

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, February 10, 2021, 5:30 p.m.
Virtual Meeting-GoToMeeting interface
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078

AGENDA

Call to Order

Additions to the Agenda

Approval of January 13, 2021 Minutes

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

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

New Business

- **Training for Library Board: The Road Ahead: Library Service in a Post-COVID World**

Other Business

Public Comment Period

Adjourn the meeting of February 10, 2021

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY**

Wednesday, January 13, 2021, 5:30 p.m.

Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room

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

Additions to the Agenda: None

Approval of November 18, 2020 Minutes: Nelson made a motion to approve the November 18, 2020 minutes with a second by Webber. Unanimous approval.

Discussion of Bills / Financial Report: Schmidt reported that the 2020 revenue was down across the board, as expected. One exception with the nonresident cards. This is likely due the increase of County Card fees in 2020 from \$5 to \$20. Schmidt also noted that due to COVID-19, the library gave free extensions to their cards from mid-March through July.

Communications and Correspondence: Schmidt shared some a thank you from a Walnut Village resident to the gift on National Kindness Day. She also shared a thank you from a young patron for an ice cream certificate given in Christmas cards from Library Staff in December.

Public Comment Period: None.

Director's Report: In addition to the written report, Schmidt described the Winter Reading Raffle and the Hygge Kits that were being given as prizes during the month of January. Schmidt reported on the Community History Project that the library was conducting to give individuals a chance to reflect on their experiences in 2020 as it relates to COVID-19. The goal is to compile the responses into a book. Schmidt thanked the Board for approving closure for the upcoming staff training day. This day gives a good opportunity for team building and training for our library staff. Schmidt also reported that the new Youth Services Librarian, Victoria, hit the ground running and was exciting to begin some new programs including some teen events and creating Lego Kits for checkout.

Old Business:

- **Reopen plan for the library-status update:** Schmidt reported that the library would continue with Grab & Go hours from 9am-12pm Monday through Saturday, as well as curbside pick-up available between 9am-6pm Monday-Thursday and 9am-5pm Friday and Saturday. Schmidt reported at this time that the final hour of the day (5pm-6pm) remains quiet and the library will not be extended hours back to 8pm closure in the immediate future. Victoria is busy planning the Summer Reading Program for 2021. The theme is Tails and Tales. At this point, we are planning for hybrid programming that

would include some outdoor activities, some virtual events, and some events that may require pre-registration to limit the number in attendance.

- **County Agreement for the Provision of Library Services Update:** The agreement was approved by both the County and City Commissions and will be in effect January 1, 2021.

New Business

- **Training for Library Board:** The seven Board members, along with Schmidt and Dobrovlny, watched 40 minutes of a training entitled: The Road Ahead: Library Service in a Post-COVID World followed by 15 minutes of discussion.

Other Business: None

Public Comment Period: None

Adjourn the meeting of January 13, 2021: Klimisch made a motion to adjourn the meeting at 6:45pm with a second by Webber. Unanimous approval.

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WATER-WW CHARGES	74.26	WATER SERVICE	101.142.274	1.21.21	002793 P	928 00001
WATER-WW CHARGES	38.42	SEWER SERVICE	101.142.275	1.21.21	002793 P	928 00002
	112.68	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICE	1,200.00	PROFESSIONAL SERVICES	101.142.202	100035	021822 P	928 00003
MIDAMERICAN ENERGY FUEL	592.58	FUEL-HEATING	101.142.273	1.29.21	002794 P	928 00004
MIDWEST TAPE AV	502.87	AV - CAPITAL	101.142.342	0019-4118	021824 P	928 00005
NORTHWESTERN ENERGY ELECT	1,062.11	ELECTRICITY	101.142.272	1.21.2021	002795 P	928 00006
US BANK EQUIPMENT FINANC COPIER LEASE	277.53	RENTALS & XEROX SUPPLIES	101.142.212	434314118	021823 P	928 00007
	3,747.77				
GENERAL FUND	3,747.77	*****				

