

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 13, 2019, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of October 9, 2019 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- **2020 Holiday Closures/Board Meeting Calendar**
- **December Board Meeting**
- **Circulation Policy**
- **Fax Policy**
- **Confidentiality Policy**

Other Business

Adjourn the meeting of November 13, 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, October 8, 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 City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent with regrets: Yankton County Commissioner Joe Healy

Additions to the agenda: None.

Minutes:

Motion to approve the minutes of the September 11, 2019 meeting by Nelson, with second by Webber. Unanimous approval.

Discussion of Bills and Financial Report:

Schmidt reported that the rooftop HVAC replacement was completed in September by Larry's Heating and Cooling at a cost of \$24,000, which was within the estimated cost for the project. Though this expense was not budgeted for in 2019, Schmidt is expecting to make up the cost through savings in other areas. Gillis commented that the revenue for overdue fines and lost and damage fees were both higher than estimated for the year.

Webber made a motion to accept the financial report, with a second by Gillis. Motion approved.

Communications and Correspondence: Schmidt shared thank you notes from Master Gardeners for partnering with them to host their Fall Fling, Vishay Intertechnology, Inc. for hosting a team building exercise for their staff and the Stefanie Hooley family for a fun summer reading program. Schmidt also shared a small clipping from the local paper mentioning the Yankton Seed Library in regards to a "super carrot."

Schmidt reported a \$1,000 donation from Larry and Deb Burnight to be used to purchase Large Print books as well as a \$20 donation from Mary Gunderson in memorial of MelCena Bernard.

Public Comment Period: None.

Director's Report: Schmidt reported that the library recently had been approached by two local businesses to use the Escape Room activity as a team building exercise. Vishay participated on September 22 and River City Domestic Violence shelter will participate on October 24. Schmidt thanked the Board members for their willingness to participate in library events including helping with the Harvest Halloween craft for kids. Schmidt reported that three library staff attended the South Dakota Library Association Conference in Spearfish in September. The staff were able to listen to inspiring speakers, network with other librarians around the state and attend some informative sessions. The staff appreciates opportunities to attend these events. She also noted that four YCL staff received their library certification at conference. Schmidt reported that the Library Foundation is planning a meeting

for October 22 and they intend to update their bylaws and discuss future fundraising projects to promote the Library Foundation. Schmidt reported that the library will be offering new teen events each Wednesday called Teens Create. Teens will be able to try different crafts such as kumihimo braiding and melting bead creations while listening to an audiobook.

Old Business:

- The updated behavior policy was reviewed by City Attorney, Ross DenHerder, with no additional changes recommended. Webber made a motion to approve the policy with a grammatical correction with a second by Otterman. Unanimous approval.
- The updated Agreement for the Provision of Library Services with the County was changed due to reduced funding from the County. Cards will now cost \$20 annually (previously \$5) for those households that are outside of city limits but within Yankton County. A motion to approve the updated agreement was made by Gillis with a second by Koerner. Unanimous approval.

New Business:

- By-laws were reviewed by the board. Updates were made to clarify allowing participation in meetings via phone or website interfaces as well as granting the board the ability to vote by email between meetings when necessary. Motion was made by Nelson to approve the suggested changes, with a second by Webber. Unanimous approval.

Other Business:

- None.

Adjourn the meeting of October 8, 2019

Motion by Koerner to adjourn with second by Otterman. Unanimous approval. Meeting adjourned at 6:00 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	102.19	WATER SERVICE	101.142.274	10.22.19	002793 P	301 00001
WTR-WW CHARGES	240.61	SEWER SERVICE	101.142.275	10.22.19	002793 P	301 00002
	342.80	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	11078	020777 P	301 00004
MIDAMERICAN ENERGY FUEL	67.08	FUEL-HEATING	101.142.273	10.24.19	002794 P	301 00008
MIDWEST TAPE AV	440.88	AV - CAPITAL	101.142.342	10.21.19	020778 P	301 00005
NORTHWESTERN ENERGY ELECT	1,662.06	ELECTRICITY	101.142.272	10.24.19	002795 P	301 00006
US BANK EQUIPMENT FINANC COPIER LEASE	367.95	RENTALS & XEROX SUPPLIES	101.142.212	398272856	020781 P	301 00007
	4,080.77				
GENERAL FUND	4,080.77	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
INYO ENTERTAINMENT MOVIE SCREENING	250.00	RECREATION SUPPLIES	701.701.242	2019-10-23-1	020779 P	301 00003
	250.00				
LIBRARY TRUST	250.00	*****				

