

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 11, 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 July 14, 2021 Minutes: 2020-2021 Officers

Approval of July 14, 2021 Minutes: 2021-2022 Officers

Public Comment Period

Discussion of Bills / Financial Report

Communications and Correspondence

Director's Report

Old Business

- **Follow-up from training video**

New Business

- **Library Training Video**
- **Marketing Plan**
- **Accreditation requirements**
 - **Standards Manual https://libguides.library.sd.gov/ld.php?content_id=46568291**

Other Business

Public Comment Period

Adjourn the meeting of August 11, 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, July 14, 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 5:31 p.m. Present were Sue Otterman, Sarah Mechtenberg, Jean Huff, David Koerner, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt.

Absent with regrets: Yankton City Commissioner, Jerry Webber and Amy Nelson

Additions to the Agenda: Board members introductions.

Approval of June 9, 2021 Minutes: Koerner made a motion to approve the June 9, 2021 minutes with a second by Mechtenberg. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Schmidt reported that the Friends of the Library purchased a Meeting Owl for the library to better accommodate hybrid meetings. Additionally, the Friends funded the remainder of the digitization of the microfilm project, which included building, hosting and maintaining the website where the data would be kept as well as a hard drive back up. Otterman made a motion to accept the financial report with a second by Koerner. Unanimous approval.

Communications and Correspondence: None.

Director's Report: In addition to the written report, Schmidt reported that the summer reading program has been consistently busy and that the staff have been receiving a lot of positive feedback about the summer programs. Schmidt reported that the library is continuing to partner with other organizations around town, including participating in events outside the library, such as the Yankton County Fair and Riverboat Days.

Old Business:

- **American Rescue Plan Act:** Schmidt reported that the library had received and returned the contract from the Department of Education so that the funds from the ARP grant could now be spent. The microfilm has been sent off to begin the digitizing process. The wiring project is set to begin in August or September and the IT department is working on acquiring computers.
- **Relationship of Board of Trustees and Director Statement:** Schmidt reported that she had talked to City Attorney, Ross DenHerder regarding this statement. DenHerder said it was not necessary to include the statement, but if the Board wished to retain it, that it refer back to the "terms and conditions set forth in the by-laws and South Dakota Codified Law." Mechtenberg made a motion to keep this document with the added intro suggested by DenHerder, with a second by Klimisch. Unanimous approval.

New Business: None.

Other Business: None.

Public Comment Period: None.

Adjourn Sine Die: Koerner made a motion to adjourn the meeting at 6:15pm with a second by Klimisch. Unanimous approval.

MINUTES OF THE BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

Wednesday, July 14, 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 6: 17 p.m. Present were Sue Otterman, Sarah Mechtenberg, Jean Huff, David Koerner, Yankton County Commissioner Dan Klimisch, Assistant Library Director Linda Dobrovolny and Library Director Dana Schmidt.

Absent with regrets: Yankton City Commissioner, Jerry Webber

Election of Officers for 2021-2022

- The nominations presented the slate of officers with Sarah Mechtenberg as President and David Koerner as Vice President. Klimisch made a motion to approve the slate of officers with a second by Otterman. Unanimous approval.

Public Comment Period: None

Old Business: None

New Business:

- **Board of Directors Training Video.** The board completed 20 minutes of training by watching a video through United for Libraries entitled *What It Means to Be a Trustee* followed by discussion.

Other Business: Schmidt shared that the Library Foundation would be conducting a meeting on August 3. Amy Nelson had previously served as a Library Board Liason on this board. Schmidt asked for any Board members that would like to fill this role. Koerner volunteered.

Public Comment Period: None.

Adjourn the meeting of July 14, 2021: Tielke made a motion to adjourn the meeting at 6:45pm with a second by Huff. 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					
BERING SALES						
NAME BADGES	32.00	OFFICE SUPPLIES	101.142.232	1307	022277 P 180	00001
SHIPPING	6.63	POSTAGE	101.142.231	1307	022277 P 180	00002
	38.63	*VENDOR TOTAL				
CITY UTILITIES						
WATER-WW CHARGES	594.17	WATER SERVICE	101.142.274	7.22.21	002793 P 181	00001
WATER-WW CHARGES	38.42	SEWER SERVICE	101.142.275	7.22.21	002793 P 181	00002
MAY IRRIGATION	456.91	WATER SERVICE	101.142.274	7.26.21	002793 P 180	00003
	1,089.50	*VENDOR TOTAL				
J & H CARE & CLEANING CO						
JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	100389	022274 P 180	00004
MIDAMERICAN ENERGY						
FUEL	15.00	FUEL-HEATING	101.142.273	7.27.21	002794 P 181	00003
MIDWEST TAPE						
AV	469.89	AV - CAPITAL	101.142.342	053-927-454	022275 P 180	00005
NORTHWESTERN ENERGY						
ELECTRICITY	2,040.01	ELECTRICITY	101.142.272	7.26.21	002795 P 181	00004
US BANK EQUIPMENT FINANC						
COPIER LEASE	511.57	RENTALS & XEROX SUPPLIES	101.142.212	448965871	022276 P 180	00006
	5,364.60				
GENERAL FUND	5,364.60	*****				