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:	3,747.77					

RECORDS PRINTED - 000007

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 @FY@ DVD REFUND	5.00CR	AV - CAPITAL	101.142.342	Dobrovolny		931 00431
AMAZON.COM XV3HT5IG3 DVD'S	45.95	AV - CAPITAL	101.142.342	Dobrovolny		931 00473
AMAZON.COM Y51X58RA3 @FY@ DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		931 00444
AMAZON.COM 8Q9YD4VV3 PROGRAM SUPPLIES	5.47	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00211
BOOKS	72.99	BOOKS	101.142.340	Dobrovolny		931 00212
DVD'S	195.42	AV - CAPITAL	101.142.342	Dobrovolny		931 00213
	273.88	*VENDOR TOTAL				
AMZN MKTP US @FY@ REFUND SUPPLIES	46.89CR	OFFICE SUPPLIES	101.142.232	Dobrovolny		931 00296
AMZN MKTP US FP5ZT4C43 @FY@ OFFICE SUPPLIES	93.21	OFFICE SUPPLIES	101.142.232	Dobrovolny		931 00288
@FY@ PROGRAM SUPPLIES	49.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00289
	143.20	*VENDOR TOTAL				
AMZN MKTP US H19VA02E3 @FY@ DVD	12.96	AV - CAPITAL	101.142.342	Dobrovolny		931 00026
AMZN MKTP US J29KG8KH3 @FY@ JANITORIAL SUPPLIES	23.16	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		931 00335
@FY@ DVD	12.96	AV - CAPITAL	101.142.342	Dobrovolny		931 00336
	36.12	*VENDOR TOTAL				
AMZN MKTP US LJ2Q594L3 @FY@ PROGRAM SUPPLIES	4.86	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00471
AMZN MKTP US WQ80G77G3 @FY@ OFFICE SUPPLIES	63.02	OFFICE SUPPLIES	101.142.232	Dobrovolny		931 00217
@FY@ PROGRAM SUPPLIES	14.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00218
@FY@ DVD	27.49	AV - CAPITAL	101.142.342	Dobrovolny		931 00219
	105.49	*VENDOR TOTAL				
AMZN MKTP US W16SL8ND3 PROGRAM SUPPLIES	68.74	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00123
BOOKS	71.71	BOOKS	101.142.340	Dobrovolny		931 00124
DVD	13.78	AV - CAPITAL	101.142.342	Dobrovolny		931 00125
	154.23	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US W687Z9Q03 @FY@ OFFICE SUPPLIES	35.69	OFFICE SUPPLIES	101.142.232	Dobrovolny		931 00439
AMZN MKTP US 483XK9RJ3 @FY@ OFFICE SUPPLIES	12.49	OFFICE SUPPLIES	101.142.232	Dobrovolny		931 00458
@FY@ BOOKS	51.02	BOOKS	101.142.340	Dobrovolny		931 00459
@FY@ DVD'S	76.72	AV - CAPITAL	101.142.342	Dobrovolny		931 00460
	140.23	*VENDOR TOTAL				
AMZN MKTP US 6346C5FY3 @FY@ BOOK	14.99	BOOKS	101.142.340	Dobrovolny		931 00432
AMZN MKTP US 809192P93 PROGRAM SUPPLIES	4.39	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00157
AMZN MKTP US 8X6EZ5883 PROGRAM SUPPLIES	36.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00275