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:	4,330.77					

RECORDS PRINTED - 000008

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 AMZN.COM/BI RETURN: LIGHTING CONTROL	105.18CR	REP. & MAINT. - BUILDING	101.142.223	Homstad		309 00060
AMAZON.COM TW0980503 A JANITORIAL SUPPLIES	55.99	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		309 00240
AMAZON.COM 8R2FU0FD3 A AUTO LIGHTING CONTROL	105.18	REP. & MAINT. - BUILDING	101.142.223	Homstad		309 00199
AMZN MKTP US B05PF4EV3 PROGRAM SUPPLIES	140.35	PROGRAM SUPPLIES	101.142.242	Dobrovolny		309 00110
BOOK	14.99	BOOKS	101.142.340	Dobrovolny		309 00111
DVD'S	51.65	AV - CAPITAL	101.142.342	Dobrovolny		309 00112
	206.99	*VENDOR TOTAL				
AMZN MKTP US F92DH4V03 PROGRAM SUPPLIES	5.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		309 00145
AMZN MKTP US MQ8QG8IZ3 OFFICE SUPPLIES	20.58	OFFICE SUPPLIES	101.142.232	Dobrovolny		309 00304
PROGRAM SUPPLIES	9.95	PROGRAM SUPPLIES	101.142.242	Dobrovolny		309 00305
BOOKS	24.67	BOOKS	101.142.340	Dobrovolny		309 00306
	55.20	*VENDOR TOTAL				
AMZN MKTP US XE2ZN5BJ3 PROGRAM SUPPLIES	2.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		309 00109
BAKER-TAYLOR BOOKS	1,278.54	BOOKS	101.142.340	Schmidt		309 00068
POSTAGE	12.24	POSTAGE	101.142.231	Schmidt		309 00069
	1,290.78	*VENDOR TOTAL				
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		309 00089
CRESCENT ELECTRIC 029 REPLACEMENT BALLAST	13.64	REP. & MAINT. - BUILDING	101.142.223	Miles		309 00168
REPLACEMENT PHOTO CELL	8.58	REP. & MAINT. - BUILDING	101.142.223	Miles		309 00317
	22.22	*VENDOR TOTAL				
CULVER S OF MITCHELL # TRAVEL EXPENSE	4.99	TRAVEL EXPENSE	101.142.263	Lippert		309 00448
DHARMA TRADING CO POSTAGE	14.20	POSTAGE	101.142.231	Lippert		309 00035

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						
FIRE MOUNTAIN GEMS & B							
POSTAGE	5.99	POSTAGE	101.142.231		Raiche		309 00185
PROGRAM SUPPLIES	45.40	PROGRAM SUPPLIES	101.142.242		Raiche		309 00186
	51.39	*VENDOR TOTAL					
GAN USATODAYCIRC							
NEWSPAPER SUBSCRIPTION	347.94	SUBSCRIPTIONS & PUBLICAT	101.142.235		Schmidt		309 00032
HOLIDAY INN HOTEL & CO							
TRAVEL EXPENSE	183.98	TRAVEL EXPENSE	101.142.263		Lippert		309 00450
TRAVEL EXPENSE-TAX	16.20CR	TRAVEL EXPENSE	101.142.263		Schmidt		309 00052
TRAVEL EXPENSE-TAX	16.20CR	TRAVEL EXPENSE	101.142.263		Schmidt		309 00053
TRAVEL EXPENSE	200.18	TRAVEL EXPENSE	101.142.263		Schmidt		309 00447
TRAVEL EXPENSE	200.18	TRAVEL EXPENSE	101.142.263		Schmidt		309 00449
	551.94	*VENDOR TOTAL					
KOPETSKYS ACE HDWE							
SPRAY FOAM	4.48	JANITORIAL SUPPLIES	101.142.236		Miles		309 00263
BUILDING SUPPLIES	21.93	REP. & MAINT. - BUILDING	101.142.223		Miles		309 00377
	26.41	*VENDOR TOTAL					
MENARDS YANKTON SD							
EXTERIOR LIGHT BULBS	71.96	REP. & MAINT. - BUILDING	101.142.223		Miles		309 00230
OLSONS PEST TECHNICIAN							
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202		Schmidt		309 00444
OVERDRIVE DIST							
E-BOOKS	1,917.91	PROFESSIONAL SERVICES	101.142.202		Schmidt		309 00288
SHELL OIL 57444718506							
TRAVEL EXPENSE	38.47	TRAVEL EXPENSE	101.142.263		Lippert		309 00446
SOUTH DAKOTA HISTORICA							
POSTAGE	5.00	POSTAGE	101.142.231		Dobrovolny		309 00241
BOOKS	87.84	BOOKS	101.142.340		Dobrovolny		309 00242
	92.84	*VENDOR TOTAL					
WM SUPERCENTER #1483							
DVDS	102.84	AV - CAPITAL	101.142.342		Dobrovolny		309 00251
JANITORIAL SUPPLIES	24.18	JANITORIAL SUPPLIES	101.142.236		Dobrovolny		309 00252
PROGRAM SUPPLIES	46.56	PROGRAM SUPPLIES	101.142.242		Dobrovolny		309 00253
DVDS	60.84	AV - CAPITAL	101.142.342		Lippert		309 00379
PROGRAM SUPPLIES	20.35	PROGRAM SUPPLIES	101.142.242		Lippert		309 00380
OFFICE SUPPLIES	24.82	OFFICE SUPPLIES	101.142.232		Lippert		309 00381

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					
WM SUPERCENTER #1483						
DVDS	39.92	AV - CAPITAL	101.142.342	Raiche		309 00048
PROGRAM SUPPLIES	25.35	PROGRAM SUPPLIES	101.142.242	Raiche		309 00049
BOOK	19.58	BOOKS	101.142.340	Raiche		309 00136
OFFICE SUPPLIES	2.16	OFFICE SUPPLIES	101.142.232	Raiche		309 00137
PROGRAM SUPPLIES	9.38	PROGRAM SUPPLIES	101.142.242	Raiche		309 00138
	375.98	*VENDOR TOTAL				
	5,362.01				