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					
AMZN MKTP US						
DVD'S REFUND	25.82CR	AV - CAPITAL	101.142.342	Dobrovolny		191 00168
BOOK REFUND	37.50CR	BOOKS	101.142.340	Dobrovolny		191 00172
BOOK REFUND	32.49CR	BOOKS	101.142.340	Dobrovolny		191 00174
DVD REFUND	12.96CR	AV - CAPITAL	101.142.342	Dobrovolny		191 00183
OFFICE SUPPLIES REFUND	17.20CR	OFFICE SUPPLIES	101.142.232	Dobrovolny		191 00186
DVD REFUND	13.99CR	AV - CAPITAL	101.142.342	Dobrovolny		191 00189
BOOK REFUND	19.45CR	BOOKS	101.142.340	Dobrovolny		191 00191
DVD RETURN	16.03CR	AV - CAPITAL	101.142.342	Dobrovolny		191 00241
DVD REFUND	15.99CR	AV - CAPITAL	101.142.342	Dobrovolny		191 00471
	191.43CR	*VENDOR TOTAL				
AMZN MKTP US 2E01R2PU2						
PROGRAM SUPPLIES	199.91	PROGRAM SUPPLIES	101.142.242	Dobrovolny		191 00094
BOOKS	106.06	BOOKS	101.142.340	Dobrovolny		191 00095
DVD'S	32.95	AV - CAPITAL	101.142.342	Dobrovolny		191 00096
	338.92	*VENDOR TOTAL				
AMZN MKTP US 2E26U0P02						
BOOK	13.44	BOOKS	101.142.340	Dobrovolny		191 00121
DVD	27.99	AV - CAPITAL	101.142.342	Dobrovolny		191 00122
	41.43	*VENDOR TOTAL				
AMZN MKTP US 2E75B9112						
OFFICE SUPPLIES	17.20	OFFICE SUPPLIES	101.142.232	Dobrovolny		191 00105
BOOKS	56.95	BOOKS	101.142.340	Dobrovolny		191 00106
DVD'S	52.77	AV - CAPITAL	101.142.342	Dobrovolny		191 00107
	126.92	*VENDOR TOTAL				
AMZN MKTP US 291W94SM2						
DVD	14.96	AV - CAPITAL	101.142.342	Dobrovolny		191 00275
AMZN MKTP US 293YI10V2						
BOOK	17.97	BOOKS	101.142.340	Dobrovolny		191 00340
AMZN MKTP US 2935E1RU2						
PROGRAM SUPPLIES	43.25	PROGRAM SUPPLIES	101.142.242	Dobrovolny		191 00219
AMZN MKTP US 296AR6I90						
PROGRAM SUPPLIES	92.80	PROGRAM SUPPLIES	101.142.242	Dobrovolny		191 00257
BOOKS	125.63	BOOKS	101.142.340	Dobrovolny		191 00258
DVD'S	60.87	AV - CAPITAL	101.142.342	Dobrovolny		191 00259
	279.30	*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 298DA3XW2 OFFICE SUPPLIES	50.88	OFFICE SUPPLIES	101.142.232	Dobrovolny		191 00317
AMZN MKTP US 298RA8NT0 BOOK	12.94	BOOKS	101.142.340	Dobrovolny		191 00410
AMZN MKTP US 298ZX9UR2 JANITORIAL SUPPLIES	117.98	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		191 00227
BOOKS	72.58	BOOKS	101.142.340	Dobrovolny		191 00228
	190.56	*VENDOR TOTAL				
AMZN MKTP US 299A51MG1 DVD'S	39.38	AV - CAPITAL	101.142.342	Dobrovolny		191 00451
AMZN MKTP US 299DD1ISO DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		191 00255
AMZN MKTP US 2995U2YJ0 DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		191 00250
BAKER-TAYLOR SHIPPING	34.02	POSTAGE	101.142.231	Schmidt		191 00006
BOOKS	3,677.63	BOOKS	101.142.340	Schmidt		191 00007
	3,711.65	*VENDOR TOTAL				
CENTER POINT LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		191 00090
DOLLAR TREE PROGRAM SUPPLIES	36.00	OFFICE SUPPLIES	101.142.232	Schmidt		191 00488
FINDAWAY BOOKS	656.26	BOOKS	101.142.340	Schmidt		191 00453
IN ZOOBEAN, INC BEANSTACK	795.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		191 00413
KOPETSKYS ACE HDWE DOOR HOLDS	22.77	REP. & MAINT. - BUILDING	101.142.223	Miles		191 00448
PROGRAM SUPPLIES	43.53	PROGRAM SUPPLIES	101.142.242	Schmidt		191 00079
	66.30	*VENDOR TOTAL				
MENARDS YANKTON SD WASP & HORNET SPRAY	39.99	REP. & MAINT. - BUILDING	101.142.223	Miles		191 00027

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					
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		191 00125
OVERDRIVE DIST PROFESSIONAL SERVICES	3,000.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		191 00313
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		191 00316
RAPID CITY JOURNAL NEWSPAPER SUBSCRIPTION	370.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		191 00314
SIOUX CITY JOURNAL CIR NEWSPAPER SUBSCRIPTION	309.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		191 00483
THOMSON WEST TCD BOOKS	236.27	BOOKS	101.142.340	Schmidt		191 00084
VASTBROADBAND-VEXUS PHONE	72.28	TELEPHONE	101.142.271	Yardley		191 00397
PHONE	45.06	TELEPHONE	101.142.271	Yardley		191 00427
	117.34	*VENDOR TOTAL				
WM SUPERCENTER #1483 ADULT PROGRAM SUPPLIES	14.70	PROGRAM SUPPLIES	101.142.242	Schmidt		191 00072
YANKTONMEDIAINC NEWSPAPER SUBSCRIPTION	133.09	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		191 00299
	10,912.82				

