

**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	110.26	WATER SERVICE	101.142.274	3.21.19	002793	P 515 00001
WTR-WW CHARGES	75.49	SEWER SERVICE	101.142.275	3.21.19	002793	P 515 00002
	185.75	*VENDOR TOTAL				
HANSON BRIGGS ADVERTISIN NOTE CARDS - ENVELOPES	165.70	OFFICE SUPPLIES	101.142.232	25529	021143	P 515 00003
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,300.00	PROFESSIONAL SERVICES	101.142.202	11304	021142	P 515 00004
MIDAMERICAN ENERGY FUEL	224.94	FUEL-HEATING	101.142.273	4.1.20	002794	P 515 00005
MIDWEST TAPE AV	219.94	AV - CAPITAL	101.142.342	779-930-626	021145	P 515 00006
NORTHWESTERN ENERGY ELECT	1,173.14	ELECTRICITY	101.142.272	3.23.20	002795	P 515 00007
UNIVERSITY LIBRARIES LOST BOOK	43.00	PROFESSIONAL SERVICES	101.142.202	3.21.20	021144	P 515 00009
US BANK EQUIPMENT FINANC COPIER LEASE	290.11	RENTALS & XEROX SUPPLIES	101.142.212	410345664	021146	P 515 00008
	3,602.58	.....				
GENERAL FUND	3,602.58	*****				

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:	3,602.58					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

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 REFUND	1.29CR	AV - CAPITAL	101.142.342	Dobrovolny		518 00280
AMAZON.COM L42L09D33 POSTAGE	33.47	POSTAGE	101.142.231	Dobrovolny		518 00286
JANITORIAL SUPPLIES	80.24	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		518 00287
BOOKS	93.93	BOOKS	101.142.340	Dobrovolny		518 00288
DVD'S	60.21	AV - CAPITAL	101.142.342	Dobrovolny		518 00289
	267.85	*VENDOR TOTAL				
AMAZON.COM 0S0V71183 DVD'S	90.83	AV - CAPITAL	101.142.342	Dobrovolny		518 00301
AMZN MKTP US REFUND	7.99CR	AV - CAPITAL	101.142.342	Dobrovolny		518 00204
AMZN MKTP US DS3XV3VS3 POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		518 00423
BOOK	22.32	BOOKS	101.142.340	Dobrovolny		518 00424
	26.31	*VENDOR TOTAL				
AMZN MKTP US HT0SP2243 JANITORIAL SUPPLIES	27.93	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		518 00248
DVD	18.65	AV - CAPITAL	101.142.342	Dobrovolny		518 00249
	46.58	*VENDOR TOTAL				
AMZN MKTP US PD9AP1T63 OFFICE SUPPLIES	10.49	OFFICE SUPPLIES	101.142.232	Dobrovolny		518 00285
AMZN MKTP US RH2HK7MC3 JANITORIAL SUPPLIES	99.04	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		518 00337
BOOKS	101.77	BOOKS	101.142.340	Dobrovolny		518 00338
DVD'S	80.96	AV - CAPITAL	101.142.342	Dobrovolny		518 00339
	281.77	*VENDOR TOTAL				
AMZN MKTP US UD1BC79E3 JANITORIAL SUPPLIES	89.97	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		518 00298
AMZN MKTP US ZF7PE20B3 BOOK	11.82	BOOKS	101.142.340	Dobrovolny		518 00020
AMZN MKTP US 1W38I7GF3 POSTAGE	10.62	POSTAGE	101.142.231	Dobrovolny		518 00011
OFFICE SUPPLIES	17.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		518 00012
BOOKS	111.65	BOOKS	101.142.340	Dobrovolny		518 00013
DVD'S	53.93	AV - CAPITAL	101.142.342	Dobrovolny		518 00014

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 1W38I7GF3	194.19	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	2,742.85	BOOKS	101.142.340	Schmidt		518 00071
POSTAGE	27.34	POSTAGE	101.142.231	Schmidt		518 00072
	2,770.19	*VENDOR TOTAL				
BOLLER PRINTING						
OFFICE SUPPLIES	199.67	OFFICE SUPPLIES	101.142.232	Schmidt		518 00391
BOOK SYSTEMS INC						
ATRIUUM	3,195.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		518 00358
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		518 00103
COLLABORATIVE SUMMER L						
SHIPPING	25.00	POSTAGE	101.142.231	Raiche		518 00428
CRESCENT ELECTRIC 029						
ELECTRONIC BALLAST	131.54	REP. & MAINT. - BUILDING	101.142.223	Miles		518 00120
FINDAWAY						
BOOKS	42.74	BOOKS	101.142.340	Raiche		518 00109
IN PITZER DIGITAL, LL						
MAGAZINE SUBSCRIPTION	32.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		518 00333
KENDELL DOORS & HARDWA						
NEW DOOR HARDWARE	111.00	REP. & MAINT. - BUILDING	101.142.223	Homstad		518 00369
KOPETSKYS ACE HDWE						
FASTENERS/SUPPLIES	2.22	REP. & MAINT. - BUILDING	101.142.223	Miles		518 00138
MENARDS YANKTON SD						
FAUCET REPLACEMENT	0.24CR	REP. & MAINT. - BUILDING	101.142.223	Miles		518 00445
OLSONS PEST TECHNICIAN						
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		518 00472
OVERDRIVE DIST						
E-BOOKS	2,505.79	PROFESSIONAL SERVICES	101.142.202	Schmidt		518 00145
OVERDRIVE	3,000.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		518 00331
	5,505.79	*VENDOR TOTAL				