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 MQ8QG8IZ3 PROGRAM SUPPLIES	15.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		309 00307
DHARMA TRADING CO ADULT CRAFT SUPPLIES	101.20	RECREATION SUPPLIES	701.701.242	Lippert		309 00036
HY-VEE YANKTON 1899 FRIENDS OF THE LIBRARY	15.47	RECREATION SUPPLIES	701.701.242	Dobrovolny		309 00064
JIMMY JOHNS - 3631 - E STAFF APPRECIATION	48.01	RECREATION SUPPLIES	701.701.242	Raiche		309 00451
OVERDRIVE DIST E-BOOK DONATION	20.00	BOOKS	701.701.340	Schmidt		309 00287
WM SUPERCENTER #1483 ADULT CRAFT PROGRAM	5.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		309 00254
ADULT CRAFT PROGRAM	19.48	RECREATION SUPPLIES	701.701.242	Lippert		309 00382
	24.48	*VENDOR TOTAL				
WORKPLACEPRO JACKETS	184.89	RECREATION SUPPLIES	701.701.242	Schmidt		309 00015
	410.04				
LIBRARY TRUST	410.04	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
.....
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	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	12,000.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	12,000.00	12,000.00	12,000.00	50 -----
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	435.00	5,445.00	1,355.00	1,355.00	80 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	268.50	231.50	231.50	53 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	4.00	20.54	30.54	30.54	205 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	4.98	76.62	123.38	123.38	38 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	114.00	1,005.80	494.20	494.20	67 -----
3456 PC PRINTING	6,000.00	6,000.00	697.25	5,127.10	872.90	872.90	85 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	268.00	3,199.13	1,199.13	1,199.13	159 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,523.23	15,101.61	2,008.39	2,008.39	88 -----
FINES							
3510 COURT FINES	3,000.00	3,000.00	60.45	1,642.14	1,357.86	1,357.86	54 -----
3511 PARKING FINES	3,000.00	3,000.00	410.78	4,775.78	1,775.78	1,775.78	159 -----]]]]
3520 LIBRARY FINES	500.00	500.00	32.01	892.02	392.02	392.02	178 -----]]]]
TOTAL: FINES	6,500.00	6,500.00	503.24	7,309.94	809.94	809.94	112 -----]
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	11,504.58	108,778.85	68,778.85	68,778.85	271 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	5.00	5.00	9,995.00	9,995.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	1,093.47	7,690.91	3,690.91	3,690.91	192 -----]]]]
3617 CAPITAL LEASE	0.00	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	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	3,718.15	20,557.73	17,557.73	17,557.73	685 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	162.82	1,573.24	73.24	73.24	104 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	16,484.02	138,605.73	80,105.73	80,105.73	236 -----]]]]
TOTAL: GENERAL FUND	106,110.00	106,110.00	18,510.49	173,017.28	66,907.28	66,907.28	196 -----]]]]

	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	59.79	603.46	603.46-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	347.60	11,221.89	11,221.89-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	407.39	11,825.35	11,825.35-	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	366,304.00	0.00	22,878.85	250,113.10	116,190.90	68	-----
102	84,000.00	0.00	4,540.06	45,503.66	38,496.34	54	-----
103	350.00	0.00	0.00	205.98	144.02	58	-----
111	34,475.00	0.00	2,065.28	22,190.46	12,284.54	64	-----
121	21,999.00	0.00	1,372.72	14,912.06	7,086.94	67	-----
131	2,542.00	0.00	0.00	39.00-	2,581.00	1	
132	90,616.00	0.00	3,995.45	39,398.31	51,217.69	43	----
133	1,004.00	0.00	16.60	511.61	492.39	50	-----
TOTAL:	601,290.00	0.00	34,868.96	372,796.18	228,493.82	61	-----
	OTHER CURRENT EXPENDITURES						
201	10,066.00	0.00	0.00	10,092.62	26.62-	100	-----
202	30,000.00	0.00	2,888.85	34,136.66	4,136.66-	113	-----]
211	3,000.00	0.00	267.35	1,883.74	1,116.26	62	-----
212	6,000.00	0.00	71.27	2,453.26	3,546.74	40	----
221	3,000.00	0.00	0.00	365.27	2,634.73	12	-
223	4,000.00	0.00	103.62	8,024.17	4,024.17-	200	-----]]]]
224	0.00	0.00	0.00	0.00	0.00	0	
231	2,500.00	0.00	415.74	2,094.24	405.76	83	-----
232	9,500.00	0.00	717.48	5,376.86	4,123.14	56	-----
233	0.00	0.00	0.00	0.00	0.00	0	
234	0.00	0.00	0.00	0.00	0.00	0	
235	9,500.00	0.00	928.12	8,454.98	1,045.02	88	-----
236	3,000.00	0.00	194.47	2,343.51	656.49	78	-----
242	3,000.00	0.00	240.23	1,746.15	1,253.85	58	-----
248	0.00	0.00	0.00	0.00	0.00	0	
261	1,000.00	0.00	0.00	407.50	592.50	40	----
263	3,500.00	0.00	101.08	432.71	3,067.29	12	-
265	1,500.00	0.00	0.00	1,164.97	335.03	77	-----
271	1,800.00	0.00	142.79	1,406.81	393.19	78	-----
272	23,000.00	0.00	1,820.40	14,169.36	8,830.64	61	-----
273	3,000.00	0.00	15.00	1,951.73	1,048.27	65	-----
274	3,500.00	0.00	90.53	972.18	2,527.82	27	--
275	1,200.00	0.00	368.19	2,036.50	836.50-	169	-----]]]]
276	500.00	0.00	40.00	374.95	125.05	74	-----
277	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	122,566.00	0.00	8,405.12	99,888.17	22,677.83	81	-----
	CAPITAL OUTLAY						
301	12,000.00	0.00	24,000.00	24,000.00	12,000.00-	200	-----]]]]
320	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	50,000.00	0.00	2,535.03	30,892.83	19,107.17	61	-----
342	12,000.00	0.00	1,343.32	9,381.42	2,618.58	78	-----
350	1,000.00	0.00	0.00	0.00	1,000.00	0	

