

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, June 10, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting interface
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078

AGENDA

Call to Order

Additions to the Agenda

Approval of May 13, 2020 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **Reopen plan for the library-status update**

New Business

- **Petitions and Solicitation Policy**
- **Technology Plan**

Other Business

Adjourn the meeting of June 10, 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, May 13, 2020, 5:30 p.m.
Virtual Meeting-GoToMeeting Interface**

Meeting called to order by President Christine Tielke at 5:38 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, David Koerner, County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovonly and Library Director Dana Schmidt.

Absent with regrets: Yankton City Commissioner Jerry Webber.

Additions to the Agenda: None

Minutes: Motion to approve the minutes of the March 11, 2020 meeting by Nelson with a second by Koerner. Unanimous approval.

Discussion of Bills / Financial Report: In addition to the reports, Schmidt mentioned that the library received the first half of the yearly payment for the provision of library services from Yankton County in the amount of \$7,500. Schmidt also reported that she has been working on a 5% and 10% contingency budget for 2020 as well as a 2021 budget with 0% increase. Motion to accept the financial reports by Gillis, with a second by Nelson. Unanimous approval.

Communications and Correspondence:

- **Library Card as a birthday present-10 years!** Schmidt reported that a nonresident patron (outside of Yankton County) has been gifted a library card by her family for the last 10 years!
- **Thank you's and comments from patrons:** Schmidt reported that the library staff have received a lot of positive feedback over the last couple of months since the library has been closed. Patrons are appreciative of the e-books available, staff assistance over the phone, email and Facebook and especially for curbside pickup. There have also been several inquiries about when the library will reopen.

Public Comment Period: None

Director's Report: In addition to the written report, Schmidt reported that the library will be hosting an online event for Adults titled The Search for Alien Life: NASA Searches High and Low. This event will be hosted by NASA Solar System Ambassador, Kevin Gallagher. The library staff have continued to seek out unique ways to continue offering programming to our patrons even while our doors are closed to the public. Schmidt also reported that she has been working with the City's IT department to create a page on the library's website specific to Summer Reading. With the increase in virtual programming, this will be an easier way to see all the options available in one place.

Old Business: None.

New Business

- **Reopen Plan for the Library:** In addition to the reopen plan submitted with the Board Packet, Schmidt answered questions from Board members regarding criteria for moving between phases and specific procedures that will be used. Nelson made a motion that Schmidt continue working with the City Manager and following CDC guidelines and library best practices to determine reopening plans and implementing best practices for the library. There was a second by Klimisch. Unanimous approval.

Other Business:

- Klimisch suggested that Schmidt make a presentation to the Yankton County Commissioners to let them know about some of the things that library does for our community and how we have been operating during the pandemic.

Adjourn the meeting of May 13 2020: A motion was made by Koerner to adjourn the meeting at 6:11 p.m., with a second by Otterman. 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	61.30	WATER SERVICE	101.142.274	5.27.20	002793 P	591 00001
WTR-WW CHARGES	23.65	SEWER SERVICE	101.142.275	5.27.20	002793 P	591 00002
	84.95	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	20201402	021161 P	591 00003
MIDAMERICAN ENERGY FUEL	46.24	FUEL-HEATING	101.142.273	5.27.20	002794 P	591 00004
MIDWEST TAPE AV	872.77	AV - CAPITAL	101.142.342	493-125-237	021150 P	591 00005
NORTHWESTERN ENERGY ELECT	1,184.20	ELECTRICITY	101.142.272	5.27.20	002795 P	591 00006
US BANK EQUIPMENT FINANC COPIER LEASE	246.29	RENTALS & XEROX SUPPLIES	101.142.212	415114339	021151 P	591 00008
	3,634.45				
GENERAL FUND	3,634.45	*****				

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					
SIKORA/JEFFREY SUMMER READING PROGRAM	125.00	RECREATION SUPPLIES	701.701.242	5.27.20	021152 P	591 00007
	125.00				
LIBRARY TRUST	125.00	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,759.45					