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 PROGRAM SUPPLIES REFUND	6.99CR	RECREATION SUPPLIES	701.701.242	Dobrovolny		191 00169
AMZN MKTP US 2E01R2PU2 SUMMER PROGRAM SUPPLIES	46.93	RECREATION SUPPLIES	701.701.242	Dobrovolny		191 00097
AMZN MKTP US 2E75B9112 SUMMER PROGRAM SUPPLIES	6.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		191 00108
AMZN MKTP US 296AR6I90 SUMMER PROGRAM SUPPLIES	22.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		191 00260
BAKER-TAYLOR MEMORIAL BOOKS	50.37	BOOKS	701.701.340	Schmidt		191 00008
CASEYS GEN STORE 2268 STAFF APPRECIATION	41.46	RECREATION SUPPLIES	701.701.242	Clare		191 00194
HY-VEE YANKTON 1899 STAFF APPRECIATION	8.98	RECREATION SUPPLIES	701.701.242	Caine		191 00350
KOPETSKYS ACE HDWE SUMMER READING PROGRAM	49.95	RECREATION SUPPLIES	701.701.242	Schmidt		191 00080
SP OWL LABS MEETING OWL-FRIENDS	999.00	RECREATION SUPPLIES	701.701.242	Schmidt		191 00455
WM SUPERCENTER #1483 SUMMER READING PROGRAM	112.12	RECREATION SUPPLIES	701.701.242	Schmidt		191 00073
	1,331.79				
LIBRARY TRUST	1,331.79	*****				

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	7,500.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	0.00	7,500.00	50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	725.00	4,750.00	2,050.00 69 -----
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	225.00	275.00 45 ----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	30.00-	40.00 300 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	23.26	299.38	99.38- 149 -----]]]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	52.60	601.65	898.35 40 ----
3456 PC PRINTING	6,000.00	6,000.00	541.80	2,402.75	3,597.25 40 ----
3490 SALE OF MATERIALS	100.00	100.00	0.00	21.74	78.26 21 --
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	174.13	2,460.73	460.73- 123 -----]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,551.79	10,731.25	6,378.75 62 -----
FINES					
3510 COURT FINES	1,600.00	1,600.00	80.82	722.58	877.42 45 ----
3511 PARKING FINES	5,000.00	5,000.00	250.00	1,182.50	3,817.50 23 --
3520 LIBRARY FINES	650.00	650.00	51.00	156.99	493.01 24 --
TOTAL: FINES	7,250.00	7,250.00	381.82	2,062.07	5,187.93 28 --
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	3,335.37	18,989.50	21,010.50 47 ----
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	6,940.00	3,060.00 69 -----
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	23.74	5,629.45	1,629.45- 140 -----]]]]
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	62.40	36,051.84	33,051.84- 1201 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	171.19	837.50	662.50 55 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	3,592.70	68,448.29	9,948.29- 117 -----]
TOTAL: GENERAL FUND	97,860.00	97,860.00	5,526.31	88,741.61	9,118.39 98 -----

	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	0.00	0.00	0
3610 INTEREST	0.00	0.00	9.18	57.85	57.85-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	144.75	11,887.87	11,887.87-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	153.93	11,945.72	11,945.72-	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 PERSONNEL SERVICES						
101 REGULAR WAGES	365,143.00	0.00	28,106.86	184,150.55	180,992.45	50 -----
102 TEMPORARY WAGES	84,000.00	0.00	2,738.27	15,016.63	68,983.37	17 -
103 OVERTIME WAGES	350.00	0.00	55.47	254.93	95.07	72 -----
111 OASI	34,386.00	0.00	2,281.12	14,700.65	19,685.35	42 ----
121 RETIREMENT	21,930.00	0.00	1,689.73	10,928.37	11,001.63	49 ----
131 WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73	7
132 GROUP INSURANCE	99,678.00	0.00	4,295.34	26,940.51	72,737.49	27 --
133 UNEMPLOYMENT INSURANCE	1,054.00	0.00	32.66	347.36	706.64	32 ---
TOTAL: PERSONNEL SERVICES	609,337.00	0.00	39,199.45	252,127.27	357,209.73	41 ----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90 -----
202 PROFESSIONAL SERVICES	47,900.00	0.00	4,140.92	26,767.43	21,132.57	55 -----
211 PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0
212 RENTALS & XEROX SUPPLIES	5,000.00	0.00	366.62	1,961.91	3,038.09	39 ---
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02	0
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	9.95	362.08	3,637.92	9
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,000.00	0.00	180.75	939.04	2,060.96	31 ---
232 OFFICE SUPPLIES	9,500.00	0.00	182.85	758.97	8,741.03	7
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	189.50	189.50-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	354.00	5,031.15	4,468.85	52 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	54.99	756.92	2,243.08	25 --
242 PROGRAM SUPPLIES	5,000.00	0.00	51.98	1,394.28	3,605.72	27 --
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	64.00	936.00	6
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	299.00	1,201.00	19 -
271 TELEPHONE	1,800.00	0.00	180.56	1,028.59	771.41	57 -----
272 ELECTRICITY	20,000.00	0.00	1,547.37	7,620.66	12,379.34	38 ---
273 FUEL-HEATING	3,000.00	0.00	15.00	2,409.51	590.49	80 -----
274 WATER SERVICE	3,500.00	0.00	74.26	445.56	3,054.44	12 -
275 SEWER SERVICE	1,200.00	0.00	38.42	230.52	969.48	19 -
276 LANDFILL	500.00	0.00	32.00	240.00	260.00	48 ----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	141,112.00	0.00	7,229.67	61,553.87	79,558.13	43 ----
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	4,092.83	19,892.35	31,107.65	39 ---
342 AV - CAPITAL	12,500.00	0.00	1,462.22	5,198.89	7,301.11	41 ----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH JUL 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	5,555.05	25,091.24	60,408.76	29 --
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	51,984.17	338,772.38	497,176.62	40 ----
TOTAL: GENERAL FUND	835,949.00	0.00	51,984.17	338,772.38	497,176.62	40 ----