BAKER-TAYLOR @FY@ POSTAGE	40.94	POSTAGE	101.142.231	Schmidt		931 00128
@FY@ BOOKS	4,324.10	BOOKS	101.142.340	Schmidt		931 00129
@FY@ POSTAGE	8.55	POSTAGE	101.142.231	Schmidt		931 00427
@FY@ BOOKS	848.46	BOOKS	101.142.340	Schmidt		931 00429
	5,222.05	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		931 00062
@FY@ LARGE PRINT BOOKS	571.05	BOOKS	101.142.340	Schmidt		931 00156
	708.87	*VENDOR TOTAL				
DK HARDWARE SUPPLY LLC DIVIDER SPEAKER	57.74	REP. & MAINT. - BUILDING	101.142.223	Homstad		931 00461
DOLLAR TREE PROGRAM SUPPLIES	27.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		931 00305
EBSCO PROFESSIONAL SERVICES	945.00	PROFESSIONAL SERVICES	101.142.202	Dobrovolny		931 00006
FARM & HOME PUBLISHERS @FY@ BOOKS	285.86	BOOKS	101.142.340	Schmidt		931 00075
FINDAWAY @FY@ WONDERBOOKS	118.73	BOOKS	101.142.340	Schmidt		931 00147
BOOKS	593.62	BOOKS	101.142.340	Schmidt		931 00425
	712.35	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
IN NICHE ACADEMY PROFESSIONAL SERVICES	1,400.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		931 00170
KOPETSKYS ACE HDWE LIGHT BULB	4.99	REP. & MAINT. - BUILDING	101.142.223	Miles		931 00354
JANITORIAL SUPPLIES	20.97	JANITORIAL SUPPLIES	101.142.236	Schmidt		931 00030
	25.96	*VENDOR TOTAL				
MENARDS YANKTON SD JANITORIAL SUPPLIES	31.27	JANITORIAL SUPPLIES	101.142.236	Schmidt		931 00009
NORFOLK DAILY NEWS @FY@ SUBSCRIPTION	266.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		931 00376
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		931 00015
OVERDRIVE DIST EBOOKS	117.22	PROFESSIONAL SERVICES	101.142.202	Schmidt		931 00194
@FY@ EBOOKS	4,148.03	PROFESSIONAL SERVICES	101.142.202	Schmidt		931 00380
	4,265.25	*VENDOR TOTAL				
PAYPAL SDSPS @FY@ BOOKS	172.00	BOOKS	101.142.340	Dobrovolny		931 00245
SKILLPATH / NATIONAL STAFF TRAINING	105.44	CONFERENCE & MEETINGS	101.142.265	Schmidt		931 00160
SOUTH DAKOTA HISTORICA BOOKS	74.00	BOOKS	101.142.340	Schmidt		931 00159
SP BUYREGISTERROLLS OFFICE SUPPLIES	54.00	OFFICE SUPPLIES	101.142.232	Schmidt		931 00244
VASTBROADBAND-VEXUS @FY@ PHONE	71.88	TELEPHONE	101.142.271	Yardley		931 00394
@FY@ PHONE	42.27	TELEPHONE	101.142.271	Yardley		931 00411
	114.15	*VENDOR TOTAL				
WALGREENS #9806 PROGRAM SUPPLIES	81.83	PROGRAM SUPPLIES	101.142.242	Schmidt		931 00480
WALMART.COM AZ @FY@ PROGRAM SUPPLIES	17.94	PROGRAM SUPPLIES	101.142.242	Schmidt		931 00164
@FY@ PROGRAM SUPPLIES	146.78	PROGRAM SUPPLIES	101.142.242	Schmidt		931 00370
	164.72	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
	15,778.54				