RECORDS PRINTED - 000008

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM MC46W8WT2 JANITORIAL SUPPLIES	28.71	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00095
AMAZON.COM M77ZA5GB0 BOOKS	93.75	BOOKS	101.142.340	Dobrovolny		600 00048
DVD'S	18.11	AV - CAPITAL	101.142.342	Dobrovolny		600 00049
	111.86	*VENDOR TOTAL				
AMZN MKTP US JANITORIAL SUPPLY REFUND	199.95CR	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00013
AMZN MKTP US B22969Z33 DVD	19.69	AV - CAPITAL	101.142.342	Dobrovolny		600 00286
AMZN MKTP US JW4NE3HJ3 BOOK	8.92	BOOKS	101.142.340	Dobrovolny		600 00341
AMZN MKTP US MC1586791 JANITORIAL SUPPLIES	199.95	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00172
AMZN MKTP US MC3CY9E53 JANITORIAL SUPPLIES	73.98	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00230
AMZN MKTP US MC9YD5RJ0 JANITORIAL SUPPLIES	30.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00125
AMZN MKTP US M73832J02 DVD'S	35.95	AV - CAPITAL	101.142.342	Dobrovolny		600 00055
AMZN MKTP US OF8AI9QD3 OFFICE SUPPLIES	7.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		600 00278
JANITORIAL SUPPLIES	159.98	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00279
DVD'S	10.00	AV - CAPITAL	101.142.342	Dobrovolny		600 00280
	177.97	*VENDOR TOTAL				
AMZN MKTP US Y592Z5CF3 DVD'S	27.95	AV - CAPITAL	101.142.342	Dobrovolny		600 00365
AMZN MKTP US 059706FB3 BOOKS	25.01	BOOKS	101.142.340	Dobrovolny		600 00287
AMZN MKTP US 7M0WS73M3 JANITORIAL SUPPLIES	86.76	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00222

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 8U7H67L83 JANITORIAL SUPPLIES	89.85	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		600 00210
BAKER-TAYLOR BOOKS	3,119.74	BOOKS	101.142.340	Schmidt		600 00066
POSTAGE	61.74	POSTAGE	101.142.231	Schmidt		600 00067
	3,181.48	*VENDOR TOTAL				
CRESCENT ELECTRIC 029 ELECTRONIC BALLAST	9.21	OFFICE SUPPLIES	101.142.232	Miles		600 00250
ELECTRONIC BALLAST	24.07	REP. & MAINT. - BUILDING	101.142.223	Miles		600 00255
	33.28	*VENDOR TOTAL				
DEMCO INC OFFICE SUPPLIES	353.95	OFFICE SUPPLIES	101.142.232	Schmidt		600 00306
DROPBOX 54F3SYPN94PT PROFESSIONAL SERVICES	127.67	PROFESSIONAL SERVICES	101.142.202	Schmidt		600 00124
GAN 1085ARGUSLEADCIRC NEWSPAPER SUBSCRIPTION	259.76	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		600 00309
IMAGESTUFF.COM POSTAGE	8.30	POSTAGE	101.142.231	Raiche		600 00348
INF CITY DIRECTORIES BOOK	390.00	BOOKS	101.142.340	Schmidt		600 00109
KOPETSKYS ACE HDWE BUILDING MAINTENANCE	27.54	REP. & MAINT. - BUILDING	101.142.223	Schmidt		600 00173
MENARDS YANKTON SD SOUTH ENTRY PAINT	29.98	REP. & MAINT. - BUILDING	101.142.223	Miles		600 00373
MOTION PICTURE ECOMMER MOVIE LICENSING	197.79	PROFESSIONAL SERVICES	101.142.202	Schmidt		600 00146
OLSONS PEST TECHNICIAN PROFESSIONAL SERVICES	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		600 00018
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		600 00391
	180.00	*VENDOR TOTAL				
OVERDRIVE DIST E-BOOKS	2,078.54	PROFESSIONAL SERVICES	101.142.202	Schmidt		600 00128

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					
WALGREENS #9806 OFFICE SUPPLIES-MASKS	59.98	OFFICE SUPPLIES	101.142.232	Schmidt		600 00120
YANKTON MEDICAL CLINIC EMPLOYEE PHYSICAL	60.00	PROFESSIONAL SERVICES	101.142.202	Bailey		600 00123
	7,705.91				

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 M78009P10 STAFF APPRECIATION	37.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		600 00017
AMZN MKTP US 7J4N95V03 PROGRAM SUPPLIES	88.62	RECREATION SUPPLIES	701.701.242	Dobrovolny		600 00231
BAKER-TAYLOR MASTER GARDENERS	20.13	RECREATION SUPPLIES	701.701.242	Schmidt		600 00068
DEMCO INC BOOKCASE-FRIENDS' PURCH	389.79	RECREATION SUPPLIES	701.701.242	Schmidt		600 00307
IMAGESTUFF.COM SUMMER READING	142.00	RECREATION SUPPLIES	701.701.242	Raiche		600 00347
OTC BRANDS INC SUMMER READING PROGRAM	294.51	RECREATION SUPPLIES	701.701.242	Raiche		600 00262
	973.03				
LIBRARY TRUST	973.03	*****				