	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	1,341.90	6,589.19	6,589.19-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,341.90	6,589.19	6,589.19-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	329.42	329.42-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	1,048.99	1,048.99-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,378.41	1,378.41-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,341.90	7,967.60	7,967.60-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,341.90	7,967.60	7,967.60-	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	32,183.74	1,187.97CR	3,160.76	35,344.50
	TOTAL CURRENT ASSETS:	32,183.74	1,187.97CR	3,160.76	35,344.50
	TOTAL ASSETS:	32,183.74	1,187.97CR	3,160.76	35,344.50
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	817.36CR	0.00	817.36	0.00
	TOTAL CURRENT LIABILITIES:	817.36CR	0.00	817.36	0.00
	TOTAL LIABILITIES:	817.36CR	0.00	817.36	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	153.93CR	11,945.72CR	19,617.01CR
701.2910	EXPENDITURE CONTROL	8,918.61	1,341.90	7,967.60	16,886.21
	TOTAL FUND BALANCE:	31,366.38CR	1,187.97	3,978.12CR	35,344.50CR
	TOTAL LIABILITIES AND FUND BALANCE:	32,183.74CR	1,187.97	3,160.76CR	35,344.50CR
	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	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	365,143.00	0.00	28,106.86	184,150.55	180,992.45	50	-----	
J-070921-153	PAYROLL JULY 9, 2021			14,039.78	LIBRARY-REG WAGES		P		A
J-072321-167	PAYROLL JULY 23, 2021			14,067.08	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	84,000.00	0.00	2,738.27	15,016.63	68,983.37	17	-	
J-070921-153	PAYROLL JULY 9, 2021			1,428.80	LIBRARY-TEMP WAGES		P		A
J-072321-167	PAYROLL JULY 23, 2021			1,309.47	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	350.00	0.00	55.47	254.93	95.07	72	-----	
J-070921-153	PAYROLL JULY 9, 2021			32.28	LIBRARY-OVERTIME		P		A
J-072321-167	PAYROLL JULY 23, 2021			23.19	LIBRARY OVERTIME		P		A
111	OASI	34,386.00	0.00	2,281.12	14,700.65	19,685.35	42	----	
J-070921-153	PAYROLL JULY 9, 2021			1,144.43	LIBRARY-OASI		P		A
J-072321-167	PAYROLL JULY 23, 2021			1,136.69	LIBRARY-OASI		P		A
121	RETIREMENT	21,930.00	0.00	1,689.73	10,928.37	11,001.63	49	----	
J-070921-153	PAYROLL JULY 9, 2021			844.32	LIBRARY-RETIREMENT		P		A
J-072321-167	PAYROLL JULY 23, 2021			845.41	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	2,796.00	0.00	0.00	211.73-	3,007.73	7		
132	GROUP INSURANCE	99,678.00	0.00	4,295.34	26,940.51	72,737.49	27	--	
J-070921-153	PAYROLL JULY 9, 2021			2,147.67	LIBRARY-GROUP INS		P		A
J-072321-167	PAYROLL JULY 23, 2021			2,147.67	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	32.66	347.36	706.64	32	---	
J-070921-153	PAYROLL JULY 9, 2021			17.47	LIBRARY-UNEMP INS		P		A
J-072321-167	PAYROLL JULY 23, 2021			15.19	LIBRARY-UNEMP INS		P		A
TOTAL:	PERSONNEL SERVICES	609,337.00	0.00	39,199.45	252,127.27	357,209.73	41	----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	12,212.00	0.00	0.00	11,048.77	1,163.23	90	-----	
202	PROFESSIONAL SERVICES	47,900.00	0.00	4,140.92	26,767.43	21,132.57	55	-----	
M-070621-142	.16749 LARRYS HEATING AND CO	202106	Schmidt	153.00	A/C REPAIRS		-		A
M-070621-142	.14274 OLSONS PEST TECHNICIAN	202106	Schmidt	90.00	PEST CONTROL		-		A
M-070621-142	.17952 SCALEFUSION	202106	Yonke	240.00	MOBILE DEVICE MANAGEMENT		-		A
M-070621-142	.13843 OVERDRIVE DIST	202106	Schmidt	2,277.92	E-BOOKS		-		A
M-070621-142	.16306 ECO WATERS	202106	Schmidt	108.00	PROFESSIONAL SERVICES		-		A
M-070621-142	.17992 KAHOOT] AS	202106	Clare	72.00	PROFESSIONAL SERVICES		-		A
D-071221-131	05937 J & H CARE & CLEANING CO	066068	100324	1,200.00	JANITORIAL SERVICE	022272	P	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	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	5,000.00	0.00	366.62	1,961.91	3,038.09	39 ---	
D-071221-131	07098 US BANK EQUIPMENT FINANC	066128	446555724	366.62	COPIER LEASE	022273	P -	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	5.98	2,994.02	0	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	9.95	362.08	3,637.92	9	
M-070621-142	.14179 MENARDS YANKTON SD	202106	Miles	9.95	REPLACE TOILET VALVE		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,000.00	0.00	180.75	939.04	2,060.96	31 ---	
M-070621-142	.17942 PB LEASING	202106	Schmidt	122.00	POSTAGE FEES		-	A
M-070621-142	.11798 BAKER-TAYLOR	202106	Schmidt	33.75	POSTAGE		-	A
M-070621-142	.14781 USPS PO 4698100078	202106	Schmidt	22.00	POSTAGE		-	A
D-071221-131	.17936 ROGERS/CHARLES	066108	6.14.21	3.00	POSTAGE	022270	P -	A
232	OFFICE SUPPLIES	9,500.00	0.00	182.85	758.97	8,741.03	7	
M-070621-142	.17940 AMAZON.COM 2131J5D50 A	202106	Dobrovolny	96.41	OFFICE SUPPLIES		-	A
M-070621-142	.17944 AMZN MKTP US 211EH9560	202106	Dobrovolny	51.54	OFFICE SUPPLIES		-	A
M-070621-142	.12434 WAL-MART #1483	202106	Caine	11.85	OFFICE SUPPLIES		-	A
M-070621-142	.17977 AMZN MKTP US 2X1GI0OZ0	202106	Dobrovolny	8.60	OFFICE SUPPLIES		-	A
M-070621-142	.17987 AMZN MKTP US 2X30I43R1	202106	Dobrovolny	14.45	OFFICE SUPPLIES		-	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	189.50	189.50-9999	-----]]]]	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	354.00	5,031.15	4,468.85	52 -----	
M-070621-142	.17319 IN BOOK PAGE	202106	Schmidt	354.00	SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	54.99	756.92	2,243.08	25 --	
M-070621-142	.17987 AMZN MKTP US 2X30I43R1	202106	Dobrovolny	54.99	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	51.98	1,394.28	3,605.72	27 --	
M-070621-142	.17940 AMAZON.COM 2131J5D50 A	202106	Dobrovolny	12.00	PROGRAM SUPPLIES		-	A
M-070621-142	.17949 AMZN MKTP US 218NC1P40	202106	Dobrovolny	19.99	PROGRAM SUPPLIES		-	A
M-070621-142	.17951 AMZN MKTP US 215YX6FT0	202106	Dobrovolny	19.99	PROGRAM SUPPLIES		-	A
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	64.00	936.00	6	
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0	

