENDOR TOTAL				
	8,689.87				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMZN MKTP US AF5CP0TI3 PROGRAM SUPPLIES	14.13	RECREATION SUPPLIES	701.701.242	Dobrovolny		561 00221
AMZN MKTP US 3Q3KW30J3 PROGRAM SUPPLIES	190.92	RECREATION SUPPLIES	701.701.242	Dobrovolny		561 00243
BAKER-TAYLOR TRUST FUND	145.65	RECREATION SUPPLIES	701.701.242	Schmidt		561 00034
JIMMY JOHNS - 3631 - M STAFF APPRECIATION	40.00	RECREATION SUPPLIES	701.701.242	Schmidt		561 00071
MINERVAS GRILL AND BAR STAFF APPRECIATION	41.97	RECREATION SUPPLIES	701.701.242	Schmidt		561 00214
SCOOTERS COFFEE #150 STAFF APPRECIATION	25.00	RECREATION SUPPLIES	701.701.242	Schmidt		561 00083
SOUL STORY YOGA YOGA SESSION	125.00	RECREATION SUPPLIES	701.701.242	Schmidt		561 00331
	582.67				
LIBRARY TRUST	582.67	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	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	40.00	2,490.00	4,310.00	4,310.00	36 ---
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	80.00	420.00	420.00	16 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	5.50-	15.50	15.50	55 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.00	95.12	104.88	104.88	47 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	0.00	228.00	1,272.00	1,272.00	15 -
3456 PC PRINTING	6,000.00	6,000.00	0.70	1,406.60	4,593.40	4,593.40	23 --
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	50.00	911.30	1,088.70	1,088.70	45 ----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	90.70	5,205.52	11,904.48	11,904.48	30 ---
FINES							
3510 COURT FINES	1,600.00	1,600.00	728.13	1,953.21	353.21-	353.21-	122 -----]]
3511 PARKING FINES	2,000.00	2,000.00	130.00	1,205.00	795.00	795.00	60 -----
3520 LIBRARY FINES	650.00	650.00	0.00	204.74	445.26	445.26	31 ---
TOTAL: FINES	4,250.00	4,250.00	858.13	3,362.95	887.05	887.05	79 -----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	5,209.34	26,966.48	13,033.52	13,033.52	67 -----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	2,277.69	6,093.92	2,093.92-	2,093.92-	152 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	173.14	16,808.15	13,808.15-	13,808.15-	560 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	115.88	424.51	1,075.49	1,075.49	28 --
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	7,776.05	50,293.06	8,206.94	8,206.94	85 -----
TOTAL: GENERAL FUND	94,860.00	94,860.00	8,724.88	58,861.53	35,998.47	35,998.47	73 -----