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2019 THROUGH OCT 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	27,878.35	64,274.25	20,725.75	75 -----
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	71,152.43	536,958.60	271,897.40	66 -----
TOTAL: GENERAL FUND	808,856.00	0.00	71,152.43	536,958.60	271,897.40	66 -----

	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	869.94	8,826.84	8,826.84-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	869.94	8,826.84	8,826.84-	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	869.94	9,166.49	9,166.49-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	869.94	9,166.49	9,166.49-	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	462.55CR	1,518.65	31,999.70
TOTAL CURRENT ASSETS:	30,481.05	462.55CR	1,518.65	31,999.70
TOTAL ASSETS:	30,481.05	462.55CR	1,518.65	31,999.70
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	407.39CR	11,825.35CR	11,825.35CR
701.2910 EXPENDITURE CONTROL	0.00	869.94	9,166.49	9,166.49
TOTAL FUND BALANCE:	29,340.84CR	462.55	2,658.86CR	31,999.70CR
TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	462.55	1,518.65CR	31,999.70CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		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 PERSONAL SERVICES							
101	REGULAR WAGES	366,304.00	0.00	22,878.85	250,113.10	116,190.90	68	-----
P-100419-270	PAYROLL INTERFACE	100419		11,114.92	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		11,763.93	CODE-Y, PER#-2, FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	4,540.06	45,503.66	38,496.34	54	-----
P-100419-270	PAYROLL INTERFACE	100419		2,272.28	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		2,267.78	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	2,065.28	22,190.46	12,284.54	64	-----
P-100419-270	PAYROLL INTERFACE	100419		1,008.10	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		1,057.18	CODE-Y, PER#-2, FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,372.72	14,912.06	7,086.94	67	-----
P-100419-270	PAYROLL INTERFACE	100419		666.89	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		705.83	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	3,995.45	39,398.31	51,217.69	43	----
P-100419-270	PAYROLL INTERFACE	100419		1,721.37	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		2,274.08	CODE-Y, PER#-2, FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	16.60	511.61	492.39	50	-----
P-100419-270	PAYROLL INTERFACE	100419		7.27	CODE-Y, PER#-1, FUND-	101		A
P-101819-283	PAYROLL INTERFACE	101819		9.33	CODE-Y, PER#-2, FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	34,868.96	372,796.18	228,493.82	61	-----
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	2,888.85	34,136.66	4,136.66-	113	-----]
M-100419-266	.11798 BAKER-TAYLOR	201909	Schmidt	396.00	SUBSCRIPTION FOR REVIEWS		N	A
M-100419-266	.14274 OLSONS PEST TECHNICIAN	201909	Schmidt	90.00	PEST CONTROL		N	A
D-101419-248	05140 DAKOTACARE ADMIN SERVICE	063773	21166-IN	4.85	FLEX SPENDING FEES	005311	P N	A
D-101419-265	05937 J & H CARE & CLEANING CO	063793	11030	1,200.00	JANITORIAL SERVICES	020775	P M	A
D-101419-265	06702 TUMBLEWEED PRESS INC	063839	9.6.19	1,198.00	SUBSCRIPTION	020773	P N	A
211	PUBLISHING	3,000.00	0.00	267.35	1,883.74	1,116.26	62	-----
D-101419-249	00499 PRESS DAKOTA MSTAR SOLUT	063823	2504	267.35	CLASSIFIED AD	020583	P N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	71.27	2,453.26	3,546.74	40 ----	
D-101419-265	07098 US BANK EQUIPMENT FINANC	063843	10.1.19	71.27	COPIER LEASE	020776	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	365.27	2,634.73	12 -	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	103.62	8,024.17	4,024.17-	200 -----]]]]	
M-100419-266	.11936 CRESCENT ELECTRIC 029	201909	Miles	13.64	REPLACE BALLAST		N	A
M-100419-266	.14179 MENARDS YANKTON SD	201909	Miles	89.98	REPLACE LIGHT FIXTURE		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	415.74	2,094.24	405.76	83 -----	
M-100419-266	.16529 PBI LEASEDEQUIPMENT	201909	Schmidt	122.00	POSTAGE MACHINE LEASE		N	A
M-100419-266	.16531 AMZN MKTP US AX48H87H3	201909	Dobrovolny	8.95	POSTAGE		N	A
M-100419-266	.11798 BAKER-TAYLOR	201909	Schmidt	19.74	POSTAGE		N	A
M-100419-266	.16558 WRITING DREAMS LLC	201909	Dobrovolny	16.25	POSTAGE		N	A
M-100419-266	.16084 KWIK CASE, INC	201909	Dobrovolny	48.80	POSTAGE		N	A
M-100419-266	.16124 PITNEY BOWES PBP	201909	Schmidt	200.00	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	717.48	5,376.86	4,123.14	56 -----	
M-100419-266	.16081 ONE OFFICE SOLUTION -	201909	Schmidt	49.00	OFFICE SUPPLIES		N	A
M-100419-266	.16531 AMZN MKTP US AX48H87H3	201909	Dobrovolny	47.80	OFFICE SUPPLIES		N	A
M-100419-266	.16535 AMZN MKTP US W13L19TL3	201909	Dobrovolny	45.25	OFFICE SUPPLIES		N	A
M-100419-266	.12434 WAL-MART #1483	201909	Dobrovolny	1.74	OFFICE SUPPLIES		N	A
M-100419-266	.16550 AMAZON.COM ME55M93K3 A	201909	Dobrovolny	53.47	OFFICE SUPPLIES		N	A
M-100419-266	.16084 KWIK CASE, INC	201909	Dobrovolny	488.00	OFFICE SUPPLIES		N	A
M-100419-266	.13320 WM SUPERCENTER #1483	201909	Dobrovolny	10.82	OFFICE SUPPLIES		N	A
M-100419-266	.16581 AMZN MKTP US MO1G31501	201909	Dobrovolny	21.40	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	928.12	8,454.98	1,045.02	88 -----	
M-100419-266	.16545 BHM WORLD HERALD NEWSP	201909	Schmidt	400.32	NEWSPAPER SUBSCRIPTION		N	A
M-100419-266	.11824 THE STAR TRIBUNE CIRC	201909	Schmidt	527.80	NEWSPAPER SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	194.47	2,343.51	656.49	78 -----	
M-100419-266	.11840 WALGREENS #9806	201909	Schmidt	10.00	JANITORIAL SUPPLIES		N	A
M-100419-266	.16530 AMZN MKTP US YK8UF1NV3	201909	Dobrovolny	48.00	JANITORIAL SUPPLIES		N	A
M-100419-266	.16532 AMZN MKTP US UT15G33Y3	201909	Dobrovolny	66.33	JANITORIAL SUPPLIES		N	A
M-100419-266	.16535 AMZN MKTP US W13L19TL3	201909	Dobrovolny	70.14	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	240.23	1,746.15	1,253.85	58 ----	
M-100419-266	.15048 SUBWAY 00111021	201909	Schmidt	20.00	PROGRAM 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							
242	PROGRAM SUPPLIES							
M-100419-266	.12434 WAL-MART #1483	201909	Schmidt	20.00	PROGRAM SUPPLIES		N	A
M-100419-266	.16389 DAIRY QUEEN #17883	201909	Schmidt	10.00	PROGRAM SUPPLIES		N	A
M-100419-266	.16533 MCDONALDS F4208	201909	Schmidt	30.00	PROGRAMMING SUPPLIES		N	A
M-100419-266	.14179 MENARDS YANKTON SD	201909	Raiche	19.99	PROGRAM SUPPLIES		N	A
M-100419-266	.14764 OTC BRANDS, INC.	201909	Schmidt	107.20	PROGRAM SUPPLIES		N	A
M-100419-266	.13176 HOBBY-LOBBY #0137	201909	Lippert	14.67	PROGRAM SUPPLY RETURN		N	A
M-100419-266	.16548 SP NANOWRIMO STORE	201909	Schmidt	16.90	PROGRAM SUPPLIES		N	A
M-100419-266	.13176 HOBBY-LOBBY #0137	201909	Lippert	29.54	PROGRAM SUPPLIES		N	A
M-100419-266	.12434 WAL-MART #1483	201909	Lippert	1.27	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	0.00	407.50	592.50	40	----
263	TRAVEL EXPENSE	3,500.00	0.00	101.08	432.71	3,067.29	12	-
M-100419-266	.16524 LUCKYS 13 PUB	201909	Dobrovolny	17.05	TRAVEL EXPENSE		N	A
M-100419-266	.15909 LOVE S TRAVEL 00006023	201909	Lippert	43.00	TRAVEL EXPENSE		N	A
M-100419-266	.16525 HARDEES 602	201909	Lippert	9.29	TRAVEL EXPENSE		N	A
M-100419-266	.13643 CEDAR SHORE RESORT RES	201909	Schmidt	31.74	TRAVEL EXPENSE		N	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,164.97	335.03	77	-----
271	TELEPHONE	1,800.00	0.00	142.79	1,406.81	393.19	78	-----
P-100419-270	PAYROLL INTERFACE	100419		10.50	CODE-Y, PER#-1, FUND-	101		A
M-103119-282	06976 VAST BROADBAND	008117		84.06	PHONE SERVICE	003513	F N	A
M-103119-282	06976 VAST BROADBAND	008118		48.23	PHONE SERVICE	003513	P N	A
272	ELECTRICITY	23,000.00	0.00	1,820.40	14,169.36	8,830.64	61	-----
D-101419-265	00455 NORTHWESTERN ENERGY	063817	9.24.19	1,820.40	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,951.73	1,048.27	65	-----
D-101419-265	00303 MIDAMERICAN ENERGY	063809	9.24.19	15.00	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	90.53	972.18	2,527.82	27	--
D-101419-265	00109 CITY UTILITIES	063769	9.24.19	90.53	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	368.19	2,036.50	836.50	169	-----]]]]
D-101419-265	00109 CITY UTILITIES	063769	9.24.19	368.19	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	40.00	374.95	125.05	74	-----
J-103119-300	OCTOBER JOURNAL ENTRIES	JE 296		40.00	DUMPSTER CHARGES-OCTOBER			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	8,405.12	99,888.17	22,677.83	81	-----