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	299.00	1,201.00	19	-	
271	TELEPHONE	1,800.00	0.00	180.56	1,028.59	771.41	57	-----	
M-070621-142	.17371 VASTBROADBAND-VEXUS	202106	Yardley	75.00	PHONE		-		A
M-070621-142	.17371 VASTBROADBAND-VEXUS	202106	Yardley	45.06	PHONE		-		A
J-070921-153	PAYROLL JULY 9, 2021			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,547.37	7,620.66	12,379.34	38	---	
D-071221-131	00455 NORTHWESTERN ENERGY	066097	6.22.21	1,547.37	ELECTRICITY	002795	P	-	A
273	FUEL-HEATING	3,000.00	0.00	15.00	2,409.51	590.49	80	-----	
D-071221-131	00303 MIDAMERICAN ENERGY	066088	6.30.21	15.00	FUEL	002794	P	-	A
274	WATER SERVICE	3,500.00	0.00	74.26	445.56	3,054.44	12	-	
D-071221-131	00109 CITY UTILITIES	066045	6.22.21	74.26	WATER-WW CHARGES	002793	P	-	A
275	SEWER SERVICE	1,200.00	0.00	38.42	230.52	969.48	19	-	
D-071221-131	00109 CITY UTILITIES	066045	6.22.21	38.42	WATER-WW CHARGES	002793	P	-	A
276	LANDFILL	500.00	0.00	32.00	240.00	260.00	48	----	
J-073121-176	JULY JOURNAL ENTRIES	JE 249		32.00	DUMPSTER CHARGES - JULY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	141,112.00	0.00	7,229.67	61,553.87	79,558.13	43	----	
	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	4,092.83	19,892.35	31,107.65	39	---	
M-070621-142	.17940 AMAZON.COM 2131J5D50 A	202106	Dobrovolny	53.99	BOOKS		-		A
M-070621-142	.17949 AMZN MKTP US 218NC1P40	202106	Dobrovolny	19.88	BOOKS		-		A
M-070621-142	.17951 AMZN MKTP US 215YX6FT0	202106	Dobrovolny	5.99	BOOK		-		A
M-070621-142	.11798 BAKER-TAYLOR	202106	Schmidt	3,708.10	BOOKS		-		A
M-070621-142	.11785 CENTER POINT LARGE PRI	202106	Schmidt	161.93	LARGE PRINT BOOKS		-		A
M-070621-142	.17964 AMZN MKTP US 2X4111GY0	202106	Dobrovolny	5.57	BOOK		-		A
M-070621-142	.17965 AMZN MKTP US 2X1WM69X1	202106	Dobrovolny	17.98	BOOK		-		A
M-070621-142	.17977 AMZN MKTP US 2X1GI0OZ0	202106	Dobrovolny	14.95	BOOK		-		A
M-070621-142	.17996 AMZN MKTP US 2R57D6WN1	202106	Dobrovolny	89.44	BOOKS		-		A
D-071221-131	.17936 ROGERS/CHARLES	066108	6.14.21	15.00	BOOK	022270	P	-	A
342	AV - CAPITAL	12,500.00	0.00	1,462.22	5,198.89	7,301.11	41	----	
M-070621-142	.17940 AMAZON.COM 2131J5D50 A	202106	Dobrovolny	57.95	DVD'S		-		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							
	CAPITAL OUTLAY							
342	AV - CAPITAL							
M-070621-142	.17949 AMZN MKTP US 218NC1P40	202106	Dobrovolny	93.82	DVD'S		-	A
M-070621-142	.17951 AMZN MKTP US 215YX6FT0	202106	Dobrovolny	84.90	DVD'S		-	A
M-070621-142	.16809 FINDAWAY	202106	Schmidt	693.35	WONDERBOOKS		-	A
M-070621-142	.17977 AMZN MKTP US 2X1GI0OZ0	202106	Dobrovolny	100.38	DVD'S		-	A
M-070621-142	.17985 AMZN MKTP US 2R4R267W2	202106	Dobrovolny	40.03	DVD'S		-	A
M-070621-142	.17989 AMZN MKTP US 2X4PT3FO1	202106	Dobrovolny	23.92	DVD		-	A
M-070621-142	.17996 AMZN MKTP US 2R57D6WN1	202106	Dobrovolny	12.96	DVD		-	A
D-071221-131	04785 MIDWEST TAPE	066092	292-036	354.91	AV	022271	P -	A
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	5,555.05	25,091.24	60,408.76	29 --	
	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	51,984.17	338,772.38	497,176.62	40 ----	
TOTAL:	GENERAL FUND	835,949.00	0.00	51,984.17	338,772.38	497,176.62	40 ----	

