

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 9, 2019, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of September 11, 2019 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **Behavior policy**
- **County Contract changes**

New Business

- **By-laws**

Other Business

Adjourn the meeting of October 9, 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, September 11, 2019, at 5:30 p.m.
Yankton Community Library, Meeting Room**

Meeting called to order by President Christine Tielke at 5:27 p.m. Present were Sue Otterman, Lilah Gillis, David Koerner, Amy Nelson, Yankton County Commissioner Joe Healy, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Additions to the agenda: None.

Minutes:

Motion to approve the minutes of the August 14, 2019 meeting by Koerner, with second by Webber. Motion approved.

Discussion of Bills and Financial Report:

Schmidt reported that the rooftop HVAC replacement is expected to begin September 17. Schmidt also reported that the library's Freegal subscription was not renewed for another year due to low usage.

Communications and Correspondence: Schmidt shared that the Friends of the Library provided lunch for the library staff as an appreciation for all they do. Schmidt also reported a donation of \$100 from Lois Varvel for the Neither Wolf Nor Dog movie license expenses.

Public Comment Period: None.

Director's Report: Schmidt reported on several upcoming events at the library. The Friends will be hosting an author meet and greet and the library will be hosting a Veteran's Day event in November. She requested recommendations from the Board for participants for either event. Schmidt reported that the SD Library Association Conference was in Spearfish this year. Linda Dobrovolny, Susie Lippert and Dana Schmidt will be attending the conference from September 25-27. The Friends received a \$1,000 donation from Mike Huether after his book signing in September.

Old Business: None.

New Business:

- Behavior policy was reviewed with recommended changes. Schmidt will have the City Attorney look over the policy before the board approves the new policy.
- The Board discussed changes to the County Contract due to the reduction in funding that was approved by the County Commission from \$24,000 in 2019 to \$15,000 in 2020. Changes in the contract include raising the price of the county cards from \$5 per household to \$20 per household. A revised Agreement for the Provision of Services will be brought to the October meeting for approval.
- There were no changes to the proposed City budget for the library.

Other Business:

- None.

Adjourn the meeting of September 11, 2019

Motion by Gillis 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	9.24.19	002793	P 265 00001
WTR-WW CHARGES	368.19	SEWER SERVICE	101.142.275	9.24.19	002793	P 265 00002
	458.72	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	11030	020775	P 265 00004
LARRY'S HEATING & COOLIN NEW HVAC EQUIPMENT	24,000.00	CAPITAL REPAIR & MAINTEN	101.142.301	10.2.19		265 00010
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	9.24.19	002794	P 265 00005
MIDWEST TAPE AV	780.80	AV - CAPITAL	101.142.342	9.24.19	020774	P 265 00006
NORTHWESTERN ENERGY ELECT	1,820.40	ELECTRICITY	101.142.272	9.24.19	002795	P 265 00007
TUMBLEWEED PRESS INC SUBSCRIPTION	1,198.00	PROFESSIONAL SERVICES	101.142.202	9.6.19	020773	P 265 00008
US BANK EQUIPMENT FINANC COPIER LEASE	71.27	RENTALS & XEROX SUPPLIES	101.142.212	10.1.19	020776	P 265 00009
	29,544.19				
GENERAL FUND	29,544.19	*****				

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					
INYO ENTERTAINMENT PROGRAM	260.00	RECREATION SUPPLIES	701.701.242	2019-8-28-2	020772	P 265 00003
	260.00				
LIBRARY TRUST	260.00	*****				

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:	29,804.19					

RECORDS PRINTED - 000010

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON.COM ME55M93K3 A OFFICE SUPPLIES	53.47	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00228
BOOKS	81.60	BOOKS	101.142.340	Dobrovolny		266 00229
DVD'S	76.72	AV - CAPITAL	101.142.342	Dobrovolny		266 00230
	211.79	*VENDOR TOTAL				
AMZN MKTP US AX48H87H3 POSTAGE	8.95	POSTAGE	101.142.231	Dobrovolny		266 00076
OFFICE SUPPLIES	47.80	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00077
	56.75	*VENDOR TOTAL				
AMZN MKTP US MO1G31501 OFFICE SUPPLIES	21.40	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00418
AMZN MKTP US UT15G33Y3 JANITORIAL SUPPLIES	66.33	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		266 00082
AMZN MKTP US W13L19TL3 OFFICE SUPPLIES	45.25	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00101
JANITORIAL SUPPLIES	70.14	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		266 00102
BOOKS	92.73	BOOKS	101.142.340	Dobrovolny		266 00103
DVD'S	128.98	AV - CAPITAL	101.142.342	Dobrovolny		266 00104
	337.10	*VENDOR TOTAL				
AMZN MKTP US YK8UF1NV3 DVDS	29.54	AV - CAPITAL	101.142.342	Dobrovolny		266 00059
JANITORIAL SUPPLIES	48.00	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		266 00060
	77.54	*VENDOR TOTAL				
BAKER-TAYLOR SUBSCRIPTION FOR REVIEWS	396.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		266 00111
BOOKS	2,078.30	BOOKS	101.142.340	Schmidt		266 00112
POSTAGE	19.74	POSTAGE	101.142.231	Schmidt		266 00113
	2,494.04	*VENDOR TOTAL				
BHM WORLD HERALD NEWSP NEWSPAPER SUBSCRIPTION	400.32	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		266 00167
CEDAR SHORE RESORT RES TRAVEL EXPENSE	31.74	TRAVEL EXPENSE	101.142.263	Schmidt		266 00037
CENTER POINT LARGE PRI BOOKS	134.22	BOOKS	101.142.340	Raiche		266 00031

