

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, September 11, 2019, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of August 14, 2019 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

- None

**New Business**

- Behavior policy
- County contract-changes needed?
- City Budget

**Other Business**

**Adjourn the meeting of September 11, 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, August 14, 2019, at 5:30 p.m.  
Yankton Community Library, Meeting Room**

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Lilah Gillis, David Koerner, Amy Nelson, Yankton County Commissioner Joe Healy, Yankton City Commissioner Jerry Webber, and Library Director Dana Schmidt.

Absent with regrets: Linda Dobrovolny

**Additions to the agenda:** Webber would like to talk about hosting public education sessions at the library.

**Minutes:**

Motion to approve the minutes of the July 10, 2019 meeting with a corrections to the notes on officer nominations by Nelson, with second by Webber. Motion approved.

**Discussion of Bills and Financial Report:**

Bathroom project completed under budget for a total of approximately \$5,200. New partitions are installed and look nice. Schmidt reported that she will be moving ahead with the HVAC replacement next with an expected date for work to begin in September or October.

**Communications and Correspondence:** Schmidt shared cards of thanks from retiree, Glenda Lanning, River City Domestic Violence shelter, and the Color Run coordinators.

**Public Comment Period:** None.

**Director's Report:** In addition to the written report, Schmidt reported that wi-fi will now only be available an hour before and after closing each day. This is to help prevent loitering around the library late at night. Schmidt reported that the library did not renew service with Freegal which granted library patrons free music downloads and streaming due to low usage. It was reported that the open position for Library Assistant was being changed from a 34 to 40-hour per week position to help gain more consistency with staffing. Schmidt reported that she gave a tour to an ESL class from Cornerstones on August 13 and was happy with the experience and the opportunity to share information about the library's resources with this group.

**Old Business:** None.

**New Business:**

- AV policy was updated due to removal of one of the library's projectors and to change the opaque projector to in-house use only. Motion to approve policy by Gillis. Second by Koerner. Unanimous approval.

- Behavior policy was discussed with recommended changes. Schmidt will check on wording of other city policies regarding “appropriate attire” and will report back to the Board. There was also discussion about the age of unattended children in the library. The unattended child policy and the behavior policy will be reviewed again at the next meeting. No action was taken.
- Healy reported on the county’s budget process, including upcoming budget meetings. The county’s contribution to the library is still under consideration. Schmidt plans to attend the county commission meeting on August 17. Adoption of the budget is set for September 3.
- Webber discussed the possibility of City and County commissioners and staff partnering with the library to host some informational sessions for the public regarding budget processes. Healy expressed an interest in taking part in this opportunity. Schmidt agreed that the library would be happy to host educational sessions and to keep her informed as details came together.

**Other Business:**

- None.

**Adjourn the meeting of August 14, 2019**

Motion by Koerner to adjourn with second by Nelson. 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 UTILITIES						
WTR-WW CHARGES	90.53	WATER SERVICE	101.142.274	8.22.19	002793 P	209 00001
WTR-WW CHARGES	683.01	SEWER SERVICE	101.142.275	8.22.19	002793 P	209 00002
	773.54	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	10974	020347 P	209 00003
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	8.22.19	002794 P	209 00005
MIDWEST TAPE AV	267.93	AV - CAPITAL	101.142.342	144-788-353-53	020348 P	209 00006
NELSON ELECTRIC SERVICE LABOR	26.39	PROFESSIONAL SERVICES	101.142.202	8487	020771 P	209 00008
NORTHWESTERN ENERGY ELECT	2,086.12	ELECTRICITY	101.142.272	8.22.19	002795 P	209 00007
	4,368.98	.....				
GENERAL FUND	4,368.98	*****				

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	.....					
MEAD CULTURAL EDUCATION CEMETERY WALK	500.00	RECREATION SUPPLIES	701.701.242	8.23.19	020346	P 209 00004
	500.00	.....				
LIBRARY TRUST	500.00	*****				