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	24,000.00	24,000.00	12,000.00	200	-----]]]]
D-101419-265	01974 LARRY'S HEATING & COOLIN	063802	10.2.19	24,000.00	NEW HVAC EQUIPMENT		M	A
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	BOOKS	50,000.00	0.00	2,535.03	30,892.83	19,107.17	61	-----
M-100419-266	.11785 CENTER POINT LARGE PRI	201909	Raiche	134.22	BOOKS		N	A
M-100419-266	.12434 WAL-MART #1483	201909	Schmidt	18.18	BOOKS		N	A
M-100419-266	.16534 SQ SQ PORTER THE HOA	201909	Raiche	60.00	BOOKS		N	A
M-100419-266	.16535 AMZN MKTP US W13L19TL3	201909	Dobrovolny	92.73	BOOKS		N	A
M-100419-266	.11798 BAKER-TAYLOR	201909	Schmidt	2,078.30	BOOKS		N	A
M-100419-266	.16550 AMAZON.COM ME55M93K3 A	201909	Dobrovolny	81.60	BOOKS		N	A
M-100419-266	.16558 WRITING DREAMS LLC	201909	Dobrovolny	70.00	BOOKS		N	A
342	AV - CAPITAL	12,000.00	0.00	1,343.32	9,381.42	2,618.58	78	-----
M-100419-266	.16530 AMZN MKTP US YK8UF1NV3	201909	Dobrovolny	29.54	DVDS		N	A
M-100419-266	.12434 WAL-MART #1483	201909	Schmidt	97.80	DVDS		N	A
M-100419-266	.16535 AMZN MKTP US W13L19TL3	201909	Dobrovolny	128.98	DVD'S		N	A
M-100419-266	.12434 WAL-MART #1483	201909	Dobrovolny	161.64	DVDS		N	A
M-100419-266	.16550 AMAZON.COM ME55M93K3 A	201909	Dobrovolny	76.72	DVD'S		N	A
M-100419-266	.13320 WM SUPERCENTER #1483	201909	Dobrovolny	67.84	DVDS		N	A
D-101419-265	04785 MIDWEST TAPE	063813	9.24.19	780.80	AV	020774	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	27,878.35	64,274.25	20,725.75	75	-----
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	71,152.43	536,958.60	271,897.40	66	-----
TOTAL:	GENERAL FUND	808,856.00	0.00	71,152.43	536,958.60	271,897.40	66	-----

