

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, May 8, 2019, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of April 10, 2019 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

- None

**New Business**

- AV Equipment Policy
- Kids Art Fest
- Discussion of Board Report format/content
- Request to close early on Monday, July 29 for Talent Show
- Tonja's last meeting

**Other Business**

**Adjourn the meeting of May 8, 2019**

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, April 10, 2019, at 5:30 p.m.  
Yankton Community Library, Director's Office**

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Sue Otterman, Tony Maibaum, Christine Tielke, Tonja Koenigs, Joe Healy, Library Director Dana Schmidt, and Assistant Director Linda Dobrovolny.  
Absent with regrets: Amy Nelson

**Additions to the agenda:** none

**Minutes:**

Motion to approve the minutes of the March 20, 2019 meeting by Maibaum, with second by Otterman; Healy abstained. Motion approved.

**Discussion of Bills and Financial Report:**

No questions/discussion

**Communications and Correspondence:** Dana shared notes of thanks and appreciation from two of our patrons. One thanked us for the kindness and helpfulness of staff and the other wished us a Happy National Library week and a thank you for all we do for the community.

**Public Comment Period:** None.

**Director's Report:** In addition to the written report, Dana discussed several National Library Week activities. Staff have planned an Escape Room Event and after hours Teen Event. Community members have been invited to be a "Librarian For A Day" to get a behind the scenes look at library happenings. There have been some updates made to the staff break room.

**Old Business:** Motion to approve the State Library Annual Survey by Tielke, Second by Maibaum. Unanimous approval.

**New Business:**

Dana discussed her thoughts about the upcoming 2020 budget process and invited Board Members to give input. Maibaum suggested exploring the possibility of acquiring recording equipment that could potentially be used for City Commission meetings among other things.

The second in a series of trustee training videos was viewed and discussion about ways to improve the welcoming/training process for new board members followed. Suggestions were given about adding by-laws and trustee training materials to the website for ease of access.

**Other Business:** Many thanks to Tony Maibaum for his service and support of the library especially during his time as a City Commissioner liaison on the Library Board.

**Adjourn the meeting of March 13, 2019**

Motion by Maibaum to adjourn with second by Koenigs. Unanimous approval. Meeting adjourned at 6:30 p.m.

Respectfully submitted,  
Dana Schmidt, Library Director

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 OF YANKTON-LANDFILL GARBAGE	12.00	LANDFILL	101.142.276	303262	020323	P 050 00001
CITY UTILITIES						
WATER-WW CHARGES	148.83	WATER SERVICE	101.142.274	4.22.19	002793	P 050 00002
WATER-WW CHARGES	121.24	SEWER SERVICE	101.142.275	4.22.19	002793	P 050 00003
	270.07	*VENDOR TOTAL				
LARSON/SHELLEY REFUND	22.99	LIBR COMP FOR LOSS & DAM	101.3641	4.17.19	020324	P 050 00005
MIDAMERICAN ENERGY FUEL	107.21	FUEL-HEATING	101.142.273	4.24.19	002794	P 050 00015
MIDWEST TAPE AV	117.97	AV - CAPITAL	101.142.342	4.23.19	020325	P 050 00006
NORTHWESTERN ENERGY ELECT	1,291.79	ELECTRICITY	101.142.272	4.22.19	002795	P 050 00007
RANDOM HOUSE INC AV	360.00	AV - CAPITAL	101.142.342	4.8.19	020320	P 050 00009
RAPID CITY LIBRARY LOST BOOK	25.00	PROFESSIONAL SERVICES	101.142.202	4.18.19	020322	P 050 00010
US BANK EQUIPMENT FINANC COPIER LEASE	389.68	RENTALS & XEROX SUPPLIES	101.142.212	4.24.19	020326	P 050 00013
WILLIAMS LIBRARY LOST BOOK	40.00	PROFESSIONAL SERVICES	101.142.202	4.8.19	020321	P 050 00014
GENERAL FUND	2,636.71	*****				

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	.....					
GASKELL/SEAN PERFORMANCE	200.00	RECREATION SUPPLIES	701.701.242	37	020327	P 050 00004
OMAHA'S HENRY DOORLY ZOO SUMMER PROGRAM	357.00	RECREATION SUPPLIES	701.701.242	4.24.19	020332	P 050 00008
STUCK/WILL SUMMER PROGRAM	400.00	RECREATION SUPPLIES	701.701.242	4.24.19	020328	P 050 00011
THE ROPE WARRIOR INC SUMMER PROGRAM	175.00	RECREATION SUPPLIES	701.701.242	7.24.19	020329	P 050 00012
	1,132.00	.....				
LIBRARY TRUST	1,132.00	*****				

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:	3,768.71					

RECORDS PRINTED - 000015

Schedule of Bills (Fund/Dept)

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

DATE ..... APPROVED BY .....  
.....  
.....