Director's Report-August 2021

Summer Reading Highlights: The library held 65 activities throughout June and July, which included story times, crafts, STEM, and activities. There are also a weekly guest presenter or performer. We were very happy with the strong attendance numbers throughout the summer. The children (age 3-grade 5) recorded 141,447 minutes read with Sacred Heart School leading the pack in the friendly school competition.

Historic Homes Walking Tour: On August 4, we visited 5 locations with 16 patrons in the library's neighborhood – UCC Church, the home of Liz and Joe Healy, the home of Mason and Kate Schramm, the GAR Hall, and Czechers (the old Elks Lodge). We heard some ghost stories and learned some really fun history. In September, we will be visiting the neighborhood near Lincoln School and in October we plan to visit the downtown area.

Warm Welcome to the Library: Partnering with the Yankton Elks, the library will be hosting a Warm Welcome to the Library on August 24. There will be several book-themed activities available for children and families to participate in, stations to learn more about what the library has to offer, and a free sweatshirt with the library logo (courtesy of the Elks).

Teen Events and Advisory Board: In August, the library will resume hosting a Teen Advisory Board (TAB). This is a group of interested teens that will work with the Youth Services Librarian to help plan upcoming teen events. In the Fall, there will also be regularly scheduled teen crafts/events twice a month. The teen subscription bag is continuing monthly with 15 teens currently enrolled.

Regular Fall Programs: After Labor Day, we will resume storytimes on Tuesdays and Thursdays at 10:30am and on Tuesday evenings at 6:00pm. Stay & Play will be on Wednesdays at 10:30am. There will be regular after-school activities for grades K-5 that will include crafts, Legos, movies and STEM.

Fantasy Football 101: On Tuesday, August 31, the library will be hosting Fantasy Football 101. You will learn about the basics of Fantasy Football, how to use the free Yahoo! Website, how to build your team and how the draft process works. You can then participate in the library league to build your team and compete! This event is free and open to all ages. The library's draft date will be on Wednesday, September 8.

Library Foundation: The Foundation Board met on August 3, 2021. They are interested in creating a cohesive message to share with the community about the Foundation's purpose and to begin some small fundraising efforts.

Friends of the Library: The Friends of the Library hosted a successful bag sale in July. By selling books for \$2 per bag made nearly \$400 in profits! They plan to have another outdoor sale on Saturday, September 4. The Friends have recently donated money to pay for a website to be built, hosted and maintained for our digitized newspapers. They also purchased a Meeting Owl to help accommodate hybrid virtual/in person meetings.

Next Meeting: The next Library Board meeting is scheduled for Wednesday, September 8 at 5:30pm.

July 2021 Program Statistics

	Registered	Activity Badges earned	Minutes/Books read
Children	257	1,092	61,080
Teen	69	140	n/a
Adult	31	75	n/a
Total:	357	1,307	61,080

Weekly Craft Days		Children	Adults
Perler Bead Snakes	6-Jul	10	5
Stuffed Otter Craft	13-Jul	25	10
Hedgehog Painted Rock	20-Jul	26	12
Popsicle Stick Animals	27-Jul	15	6
Total:		76	33

Weekly Activity Days		Children	Adults
Vet Pretend	7-Jul	30	15
4-H	14-Jul	25	10
Animal Poop	21-Jul	29	15
Stuffed Animal Sleepover	29-Jul	14	
Total:		98	40

Lego Club		Children	Adults
	1-Jul	25	7
	8-Jul	30	10
	15-Jul	33	13
	22-Jul	30	10
	29-Jul	15	7
Total:		133	40

Storytime		Children	Adults
	1-Jul	22	9
	6-Jul	20	8
	8-Jul	26	10
	13-Jul	20	11
	15-Jul	19	10
	20-Jul	15	8
	22-Jul	19	10
	27-Jul	6	4
29-Jul	25	12	
Total:		172	82

