

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, January 8, 2020, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of November 13, 2019 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

- **2020 Holiday Closures/Board Meeting Calendar**

**New Business**

- **Update from City Manager**
- **Microfilm Reader/Printer Use Policy**
- **Telephone Policy**

**Other Business**

**Adjourn into Executive Session to discuss Contractual, Litigation & Personnel matters under SDCL 1-25-2**

**Reconvene as Board of Trustees**

**Adjourn the meeting of January 8, 2020**

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, November 13, 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, Amy Nelson, Yankton County Commissioner Joe Healy, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent with regrets: David Koerner and Yankton City Commissioner Jerry Webber

Lilah Gillis left the meeting at 5:50 p.m.

**Additions to the agenda:** None.

**Minutes:**

Motion to approve the minutes of the October 8, 2019 meeting by Nelson, with second by Otterman. Unanimous approval.

**Discussion of Bills and Financial Report:**

**Communications and Correspondence:**

Schmidt shared several thank you notes received by the library.

- Yankton Area Arts for participating in the Harvest Halloween event
- Diana Smallwood for allowing her to help with the Porter the Hoarder event as part of a school project
- United Way for being a collection spot for donated coats
- African Student Association from USD for sharing some of our donated books with their group
- Susan Ray from Stewart School for allowing them to host their Title I Family Night at the library and sharing information with the families about e-books and the library

**Public Comment Period:** None.

**Director's Report:** Schmidt reported to the Board that there was an incident at the library on October 26 that required staff to make a call to the police. She gave kudos to the staff for how they handled the matter and reminded the Board of the unique and unexpected situations that library staff are sometimes expected to handle with professionalism. Schmidt gave an update on the change in fees for County cards. This update will be going in front of the City Commission on November 26 for approval. Schmidt is working on sharing the information for the changes with library staff and patrons.

**Old Business:** None.

**New Business:**

- **2020 Holiday Closures/Board Meeting Calendar**
  - Schmidt presented the calendar of City holidays with the additions of January 20 to be used as a staff training day and August 15 during Riverboat days. Because Union negotiations were still in progress, the number of floating holidays and whether or not Christmas Eve would be a paid holiday were not finalized. A motion to approve the presented calendar was made by Healy with a second by Nelson.
- **December Board Meeting**
  - A motion was made by Otterman to cancel the December board meeting unless any urgent business would arise with a second from Healy. Unanimous approval.
- **Circulation Policy**
  - A motion was made by Healy to approve the suggested changes to the Circulation Policy with a second by Nelson. Unanimous approval.
- **Fax Policy**
  - A motion was made by Nelson to approve the suggested changes to the Fax Policy with a second by Otterman. Unanimous approval.
- **Confidentiality Policy**
  - A motion was made by Otterman to approve the suggested changes to the Confidentiality Policy with a second by Healy. Unanimous approval.

**Other Business:**

- None.

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

Motion by Nelson to adjourn with second by Healy. 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	104.14	WATER SERVICE	101.142.274	11.25.19	002793 P	343 00001
WTR-WW CHARGES	69.01	SEWER SERVICE	101.142.275	11.25.19	002793 P	343 00002
	173.15	*VENDOR TOTAL				
DAUM/DENNIS						
BOOKS	25.50	BOOKS	101.142.340	11.15.19	020782 P	343 00003
J & H CARE & CLEANING CO						
JANITORIAL SERVICES	1,200.00	PROFESSIONAL SERVICES	101.142.202	11141	020785 P	343 00004
MIDAMERICAN ENERGY						
FUEL	260.28	FUEL-HEATING	101.142.273	11.21.19	002794 P	343 00005
MIDWEST TAPE						
AV	767.80	AV - CAPITAL	101.142.342	387-239	020784 P	343 00006
NORTHWESTERN ENERGY						
ELECT	1,357.45	ELECTRICITY	101.142.272	11.21.19	002795 P	343 00007
RAICHE/AMANDA						
TRAVEL EXPENSE	25.80	TRAVEL EXPENSE	101.142.263	11.26.19	070917 P	343 00011
US BANK EQUIPMENT FINANC						
RICOH COPIER LEASE	335.28	RENTALS & XEROX SUPPLIES	101.142.212	400656534	020786 P	343 00009
	4,145.26	.....				

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	*****					
LIBR COMP FOR LOSS & DAMAGE	.....					
RUPIPER/LARRY LOST BOOK REFUND	71.93	LIBR COMP FOR LOSS & DAM	101.3641	11.14.19	020780 P	343 00008
VAN OSDEL/BRENDA LOST BOOK REFUND	29.91	LIBR COMP FOR LOSS & DAM	101.3641	11.18.19	020783 P	343 00010
	101.84	.....				
GENERAL FUND	4,247.10	*****				

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:	4,247.10						

RECORDS PRINTED - 000011

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	.....					
BERING SALES						
NAME BADGES	128.00	OFFICE SUPPLIES	101.142.232	1072	020787 P	364 00001
SHIPPING	13.92	POSTAGE	101.142.231	1072	020787 P	364 00002
	141.92	*VENDOR TOTAL				
YANKTON HIGH SCHOOL						
YHS YEAR BOOK 2019	55.00	BOOKS	101.142.340	12.9.19	020788 P	364 00003
YANKTON MEDICAL CLINIC						
PRE-EMPLOYMENT PHYSICAL	141.00	PROFESSIONAL SERVICES	101.142.202	4274	020596 P	364 00004
	337.92	.....				
GENERAL FUND	337.92	*****				



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:	337.92						

RECORDS PRINTED - 000004

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	.....					
CITY UTILITIES						
@FY@ WTR-WW CHARGES	104.14	WATER SERVICE	101.142.274	12.26.19	002793	P 383 00001
@FY@ WTR-WW CHARGES	69.01	SEWER SERVICE	101.142.275	12.26.19	002793	P 383 00002
	173.15	*VENDOR TOTAL				
J & H CARE & CLEANING CO						
@FY@ JANITORAIL SERVICES	1,300.00	PROFESSIONAL SERVICES	101.142.202	11182	020790	P 383 00003
MIDAMERICAN ENERGY						
@FY@ FUEL	438.28	FUEL-HEATING	101.142.273	12.26.19	002794	P 383 00005
MIDWEST TAPE						
@FY@ AV	114.97	AV - CAPITAL	101.142.342	98238972	020794	P 383 00004
NORTHWESTERN ENERGY						
@FY@ ELECT	1,193.43	ELECTRICITY	101.142.272	12.26.19	002795	P 383 00006
US BANK EQUIPMENT FINANC						
@FY@ COPIER RENTAL	308.07	RENTALS & XEROX SUPPLIES	101.142.212	403092117	020791	P 383 00008
	3,527.90	.....				
GENERAL FUND	3,527.90	*****				

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	.....					
PHEASANTLAND INDUSTRIES @FY@ PROGRAM SHIRTS	414.25	RECREATION SUPPLIES	701.701.242	107548	020789 P	383 00007
	414.25	.....				
LIBRARY TRUST	414.25	*****				

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

VENDOR NAME							
DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P	ID LINE
REPORT TOTALS:	3,942.15						

RECORDS PRINTED - 000008

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 WB95T59S3 JANITORIAL SUPPLIES	42.87	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		349 00306
AMZN MKTP US CI9EW56K3 OFFICE SUPPLIES	47.44	OFFICE SUPPLIES	101.142.232	Dobrovolny		349 00186
PROGRAM SUPPLIES	19.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		349 00187
BOOKS	14.95	BOOKS	101.142.340	Dobrovolny		349 00188
DVD'S	117.51	AV - CAPITAL	101.142.342	Dobrovolny		349 00189
	199.89	*VENDOR TOTAL				
AMZN MKTP US D73XC21J3 BOOKS	48.09	BOOKS	101.142.340	Dobrovolny		349 00496
DVD'S	94.45	AV - CAPITAL	101.142.342	Dobrovolny		349 00497
	142.54	*VENDOR TOTAL				
AMZN MKTP US GD4HM3NV3 DVD'S	141.57	AV - CAPITAL	101.142.342	Dobrovolny		349 00101
AMZN MKTP US MZ6B51SW3 JANITORIAL SUPPLIES	273.69	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		349 00260
AMZN MKTP US O39J16QY3 OFFICE SUPPLIES	9.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		349 00227
JANITORIAL SUPPLIES	151.27	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		349 00228
BOOKS	33.98	BOOKS	101.142.340	Dobrovolny		349 00229
DVD'S	5.00	AV - CAPITAL	101.142.342	Dobrovolny		349 00230
	200.23	*VENDOR TOTAL				
BAKER-TAYLOR BOOKS	8,709.04	BOOKS	101.142.340	Schmidt		349 00161
POSTAGE	82.57	POSTAGE	101.142.231	Schmidt		349 00162
	8,791.61	*VENDOR TOTAL				
BARNES & NOBLE #2968 BOOKS	47.93	BOOKS	101.142.340	Schmidt		349 00327
BOOK SYSTEMS INC OFFICE SUPPLIES	2,225.00	OFFICE SUPPLIES	101.142.232	Schmidt		349 00028
POSTAGE	40.00	POSTAGE	101.142.231	Schmidt		349 00029
	2,265.00	*VENDOR TOTAL				
CANVA 02515-26877813 PROFESSIONAL SERVICES	119.40	PROFESSIONAL SERVICES	101.142.202	Schmidt		349 00085