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
AMZN MKTP US*MW1J04S70						
POSTAGE	10.96	POSTAGE	101.142.231	Dobrovolny		056 00387
PROGRAM SUPPLIES	7.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		056 00388
BOOKS	92.10	BOOKS	101.142.340	Dobrovolny		056 00389
DVD'S	62.53	AV - CAPITAL	101.142.342	Dobrovolny		056 00390
	173.57	*VENDOR TOTAL				
AMZN MKTP US*MZ3KH3G32						
DVD'S	85.71	AV - CAPITAL	101.142.342	Dobrovolny		056 00011
PROGRAM SUPPLIES	131.40	PROGRAM SUPPLIES	101.142.242	Dobrovolny		056 00012
OFFICE SUPPLIES	38.59	OFFICE SUPPLIES	101.142.232	Dobrovolny		056 00013
	255.70	*VENDOR TOTAL				
AMZN MKTP US*MZ8JM6B20						
PROGRAM SUPPLIES	72.23	PROGRAM SUPPLIES	101.142.242	Dobrovolny		056 00051
BAKER-TAYLOR						
BOOKS	4,201.96	BOOKS	101.142.340	Schmidt		056 00137
POSTAGE	41.14	POSTAGE	101.142.231	Schmidt		056 00138
	4,243.10	*VENDOR TOTAL				
BOOK SYSTEMS INC						
OFFICE SUPPLIES	36.36	OFFICE SUPPLIES	101.142.232	Dobrovolny		056 00052
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	133.62	BOOKS	101.142.340	Schmidt		056 00098
DEMCO INC						
POSTAGE	44.33	POSTAGE	101.142.231	Raiche		056 00041
OFFICE SUPPLIES	43.54	OFFICE SUPPLIES	101.142.232	Schmidt		056 00164
POSTAGE	34.95	POSTAGE	101.142.231	Schmidt		056 00165
	122.82	*VENDOR TOTAL				
GAN*1085ARGUSLEADCIRC						
NEWSPAPER SUBSCRIPTION	244.82	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		056 00044
GRAINGER						
JANITORIAL SUPPLIES	107.70	JANITORIAL SUPPLIES	101.142.236	Reifenrath		056 00094
JANITORIAL SUPPLIES	202.23	JANITORIAL SUPPLIES	101.142.236	Reifenrath		056 00116
JANITORIAL SUPPLIES	18.72	JANITORIAL SUPPLIES	101.142.236	Reifenrath		056 00432
REPAIR SUPPLIES	9.28	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		056 00444
	337.93	*VENDOR TOTAL				
HARDING GLASS						
REPLACEMENT SCREEN	47.93	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00034



Schedule of Bills (Fund/Dept)  
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GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
KAISER REFRIGERATION I REFRIGERATOR DISPOSAL	18.95	LANDFILL	101.142.276	Schmidt		056 00222
KOPETSKYS ACE HDWE BREAK ROOM PROJECT	1.59	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00420
MENARDS YANKTON SD BREAK ROOM PROJECT	1.69	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00386
BREAK ROOM PROJECT	19.98	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00404
BREAK ROOM PROJECT	1.69CR	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00417
LIBRARY BREAK ROOM SHELF	7.98	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00453
PHONE CORDS	5.02	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00461
RETURNED PHONE CORDS	5.02CR	REP. & MAINT. - BUILDING	101.142.223	Miles		056 00474
	27.96	*VENDOR TOTAL				
NYT*TIMES E-BILLING NEWSPAPER SUBSCRIPTION	520.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		056 00211
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		056 00173
ONE OFFICE SOLUTION - OFFICE SUPPLIES	245.00	OFFICE SUPPLIES	101.142.232	Schmidt		056 00528
OVERDRIVE DIST E-BOOKS	2,417.43	PROFESSIONAL SERVICES	101.142.202	Schmidt		056 00090
E-BOOKS	55.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		056 00443
E-BOOKS	1,850.58	PROFESSIONAL SERVICES	101.142.202	Schmidt		056 00504
	4,323.01	*VENDOR TOTAL				
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		056 00155
QUILL CORPORATION OFFICE SUPPLIES	44.66	OFFICE SUPPLIES	101.142.232	Schmidt		056 00456
PROGRAM SUPPLIES	223.95	PROGRAM SUPPLIES	101.142.242	Schmidt		056 00457
	268.61	*VENDOR TOTAL				
SD LIBRARY ASSOCIATION SDLA MEMBERSHIP	175.00	MEMBERSHIP DUES	101.142.261	Schmidt		056 00006
SKILLPATH / NATIONAL STAFF TRAINING-SEMINAR	332.97	CONFERENCE & MEETINGS	101.142.265	Schmidt		056 00145

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	.....					
WAL-MART #1483						
DVDS	76.80	AV - CAPITAL	101.142.342	Dobrovolny		056 00425
PROGRAM SUPPLIES	9.44	PROGRAM SUPPLIES	101.142.242	Dobrovolny		056 00426
JANITORIAL SUPPLIES	3.74	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		056 00427
	89.98	*VENDOR TOTAL				
WM SUPERCENTER #1483						
OFFICE SUPPLIES	6.71	OFFICE SUPPLIES	101.142.232	Dobrovolny		056 00101
DVD'S	82.80	AV - CAPITAL	101.142.342	Dobrovolny		056 00102
OFFICE SUPPLIES	29.57	OFFICE SUPPLIES	101.142.232	Dobrovolny		056 00366
PROGRAM SUPPLIES	13.57	PROGRAM SUPPLIES	101.142.242	Lippert		056 00368
	132.65	*VENDOR TOTAL				
WM SUPERCENTER #3734						
PROGRAM SUPPLIES	7.74	PROGRAM SUPPLIES	101.142.242	Raiche		056 00261
YANKTON PIZZA RANCH						
TEEN EVENT SUPPLIES	29.50	PROGRAM SUPPLIES	101.142.242	Raiche		056 00225
	12,131.04	.....				