	ADOPTED BUDGET	REVISIED 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	900.00	900.00	900.00- 9999	-----]]]]
3610 INTEREST	0.00	0.00	49.30	176.71	176.71- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	575.00	2,994.55	2,994.55- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,524.30	4,071.26	4,071.26- 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	23,892.89	91,569.71	274,734.29	24 --
102 TEMPORARY WAGES	84,000.00	0.00	602.99	7,554.53	76,445.47	8
103 OVERTIME WAGES	350.00	0.00	0.00	202.75	147.25	57 -----
111 OASI	34,475.00	0.00	1,839.99	7,479.17	26,995.83	21 --
121 RETIREMENT	21,999.00	0.00	1,433.58	5,506.38	16,492.62	25 --
131 WORKMENS COMPENSATION	2,542.00	0.00	106.31-	106.31-	2,648.31	4
132 GROUP INSURANCE	90,616.00	0.00	4,409.86	17,639.44	72,976.56	19 -
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	44.33	243.85	760.15	24 --
TOTAL: PERSONAL SERVICES	601,290.00	0.00	32,117.33	130,089.52	471,200.48	21 --
OTHER CURRENT EXPENDITURES						
201 INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91 -----
202 PROFESSIONAL SERVICES	30,000.00	0.00	10,133.79	19,377.21	10,622.79	64 -----
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	290.11	919.82	5,080.18	15 -
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	695.15	700.14	3,299.86	17 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	469.02	1,035.94	1,464.06	41 ----
232 OFFICE SUPPLIES	9,500.00	0.00	489.27	1,727.61	7,772.39	18 -
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	32.00	5,581.79	3,918.21	58 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	437.86	931.43	2,068.57	31 ---
242 PROGRAM SUPPLIES	3,000.00	0.00	74.86	571.80	2,428.20	19 -
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	55.00	55.00	945.00	5
263 TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0
271 TELEPHONE	1,800.00	0.00	187.27	722.62	1,077.38	40 ----
272 ELECTRICITY	23,000.00	0.00	1,173.14	3,419.31	19,580.69	14 -
273 FUEL-HEATING	3,000.00	0.00	224.94	1,201.64	1,798.36	40 ----
274 WATER SERVICE	3,500.00	0.00	110.26	330.78	3,169.22	9
275 SEWER SERVICE	1,200.00	0.00	75.49	226.47	973.53	18 -
276 LANDFILL	500.00	0.00	40.00	144.00	356.00	28 --
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	123,602.00	0.00	14,488.16	47,075.64	76,526.36	38 ---
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	3,260.70	7,140.19	43,859.81	14 -
342 AV - CAPITAL	12,500.00	0.00	545.16	2,325.13	10,174.87	18 -
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 APR 30, 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	3,805.86	9,465.32	75,034.68	11 -
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	50,411.35	186,630.48	622,761.52	23 --
TOTAL: GENERAL FUND	809,392.00	0.00	50,411.35	186,630.48	622,761.52	23 --