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	.....					
CANVA 02520-1576317 PROFESSIONAL SERVICES	1.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		349 00035
CENTER POINT LARGE PRI LARGE PRINT BOOKS	137.82	BOOKS	101.142.340	Schmidt		349 00202
DEMCO INC						
OFFICE SUPPLIES	200.85	OFFICE SUPPLIES	101.142.232	Schmidt		349 00293
POSTAGE	20.09	POSTAGE	101.142.231	Schmidt		349 00294
PROGRAM SUPPLIES	17.98	PROGRAM SUPPLIES	101.142.242	Schmidt		349 00491
OFFICE SUPPLIES	37.12	OFFICE SUPPLIES	101.142.232	Schmidt		349 00492
	276.04	*VENDOR TOTAL				
DOLLAR TREE						
PROGRAM SUPPLIES	12.00	PROGRAM SUPPLIES	101.142.242	Lippert		349 00324
HY-VEE YANKTON 1899						
PROGRAM SUPPLIES	14.97	PROGRAM SUPPLIES	101.142.242	Schmidt		349 00177
KOPETSKYS ACE HDWE						
DOOR STOPPERS	30.36	REP. & MAINT. - BUILDING	101.142.223	Miles		349 00214
LARRYS HEATING AND CO						
HVAC MAINTENANCE	480.00	CAPITAL REPAIR & MAINTEN	101.142.301	Schmidt		349 00472
MENARDS YANKTON SD						
DRILL BITS	8.97	REP. & MAINT. - BUILDING	101.142.223	Miles		349 00180
MICHAELS STORES 9602						
PROGRAM SUPPLIES	14.35	PROGRAM SUPPLIES	101.142.242	Schmidt		349 00345
OLSONS PEST TECHNICIAN						
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		349 00030
PEST CONTROL	90.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		349 00507
	180.00	*VENDOR TOTAL				
OTC BRANDS INC						
PROGRAM SUPPLIES	22.17	PROGRAM SUPPLIES	101.142.242	Raiche		349 00172
PAYPAL SDSPS						
SUBSCRIPTION	35.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Dobrovolny		349 00448
PITNEY BOWES PBP						
POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		349 00344



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
QUILL CORPORATION OFFICE SUPPLIES	115.48	OFFICE SUPPLIES	101.142.232	Schmidt		349 00105
SP BUYREGISTERROLLS OFFICE SUPPLIES	59.99	OFFICE SUPPLIES	101.142.232	Schmidt		349 00286
SQ SQ ARANT CREATIVE BOOKS	30.00	BOOKS	101.142.340	Raiche		349 00296
SQU SQ CHRISTINE WEVI BOOK	16.95	BOOKS	101.142.340	Dobrovolny		349 00353
SQU SQ DENNIS WARNER BOOK	15.00	BOOKS	101.142.340	Raiche		349 00295
SQU SQ WILLA BS BIST PROGRAM SUPPLIES	15.00	PROGRAM SUPPLIES	101.142.242	Clare		349 00297
STAPLES 00112375 OFFICE SUPPLIES	22.99	OFFICE SUPPLIES	101.142.232	Schmidt		349 00299
THE UPS STORE #6716 POSTAGE	154.34	POSTAGE	101.142.231	Schmidt		349 00129
USPS PO 4698100078 POSTAGE	16.79	POSTAGE	101.142.231	Dobrovolny		349 00347
VISTAPR VISTAPRINT.COM BUSINESS CARDS	40.47	OFFICE SUPPLIES	101.142.232	Johnson		349 00205
WAL-MART #1483 OFFICE SUPPLIES RETURNED	13.34CR	OFFICE SUPPLIES	101.142.232	Raiche		349 00103
WAL-MART #3734 PROGRAM SUPPLIES	9.27	PROGRAM SUPPLIES	101.142.242	Raiche		349 00466
OFFICE SUPPLIES	9.84	OFFICE SUPPLIES	101.142.232	Raiche		349 00467
	19.11	*VENDOR TOTAL				
WM SUPERCENTER #1483 PROGRAM SUPPLIES	7.32	PROGRAM SUPPLIES	101.142.242	Dobrovolny		349 00232
OFFICE SUPPLIES	2.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		349 00233
PROGRAM SUPPLIES	20.49	PROGRAM SUPPLIES	101.142.242	Dobrovolny		349 00447
PROGRAM SUPPLIES	3.98	PROGRAM SUPPLIES	101.142.242	Lippert		349 00151
PROGRAM SUPPLIES	14.15	PROGRAM SUPPLIES	101.142.242	Lippert		349 00402

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						
PROGRAM SUPPLIES	78.83	PROGRAM SUPPLIES	101.142.242	Raiche		349 00080
JANITORIAL SUPPLIES	5.20	JANITORIAL SUPPLIES	101.142.236	Raiche		349 00081
PROGRAM SUPPLIES	9.94	PROGRAM SUPPLIES	101.142.242	Raiche		349 00317
OFFICE SUPPLIES	21.32	OFFICE SUPPLIES	101.142.232	Raiche		349 00318
	164.21	*VENDOR TOTAL				
	14,294.40	.....				

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	.....					
DEMCO INC BOOK BAGS	204.00	RECREATION SUPPLIES	701.701.242	Schmidt		349 00490
DOLLAR TREE ADULT CRAFT	9.00	RECREATION SUPPLIES	701.701.242	Lippert		349 00323
WAL-MART #1483 ADULT CRAFT SUPPLIES	57.58	RECREATION SUPPLIES	701.701.242	Lippert		349 00182
WAL-MART #3734 ADULT CRAFT SUPPLIES	22.82	RECREATION SUPPLIES	701.701.242	Lippert		349 00144
WM SUPERCENTER #1483 ADULT CRAFT	4.85	RECREATION SUPPLIES	701.701.242	Dobrovolny		349 00446
ADULT CRAFT SUPPLIES	3.47	RECREATION SUPPLIES	701.701.242	Lippert		349 00150
STAFF APPRECIATION	2.97	RECREATION SUPPLIES	701.701.242	Raiche		349 00082
	11.29	*VENDOR TOTAL				
	304.69	.....				
LIBRARY TRUST	304.69	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT 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	425.00	5,870.00	930.00	86	-----
3452 LIBRARY A.V. FEES	500.00	500.00	45.00	313.50	186.50	62	-----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	5.39-	25.93-	35.93	259	-----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	7.40	84.02	115.98	42	-----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	162.00	1,167.80	332.20	77	-----
3456 PC PRINTING	6,000.00	6,000.00	585.90	5,713.00	287.00	95	-----
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	539.60	3,738.73	1,738.73-	186	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,759.51	16,861.12	248.88	98	-----
FINES							
3510 COURT FINES	3,000.00	3,000.00	391.10	2,033.24	966.76	67	-----
3511 PARKING FINES	3,000.00	3,000.00	589.22	5,365.00	2,365.00-	178	-----]]]]
3520 LIBRARY FINES	500.00	500.00	77.60	969.62	469.62-	193	-----]]]]
TOTAL: FINES	6,500.00	6,500.00	1,057.92	8,367.86	1,867.86-	128	-----]]
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	12,602.45	121,381.30	81,381.30-	303	-----]]]]
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	43,325.00	43,330.00	33,330.00-	433	-----]]]]
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	5,705.09	13,396.00	9,396.00-	334	-----]]]]
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	82.78	20,640.51	17,640.51-	688	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	418.59	1,991.83	491.83-	132	-----]]]]
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	62,133.91	200,739.64	142,239.64-	343	-----]]]]
TOTAL: GENERAL FUND	106,110.00	106,110.00	64,951.34	237,968.62	131,858.62-	275	-----]]]]