Schedule of Bills (Fund/Dept)  
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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST	.....					
AMZN MKTP US CRAFT NIGHT SUPPLIES	14.28CR	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00438
AMZN MKTP US*MW1J04S70 SEED LIBRARY SUPPLIES	9.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00391
AMZN MKTP US*MW3XX5DV0 SEED LIBRARY SUPPLIES	24.95	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00440
AMZN MKTP US*MZ2OG4XU2 SUMMER READING PROGRAM	5.68	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00049
AMZN MKTP US*MZ3KH3G32 SUMMER READING PROGRAM	22.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00014
AMZN MKTP US*MZ4XC6MF2 SUMMER READING PROGRAM	25.09	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00055
BAKER-TAYLOR BOOK DONATION	73.16	BOOKS	701.701.340	Schmidt		056 00139
BIG RIVER BURRITO COMP STAFF APPRECIATION	45.89	RECREATION SUPPLIES	701.701.242	Schmidt		056 00307
DAIRY QUEEN #17883 QPS LIBR BOARD APPRECIATION	23.99	RECREATION SUPPLIES	701.701.242	Schmidt		056 00304
DAKOTALAND HOLDINGS LL STORY WALK REPAIRS	126.88	RECREATION SUPPLIES	701.701.242	Bornitz		056 00141
DELIGHT DONUTS STAFF APPRECIATION	23.00	RECREATION SUPPLIES	701.701.242	Lippert		056 00318
DEMCO INC SUMMER READING SUPPLIES	402.99	RECREATION SUPPLIES	701.701.242	Raiche		056 00040
TOTE BAGS	306.00	RECREATION SUPPLIES	701.701.242	Schmidt		056 00163
	708.99	*VENDOR TOTAL				
SD SECRETARY OF STATE RENEWAL FOR FOUNDATION	20.00	RECREATION SUPPLIES	701.701.242	Schmidt		056 00475
SLUMBERLAND STAFF LOUNGE	503.00	RECREATION SUPPLIES	701.701.242	Schmidt		056 00492

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	.....					
SQU*SQ *WILLA B S BIST STAFF APPRECIATION	78.00	RECREATION SUPPLIES	701.701.242	Schmidt		056 00298
WAL-MART #1483 STAFF APPRECIATION	3.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00428
SUMMER READING SUPPLIES	8.38	RECREATION SUPPLIES	701.701.242	Raiche		056 00450
	12.35	*VENDOR TOTAL				
WM SUPERCENTER #1483 STAFF APPRECIATION	3.57	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00103
STAFF APPRECIATION	19.68	RECREATION SUPPLIES	701.701.242	Dobrovolny		056 00367
	23.25	*VENDOR TOTAL				
YANKTON NURSERIES LLC LIBRARY APPRECIATION	38.87	RECREATION SUPPLIES	701.701.242	Lippert		056 00038
YANKTON UNCLAIMED FREI STAFF LOUNGE	400.00	RECREATION SUPPLIES	701.701.242	Schmidt		056 00539
	2,151.77	.....				
LIBRARY TRUST	2,151.77	*****				

Schedule of Bills (Fund/Dept)

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

DATE ..... APPROVED BY .....  
.....  
.....

	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	24,000.00	24,000.00	0.00	0.00	24,000.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	0.00	24,000.00 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	500.00	1,940.00	4,860.00 28 --
3452 LIBRARY A.V. FEES	500.00	500.00	10.00	93.50	406.50 18 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	5.91	5.11	4.89 51 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	1.10	62.23	137.77 31 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	58.00	377.70	1,122.30 25 --
3456 PC PRINTING	6,000.00	6,000.00	540.10	1,839.95	4,160.05 30 ---
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	1,194.50	1,981.55	18.45 99 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	2,309.61	6,300.04	10,809.96 36 ---
FINES					
3510 COURT FINES	3,000.00	3,000.00	130.32	289.47	2,710.53 9
3511 PARKING FINES	3,000.00	3,000.00	0.00	610.00	2,390.00 20 --
3520 LIBRARY FINES	500.00	500.00	72.05	319.55	180.45 63 -----
TOTAL: FINES	6,500.00	6,500.00	202.37	1,219.02	5,280.98 18 -
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	9,342.33	33,715.80	6,284.20 84 -----
3611 UTILITY REFUNDS	10,000.00	10,000.00	0.00	0.00	10,000.00 0
3612 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00 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	321.15	574.58	3,425.42 14 -
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	459.51	2,540.49 15 -
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	135.91	389.76	1,110.24 25 --
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	9,799.39	35,139.65	23,360.35 60 -----
TOTAL: GENERAL FUND	106,110.00	106,110.00	12,311.37	42,658.71	39,451.29 51 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	65.46	192.63	192.63- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,490.75	3,040.80	3,040.80- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,556.21	3,233.43	3,233.43- 9999	-----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	REGULAR WAGES	366,304.00	0.00	25,904.16	97,119.71	269,184.29 26 --
102	TEMPORARY WAGES	84,000.00	0.00	4,158.89	15,699.31	68,300.69 18 -
103	OVERTIME WAGES	350.00	0.00	59.39	59.39	290.61 16 -
111	OASI	34,475.00	0.00	2,262.90	8,489.98	25,985.02 24 --
121	RETIREMENT	21,999.00	0.00	1,557.81	5,830.77	16,168.23 26 --
131	WORKMENS COMPENSATION	2,542.00	0.00	39.00-	39.00-	2,581.00 1
132	GROUP INSURANCE	90,616.00	0.00	3,994.94	17,637.98	72,978.02 19 -
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	76.63	341.09	662.91 33 ---
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	37,975.72	145,139.23	456,150.77 24 --
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	10,066.00	0.00	0.00	10,092.62	26.62- 100 -----
202	PROFESSIONAL SERVICES	30,000.00	0.00	189.70	8,896.56	21,103.44 29 --
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	462.22	1,075.98	4,924.02 17 -
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	30.00	197.08	2,802.92 6
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	182.04	459.69	3,540.31 11 -
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	360.31	660.94	1,839.06 26 --
232	OFFICE SUPPLIES	9,500.00	0.00	553.23	1,934.75	7,565.25 20 --
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	4,654.30	5,250.70	4,249.30 55 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	292.69	1,090.45	1,909.55 36 ---
242	PROGRAM SUPPLIES	3,000.00	0.00	123.29	558.52	2,441.48 18 -
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	27.50	82.50	917.50 8
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	36.39	3,463.61 1
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	22.00	1,478.00 1
271	TELEPHONE	1,800.00	0.00	136.92	564.11	1,235.89 31 ---
272	ELECTRICITY	23,000.00	0.00	1,363.90	4,038.02	18,961.98 17 -
273	FUEL-HEATING	3,000.00	0.00	462.35	1,764.27	1,235.73 58 -----
274	WATER SERVICE	3,500.00	0.00	131.34	370.70	3,129.30 10 -
275	SEWER SERVICE	1,200.00	0.00	102.73	283.51	916.49 23 --
276	LANDFILL	500.00	0.00	32.00	136.00	364.00 27 --
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	9,104.52	37,514.79	85,051.21 30 ---
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	0.00	12,000.00 0
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00 0
340	BOOKS	50,000.00	0.00	3,849.58	9,757.20	40,242.80 19 -
342	AV - CAPITAL	12,000.00	0.00	657.32	2,551.00	9,449.00 21 --
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00 0



Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2019 THROUGH APR 30, 2019

	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	85,000.00	0.00	4,506.90	12,308.20	72,691.80	14 -
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	808,856.00	0.00	51,587.14	194,962.22	613,893.78	24 --
TOTAL: GENERAL FUND	808,856.00	0.00	51,587.14	194,962.22	613,893.78	24 --

	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	253.73	1,455.91	1,455.91-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	253.73	1,455.91	1,455.91-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	134.04	134.04-	9999 -----]]]]
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	134.04	134.04-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	253.73	1,589.95	1,589.95-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	253.73	1,589.95	1,589.95-	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	30,481.05	1,302.48	503.27	30,984.32
	TOTAL CURRENT ASSETS:	30,481.05	1,302.48	503.27	30,984.32
	TOTAL ASSETS:	30,481.05	1,302.48	503.27	30,984.32
LIABILITIES AND FUND BALANCE					
-----					
CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	1,140.21CR	0.00	1,140.21	0.00
	TOTAL CURRENT LIABILITIES:	1,140.21CR	0.00	1,140.21	0.00
	TOTAL LIABILITIES:	1,140.21CR	0.00	1,140.21	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	24,607.63CR	0.00	0.00	24,607.63CR
701.2900	REVENUE CONTROL	16,319.60CR	1,556.21CR	3,233.43CR	19,553.03CR
701.2910	EXPENDITURE CONTROL	11,586.39	253.73	1,589.95	13,176.34
	TOTAL FUND BALANCE:	29,340.84CR	1,302.48CR	1,643.48CR	30,984.32CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	1,302.48CR	503.27CR	30,984.32CR
	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 PERSONAL SERVICES								
101	REGULAR WAGES	366,304.00	0.00	25,904.16	97,119.71	269,184.29	26	--	
P-040519-014	PAYROLL INTERFACE	040519		13,414.53	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		12,489.63	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	4,158.89	15,699.31	68,300.69	18	-	
P-040519-014	PAYROLL INTERFACE	040519		2,156.01	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		2,002.88	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	59.39	59.39	290.61	16	-	
P-041919-028	PAYROLL INTERFACE	041919		59.39	CODE-Y,PER#-2,FUND-	101			A
111	OASI	34,475.00	0.00	2,262.90	8,489.98	25,985.02	24	--	
P-040519-014	PAYROLL INTERFACE	040519		1,170.41	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		1,092.49	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,557.81	5,830.77	16,168.23	26	--	
P-040519-014	PAYROLL INTERFACE	040519		804.87	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		752.94	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	39.00-	39.00-	2,581.00	1		
R-042919-048	SDML WORK COMP	081118		39.00-	WORK COMP REFUND				A
132	GROUP INSURANCE	90,616.00	0.00	3,994.94	17,637.98	72,978.02	19	-	
P-040519-014	PAYROLL INTERFACE	040519		2,273.83	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		1,721.11	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	76.63	341.09	662.91	33	---	
P-040519-014	PAYROLL INTERFACE	040519		41.73	CODE-Y,PER#-1,FUND-	101			A
P-041919-028	PAYROLL INTERFACE	041919		34.90	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	37,975.72	145,139.23	456,150.77	24	--	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	10,066.00	0.00	0.00	10,092.62	26.62-	100	-----	
202	PROFESSIONAL SERVICES	30,000.00	0.00	189.70	8,896.56	21,103.44	29	--	
M-040219-010	.14274 OLSONS PEST TECHNICIAN	201903	Schmidt	90.00	PEST CONTROL				N A
M-040219-010	.14274 OLSONS PEST TECHNICIAN	201903	Schmidt	90.00	PEST CONTROL				N A
D-040819-995	05140 AVERA HEALTH PLANS	063014	19679	9.70	FLEX SPENDING FEES	005311	P	N	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	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								
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	462.22	1,075.98	4,924.02	17	-	
D-040819-008	07098 US BANK EQUIPMENT FINANC	063097	3.25.19	306.22	COPIER LEASE	020317	P	N	A
J-043019-049	APRIL JOURNAL ENTRIES	JE 106		156.00	COPY PAPER CHGS-LIBRARY				A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	30.00	197.08	2,802.92	6		
D-040819-008	04250 YANKTON FIRE & SAFETY CO	063110	24127	30.00	FIRE EXT INSPECTIONS	020319	P	N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	182.04	459.69	3,540.31	11	-	
M-040219-010	.14337 RON S AUTO GLASS	201903	Schmidt	102.04	REPAIR TO SOUTH DOOR			N	A
D-040819-008	06540 CHUCKS SANITARY SERVICE	063025	6980	80.00	REPAIRS	020318	P	M	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	360.31	660.94	1,839.06	26	--	
M-040219-010	.11798 BAKER-TAYLOR	201903	Schmidt	33.32	POSTAGE			N	A
M-040219-010	.13361 PBI*LEASEEQUIPMENT	201903	Schmidt	122.00	POSTAGE MACHINE LEASE			N	A
M-040219-010	.16100 AMZN MKTP US*MI0ZA3U82	201903	Dobrovolny	4.99	POSTAGE			N	A
M-040219-010	.16124 PITNEY BOWES PBP	201903	Schmidt	200.00	POSTAGE			N	A
232	OFFICE SUPPLIES	9,500.00	0.00	553.23	1,934.75	7,565.25	20	--	
M-040219-010	.12434 WAL-MART #1483	201903	Dobrovolny	46.77	OFFICE SUPPLIES			N	A
M-040219-010	.16084 KWIK CASE, INC	201903	Dobrovolny	268.40	OFFICE SUPPLIES			N	A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	19.78	OFFICE SUPPLIES			N	A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	9.54	OFFICE SUPPLIES			N	A
M-040219-010	.16122 AMZN MKTP US*MI1KR4981	201903	Dobrovolny	31.78	OFFICE SUPPLIES			N	A
M-040219-010	.11997 SPECIALTY STORE SERVIC	201903	Dobrovolny	176.96	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	4,654.30	5,250.70	4,249.30	55	-----	
M-040219-010	.14968 RIVISTAS SUBSCRIPTION	201903	Schmidt	4,654.30	MAGAZINE RENEWALS			N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	292.69	1,090.45	1,909.55	36	---	
M-040219-010	.15543 GRAINGER	201903	Reifenrath	157.69	JANITORIAL SUPPLIES			N	A
M-040219-010	.15543 GRAINGER	201903	Reifenrath	50.44	JANITORIAL SUPPLIES			N	A
M-040219-010	.15543 GRAINGER	201903	Reifenrath	116.24	JANITORIAL SUPPLIES			N	A
M-040219-010	.15543 GRAINGER	201903	Reifenrath	31.68	JANITORIAL SUPPLIES			N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	123.29	558.52	2,441.48	18	-	
M-040219-010	.13222 AMERICAN LIBRARY ASSN	201903	Lippert	67.00	PROGRAM SUPPLIES			N	A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	9.72	PROGRAM SUPPLIES			N	A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	21.62	PROGRAM SUPPLIES			N	A