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 LP1LL4KK3 HP ELITEBOOK LAPTOP	1,048.99	EQUIPMENT	701.701.350	Dobrovolny		931 00132
BAKER-TAYLOR @FY@ TRUST FUND-BURNIGHT	54.26	RECREATION SUPPLIES	701.701.242	Schmidt		931 00428
MINERVAS GRILL AND BAR STAFF APPRECIATION	164.43	RECREATION SUPPLIES	701.701.242	Schmidt		931 00149
	1,267.68				
LIBRARY TRUST	1,267.68	*****				

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	REVISIED 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	12,000.00	12,000.00	0.00	0.00	12,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	12,000.00	12,000.00	0.00	0.00	12,000.00 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	845.00	845.00	5,955.00 12 -
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00 0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	0.00	10.00 0
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	77.00	77.00	123.00 38 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	160.00	160.00	1,340.00 10 -
3456 PC PRINTING	6,000.00	6,000.00	241.10	241.10	5,758.90 4
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	0.00	0.00	2,000.00 0
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,323.10	1,323.10	15,786.90 7
FINES					
3510 COURT FINES	1,600.00	1,600.00	0.00	0.00	1,600.00 0
3511 PARKING FINES	5,000.00	5,000.00	407.50	407.50	4,592.50 8
3520 LIBRARY FINES	650.00	650.00	14.00	14.00	636.00 2
TOTAL: FINES	7,250.00	7,250.00	421.50	421.50	6,828.50 5
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	0.00	0.00	40,000.00 0
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	13.21	13.21	3,986.79 0
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	0.00	0.00	3,000.00 0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	174.18	174.18	1,325.82 11 -
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	187.39	187.39	58,312.61 0
TOTAL: GENERAL FUND	82,860.00	82,860.00	1,931.99	1,931.99	80,928.01 2

	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	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	0.00	0.00	0.00	0
3660 DONATIONS FROM PRIVATE	0.00	0.00	80.50	80.50	80.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	80.50	80.50	80.50-	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	365,143.00	0.00	12,460.28	12,460.28	352,682.72	3
102	84,000.00	0.00	2,341.04	2,341.04	81,658.96	2
103	350.00	0.00	983.13-	983.13-	1,333.13	280 -----]]]]
111	34,386.00	0.00	998.64	998.64	33,387.36	2
121	21,930.00	0.00	747.62	747.62	21,182.38	3
131	2,796.00	0.00	0.00	0.00	2,796.00	0
132	99,678.00	0.00	3,583.35	3,583.35	96,094.65	3
133	1,054.00	0.00	37.32	37.32	1,016.68	3
TOTAL:	609,337.00	0.00	19,185.12	19,185.12	590,151.88	3
	OTHER CURRENT EXPENDITURES					
201	12,212.00	0.00	0.00	0.00	12,212.00	0
202	47,900.00	0.00	0.00	0.00	47,900.00	0
211	3,000.00	0.00	0.00	0.00	3,000.00	0
212	5,000.00	0.00	0.00	0.00	5,000.00	0
221	3,000.00	0.00	0.00	0.00	3,000.00	0
223	4,000.00	0.00	0.00	0.00	4,000.00	0
224	0.00	0.00	0.00	0.00	0.00	0
231	3,000.00	0.00	0.00	0.00	3,000.00	0
232	9,500.00	0.00	0.00	0.00	9,500.00	0
233	0.00	0.00	0.00	0.00	0.00	0
234	0.00	0.00	0.00	0.00	0.00	0
235	9,500.00	0.00	0.00	0.00	9,500.00	0
236	3,000.00	0.00	0.00	0.00	3,000.00	0
242	5,000.00	0.00	0.00	0.00	5,000.00	0
248	0.00	0.00	0.00	0.00	0.00	0
255	0.00	0.00	0.00	0.00	0.00	0
261	1,000.00	0.00	0.00	0.00	1,000.00	0
263	3,500.00	0.00	0.00	0.00	3,500.00	0
265	1,500.00	0.00	0.00	0.00	1,500.00	0
271	1,800.00	0.00	60.50	60.50	1,739.50	3
272	20,000.00	0.00	0.00	0.00	20,000.00	0
273	3,000.00	0.00	0.00	0.00	3,000.00	0
274	3,500.00	0.00	0.00	0.00	3,500.00	0
275	1,200.00	0.00	0.00	0.00	1,200.00	0
276	500.00	0.00	32.00	32.00	468.00	6
277	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	141,112.00	0.00	92.50	92.50	141,019.50	0
	CAPITAL OUTLAY					
301	22,000.00	0.00	0.00	0.00	22,000.00	0
320	0.00	0.00	0.00	0.00	0.00	0
340	51,000.00	0.00	0.00	0.00	51,000.00	0
342	12,500.00	0.00	0.00	0.00	12,500.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH JAN 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	85,500.00	0.00	0.00	0.00	85,500.00	0
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	835,949.00	0.00	19,277.62	19,277.62	816,671.38	2
TOTAL: GENERAL FUND	835,949.00	0.00	19,277.62	19,277.62	816,671.38	2