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
PBI LEASEDEQUIPMENT POSTAGE	122.00	POSTAGE	101.142.231	Schmidt		518 00075
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		518 00272
QUILL CORPORATION OFFICE SUPPLIES	33.03	OFFICE SUPPLIES	101.142.232	Schmidt		518 00155
JANITORIAL SUPPLIES	9.72	JANITORIAL SUPPLIES	101.142.236	Schmidt		518 00181
OFFICE SUPPLIES	14.68	OFFICE SUPPLIES	101.142.232	Schmidt		518 00184
JANITORIAL SUPPLIES	62.96	JANITORIAL SUPPLIES	101.142.236	Schmidt		518 00237
OFFICE SUPPLIES	47.71	OFFICE SUPPLIES	101.142.232	Schmidt		518 00238
	168.10	*VENDOR TOTAL				
SD LIBRARY ASSOCIATION MEMBERSHIP DUES	55.00	MEMBERSHIP DUES	101.142.261	Clare		518 00360
TARGET 00015370 PROGRAM SUPPLIES	6.42	PROGRAM SUPPLIES	101.142.242	Schmidt		518 00354
THE KNOX COMPANY BUILDING REPAIRS	414.00	REP. & MAINT. - BUILDING	101.142.223	Schmidt		518 00323
POSTAGE	29.00	POSTAGE	101.142.231	Schmidt		518 00324
	443.00	*VENDOR TOTAL				
USPS PO 4698100078 POSTAGE	17.60	POSTAGE	101.142.231	Schmidt		518 00128
WAL-MART #1483 DVDS	29.92	AV - CAPITAL	101.142.342	Lippert		518 00470
PROGRAM SUPPLIES	38.44	PROGRAM SUPPLIES	101.142.242	Lippert		518 00471
	68.36	*VENDOR TOTAL				
YANKTON WINNELSON CO RESTROOM SUPPLIES	36.63	REP. & MAINT. - BUILDING	101.142.223	Miles		518 00054
YKT JANITORIAL & DT SC PAPER PRODUCTS	68.00	JANITORIAL SUPPLIES	101.142.236	Miles		518 00392
4443 AMC YANKTON 5 PROGRAM SUPPLIES	30.00	PROGRAM SUPPLIES	101.142.242	Clare		518 00414
	14,464.17	.....				



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST	.....					
AMAZON.COM 8M42G2KC3 STORY WALK SUPPLIES	64.26	RECREATION SUPPLIES	701.701.242	Dobrovolny		518 00053
AMZN MKTP US RH2HK7MC3 PROGRAM SUPPLIES	180.50	RECREATION SUPPLIES	701.701.242	Dobrovolny		518 00340
BOOKS	32.23	BOOKS	701.701.340	Dobrovolny		518 00341
	212.73	*VENDOR TOTAL				
AMZN MKTP US VL2BZ72T3 SEED LIBRARY SUPPLIES	159.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		518 00095
BAKER-TAYLOR MASTER GARDENERS BOOKS	66.33	RECREATION SUPPLIES	701.701.242	Schmidt		518 00073
MEMORIAL BOOKS	65.68	RECREATION SUPPLIES	701.701.242	Schmidt		518 00074
	132.01	*VENDOR TOTAL				
COLLABORATIVE SUMMER I STAFF SHIRT	7.75	RECREATION SUPPLIES	701.701.242	Raiche		518 00162
SUMMER READING SUPPLIES	139.40	RECREATION SUPPLIES	701.701.242	Raiche		518 00429
STAFF SHIRTS	33.00	RECREATION SUPPLIES	701.701.242	Raiche		518 00430
	180.15	*VENDOR TOTAL				
HOBBY-LOBBY #0137 ADULT CRAFT	7.19	RECREATION SUPPLIES	701.701.242	Lippert		518 00478
MENARDS SIOUX FALLS EA STORYBOARD REPAIRS	179.97	RECREATION SUPPLIES	701.701.242	Bornitz		518 00436
MENARDS YANKTON SD STORY WALK	24.18	RECREATION SUPPLIES	701.701.242	Bornitz		518 00091
STORY WALK	8.25	RECREATION SUPPLIES	701.701.242	Bornitz		518 00292
	32.43	*VENDOR TOTAL				
SD SECRETARY OF STATE LIBRARY FOUNDATION FEE	10.00	RECREATION SUPPLIES	701.701.242	Schmidt		518 00097
WAL-MART #1483 SEED LIBRARY	7.76	RECREATION SUPPLIES	701.701.242	Lippert		518 00311
ADULT CRAFT NIGHT	8.40	RECREATION SUPPLIES	701.701.242	Lippert		518 00386
ADULT CRAFT	11.60	RECREATION SUPPLIES	701.701.242	Lippert		518 00469
ADULT CRAFT REFUND	5.17CR	RECREATION SUPPLIES	701.701.242	Raiche		518 00477
	22.59	*VENDOR TOTAL				
	1,001.29	.....				
LIBRARY TRUST	1,001.29	*****				