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					
CRESCENT ELECTRIC 029 REPLACE BALLAST	13.64	REP. & MAINT. - BUILDING	101.142.223	Miles		266 00032
DAIRY QUEEN #17883 PROGRAM SUPPLIES	10.00	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00070
HARDEES 602 TRAVEL EXPENSE	9.29	TRAVEL EXPENSE	101.142.263	Lippert		266 00034
HOBBY-LOBBY #0137 PROGRAM SUPPLY RETURN	14.67CR	PROGRAM SUPPLIES	101.142.242	Lippert		266 00172
PROGRAM SUPPLIES	29.54	PROGRAM SUPPLIES	101.142.242	Lippert		266 00283
	14.87	*VENDOR TOTAL				
KWIK CASE, INC OFFICE SUPPLIES	488.00	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00320
POSTAGE	48.80	POSTAGE	101.142.231	Dobrovolny		266 00321
	536.80	*VENDOR TOTAL				
LOVE S TRAVEL 00006023 TRAVEL EXPENSE	43.00	TRAVEL EXPENSE	101.142.263	Lippert		266 00010
LUCKYS 13 PUB TRAVEL EXPENSE	17.05	TRAVEL EXPENSE	101.142.263	Dobrovolny		266 00007
MCDONALDS F4208 PROGRAMMING SUPPLIES	30.00	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00088
MENARDS YANKTON SD REPLACE LIGHT FIXTURE	89.98	REP. & MAINT. - BUILDING	101.142.223	Miles		266 00417
PROGRAM SUPPLIES	19.99	PROGRAM SUPPLIES	101.142.242	Raiche		266 00114
	109.97	*VENDOR TOTAL				
OLSONS PEST TECHNICIAN PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		266 00410
ONE OFFICE SOLUTION - OFFICE SUPPLIES	49.00	OFFICE SUPPLIES	101.142.232	Schmidt		266 00029
OTC BRANDS, INC. PROGRAM SUPPLIES	107.20	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00168
PBI LEASEEQUIPMENT POSTAGE MACHINE LEASE	122.00	POSTAGE	101.142.231	Schmidt		266 00058

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					
PITNEY BOWES PBP POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		266 00402
SP NANOWRIMO STORE PROGRAM SUPPLIES	16.90	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00198
SQ SQ PORTER THE HOA BOOKS	60.00	BOOKS	101.142.340	Raiche		266 00100
SUBWAY 00111021 PROGRAM SUPPLIES	20.00	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00055
THE STAR TRIBUNE CIRCU NEWSPAPER SUBSCRIPTION	527.80	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		266 00182
WAL-MART #1483						
DVDS	161.64	AV - CAPITAL	101.142.342	Dobrovolny		266 00187
OFFICE SUPPLIES	1.74	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00188
PROGRAM SUPPLIES	1.27	PROGRAM SUPPLIES	101.142.242	Lippert		266 00307
BOOKS	18.18	BOOKS	101.142.340	Schmidt		266 00065
DVDS	97.80	AV - CAPITAL	101.142.342	Schmidt		266 00066
PROGRAM SUPPLIES	20.00	PROGRAM SUPPLIES	101.142.242	Schmidt		266 00067
	300.63	*VENDOR TOTAL				
WALGREENS #9806						
JANITORIAL SUPPLIES	10.00	JANITORIAL SUPPLIES	101.142.236	Schmidt		266 00056
WM SUPERCENTER #1483						
DVDS	67.84	AV - CAPITAL	101.142.342	Dobrovolny		266 00370
OFFICE SUPPLIES	10.82	OFFICE SUPPLIES	101.142.232	Dobrovolny		266 00371
	78.66	*VENDOR TOTAL				
WRITING DREAMS LLC						
POSTAGE	16.25	POSTAGE	101.142.231	Dobrovolny		266 00276
BOOKS	70.00	BOOKS	101.142.340	Dobrovolny		266 00277
	86.25	*VENDOR TOTAL				
	6,284.29				

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					
AMAZON.COM RX3ES8DY3 PROGRAM SUPPLIES	221.77	RECREATION SUPPLIES	701.701.242	Dobrovolny		266 00105
AMZN MKTP US YK8UF1NV3 ADULT CRAFT NIGHT	67.23	RECREATION SUPPLIES	701.701.242	Dobrovolny		266 00061
DHARMA TRADING CO ADULT CRAFT NIGHT	118.27	RECREATION SUPPLIES	701.701.242	Lippert		266 00049
HAVE A BETTER LIFE PROGRAM SUPPLIES	153.35	RECREATION SUPPLIES	701.701.242	Schmidt		266 00312
HOBBY-LOBBY #0137 ADULT CRAFT SUPPLIES	29.41	RECREATION SUPPLIES	701.701.242	Dobrovolny		266 00152
WAL-MART #1483 DOWNTOWN ABBEY PROGRAM	12.07	RECREATION SUPPLIES	701.701.242	Dobrovolny		266 00189
WM SUPERCENTER #1483 DOWNTOWN ABBEY PROGRAM	7.84	RECREATION SUPPLIES	701.701.242	Dobrovolny		266 00372
	609.94				
LIBRARY TRUST	609.94	*****				