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	7,500.00	7,500.00	7,500.00	7,500.00	50
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	0.00	15,000.00	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	20.00	2,510.00	4,290.00	4,290.00	-----
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	3.85	1,410.45	4,589.55	4,589.55	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	233.35	1,144.65	855.35	855.35	57 -----
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	7,757.20	12,962.72	4,147.28	4,147.28	75 -----
FINES							
3510 COURT FINES	1,600.00	1,600.00	263.58	2,216.79	616.79	616.79	138 -----]]]
3511 PARKING FINES	2,000.00	2,000.00	170.00	1,375.00	625.00	625.00	68 -----
3520 LIBRARY FINES	650.00	650.00	0.00	204.74	445.26	445.26	31 ---
TOTAL: FINES	4,250.00	4,250.00	433.58	3,796.53	453.47	453.47	89 -----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	6,556.45	33,522.93	6,477.07	6,477.07	83 -----
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	155.52	6,249.44	2,249.44	2,249.44	156 -----]]]]
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	0.00	16,808.15	13,808.15	13,808.15	560 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	0.00	424.51	1,075.49	1,075.49	28 --
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	6,711.97	57,005.03	1,494.97	1,494.97	97 -----
TOTAL: GENERAL FUND	94,860.00	94,860.00	14,902.75	73,764.28	21,095.72	21,095.72	92 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	900.00	900.00- 9999	-----]]]]
3610 INTEREST	0.00	0.00	31.77	208.48	208.48- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	200.00	3,194.55	3,194.55- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	231.77	4,303.03	4,303.03- 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	34,312.61	125,882.32	240,421.68 34 ---
102	TEMPORARY WAGES	84,000.00	0.00	0.00	7,554.53	76,445.47 8
103	OVERTIME WAGES	350.00	0.00	12.85	215.60	134.40 61 -----
111	OASI	34,475.00	0.00	2,593.26	10,072.43	24,402.57 29 --
121	RETIREMENT	21,999.00	0.00	2,047.88	7,554.26	14,444.74 34 ---
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31 4
132	GROUP INSURANCE	90,616.00	0.00	3,844.11	21,483.55	69,132.45 23 --
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	29.84	273.69	730.31 27 --
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	42,840.55	172,930.07	428,359.93 28 --
	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	4,470.49	23,847.70	6,152.30 79 -----
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	320.39	1,240.21	4,759.79 20 --
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	169.50	169.50	2,830.50 5
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	354.05	1,054.19	2,945.81 26 --
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	93.31	1,129.25	1,370.75 45 ----
232	OFFICE SUPPLIES	9,500.00	0.00	14.48	1,742.09	7,757.91 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	0.00	5,581.79	3,918.21 58 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	142.28	1,073.71	1,926.29 35 ---
242	PROGRAM SUPPLIES	3,000.00	0.00	266.00	837.80	2,162.20 27 --
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	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	211.94	211.94	1,288.06 14 -
271	TELEPHONE	1,800.00	0.00	175.80	898.42	901.58 49 ----
272	ELECTRICITY	23,000.00	0.00	1,086.07	4,505.38	18,494.62 19 -
273	FUEL-HEATING	3,000.00	0.00	166.32	1,367.96	1,632.04 45 ----
274	WATER SERVICE	3,500.00	0.00	79.66	410.44	3,089.56 11 -
275	SEWER SERVICE	1,200.00	0.00	43.09	269.56	930.44 22 --
276	LANDFILL	500.00	0.00	32.00	176.00	324.00 35 ---
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	7,625.38	54,701.02	68,900.98 44 ----
	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	4,075.57	11,215.76	39,784.24 21 --
342	AV - CAPITAL	12,500.00	0.00	321.75	2,646.88	9,853.12 21 --
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 MAY 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	4,397.32	13,862.64	70,637.36	16 -
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	54,863.25	241,493.73	567,898.27	29 --
TOTAL: GENERAL FUND	809,392.00	0.00	54,863.25	241,493.73	567,898.27	29 --