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 MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	0.00	0.00	15,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	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
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	800.00	2,450.00	4,350.00 36 ---
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	0.35	5.50-	15.50 55 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	13.25	95.93	104.07 47 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	24.00	228.00	1,272.00 15 -
3456 PC PRINTING	6,000.00	6,000.00	212.30	1,405.90	4,594.10 23 --
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	214.70	861.30	1,138.70 43 ----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,264.60	5,115.63	11,994.37 29 --
FINES					
3510 COURT FINES	1,600.00	1,600.00	526.23	1,225.08	374.92 76 -----
3511 PARKING FINES	2,000.00	2,000.00	185.00	1,075.00	925.00 53 -----
3520 LIBRARY FINES	650.00	650.00	76.94	204.74	445.26 31 ---
TOTAL: FINES	4,250.00	4,250.00	788.17	2,504.82	1,745.18 58 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	10,043.50	21,757.14	18,242.86 54 -----
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	2,724.48	3,816.23	183.77 95 -----
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	2,187.15	16,635.01	13,635.01- 554 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	11.99	308.63	1,191.37 20 --
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	14,967.12	42,517.01	15,982.99 72 -----
TOTAL: GENERAL FUND	94,860.00	94,860.00	17,019.89	50,137.46	44,722.54 62 -----

	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	50.12	127.41	127.41-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	682.35	2,419.55	2,419.55-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	732.47	2,546.96	2,546.96-	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	25,130.13	67,676.82	298,627.18	18 -
102 TEMPORARY WAGES	84,000.00	0.00	2,517.51	6,951.54	77,048.46	8
103 OVERTIME WAGES	350.00	0.00	202.75	202.75	147.25	57 -----
111 OASI	34,475.00	0.00	2,097.99	5,639.18	28,835.82	16 -
121 RETIREMENT	21,999.00	0.00	1,519.98	4,072.80	17,926.20	18 -
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0
132 GROUP INSURANCE	90,616.00	0.00	3,800.00	13,229.58	77,386.42	14 -
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	72.69	199.52	804.48	19 -
TOTAL: PERSONAL SERVICES	601,290.00	0.00	35,341.05	97,972.19	503,317.81	16 -
OTHER CURRENT EXPENDITURES						
201 INSURANCE	11,102.00	0.00	10,130.08	10,130.08	971.92	91 -----
202 PROFESSIONAL SERVICES	30,000.00	0.00	4,234.52	9,243.42	20,756.58	30 ---
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	280.34	629.71	5,370.29	10 -
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	4.99	4.99	3,995.01	0
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	347.94	566.92	1,933.08	22 --
232 OFFICE SUPPLIES	9,500.00	0.00	1,084.35	1,238.34	8,261.66	13 -
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	5,549.79	3,950.21	58 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	302.72	493.57	2,506.43	16 -
242 PROGRAM SUPPLIES	3,000.00	0.00	366.48	496.94	2,503.06	16 -
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	179.25	535.35	1,264.65	29 --
272 ELECTRICITY	23,000.00	0.00	1,062.77	2,246.17	20,753.83	9
273 FUEL-HEATING	3,000.00	0.00	445.23	976.70	2,023.30	32 ---
274 WATER SERVICE	3,500.00	0.00	128.62	220.52	3,279.48	6
275 SEWER SERVICE	1,200.00	0.00	94.93	150.98	1,049.02	12 -
276 LANDFILL	500.00	0.00	32.00	104.00	396.00	20 --
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	123,602.00	0.00	18,694.22	32,587.48	91,014.52	26 --
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	3,622.73	3,879.49	47,120.51	7
342 AV - CAPITAL	12,500.00	0.00	1,191.51	1,779.97	10,720.03	14 -
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 MAR 31, 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	4,814.24	5,659.46	78,840.54	6
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	58,849.51	136,219.13	673,172.87	16 -
TOTAL: GENERAL FUND	809,392.00	0.00	58,849.51	136,219.13	673,172.87	16 -