	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	969.06	2,755.00	2,755.00-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	969.06	2,755.00	2,755.00-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	32.23	87.34	87.34-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,300.00	1,300.00-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	32.23	1,387.34	1,387.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,001.29	4,142.34	4,142.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,001.29	4,142.34	4,142.34-	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	523.01	855.17CR	32,542.62
	TOTAL CURRENT ASSETS:	33,397.79	523.01	855.17CR	32,542.62
	TOTAL ASSETS:	33,397.79	523.01	855.17CR	32,542.62
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	784.09CR	0.00	784.09	0.00
	TOTAL CURRENT LIABILITIES:	784.09CR	0.00	784.09	0.00
	TOTAL LIABILITIES:	784.09CR	0.00	784.09	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	29,340.84CR	0.00	0.00	29,340.84CR
701.2900	REVENUE CONTROL	14,188.17CR	1,524.30CR	4,071.26CR	18,259.43CR
701.2910	EXPENDITURE CONTROL	10,915.31	1,001.29	4,142.34	15,057.65
	TOTAL FUND BALANCE:	32,613.70CR	523.01CR	71.08	32,542.62CR
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	523.01CR	855.17	32,542.62CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FILE
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONAL SERVICES							
101	REGULAR WAGES	366,304.00	0.00	23,892.89	91,569.71	274,734.29	24 --	
P-040320-523	PAYROLL INTERFACE	040320		11,813.14	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		10,972.11	CODE-Y,PER#-2,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		1,107.64	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	602.99	7,554.53	76,445.47	8	
P-040320-523	PAYROLL INTERFACE	040320		315.66	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		287.33	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	0.00	202.75	147.25	57 -----	
111	OASI	34,475.00	0.00	1,839.99	7,479.17	26,995.83	21 --	
P-040320-523	PAYROLL INTERFACE	040320		910.88	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		850.43	CODE-Y,PER#-2,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		78.68	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,433.58	5,506.38	16,492.62	25 --	
P-040320-523	PAYROLL INTERFACE	040320		708.79	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		658.33	CODE-Y,PER#-2,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		66.46	CODE-Y,PER#-2,FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	106.31-	106.31-	2,648.31	4	
R-042320-545	SDML WORKERS' COMPENSATI	083739		106.31-	SDML WORKERS' COMP			A
132	GROUP INSURANCE	90,616.00	0.00	4,409.86	17,639.44	72,976.56	19 -	
P-040320-523	PAYROLL INTERFACE	040320		2,204.93	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		1,966.04	CODE-Y,PER#-2,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		238.89	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	44.33	243.85	760.15	24 --	
P-040320-523	PAYROLL INTERFACE	040320		23.84	CODE-Y,PER#-1,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		17.49	CODE-Y,PER#-2,FUND-	101		A
P-041720-549	PAYROLL INTERFACE	041720		3.00	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	32,117.33	130,089.52	471,200.48	21 --	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91 -----	
202	PROFESSIONAL SERVICES	30,000.00	0.00	10,133.79	19,377.21	10,622.79	64 -----	
M-040320-518	.13843 OVERDRIVE DIST	202003 Schmidt		2,505.79	E-BOOKS		N	A
M-040320-518	.13843 OVERDRIVE DIST	202003 Schmidt		3,000.00	OVERDRIVE		N	A
M-040320-518	.13881 BOOK SYSTEMS INC	202003 Schmidt		3,195.00	ATRIUUM		N	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								
234	COPIES	0.00	0.00	0.00	0.00	0.00	0		
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	32.00	5,581.79	3,918.21	58	-----	
M-040320-518	.17057 IN PITZER DIGITAL, LL	202003	Schmidt	32.00	MAGAZINE SUBSCRIPTION		N		A
236	JANITORIAL SUPPLIES	3,000.00	0.00	437.86	931.43	2,068.57	31	---	
M-040320-518	.11774 QUILL CORPORATION	202003	Schmidt	9.72	JANITORIAL SUPPLIES		N		A