	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	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00	0

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	32,183.74	682.60CR	682.60CR	31,501.14
	TOTAL CURRENT ASSETS:	32,183.74	682.60CR	682.60CR	31,501.14
	TOTAL ASSETS:	32,183.74	682.60CR	682.60CR	31,501.14
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011					
	ACCOUNTS PAYABLE	763.10CR	763.10	763.10	0.00
	TOTAL CURRENT LIABILITIES:	763.10CR	763.10	763.10	0.00
	TOTAL LIABILITIES:	763.10CR	763.10	763.10	0.00
FUND BALANCE:					
701.2511					
	FUND BALANCE - UNDESIGNATED	32,613.70CR	0.00	0.00	32,613.70CR
701.2900					
	REVENUE CONTROL	7,671.29CR	80.50CR	80.50CR	7,751.79CR
701.2910					
	EXPENDITURE CONTROL	8,864.35	0.00	0.00	8,864.35
	TOTAL FUND BALANCE:	31,420.64CR	80.50CR	80.50CR	31,501.14CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	682.60	682.60	31,501.14CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FILE	
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	365,143.00		0.00	12,460.28	12,460.28	352,682.72	3	
P-010821-897	PAYROLL INTERFACE	010821			10,354.62	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			11,490.46	CODE-Y,PER#-2,FUND-	101		A
J-013121-927	JANUARY JOURNAL ENTRIES	JE 1			9,384.80-	SPLIT PAYROLL-REV JE	481		A
102	TEMPORARY WAGES	84,000.00		0.00	2,341.04	2,341.04	81,658.96	2	
P-010821-897	PAYROLL INTERFACE	010821			983.13	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			1,357.91	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00		0.00	983.13-	983.13-	1,333.13	280	-----]]]]
J-013121-927	JANUARY JOURNAL ENTRIES	JE 1			983.13-	SPLIT PAYROLL-REV JE	481		A
111	OASI	34,386.00		0.00	998.64	998.64	33,387.36	2	
P-010821-897	PAYROLL INTERFACE	010821			842.97	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			924.47	CODE-Y,PER#-2,FUND-	101		A
J-013121-927	JANUARY JOURNAL ENTRIES	JE 2			768.80-	SPLIT PAYROLL-REV JE	482		A
121	RETIREMENT	21,930.00		0.00	747.62	747.62	21,182.38	3	
P-010821-897	PAYROLL INTERFACE	010821			621.28	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			689.44	CODE-Y,PER#-2,FUND-	101		A
J-013121-927	JANUARY JOURNAL ENTRIES	JE 2			563.10-	SPLIT PAYROLL-REV JE	482		A
131	WORKMENS COMPENSATION	2,796.00		0.00	0.00	0.00	2,796.00	0	
132	GROUP INSURANCE	99,678.00		0.00	3,583.35	3,583.35	96,094.65	3	
P-010821-897	PAYROLL INTERFACE	010821			1,566.69	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			2,016.66	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,054.00		0.00	37.32	37.32	1,016.68	3	
P-010821-897	PAYROLL INTERFACE	010821			30.61	CODE-Y,PER#-1,FUND-	101		A
P-012221-908	PAYROLL INTERFACE	012221			34.68	CODE-Y,PER#-2,FUND-	101		A
J-013121-927	JANUARY JOURNAL ENTRIES	JE 2			27.97-	SPLIT PAYROLL-REV JE	482		A
TOTAL: PERSONAL SERVICES		609,337.00		0.00	19,185.12	19,185.12	590,151.88	3	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00		0.00	0.00	0.00	12,212.00	0	
202	PROFESSIONAL SERVICES	47,900.00		0.00	0.00	0.00	47,900.00	0	
211	PUBLISHING	3,000.00		0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	5,000.00		0.00	0.00	0.00	5,000.00	0	