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED 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	565.00	5,010.00	1,790.00	73 -----
3452 LIBRARY A.V. FEES	500.00	500.00	35.00	268.50	231.50	53 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.01 -	24.54 -	34.54	245 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	4.70	71.93	128.07	35 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	78.00	891.80	608.20	59 -----
3456 PC PRINTING	6,000.00	6,000.00	499.00	4,429.85	1,570.15	73 -----
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	355.13	2,931.13	931.13 -	146 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,536.82	13,578.67	3,531.33	79 -----
FINES						
3510 COURT FINES	3,000.00	3,000.00	129.67	1,581.69	1,418.31	52 -----
3511 PARKING FINES	3,000.00	3,000.00	1,450.00	4,365.00	1,365.00 -	145 -----]]]]
3520 LIBRARY FINES	500.00	500.00	113.00	860.01	360.01 -	172 -----]]]]
TOTAL: FINES	6,500.00	6,500.00	1,692.67	6,806.70	306.70 -	104 -----
MISCELLANEOUS						
3610 INTEREST	40,000.00	40,000.00	16,623.76	97,274.27	57,274.27 -	243 -----]]]]
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	820.38	6,597.44	2,597.44 -	164 -----]]]]
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	1,099.70	16,839.58	13,839.58 -	561 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	197.75	1,410.42	89.58	94 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	18,741.59	122,121.71	63,621.71 -	208 -----]]]]
TOTAL: GENERAL FUND	106,110.00	106,110.00	21,971.08	154,507.08	48,397.08 -	173 -----]]]]

	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	77.29	543.67	543.67-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,807.57	10,874.29	10,874.29-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,884.86	11,417.96	11,417.96-	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	22,229.81	227,234.25	139,069.75	62 -----
102	TEMPORARY WAGES	84,000.00	0.00	3,674.06	40,963.60	43,036.40	48 ----
103	OVERTIME WAGES	350.00	0.00	0.00	205.98	144.02	58 -----
111	OASI	34,475.00	0.00	1,949.59	20,125.18	14,349.82	58 -----
121	RETIREMENT	21,999.00	0.00	1,333.78	13,539.34	8,459.66	61 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	39.00 -	2,581.00	1
132	GROUP INSURANCE	90,616.00	0.00	3,442.73	35,402.86	55,213.14	39 ---
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	19.52	495.01	508.99	49 ----
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	32,649.49	337,927.22	263,362.78	56 -----
	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	3,685.73	31,247.81	1,247.81 -	104 -----
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	0.00	2,381.99	3,618.01	39 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	50.91	365.27	2,634.73	12 -
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	14.94	7,920.55	3,920.55 -	198 -----]]]
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231	POSTAGE	2,500.00	0.00	33.14	1,678.50	821.50	67 -----
232	OFFICE SUPPLIES	9,500.00	0.00	223.09	4,659.38	4,840.62	49 ----
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	30.00	7,526.86	1,973.14	79 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	107.97	2,149.04	850.96	71 -----
242	PROGRAM SUPPLIES	3,000.00	0.00	128.47	1,505.92	1,494.08	50 -----
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261	MEMBERSHIP DUES	1,000.00	0.00	70.00	407.50	592.50	40 ----
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	331.63	3,168.37	9
265	CONFERENCE & MEETINGS	1,500.00	0.00	810.00	1,164.97	335.03	77 -----
271	TELEPHONE	1,800.00	0.00	139.38	1,264.02	535.98	70 -----
272	ELECTRICITY	23,000.00	0.00	2,086.12	12,348.96	10,651.04	53 -----
273	FUEL-HEATING	3,000.00	0.00	15.00	1,936.73	1,063.27	64 -----
274	WATER SERVICE	3,500.00	0.00	90.53	881.65	2,618.35	25 --
275	SEWER SERVICE	1,200.00	0.00	683.01	1,668.31	468.31 -	139 -----]]]
276	LANDFILL	500.00	0.00	32.00	334.95	165.05	66 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	8,200.29	91,483.05	31,082.95	74 -----
	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	4,157.56	28,357.80	21,642.20	56 -----
342	AV - CAPITAL	12,000.00	0.00	806.04	8,038.10	3,961.90	66 -----
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 SEP 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	4,963.60	36,395.90	48,604.10	42 ----
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	45,813.38	465,806.17	343,049.83	57 -----
TOTAL: GENERAL FUND	808,856.00	0.00	45,813.38	465,806.17	343,049.83	57 -----