Weekly Teen Events (Wednesdays)		Attendance
Bird Feeder & Jeopardy	7-Jul	10
Origami Animals	14-Jul	10
Virtual Scratch Coding	21-Jul	1
Teen After Hours	28-Jul	18
Total:		39

Teen Volunteers	Teens	Hours
Active Volunteers	11	29
Total:		11
		29

Miscellaneous		
Teen Subscription Bags		15
Rainy Day Movie	10-Jul	3
Total:		18

Weekly Performers/Programs		Attendance
Big Bang Bubbles	10-Jul	300
Science Steve	12-Jul	50
Gavin's Point	19-Jul	52
Zooman	26-Jul	200
Red Beard Blue Beard	30-Jul	25
Total:		627

Adult Events		Attendance	Virtual
Wildlife Photography	13-Jul	18	NA
OBSD Virtual Author Visit	27-Jul	25	6

Food for Fines-Cereal	38 items
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Reader's Anonymous	13-Jul	2:00 PM	4
Between the Lines	27-Jul	4:30 PM	8
Total:			12

JULY 2021 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2021	2020	2019
Adult	6,809	4,717	8,893
Juvenile	5,531	2,045	4,954
Total	12,340	6,762	13,847

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2021	2020	2019
Adult	4,642	2,879	7,048
Juvenile	5,524	2,034	4,901
Total	10,166	4,913	11,949

Interlibrary Loan			
	2021	2020	2019
Requested	103	47	119
Supplied	20	27	132
Total	123	74	251

Electronic Resources			
	2021	2020	2019
OverDrive	2,044	1,764	1,594
TumbleBooks	7	11	53
Total	2,051	1,775	1,647

Adult Outreach			
	2021	2020	2019
Locations	4	4	15
Patrons	10	13	42
Circulations	66	69	249

Daycare Outreach - SUMMER			
	2021	2020	2019
Locations	NA	NA	NA
Patrons	NA	NA	NA
Circulations	NA	NA	NA

Current Cards			
	2021	2020	2019
Resident	4,282	4,020	5,176
Non-Resident	241	212	253
Mount Marty	37	36	40
Teacher	54	49	49
Yankton County	985	909	1,049
Total	5,599	5,226	6,567

New Cards			
	2021	2020	2019
Resident Adult	60	N/A	N/A
Resident Youth (<18)	5	N/A	N/A
County	63	57	36
County (Households)	47	43	36
Non-resident	11	9	9
Non-resident (households)	9	NA	NA

30 Day Trial Cards			
	2021	2020	2019
In-Town New	6	16	N/A
County -New	4	1	N/A
County-Renewal	2	73	N/A
Nonresident-New	0	3	N/A
Nonresident-Renewal	0	11	N/A
Total	12	104	0

Public Computer Use			
	2021	2020	2019
Uses	475	46	1,101
Hours	246	21	764

WiFi Usage			
	2021	2020	2019
Sessions	1,206	828	1672
Total Session Hours	913	1,189	1434.0
Unique Users	281	150	440

Meeting Room Use			
	2021	2020	2019
Library Uses	38	0	36
Library Hours	72.0	0	54.0
Non-Library Uses	6	0	7
Non-Library Hours	10.0	0	15.0

Study Room Use			
	2021	2020	2019
Uses	30	0	58
Hours	56.0	0.0	91.0

Notary			
	2021	2020	2019
Requests	3	2	1

Proctor			
	2021	2020	2019
Tests	7	0	30

Genealogy Requests			
	2021	2020	2019
Patrons	*0	1	1
Hours	0	0.40	1.0

*Microfilm being digitized

Teacher Requests			
	2021	2020	2019
Patrons	1	1	NA

Courier			
	2021	2020	2019
Total Incoming	131	60	281
Total Outgoing	102	81	268
Total	233	141	549

Collection			
	2021	2020	2019
Items Added	571	497	378
Items Deleted	220	335	281

Curbside Pick-Ups			
	2021	2020	2019
	37	918	NA

Summer Reading Registrations			
	2021	2020	2019
	393	297	NA

Yankton Community Library • August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Historic Homes Walking Tour 6:30pm	5	6	7
8 <i>Library Closed</i>	9	10 Adult Craft Night 6:30pm	11 Teen Event: Shrinky Dinks 3:30 Library Board, 5:30pm	12 Craft Buffet for Kids All day	13 Craft Buffet for kids All day	14 Craft Buffet for kids All day
15 <i>Library Closed</i>	16	17	18	19 Legos 3:30	20	21 Library Closed Riverboat Days
22 <i>Library Closed</i>	23	24 Warm Welcome to the Library for kids 3:30-6pm	25 Teen Event: Stress Balls Take Home Kit	26	27	28
29 <i>Library Closed</i>	30	31 Fantasy Football 101 6pm	August Food for Fines Peanut Butter or Jelly	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.		