	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	1,116.50	1,785.94	1,785.94-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,116.50	1,785.94	1,785.94-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	55.11	55.11	55.11-	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	55.11	1,355.11	1,355.11-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,171.61	3,141.05	3,141.05-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,171.61	3,141.05	3,141.05-	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	439.14CR	1,378.18CR	32,019.61
	TOTAL CURRENT ASSETS:	33,397.79	439.14CR	1,378.18CR	32,019.61
	TOTAL ASSETS:	33,397.79	439.14CR	1,378.18CR	32,019.61
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	732.47CR	2,546.96CR	16,735.13CR
701.2910	EXPENDITURE CONTROL	10,915.31	1,171.61	3,141.05	14,056.36
	TOTAL FUND BALANCE:	32,613.70CR	439.14	594.09	32,019.61CR
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	439.14	1,378.18	32,019.61CR
	TOTAL FUND:	0.00	0.00	0.00	0.00



		ANNUAL	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	25,130.13	67,676.82	298,627.18	18 -	
P-030620-481	PAYROLL INTERFACE	030620		12,693.38	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		12,436.75	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	2,517.51	6,951.54	77,048.46	8	
P-030620-481	PAYROLL INTERFACE	030620		1,278.87	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		1,238.64	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	202.75	202.75	147.25	57 -----	
P-030620-481	PAYROLL INTERFACE	030620		16.92	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		185.83	CODE-Y,PER#-2,FUND-	101		A
111	OASI	34,475.00	0.00	2,097.99	5,639.18	28,835.82	16 -	
P-030620-481	PAYROLL INTERFACE	030620		1,054.55	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		1,043.44	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,519.98	4,072.80	17,926.20	18 -	
P-030620-481	PAYROLL INTERFACE	030620		762.62	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		757.36	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	3,800.00	13,229.58	77,386.42	14 -	
P-030620-481	PAYROLL INTERFACE	030620		1,595.07	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		2,204.93	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	72.69	199.52	804.48	19 -	
P-030620-481	PAYROLL INTERFACE	030620		37.75	CODE-Y,PER#-1,FUND-	101		A
P-032020-485	PAYROLL INTERFACE	032020		34.94	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	35,341.05	97,972.19	503,317.81	16 -	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	11,102.00	0.00	10,130.08	10,130.08	971.92	91 -----	
D-030920-463	05569 SD PUBLIC ASSURANCE ALLI	064429 26762		10,130.08	PROPERTY/LIABILITY INSUR	020892 P N		A
202	PROFESSIONAL SERVICES	30,000.00	0.00	4,234.52	9,243.42	20,756.58	30 ---	
M-030320-475	.13843 OVERDRIVE DIST	202002 Schmidt		1,460.52	EBOOKS		N	A
M-030320-475	.14274 OLSONS PEST TECHNICIAN	202002 Schmidt		90.00	PEST CONTROL		N	A
M-030320-475	.16957 IN NICHE ACADEMY	202002 Schmidt		1,400.00	PROFESSIONAL SERVICES		N	A
D-030920-459	05937 J & H CARE & CLEANING CO	064397 11267		1,200.00	JANITORIAL SERVICES	020799 P M		A
D-030920-459	07421 COUNCIL BLUFFS PUBLIC LI	064374 2.26.20		34.00	NONRETURNED BOOK FINE	021148 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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
202	PROFESSIONAL SERVICES								
D-030920-460	00707 YANKTON MEDICAL CLINIC	064452	2.21.20	50.00	EMPLOYMENT PHYSICAL	021313	P	M	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0		
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	280.34	629.71	5,370.29	10	-	
D-030920-459	07098 US BANK EQUIPMENT FINANC	064442	407889690	280.34	COPIER LEASE	021140	P	N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	4.99	4.99	3,995.01	0		
M-030320-475	.14179 MENARDS YANKTON SD	202002	Miles	4.99	CARPET CLEANING SUPPLIES			N	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	347.94	566.92	1,933.08	22	--	
M-030320-475	.15543 GRAINGER	202002	Schmidt	25.47	POSTAGE			N	A
M-030320-475	.11798 BAKER-TAYLOR	202002	Schmidt	28.25	POSTAGE			N	A