	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	582.67	3,337.67	3,337.67-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	582.67	3,337.67	3,337.67-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	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	0.00	1,387.34	1,387.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	582.67	4,725.01	4,725.01-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	582.67	4,725.01	4,725.01-	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	350.90CR	1,206.07CR	32,191.72
	TOTAL CURRENT ASSETS:	33,397.79	350.90CR	1,206.07CR	32,191.72
	TOTAL ASSETS:	33,397.79	350.90CR	1,206.07CR	32,191.72
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	231.77CR	4,303.03CR	18,491.20CR
701.2910					
	EXPENDITURE CONTROL	10,915.31	582.67	4,725.01	15,640.32
	TOTAL FUND BALANCE:	32,613.70CR	350.90	421.98	32,191.72CR
	TOTAL LIABILITIES AND FUND BALANCE:	33,397.79CR	350.90	1,206.07	32,191.72CR
	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	34,312.61	125,882.32	240,421.68	34 ---	
P-050120-563	PAYROLL INTERFACE	050120		10,049.84	CODE-Y,PER#-1,FUND-	101		A
P-050120-563	PAYROLL INTERFACE	050120		1,863.44	CODE-Y,PER#-1,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		10,991.16	CODE-Y,PER#-2,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		737.99	CODE-Y,PER#-2,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		9,932.19	CODE-Y,PER#-3,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		737.99	CODE-Y,PER#-3,FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	0.00	7,554.53	76,445.47	8	
103	OVERTIME WAGES	350.00	0.00	12.85	215.60	134.40	61 -----	
P-051520-572	PAYROLL INTERFACE	051520		12.85	CODE-Y,PER#-2,FUND-	101		A
111	OASI	34,475.00	0.00	2,593.26	10,072.43	24,402.57	29 --	
P-050120-563	PAYROLL INTERFACE	050120		758.45	CODE-Y,PER#-1,FUND-	101		A
P-050120-563	PAYROLL INTERFACE	050120		135.96	CODE-Y,PER#-1,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		827.72	CODE-Y,PER#-2,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		54.87	CODE-Y,PER#-2,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		759.80	CODE-Y,PER#-3,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		56.46	CODE-Y,PER#-3,FUND-	101		A
121	RETIREMENT	21,999.00	0.00	2,047.88	7,554.26	14,444.74	34 ---	
P-050120-563	PAYROLL INTERFACE	050120		602.99	CODE-Y,PER#-1,FUND-	101		A
P-050120-563	PAYROLL INTERFACE	050120		111.81	CODE-Y,PER#-1,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		648.59	CODE-Y,PER#-2,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		44.28	CODE-Y,PER#-2,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		595.93	CODE-Y,PER#-3,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		44.28	CODE-Y,PER#-3,FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	106.31-	2,648.31	4	
132	GROUP INSURANCE	90,616.00	0.00	3,844.11	21,483.55	69,132.45	23 --	
P-050120-563	PAYROLL INTERFACE	050120		1,739.55	CODE-Y,PER#-1,FUND-	101		A
P-050120-563	PAYROLL INTERFACE	050120		465.37	CODE-Y,PER#-1,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		1,486.70	CODE-Y,PER#-2,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		152.49	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	29.84	273.69	730.31	27 --	
P-050120-563	PAYROLL INTERFACE	050120		11.40	CODE-Y,PER#-1,FUND-	101		A
P-050120-563	PAYROLL INTERFACE	050120		3.69	CODE-Y,PER#-1,FUND-	101		A
P-051520-572	PAYROLL INTERFACE	051520		8.88	CODE-Y,PER#-2,FUND-	101		A
P-052920-590	PAYROLL INTERFACE	052920		5.87	CODE-Y,PER#-3,FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	42,840.55	172,930.07	428,359.93	28 --	