	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	37,238.84	287,351.94	78,952.06	78 -----
102 TEMPORARY WAGES	84,000.00	0.00	7,047.12	52,550.78	31,449.22	62 -----
103 OVERTIME WAGES	350.00	0.00	7.42	213.40	136.60	60 -----
111 OASI	34,475.00	0.00	3,356.18	25,546.64	8,928.36	74 -----
121 RETIREMENT	21,999.00	0.00	2,234.76	17,146.82	4,852.18	77 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	1,703.00	1,664.00	878.00	65 -----
132 GROUP INSURANCE	90,616.00	0.00	3,995.44	43,393.75	47,222.25	47 ----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	34.99	546.60	457.40	54 ----
TOTAL: PERSONAL SERVICES	601,290.00	0.00	55,617.75	428,413.93	172,876.07	71 -----
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	3,383.76	37,520.42	7,520.42-	125 -----]]
211 PUBLISHING	3,000.00	0.00	0.00	1,883.74	1,116.26	62 -----
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	367.95	2,821.21	3,178.79	47 ----
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	116.11	8,140.28	4,140.28-	203 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	37.43	2,131.67	368.33	85 -----
232 OFFICE SUPPLIES	9,500.00	0.00	47.56	5,424.42	4,075.58	57 ----
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	347.94	8,802.92	697.08	92 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	84.65	2,428.16	571.84	80 -----
242 PROGRAM SUPPLIES	3,000.00	0.00	306.32	2,052.47	947.53	68 -----
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	595.40	1,028.11	2,471.89	29 --
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,164.97	335.03	77 -----
271 TELEPHONE	1,800.00	0.00	140.47	1,547.28	252.72	85 -----
272 ELECTRICITY	23,000.00	0.00	1,662.06	15,831.42	7,168.58	68 -----
273 FUEL-HEATING	3,000.00	0.00	67.08	2,018.81	981.19	67 -----
274 WATER SERVICE	3,500.00	0.00	102.19	1,074.37	2,425.63	30 ---
275 SEWER SERVICE	1,200.00	0.00	240.61	2,277.11	1,077.11-	189 -----]]]]
276 LANDFILL	500.00	0.00	32.00	406.95	93.05	81 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	122,566.00	0.00	7,531.53	107,419.70	15,146.30	87 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	24,000.00	12,000.00-	200 -----]]]]
320 BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0
340 BOOKS	50,000.00	0.00	1,563.44	32,456.27	17,543.73	64 -----
342 AV - CAPITAL	12,000.00	0.00	696.13	10,077.55	1,922.45	83 -----
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 NOV 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	2,259.57	66,533.82	18,466.18	78 -----
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	65,408.85	602,367.45	206,488.55	74 -----
TOTAL: GENERAL FUND	808,856.00	0.00	65,408.85	602,367.45	206,488.55	74 -----

	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	63.27	666.73	666.73-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	12,863.92	24,085.81	24,085.81-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	12,927.19	24,752.54	24,752.54-	9999 -----]]]]



	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	640.04	9,466.88	9,466.88-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	640.04	9,466.88	9,466.88-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	20.00	359.65	359.65-	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	20.00	359.65	359.65-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	660.04	9,826.53	9,826.53-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	660.04	9,826.53	9,826.53-	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	12,267.15	13,785.80	44,266.85
	TOTAL CURRENT ASSETS:	30,481.05	12,267.15	13,785.80	44,266.85
	TOTAL ASSETS:	30,481.05	12,267.15	13,785.80	44,266.85
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	12,927.19CR	24,752.54CR	24,752.54CR
701.2910	EXPENDITURE CONTROL	0.00	660.04	9,826.53	9,826.53
	TOTAL FUND BALANCE:	29,340.84CR	12,267.15CR	14,926.01CR	44,266.85CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	12,267.15CR	13,785.80CR	44,266.85CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

	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	335.00	6,205.00	595.00	91	-----
3452 LIBRARY A.V. FEES	500.00	500.00	25.00	338.50	161.50	67	-----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.00-	26.93-	36.93	269	-----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	5.85	89.42	110.58	44	-----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	67.10	1,234.90	265.10	82	-----
3456 PC PRINTING	6,000.00	6,000.00	469.69	6,182.69	182.69-	103	-----
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	897.25	4,635.98	2,635.98-	231	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GOODS AND SERVICES	17,110.00	17,110.00	1,798.89	18,659.56	1,549.56-	109	-----
FINES							
3510 COURT FINES	3,000.00	3,000.00	1,252.39	3,285.63	285.63-	109	-----
3511 PARKING FINES	3,000.00	3,000.00	830.00	6,195.00	3,195.00-	206	-----]]]]
3520 LIBRARY FINES	500.00	500.00	91.00	1,060.62	560.62-	212	-----]]]]
TOTAL: FINES	6,500.00	6,500.00	2,173.39	10,541.25	4,041.25-	162	-----]]]]
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	21,490.49	142,871.79	102,871.79-	357	-----]]]]
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	43,330.00	33,330.00-	433	-----]]]]
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	1,764.50	15,160.50	11,160.50-	379	-----]]]]
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	3,347.15	23,987.66	20,987.66-	799	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	178.14	2,169.97	669.97-	144	-----]]]]
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	26,780.28	227,519.92	169,019.92-	388	-----]]]]
TOTAL: GENERAL FUND	106,110.00	106,110.00	30,752.56	268,720.73	162,610.73-	312	-----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT BUDGET AND IN PROCESS	MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST							
3610 INTEREST	0.00	0.00	125.78	792.51	792.51- 9999	-----]]]]	
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,309.85	25,395.66	25,395.66- 9999	-----]]]]	
TOTAL: LIBRARY TRUST	0.00	0.00	1,435.63	26,188.17	26,188.17- 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	24,761.12	312,113.06	54,190.94	85 -----
102 TEMPORARY WAGES	84,000.00	0.00	4,086.28	56,637.06	27,362.94	67 -----
103 OVERTIME WAGES	350.00	0.00	7.42	220.82	129.18	63 -----
111 OASI	34,475.00	0.00	2,176.01	27,722.65	6,752.35	80 -----
121 RETIREMENT	21,999.00	0.00	1,486.09	18,632.91	3,366.09	84 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	1,664.00	878.00	65 -----
132 GROUP INSURANCE	90,616.00	0.00	4,257.69	47,651.44	42,964.56	52 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	17.86	564.46	439.54	56 -----
TOTAL: PERSONAL SERVICES	601,290.00	0.00	36,792.47	465,206.40	136,083.60	77 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	10,066.00	0.00	0.00	10,092.62	26.62-	100 -----
202 PROFESSIONAL SERVICES	30,000.00	0.00	1,787.25	39,307.67	9,307.67-	131 -----]]]
211 PUBLISHING	3,000.00	0.00	232.35	2,116.09	883.91	70 -----
212 RENTALS & XEROX SUPPLIES	6,000.00	0.00	335.28	3,156.49	2,843.51	52 -----
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	39.33	8,179.61	4,179.61-	204 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	527.71	2,659.38	159.38-	106 -----
232 OFFICE SUPPLIES	9,500.00	0.00	2,908.12	8,332.54	1,167.46	87 -----
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	35.00	8,837.92	662.08	93 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	473.03	2,901.19	98.81	96 -----
242 PROGRAM SUPPLIES	3,000.00	0.00	260.44	2,312.91	687.09	77 -----
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	25.80	1,053.91	2,446.09	30 ---
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,164.97	335.03	77 -----
271 TELEPHONE	1,800.00	0.00	135.18	1,682.46	117.54	93 -----
272 ELECTRICITY	23,000.00	0.00	1,357.45	17,188.87	5,811.13	74 -----
273 FUEL-HEATING	3,000.00	0.00	260.28	2,279.09	720.91	75 -----
274 WATER SERVICE	3,500.00	0.00	104.14	1,178.51	2,321.49	33 ---
275 SEWER SERVICE	1,200.00	0.00	69.01	2,346.12	1,146.12-	195 -----]]]]
276 LANDFILL	500.00	0.00	32.00	438.95	61.05	87 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	122,566.00	0.00	8,582.37	116,002.07	6,563.93	94 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	480.00	24,480.00	12,480.00-	204 -----]]]]
320 BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0
340 BOOKS	50,000.00	0.00	9,134.26	41,590.53	8,409.47	83 -----
342 AV - CAPITAL	12,000.00	0.00	1,126.33	11,203.88	796.12	93 -----
350 EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0