Director's Report-November 2019

Harry Potter Events: On Thursday, October 24, the library hosted its first major Harry Potter event. After school, families were encouraged to dress in their Harry Potter gear and participate in fun crafts, games, photo ops and a scavenger hunt. We estimated about 90 participants in this fun event with big kudos to Amanda and Ellie for all the planning and attention to detail!

Harvest Halloween: Library staff, along with Board members and Friends of the Library helped to host a table at Harvest Halloween on October 26. Yankton Area Arts estimated that over 1,200 people came through the Riverfront Event Center. There were 150 fun Halloween crafts made at the library table that day. I think it is important for the library to take these opportunities to get out into the community and reach out to those that may not come to the library. It gives us an opportunity to give back to the community and to share information about who we are and what we do at the library. Thank you again to those that helped with this event!

Veterans Day Living Library: The library will be hosting its second Veterans Living Library. We have a new panel of 5 to 6 veterans who will share some of their experiences in the military with the audience. Dave Hosmer will again help us to introduce the veterans and add some of his own military knowledge along the way. Last time we had a full house and received many compliments on the program. We hope to see you there!

Teen Events: Beginning on October 16, the library has hosted Teens Create every Wednesday at 3:45. These events are meant for middle school and high schoolers. So far they have made perler bead creations and have learned how to do Kumihimo braiding. We have some of our regular Sacred Heart students attend as well as some home schoolers. We are happy with the attendance so far and plan to continue these events through December. At that point, we can re-evaluate to determine if we want to continue or make adjustments to the program.

AED Assistance Request: I recently submitted a request to the Avera Sacred Heart Foundation for partial assistance to replace our Automatic External Defibrillator (AED). Our current AED is dated 2003. At our last checkup in 2019 with the Yankton EMS, it was strongly encouraged that we replace our machine due to the age. The Avera Sacred Heart Foundation partially funds up to 3 AEDs per year. The estimated cost of replacement is \$1,100 with the Avera Sacred Heart Foundation providing up to \$600 if we are awarded the assistance. The remaining amount will be requested from the Friends of the Library.

Desk procedures: Linda Dobrovolny (Assistant Director), Amy Clare (Circulation Manager) and I have been working on creating and updating procedures for the desk staff, including procedures for the various types of patron cards. In creating procedures that are easy to refer to, we are hoping to increase consistency as well as confidence in the staff to know they are completing procedures correctly. We have also included lists of Frequently Asked Questions on the procedures to help navigate the exceptions and the differences between the cards.

Library Closures: The library will be closing at 5pm on Wednesday, November 27. The library will be closed on Thursday, November 28 and Friday, November 29. Regular hours will resume on Saturday, November 30 at 9am.

County update: We received our second half of payment for library services for 2019 in the amount of \$12,000. For 2020, the County will only be contributing \$15,000. The decrease in support from the County required us to raise the fees for County cards. Beginning in 2020, those residing in Yankton County (outside of City limits) will be charged \$20 per household, per year. Patrons will be able to break this up if they choose (\$5 for 3 months or \$10 for 6 months). Those outside of Yankton County are charged \$40 per year.

Staffing: We are in the process of hiring another part time employee to help us cover evening and weekend shifts. We received 11 applications for this position. Interviews will begin soon.

Next Meeting: If approved by the board, I think we can tentatively cancel the December meeting unless any business arises. This will be on the agenda under new business. If approved, our next meeting will be held on Wednesday, January 8.