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:	4,868.98					

RECORDS PRINTED - 000008

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 MA4TR2HW1						
BOOKS	112.15	BOOKS	101.142.340	Dobrovolny		229 00355
DVDS	66.29	AV - CAPITAL	101.142.342	Dobrovolny		229 00356
	178.44	*VENDOR TOTAL				
AMZN MKTP US MO00W5VY2						
BOOKS	45.73	BOOKS	101.142.340	Dobrovolny		229 00032
DVDS	205.38	AV - CAPITAL	101.142.342	Dobrovolny		229 00033
PROGRAMMING SUPPLIES	21.06	PROGRAM SUPPLIES	101.142.242	Dobrovolny		229 00034
	272.17	*VENDOR TOTAL				
AMZN MKTP US MO9F68TF1						
PROGRAMMING SUPPLIES	28.24	PROGRAM SUPPLIES	101.142.242	Dobrovolny		229 00064
JANITORIAL SUPPLIES	107.97	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		229 00065
	136.21	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	3,507.19	BOOKS	101.142.340	Schmidt		229 00017
POSTAGE	33.14	POSTAGE	101.142.231	Schmidt		229 00018
	3,540.33	*VENDOR TOTAL				
BOUND TO STAY BOUND BO						
BOOKS	78.27	BOOKS	101.142.340	Raiche		229 00287
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		229 00036
FARM & HOME PUBLISHERS						
BOOKS	280.00	BOOKS	101.142.340	Dobrovolny		229 00404
JIMMY JOHNS - 3631 - M						
STAFF TRAINING	225.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		229 00155
KOPETSKYS ACE HDWE						
CHAIR REPAIR	2.36	REP. & MAINT. - BUILDING	101.142.223	Miles		229 00098
DOOR STOPPER	7.59	REP. & MAINT. - BUILDING	101.142.223	Miles		229 00149
WOODEN CART PROJECT	4.99	REP. & MAINT. - BUILDING	101.142.223	Miles		229 00298
	14.94	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN						
PROFESSIONAL SERVICES	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		229 00413
OVERDRIVE DIST						
EBOOKS	2,358.55	PROFESSIONAL SERVICES	101.142.202	Schmidt		229 00023
EBOOKS	5.94	PROFESSIONAL SERVICES	101.142.202	Schmidt		229 00302
	2,364.49	*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	.....					
QUILL CORPORATION OFFICE SUPPLIES	65.97	OFFICE SUPPLIES	101.142.232	Schmidt		229 00088
SD LIBRARY ASSOCIATION SDLA MEMBERSHIP	70.00	MEMBERSHIP DUES	101.142.261	Dobrovolny		229 00062
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		229 00079
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Lippert		229 00026
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		229 00037
	655.00	*VENDOR TOTAL				
SQU SQ HANSON BRIGGS OFFICE SUPPLIES	127.10	OFFICE SUPPLIES	101.142.232	Schmidt		229 00146
SQU SQ WILLA BS BIST PROGRAMMING SUPPLIES	32.20	PROGRAM SUPPLIES	101.142.242	Schmidt		229 00080
WAL-MART #1483 OFFICE SUPPLIES	10.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		229 00028
DVDS	98.84	AV - CAPITAL	101.142.342	Dobrovolny		229 00423
PROGRAMMING SUPPLIES	19.92	PROGRAM SUPPLIES	101.142.242	Dobrovolny		229 00424
DVD RETURN	19.96CR	AV - CAPITAL	101.142.342	Lippert		229 00022
PROGRAMMING SUPPLIES	9.97	PROGRAM SUPPLIES	101.142.242	Raiche		229 00196
DVD	9.96	AV - CAPITAL	101.142.342	Raiche		229 00463
	129.71	*VENDOR TOTAL				
WM SUPERCENTER #1483 DVD	19.96	AV - CAPITAL	101.142.342	Dobrovolny		229 00143
DVDS	52.88	AV - CAPITAL	101.142.342	Dobrovolny		229 00284
DVDS	104.76	AV - CAPITAL	101.142.342	Lippert		229 00081
BUILDING SUPPLIES	50.91	REP. & MAINT. - EQUIPMEN	101.142.221	Lippert		229 00082
PROGRAMMING SUPPLIES	17.08	PROGRAM SUPPLIES	101.142.242	Lippert		229 00083
OFFICE SUPPLIES	19.04	OFFICE SUPPLIES	101.142.232	Lippert		229 00084
	264.63	*VENDOR TOTAL				
YANKTON COUNTY OBSERVE NEWSPAPER SUBSCRIPTION	30.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		229 00090
	8,618.68	.....				

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 MO00W5VY2 ADULT CRAFT NIGHT	41.20	RECREATION SUPPLIES	701.701.242	Dobrovolny		229 00035
MENARDS YANKTON SD SEED LIBRARY	4.02	RECREATION SUPPLIES	701.701.242	Lippert		229 00220
MOUNT MARTY COLLEGE BO SUMMER READING PROGRAM	285.00	RECREATION SUPPLIES	701.701.242	Raiche		229 00210
WAL-MART #1483 DOWNTOWN ABBEY EVENT	49.96	RECREATION SUPPLIES	701.701.242	Dobrovolny		229 00425
STORY WALK	8.88	RECREATION SUPPLIES	701.701.242	Raiche		229 00464
ADULT CRAFT	17.91	RECREATION SUPPLIES	701.701.242	Raiche		229 00465
	76.75	*VENDOR TOTAL				
WM SUPERCENTER #3734 SUMMER READING PROGRAM	30.00	RECREATION SUPPLIES	701.701.242	Raiche		229 00385
YANKTON PIZZA RANCH STAFF APPRECIATION	76.51	RECREATION SUPPLIES	701.701.242	Schmidt		229 00228
YANKTON REXALL DRUG SUMMER READING PROGRAM	14.86	RECREATION SUPPLIES	701.701.242	Raiche		229 00368
	528.34	.....				
LIBRARY TRUST	528.34	*****				

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	12,000.00	12,000.00 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	12,000.00	12,000.00 50 -----
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	795.00	4,445.00	2,355.00 65 -----
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	233.50	266.50 46 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	30.00-	24.53-	34.53 245 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.94	67.23	132.77 33 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	120.00	813.80	686.20 54 -----
3456 PC PRINTING	6,000.00	6,000.00	411.25	3,930.85	2,069.15 65 -----
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	262.40	2,576.00	576.00- 128 -----]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,594.59	12,041.85	5,068.15 70 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	461.80	1,452.02	1,547.98 48 ----
3511 PARKING FINES	3,000.00	3,000.00	805.00	2,915.00	85.00 97 -----
3520 LIBRARY FINES	500.00	500.00	102.95	747.01	247.01- 149 -----]]]]
TOTAL: FINES	6,500.00	6,500.00	1,369.75	5,114.03	1,385.97 78 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	14,429.48	80,650.51	40,650.51- 201 -----]]]]
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	674.13	5,777.06	1,777.06- 144 -----]]]]
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	15,739.88	12,739.88- 524 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	332.71	1,212.67	287.33 80 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	15,436.32	103,380.12	44,880.12- 176 -----]]]]
TOTAL: GENERAL FUND	106,110.00	106,110.00	18,400.66	132,536.00	26,426.00- 146 -----]]]]