M-030320-475	.16917 AMZN MKTP US YE1F561J3	202002	Dobrovolny	3.14	POSTAGE			N	A
M-030320-475	.14781 USPS PO 4698100078	202002	Bailey	15.00	POSTAGE			N	A
M-030320-475	.16124 PITNEY BOWES PBP	202002	Schmidt	200.00	POSTAGE			N	A
M-030320-475	.16084 KWIK CASE, INC	202002	Dobrovolny	48.80	POSTAGE			N	A
M-030320-475	.11997 SPECIALTY STORE SERVIC	202002	Dobrovolny	11.52	POSTAGE			N	A
M-030320-475	.16704 VISTAPR VISTAPRINT.COM	202002	Raiche	11.99	SHIPPING			N	A
M-030320-475	.16954 AMAZON.COM 5A8LT14N3	202002	Dobrovolny	3.77	POSTAGE			N	A
232	OFFICE SUPPLIES	9,500.00	0.00	1,084.35	1,238.34	8,261.66	13	-	
M-030320-475	.16901 SP ELM USA	202002	Schmidt	47.20	OFFICE SUPPLIES			N	A
M-030320-475	.16081 ONE OFFICE SOLUTION -	202002	Schmidt	333.51	OFFICE SUPPLIES			N	A
M-030320-475	.16084 KWIK CASE, INC	202002	Dobrovolny	488.00	OFFICE SUPPLIES			N	A
M-030320-475	.11997 SPECIALTY STORE SERVIC	202002	Dobrovolny	159.98	OFFICE SUPPLIES			N	A
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Raiche	19.88	OFFICE SUPPLIES			N	A
M-030320-475	.11774 QUILL CORPORATION	202002	Schmidt	16.79	OFFICE SUPPLIES			N	A
M-030320-475	.11774 QUILL CORPORATION	202002	Schmidt	18.99	OFFICE SUPPLIES			N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0		
234	COPIES	0.00	0.00	0.00	0.00	0.00	0		
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	5,549.79	3,950.21	58	-----	
M-030320-475	.12387 NORFOLK DAILY NEWS	202002	Schmidt	263.00	NEWSPAPER SUBSCRIPTION			N	A
M-030320-475	.12387 NORFOLK DAILY NEWS	202002	Schmidt	263.00	NEWSPAPER SUBSCRIPTION			N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	302.72	493.57	2,506.43	16	-	
M-030320-475	.15543 GRAINGER	202002	Schmidt	237.00	JANITORIAL SUPPLIES			N	A
M-030320-475	.12434 WAL-MART #1483	202002	Raiche	15.60	JANITORIAL SUPPLIES			N	A
M-030320-475	.16912 AMZN MKTP US V854K3HI3	202002	Dobrovolny	21.87	JANITORIAL SUPPLIES			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							
236	JANITORIAL SUPPLIES							
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Raiche	18.30	JANITORIAL SUPPLIES		N	A
M-030320-475	.11774 QUILL CORPORATION	202002	Schmidt	9.95	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	366.48	496.94	2,503.06	16 -	
M-030320-475	.11787 DEMCO INC	202002	Raiche	30.51	PROGRAM SUPPLIES		N	A
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Schmidt	74.87	PROGRAM SUPPLIES		N	A
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Raiche	31.74	PROGRAMMING		N	A
M-030320-475	.12434 WAL-MART #1483	202002	Raiche	31.64	PROGRAM SUPPLIES		N	A
M-030320-475	.16912 AMZN MKTP US V854K3HI3	202002	Dobrovolny	9.99	PROGRAM SUPPLIES		N	A
M-030320-475	.16939 SQ SOUKUP ENTERPRISES	202002	Clare	20.00	PROGRAMMING		N	A
M-030320-475	.12434 WAL-MART #1483	202002	Clare	21.91	PROGRAMMING SUPPLIES		N	A
M-030320-475	.16704 VISTAPR VISTAPRINT.COM	202002	Raiche	68.23	PROGRAM SUPPLIES		N	A
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Raiche	22.53	PROGRAM SUPPLIES		N	A
M-030320-475	.14844 DOLLAR TREE	202002	Schmidt	8.52	PROGRAM SUPPLIES		N	A
M-030320-475	.16953 AMZN MKTP US M53EV9SU3	202002	Dobrovolny	46.54	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	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	179.25	535.35	1,264.65	29 --	
P-030620-481	PAYROLL INTERFACE	030620		60.50	CODE-Y,PER#-1,FUND-	101		A
M-033120-500	06976 VAST BROADBAND	008284		41.50	PHONE CHARGES	003513	F N	A
M-033120-500	06976 VAST BROADBAND	008285		77.25	PHONE CHARGES	003513	F N	A
272	ELECTRICITY	23,000.00	0.00	1,062.77	2,246.17	20,753.83	9	
D-030920-459	00455 NORTHWESTERN ENERGY	064419	2.21.20	1,062.77	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	445.23	976.70	2,023.30	32 ---	
D-030920-459	00303 MIDAMERICAN ENERGY	064411	2.26.20	445.23	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	128.62	220.52	3,279.48	6	
D-030920-459	00109 CITY UTILITIES	064369	2.21.20	128.62	WTR/WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	94.93	150.98	1,049.02	12 -	
D-030920-459	00109 CITY UTILITIES	064369	2.21.20	94.93	WTR/WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	104.00	396.00	20 --	
J-033120-519	MARCH JOURNAL ENTRIES	JE 80		32.00	DUMPSTER CHARGES - MARCH			A