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
242	PROGRAM SUPPLIES								
M-040219-010	.16117 PRIME VIDEO*MI43I7750	201903	Dobrovolny	15.96	PROGRAM SUPPLIES		N		A
M-040219-010	.16122 AMZN MKTP US*MI1KR4981	201903	Dobrovolny	8.99	PROGRAM SUPPLIES		N		A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	27.50	82.50	917.50	8		
M-040219-010	.16033 SD LIBRARY ASSOCIATION	201903	Raiche	27.50	SDLA MEMBERSHIP DUES		N		A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	36.39	3,463.61	1		
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	22.00	1,478.00	1		
271	TELEPHONE	1,800.00	0.00	136.92	564.11	1,235.89	31	---	
P-040519-014	PAYROLL INTERFACE	040519		10.50	CODE-Y, PER#-1, FUND-	101			A
M-043019-019	06976 VAST BROADBAND	007876		48.23	PHONE BILL	003513	F	N	A
M-043019-019	06976 VAST BROADBAND	007877		78.19	PHONE BILL	003513	F	N	A
272	ELECTRICITY	23,000.00	0.00	1,363.90	4,038.02	18,961.98	17	-	
D-040819-008	00455 NORTHWESTERN ENERGY	063074	3.25.19	1,363.90	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	462.35	1,764.27	1,235.73	58	-----	
D-040819-008	00303 MIDAMERICAN ENERGY	063064	3.27.19	462.35	FUEL	002794	P	N	A
274	WATER SERVICE	3,500.00	0.00	131.34	370.70	3,129.30	10	-	
D-040819-008	00109 CITY UTILITIES	063031	3.22.19	131.34	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	102.73	283.51	916.49	23	--	
D-040819-008	00109 CITY UTILITIES	063031	3.22.19	102.73	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	136.00	364.00	27	--	
J-043019-049	APRIL JOURNAL ENTRIES	JE 113		32.00	DUMPSTER CHARGES - APRIL				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	9,104.52	37,514.79	85,051.21	30	---	
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	0.00	12,000.00	0		
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0		
340	BOOKS	50,000.00	0.00	3,849.58	9,757.20	40,242.80	19	-	
M-040219-010	.11798 BAKER-TAYLOR	201903	Schmidt	3,532.69	BOOKS		N		A
M-040219-010	.11785 CENTER POINT LARGE PRI	201903	Schmidt	133.62	LARGE PRINT BOOKS		N		A
M-040219-010	.16089 AMZN MKTP US*MW2Y11FD2	201903	Dobrovolny	14.43	BOOK		N		A
M-040219-010	.16090 AMZN MKTP US*MW9K880A2	201903	Dobrovolny	59.97	BOOKS		N		A
M-040219-010	.16091 AMAZON.COM*MW0730052	201903	Dobrovolny	90.89	BOOKS		N		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	CAPITAL OUTLAY								
340	BOOKS								
M-040219-010	.16106 AMZN MKTP US*MW4YK6C60	201903	Dobrovolny	17.98	BOOK		N		A
342	AV - CAPITAL	12,000.00	0.00	657.32	2,551.00	9,449.00	21	--	
M-040219-010	.12434 WAL-MART #1483	201903	Dobrovolny	93.76	DVDS		N		A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	57.84	DVDS		N		A
M-040219-010	.16089 AMZN MKTP US*MW2Y11FD2	201903	Dobrovolny	78.97	DVD		N		A
M-040219-010	.16091 AMAZON.COM*MW0730052	201903	Dobrovolny	17.99	DVD		N		A
M-040219-010	.16100 AMZN MKTP US*MI0ZA3U82	201903	Dobrovolny	34.50	DVD		N		A
M-040219-010	.12434 WAL-MART #1483	201903	Dobrovolny	52.88	DVD'S		N		A
M-040219-010	.12434 WAL-MART #1483	201903	Raiche	62.84	DVDS		N		A
M-040219-010	.16122 AMZN MKTP US*MI1KR4981	201903	Dobrovolny	70.59	DVD'S		N		A
D-040819-008	04785 MIDWEST TAPE	063067	454-119-921	187.95	AV	020316	P	N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
TOTAL: CAPITAL OUTLAY		85,000.00	0.00	4,506.90	12,308.20	72,691.80	14	-	
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		808,856.00	0.00	51,587.14	194,962.22	613,893.78	24	--	
TOTAL: GENERAL FUND		808,856.00	0.00	51,587.14	194,962.22	613,893.78	24	--	