	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	69.19	466.38	466.38- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,891.77	9,066.72	9,066.72- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,960.96	9,533.10	9,533.10- 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	23,851.00	205,004.44	161,299.56	55 -----
102 TEMPORARY WAGES	84,000.00	0.00	4,866.91	37,289.54	46,710.46	44 ----
103 OVERTIME WAGES	350.00	0.00	24.34	205.98	144.02	58 -----
111 OASI	34,475.00	0.00	2,064.66	18,175.59	16,299.41	52 -----
121 RETIREMENT	21,999.00	0.00	1,352.45	12,205.56	9,793.44	55 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	39.00-	2,581.00	1
132 GROUP INSURANCE	90,616.00	0.00	3,442.74	31,960.13	58,655.87	35 ---
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	22.33	475.49	528.51	47 ----
TOTAL: PERSONAL SERVICES	601,290.00	0.00	35,624.43	305,277.73	296,012.27	50 -----
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	1,599.85	27,562.08	2,437.92	91 -----
211 PUBLISHING	3,000.00	0.00	0.00	1,616.39	1,383.61	53 -----
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	124.80	2,381.99	3,618.01	39 ---
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	314.36	2,685.64	10 -
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	6,788.64	7,905.61	3,905.61-	197 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	323.08	1,645.36	854.64	65 -----
232 OFFICE SUPPLIES	9,500.00	0.00	1,521.69	4,436.29	5,063.71	46 ----
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	1,356.40	7,496.86	2,003.14	78 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	473.65	2,041.07	958.93	68 -----
242 PROGRAM SUPPLIES	3,000.00	0.00	51.97	1,377.45	1,622.55	45 ----
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	80.00	337.50	662.50	33 ---
263 TRAVEL EXPENSE	3,500.00	0.00	32.76	331.63	3,168.37	9
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	354.97	1,145.03	23 --
271 TELEPHONE	1,800.00	0.00	136.63	1,124.64	675.36	62 -----
272 ELECTRICITY	23,000.00	0.00	1,775.32	10,262.84	12,737.16	44 ----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,921.73	1,078.27	64 -----
274 WATER SERVICE	3,500.00	0.00	90.53	791.12	2,708.88	22 --
275 SEWER SERVICE	1,200.00	0.00	461.47	985.30	214.70	82 -----
276 LANDFILL	500.00	0.00	40.00	302.95	197.05	60 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	122,566.00	0.00	14,871.79	83,282.76	39,283.24	67 -----
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	3,411.73	24,200.24	25,799.76	48 ----
342 AV - CAPITAL	12,000.00	0.00	1,680.28	7,232.06	4,767.94	60 -----
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 AUG 31, 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	5,092.01	31,432.30	53,567.70	36 ---
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	55,588.23	419,992.79	388,863.21	51 -----
TOTAL: GENERAL FUND	808,856.00	0.00	55,588.23	419,992.79	388,863.21	51 -----

	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	513.84	6,928.56	6,928.56-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	513.84	6,928.56	6,928.56-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	14.97	339.65	339.65-	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	14.97	339.65	339.65-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	528.81	7,268.21	7,268.21-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	528.81	7,268.21	7,268.21-	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	1,432.15	1,124.68	31,605.73
	TOTAL CURRENT ASSETS:	30,481.05	1,432.15	1,124.68	31,605.73
	TOTAL ASSETS:	30,481.05	1,432.15	1,124.68	31,605.73
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	1,960.96CR	9,533.10CR	25,852.70CR
701.2910	EXPENDITURE CONTROL	11,586.39	528.81	7,268.21	18,854.60
	TOTAL FUND BALANCE:	29,340.84CR	1,432.15CR	2,264.89CR	31,605.73CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	1,432.15CR	1,124.68CR	31,605.73CR
	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	366,304.00	0.00	23,851.00	205,004.44	161,299.56	55	-----	
P-080919-198	PAYROLL INTERFACE	080919		13,385.38	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		10,465.62	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	84,000.00	0.00	4,866.91	37,289.54	46,710.46	44	----	
P-080919-198	PAYROLL INTERFACE	080919		2,523.20	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		2,343.71	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	24.34	205.98	144.02	58	-----	
P-082319-215	PAYROLL INTERFACE	082319		24.34	CODE-Y,PER#-2,FUND-	101			A
111	OASI	34,475.00	0.00	2,064.66	18,175.59	16,299.41	52	-----	
P-080919-198	PAYROLL INTERFACE	080919		1,098.92	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		965.74	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,999.00	0.00	1,352.45	12,205.56	9,793.44	55	-----	
P-080919-198	PAYROLL INTERFACE	080919		723.06	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		629.39	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	39.00-	2,581.00	1		
132	GROUP INSURANCE	90,616.00	0.00	3,442.74	31,960.13	58,655.87	35	---	
P-080919-198	PAYROLL INTERFACE	080919		1,721.38	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		1,721.36	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	22.33	475.49	528.51	47	----	
P-080919-198	PAYROLL INTERFACE	080919		12.23	CODE-Y,PER#-1,FUND-	101			A
P-082319-215	PAYROLL INTERFACE	082319		10.10	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	35,624.43	305,277.73	296,012.27	50	-----	
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	1,599.85	27,562.08	2,437.92	91	-----	
M-080519-185	.14274 OLSONS PEST TECHNICIAN	201907	Schmidt	180.00	PEST CONTROL				N A
D-081219-156	05140 AVERA HEALTH PLANS	063496	20078-IN	4.85	FLEX SPENDING FEES	005311	P		N A
D-081219-174	00707 YANKTON MEDICAL CLINIC	063624	4274	50.00	PRE-EMPLOYMENT PHYSICAL	020579	P		M A
D-081219-175	05937 J & H CARE & CLEANING CO	063545	10919-10936	1,320.00	JANITORIAL SERVICES	020345	P		M A
M-083119-190	05577 RETIREMENT, SD SYSTEM	008024	GLENDA LANNING	45.00	401 (A)SPECIAL PAY	005841	F		N A
211	PUBLISHING	3,000.00	0.00	0.00	1,616.39	1,383.61	53	-----	