	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	10,740.59	77,274.41	7,725.59	90 -----
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	56,115.43	658,482.88	150,373.12	81 -----
TOTAL: GENERAL FUND	808,856.00	0.00	56,115.43	658,482.88	150,373.12	81 -----

	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	304.69	9,771.57	9,771.57-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	304.69	9,771.57	9,771.57-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	359.65	359.65-	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	359.65	359.65-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	304.69	10,131.22	10,131.22-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	304.69	10,131.22	10,131.22-	9999 -----]]]]

----FUND---- 701 LIBRARY TRUST

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
ASSETS				
CURRENT ASSETS:				
701.1012 NOW ACCOUNT - 1ST DAKOTA	30,481.05	1,130.94	14,916.74	45,397.79
TOTAL CURRENT ASSETS:	30,481.05	1,130.94	14,916.74	45,397.79
TOTAL ASSETS:	30,481.05	1,130.94	14,916.74	45,397.79
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	1,435.63CR	26,188.17CR	26,188.17CR
701.2910 EXPENDITURE CONTROL	0.00	304.69	10,131.22	10,131.22
TOTAL FUND BALANCE:	29,340.84CR	1,130.94CR	16,056.95CR	45,397.79CR
TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	1,130.94CR	14,916.74CR	45,397.79CR
TOTAL FUND:	0.00	0.00	0.00	0.00



YANKTON FINANCIAL SYSTEM  
1/06/2020 14:15:24

Balance Sheet  
DEC 31, 2019

CITY OF YANKTON  
GL570R-V08.13 PAGE 2

TOTAL NUMBER OF RECORDS PRINTED 5

		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	37,238.84	287,351.94	78,952.06	78	-----
P-110119-319	PAYROLL INTERFACE	110119		12,412.96	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		12,412.94	CODE-Y, PER#-1, FUND-	101		A
P-112719-332	PAYROLL INTERFACE	112719		12,412.94	CODE-Y, PER#-3, FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	7,047.12	52,550.78	31,449.22	62	-----
P-110119-319	PAYROLL INTERFACE	110119		2,349.61	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		2,330.18	CODE-Y, PER#-1, FUND-	101		A
P-112719-332	PAYROLL INTERFACE	112719		2,367.33	CODE-Y, PER#-3, FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	7.42	213.40	136.60	60	-----
P-110119-319	PAYROLL INTERFACE	110119		7.42	CODE-Y, PER#-2, FUND-	101		A
111	OASI	34,475.00	0.00	3,356.18	25,546.64	8,928.36	74	-----
P-110119-319	PAYROLL INTERFACE	110119		1,113.76	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		1,111.72	CODE-Y, PER#-1, FUND-	101		A
P-112719-332	PAYROLL INTERFACE	112719		1,130.70	CODE-Y, PER#-3, FUND-	101		A
121	RETIREMENT	21,999.00	0.00	2,234.76	17,146.82	4,852.18	77	-----
P-110119-319	PAYROLL INTERFACE	110119		745.22	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		744.77	CODE-Y, PER#-1, FUND-	101		A
P-112719-332	PAYROLL INTERFACE	112719		744.77	CODE-Y, PER#-3, FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	1,703.00	1,664.00	878.00	65	-----
D-111219-306	05538 SDML WORKERS COMPENSATIO	063932 18553		1,703.00	WORKERS COMP RENEWAL	020868 P N		A
132	GROUP INSURANCE	90,616.00	0.00	3,995.44	43,393.75	47,222.25	47	----
P-110119-319	PAYROLL INTERFACE	110119		1,997.73	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		1,997.71	CODE-Y, PER#-1, FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	34.99	546.60	457.40	54	-----
P-110119-319	PAYROLL INTERFACE	110119		11.66	CODE-Y, PER#-2, FUND-	101		A
P-111519-320	PAYROLL INTERFACE	111519		11.60	CODE-Y, PER#-1, FUND-	101		A
P-112719-332	PAYROLL INTERFACE	112719		11.73	CODE-Y, PER#-3, FUND-	101		A
TOTAL: PERSONAL SERVICES		601,290.00	0.00	55,617.75	428,413.93	172,876.07	71	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	10,066.00	0.00	0.00	10,092.62	26.62	100	-----