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
701 LIBRARY TRUST							
701 LIBRARY TRUST							
OTHER CURRENT EXPENDITURES							
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0	
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0	
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0	
242 RECREATION SUPPLIES	0.00	0.00	1,028.34	7,956.90	7,956.90-	9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,028.34	7,956.90	7,956.90-	9999	-----]]]]
CAPITAL OUTLAY							
340 BOOKS	0.00	0.00	0.00	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	0.00	339.65	339.65-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,028.34	8,296.55	8,296.55-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,028.34	8,296.55	8,296.55-	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	856.52	1,981.20	32,462.25
	TOTAL CURRENT ASSETS:	30,481.05	856.52	1,981.20	32,462.25
	TOTAL ASSETS:	30,481.05	856.52	1,981.20	32,462.25
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	29,340.84CR	0.00	0.00	29,340.84CR
701.2900					
	REVENUE CONTROL	0.00	1,884.86CR	11,417.96CR	11,417.96CR
701.2910					
	EXPENDITURE CONTROL	0.00	1,028.34	8,296.55	8,296.55
	TOTAL FUND BALANCE:	29,340.84CR	856.52CR	3,121.41CR	32,462.25CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	856.52CR	1,981.20CR	32,462.25CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD	ACT YTD	REMAINING	PCT		
		REVISED BUDGET	POSTED	POSTED	BALANCE			
		ENCUMBERED	AND IN PROCESS	AND IN PROCESS				
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
		INVOICE						
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONAL SERVICES							
101	REGULAR WAGES	366,304.00	0.00	22,229.81	227,234.25	139,069.75	62	-----
P-090619-232	PAYROLL INTERFACE	090619		11,114.90	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		11,114.91	CODE-Y,PER#-2,FUND- 101			A
102	TEMPORARY WAGES	84,000.00	0.00	3,674.06	40,963.60	43,036.40	48	----
P-090619-232	PAYROLL INTERFACE	090619		2,028.04	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		1,646.02	CODE-Y,PER#-2,FUND- 101			A
103	OVERTIME WAGES	350.00	0.00	0.00	205.98	144.02	58	-----
111	OASI	34,475.00	0.00	1,949.59	20,125.18	14,349.82	58	-----
P-090619-232	PAYROLL INTERFACE	090619		989.40	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		960.19	CODE-Y,PER#-2,FUND- 101			A
121	RETIREMENT	21,999.00	0.00	1,333.78	13,539.34	8,459.66	61	-----
P-090619-232	PAYROLL INTERFACE	090619		666.89	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		666.89	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	3,442.73	35,402.86	55,213.14	39	---
P-090619-232	PAYROLL INTERFACE	090619		1,721.37	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		1,721.36	CODE-Y,PER#-2,FUND- 101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	19.52	495.01	508.99	49	----
P-090619-232	PAYROLL INTERFACE	090619		10.65	CODE-Y,PER#-1,FUND- 101			A
P-092019-246	PAYROLL INTERFACE	092019		8.87	CODE-Y,PER#-2,FUND- 101			A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	32,649.49	337,927.22	263,362.78	56	-----
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	3,685.73	31,247.81	1,247.81 -	104	-----
M-090319-229	.13843 OVERDRIVE DIST	201908 Schmidt		2,358.55	EBOOKS		N	A
M-090319-229	.13843 OVERDRIVE DIST	201908 Schmidt		5.94	EBOOKS		N	A
M-090319-229	.14274 OLSONS PEST TECHNICIAN	201908 Schmidt		90.00	PROFESSIONAL SERVICES		N	A
D-090919-199	05140 AVERA HEALTH PLANS	063633 20927		4.85	FLEX SPENDING FEES	005311 P	N	A
D-090919-209	05937 J & H CARE & CLEANING CO	063677 10974		1,200.00	JANITORIAL SERVICES	020347 P	M	A
D-090919-209	00441 NELSON ELECTRIC SERVICE	063698 8487		26.39	ELECTRICAL LABOR	020771 P	M	A
211	PUBLISHING	3,000.00	0.00	0.00	1,616.39	1,383.61	53	-----

		ANNUAL	ACT MTD	ACT YTD	REMAINING	PCT		
		REVISED BUDGET	POSTED	POSTED	BALANCE			
		ENCUMBERED	AND IN PROCESS	AND IN PROCESS				
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	0.00	2,381.99	3,618.01	39 ---	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	50.91	365.27	2,634.73	12 -	
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Lippert	50.91	BUILDING SUPPLIES		N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	14.94	7,920.55	3,920.55-	198 -----]]]]	
M-090319-229	.14377 KOPETSKYS ACE HDWE	201908	Miles	2.36	CHAIR REPAIR		N	A
M-090319-229	.14377 KOPETSKYS ACE HDWE	201908	Miles	7.59	DOOR STOPPER		N	A
M-090319-229	.14377 KOPETSKYS ACE HDWE	201908	Miles	4.99	WOODEN CART PROJECT		N	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	33.14	1,678.50	821.50	67 -----	
M-090319-229	.11798 BAKER-TAYLOR	201908	Schmidt	33.14	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	223.09	4,659.38	4,840.62	49 ----	
M-090319-229	.12434 WAL-MART #1483	201908	Dobrovolny	10.98	OFFICE SUPPLIES		N	A
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Lippert	19.04	OFFICE SUPPLIES		N	A
M-090319-229	.11774 QUILL CORPORATION	201908	Schmidt	65.97	OFFICE SUPPLIES		N	A
M-090319-229	.16405 SQU SQ HANSON BRIGGS	201908	Schmidt	127.10	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	30.00	7,526.86	1,973.14	79 -----	
M-090319-229	.12801 YANKTON COUNTY OBSERVE	201908	Schmidt	30.00	NEWSPAPER SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	107.97	2,149.04	850.96	71 -----	
M-090319-229	.16463 AMZN MKTP US MO9F68TF1	201908	Dobrovolny	107.97	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	128.47	1,505.92	1,494.08	50 -----	
M-090319-229	.16456 AMZN MKTP US MO00W5VY2	201908	Dobrovolny	21.06	PROGRAMMING SUPPLIES		N	A
M-090319-229	.16463 AMZN MKTP US MO9F68TF1	201908	Dobrovolny	28.24	PROGRAMMING SUPPLIES		N	A
M-090319-229	.16466 SQU SQ WILLA BS BIST	201908	Schmidt	32.20	PROGRAMMING SUPPLIES		N	A
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Lippert	17.08	PROGRAMMING SUPPLIES		N	A
M-090319-229	.12434 WAL-MART #1483	201908	Raiche	9.97	PROGRAMMING SUPPLIES		N	A
M-090319-229	.12434 WAL-MART #1483	201908	Dobrovolny	19.92	PROGRAMMING 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	70.00	407.50	592.50	40 ----	
M-090319-229	.16033 SD LIBRARY ASSOCIATION	201908	Dobrovolny	70.00	SDLA MEMBERSHIP		N	A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	331.63	3,168.37	9	