		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	124.80	2,381.99	3,618.01	39 ---		
J-083119-216	AUGUST JOURNAL ENTRIES	JE 221		124.80	COPY PAPER CHGS-LIBRARY			A	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	314.36	2,685.64	10 -		
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	6,788.64	7,905.61	3,905.61-	197 -----]]]]		
M-080519-185	.11936 CRESCENT ELECTRIC 029	201907 Miles		13.64	REPLACEMENT BALLAST		N	A	
D-081219-174	00671 WELFL CONSTRUCTION CORP	063614 553		6,775.00	LIBRARY REPAIRS	020681 P	N	A	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	323.08	1,645.36	854.64	65 -----		
M-080519-185	.11798 BAKER-TAYLOR	201907 Schmidt		23.76	POSTAGE		N	A	
M-080519-185	.15543 GRAINGER	201907 Schmidt		22.43	POSTAGE		N	A	
M-080519-185	.15543 GRAINGER	201907 Schmidt		24.77	POSTAGE		N	A	
M-080519-185	.14876 COMPUTYPE	201907 Dobrovolny		19.87	POSTAGE		N	A	
M-080519-185	.14394 THE LIBRARY STORE INC.	201907 Dobrovolny		14.27	POSTAGE		N	A	
M-080519-185	.16427 AMZN MKTP US*MH2DG2TG0	201907 Dobrovolny		3.99	POSTAGE		N	A	
M-080519-185	.16428 AMZN MKTP US*MH0ZV2V41	201907 Dobrovolny		3.99	POSTAGE		N	A	
M-080519-185	.12707 INF* CITY DIRECTORIES	201907 Schmidt		10.00	POSTAGE		N	A	
M-080519-185	.16124 PITNEY BOWES PBP	201907 Schmidt		200.00	POSTAGE		N	A	
232	OFFICE SUPPLIES	9,500.00	0.00	1,521.69	4,436.29	5,063.71	46 -----		
M-080519-185	.14876 COMPUTYPE	201907 Dobrovolny		826.80	OFFICE SUPPLIES		N	A	
M-080519-185	.16405 SQU SQ HANSON BRIGGS	201907 Schmidt		152.39	OFFICE SUPPLIES		N	A	
M-080519-185	.16411 AMZN MKTP US MH9734MM0	201907 Dobrovolny		94.87	OFFICE SUPPLIES		N	A	
M-080519-185	.14394 THE LIBRARY STORE INC.	201907 Dobrovolny		11.16-	CREDIT FOR TAX CHARGED		N	A	
M-080519-185	.14394 THE LIBRARY STORE INC.	201907 Dobrovolny		168.51	OFFICE SUPPLIES		N	A	
M-080519-185	.12434 WAL-MART #1483	201907 Raiche		17.96	OFFICE SUPPLIES		N	A	
M-080519-185	.11787 DEMCO INC	201907 Schmidt		272.32	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	1,356.40	7,496.86	2,003.14	78 -----		
M-080519-185	.15245 RAPID CITY JOURNAL	201907 Schmidt		390.00	NEWSPAPER SUBSCRIPTION		N	A	
M-080519-185	.16419 INTUIT *IN *BOOK PAGE	201907 Schmidt		348.00	MAGAZINE SUBSCRIPTION		N	A	
M-080519-185	.13978 YANKTONMEDIAINC	201907 Schmidt		133.09	NEWSPAPER SUBSCRIPTION		N	A	
M-080519-185	.15203 SIOUX CITY JOURNAL CIR	201907 Schmidt		485.31	NEWSPAPER SUBSCRIPTION		N	A	
236	JANITORIAL SUPPLIES	3,000.00	0.00	473.65	2,041.07	958.93	68 -----		
M-080519-185	.16388 AMZN MKTP US MA3849AR2	201907 Dobrovolny		60.76	JANITORIAL SUPPLIES		N	A	
M-080519-185	.13320 WM SUPERCENTER #1483	201907 Raiche		5.20	JANITORIAL SUPPLIES		N	A	
M-080519-185	.15543 GRAINGER	201907 Schmidt		145.49	JANITORIAL SUPPLIES		N	A	