## Director's Report-May 2019

**National Library Week:** We enjoyed celebrating National Library Week (April 7-13) with special activities again this year. The library hosted a Community Resource Vendor Fair on Monday with several local "service" locations present, including Parents As Teachers, Department of Labor, River City Domestic Violence Women's Shelter, Pathways, Cornerstone and more. The attendance was not very high for this event, but we will continue conversations with United Way to see if we can offer similar services at the library in the future.

Each year, during National Library Week, we like to recognize the other library workers in town including those at the elementary, middle and high schools, Mount Marty, HSC and the Federal Prison Camp. We delivered small gifts and a note of appreciation to each as well as featuring some of them on our Facebook page.

This year, we invited some community leaders to take part in being Librarian For a Day (actually just for an hour). We wanted to give people an opportunity to see aspects of working in the library that they may not have been aware of so they could have a better understanding of what library staff do every day. We received positive feedback from those that participated in learning new things about our library. We'd like to continue offering Librarian For A Day throughout the year and inviting people to discover and understand more about Yankton Community Library. We also hosted D.E.A.R. (Drop Everything And Read) on Friday when we ask members of the community to spend some time reading in the library. Both of these activities had a smaller attendance than originally planned because of inclement weather during the week.

**Escape Room:** As part of our National Library Week festivities, we also hosted an Escape Room that weekend. We would repeat the activity five times throughout the day on Saturday and encouraged people to sign up in groups of five or six (or we would pair them with others if they didn't have a big enough group). We quickly filled all the spots on Saturday and extended the Escape Room fun into Sunday with three more sessions, which also filled. We received so many positive comments about this activity that we will definitely do another one in the future!

**Story Walk:** The library will again feature two books for our Story Walk this spring and summer at the Meridian Bridge. This year you and your family can enjoy *How To Catch A Star* by Oliver Jeffers to go with our Summer Reading space theme and *The Very Impatient Caterpillar* by Ross Burach, a humorous book that is sure to become a quick favorite. Members of the Parks and Rec department helped us to repair some broken and worn story boards as well as assisting with the setup and take down of the boards each year.



**Kindergarten Screening:** Kindergarten screening took place at the library again this year on April 30 and May 1. This is a great partnership in the community. It is a busy couple of days in the library with a lot of extra people around, but it is great to see new faces and we sign up lots of new library cards for individuals that have not been to the library before. Plus, it's always fun to see all the young kids and different personalities as they are getting ready to go to Kindergarten!

**Kids' Art Fest:** The library will again have an activity at the Kids' Art Fest on May 29. I think it is great to take part in these activities where we can do some community outreach and have the chance to promote the library and meet people in a new setting.

**Summer Reading:** We will be hosting a Summer Reading Kick-Off party on Monday, June 3 at 6pm. The food truck, Rolling Waiters, will be available that evening if you'd like to purchase dinner, enjoy stations with different children's activities and have the opportunity to sign up for the Summer Reading Program. The following evening, June 4, we will be hosting our 7<sup>th</sup> Annual Cemetery Walk with tickets again being \$5. This is always a popular event and we are thankful to partner with the Mead Cultural Education Center, the Dakota Theatre and members of the community to make this such a fun and unique experience.

**Staffing:** We are currently advertising for four open positions at the library. We are looking to fill two part-time positions, one full-time Library Assistant position, and a new position called Youth Services Assistant. The Youth Services Assistant position will be a summer position working 20-hours per week and is designed to give Amanda Raiche, our Youth Services Librarian some support with the many programs through the busy summer season.

Our Custodian, Loren Reifenrath, is retiring on May 10. We will be hosting a reception for him at the library on May 10 from 10am to 11am. All are welcome to attend.

**Friends of the Library:** The Friends of the Library will be holding their monthly meeting on Monday, May 20, 2019 at 5:15 p.m. in the Director's Office.