M-040320-518	.11774 QUILL CORPORATION	202003	Schmidt	62.96	JANITORIAL SUPPLIES		N		A
M-040320-518	.17044 AMZN MKTP US HT0SP2243	202003	Dobrovolny	27.93	JANITORIAL SUPPLIES		N		A
M-040320-518	.17052 AMAZON.COM L42L09D33	202003	Dobrovolny	80.24	JANITORIAL SUPPLIES		N		A
M-040320-518	.17053 AMZN MKTP US UD1BC79E3	202003	Dobrovolny	89.97	JANITORIAL SUPPLIES		N		A
M-040320-518	.17059 AMZN MKTP US RH2HK7MC3	202003	Dobrovolny	99.04	JANITORIAL SUPPLIES		N		A
M-040320-518	.16077 YKT JANITORIAL & DT SC	202003	Miles	68.00	PAPER PRODUCTS		N		A
242	PROGRAM SUPPLIES	3,000.00	0.00	74.86	571.80	2,428.20	19	-	
M-040320-518	.17062 TARGET 00015370	202003	Schmidt	6.42	PROGRAM SUPPLIES		N		A
M-040320-518	.16040 4443 AMC YANKTON 5	202003	Clare	30.00	PROGRAM SUPPLIES		N		A
M-040320-518	.12434 WAL-MART #1483	202003	Lippert	38.44	PROGRAM SUPPLIES		N		A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	55.00	55.00	945.00	5		
M-040320-518	.16033 SD LIBRARY ASSOCIATION	202003	Clare	55.00	MEMBERSHIP DUES		N		A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	0.00	1,500.00	0		
271	TELEPHONE	1,800.00	0.00	187.27	722.62	1,077.38	40	----	
P-040320-523	PAYROLL INTERFACE	040320		60.50	CODE-Y, PER#-1, FUND-	101			A
M-043020-533	06976 VAST BROADBAND	008319		43.32	PHONE SERVICE	003513	F	N	A
M-043020-533	06976 VAST BROADBAND	008320		83.45	PHONE SERVICE	003513	F	N	A
272	ELECTRICITY	23,000.00	0.00	1,173.14	3,419.31	19,580.69	14	-	
D-041320-515	00455 NORTHWESTERN ENERGY	064555	3.23.20	1,173.14	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	224.94	1,201.64	1,798.36	40	----	
D-041320-515	00303 MIDAMERICAN ENERGY	064542	4.1.20	224.94	FUEL	002794	P	N	A
274	WATER SERVICE	3,500.00	0.00	110.26	330.78	3,169.22	9		
D-041320-515	00109 CITY UTILITIES	064486	3.21.19	110.26	WTR-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	75.49	226.47	973.53	18	-	
D-041320-515	00109 CITY UTILITIES	064486	3.21.19	75.49	WTR-WW CHARGES	002793	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							
	OTHER CURRENT EXPENDITURES							
276	LANDFILL	500.00	0.00	40.00	144.00	356.00	28 --	
J-043020-559	APRIL JOURNAL ENTRIES	JE 111		40.00	DUMPSTER CHARGES - APRIL			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	14,488.16	47,075.64	76,526.36	38 ---	
	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	3,260.70	7,140.19	43,859.81	14 -	
M-040320-518	.17008 AMZN MKTP US 1W38I7GF3	202003	Dobrovolny	111.65	BOOKS		N	A
M-040320-518	.17009 AMZN MKTP US ZF7PE20B3	202003	Dobrovolny	11.82	BOOK		N	A
M-040320-518	.11798 AMZN MKTP US BAKER-TAYLOR	202003	Schmidt	2,742.85	BOOKS		N	A
M-040320-518	.11785 CENTER POINT LARGE PRI	202003	Schmidt	133.62	LARGE PRINT BOOKS		N	A
M-040320-518	.16809 FINDAWAY	202003	Raiche	42.74	BOOKS		N	A
M-040320-518	.17052 AMAZON.COM L42L09D33	202003	Dobrovolny	93.93	BOOKS		N	A
M-040320-518	.17059 AMZN MKTP US RH2HK7MC3	202003	Dobrovolny	101.77	BOOKS		N	A
M-040320-518	.17069 AMZN MKTP US DS3XV3VS3	202003	Dobrovolny	22.32	BOOK		N	A
342	AV - CAPITAL	12,500.00	0.00	545.16	2,325.13	10,174.87	18 -	
M-040320-518	.17008 AMZN MKTP US 1W38I7GF3	202003	Dobrovolny	53.93	DVD'S		N	A
M-040320-518	.15692 AMZN MKTP US	202003	Dobrovolny	7.99	REFUND		N	A
M-040320-518	.17044 AMZN MKTP US HT0SP2243	202003	Dobrovolny	18.65	DVD		N	A
M-040320-518	.11811 AMAZON.COM	202003	Dobrovolny	1.29	REFUND		N	A
M-040320-518	.17052 AMAZON.COM L42L09D33	202003	Dobrovolny	60.21	DVD'S		N	A
M-040320-518	.17054 AMAZON.COM 0S0V71183	202003	Dobrovolny	90.83	DVD'S		N	A
M-040320-518	.17059 AMZN MKTP US RH2HK7MC3	202003	Dobrovolny	80.96	DVD'S		N	A
M-040320-518	.12434 WAL-MART #1483	202003	Lippert	29.92	DVDS		N	A
D-041320-515	04785 MIDWEST TAPE	064545	779-930-626	219.94	AV	021145	P N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0	
TOTAL:	CAPITAL OUTLAY	84,500.00	0.00	3,805.86	9,465.32	75,034.68	11 -	
	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	50,411.35	186,630.48	622,761.52	23 --	
TOTAL:	GENERAL FUND	809,392.00	0.00	50,411.35	186,630.48	622,761.52	23 --	