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
236	JANITORIAL SUPPLIES								
M-080519-185	.15543 GRAINGER	201907	Schmidt	262.20	JANITORIAL SUPPLIES		N		A
242	PROGRAM SUPPLIES	3,000.00	0.00	51.97	1,377.45	1,622.55	45	----	
M-080519-185	.12434 WAL-MART #1483	201907	Dobrovolny	26.97	PROGRAM SUPPLIES		N		A
M-080519-185	.15507 SQU*SQ *WILLA B S BIST	201907	Dobrovolny	25.00	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	80.00	337.50	662.50	33	---	
M-080519-185	.16033 SD LIBRARY ASSOCIATION	201907	Schmidt	80.00	SDLA MEMBERSHIP DUES		N		A
263	TRAVEL EXPENSE	3,500.00	0.00	32.76	331.63	3,168.37	9		
M-080519-185	.11989 CASEYS GEN STORE 2268	201907	Lippert	32.76	TRAVEL EXPENSE		N		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	354.97	1,145.03	23	--	
271	TELEPHONE	1,800.00	0.00	136.63	1,124.64	675.36	62	-----	
P-080919-198	PAYROLL INTERFACE	080919		10.50	CODE-Y,PER#-1,FUND-	101			A
M-083119-190	06976 VAST BROADBAND	008036		48.23	PHONE CHARGES	003513	F	N	A
M-083119-190	06976 VAST BROADBAND	008037		77.90	PHONE CHARGES	003513	F	N	A
272	ELECTRICITY	23,000.00	0.00	1,775.32	10,262.84	12,737.16	44	----	
D-081219-175	00455 NORTHWESTERN ENERGY	063575	7.25.19	1,775.32	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,921.73	1,078.27	64	-----	
D-081219-175	00303 MIDAMERICAN ENERGY	063566	7.25.19	15.00	FUEL	002794	P	N	A
274	WATER SERVICE	3,500.00	0.00	90.53	791.12	2,708.88	22	--	
D-081219-175	00109 CITY UTILITIES	063515	7.23.19	90.53	WTR/WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,200.00	0.00	461.47	985.30	214.70	82	-----	
D-081219-175	00109 CITY UTILITIES	063515	7.23.19	461.47	WTR/WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	40.00	302.95	197.05	60	-----	
J-083119-216	AUGUST JOURNAL ENTRIES	JE 245		40.00	DUMPSTER CHARGES - AUG				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	14,871.79	83,282.76	39,283.24	67	-----	
301	CAPITAL OUTLAY								
	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	0.00	12,000.00	0		

		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							
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	BOOKS	50,000.00	0.00	3,411.73	24,200.24	25,799.76	48 ----	
M-080519-185	.16388 AMZN MKTP US MA3849AR2	201907	Dobrovolny	66.78	BOOKS		N	A
M-080519-185	.11798 BAKER-TAYLOR	201907	Schmidt	2,492.95	BOOKS		N	A
M-080519-185	.16398 AMZN MKTP US MH1BB67S0	201907	Dobrovolny	6.68	BOOK		N	A
M-080519-185	.11785 CENTER POINT LARGE PRI	201907	Schmidt	134.22	LARGE PRINT BOOKS		N	A
M-080519-185	.16403 THOMSON WEST TCD	201907	Schmidt	219.26	BOOKS		N	A
M-080519-185	.16410 AMZN MKTP US MH1TT7K11	201907	Dobrovolny	43.58	BOOKS		N	A
M-080519-185	.16411 AMZN MKTP US MH9734MM0	201907	Dobrovolny	33.70	BOOKS		N	A
M-080519-185	.16427 AMZN MKTP US*MH2DG2TG0	201907	Dobrovolny	4.90	BOOK		N	A
M-080519-185	.16428 AMZN MKTP US*MH0ZV2V41	201907	Dobrovolny	9.66	BOOK		N	A
M-080519-185	.12707 INF* CITY DIRECTORIES	201907	Schmidt	380.00	BOOK		N	A
D-081219-175	.16386 WILSON/NORMA	063617	7.17.19	20.00	BOOK REFUND	020344	P N	A
342	AV - CAPITAL	12,000.00	0.00	1,680.28	7,232.06	4,767.94	60 -----	
M-080519-185	.16388 AMZN MKTP US MA3849AR2	201907	Dobrovolny	207.70	DVD'S		N	A
M-080519-185	.13320 WM SUPERCENTER #1483	201907	Raiche	47.88	DVDS		N	A
M-080519-185	.13320 WM SUPERCENTER #1483	201907	Dobrovolny	54.84	DVDS		N	A
M-080519-185	.16410 AMZN MKTP US MH1TT7K11	201907	Dobrovolny	62.75	DVD'S		N	A
M-080519-185	.16411 AMZN MKTP US MH9734MM0	201907	Dobrovolny	75.94	DVD'S		N	A
M-080519-185	.12434 WAL-MART #1483	201907	Dobrovolny	76.80	DVDS		N	A
M-080519-185	.12434 WAL-MART #1483	201907	Raiche	27.92	DVD'S		N	A
M-080519-185	.15900 PRH*AR800-733-3000	201907	Schmidt	33.75	CD BOOK		N	A
D-081219-175	04785 MIDWEST TAPE	063568	97635926	1,092.70	AV	020343	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	5,092.01	31,432.30	53,567.70	36 ---	
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	55,588.23	419,992.79	388,863.21	51 -----	
TOTAL: GENERAL FUND		808,856.00	0.00	55,588.23	419,992.79	388,863.21	51 -----	

## Director's Report-September 2019

**Story Walk Donations:** The Morning Optimist Club (\$500), Stepping Stones Daycare (\$250) and Joe and Elizabeth Healy (\$100) generously donated to help us replace the lost boards on our Story Walk. Don Kettering has offered to volunteer his time construct the new boards. We are thankful for those that have donated and all the kind words and support from the community regarding this project. We plan to have new stories up next Spring!