		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							
201	INSURANCE	11,102.00	0.00	0.00	10,130.08	971.92	91	-----
202	PROFESSIONAL SERVICES	30,000.00	0.00	4,470.49	23,847.70	6,152.30	79	-----
M-050420-561	.13843 OVERDRIVE DIST	202004	Schmidt	2,503.34	E-BOOKS		N	A
M-050420-561	.13843 OVERDRIVE DIST	202004	Schmidt	707.15	E-BOOKS		N	A
D-051120-553	00707 YANKTON MEDICAL CLINIC	064718	4274	60.00	DRUG/ALCOHOL TESTING	021321	P M	A
D-051120-554	05937 J & H CARE & CLEANING CO	064656	11488	1,200.00	JANITORIAL SERVICES	021147	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	320.39	1,240.21	4,759.79	20	--
D-051120-554	07098 US BANK EQUIPMENT FINANC	064708	412779118	320.39	COPIER LEASE	021154	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	169.50	169.50	2,830.50	5	
D-051120-554	04250 YANKTON FIRE & SAFETY CO	064717	25121	169.50	EXTINGUISHER INSPECTION	021149	P N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	354.05	1,054.19	2,945.81	26	--
M-050420-561	.14377 KOPETSKYS ACE HDWE	202004	Schmidt	49.56	BUILDING REPAIR		N	A
M-050420-561	.14377 KOPETSKYS ACE HDWE	202004	Miles	95.88	AIR FILTERS		N	A
M-050420-561	.11936 CRESCENT ELECTRIC 029	202004	Miles	131.54	ELECTRONIC BALLAST		N	A
M-050420-561	.11936 CRESCENT ELECTRIC 029	202004	Miles	77.07	LIGHT PROJECT		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	93.31	1,129.25	1,370.75	45	----
M-050420-561	.11798 BAKER-TAYLOR	202004	Schmidt	30.27	POSTAGE		N	A
M-050420-561	.11868 AMERICAN LIBRARY ASSOC	202004	Schmidt	11.00	POSTAGE		N	A
M-050420-561	.17120 AMAZON.COM 0436F0K53	202004	Dobrovolny	1.05	POSTAGE		N	A
M-050420-561	.17028 COLLABORATIVE SUMMER L	202004	Raiche	25.00	POSTAGE		N	A
M-050420-561	.16450 HY-VEE YANKTON 1899	202004	Clare	22.00	POSTAGE		N	A
M-050420-561	.17134 AMZN MKTP US K87ZM58I3	202004	Dobrovolny	3.99	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	14.48	1,742.09	7,757.91	18	-
M-050420-561	.17109 AMZN MKTP US A92ZA72H3	202004	Dobrovolny	6.99	OFFICE SUPPLIES		N	A
M-050420-561	.17117 AMZN MKTP US AO0Y050M3	202004	Dobrovolny	7.49	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	5,581.79	3,918.21	58	-----
236	JANITORIAL SUPPLIES	3,000.00	0.00	142.28	1,073.71	1,926.29	35	----
M-050420-561	.17109 AMZN MKTP US A92ZA72H3	202004	Dobrovolny	9.95	JANITORIAL SUPPLIES		N	A
M-050420-561	.17117 AMZN MKTP US AO0Y050M3	202004	Dobrovolny	12.84	JANITORIAL SUPPLIES		N	A
M-050420-561	.17119 AMZN MKTP US IA11R6EA3	202004	Dobrovolny	64.50	JANITORIAL SUPPLIES		N	A
M-050420-561	.17121 AMZN MKTP US AF5CP0TI3	202004	Dobrovolny	54.99	JANITORIAL SUPPLIES		N	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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
242	PROGRAM SUPPLIES	3,000.00	0.00	266.00	837.80	2,162.20	27	--	
M-050420-561	.17112 SCOOTERS COFFEE #150	202004	Schmidt	15.00	PROGRAMMING		N		A
M-050420-561	.11868 AMERICAN LIBRARY ASSOC	202004	Schmidt	46.00	PROGRAMMING		N		A
M-050420-561	.16533 MCDONALDS F4208	202004	Schmidt	40.00	PROGRAMMING		N		A
M-050420-561	.15396 1821 DOMINOS PIZZA	202004	Schmidt	10.00	PROGRAMMING		N		A
M-050420-561	.15396 1821 DOMINOS PIZZA	202004	Schmidt	10.00	PROGRAMMING		N		A
M-050420-561	.15396 1821 DOMINOS PIZZA	202004	Schmidt	10.00	PROGRAMMING		N		A
M-050420-561	.15396 1821 DOMINOS PIZZA	202004	Schmidt	10.00	PROGRAMMING		N		A
M-050420-561	.12593 SOUTH DAKOTA HUMANITIE	202004	Dobrovoly	50.00	PROGRAMMING		N		A
M-050420-561	.17028 COLLABORATIVE SUMMER L	202004	Raiche	75.00	PROGRAMMING		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	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	211.94	211.94	1,288.06	14	-	
M-050420-561	.16167 SKILLPATH / NATIONAL	202004	Schmidt	211.94	STAFF TRAINING		N		A
271	TELEPHONE	1,800.00	0.00	175.80	898.42	901.58	49	----	
P-050120-563	PAYROLL INTERFACE	050120		60.50	CODE-Y, PER#-1, FUND- 101				A
M-053120-570	06976 VAST BROADBAND	008336		71.98	PHONE SERVICE	003513	F	N	A
M-053120-570	06976 VAST BROADBAND	008337		43.32	PHONE SERVICE	003513	F	N	A
272	ELECTRICITY	23,000.00	0.00	1,086.07	4,505.38	18,494.62	19	-	
D-051120-554	00455 NORTHWESTERN ENERGY	064679	4.23.20	1,086.07	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	166.32	1,367.96	1,632.04	45	----	
D-051120-554	00303 MIDAMERICAN ENERGY	064674	4.27.20	166.32	FUEL	002794	P	N	A
274	WATER SERVICE	3,500.00	0.00	79.66	410.44	3,089.56	11	-	
D-051120-554	00109 CITY UTILITIES	064625	4.23.20	79.66	WTR-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	43.09	269.56	930.44	22	--	
D-051120-554	00109 CITY UTILITIES	064625	4.23.20	43.09	WTR-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	176.00	324.00	35	---	
J-053120-580	MAY JOURNAL ENTRIES	JE 142		32.00	DUMPSTER CHARGES - MAY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	123,602.00	0.00	7,625.38	54,701.02	68,900.98	44	----	