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	0.00	0.00	4,000.00	0	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	0.00	0.00	3,000.00	0	
232	OFFICE SUPPLIES	9,500.00	0.00	0.00	0.00	9,500.00	0	
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	0.00	9,500.00	0	
236	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0	
242	PROGRAM SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0	
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	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	60.50	60.50	1,739.50	3	
P-010821-897	PAYROLL INTERFACE	010821		60.50	CODE-Y, PER#-1, FUND-	101		A
272	ELECTRICITY	20,000.00	0.00	0.00	0.00	20,000.00	0	
273	FUEL-HEATING	3,000.00	0.00	0.00	0.00	3,000.00	0	
274	WATER SERVICE	3,500.00	0.00	0.00	0.00	3,500.00	0	
275	SEWER SERVICE	1,200.00	0.00	0.00	0.00	1,200.00	0	
276	LANDFILL	500.00	0.00	32.00	32.00	468.00	6	
J-013121-927	JANUARY JOURNAL ENTRIES	JE 43		32.00	DUMPSTER CHARGES-JAN 21			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	141,112.00	0.00	92.50	92.50	141,019.50	0	
	CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0	
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	51,000.00	0.00	0.00	0.00	51,000.00	0	
342	AV - CAPITAL	12,500.00	0.00	0.00	0.00	12,500.00	0	
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	85,500.00	0.00	0.00	0.00	85,500.00	0	
	OTHER EXPENDITURES							
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	COMMUNITY LIBRARY	835,949.00	0.00	19,277.62	19,277.62	816,671.38	2	

Exp. Guideline with Detail
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH JAN 31, 2021

		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								
TOTAL: GENERAL FUND		835,949.00	0.00	19,277.62	19,277.62	816,671.38	2		

Director's Report - February 2021

Staff Training Day: We had a successful training day on January 18. The library was closed to patrons and we had 10 of our 12 staff here for training. Over the last year, with limited hours, spreading out staff work stations, and even a few months when we did not have our part time staff coming in, the opportunity for team building as a larger group was invaluable.

Lego Kits: In honor of National Lego Day on January 28, the library began circulating Lego kits. We have created 4 kits which include a small tub of Legos and some activity challenges. These kits were created from the Legos the library had on hand from our Lego programs. It was a very low-cost way to introduce another fun activity for kids to take home, especially during the cold winter months. We are currently limiting one kit per household for a 2-week check out. The Legos will be sanitized upon return.

Bedtime Story Times: In February, Victoria is beginning a weekly Virtual Bedtime Story Time each Wednesday at 7:30pm. These programs will aim to be completed within 30 minutes. There will be stories, songs, and a chance for participants to say goodnight to their friends. Besides being a fun way to see your friends, this program gives Victoria a chance to get to interact "live" with some of our patrons and build up those connections which is important since we are not currently doing in-person programming.

Winter Bingo: Winter Bingo is in full swing for the month of February. We have four different Bingo cards circulating with a wide range of activities to complete a Bingo. Some of the activities are book related-reading a new genre or a new author. Others encourage participants to be active, like walking the Meridian Bridge, going to open swim at the Summit Center or having a socially distanced dance party. Still others ask participants to shop at a local business, find a big heart around Yankton and share a picture, or tell us why you love your library. Once participants complete a Bingo (column, row or diagonal), they return their cards to us for a chance to win \$25 in Yankton Bucks along with other fun prizes.