**Neither Wolf Nor Dog Movie Showing:** The library offered a free showing of *Neither Wolf Nor Dog* on August 26 with an astounding 102 people in attendance! The Friends of the Library purchased the license to allow us to show this film and we were very happy with the crowd-though a bigger room would have been ideal. 😊 Dr. Jamie Sullivan will be at the library on October 17 to lead a book discussion. This year's One Book South Dakota selection has been very well-received. Many have read the book and participated in the activities offered at the library.

**Regular Hours:** After Labor Day, the library resumes its regular extended hours:

Monday-Thursday: 9am to 8pm

Friday & Saturday: 9am to 5pm

Sunday: 1pm to 5pm

**Welcome to Walnut Event:** Linda and I participated in the Welcome to Walnut event on August 30. We offered a "Book Walk", similar to a cake walk, but with books as the giveaway. It was a good experience and nice to be out in the community to see familiar faces and new ones in a different location.

**Downton Abbey Events:** The Downton Abbey movie will be in theatres in September and the library is offering some special events to celebrate! On Saturday, September 7, the library offered a tatting (crocheting, not tattooing) demo and teacup craft. The Adult Craft Night on September 17 will offer participants the opportunity to try their own hands at tatting. On Sunday, September 15, the library will host a special Downton Abbey Trivia event. Great prizes will be awarded to the highest scoring teams as well as to those with the best Downton costumes. We will also be promoting the fact that the library owns all the seasons of Downton in case anyone want to binge watch before watching the movie.

**Escape Room:** After the great success of the Escape Room event offered in April, the library will be hosting a new Escape Room challenge on September 21 and 22. Participants can sign up as a team or individually to be assigned a team. Participants will see if they can solve the clues before time runs out!

**Staffing:** Marcus Teel began working at the library in January 2019 as part of the Work Experience program through the Department of Labor. Marcus has been a dependable employee and is always willing to try new tasks that we throw his way. We were happy to offer him a position at the library beginning in September.

We are currently conducting interviews for the 3 open positions at the library. We hope to have new staff in place by the end of the month!

**Library Fun Fact:** The library donated 656 items to the Contact Center in 2018. As of August 2019, we have decided to take food donations for the Contact Center throughout the month (instead of just the first 10 days of the month). Items were always trickling in, so in an effort to be more customer friendly, we will open up the donation time throughout the whole month.

**October meeting:** Our next meeting will be Wednesday, October 9 at 5:30 pm.

### August 2019 Program Statistics

Special Events	Date	Time	Kids	Adults
Steamboat program (NPS)	8-Aug	10:30 AM	8	3
Kids Art Club	10-Aug	All day	10	6
<b>Total:</b>			<b>18</b>	<b>9</b>

Stay & Play	Date	Time	Kids	Adults
Stay & Plays	7-Aug	10:30 AM	12	7
	14-Aug	10:30 AM	6	3
	21-Aug	10:30 AM	6	2
	28-Aug	10:30 AM	7	5
<b>Total:</b>			<b>31</b>	<b>17</b>

Miscellaneous				
Art Extravaganza	5-Aug - 7-Aug		<b>62</b>	<b>20</b>
ESL/Cornerstones Tour	13-Aug	6:30 PM	0	10
Wizards Unite Meet & Greet	14-Aug	5:00 PM	1	0
Welcome to Walnut	31-Aug	5:30 PM	50	
<b>Total:</b>			<b>51</b>	<b>30</b>

Adult Programs	Date	Time	Num.
Seed Library	13-Aug	2:00 PM	34
Seed Library	13-Aug	6:00 PM	10
Adult Craft	20-Aug	6:00 PM	20
<i>Neither Wolf Nor Dog</i> Film	26-Aug	6:00 PM	102
<b>Total:</b>			<b>166</b>

Food for Fines		
PB&J	Aug 1-10	51

Book Clubs			
Readers Anonymous	13-Aug	1:00 PM	4
Between the Lines	19-Aug	10:30 AM	10
<b>Total:</b>			<b>14</b>

### August 2019 Usage & Circulation Statistics

#### Total Circulation Statistics\*

	2019	2018
Adult	8,367	8,596
Juvenile	3,387	4,331
<b>Total</b>	<b>11,754</b>	<b>12,927</b>

\*Includes physical collection, ILL, and eBooks

#### Physical Collection Circulation

	2019	2018
Adult	6,701	6,849
Juvenile	3,351	4,010
<b>Total</b>	<b>10,052</b>	<b>10,859</b>

#### Interlibrary Loan

	2019	2018
Requested	66	168
Supplied	162	180
<b>Total</b>	<b>228</b>	<b>348</b>

#### Electronic Resources

	2019	2018
OverDrive	1,591	1,399
**TumbleBooks	36	321
<b>Total</b>	<b>1,627</b>	<b>1,720</b>

\*\*Service was interrupted between 8/7 and 9/6

#### Freegal

	2019	2018
Songs Downloaded	9	16
Patrons Downloading	12	20
Songs Streamed	12	36
Patrons Streaming	15	26

#### Public Computer Use

	2019	2018
Uses	1,121	1,276
Hours	765.0	941

#### WiFi Usage

	2019	2018
Sessions	1,355	
Total Session Hours	1,012	
Unique Users	428	

#### Meeting Room Use

	2019	2018
Library Uses	19	10
Library Hours	51.0	25.0
Non-Library Uses	12	19
Non-Library Hours	50.0	60.0