Director's Report-May 2020

Summer Reading 2020: A lot of work has been done in a short amount of time to make adjustments to our annual summer reading program. Most of our performers have agreed to virtual programs or to reschedule for a later date. We are putting together some “kits” for participants to pick up that will have some supplies so they can do a few of the crafts along with Amanda as she demonstrates them on Facebook. Additionally, Amanda has worked with several of the local schools to try to combine our Summer Reading program with the school's reading goals. We often hear parents say they are already tracking minutes for schools and they don't want to do it twice so they don't participate in our summer reading program. Our online tracking software, Beanstack, allows us to ask what school the child will be attending. In the registration process, we will ask parents' permission for the library to share reading accomplishments with the children's schools. Hopefully this partnership will make things easier for the schools, the students and the library! Registration begins May 15. Participants can start tracking reading, attending programs, and pick up their packets beginning June 1.

NASA Event: On Thursday, May 14 at 2pm, the library will be hosting a virtual event: The Search for Alien Life—NASA Searches High and Low. We will be welcoming guest presenter Kevin Gallagher, a NASA Solar System Ambassador for this Zoom presentation. Though this event is open to everyone, the content is geared toward teens and adults. After the live event, the recording will be available for anyone that may have missed it! We are excited to continue to offer opportunities for unique programming even when our doors are not open to the public.

Virtual Pet Show: One of the fun online events we have created is happening the week of May 10-May 16-a virtual pet show! We are encouraging pet owners to share pictures and information about their loveable, loyal and funny pets. So far we have had a great response and the posts are so fun to see! We are also partnering with the Heartland Humane Society to feature some animals that are available for adoption. We hope to keep incorporating virtual events like this that encourage interactions and fun.

Reopening plan: Over the last several weeks, a great deal of time and effort has gone into preparing for safely reopening the library when it is appropriate. Staff have attended webinars and communicated with libraries in other communities for ideas on best practices. We are keeping track of currently CDC guidelines as well as working with other City of Yankton entities about how we can safely reopen to the public. Several patrons have let us know they are anxious for the library to reopen, but we want to ensure that we can do that in a way that will be safe for both patrons and staff. We are also aware that practices and procedures will likely continue to change as we receive new information and as the local situation fluctuates. Through the weeks we have been closed, the library has never stopped offering services to the public through e-books, phone and email assistance and curbside pickup!

April 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	3,771	8,462
Juvenile	1,553	4,060
Total	5,324	12,522

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	1756	6,745
Juvenile	1345	3,799
Total	3,101	10,544

Interlibrary Loan		
	2020	2019
Requested	0	128
Supplied	0	174
Total	0	302

Electronic Resources		
	2020	2019
OverDrive	2,015	1,415
TumbleBooks	208	261
Total	2223	1,676

Adult Outreach		
	2020	2019
Locations	0	15
Patrons	37*	44
Circulations	189*	245

*# of patrons w/ renewals

*Item Renewals

Public Computer Use		
	2020	2019
Uses	0	1,100
Hours	0	780.0

WiFi Usage		
	2020	2019
Sessions	678	1,341
Total Session Hours	722	1307.0
Unique Users	124	400

Meeting Room Use		
	2020	2019
Library Uses		32
Library Hours		65.0
Non-Library Uses		12
Non-Library Hours		21.0

Study Room Use		
	2020	2019
Uses		39
Hours		57.0

Notary		
	2020	2019
Requests	2	4

Proctor		
	2020	2019
Tests	0	28

Daycare Outreach		
	2020	2019
Locations	0	8
Patrons	0	127
Circulations	0	133

Current Cards	2020	2019
Resident	3,999	5,136
Non-Resident	222	239
Mount Marty	36	40
Teacher	49	47
Yankton County	933	1,006
Total	5,239	6,468