		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							
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	18,694.22	32,587.48	91,014.52	26 --	
	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	3,622.73	3,879.49	47,120.51	7	
M-030320-475	.16897 AMZN MKTP US HY9RK2TR3	202002	Dobrovolny	49.46	BOOKS		N	A
M-030320-475	.13320 WM SUPERCENTER #1483	202002	Schmidt	61.46	BOOKS		N	A
M-030320-475	.11798 BAKER-TAYLOR	202002	Schmidt	2,900.84	BOOKS		N	A
M-030320-475	.11785 CENTER POINT LARGE PRI	202002	Schmidt	133.62	LARGE PRINT BOOKS		N	A
M-030320-475	.16911 AMZN MKTP US VU9ZL5IO3	202002	Dobrovolny	56.75	BOOKS		N	A
M-030320-475	.16912 AMZN MKTP US V854K3HI3	202002	Dobrovolny	162.34	BOOKS		N	A
M-030320-475	.16913 AMZN MKTP US 6C1D16UF3	202002	Dobrovolny	9.20	BOOK		N	A
M-030320-475	.16917 AMZN MKTP US YE1F561J3	202002	Dobrovolny	7.61	BOOK		N	A
M-030320-475	.16918 AMZN MKTP US A94CW4TC3	202002	Dobrovolny	22.50	BOOKS		N	A
M-030320-475	.11775 BARNES & NOBLE #2968	202002	Schmidt	87.08	BOOKS		N	A
M-030320-475	.16953 AMZN MKTP US M53EV9SU3	202002	Dobrovolny	89.13	BOOKS		N	A
M-030320-475	.16809 FINDAWAY	202002	Raiche	42.74	BOOKS		N	A
342	AV - CAPITAL	12,500.00	0.00	1,191.51	1,779.97	10,720.03	14 -	
M-030320-475	.16897 AMZN MKTP US HY9RK2TR3	202002	Dobrovolny	5.00	DVD		N	A
M-030320-475	.16898 AMAZON.COM C90HW7LI3	202002	Dobrovolny	18.36	DVD		N	A
M-030320-475	.16906 AMZN MKTP US YA4RC5NS3	202002	Dobrovolny	17.96	DVD		N	A
M-030320-475	.16912 AMZN MKTP US V854K3HI3	202002	Dobrovolny	60.92	DVD'S		N	A
M-030320-475	.16919 AMZN MKTP US SH20X8OZ3	202002	Dobrovolny	16.95	DVD		N	A
M-030320-475	.12434 WAL-MART #1483	202002	Dobrovolny	52.88	DVDS		N	A
M-030320-475	.16937 AMZN MKTP US FU4B430S3	202002	Dobrovolny	17.99	DVD		N	A
M-030320-475	.16953 AMZN MKTP US M53EV9SU3	202002	Dobrovolny	69.74	DVD'S		N	A
M-030320-475	.16954 AMAZON.COM 5A8LT14N3	202002	Dobrovolny	17.96	DVD		N	A
D-030920-459	04785 MIDWEST TAPE	064414	MULTIPLE	913.75	AV	020798	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	4,814.24	5,659.46	78,840.54	6	
	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	58,849.51	136,219.13	673,172.87	16 -	
TOTAL:	GENERAL FUND	809,392.00	0.00	58,849.51	136,219.13	673,172.87	16 -	

		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	
GRAND TOTAL		809,392.00	0.00	58,849.51	136,219.13	673,172.87	16	-	

TOTAL NUMBER OF RECORDS PRINTED 126

## Director's Report-April 2020

**Library Closure:** The Yankton Community Library has been closed to the public since 5pm on March 13, 2020. We have still had staff reporting to work as long as they are healthy. We have been keeping busy by catching up on projects, planning for upcoming programming, and promoting online resources. As of the week of April 6, we have asked part-time staff to no longer come in at this time to help us reduce the number of people in the building. Additionally, the staff were provided with cloth face coverings and asked to wear them when in common areas at the library. We are still supplied with hand sanitizer, gloves, Clorox wipes and bleach to help staff stay safe and help prevent the spread of the virus.

**Returned Item Procedure:** We are taking extra precautions with the items that are being returned. We remove items from the book drop once per day, using gloves. These items are then quarantined for 3 full days. According to information from the CDC, the virus does not survive on materials like paper for long, especially outside of lab conditions. However, we are taking this extra precaution for the safety of our staff and patrons. After 3 full days of quarantine, each item is wiped down with a cloth that is damp from a bleach solution. This will further help to disinfect and clean our items. The staff wear gloves and cloth face masks while doing this.