#### Study Room Use

	2019	2018
Uses	34	43
Hours	47.0	64.0

#### Notary

	2019	2018
Requests	2	4

#### Proctor

	2019	2018
Tests	16	21



Adult Outreach		
	2019	2018
Locations	16	10
Patrons	42	35
Circulations	241	239

Daycare Outreach		
	2019	2018
Locations	n/a	n/a
Patrons	n/a	n/a
Circulations	n/a	n/a

on summer break

Current Cards	2019	2018
Resident	5,221	4,572
Non-Resident	350	251
Mount Marty	40	29
Teacher	50	45
Yankton County	1,062	1,034
<b>Total</b>	<b>6,723</b>	<b>5,931</b>

Items Added to Catalog in July	2019	2018
	269	366

Items Deleted from Catalog in July	2019	2018
	326	

Traffic		
	2019	2018
Count	x	x

\*Counter has not worked properly since 2018

Genealogy Requests		
	2019	2018
Patrons	1	0
Hours	1.0	0.0

Teacher Requests		
	2019	2018
Requests	0	3

Courier		
	2019	2018
Total Incoming	269	438
Total Outgoing	294	436
<b>Grand Total</b>	<b>563</b>	<b>874</b>

Yankton County		
	2019	2018
Households	54	58

Yankton County	Cards
New Cards	21
Renewals	50

Non-Resident	Cards
New Cards	8
Renewals	16

## Yankton Community Library • September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <b>Library Closed</b>	2 <b>Library Closed</b>	3 <i>Fall/Winter Hours resume</i> Mon-Thurs 9a-8p Fri-Sat 9a-5p Sun 1p-5p	4 Stay & Play, 10:30 am	5 <b>Craft Club, 3:45 pm</b> Adult Craft Dahlia Wreaths-Take 2 6pm	6 Wii, 3:30 pm	7 Friends Book Sale 9:30 - 12 pm <b>Tatting Demo and Teacup Candle crafts-4pm</b>
8	9 <b>Story Time, 6 pm</b>	10 Story Time 10:30 am Seed Library 2/6:30 <b>Readers Anon, 1 pm</b>	11 <b>Stay &amp; Play, 10:30 am</b> Library Board Meeting, 5:30 pm	12 Story Time, 10:30a (at Memorial Park—weather permitting) <b>LEGO Club, 3:45 pm</b> Meditation 101, 6:30p	13 Wii, 3:30 pm	14 Kids' Art Club
15 <b>Downton Abbey Event 2pm</b> Pre-registration required	16 Friends Meeting 5:15 pm Story Time, 6 pm	17 Story Time, 10:30 am <b>Adult Craft-Tatting, 6pm</b>	18 Stay & Play, 10:30 am	19 Story Time, 10:30a (at Memorial Park—weather permitting) <b>Science Club, 3:45 p</b> Porter The Hoarder 5p	20 Wii, 3:30 pm	21 <b>Escape Room</b> Pre-registration required
22 <b>Escape Room</b> Pre-registration required  Banned Book Week	23 Story Time, 6 pm	24 Story Time, 10:30 am	25 Stay & Play, 10:30 am	26 Story Time, 10:30a (at Memorial Park—weather permitting) <b>Movie, 3:45 pm</b>	27 Wii, 3:30 pm	28
29	30 Story Time, 6 pm	Yankton Community Library—515 Walnut Street <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> 605-668-5275 — <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p			<b>September Food for Fines</b> <b>Pancake Mix</b>	

## Yankton Community Library • October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> 605-668-5275 — <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p		1 Story Time 10:30 am	2 Stay & Play 10:30 am	3 Story Time 10:30 am <b>Craft Club, 3:45 pm</b>	4 Wii, 3:30 pm	5 Friends Book Sale 9:30 - 12 pm
6	7 Story Time 6:00 pm	8 Story Time 10:30 am <b>Seed Library 2:00/6:30 pm</b>	9 Stay & Play 10:30 am <b>Library Board Meeting, 5:30 pm</b>	10 Story Time 10:30 am <b>LEGO Club, 3:45 pm</b>	11 Wii, 3:30 pm	12 Kid's Art Club
13	14 <b>Story Time, 6:00 pm</b> Friends of the Library meeting, 5:15 pm	15 Story Time 10:30 am	16 Stay & Play 10:30 am	17 Story Time 10:30 am <b>Science Club, 3:45 pm</b>	18 Wii, 3:30 pm	19 <b>Writing Workshop: Getting Started on Your Novel, 2 pm</b>
20 <b>Cuban Missile Crisis 2-4pm</b>	21 Story Time, 6:00 pm	22 Story Time 10:30 am	23 Stay & Play 10:30 am	24 Story Time 10:30 am <b>Movie, 3:45 pm</b>	25 Wii, 3:30 pm	26
27	28 Story Time, 6:00 pm	29 Story Time 10:30 am	30 Stay & Play 10:30 am	31	<b>Food for Fines—Soup or Crackers</b>	<b>October is Star Wars Reads month!</b>

## Agreement for the Provision of Library Services


This Agreement made this 16 day of October, 2018 between the City of Yankton, a municipal corporation, acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision, acting through its Board of County Commissioners.