		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							
202	PROFESSIONAL SERVICES	30,000.00	0.00	3,383.76	37,520.42	7,520.42	125	-----]]
M-110519-309	.13843 OVERDRIVE DIST	201910 Schmidt		1,917.91	E-BOOKS		N	A
M-110519-309	.14274 OLSONS PEST TECHNICIAN	201910 Schmidt		90.00	PEST CONTROL		N	A
D-111219-299	05140 DAKOTACARE ADMIN SERVICE	063878 0021309-IN		4.85	FLEX SPENDING FEES	005311	P N	A
D-111219-301	05937 J & H CARE & CLEANING CO	063899 11078		1,200.00	JANITORIAL SERVICES	020777	P M	A
D-111219-306	00707 YANKTON MEDICAL CLINIC	063959 9.18.19		171.00	PRE-EMPLOYMENT PHYSICAL	077362	P M	A
211	PUBLISHING	3,000.00	0.00	0.00	1,883.74	1,116.26	62	-----
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	367.95	2,821.21	3,178.79	47	----
D-111219-301	07098 US BANK EQUIPMENT FINANC	063948 398272856		367.95	COPIER LEASE	020781	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	116.11	8,140.28	4,140.28	203	-----]]]]
M-110519-309	.14127 AMAZON.COM AMZN.COM/BI	201910 Homstad		105.18	RETURN: LIGHTING CONTROL		N	A
M-110519-309	.11936 CRESCENT ELECTRIC 029	201910 Miles		13.64	REPLACEMENT BALLAST		N	A
M-110519-309	.16628 AMAZON.COM 8R2FU0FD3 A	201910 Homstad		105.18	AUTO LIGHTING CONTROL		N	A
M-110519-309	.14179 MENARDS YANKTON SD	201910 Miles		71.96	EXTERIOR LIGHT BULBS		N	A
M-110519-309	.11936 CRESCENT ELECTRIC 029	201910 Miles		8.58	REPLACEMENT PHOTO CELL		N	A
M-110519-309	.14377 KOPETSKYS ACE HDWE	201910 Miles		21.93	BUILDING SUPPLIES		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	37.43	2,131.67	368.33	85	-----
M-110519-309	.16528 DHARMA TRADING CO	201910 Lippert		14.20	POSTAGE		N	A
M-110519-309	.11798 BAKER-TAYLOR	201910 Schmidt		12.24	POSTAGE		N	A
M-110519-309	.16626 FIRE MOUNTAIN GEMS & B	201910 Raiche		5.99	POSTAGE		N	A
M-110519-309	.13524 SOUTH DAKOTA HISTORICA	201910 Dobrovolny		5.00	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	47.56	5,424.42	4,075.58	57	-----
M-110519-309	.13320 WM SUPERCENTER #1483	201910 Raiche		2.16	OFFICE SUPPLIES		N	A
M-110519-309	.16638 AMZN MKTP US MQ8QG8IZ3	201910 Dobrovolny		20.58	OFFICE SUPPLIES		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910 Lippert		24.82	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	347.94	8,802.92	697.08	92	-----
M-110519-309	.16600 GAN USATODAYCIRC	201910 Schmidt		347.94	NEWSPAPER SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	84.65	2,428.16	571.84	80	-----
M-110519-309	.16634 AMAZON.COM TW0980503 A	201910 Dobrovolny		55.99	JANITORIAL SUPPLIES		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910 Dobrovolny		24.18	JANITORIAL SUPPLIES		N	A
M-110519-309	.14377 KOPETSKYS ACE HDWE	201910 Miles		4.48	SPRAY FOAM		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	3,000.00	0.00	306.32	2,052.47	947.53	68	-----
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Raiche	25.35	PROGRAM SUPPLIES		N	A
M-110519-309	.16610 AMZN MKTP US XE2ZN5BJ3	201910	Dobrovolny	2.99	PROGRAM SUPPLIES		N	A
M-110519-309	.16611 AMZN MKTP US B05PF4EV3	201910	Dobrovolny	140.35	PROGRAM SUPPLIES		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Raiche	9.38	PROGRAM SUPPLIES		N	A
M-110519-309	.16618 AMZN MKTP US F92DH4V03	201910	Dobrovolny	5.99	PROGRAM SUPPLIES		N	A
M-110519-309	.16626 FIRE MOUNTAIN GEMS & B	201910	Raiche	45.40	PROGRAM SUPPLIES		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Dobrovolny	46.56	PROGRAM SUPPLIES		N	A
M-110519-309	.16638 AMZN MKTP US MQ8QG8IZ3	201910	Dobrovolny	9.95	PROGRAM SUPPLIES		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Lippert	20.35	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	595.40	1,028.11	2,471.89	29	--
M-110519-309	.16603 HOLIDAY INN HOTEL & CO	201910	Schmidt	16.20	TRAVEL EXPENSE-TAX		N	A
M-110519-309	.16603 HOLIDAY INN HOTEL & CO	201910	Schmidt	16.20	TRAVEL EXPENSE-TAX		N	A
M-110519-309	.12065 SHELL OIL 57444718506	201910	Lippert	38.47	TRAVEL EXPENSE		N	A
M-110519-309	.16603 HOLIDAY INN HOTEL & CO	201910	Schmidt	200.18	TRAVEL EXPENSE		N	A
M-110519-309	.16662 CULVER S OF MITCHELL #	201910	Lippert	4.99	TRAVEL EXPENSE		N	A
M-110519-309	.16603 HOLIDAY INN HOTEL & CO	201910	Schmidt	200.18	TRAVEL EXPENSE		N	A
M-110519-309	.16603 HOLIDAY INN HOTEL & CO	201910	Lippert	183.98	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	140.47	1,547.28	252.72	85	-----
P-111519-320	PAYROLL INTERFACE	111519		10.50	CODE-Y, PER#-1, FUND-	101		A
M-113019-325	06976 VAST BROADBAND	008148		81.74	PHONE BILL	003513	F N	A
M-113019-325	06976 VAST BROADBAND	008149		48.23	PHONE BILL	003513	F N	A
272	ELECTRICITY	23,000.00	0.00	1,662.06	15,831.42	7,168.58	68	-----
D-111219-301	00455 NORTHWESTERN ENERGY	063921	10.24.19	1,662.06	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	67.08	2,018.81	981.19	67	-----
D-111219-301	00303 MIDAMERICAN ENERGY	063913	10.24.19	67.08	FUEL	002794	P N	A
274	WATER SERVICE	3,500.00	0.00	102.19	1,074.37	2,425.63	30	---
D-111219-301	00109 CITY UTILITIES	063873	10.22.19	102.19	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	240.61	2,277.11	1,077.11	189	-----]]]]
D-111219-301	00109 CITY UTILITIES	063873	10.22.19	240.61	WTR-WW CHARGES	002793	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							
276	LANDFILL	500.00	0.00	32.00	406.95	93.05	81	-----
J-113019-328	NOVEMBER JOURNAL ENTRIES JE 333			32.00	DUMPSTER CHARGES - NOV			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES		122,566.00	0.00	7,531.53	107,419.70	15,146.30	87	-----
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	24,000.00	12,000.00	200	-----]]]]
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	BOOKS	50,000.00	0.00	1,563.44	32,456.27	17,543.73	64	-----
M-110519-309	.11798 BAKER-TAYLOR	201910	Schmidt	1,278.54	BOOKS		N	A
M-110519-309	.11785 CENTER POINT LARGE PRI	201910	Schmidt	137.82	LARGE PRINT BOOKS		N	A
M-110519-309	.16611 AMZN MKTP US B05PF4EV3	201910	Dobrovolny	14.99	BOOK		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Raiche	19.58	BOOK		N	A
M-110519-309	.13524 SOUTH DAKOTA HISTORICA	201910	Dobrovolny	87.84	BOOKS		N	A
M-110519-309	.16638 AMZN MKTP US MQ8QG8IZ3	201910	Dobrovolny	24.67	BOOKS		N	A
342	AV - CAPITAL	12,000.00	0.00	696.13	10,077.55	1,922.45	83	-----
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Raiche	39.92	DVDS		N	A
M-110519-309	.16611 AMZN MKTP US B05PF4EV3	201910	Dobrovolny	51.65	DVD'S		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Dobrovolny	102.84	DVDS		N	A
M-110519-309	.13320 WM SUPERCENTER #1483	201910	Lippert	60.84	DVDS		N	A
D-111219-301	04785 MIDWEST TAPE	063915	10.21.19	440.88	AV	020778	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	2,259.57	66,533.82	18,466.18	78	-----
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	65,408.85	602,367.45	206,488.55	74	-----
TOTAL: GENERAL FUND		808,856.00	0.00	65,408.85	602,367.45	206,488.55	74	-----

		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	24,761.12	312,113.06	54,190.94	85	-----
P-121319-366	PAYROLL INTERFACE	121319		12,331.82	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		12,429.30	CODE-Y, PER#-2, FUND-	101		A
102	TEMPORARY WAGES	84,000.00	0.00	4,086.28	56,637.06	27,362.94	67	-----
P-121319-366	PAYROLL INTERFACE	121319		1,954.97	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		2,131.31	CODE-Y, PER#-2, FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	7.42	220.82	129.18	63	-----
P-122719-368	PAYROLL INTERFACE	122719		7.42	CODE-Y, PER#-2, FUND-	101		A
111	OASI	34,475.00	0.00	2,176.01	27,722.65	6,752.35	80	-----
P-121319-366	PAYROLL INTERFACE	121319		1,077.25	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		1,098.76	CODE-Y, PER#-2, FUND-	101		A
121	RETIREMENT	21,999.00	0.00	1,486.09	18,632.91	3,366.09	84	-----
P-121319-366	PAYROLL INTERFACE	121319		739.90	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		746.19	CODE-Y, PER#-2, FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	1,664.00	878.00	65	-----
132	GROUP INSURANCE	90,616.00	0.00	4,257.69	47,651.44	42,964.56	52	-----
P-121319-366	PAYROLL INTERFACE	121319		2,134.40	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		2,123.29	CODE-Y, PER#-2, FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	17.86	564.46	439.54	56	-----
P-121319-366	PAYROLL INTERFACE	121319		8.94	CODE-Y, PER#-1, FUND-	101		A
P-122719-368	PAYROLL INTERFACE	122719		8.92	CODE-Y, PER#-2, FUND-	101		A
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	36,792.47	465,206.40	136,083.60	77	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	10,066.00	0.00	0.00	10,092.62	26.62-	100	-----
202	PROFESSIONAL SERVICES	30,000.00	0.00	1,787.25	39,307.67	9,307.67-	131	-----]]]]
M-120419-349	.14274 OLSONS PEST TECHNICIAN	201911	Schmidt	90.00	PEST CONTROL		N	A
M-120419-349	.16674 CANVA 02520-1576317	201911	Schmidt	1.00	PROFESSIONAL SERVICES		N	A
M-120419-349	.16686 CANVA 02515-26877813	201911	Schmidt	119.40	PROFESSIONAL SERVICES		N	A
M-120419-349	.14274 OLSONS PEST TECHNICIAN	201911	Schmidt	90.00	PEST CONTROL		N	A
D-120919-329	05140 DAKOTACARE ADMIN SERVICE	063991	21309	4.85	FLEX SPENDING FEES	005311	P N	A
D-120919-343	05937 J & H CARE & CLEANING CO	064011	11141	1,200.00	JANITORIAL SERVICES	020785	P M	A
D-120919-344	00707 YANKTON MEDICAL CLINIC	064067	4274	141.00	PRE-EMPLOYMENT PHYSICALS	020593	P M	A
D-121919-364	00707 YANKTON MEDICAL CLINIC	064125	4274	141.00	PRE-EMPLOYMENT PHYSICAL	020596	P M	A