**Curbside Pickup:** The staff of Yankton Community Library are providing curbside pickups to patrons for requested items. We have been taking requests via email, phone, and Facebook messenger. Patrons are notified when their requested items are ready to be picked up. The patron is instructed to call us from the parking lot when they have arrived. Their items are placed outside the door in a plastic bag on a small bench and the patron can retrieve the items once the staff person is back inside. Though we are not widely advertising this service, we have been kept busy pulling items for patrons especially as news of this service spreads via word of mouth. Part of the reason we have not widely advertised this service is because I want to make sure we can sustain what we are doing. We currently are working with fewer staff members with more limited times when there are staff in the building. We also have times where we have more than one patron here for pick up at a time and we need to coordinate so patrons stay in their vehicles until it is their turn to pick up. I don't want staff to be bringing items out to vehicles as I want to limit potential contact as much as possible. It is also a lot more time-consuming to quarantine and wipe down all items upon return. Currently, we are putting out about 15-20 "orders" per day.

**Shelf Project:** We are also working on another cleaning/spruce up project. Staff are taking out all the DVD's from their cases and wiping down the outside of the DVD case as well as the plastic security case. It is amazing how grimy those get over time! When we have a section of shelving emptied, we have been wiping down the shelving and then taking it outside for a fresh coat of paint. You don't even notice how worn they have gotten until you see one freshly cleaned and painted! It has been a great project that we could really only do while we are closed because of the time and space required.

**Staff Morale:** This is a stressful time for our world. Our library staff excel at helping members of our community and this has been a challenging time as we readjust to how we can help (or not help) at this time. I appreciate the staff as they have used this time to continue to reach out to patrons in different ways, plan for future programs and help with different projects in the library. To show appreciation for them and to also keep spirits up, we have tried to take breaks for a little social interaction and positive thoughts throughout the day. We have participated in a Zoom private yoga session with Soul Story Yoga, we have taken a break to do some coloring/decorating eggs, chalked on the sidewalks, had an online

“visit” with Jerry Webber about ways to keep practicing self-care and we have even played some games (all while being mindful of social distancing). We’ve also provided some treats along the way. Overall, I’d say the staff are taking things in stride and doing their best to make the most of this time. Our Friends group made a \$500 donation to be used for the library staff to help keep spirits up during this time. So far, the money has been used to pay for the yoga session, cloth face masks for staff and some food items.

**Community “outreach”:** The staff are working on ways to reach out to the community even though they cannot come through our doors for the time being. We have made colorful chalk drawings on the sidewalk around the library and put bears and hearts in our windows. We also started the #YanktonEggHunt to encourage businesses and homes in town to put eggs in their windows for families to “find” when they are out and about. In addition, we have ramped up our Facebook presence, posting Story Times, craft ideas and promoting out online resources.

**Human Resource Committee:** I was appointed to help with the City’s Human Resources Committee to help decipher some of the details of the Families First Coronavirus Response Act and how it would affect our employees as well as the administrative side of things. I did a lot of reading about the Act and what other cities and organizations were doing as far as implementing the Act and how to appropriately document its usage for the City.

**Adjustments for Summer Reading:** As we look ahead, we are not sure what the future is going to look like as far as when the library will reopen to the public and when larger gatherings will again be permitted. Amanda is looking at creating an “alternate” plan for the summer reading program in which we would focus on more online activities and perhaps opportunities for families to pick up “kits” so they could do different crafts or activities at home. We have also been in contact with the performers that we had scheduled for the summer. Most of them are willing to reschedule or attempt a streaming version of the event. At this point, we are working on two different calendars based on what the circumstances are in our community this summer.

**Upcoming Library Board Meetings & Business:** Amy Leon indicated that the City would delay advertising for open Board positions until sometime this Fall. Christine has agreed to serve another term (Thanks, Christine!), so we would only have one position open. According to our bylaws (Article I, Section 1), “In the event of a delay in the appointment, the outgoing member shall serve until a successor is appointed.” So Lilah gets to stay with us for a few extra months! 😊

The Bylaws also state (Article III, Section 1) that meetings of the Library Board shall be held “not less often than quarterly”, so we will need to hold a meeting in either May or June. I will talk with the City’s IT department about how we could do this meeting virtually and still abide by the open meeting rules. I will keep you updated on this and when our next meeting will be.