Friends' Pop-Up Sales: In 2020, the Friends of the Library decided to change from their monthly sales to larger quarterly sales. Unfortunately, 2020 had other plans. They were able to have their January sale and then were put on hold until they began their outdoor sales from July through September. During the winter months, I have given them space to do some smaller pop-up sales in the library to help keep their inventory under control and to bring in some sales money for the Friends. From February 8-12, they are hosting a romance paperback sale.

Magazine Sale: The library held its annual Magazine Sale from January 23 through February 5th. This is when the library weeds back issues of magazines, in this case all of our 2019 issues. The magazines are typically bundled by title and sold for \$1 per bundle. This year we had the sale set up on tables in the adult area and were able to keep them up for a longer period of time. We had a great sale, selling about 75 bundles. Because these are sales of library property, it is considered "Sale of Withdrawn Items" in our reporting and that money goes back to the City.

Staffing: The job posting for a full-time Library Assistant closed on Monday, February 8. We received 33 applications for this position. We will be conducting interviews over the next couple of weeks.

Next Meeting: The Library Board's next regularly scheduled meeting will be on Wednesday, March 10 at 5:30 pm. There will be a GoToMeeting Link as well as the option to meet in the Meeting Room at the Library.

January 2021 Program Statistics

		FB Likes/ Comments/ Shares	FB Engagments	YouTube Views
Story Time	5-Jan	10	20	4
	12-Jan	20	28	6
	14-Jan	234	338	
	19-Jan	21	26	10
	26-Jan	20	33	5
Total:		305	445	25

Thursday Kids Activities				
Insta-Snow	7-Jan	12	17	6
Yarn Hats	14-Jan	11	14	
Paper Plate penguins	21-Jan	11	17	
<i>Popsicle Stick Mugs</i>	28-Jan	11	15	4
Total:		45	63	10

Adult Programs	Date	Time	Num.	
Meditation Mondays-live	11-Jan	6:30 PM	12	9
Virtual Book Club-live	26-Jan	6:30 PM	3	
Total:			15	

Food for Fines		
Canned Fruit	January (all month)	26

Book Clubs			
Reader's Anonymous	12-Jan	2:00 PM	5
Between the Lines		4:30 PM	N/A
Total:			5

Miscellaneous				
Dance With Miss Judi	13-Jan	427	610	6
Kids' Activity Bags	All month	63		
Winter Reading Raffle Tickets Given	All month	932		
Total:		1422	610	6

JANUARY 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	5,101	8,439	9,393
Juvenile	3,043	3,733	4,425
Total	8,144	12,172	13,818

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	3,026	6,477	7,508
Juvenile	2,992	3,627	3,808
Total	6,018	10,104	11,316

Interlibrary Loan			
	2021	2020	2019
Requested	84	104	172
Supplied	13	161	67
Total	97	265	239

Electronic Resources			
	2021	2020	2019
OverDrive	1,978	1,697	1,646
TumbleBooks	51	106	617
Total	2,029	1,803	2,263

Adult Outreach			
	2021	2020	2019
Locations	5*	10	10
Patrons	9	40	39
Circulations	67	210	205

* Some were pick ups

Daycare Outreach			
	2021	2020	2019
Locations	4	8	16
Patrons	80	132	254
Circulations	80	152	266

Curbside Pick-Ups			
635			

Grab & Go			
755			

Appointments			
252			

Public Computer Use			
	2021	2020	2019
Uses	94	1,212	1,091
Hours	39	857	788

WiFi Usage			
	2021	2020	2019
Sessions	681	1,389	1466
Total Session Hours	980	1,315	1448.0
Unique Users	124	399	438

Meeting Room Use			
	2021	2020	2019
Library Uses	0	28	24
Library Hours	0.0	72.0	59.0
Non-Library Uses	0	18	12
Non-Library Hours	0.0	34.5	26.0