Yankton Community Library • September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org September is National Library Card Sign-up Month. Fall/Winter Hours: Mon-Thurs: 9a-8p; Fri-Sat: 9a-5p; Sun: 1p-5p			1	2 Legos 3:30p	3	4 Friends of the Library Book Sale Library Lawn 8am-11am
5 Library Closed	6 Library Closed Happy Labor Day!	7 Story time 10:30a Story time 6p Fall/Winter Hours begin	8 Stay & Play 10:30a Library Board Meeting 5:30pm	9 Story time 10:30a Movie: Soul 3:30p	10	11 Oscar Movie Weekend
12 Oscar Movie Weekend	13	14 Story time 10:30a Story time 6p Adult Craft 6:30p	15 Stay & Play 10:30a Teen Event 3:30	16 Story time 10:30a Hungry, Hungry Hippos 3:30p	17	18
19 Name that Tune in honor of International Country Music Day	20 Friends of the Library Meeting-5:15	21 Story time 10:30a Story time 6p Seed Library 1p & 6:30p	22 Stay & Play 10:30a	23 Story time 10:30a STEM 3:30p	24	25
26 <i>Banned Book Week</i> <i>Sept 26-Oct 2</i>	27	28 Story time 10:30a Story time 6p	29 Stay & Play 10:30a Teen Event 3:30p Bridge Walk 5:30p	30 Story time 10:30a Craft 3:30p	September Food for Fines Mac & Cheese	

Yankton Community Library Marketing and Communications Plan

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

Introduction

The Yankton Community Library (YCL) seeks to raise awareness of the critical role YCL serves through upholding 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 in Yankton through a strategically planned and executed marketing effort. This marketing and communications plan will serve as a guide to the Library staff for communicating the tenets of our strategic plan to a variety of community stakeholders.

While the Library has been steadfast in its marketing efforts for a number of years, we know that marketing and communication of library services and programs will continue to have significant implications as we continue to outgrow our current space. Raising the profile of the organization among key decision makers will be crucial to the success of any eventual funding opportunities.

Objectives

- Establish the Library's "brand identity" to raise awareness, generate enthusiasm, and create visibility for the library's programs and services.
- Communicate the importance of the Library as a critical component of continued growth and quality of life in Yankton.
- Generate enthusiasm about opportunities to serve on volunteer Library groups such as the Board of Trustees, Library Foundation, and the Friends of the Library.
- Gather input about the marketing efforts and their effectiveness from YCL stakeholders and patrons.

Target Audiences

We intend to reach a wide variety of community stakeholders with this plan by targeting the following audiences:

- Citizens of Yankton and Yankton County
- Other City of Yankton departments
- Community Organizations
- Professional Organizations
- Government and elected officials
- Educators and education administrators
- Community business leaders
- Library staff members
- Potential and current library donors and volunteers

Strategies and Tactics

Utilize a network of media contacts to spread the message about YCL's varied programs and services.

- Craft press releases for each library program and new services to be sent to local newspapers, radio stations, community leaders and organizations, local school districts, and city staff.
- Promote library programs monthly at area radio station shows and newspaper columns.
- Communicate activities to organizations with vested interests in Yankton's quality of life such as Yankton Area Progressive Growth, Greater Yankton Living, and Your Next Adventure – Yankton.

Participate in grassroots outreach to market the Library through existing and new community partnerships.

- Hold quarterly outreach events in places with high visibility such as school open houses and conferences, the senior citizen center, downtown businesses, and more.
- Approach community organizations such as PEO groups, One Million Cups, Interchange, Rotary, and more about the opportunity to speak to their groups about what the modern Yankton Community Library looks like.
- Work with the City Events Coordinator on opportunities within the community for the Library to raise awareness, generate enthusiasm, and create visibility.

Continue to enhance and build upon the social media successes of the Library while continually evaluating new and existing platforms.

- Create a cohesive identity for all of the Library's social media platforms by using consistent branding.
- Make sure information and direction to the Library's website are clear and easy to find on each of the Library's social media platforms.
- Publicize each program and new service from the Library on each platform in the way that has the highest reach for the lowest staff investment, for example, Facebook events.
- Build the number of local followers on our social media accounts by posting interesting, multimedia content.
- Regularly monitor all platforms and answer comments and questions consistently with Library values in mind.
- Continually analyze which platforms are not providing us with a return on staff investment.
- Evaluate emerging platforms to see how they fit the library's marketing mission.

Utilize printed materials to put reminders and visuals in the hands of patrons at the point of contact.

- Printed materials will be created for each Library program in some way. These materials may include, but are not limited to: calendars, posters, bookmarks, handouts, and postcards.
- Printed materials will be available at the Library and, when possible, local schools, businesses, and organizations.

Utilize electronic media to publicize Library events to those we are not reaching within our four walls.

- Publicize Library events through electronic channels which may include, but are not limited to: the Library website and calendar, email marketing through weekly emails, the City Commission's bi-weekly memo, and the Library's online catalog.

Utilize volunteer groups such as the Library Board of Trustees, Library Foundation, and Friends of the Library to communicate Library events and programs through word of mouth.

- The Library understands that the most persuasive marketing efforts are still word of mouth from trusted family and friends. As such, we will strive to keep our volunteer groups updated on Library activities in order to utilize their community reach as word of mouth marketers.

Roles and Responsibilities

As the Library has limited staff and does not have a dedicated communications or public relations team, the lead staff member on each project will be responsible for carrying out the above strategies and tactics. To encourage a unified message, the Library Director will be responsible for approving all marketing and communications materials, as well as being the primary spokesperson for the Library within the community. The Library staff and the Library Board of Trustees will be secondary spokespersons.

Evaluation

The Library will participate in the City of Yankton's community survey in order to gather feedback about marketing and communications efforts that may or may not be working. Additionally, we will provide short surveys following programs and activities that include questions about how participants heard about the events in order to better direct our efforts in the future. An increase in the number of library patrons, program attendees, positive social media mentions, and positive community talk about the Library can all be seen as measures of marketing and communications success.