### April 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
<b>Stay &amp; Play</b>	Apr. 3	10:30 AM	14	8
	Apr. 10	10:30 AM	12	7
	Apr. 17	10:30 AM	12	7
	Apr. 24	10:30 AM	7	4
<b>Total:</b>			<b>45</b>	<b>26</b>

<b>Story Time</b>	Apr. 1	6:00 PM	6	4
	Apr. 2	10:30 AM	26	17
	Apr. 4	10:30 AM	15	9
	Apr. 8	6:00 PM	4	4
	Apr. 9	10:30 AM	31	20
	Apr. 11	10:30 AM	weather closure	
	Apr. 15	6:00 PM	6	6
	Apr. 16	10:30 AM	26	19
	Apr. 18	10:30 AM	13	9
	Apr. 22	6:00 PM	6	6
	Apr. 23	10:30 AM	17	11
	Apr. 25	10:30 AM	15	8
<b>Total:</b>			<b>165</b>	<b>113</b>

<b>Thursday Kids Activities</b>				
Craft Club	Apr. 4	3:45 PM	10	4
LEGO Club	Apr. 11	3:45 PM	weather closure	
Science Club	Apr. 18	3:45 PM	2	1
<i>Spider-Man: Into the Spider Verse</i>	Apr. 25	3:45 PM	10	2
<b>Total:</b>			<b>22</b>	<b>7</b>

Adult Programs	Date	Time	Num.
Selfies with Sacajawea	Apr. 2	6:30 PM	17
Seed Library: Garden Plan	Apr. 9	2:00 PM	33
Seed Library: Garden Plan	Apr. 9	6:30 PM	15
Unplug, Unwind, Craft	Apr. 16	6:00 PM	3
Explore Yoga	Apr. 23	6:00 PM	10
<b>Total:</b>			<b>78</b>

<b>Food for Fines</b>		
Tuna or Hamburger Helper	April 1-10	<b>36</b>

<b>Book Clubs</b>			
Reader's Anonymous	Apr. 9	1:00 PM	3
Between the Lines	Apr. 23	5:30 PM	5
<b>Total:</b>			<b>8</b>

Miscellaneous		Adults	Kids
Community Resource Fair	Apr. 8	19	
D.E.A.R. Day	Apr. 12	15	
Kid's Art Club	Apr. 13	2	8
Escape Room	Apr. 13	39	
Library tours	Apr. 26	14	112
<b>Total:</b>		<b>89</b>	<b>120</b>

Friday Wii	Apr. 5	3:30 PM	0	
	Apr. 12	3:30 PM	0	
	Apr. 19	3:30 PM	4	
	Apr. 26	3:30 PM	8	

**Total: 12**

Teen Events				
Teen After Hours Event	Apr. 13	6:00 PM	6	
TAB	Apr. 1	7:00 PM	0	

**Total: 6**

## April 2019 Usage & Circulation Statistics

### Total Circulation Statistics\*

	2019	2018
Adult	8,326	9,067
Juvenile	4,060	4,293
<b>Total</b>	<b>12,386</b>	<b>13,360</b>

\*Includes physical collection, ILL, and eBooks

### Physical Collection Circulation

	2019	2018
Adult	6,745	7,473
Juvenile	3,799	4,132
<b>Total</b>	<b>10,544</b>	<b>11,605</b>

### Interlibrary Loan

	2019	2018
Requested	128	160
Supplied	174	193
<b>Total</b>	<b>302</b>	<b>353</b>

### Electronic Resources

	2019	2018
OverDrive	1,415	1,241
TumbleBooks	261	161
<b>Total</b>	<b>1,676</b>	<b>1,402</b>

### Freegal

	2019	2018
Songs Downloaded	38	39
Patrons Downloading	15	7
Songs Streamed	152	128
Patrons Streaming	17	9

### Public Computer Use

	2019	2018
Uses	1,223	1,230
Hours	856.0	774.0

### WiFi Usage

	2019	2018
Sessions	1,736	
Total Session Hours	1,627	
Unique Users	420	

### Meeting Room Use

	2019	2018
Library Uses	32	34
Library Hours	68.0	58.0
Non-Library Uses	25	29
Non-Library Hours	55.0	54.0

### Study Room Use

	2019	2018
Uses	56	54
Hours	81.0	72.5

### Notary

	2019	2018
Requests	6	3

### Proctor

	2019	2018
Tests	29	50

**Adult Outreach**

	2019	2018
Locations	15	10
Patrons	44	38
Circulations	245	275

**Daycare Outreach**

	2019	2018
Locations	8	20
Patrons	127	280
Circulations	133	318

**Current Cards**

	2019	2018
Resident	5,136	4,559
Non-Resident	239	231
Mount Marty	40	28
Teacher	47	42
Yankton County	1,006	984
<b>Total</b>	<b>6,468</b>	<b>5,844</b>

**April additions to the collection: 441**

	Adult	YA	JR	Easy
Fiction	165	31	68	41
Nonfiction	85	1	9	15
DVD	18		3	
CD books	5	0	0	0
<b>Total</b>	<b>273</b>	<b>32</b>	<b>80</b>	<b>56</b>

**Traffic**

	2019	2018
Count		17,690*

\*south door count estimated

**Genealogy Requests**

	2019	2018
Patrons	0	3
Hours		2.0

**Teacher Requests**

	2019	2018
Requests	6	11

**Courier**

	2019	2018
Total Incoming	332	309
Total Outgoing	316	301
<b>Grand Total</b>	<b>648</b>	<b>610</b>