October 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	2-Oct	10:30 AM	6	5
	9-Oct	10:30 AM	8	4
	16-Oct	10:30 AM	8	4
	23-Oct	10:30 AM	9	4
	30-Oct	10:30 AM	11	5
Total:			42	22

Story Time	1-Oct	10:30 AM	22	14
	3-Oct	10:30 AM	7	5
	7-Oct	6:00 PM	5	3
	8-Oct	10:30 PM	14	10
	10-Oct	10:30 AM	10	5
	14-Oct	6:00 PM	0	0
	15-Oct	10:30 AM	16	12
	17-Oct	10:30 AM	13	8
	21-Oct	6:00 PM	3	3
	22-Oct	10:30 AM	15	11
	24-Oct	10:30 AM	14	9
	28-Oct	6:00 PM	11	6
	29-Oct	10:30 AM	20	13
31-Oct	10:30 AM	22	15	
Total:			172	114

Thursday Kids Activities				
Craft Club	3-Oct	3:45 PM	5	1
LEGO Club	10-Oct	3:45 PM	11	2
Science Club	17-Oct	3:45 PM	13	2
Harry Potter event	24-Oct	3:45 PM	60	30
<i>Movie Aladdin</i>	31-Oct	3:45 PM	3	3
Total:			92	38

Adult Programs	Date	Time	Num.
2nd Tatting Class	1-Oct	6:00 PM	12
Seed Library	8-Oct	1:00 PM	16
Seed Library	8-Oct	6:30 PM	6
Neither Wolf Nor Dog Movie	13-Oct	2:00 PM	45
Unplug, Unwind, Craft	15-Oct	2:00 PM	14
One Book SD Discussion	17-Oct	6:30 AM	11
Writing Workshop	19-Oct	2:00 PM	7
Cubun Missile Crisis	20-Oct	2:00 PM	15
Harry Potter Trivia @ Ben's	24-Oct	7:00 PM	60
Total:			174

Food for Fines		
Soup & Crackers	October (all month)	80

Book Clubs			
Reader's Anonymous	8-Oct	1:00 PM	5
Between the Lines	21-Oct	4:30 PM	8
Total:			13

Teens Create				
Perler	16-Oct	3:45 PM	4	
Kumihimo	23-Oct	3:45 PM	7	
Kumihimo	30-Oct	3:45 PM	11	
Total:			4	

Miscellaneous				
Kid's Art Club	12-Oct	all day	8	3
Harvest Halloween	26-Oct	all day	150	
Total:			158	3

October 2019 Usage & Circulation Statistics

Total Circulation Statistics*

	2019	2018
Adult	8,433	8,559
Juvenile	3,617	4,867
Total	12,050	13,426

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2019	2018
Adult	6,723	6,836
Juvenile	3,550	4,226
Total	10,273	11,062

Interlibrary Loan

	2019	2018
Requested	98	155
Supplied	141	181
Total	239	336

Electronic Resources

	2019	2018
OverDrive	1,471	1,387
TumbleBooks	67	641
Total	1,538	2,028

Freegal

	2019	2018
Songs Downloaded	n/a	32
Patrons Downloading	n/a	19
Songs Streamed	n/a	152
Patrons Streaming	n/a	26

Public Computer Use

	2019	2018
Uses	1,476	1,281
Hours	894.5	863.0

WiFi Usage

	2019	2018
Sessions	1,423	
Total Session Hours	1,085	
Unique Users	403	

Meeting Room Use

	2019	2018
Library Uses	37	43
Library Hours	53.0	81.0
Non-Library Uses	23	17
Non-Library Hours	38.0	35.0

Study Room Use

	2019	2018
Uses	65	47
Hours	60.0	69

Notary

	2019	2018
Requests	8	0

Proctor

	2019	2018
Tests	37	40

Adult Outreach

	2019	2018
Locations	11	10
Patrons	44	37
Circulations	243	233

Daycare Outreach

	2019	2018
Locations	14	20
Patrons	205	317
Circulations	253	337

Current Cards

	2019	2018
Resident	5,052	4,887
Non-Resident	353	252
Mount Marty	39	30
Teacher	51	46
Yankton County	1,060	1,035
Total	6,555	6,250

Non-Resident

	Cards
New Cards	2
Renewals	11
Total	13

County

	Cards
New Cards	10
Renewals	32
Total	42

Yankton County

	2019	2018
Households	38	40

Traffic

	2019	2018
Count	x	x

*in 2018 door counter was not working properly

Genealogy Requests

	2019	2018
Patrons	2	0
Hours	2.0	0.0

Teacher Requests

	2019	2018
Requests	3	3

Courier

	2019	2018
Total Incoming	354	354
Total Outgoing	346	346
Grand Total	700	700

Items Added to Catalog

	2019	2018
	597	241

Items Deleted from Catalog

	2019	2018
	227	

Yankton Community Library • November 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				Food for Fines Canned Veggies	1 Wii, 3:30 pm	2 Friends Book Sale 9:30 - 12 pm National Novel Writing Month: Come Write In, 1-5pm
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 Kids' Art Club
10	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 Mind- fulness 6:30 pm	22 Wii, 3:30 pm	23
24	25 Story Time, 6:00 p	26 Story Time 10:30 am Between the Lines Book Club 4:30 pm	27 Stay & Play 10:30 am Library Closes at 5 pm	28 Library Closed	29 Library Closed	30

Yankton Community Library • December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Story Time, 6:00 pm	3 Story Time 10:30 am	4 Stay & Play 10:30 am	5 Story Time 10:30 am Santa's Workshop 3:45-7:30pm	6 Wii, 3:30 pm	7 Friends Book Sale 9:30 - 12 pm
8	9 Story Time, 6:00 pm	10 Story Time 10:30 am	11 Stay & Play, 10:30 am	12 Story Time, 10:30 a LEGO Club, 3:45pm	13 Wii, 3:30 pm	14 Kids' Art Club
15	16	17	18 Stay & Play 10:30 am	19 Science Club, 3:45pm	20 Wii, 3:30 pm	21
22	23	24 Library Closed	25 Library Closed	26 Movie, 3:45 pm	27 Wii, 3:30 pm	28
29	30	31 Library Closing at 5 pm	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 Socks for Fines—December 1-31			