		ANNUAL	ACT MTD	ACT YTD	REMAINING	PCT		
		REVISED BUDGET	POSTED	POSTED	BALANCE			
		ENCUMBERED	AND IN	AND IN				
			PROCESS	PROCESS				
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
		INVOICE						
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
265	CONFERENCE & MEETINGS	1,500.00	0.00	810.00	1,164.97	335.03	77	-----
M-090319-229	.16033 SD LIBRARY ASSOCIATION	201908 Lippert		195.00	SDLA CONFERENCE		N	A
M-090319-229	.16033 SD LIBRARY ASSOCIATION	201908 Schmidt		195.00	SDLA CONFERENCE		N	A
M-090319-229	.16033 SD LIBRARY ASSOCIATION	201908 Dobrovolny		195.00	SDLA CONFERENCE		N	A
M-090319-229	.16024 JIMMY JOHNS - 3631 - M	201908 Schmidt		225.00	STAFF TRAINING		N	A
271	TELEPHONE	1,800.00	0.00	139.38	1,264.02	535.98	70	-----
P-090619-232	PAYROLL INTERFACE	090619		10.50	CODE-Y,PER#-1,FUND- 101			A
M-093019-245	06976 VAST BROADBAND	008076		48.23	PHONE BILL	003513	F N	A
M-093019-245	06976 VAST BROADBAND	008077		80.65	PHONE BILL	003513	F N	A
272	ELECTRICITY	23,000.00	0.00	2,086.12	12,348.96	10,651.04	53	-----
D-090919-209	00455 NORTHWESTERN ENERGY	063699 8.22.19		2,086.12	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,936.73	1,063.27	64	-----
D-090919-209	00303 MIDAMERICAN ENERGY	063692 8.22.19		15.00	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	90.53	881.65	2,618.35	25	--
D-090919-209	00109 CITY UTILITIES	063652 8.22.19		90.53	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	683.01	1,668.31	468.31	139	-----]]]
D-090919-209	00109 CITY UTILITIES	063652 8.22.19		683.01	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	334.95	165.05	66	-----
J-093019-256	SEPTEMBER JOURNAL ENTRY	JE 272		32.00	DUMPSTER CHARGES - SEPT			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	8,200.29	91,483.05	31,082.95	74	-----
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	4,157.56	28,357.80	21,642.20	56	-----
M-090319-229	.11798 BAKER-TAYLOR	201908 Schmidt		3,507.19	BOOKS		N	A
M-090319-229	.16456 AMZN MKTP US MO00W5VY2	201908 Dobrovolny		45.73	BOOKS		N	A
M-090319-229	.11785 CENTER POINT LARGE PRI	201908 Schmidt		134.22	LARGE PRINT BOOKS		N	A
M-090319-229	.15905 BOUND TO STAY BOUND BO	201908 Raiche		78.27	BOOKS		N	A
M-090319-229	.16503 AMZN MKTP US MA4TR2HW1	201908 Dobrovolny		112.15	BOOKS		N	A
M-090319-229	.13151 FARM & HOME PUBLISHERS	201908 Dobrovolny		280.00	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								
342	AV - CAPITAL	12,000.00	0.00	806.04	8,038.10	3,961.90	66	-----	
M-090319-229	.12434 WAL-MART #1483	201908	Lippert	19.96	DVD RETURN		N		A
M-090319-229	.16456 AMZN MKTP US MO00W5VY2	201908	Dobrovolny	205.38	DVDS		N		A
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Lippert	104.76	DVDS		N		A
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Dobrovolny	19.96	DVD		N		A
M-090319-229	.13320 WM SUPERCENTER #1483	201908	Dobrovolny	52.88	DVDS		N		A
M-090319-229	.16503 AMZN MKTP US MA4TR2HW1	201908	Dobrovolny	66.29	DVDS		N		A
M-090319-229	.12434 WAL-MART #1483	201908	Dobrovolny	98.84	DVDS		N		A
M-090319-229	.12434 WAL-MART #1483	201908	Raiche	9.96	DVD		N		A
D-090919-209	04785 MIDWEST TAPE	063695	144-788-353-53	267.93	AV	020348	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	4,963.60	36,395.90	48,604.10	42	----	
	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	45,813.38	465,806.17	343,049.83	57	-----	
TOTAL:	GENERAL FUND	808,856.00	0.00	45,813.38	465,806.17	343,049.83	57	-----	

Director's Report-October 2019

Downton Abbey Event Rescheduled: Due to a low number of registrations, we decided to postpone the Downton Abbey Trivia Event to a later day (Saturday, January 4). I think this is a good event and will hopefully draw a better attendance at a later time.

Escape Room: The library hosted another Escape Room on September 21 and 22. We were able to fill all of our spots and had a very successful and fun event. The teams with the top two fastest times were given gift cards. There was also interest by two local businesses in using our Escape Room as a team building activity. We love to be able to offer unique activities to our community and to make them accessible to all!