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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							
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	35.00	8,837.92	662.08	93	-----
M-120419-349	.16744 PAYPAL SDSPS	201911	Dobrovolny	35.00	SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	473.03	2,901.19	98.81	96	-----
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Raiche	5.20	JANITORIAL SUPPLIES		N	A
M-120419-349	.16705 AMZN MKTP US O39J16QY3	201911	Dobrovolny	151.27	JANITORIAL SUPPLIES		N	A
M-120419-349	.16711 AMZN MKTP US MZ6B51SW3	201911	Dobrovolny	273.69	JANITORIAL SUPPLIES		N	A
M-120419-349	.16722 AMAZON.COM WB95T59S3	201911	Dobrovolny	42.87	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	3,000.00	0.00	260.44	2,312.91	687.09	77	-----
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Raiche	78.83	PROGRAM SUPPLIES		N	A
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Lippert	3.98	PROGRAM SUPPLIES		N	A
M-120419-349	.16699 OTC BRANDS INC	201911	Raiche	22.17	PROGRAM SUPPLIES		N	A
M-120419-349	.16450 HY-VEE YANKTON 1899	201911	Schmidt	14.97	PROGRAM SUPPLIES		N	A
M-120419-349	.16702 AMZN MKTP US CI9EW56K3	201911	Dobrovolny	19.99	PROGRAM SUPPLIES		N	A
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Dobrovolny	7.32	PROGRAM SUPPLIES		N	A
M-120419-349	.16466 SQU SQ WILLA BS BIST	201911	Clare	15.00	PROGRAM SUPPLIES		N	A
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Raiche	9.94	PROGRAM SUPPLIES		N	A
M-120419-349	.14844 DOLLAR TREE	201911	Lippert	12.00	PROGRAM SUPPLIES		N	A
M-120419-349	.14000 MICHAELS STORES 9602	201911	Schmidt	14.35	PROGRAM SUPPLIES		N	A
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Lippert	14.15	PROGRAM SUPPLIES		N	A
M-120419-349	.13320 WM SUPERCENTER #1483	201911	Dobrovolny	20.49	PROGRAM SUPPLIES		N	A
M-120419-349	.12923 WAL-MART #3734	201911	Raiche	9.27	PROGRAM SUPPLIES		N	A
M-120419-349	.11787 DEMCO INC	201911	Schmidt	17.98	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	25.80	1,053.91	2,446.09	30	---
D-120919-343	.16670 RAICHE/AMANDA	064038	11.26.19	25.80	TRAVEL EXPENSE	070917	P 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	135.18	1,682.46	117.54	93	-----
P-121319-366	PAYROLL INTERFACE	121319		10.50	CODE-Y, PER#-1, FUND-	101		A
M-123119-362	06976 VAST BROADBAND	008177		76.45	PHONE CHARGES	003513	P N	A
M-123119-362	06976 VAST BROADBAND	008178		48.23	PHONE CHARGES	003513	P N	A
272	ELECTRICITY	23,000.00	0.00	1,357.45	17,188.87	5,811.13	74	-----
D-120919-343	00455 NORTHWESTERN ENERGY	064031	11.21.19	1,357.45	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	260.28	2,279.09	720.91	75	-----
D-120919-343	00303 MIDAMERICAN ENERGY	064021	11.21.19	260.28	FUEL	002794	P N	A



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		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							
274	WATER SERVICE	3,500.00	0.00	104.14	1,178.51	2,321.49	33 ---	
D-120919-343	00109 CITY UTILITIES	063986 11.25.19		104.14	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,200.00	0.00	69.01	2,346.12	1,146.12-	195 -----]]]]	
D-120919-343	00109 CITY UTILITIES	063986 11.25.19		69.01	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	438.95	61.05	87 -----	
J-123119-351	DECEMBER JOURNAL ENTRIES JE 361			32.00	DUMPSTER CHARGES - DEC			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	8,582.37	116,002.07	6,563.93	94 -----	
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	480.00	24,480.00	12,480.00-	204 -----]]]]	
M-120419-349	.16749 LARRYS HEATING AND CO	201911 Schmidt		480.00	HVAC MAINTENANCE		N	A
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0	
340	BOOKS	50,000.00	0.00	9,134.26	41,590.53	8,409.47	83 -----	
M-120419-349	.11798 BAKER-TAYLOR	201911 Schmidt		8,709.04	BOOKS		N	A
M-120419-349	.16702 AMZN MKTP US CI9EW56K3	201911 Dobrovolny		14.95	BOOKS		N	A
M-120419-349	.11785 CENTER POINT LARGE PRI	201911 Schmidt		137.82	LARGE PRINT BOOKS		N	A
M-120419-349	.16705 AMZN MKTP US O39J16QY3	201911 Dobrovolny		33.98	BOOKS		N	A
M-120419-349	.16719 SQU SQ DENNIS WARNER	201911 Raiche		15.00	BOOK		N	A
M-120419-349	.16720 SQU SQ ARANT CREATIVE	201911 Raiche		30.00	BOOKS		N	A
M-120419-349	.11775 BARNES & NOBLE #2968	201911 Schmidt		47.93	BOOKS		N	A
M-120419-349	.16728 SQU SQ CHRISTINE WEVI	201911 Dobrovolny		16.95	BOOK		N	A
M-120419-349	.16755 AMZN MKTP US D73XC21J3	201911 Dobrovolny		48.09	BOOKS		N	A
D-120919-343	.16665 DAUM/DENNIS	063993 11.15.19		25.50	BOOKS	020782	P N	A
D-121919-364	04991 YANKTON HIGH SCHOOL	064124 12.9.19		55.00	YHS YEAR BOOK 2019	020788	P N	A
342	AV - CAPITAL	12,000.00	0.00	1,126.33	11,203.88	796.12	93 -----	
M-120419-349	.16690 AMZN MKTP US GD4HM3NV3	201911 Dobrovolny		141.57	DVD'S		N	A
M-120419-349	.16702 AMZN MKTP US CI9EW56K3	201911 Dobrovolny		117.51	DVD'S		N	A
M-120419-349	.16705 AMZN MKTP US O39J16QY3	201911 Dobrovolny		5.00	DVD'S		N	A
M-120419-349	.16755 AMZN MKTP US D73XC21J3	201911 Dobrovolny		94.45	DVD'S		N	A
D-120919-343	04785 MIDWEST TAPE	064024 387-239		767.80	AV	020784	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	10,740.59	77,274.41	7,725.59	90 -----	

OTHER EXPENDITURES

		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 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	56,115.43	658,482.88	150,373.12	81	-----
TOTAL:	GENERAL FUND	808,856.00	0.00	56,115.43	658,482.88	150,373.12	81	-----

## Director's Report-January 2020

**Friends' Book Sale:** The Friends of the Library have made some changes for 2020. Instead of doing a monthly sale in the garage, they will be doing a quarterly sale in the meeting room. Their first quarterly sale was held January 2-4. They sold 19 new memberships during this sale as well as over \$600 in books. We are hoping these changes will make a more enjoyable shopping experience, that the extended hours will accommodate more people, and will cut down on the frequency of the Friends moving books back and forth and looking for workers to run the sale. I think the first quarter sale was a great success and we have heard lots of positive feedback as well.

**Staff Training Day:** The library will be closed on Monday, January 20 for a staff training day. The day will include a staff meeting, training on how to clean up messes-particularly bodily fluids, a presentation from Nakita Maddox from Cornerstones and a presentation by Kelle Loecker from the South Dakota Department of Labor. The presentations from outside agencies will help our staff to become more aware of the resources that are out there in order for us to better direct our patrons to the resources they are seeking.

**Bilingual Story Time:** We are partnering for a second time with Cornerstones to present a bilingual story time on January 21. This time the languages will be Chinese and English in honor of the Chinese New Year. I think it is exciting for families that are bilingual to hear stories in their native languages as well as expose children to a new language they may not have heard before. We are thankful for our partnership with Cornerstones in helping us bring in native speakers for a more authentic experiences for participants.

**Weeding:** Linda and Amanda have been working on weeding the collections for outdated and worn items. This is a necessary process to maintain room for the new items coming in as well as making sure we are offering up-to-date information. There were 198 items removed from the collection in November and 314 in December. In addition, Audrey is working on weeding patron cards from our system that have been expired for at least 18 months.

**Changes to County Cards:** The fee for County cards increased from \$5 per year to \$20 per year on January 1, 2020. The library also offers the option for County cardholders to pay \$5 for 3 months, \$10 for 6 months or \$20 for the year. These options help those individuals who may not have the extra money to spend all at once. We have made an effort to educate our staff and patrons more in explaining the costs of library cards. So far, it has been a fairly smooth transition. A document is attached to the Board packet with some explanations of library card costs. This document is for staff to refer to and can be given to patrons who are requesting more information.

**Staffing:** Emma Bargstadt joined our staff on November 23 as a Circulation Assistant. She is a high school student and will help us on evenings and weekends.

Ellie Walker completed her time as Youth Services Assistant in December. She began in the summer and we extended the position for her into the Fall semester. She was a great help to Amanda, particularly during the busy summer months!

Joan Heimes is our new Youth Services Assistant. Joan has worked at the library since August 2018 and volunteered for many summers before that. Joan is a reliable and hard worker who is always willing to help where needed. She will be a great asset to the Youth Services program going forward.