Yankton County		
	2020	2019
Households		32

Non-city Cards	2020	2019
County		36
Non-resident		14

COVID-19 CLOSURE	New cards	Renewed cards
	0	17

Curbside Pick up/Renewals:	500 unique transactions
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Genealogy Requests		
	2020	2019
Patrons	1	1
Hours	0.5	1.0

Teacher Requests		
	2020	2
Patrons		

Courier	2020	2019
Total Incoming	3	309
Total Outgoing	30	349
Total	33	658

Items Added to Catalog	2020	2019
	381	441

Items Deleted from Catalog	2020	2019
	264	85

Virtual Programs: (story times, crafts, digital escape rooms, interactive posts)
17



Yankton Community Library

June 2020

*Please note that all listed programs will be done virtually through our Facebook page or library website.

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	
	1 Kick-off Celebration: Big Bang Bubbles Virtual Performance Teen Challenge Children's Challenge	2 Story Time	3 2pm- Children's Craft	4 Story Time 2pm-LEGO Club	5 Show & Tell Challenge	6	
7	8 Teen Challenge Children's Challenge	9 Story Time Bad Art Contest begins!	10 2pm- Children's Craft	11 Story Time 2pm-LEGO Club	12 Show & Tell Challenge	13	
14	15 Rockin' Red Virtual Performance Teen Challenge Children's Challenge	16 Story Time	17 2pm- Children's Craft Adult trivia contest : Part 1 begins and runs through 24th	18 Story Time 2pm-LEGO Club	19 Show & Tell Challenge	20	
21	22 Teen Challenge Children's Challenge	23 Story Time	24 2pm- Children's Craft	25 Story Time 2pm-LEGO Club	26 Show & Tell Challenge	27	
28	29 Teen Challenge Children's Challenge	30 Story Time Virtual Book Club via Zoom- 6:30pm Bad Art submissions due-send to library@cityofyankton.org	<p>Color Code:</p> <ul style="list-style-type: none"> Preschool and under Elementary grades Teen Adult All Ages 				



Reopen plan for Yankton Community Library

Phase 1:

- *Doors are closed to the public
- *Curbside no-contact pickup is offered
- *Assistance provided by library staff via phone, email, Facebook
- *Continue offering virtual story times and programs via the library's Facebook page
- *Planning virtual programming for summer along with putting together a packet for pickup for the children's program
- *Preparing the library for being reopened to the public
 - Removing chairs, magazines, newspapers, children's toys from common area
 - Planning extra cleaning schedules and practices for when we reopen
 - Creating directional signs to help with the flow of patrons

Phase 2:

- *Appointments offered for higher risk population during the morning hours (8:30am-12pm)
- *Doors open to public from 1pm to 5pm-limited to no more than 20 patrons at a time
- *Library hours will be limited to 8-5pm Monday through Friday
- *No physical programs offered in the library
- *Meeting room not available for reservation by outside groups*6 of the 14 computers will be available for public use to ensure social distancing (keyboards, mice, and work areas will be wiped down between each patron)
- *Curbside no-contact pickup is offered
- *Assistance provided by library staff via phone, email, Facebook
- *Continue offering virtual programs on Facebook and our website
- *Extra cleaning/sanitizing practices in place for the counters, keyboards, door handles, etc.
- *Staff will wear cloth face coverings when working with the public and face coverings will be encouraged for the patrons when in the library

Phase 3:

- *Appointments offered for higher risk population from 8am to 10am
- *Doors open to the public from 10am until closing. Capacity limit may depend on current CDC guidelines
- *Normal summer hours will resume (Mon & Tues 9am- 8pm, Wed & Thurs 9am-6pm, Saturday 9-5pm)
- *Curbside pickup is offered
- *Virtual programming is continued
- *Library in-house programs and reservation of meeting room by outside groups may resume on a limited basis
- *More of the computers may be offered-a new set up may be required to allow for extra space between computers.
- *Extra cleaning/sanitizing practices in place for counters, keyboards, door handles, etc.
- *May return some of the chairs and toys to public areas if appropriate