Porter The Hoarder: On Thursday, September 19, we hosted the author and illustrator for the children's book *Porter the Hoarder*. The event ran from 5-8pm and was in partnership with the Yankton Area Literacy Council and SD Statewide Family Engagement Center. Sean Covell (author) and Rebecca Swift (illustrator) did a reading of their book as well as a demonstration of how the kids could draw their own Porters. Sean and Rebecca then signed books and took pictures with participants. We estimated about 110 individuals attended.

Bilingual Story Time: We partnered with Cornerstones to host a bilingual (English/Spanish) story time during our regular story time hour on Monday, Sept 23. There were stories and songs in both English and Spanish and participants received a free bilingual book to take home with them. We had 24 attendees. We are working with Cornerstones to see if bilingual story time is an event we could offer again in the future.

Neither Wolf Nor Dog Movie: Due to the large attendance at the last showing and continued interest, the Friends of the Library have purchased another license to show the movie at the library again. The movie will be on Sunday, October 13 at 2pm. Dr. Jamie Sullivan will be here to do the book talk on Thursday, October 17. At this time, we have checked out our copies of the books 96 times-this seems to be much higher than recent One Book South Dakota book selections.

Friends Donation: The Friends of the Library have purchased a play kitchen set for the children's area. The kids have been so excited with this new addition and it has already gotten a lot of love. We are thankful to the Friends for helping us provide new programs, toys and other library needs to our library and our community.

October 20-26 is National Friends of the Library Week. We are planning a treat to share with them as well as a list of contributions the Friends have made to the library over the past few years.

Donation: We received a \$1,000 donation from Larry and Deb Burnight to purchase more Large Print books for our collection!

Staffing: We are excited to welcome our new staff. Audrey Bringgold is our new full time staff member. She moved here recently from Utah. Her previous work and volunteer experience is proving a good fit at the library. Our new part time staff member is Krista Harringa she is a Mount Marty student working on her Bachelor's degree in Elementary Education. Both are eager to learn the new job and have friendly personalities ideal to offering excellent customer service. We are excited to have them on our team!

The second part time position was offered to an applicant that decided not to accept the position. We will advertise for this position again at a later date.

MMC Work Study: Amber Johnson is our new work study student from Mount Marty helping us with Tuesday morning story times.

Library Fun Fact: There are currently 79,050 physical items in our library, along with over 55,000 e-books available to our patrons. Our staff purchases new items monthly to keep our collection fresh and to offer a wide variety of topics and authors. We also take requests for items we don't have, often purchasing or ordering them through interlibrary loan for our patrons. We love being able to help people find what they are looking for!

Next Meeting: The next meeting for the Library Board of Trustees will be Wednesday, November 13 at 5:30 pm in the meeting room at the Yankton Community Library.

September 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	4-Sep	10:30 AM	7	4
	11-Sep	10:30 AM	5	3
	18-Sep	10:30 AM	5	3
	25-Sep	10:30 AM	15	9
Total:			32	19

Story Time				
	9-Sep	6:00 PM	8	5
	10-Sep	10:30 AM	21	16
	12-Sep	10:30 AM	11	6
	16-Sep	6:00 PM	4	5
	17-Sep	10:30 AM	25	16
	19-Sep	10:30 AM	4	4
	23-Sep	6:00 PM	10	14
	24-Sep	10:30 AM	25	16
	26-Sep	10:30 AM	12	7
	30-Sep	6:00 PM	8	6
Total:			128	95

Thursday Kids Activities				
Craft Club	5-Sep	3:45 PM	9	1
LEGO Club	12-Sep	3:45 PM	13	6
Science Club	19-Sep	3:45 PM	7	2
<i>Movie -Dumbo</i>	26-Sep	3:45 PM	4	1
Total:			33	10

Friday Wii	6-Sep	3:30 PM	0	
	13-Sep	3:30 PM	0	
	20-Sep	3:30 PM	0	
	27-Sep	3:30 PM	0	
Total:			0	

Adult Programs	Date	Time	Num.
Seed Library	10-Sep	1:00 PM	19
Seed Library	10-Sep	6:30 PM	11
Adult Craft (Extra)	5-Sep	6:00 PM	17
Book signing	7-Sep	10:30 AM	100
Adult Crafternoon	7-Sep	4:00 PM	5
Meditation 101	17-Sep	6:30 PM	13
Adult Craft (class limit 15)	17-Sep	6:00 PM	16
Escape Room	Sep 21 & 22		56
Total:			237

Food for Fines		
Pancake Mix & Syrup	September 1-10	103

Book Clubs			
Reader's Anonymous	10-Sep	1:00 PM	3
Between the Lines	24-Sep	4:30 PM	6
Total:			9

Miscellaneous				
Kid's Art Club	14-Sep	All day	12	1
Home School Group	13-Sep	10:00 AM	44	13
Porter the Hoarder	19-Sep	5:00 PM	70	60
Total:			126	74

September 2019 Usage & Circulation Statistics

Total Circulation Statistics*

	2019	2018
Adult	7,296	8,265
Juvenile	4,601	4,581
Total	11,897	12,846

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2019	2018
Adult	5,618	6,761
Juvenile	4,357	3,882
Total	9,975	10,643