## November 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	6-Nov	10:30 AM	8	4
	13-Nov	10:30 AM	8	4
	20-Nov	10:30 AM	8	3
	27-Nov	10:30 AM	4	2

**Total: 28 13**

Story Time	4-Nov	6:00 PM	9	5
	5-Nov	10:30 AM	21	11
	7-Nov	10:30 AM	16	9
	12-Nov	10:30 AM	8	6
	14-Nov	10:30 AM	5	3
	18-Nov	6:00 PM	7	6
	19-Nov	10:30 AM	14	9
	21-Nov	10:30 AM	6	6
	25-Nov	6:00 PM	3	4
	26-Nov	10:30 AM	7	6

**Total: 96 65**

Thursday Kids Activities				
Craft	7-Nov	3:45 PM	11	3
LEGO Club	14-Nov	3:45 PM	9	2
Family Science Night	21-Nov	5:30 PM	5	6

**Total: 25 11**

Friday Wii	1-Nov	3:30 PM	0	
	8-Nov	3:30 PM	0	
	15-Nov	3:30 PM	0	
	22-Nov	3:30 PM	0	

**Total: 0**

Adult Programs	Date	Time	Num.
Adult Craft Scarves Pt. 2	Nov. 7	6:00 PM	20
Veterans Living Library	Nov. 14	6:00 PM	25
Adult Craft	Nov. 19	6:00 PM	15
Chair Yoga for Mindfulness	Nov. 21	6:30 PM	5

**Total: 65**

Food for Fines		
Canned Veggies	November (all month)	102

Book Clubs			
Reader's Anonymous	12-Nov	1:00 PM	4
Between the Lines*	24-Nov	4:30 PM	0

\*Cancelled due to weather

**Total: 4**

Teen Events				
Teens Create	6-Nov	3:45 PM	15	
Teens Create	13-Nov	3:45 PM	10	
Teens Create	20-Nov	3:45 PM	8	

**Total: 33**

Miscellaneous				
Friends of the Library author	3-Nov	2:00-4:00 PM		40
Kid's Art Club	9-Nov	All day	12	4
NaNoWriMo Come Write In	2-Nov	1:00-5:00 PM	2	4
NaNoWriMo Come Write In F	17-Nov	1:00-5:00 PM	2	4

**Total: 16 52**

## December 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	4-Dec	10:30 AM	7	3
	11-Dec	10:30 AM	5	1
	18-Dec	10:30 AM	3	4
<b>Total:</b>			<b>15</b>	<b>8</b>

Story Time	2-Dec	6:00 PM	6	3
	3-Dec	10:30 AM	8	7
	5-Dec	10:30 AM	15	7
	9-Dec	6:00 PM	4	2
	10-Dec	10:30 AM	14	10
	12-Dec	10:30 AM	13	8
<b>Total:</b>			<b>60</b>	<b>37</b>

Thursday Kids Activities				
Santa's Workshop	5-Dec	3:45 PM	45	20
LEGO Club	12-Dec	3:45 PM	11	3
Science club	19-Dec	3:45 PM	6	2
<i>Movie</i>	26-Dec	3:45 PM	6	
<b>Total:</b>			<b>68</b>	<b>25</b>

Teen Events				
Teens create	4-Dec	3:45 PM	7	
	11-Dec	3:45 PM	6	
	18-Dec	3:45 PM	8	
<b>Total:</b>			<b>7</b>	

Adult Programs	Date	Time	Num.
Explore: Card Making	9-Dec	10:00 AM	16
<b>Total:</b>			<b>16</b>

Food for Fines		2019	2018
Socks for Fines	December (all month)	151	98

Book Clubs			
Reader's Anonymous	10-Dec	1:00 PM	2

Bonus Activities (all ages)				
<i>Santa Clause Movie</i>	7-Dec	2:00 PM	6	0
Holiday themed art club	14-Dec	all day	7	2
Bingo	21-Dec	2:00 PM	11	6
Lego Club	28-Dec	2:00 PM	5	4
<b>Total:</b>			<b>29</b>	<b>12</b>

Miscellaneous				
Kids Art Club	15-Dec	all day	11	0
<b>Total:</b>			<b>11</b>	<b>0</b>

## November 2019 Usage & Circulation Statistics

Total Circulation Statistics*		
	2019	2018
Adult	7,512	8,207
Juvenile	3,603	4,153
<b>Total</b>	<b>11,115</b>	<b>12,360</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2019	2018
Adult	5,967	6,719
Juvenile	3,512	3,813
<b>Total</b>	<b>9,479</b>	<b>10,532</b>

Interlibrary Loan		
	2019	2018
Requested	57	116
Supplied	116	111
<b>Total</b>	<b>173</b>	<b>227</b>

Electronic Resources		
	2019	2018
OverDrive	1,372	1,261
TumbleBooks	91	340
<b>Total</b>	<b>1,463</b>	<b>1,601</b>

Adult Outreach		
	2019	2018
Locations	10	10
Patrons	40	37
Circulations	225	238

Public Computer Use		
	2019	2018
Uses	1,199	939
Hours	780.0	632.4

WiFi Usage		
	2019	2018
Sessions	1,365	1,614
Total Session Hours	998	3,327
Unique Users	436	383

Meeting Room Use		
	2019	2018
Library Uses	30	30
Library Hours	48.0	74
Non-Library Uses	17	16
Non-Library Hours	24.5	30

Study Room Use		
	2019	2018
Uses	52	45
Hours	47.0	66

Notary		
	2019	2018
Requests	0	3

Proctor		
	2019	2018
Tests	33	32

Daycare Outreach		
	2019	2018
Locations	10	16
Patrons	50	254
Circulations	182	266

Traffic		
	2019	2018
Count		x

\*south door count estimated

\*in 2018 door counter was not working properly

Current Cards	2019	2018
Resident	4,537	4903
Non-Resident	240	253
Mount Marty	34	30
Teacher	49	46
Yankton County	995	1046
<b>Total</b>	<b>5,855</b>	<b>6,278</b>

Genealogy Requests		
	2019	2018
Patrons	0	1
Hours	0.0	1.0

Teacher Requests		
	2019	2018
Requests	1	2

Non-Resident	Cards
New Cards	0
Renewals	7
<b>Total</b>	<b>7</b>

Courier		
	2019	2018
Total Incoming	266	291
Total Outgoing	299	250
<b>Grand Total</b>	<b>565</b>	<b>541</b>

County	Cards
New Cards	8
Renewals	25
<b>Total</b>	<b>33</b>

Items Added to Catalog	2019	2018
	548	339

Yankton County		
	2019	2018
Households	27	32

Items Deleted from Catalog	2019	2018
	198	68

## December 2019 Usage & Circulation Statistics

Total Circulation Statistics*		
	2019	2018
Adult	8,704	9,277
Juvenile	2,532	3,432
<b>Total</b>	<b>11,236</b>	<b>12,709</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2019	2018
Adult	6,996	7,604
Juvenile	2,502	3,192
<b>Total</b>	<b>9,498</b>	<b>10,796</b>

Interlibrary Loan		
	2019	2018
Requested	107	131
Supplied	110	197
<b>Total</b>	<b>217</b>	<b>328</b>

Electronic Resources		
	2019	2018
OverDrive	1,491	1,345
TumbleBooks	30	240
<b>Total</b>	<b>1,521</b>	<b>1,585</b>

Adult Outreach		
	2019	2018
Locations	10	10
Patrons	41	40
Circulations	210	230

Public Computer Use		
	2019	2018
Uses	1,150	976
Hours	835.0	651.2

WiFi Usage		
	2019	2018
Sessions	1,231	1,139
Total Session Hours	1,125	967
Unique Users	369	364

Meeting Room Use		
	2019	2018
Library Uses	22	21
Library Hours	35.0	41
Non-Library Uses	11	15
Non-Library Hours	16.0	30

Study Room Use		
	2019	2018
Uses	30	35
Hours	52.0	62

Notary		
	2019	2018
Requests	1	3

Proctor		
	2019	2018
Tests	20	25



Daycare Outreach		
	2019	2018
Locations	5	8
Patrons	75	127
Circulations	91	133

Current Cards	2019	2018
Resident	4,093	4,932
Non-Resident	222	254
Mount Marty	27	31
Teacher	48	46
Yankton County	935	1,048
<b>Total</b>	<b>5,325</b>	<b>6,311</b>