CAPITAL OUTLAY

		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								
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	4,075.57	11,215.76	39,784.24	21	--	
M-050420-561	.11798 BAKER-TAYLOR	202004	Schmidt	4,019.42	BOOKS		N		A
M-050420-561	.17109 AMZN MKTP US A92ZA72H3	202004	Dobrovolny	38.93	BOOKS		N		A
M-050420-561	.17111 AMZN MKTP US PP3EN65Q3	202004	Dobrovolny	10.04	BOOK		N		A
M-050420-561	.17134 AMZN MKTP US K87ZM58I3	202004	Dobrovolny	7.18	BOOK		N		A
342	AV - CAPITAL	12,500.00	0.00	321.75	2,646.88	9,853.12	21	--	
M-050420-561	.17104 AMAZON.COM 3V6WH2H43	202004	Dobrovolny	71.38	DVD'S		N		A
M-050420-561	.11811 AMAZON.COM	202004	Dobrovolny	1.23	DVD REFUND		N		A
M-050420-561	.17108 AMZN MKTP US YC6PZ5JL3	202004	Dobrovolny	14.96	DVD		N		A
M-050420-561	.17109 AMZN MKTP US A92ZA72H3	202004	Dobrovolny	89.95	DVD'S		N		A
M-050420-561	.17117 AMZN MKTP US AO0YO50M3	202004	Dobrovolny	35.74	DVD'S		N		A
M-050420-561	.11811 AMAZON.COM	202004	Dobrovolny	0.03	REFUND		N		A
M-050420-561	.17120 AMAZON.COM 0436F0K53	202004	Dobrovolny	66.93	DVD'S		N		A
M-050420-561	.17122 AMZN MKTP US 3Q3KW30J3	202004	Dobrovolny	44.05	DVD'S		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	4,397.32	13,862.64	70,637.36	16	-	
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	54,863.25	241,493.73	567,898.27	29	--	
TOTAL: GENERAL FUND		809,392.00	0.00	54,863.25	241,493.73	567,898.27	29	--	

Director's Report-June 2020

Summer Reading Program: As of May 31, there were 127 participants (ages preschool through adult) registered for the summer reading program. That number continues to increase each day and we are happy with the participation so far. We have put together packets for the youth participants to share information and to give them some fun activities to follow along or do on their own. There are new virtual activities and challenges posted on our Facebook page, website and YouTube page almost daily.

Technology Grant: Our library was awarded a \$2,000 technology grant last week through the South Dakota State Library. This was federal money made available through the CARES Act. We will be using some of this funding to install a credit card machine at the library. We have not had the ability to accept credit card payments up to this point and we are very excited for this addition. The remaining funding will be used for additional scanners and a few tablets. The intention with the tablets is that they can be used to demonstrate our e-book app for patrons who are interested, as well as allowing the tablets to be checked out at the desk and used in-house when the library is reopened.

Courier/ILL's: The courier service as well as the statewide system for lending and borrowing Interlibrary Loans (Share-It) had not been operating since mid-March. These services resumed as of June 1. Amy and Emily have been working to contact patrons who had requests in before the closures and are working on the backlog of these items.

New Items: We have continued to add new items to our collection during the library's closure. Happily, these items are not just sitting on our shelves, but are being checked out regularly. As more patrons are using our online catalog to select items for curbside checkout, the new items scroll along the bottom of the screen and are often reserved for checkout.

Plexiglass: We are getting our front desk framed in for plexiglass in anticipation of having patrons return to the library. We want to offer a safe environment for our staff and patrons as we increase access to the library.

Staffing: All of our full-time staff members have remained working through the closure and we have slowly started to bring some part-time staff back into the mix. We are currently down two full-time staff members. We will likely not look to rehire for these positions until later in the summer.

Friends of the Library: The staff are appreciative of the Friends' support during this time. The Friends have generously donated \$500 to keep staff morale up during this time as well as purchasing cloth face masks for the staff. With the \$500 we participated in a private virtual yoga session, purchased some staff meals and snacks, and put together little treat bags for each staff member as we get ready to welcome patrons back into the building. These bags contain a mini hand sanitizer, lotion, safety glasses, breath mints and a sweet treat!

Earlier in the year, the library was awarded partial funding on a new AED through the Avera Sacred Heart Foundation. The library was responsible for the remaining half of the expense. In June, the Friends approved the payment of this expense. Thank you to the Avera Sacred Heart Foundation and the Friends of the Yankton Community Library for helping us get an updated AED into the library!

At the beginning of 2020, the Friends had determined they would hold quarterly books sales instead of monthly. They had their first sale in this format in January but have postponed the April and July sales. They have not yet made a decision about if they will hold the October sale or not. In the meantime, they are looking at setting up a Facebook page and exploring ways they could do some book sales virtually.

May 2020 Usage & Circulation Statistics

Total Circulation Statistics*		
	2020	2019
Adult	3,934	8,321
Juvenile	1,362	4,318
Total	5,296	12,639

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2020	2019
Adult	1927	6,812
Juvenile	1315	4,088
Total	3,242	10,900

Interlibrary Loan		
	2020	2019
Requested	0	145
Supplied	0	189
Total	0	334

Electronic Resources		
	2020	2019
OverDrive	2007	1,175
TumbleBooks	47	230
Total	2054	1,405

Adult Outreach		
	2020	2019
Locations	0	14
Patrons	15	43
Circulations	109	254

Curbside pick ups

Public Computer Use		
	2020	2019
Uses	0	1,286
Hours	0	957.0

WiFi Usage		
	2020	2019
Sessions	746	1,950
Total Session Hours	2,129	1862.0
Unique Users	163	467

Meeting Room Use		
	2020	2019
Library Uses	0	13
Library Hours	0.0	68.0
Non-Library Uses	0	18
Non-Library Hours	0.0	40.0