Circulation Policy

Collection	Loan Period	Item Limit	Restrictions
South Dakota & Yankton Collections	non-circulating	-	
Newspapers	non-circulating	-	
Books	21 days	50	
Audiobooks	21 days	10	
7-Day Books	7 days	-	
McNaughton Plan Books	1 week	-	
Magazines	7 days	10	Back issues only
CD Music	7 days	5	
DVDs	7 days	4 (2 TV series)	Must be 18 or older

Hold Policy and Procedures

Patrons may place a hold on any material in the library by ~~placing the hold~~ requesting the item online or requesting that ~~have~~ staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. After patron notification, a hold is left on the reserve shelf for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently in circulation will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

New Books

~~All new books remain on the "New" end displays for six (6) months.~~

7-Day Circulating Items

A decision to make a book a 7-day circulating item is made based on the number of reserves and number of copies of a title the library possesses.

Renewal of Items

~~Two (2)~~ Three (3) renewals are allowed per item per patron for all types of materials. The renewal period is equal to another loan period for that type of material. Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that title. Renewals may be done in person, by telephone, or through our online circulation system and the renewed material need not be brought to the Library.

Fines

The library does not charge late fines on any circulation materials except for DVDs. Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 per item or the cost of the material, whichever is lower. The fine is computed from the date due. Fines do not accrue on days that the library is not open. Payment of overdue fines can only be made on materials that have already been returned, not on "expected to be returned" materials. If the item is overdue for 50 days, the patron will be responsible for paying the replacement cost of the

item unless it is returned in good condition. Patrons will also be responsible for paying the replacement cost of items that are returned damaged.

Upon renewal of a card, all fines and fees must be paid.

Account Blocks

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library or through Overdrive/Libby and computer usage in the library.

Suspension of Library Services

Library services is a privilege accorded to those who follow library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges. These decisions will be made at the Director's discretion.

Confidentiality Policy

The policy of the Yankton Community Library is to protect the privacy of those who use the library. Staff members and volunteers shall protect information about library patrons, their requests for information and materials, the online sites and resources they access, and their loan transactions. Such information will not be transmitted to individuals or to any private or public agency without an order from a court or as otherwise required by law.

The Yankton Community Library abides by the following South Dakota Codified Law in dealing with the confidentiality of library records:

South Dakota Code

14-2-51. Confidential library records

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, “personally identifiable” means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn seek legal advice before complying with the order.

Fax Policy

The Yankton Community Library maintains a fax machine for staff and public use.

- 1) Users of the service need not possess a valid YCL library card and there is no age restriction on usage. There is also no page sending/receiving limit.
- 2) The FAX machine will only be operated by Library staff.

Sending: Patrons will provide all needed pages to be faxed along with the fax number. Patrons desiring a separate cover page must prepare it themselves. **Transmission reports will be printed out and handed to the customer after each transaction is completed at no extra cost.**

CHARGES: \$1.00 per page, **including cover pages**, for all ~~calls~~ **faxes** in the United States, ~~including, Alaska and Hawaii~~
The library will not send faxes to international numbers.

Receiving: The library will **receive faxes for individuals.** ~~accept prearranged patron faxes only. The patron must prearrange fax receipt by telephone or in person and must pick up the fax within two (2) business days from transmission date. Non-pick-ups will be charged to patron cards in the same manner as fines.~~

CHARGES: \$1.00 per page

- 3) Library staff have the right to refuse service to any patron based on machine malfunctions or improperly prepared fax material, as well as outstanding fax charges.
- 4) All charges are based on a successful transaction, both sending and receiving, meaning that the YCL has successfully transmitted a fax to a valid phone number without error based on the transmission report. Staff errors in transmission will not be paid by patrons; however, incorrect fax numbers provided by patrons and successfully transmitted will be treated as a "successful transaction."

Customers are responsible for ensuring the fax was received by the other party, even if the library's fax machine reports that it was a successful transaction. If the other party did not receive the fax, the library staff will resend the fax, free of charge, with proof of the confirmation page from the initial fax.

Any faxing documents left at the library may be destroyed after 48 hours if no claim is made to them.

The library accepts no responsibility for missing pages, bad transmissions, or incomplete patron identification on incoming faxes.

**Yankton Community Library
Holiday Calendar & Board Schedule 2020**

Date	Holiday	Closing
Wednesday, January 1	New Year's Day	All Day
Monday, January 20	Martin Luther King Jr. Day	All Day
Monday, February 17	Presidents' Day	All Day
Sunday, April 12	Easter	All Day
Summer Hours begin May 24, 2020		
Sunday, May 24 Monday, May 25	Memorial Day	All Day
Friday, July 3 Saturday, July 4	Independence Day	All Day
Saturday, August 15	Riverboat Days	All Day
Monday, September 7	Labor Day	All Day
Winter Hours resume September 8, 2020		
Wednesday, November 11	Veterans Day	All Day
Thursday, November 26 Friday, November 27	Thanksgiving	5 pm on 11/25
Thursday, December 24 Friday, December 25	Christmas	All Day
Thursday, December 31	New Year's Eve	5 pm on 12/31

Staff has two (or three pending Collective Bargaining Agreement Approval) additional personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

Yankton Community Library Board of Trustees 2020 Meeting Schedule
(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

January 8	July 8
February 12	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

Adopted by the Yankton Community Library Board on January 8, 2020.