The parties do agree as follows:

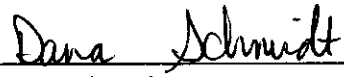
1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$24,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2019 until December 31, 2019. The City of Yankton will bill Yankton County semi-annually (April and October – See County Commission Minutes, 01/11/00)
3. Additionally, every household must pay a \$5.00 out-of-pocket charge directly to the Library, upon issuance or renewal, for a nonresident card. Normally nonresident family cards are issued at \$40.00.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current edition of the County directory or a current means of identification, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:  
  
*"Person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors. Verification of property tax payment may be additionally required for persons renting or leasing. The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a library card."*
5. During the contract period, the Library will track the utilization of library services by county residents and provide patron database numbers, renewal and new card figures, and circulation percentages upon demand to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustees of the City of Yankton as provided in SDCL 14 2-36. Said member shall have all of the powers and responsibilities granted to members of the Library Board of Trustees under state law and city code/ordinance. The term of the county representative shall be tied to this contract date as well as the term and appointment calendar for County Commissioners. If the contract is terminated for any reason, the County Commissioner's representative on the Library Board of Trustee will end upon the date of contract termination.

7. This agreement shall be effective and binding on January 1, 2019 extending until December 31, 2019 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

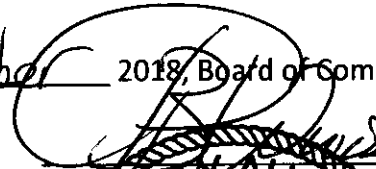

Approved this 9<sup>th</sup> day of October, 2018, Yankton Community Library Board of Trustees.

  
\_\_\_\_\_  
Lilah Gillis  
Board President

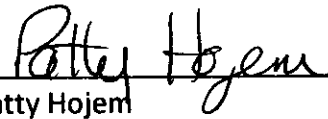
Attest:

  
\_\_\_\_\_  
Dana Schmidt  
Library Director

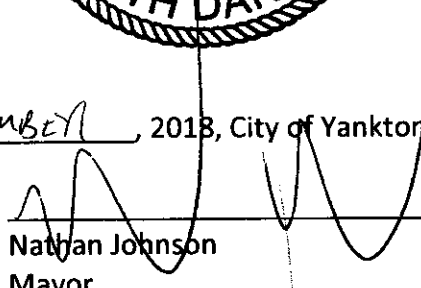
Approved this 16 day of October 2018, Board of Commissioners, Yankton County.

  
\_\_\_\_\_  
Todd Woods  
Chairman  


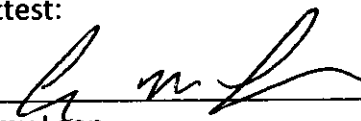
Attest:

  
\_\_\_\_\_  
Patty Hojem  
Auditor

Approved this 13 day of November, 2018, City of Yankton.

  
\_\_\_\_\_  
Nathan Johnson  
Mayor

Attest:

  
\_\_\_\_\_  
Amy Leon  
City Manager

## Patron/Child Safety and Behavior Policy

The YCL strives to maintain a safe, encouraging, non-threatening environment for all patrons, especially minor children. While a code of conduct is difficult to enforce in South Dakota, all public nuisance laws, nonsmoking facility and public intoxication, and criminal activities as per South Dakota Codified Law will be strictly enforced by local law enforcement officers. This policy is enforced on all YCL property, inclusive of the interior facilities, grounds and parking lot. All patrons are expected to behave in a civil, respectful manner to staff, peers, and other library patrons.

Staff has the authority and responsibility to enforce this policy as they see fit to ensure the safety and enjoyment of all guests. Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. If patrons are asked to leave the library, documentation should be given to the Library Director and City manager Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action (no longer used) form at the conclusion of each incident. Staff should never use physical force or abusive words in patron confrontations.

Reasons for asking patrons to leave the premises include, but not limited to the following:

1. abusive behavior/obscene language directed at other patrons or staff
2. Verbal abuse, including profanity, bullying, hate language, and name-calling
3. Harassment or intimidation by words, gestures, body language or any type of menacing behavior
4. Physical abuse of other patrons or staff
5. Physical abuse of grounds, furniture or equipment
6. Carrying firearms and dangerous weapons of any type, unless authorized by law
7. Illegal activities
8. No proper attire. **Shirt and shoes are required.**
9. Offensive body odor
10. Excessive loudness, extreme outbursts or behavior shifts
11. Not actively supervising children under the age of six (6) years
12. Abuse of library rules/policies or general loitering
13. Skateboarding
14. **Smoking inside facility or in entrances. This includes vaping and e-cigarettes**
15. **Public intoxication**

Many of these behaviors are not specifically substantiated by state/federal law, but a South Dakota Attorney General's opinion upholds the rights of a public agency to enforce standard rules of conduct, and staff has the authority to judiciously gauge such conduct.

Based upon the circumstances of each incident, Staff may elect to impose any of the following restrictions upon the offender:

- 1 Offender restricted from using a part of the facility/equipment/service for the remainder of current day, with restrictions provided to the offender both verbally and in writing if and when possible;
- 2 Offender directed to leave the library for one (1) week, both verbally and in writing if and when possible;
- 3 Offender escorted out of library by local law enforcement with no admission for one (1) month, both verbally and in writing if and when possible

- 4 Offender banned for amount of time determined by director, City Manager, and City Attorney;
- 5 Extreme incident: Offender removed by police with no further admittance to library until further action is decided by Director, City Manager, City Attorney, and/or police. Options may include permanent ban from Library.