Interlibrary Loan

	2019	2018
Requested	77	111
Supplied	137	150
Total	214	261

Electronic Resources

	2019	2018
OverDrive	1,464	1,393
TumbleBooks	107	699
Total	1,571	2,092

Adult Outreach

	2019	2018
Locations	10	10
Patrons	42	35
Circulations	253	239

Public Computer Use

	2019	2018
Uses	1,436	1,378
Hours	914.0	980.0

WiFi Usage

	2019	2018
Sessions	1,639	
Total Session Hours	1,131	
Unique Users	482	

Meeting Room Use

	2019	2018
Library Uses	30	31
Library Hours	55	67
Non-Library Uses	15	17
Non-Library Hours	25.5	32

Study Room Use

	2019	2018
Uses	54	44
Hours	67.5	59.0

Notary

	2019	2018
Requests	4	4

Proctor

	2019	2018
Tests	43	42

Daycare Outreach		
	2019	2018
Locations	6	16
Patrons	95	254
Circulations	111	266

Current Cards	2019	2018
Resident	5,257	4,725
Non-Resident	353	249
Mount Marty	40	31
Teacher	51	46
Yankton County	1,068	1,031
Total	6,769	6,082

Non-Resident	Cards
New Cards	2
Renewals	6
Total	8

County	Cards
New Cards	11
Renewals	33
Total	44

Items Added to Catalog in Sept	2019	2018
	258	241

Items Deleted from Catalog in Sept	2019	2018
	163	

Traffic

	2019	2018
Count		x

*south door count estimated

*in 2018 door counter was not working properly

Genealogy Requests		
	2019	2018
Patrons	0	0
Hours	0.0	0.0

Teacher Requests

	2019	2018
Requests	2	6

Courier

	2019	2018
Total Incoming	328	364
Total Outgoing	314	368
Grand Total	642	732

Yankton County

	2019	2018
Households	44	37

Yankton Community Library • October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org 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 Craft Club, 3:45 pm	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 Seed Library 2:00/6:30 pm	9 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	10 Story Time 10:30 am LEGO Club, 3:45 pm	11 Wii, 3:30 pm	12 Kid's Art Club
13 Neither Wolf Nor Dog movie 2 pm	14 Story Time, 6:00 pm	15 Story Time 10:30 am Adult Craft, 6 pm	16 Stay & Play 10:30 am	17 Story Time 10:30 am Science Club, 3:45 pm Neither Wolf Nor Dog discussion , 6:30 pm	18 Wii, 3:30 pm	19 Writing Workshop: Getting Started on Your Novel, 2 pm
20 Cuban Missile Crisis 2-4pm	21 Story Time, 6:00 pm Friends of the Library meeting, 5:15 pm	22 Story Time 10:30 am	23 Stay & Play 10:30 am	24 Story Time, 10:30 am Harry Potter event, 3:45 pm Harry Potter Trivia @ Ben's 7:00 pm	25 Wii, 3:30 pm	26 Harvest Halloween
27	28 Story Time, 6:00 pm	29 Story Time 10:30 am	30 Stay & Play 10:30 am	31 Movie, 3:45 pm	Food for Fines— Soup or Crackers	October is Star Wars Reads month!

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3 Friends' Author Meet & Greet, 2-4 pm	4 Story Time, 6:00 pm	5 Story Time 10:30 am	6 Stay & Play 10:30 am	7 Story Time, 10:30 am Craft Club, 3:45 pm	8 Wii, 3:30 pm	9
10 Library Closed	11 Library Closed	12 Story Time 10:30 am	13 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	14 Story Time 10:30 am LEGO Club, 3:45 pm Veteran's Day Event, 6pm	15 Wii, 3:30 pm	16
17 National Novel Writing Month: Come Write In, 1-5pm	18 Story Time, 6:00 p Friends of the Library meeting, 5:15 pm	19 Story Time 10:30 am Adult Craft, 6pm	20 Stay & Play 10:30 am	21 Story Time, 10:30am Science Club, 3:45pm Chair Yoga for Mindfulness 6:30	22 Wii, 3:30 pm	23
24	25 Story Time, 6:00 p	26 Story Time 10:30 am	27 Stay & Play 10:30 am Library Closes at 5 pm	28 Library Closed	29 Library Closed	30

Agreement for the Provision of Library Services

This Agreement made this ____ day of November, 2019 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 \$15,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2020 until December 31, 2020. 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 \$20.00 out-of-pocket charge directly to the Library, upon issuance or renewal, for a nonresident card. This fee may be paid in installments (\$5 for 3 months, \$10 for 6 months, or \$20 for 12 months). 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 and proof of address, 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 request to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustee 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, 2020 extending until December 31, 2020 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this ____ day of _____, 2019, Yankton Community Library Board of Trustees.

Christine Tielke
Board President

Attest:

Dana Schmidt
Library Director

Approved this ____ day of _____, 2019, Board of Commissioners, Yankton County.

Dan Klimisch
Chairman

Attest:

Patty Hojem
Auditor

Approved this ____ day of _____, 2019, City of Yankton.

Nathan Johnson
Mayor

Attest:

Amy Leon
City Manager

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 10, 2008

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Article I

Composition, Terms, and Duties of the Board of Trustees:

- Section 1 The Yankton Community Library shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting in July following official approval by the City Commission. In the event of a delay in the appointment, the outgoing member shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board of Trustees. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board of Trustees (SDCL 14-2-36).
- Section 2 Membership on the board shall not exceed two (2) consecutive terms.
- Section 3 Two (2) absences of a board member during a (12) twelve-month term without prior notification to the board secretary shall be grounds for the board president to ask that member to resign. Excessive and/or continuous absences by any member may also be cause to request that member resign. A request for board member resignation must be discussed during a board meeting hearing under Executive (closed) session followed by a majority vote during a public meeting (Attorney General's Opinion 75-185).