### March 2020 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
<b>Stay &amp; Play</b>	4-Mar	10:30 AM	3	2
	11-Mar	10:30 AM	5	2
	18-Mar	10:30 AM		
	25-Mar	10:30 AM		

**Total:      8            4**

<b>Story Time</b>	2-Mar	6:00 PM	11	6
	3-Mar	10:30 AM	25	13
	5-Mar	10:30 AM	13	7
	9-Mar	6:00 PM	12	6
	10-Mar	10:30 AM	8	7
	12-Mar	10:30 AM	4	2
	16-Mar	6:00 PM		
	17-Mar	10:30 AM		
	19-Mar	10:30 AM		
	23-Mar	6:00 PM		
	24-Mar	10:30 AM		
	26-Mar	10:30 AM		
	30-Mar	6:00 PM		
31-Mar	10:30 AM			

**Total:      73**

<b>Thursday Kids Activities</b>				
Craft Club	5-Mar	3:45 PM	10	5
LEGO Club	12-Mar	3:45 PM		
Science Club	19-Mar	3:45 PM		
TBA Film	26-Mar	3:45 PM		

**Total:      10            5**

Adult Programs	Date	Time	Num.
Seed Library	10-Mar	1:00 PM	40
Seed Library	10-Mar	6:30 PM	22
Unplug, Unwind, Craft	17-Mar		
Explore class	9-Mar	10:00 AM	10

**Total:      72**

<b>Food for Fines</b>		
Mac n cheese	March (all month)	28

<b>Book Clubs</b>			
Reader's Anonymous	10-Mar	2:00 PM	4
Between the Lines	24-Mar	4:30 PM	

**Total:      4**

<b>Oscar Movie Marathon-March 7 &amp; 8</b>			
<i>A Beautiful Day in the Neighborhood</i>		9:15 AM	18
<i>Lighthouse</i>		11:15 AM	12
<i>Knives Out</i>		2:00 PM	20
<i>Ford v. Ferrari</i>		1:30 PM	20

**Total:      70**



Teen Events				
Teens create	2-Mar	3:45 PM	0	
	9-Mar	3:45 PM	0	
	16-Mar	3:45 PM		
	23-Mar	3:45 PM		

**Total: 0**

Miscellaneous				
Cocoa & Cookies Party	1-Mar	2-4pm	13	7
Homeschool Book Club	3-Mar	2:00 PM	10	1
Homeschool Group	13-Mar	9:30 AM		
Kid's Art Club	14-Mar	all day		
Winter Reading Program	12/1/2020- 3/1/2020		60	49

**Total: 83 57**

## March 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	4,670	8,831
Juvenile	2,021	4,214
<b>Total</b>	<b>6,691</b>	<b>13,045</b>

\*Includes physical collection, ILL, and eBooks

Public Computer Use		
	2020	2019
Uses	480	1,100
Hours	330	780.0

Physical Collection Circulation			*Additional checkouts since closure
	2020	2019	
Adult	2,797	7,086	452
Juvenile	1,940	3,841	173
<b>Total</b>	<b>4,737</b>	<b>10,927</b>	<b>625</b>

WiFi Usage		
	2020	2019
Sessions	1,086	1,341
Total Session Hours	1,229	1307.0
Unique Users	286	400

Interlibrary Loan		
	2020	2019
Requested	33	210
Supplied	101	152
<b>Total</b>	<b>134</b>	<b>362</b>

Meeting Room Use		
	2020	2019
Library Uses	21	32
Library Hours	31.0	65.0
Non-Library Uses	6	12
Non-Library Hours	9.0	21.0

Electronic Resources		
	2020	2019
OverDrive	1739	1,383
TumbleBooks	81	373
<b>Total</b>	<b>1820</b>	<b>1,756</b>

Study Room Use		
	2020	2019
Uses	18	39
Hours	25.5	57.0

Adult Outreach		
	2020	2019
Locations	10	10
Patrons	37	44
Circulations	180	250

Notary		
	2020	2019
Requests	3	4

Proctor		
	2020	2019
Tests	7	28

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

Current Cards	2020	2019
Resident	3,992	5,034
Non-Resident	221	339
Mount Marty	36	40
Teacher	49	47
Yankton County	933	1,062
<b>Total</b>	<b>5,231</b>	<b>6,522</b>

Yankton County		
	2020	2019
Households	25	57

Non-city Cards	2020	2019
County	36	40
Non-resident	12	7

COVID-19 CLOSING	Temp cards	Renewals
	3	7

Genealogy Requests		
	2020	2019
Patrons	0	1
Hours	0	1.0

Teacher Requests		
	2020	2019
Patrons	3	2

Courier	2020	2019
Total Incoming	219	309
Total Outgoing	250	349
<b>Total</b>		658

Items Added to Catalog	2020	2019
	342	494

Items Deleted from Catalog	2020	2019
	678	198

## 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	1,063	949
Hours	821	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	273	271
<b>Total</b>	<b>578</b>	<b>571</b>

Items Added to Catalog	2020	2019
	492	482

Items Deleted from Catalog	2020	2019
	1456	64