Study Room Use		
	2020	2019
Uses	0	29
Hours	0.0	48.0

Notary		
	2020	2019
Requests	0	2

Proctor		
	2020	2019
Tests	0	15

Daycare Outreach - SUMMER		
	2020	2019
Locations	n/a	n/a
Patrons	n/a	n/a
Circulations	n/a	n/a

Current Cards	2020	2019
Resident	4,004	5,182
Non-Resident	223	244
Mount Marty	36	40
Teacher	49	48
Yankton County	932	1,015
Total	5,244	6,529

Yankton County		
	2020	2019
Households	28	47

Non-city Cards	2020	2019
County	28*	37
Non-resident		11

*Totals reflects both non-resident and county cards due to COVID-19 Closure

Summer Reading Registrations	
May 15-May 31	127

Curbside Pickups and Renewals
485

Genealogy Requests		
	2020	2019
Patrons	1	0
Hours	0.5	0.0

Teacher Requests		
	2020	2019
Patrons	0	2

Courier	2020	2019
Total Incoming	0	316
Total Outgoing	14	326
Total	14	642

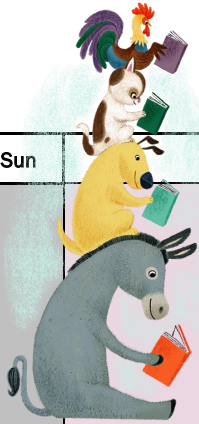
Items Added to Catalog	2020	2019
	330	487

Items Deleted from Catalog	2020	2019
	53	109

May Virtual Programs:		
Comic Book Day	1-May	28 engagements
Pet Show (Partnered with the Heartland)	May 10-16	56 pets entered, 687 engagements
The Search for Alien	18-May	7 engagements
Journaling Ideas	May 19-28	39 engagements
Summer Reading	May 15-May31	227 engagements

Yankton Community Library

July 2020



Imagine Your Story

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

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		Color Code: Preschool and under Elementary grades Teen Adult All Ages		2 Story Time 2pm-Brick Building Club— 30 Bricks Twisted Fairy Tales Writing Contest	3 Show & Tell Challenge— Something you've grown Absolute Science link	4
5	6 Teen Challenge—Bad Art Children's Challenge— Family Tree Vote for your favorite Bad Art July 6-July 13	7 Story Time	8 2pm- Children's Craft— Painted rock fairy houses	9 Story Time 2pm-Brick Building Club— Build a Character	10 Show & Tell Challenge— Something with wheels Absolute Science link	11
12	13 Teen Challenge— Digital Escape Room Children's Challenge— Character Dress-up	14 Story Time	15 2pm- Children's Craft— Giant Bubble Wands Adult Trivia: Part 2 (July 15-July 22)	16 Story Time 2pm-Brick Building Club— Catapult	17 Show & Tell Challenge— 3 things of your favorite color Absolute Science link Bad Art Winner Announced	18
19	20 Teen Challenge— Photo Scavenger Hunt Children's Challenge—Fairy Tale STEM	21 Story Time Improve Your Castle: DIY Natural Cleaning Products	22 2pm- Children's Craft— Thaumatrope	23 Story Time 2pm-Brick Building Club— Self Portrait	24 Show & Tell Challenge— Vacation photo Absolute Science link	25
26	27 Teen Challenge— Zoom Games Children's Challenge— Hippogriff Toothpaste	28 Story Time Virtual Book Club via Zoom- 6:30pm Pre-registration required	29 2pm- Children's Craft— Collage	30 Story Time 2pm-Brick Building Club— Story	31 Show & Tell Challenge— Favorite book/Best book of summer Absolute Science link Writing Contest submissions due	

Petitions and Solicitation Policy

The First Amendment of the Constitution of the United States affords citizens the right to freedom of speech as well as the right to petition the government for the redress of grievances.

This policy sets forth guidelines and conditions for circulating petitions and soliciting to protect both the free exercise of individual rights as well as maintenance of a safe and welcoming environment for all patrons while visiting the library.

Circulating petitions for signatures or soliciting inside the library and on library property, including the parking lot, is prohibited. It disturbs the orderly operating of the library and may make some patrons feel harassed. Also, it may give the appearance that the library is supporting a specific cause or issue. This policy is content-neutral and applies to all regardless of the candidate, issue or cause.

As such, the library allows people to circulate petitions only on the public sidewalk on the north side of the building or on the public sidewalk on the east side of the building that is parallel to the street. Petitioners may not actively pursue, harass or intimidate library patrons.

Individuals or businesses may not sell products or materials, ask for donations, seek membership fees or payment of dues inside the library or on library property. Not for profit fundraising activities are not permitted inside the library or on library property by any person or organization when the purpose is to benefit a group or organization other than the Yankton Community Library or the Friends of the Yankton Community Library.

Anyone who violates this policy, or other library policies such as the Behavior Policy, or engages in unlawful behavior will be asked and required to leave the premises.