**Yankton County**

	2019	2018
Households	32	43

**Yankton County**

	Cards	Adults	Kids
New Cards	4	6	
Renewals	32	58	23

**Non-Resident**

	Cards	Adults	Kids
New Cards	8	14	1
Renewals	6	12	1

## Yankton Community Library • May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
515 Walnut Street—605-668-5275 <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> library@cityofyankton.org Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p		<b>Food For Fines Paper Products May 1-10</b>	1 <b>Kindergarten Screening</b>	2 Craft Club 3:45 pm	3 Wii 3:30 pm	4 Friends Book Sale 9:30 - 12 pm
5 <b>Friends Bag Sale May 4th 1pm thru May 10th 3pm</b>	6 <b>TAB, 7 pm</b>	7	8 Library Board Meeting, 5:30 pm	9 LEGO Club 3:45 pm	10 Wii 3:30 pm	11 <b>Kid's Art Club</b>
12	13	14 Seed Library: 2pm/6:30pm <b>Readers Anon, 1p</b>	16	16 <b>Science Club 3:45pm</b> West African Kora 7pm @ GAR Hall	17 Wii 3:30 pm	18
19	20 Friends of the Library, 5:15	21	22	23 Movie 3:45 pm	24 Wii 3:30 pm	25
26 <b>Library Closed</b>	27 <b>Library Closed</b>	28 Between the Lines, 5:30pm <b>Kids' Art Fest 5-7:30</b>  <i>Summer Hours Begin</i>	29	30 LEGO Club 3:45 pm	31 <b>Blood Drive 8:30am-11 am</b>	

## Yankton Community Library • June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Food for Fines Breakfast Cereal June 1-10</b>	<b>Summer Reading Key:</b> All Ages/Family Event Teen Program Youth Program Preschool Program Adult Program Community Program				<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> 605-668-5275 — library@cityofyankton.org Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.	
2 <i>Library Closed</i>	3 Summer Reading Kick- Off Party 6pm	4 Story Time, 10:30a Cemetery Walk, 6p Craft, 2p	5 Stay & Play, 10:30a Hands-on activity, 2p	6 Story Time, 10:30a LEGO Club, 2p	7 Movie, 2p	8 Kid's Art Club, 9 a
9 <i>Library Closed</i>	10 Rope Warrior, 10:30a Teen event, 2p	11 Story Time, 10:30a Readers Anon, 1p Seed Library 2/6:30 Craft, 2p	12 Stay & Play, 10:30 Hands-on activity, 2p Library Board, 5:30p	13 Story Time, 10:30a LEGO Club, 2p	14 Wii, 10-11a Movie, 2p	15 One Book SD Author Kent Nerburn 2p
16 <i>Library Closed</i>	17 Story Time, 6p	18 Story Time, 10:30a Craft, 2p Pup-Up Library @ Dog Park 6pm	19 Stay & Play, 10:30a Hands-on activity, 2p	20 Story Time, 10:30a LEGO Club, 2p	21 Wii, 10-11a Movie, 2p	22
23 <i>Library Closed</i>	24 Omaha Zoo, 11am Story Time, 6p Unplug, Unwind, Craft, 6p	25 Story Time, 10:30a Craft, 2p Between/Lines, 5:30p	26 Stay & Play, 10:30a Hands-on activity, 2p	27 Story Time, 10:30a LEGO Club, 2p	28 Wii, 10-11a Movie, 2p	29

## AV Equipment Loan, Fines, and Fees Policy

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to 90 days in advance. Patrons wishing to check out AV equipment must possess a valid library card and must be 18 years or older.

The schedule and loan periods below delineate circulating loan periods/fees. Renewals are permitted only as long as that equipment is not scheduled by other patrons. The patron must leave a deposit for each piece of equipment being checked out.

	<b>Deposit</b>	<b>Charge</b>	<b>Loan Period</b>
Opaque Projector	\$10	\$5	48 hours
Overhead Projector	\$10	\$5	48 hours
Screen	\$25	\$10	48 hours
Fender PA System	\$100	\$25	48 hours
Hitachi Projector*	\$100	\$35	48 hours
Vivitek LCD Projector*	\$100	\$35	48 hours

\*15/20 min. training session suggested before loan is authorized.

If a piece of equipment is overdue without being renewed, a late fee that matches the 48 hour charge will be assessed for the first two days. On the third day, the borrower forfeits all of the deposit and the late fee will be double the 48 hour charge per day. This penalty charge will remain in effect until the equipment is returned. On the fifth day overdue, a bill will be sent to the patron for the purchase price of the equipment.

The fee for all equipment must be paid in advance, in two checks - one for the deposit and one for the rental fee.

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

## AV Equipment Loan, Fines, and Fees Policy

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to 90 days in advance. Patrons wishing to check out AV equipment must possess a valid library card and must be 18 years or older.

The schedule and loan periods below delineate circulating loan periods/fees. Renewals are permitted **if the equipment is available (for an extended time?)**. ~~only as long as that equipment is not scheduled by other patrons.~~ The fee for all equipment must be paid **at time of checkout in advance**, in two checks - one for the deposit and one for the rental fee.

	Deposit	Charge	Loan Period
Opaque Projector	\$10	\$5	48 hours
Overhead Projector	\$10	\$5	48 hours
Screen	\$25	\$10	48 hours
Fender PA System	\$100	\$25	48 hours
Hitachi Projector*	\$100	\$35	48 hours
Vivitek LCD Projector*	\$100	\$35	48 hours

**The staff of the library recommends that the patron check the compatibility of the equipment with patron devices before checkout.** A brief training session with a staff person on how to use the equipment is available upon request ~~\*15/20 min. training session suggested before loan is authorized.~~

If a piece of equipment is overdue without being renewed, the patron will be charged an additional rental fee for each 48-hour period that the equipment is overdue. ~~a late fee that matches the 48 hour charge will be assessed for the first two days. On the third day, the borrower forfeits all of the deposit and the late fee will be double the 48 hour charge per day. This penalty charge will remain in effect until the equipment is returned.~~ On the fifth day overdue, **the patron will forfeit the deposit** and a bill will be sent to the patron for the purchase price of the equipment. **If the equipment is returned after five days overdue, the patron will only be responsible for paying the rental fee for each 48-hour period and forfeiting the deposit.**

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

**Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for.**