Section 4 Empowered by SDCL 14-2-41, a city public library board is a statutory body having various policy-making responsibilities. The Board of Trustees recognizes and accepts this role, performing all the functions listed by law as well as the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. Accept and carry out all the duties and powers of trustees as outlined in SDCL 14-2-40/41.

Section 5 Board members going off the Board who still have terms available to them and who wish to continue serving on the board shall state their wishes to the Mayor/City Commission in writing before the June library board meeting. The Mayor/City Commission will then appoint new members when required.

Section 6 Board members wishing to resign from the board should do so in writing, addressing their wishes to the library board President who, in turn, will contact the Mayor who will make a new appointment. In the rare case of lack of a quorum due to resignations, power will revert to the City Commission for all policy and business transactions until replacement board members can be appointed.

ARTICLE II

OFFICERS

- Section 1 Officers of the board of trustees shall be the President and Vice-president. The President and Vice-president shall be elected by the board.
- Section 2 The President or in his/her absence, the Vice-President, shall conduct all meetings.
- Section 3 The President and Vice-president shall be elected for a one (1) year term at the reorganizational meeting in July
- Section 4 The Library Director shall act as secretary of the Board. The secretary is a non-voting member on the board.

ARTICLE III

MEETINGS

- Section 1 The regular meetings of the Yankton Community Library Board shall be held at the library meeting room, or such room as the board may designate, on the second Wednesday of every month or on that date not less often than quarterly, as the President deems appropriate.
- Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the members of the board without permission to do so by the board president.

~~Call in meetings (as replacement for on-location meetings) are permissible when no agenda/discussion items exist (business limited to approval of minutes, bills and financial report). The call-in meetings will constitute no more than one-third of the regular board meetings.~~

Directors may participate in any meeting through the use of conference telephone, website

interface or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.

Section 3 Any action required to be taken at a meeting of the Directors, or any other action which may be taken at a meeting of the Directors, may be taken without a meeting if a consent is received from a majority of the Directors entitled to vote. Votes are specifically authorized to be taken via email communication or telephone communication. Any votes outside of a board meeting shall be reported in the following meeting minutes.

Section 3 4 Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition of *Roberts Rules of Order*. Acceptance of minutes shall be by voice majority vote. Trustees may attend board meetings using distance telecommunications means provided that they offer reliable, two-way communication.

Section 4 5 The Library Director, acting as Board Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty-four hours (24) before the meeting to all local news media who have asked to be notified. All conditions of the SDCL public open meetings act will be adhered to.

Section 5 6 Special meetings shall be called and noticed by the board President whenever necessary in his/her judgment or at the written request of (4) four board members. Executive sessions (closed meetings) can be requested by any board member; however advertisement of such meetings must appear on the agenda twenty-four (24) hours before the meeting and a motion/second must be made to adjourn into a closed meeting.

Section 6 7 The order of business at regular meetings shall be as follows:

1. Call to order
2. Additions to the agenda
3. Approval of minutes of previous meeting
4. Financial report
5. Correspondence and communications
6. Public Comment Period
7. Report of the Library Director
8. Unfinished business
9. New business
10. Adjournment

Section 7 8 A quorum is needed to conduct any board business. A quorum for the transaction of business shall be a simple majority of the (7) board members (4 members).

Section 8 9 The re-organizational meeting shall be in July each year. This meeting shall include the election of officers. The re-organizational meeting can be delayed by simple majority vote of the board with the installed officers holding office until a re-organizational meeting is convened.

Section 9 10 The bylaws shall be reviewed annually during or after the September meeting.

Section 10 11 During the preparation of the annual budget, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted. The final operating budget is approved and appropriated by the Yankton City Commission.

ARTICLE IV

LIBRARY DIRECTOR

Section 1 The Library Director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The Library Director shall be responsible for employing and directing the staff, for selecting library materials, for

the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual reports and compile statistics when requested by board members, the City manager and/or City Commission. Additionally, the Library Director shall perform the duties of secretary of the library board, and shall attend, or send a substitute to, all board meetings except when his/her employment or salary is to be discussed.

ARTICLE V

AMENDMENT OF BYLAWS

Section 1

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting that was mailed to members at least (1) one week before the meeting.

Patron Behavior Policy

The YCL strives to maintain a safe, encouraging, non-threatening environment for all patrons. 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 shall be given to the Library Director and City manager. Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action 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. Verbal abuse, including profanity, bullying, hate language, and name-calling
2. Harassment or intimidation by words, gestures, body language or any type of menacing behavior
3. Physical abuse of other patrons or staff
4. Physical abuse of grounds, furniture or equipment
5. Carrying firearms and dangerous weapons of any type, unless authorized by law
6. Illegal activities
7. No proper attire-shirt and shoes are required.
8. Offensive body odor
9. Excessive loudness or extreme outbursts
10. Not actively supervising children under the age of six (6) years
11. Abuse of library rules/policies or general loitering
12. Skateboarding
13. Smoking inside facility or in entrances including vaping and e-cigarettes.
14. Public intoxication

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.