Yankton Community Library Technology Plan

Adopted by the Yankton Community Library Board of Trustees on November 8, 2017

Library Mission Statement

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

Technology Vision Statement

The Yankton Community Library (YCL) strives to be a technological leader in the community of Yankton in order to provide opportunities to bridge the digital divide that is still very present in rural communities. By providing opportunities to utilize technology and receive training, the Library helps provide equitable access to technological opportunities to all citizens of the Yankton area.

Current Technology Assessment

- 10 staff desktop computers
- 3 staff laptop computers
- 10 public access desktop computers with time management software
- 2 public access printing, scanning, and online catalog computer stations
- 2 dedicated online catalog computer stations
- Upgraded telephone and voicemail system with nine staff phones and one patron phone
- Updated fax machine with sending and receiving capabilities for staff and patrons
- 3 staff printers
- 1 patron printer and copier with print management software
- Atrium Integrated Library System through Booksystems, Inc.
- 2 microfilm readers with printers for staff and patron use
- 4 scanners available for patron use and 1 dedicated staff use scanner
- 4 receipt printers
- WiFi system with multiple access points
- 3 LCD video projectors available for staff use and patron rental
- 1 overhead and 2 opaque projectors available for staff use and patron rental
- 1 public address system which includes a microphone and speakers for staff use and patron rental
- Large screen television in Meeting Room for use in presentations and programs
- WiiU Gaming System for use in library programs
- DVD cleaning system for library and patron use
- Online Meeting Room Sign-Up

Current Digital Library Resources

- eBooks and eAudiobooks for all ages which are downloadable through a variety of platforms
- eMagazines available for download
- Streaming and downloadable music
- Online platform for tracking programs such as Summer Reading and logging books
- DMV practice tests
- Dozens of State Library databases including newspaper access, genealogy resources, car repair manuals, language instruction courses, and much more

Identified Technologies for Library to Explore in the Future

- RFID Checkout
- Virtual Reality Technology
- 3D Printing Technology
- Digital Microfilm Reader/Printer
- Charging Station(s)
- Security Cameras
- Large Computer Lab
- Downloadable/Streaming Movies
- Newer Computers for Patron Access
- Presentation Capabilities in Director's Office
- WiFi Hotspot Lending
- WiFi Printing

Technology Goals and Objectives

- I. People will think of the Library as a technology leader and resource in the community.**
 - a. Advocate for newer library computers and actively seek additional funding to meet technology needs not possible through our current budget.
 - b. Actively promote our Digital Library and resources such as free WiFi.
 - c. Stay on top of maintaining the Library's website and social media channels.
 - d. Continually evaluate staff and patron needs and satisfaction to plan for hardware or software upgrades to improve productivity and quality of service.
- II. Patrons of the Library will encounter a library technology infrastructure that provides them with the information they need.**
 - a. Maintain technology and support teams and add staff if needed
 - b. Maintain reliable high speed wireless Internet access
 - c. Provide faster and reliable, user-friendly computers for public and staff access to the Internet, the library catalog and other software applications.
 - d. Provide updated technology for non-computer technology needs such as fax machines, microfilm readers, photocopiers, projectors, and more, as needed.

III. People will encounter staff who are knowledgeable about technology and able to guide them in its use to support life-long learning needs.

- a. Improve technology training for the public either by utilizing staff time and abilities or contracting with a database that can provide training opportunities.
- b. Empower staff by improving their technology skills and encouraging continual training and learning of new technologies for all levels of library staff by providing time and direction.
- c. Develop tutorials and training materials to facilitate learning of new technologies.
- d. Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.
- e. Budget for one staff member to attend the Library Technology Conference each year.

IV. Maintain flexibility and readiness to adapt to new and changing technologies.

- a. Review and investigate technology to improve library services, which may include research and reference databases.
- b. Stay aware of changing and emerging technologies by reviewing professional publications, attending conferences, and monitoring social media.

Training Needs

The Library will encourage staff participation in training workshops, conferences, and webinars related to technological advancement. This knowledge is fundamental in serving our patron base as well as effectively executing other areas of our jobs.

Technology Budget

The library does not purchase its computers as they are included in a line item in the City's IT budget. All computers are replaced on a rotating schedule set up through the IT department.

The library will continue to advocate for newer computers in order to meet our vision of being a technological leader in the Yankton community. In addition to this, we will continue to search for additional funding in the form of grants, gifts, and endowments.

Library databases have typically been handled through the State Library, but YCL is beginning to evaluate important options that are available at reasonable prices to provide directly to our patrons but absorbing the costs into the Professional Services portion of our operating budget. When we've had success with new databases, we will advocate for their purchases at the State Library level.

Evaluation

We will evaluate this plan by reviewing and revising it annually with the Board of Trustees. Patron satisfaction with software and other technology provided by the Library will be assessed through library surveys, the annual City community wide survey, usage statistics, and patron comments or suggestions.