Study Room Use			
	2021	2020	2019
Uses	0	39	31
Hours	0.0	50.5	48.0

Notary			
	2021	2020	2019
Requests	2	2	3

Proctor			
	2021	2020	2019
Tests	0	10	10

Genealogy Requests			
	2021	2020	2019
Patrons	1	2	0
Hours	1.5	2	0.0

Teacher Requests			
	2021	2020	2019
Patrons	2	2	5

Courier			
	2021	2020	2019
Total Incoming	98	332	247
Total Outgoing	77	308	270
Total	175	640	517

	2021	2020	2019
Items Added to Catalog	427	354	477

	2021	2020	2019
Items Deleted from Catalog	1228*	171	198

* 2019 magazines

Current Cards			
	2021	2020	2019
Resident	4,112	5,021	5,060
Non-Resident	221	216	254
Mount Marty	38	37	35
Teacher	53	48	46
Yankton County	936	926	1,060
Total	5,360	6,248	6,455

Yankton County			
	2021	2020	2019
Households	25	35	43

Non-city Cards*			
	2021	2020	2019
County	28	27	127
Non-resident	11	12	11

30 Day Trial Cards			
	2021	2020	2019
In-Town New	7	N/A	N/A
County -New	1	N/A	N/A
County-Renewal	7	N/A	N/A
Nonresident-New	0	N/A	N/A
Nonresident-Renewal	1	N/A	N/A
Total	16	0	0

Yankton Community Library • February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pick up your BINGO card at the library for fun activities and a chance to win prizes!	1	2 Virtual Story Time	3 Bedtime Story Time 7:30 pm	4 Virtual Children's Activity	5 LifeServe Blood Drive 1:30pm-4:30pm	6
7 Friends' Romance Paperback Sale Feb 8-Feb 12 \$.50 each!	8 Meditation Monday 6:30pm Find the link on our website or Facebook page	9 Virtual Story Time with Ms. Judy 10:30 am	10 Library Board Mtg., 5:30 pm Bedtime Story Time 7:30 pm	11 Virtual Children's Activity	12	13 Tweens & Teens Take & Make Pikachu keychain *Call or stop in to request your kit
14	15 Library Closed	16 Virtual Story Time 10:30 am	17 Bedtime Story Time 7:30 pm	18 Virtual Children's Activity	19	20
21	22	23 Virtual Story Time 10:30 am Virtual Book Club The Spring Girls 6:30 pm	24 Bedtime Story Time 7:30 pm	25 Virtual Children's Activity	26 Teens & Adults Take & Make Hot Cocoa Bombs *Call or stop in to request your kit	27
28	Grab & Go 9am-3pm Mon-Sat		"Food" for Fines - Soap	Yankton Community Library— 515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org		

Yankton Community Library • March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Mac 'n Cheese	1 Grab & Go 9am-3pm Mon-Sat	2 Virtual Story Time 10:30 am Read Across America	3 Bedtime Story Time 7:30 pm	4 Virtual Children's Activity Pop up Groundhog	5	6
7	8	9 Virtual Story Time 10:30 am With a tie-dye heart craft!	10 Movement with Miss Judi 10:30am Library Board Meeting, 5:30 pm Bedtime Story Time 7:30 pm	11 Virtual Children's Activity 3D Hearts	12 Tween & Teens Take & Make Paracord Bracelets *Call or stop in to request your kit.	13
14	15	16 Virtual Story Time 10:30 am With a polar bear craft	17 Bedtime Story Time 7:30 pm	18 Virtual Children's Activity Animal Den STEM Challenge	19	20
21	22	23 Virtual Story Time 10:30 am With a kindness rainbow craft Virtual Book Club Station Eleven 6:30pm	24 Bedtime Story Time 7:30 pm	25 Virtual Children's Activity Baby Yoda Bookmark	26 Teens & Adult Take & Make Bubble Tea *Call or stop in to request your kit.	27
28	29	30 Virtual Story Time 10:30 am	31 Bedtime Story Time 7:30 pm	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-6p; Friday-Saturday, 9a-5p		