Non-Resident	Cards
New Cards	3
Renewals	9
<b>Total</b>	<b>12</b>

County	Cards
New Cards	7
Renewals	35
<b>Total</b>	<b>42</b>

Yankton County		
	2019	2018
Households	30	24

Traffic		
	2019	2018
Count		x

\*south door count estimated

\*in 2018 door counter was not working properly

Genealogy Requests		
	2019	2018
Patrons	1	4
Hours	0.5	5.0

Teacher Requests		
	2019	2018
Requests	2	3

Courier		
	2019	2018
Total Incoming	243	386
Total Outgoing	296	270
<b>Grand Total</b>	<b>539</b>	<b>656</b>

Items Added to Catalog	2019	2018
	552	495

Items Deleted from Catalog	2019	2018
	314	*1357

\* unusually large number is magazines

## Yankton Community Library • January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>515 Walnut Street—605-668-5275</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> <b>library@cityofyankton.org</b> Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p			1  <b>Library Closed</b>	2  Kid's Craft 3:45  <span style="background-color: #00aaff; color: white; padding: 2px;">Friends of the Library Book Sale—Library Hours</span>	3	4
5	6 Story Time, 6:00 pm	7 Story Time 10:30 am	8 Blood Drive 8-10:30am <b>Stay &amp; Play 10:30 am</b> Library Board Meeting, 5:30 pm	9 Story Time 10:30 am  <b>LEGO Club 3:45</b>	10	11 Kid's Art Club 9:00 am—5:00 pm
12	13 <b>Explore: Exercise, 10am</b> Story Time, 6:00 pm Friends of YCL meeting 5:15 pm	14 Story Time 10:30 am <b>Seed Library : Heirloom Planting 1:00 pm &amp; 6:30 pm</b>	15 Stay & Play 10:30 am	16 Story Time 10:30 am  <b>Science Club 3:45</b>	17	18
19	20  <b>Library Closed</b>	21 Bilingual Story Time 10:30 am	22 Stay & Play 10:30 am  <b>Writers' Group 6pm</b>	23 Story Time 10:30 am  <b>Movie 3:45</b>	24	25
26  <b>Hygge Event 1-4:30 pm</b>	27 Story Time, 6:00 pm	28 Story Time 10:30 am	29 Stay & Play 10:30 am	30 Story Time 10:30 am  <b>LEGO Club 3:45</b>	31	<b>Food for Fines—Canned Fruit</b>

## Yankton Community Library • February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>"Food" for Fines -Soap</b>	<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> 605-668-5275 — <a href="mailto:library@cityofyankton.org">library@cityofyankton.org</a> Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p					1  Friends Book Sale 9:30 - 12 pm
2	3 Story Time, 6:00 p TAB, 7 pm	4 Story Time 10:30 am	5 Stay & Play 10:30 am	6 Story Time 10:30 am Craft Club, 3:45 p	7	8 Kid's Art Club <b>Oscar Movie Marathon</b>
9  <b>Oscar Movie Marathon</b>	10 <b>Explore, 10am</b> Story Time, 6:00p	11 Story Time 10:30 am <b>Seed Library: Avoiding Garden Mistakes 1 pm/6:30pm</b> Readers Anon, 1p	12 Stay & Play 10:30 am  Library Board Mtg., 5:30 pm	13 Story Time 10:30 am  LEGO Club, 3:45p	14	15  <b>Magazine Sale</b>
16  <b>Magazine Sale</b>	17  <b>Library Closed</b>	18 Story Time 10:30 am  <b>Adult Craft 6 pm</b>	19 Stay & Play 10:30 am	20 Story Time 10:30 am  <i>Science Club, 3:45</i>	21	22
23  <b>Hygge Event 1-4:30</b>	24 Story Time, 6:00p	25 Story Time 10:30 am  Between the Lines 5:30	26 Stay & Play 10:30 am  <b>Writers' Group 6pm</b>	27 Story Time, 10:30 am  <b>Movie, 3:45</b>	28	29

# Yankton Community Library

## Library Card Costs Explained



### How is the library funded?

- The library is a **partnership** between the City of Yankton and Yankton County.
- City tax revenue funds close to 98% of the library's annual budget of approximately \$808,000.
- County tax revenue funds 2% of the library's annual budget (\$15,000).

### How much do library cards cost?

- The fee for an annual household library card is \$40.00.
- Cards are available at no cost to City of Yankton residents.
- The County's contribution is for an Agreement for Services so that County card holders pay a reduced rate.
- Due to decreased funding from the County, library cards for Yankton County residents (residents outside of City limits) will increase from \$5.00 to \$20.00 per household per year as of January 1, 2020.

### Why the increase?

- The Yankton Community Library has about 1,000 County Card holders, about 18% of total card holders.
- At the normal card fee of \$40.00, this would total \$40,000 in revenue for the library budget.
- The County's contributions have not covered the difference between the normal fee and discounted \$5.00 fee.
- In 2019, County card holders contributed \$5,000 by paying the \$5.00 fee, and the County contributed \$24,000.
- Card fees (\$5,000) + County contribution (\$24,000) = \$29,000, leaving the library a deficit of \$11,000.
- Yankton County's reduced its 2020 contribution, from \$24,000 to \$15,000, results in an additional shortfall.
- The card fee increase will help reduce but not eliminate the deficit from the funding decrease.

### When does the increase go into effect?

- The new fee will go into effect on January 1, 2020.
- If you apply for a new card or renew an expired card in 2019, you will pay \$5.00 for a year of service.
- If your card expires in 2020, you will pay \$20.00 for a year of service, regardless of the date you renew.

### What does funding for the library do?

- Pays bills for the building like water, electricity, internet, and building maintenance.
- Purchases new materials for the library collection-The library has over **70,000 items available for checkout.**
- Purchases **e-books and e-audiobooks** with thousands of titles available.
- Provide over **450 programs** a year that are free to the public
- Provides computers and internet access to the public-over **10,200 hours of computer usage** in 2018
- Pays the staff that makes all these great things happen!

### Other libraries offer free cards to everyone in the county, why not here?

- Typically it is because those counties provide significant funding for the library's budget. If the support from the County would increase, it could allow the library to offer further reduced fee or free cards to County residents.
- If you would like to encourage Yankton County to increase funding to the Yankton Community Library in their budget planning for 2021, please contact **County Commissioner Joe Healy** ([joe@co.yankton.sd.us](mailto:joe@co.yankton.sd.us)) and let him know how much the library means to you! Commissioner Healy represents the County Commission as a voting member on the Library Board.

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

<b>Date</b>	<b>Holiday</b>	<b>Closing</b>
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
<b>Summer Hours begin May 24, 2020</b>		
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
<b>Winter Hours resume September 8, 2020</b>		
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 three 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-Library closed. (Meeting date to be determined later.)
June 10	December 9

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

## Microfilm Reader/Printer Use Policy

The YCL maintains microform reading and printing equipment for in-house patron use. Use of the equipment is on a first-come, first-served basis and can be scheduled in advance. Use of the reader is free; prints are 25¢ per copy. Use is limited to adults unless children are accompanied by an adult. ~~Staff may make exceptions based upon each request.~~ Any patron caught abusing or intentionally misusing the equipment will no longer be allowed to use it.

The quality of the microfilm may affect the quality of prints produced. As a result, it may not always be possible to get clear copies of desired articles. Library staff are not responsible for poor copies that may be difficult to read.

Staff will provide basic instruction on use of the microform machines when needed.

Staff will take requests for microfilm research at a charge of \$5.00 per article. Staff reserve the right to refuse research requests if the time required for research is not feasible.

### ~~Microfilm/Fiche Reader Policy and Rules~~

- ~~1. Any adult may use the machines.~~
- ~~2. Children using the machines who are under the age of 14 must be supervised by an adult.~~
- ~~3. Adults with babies, toddlers and young children must supervise their children while using the machines.~~
- ~~4. Both machines print positive and negative copies. All copies 8 1/2 x 11 in. are **25¢ each.**~~
- ~~5. Patrons abusing machines or not adhering to these use rules will no longer be allowed to use the equipment.~~
- ~~6. Please ask the Library staff to assist you if you have any problems or questions.~~

## Telephone/Cell Phone Use

The telephone system at the Yankton Community Library is in place as a daily business tool. However, staff will accept calls on a limited basis (no collect calls) from individuals inquiring about the whereabouts of **individuals, which may include** minor children.

Staff may ask the **caller's name and let them know we can check if that individual is in the library.** ~~as to their relationship to the minor and the nature of the call.~~ **Staff should not let the caller know if the individual is in the library or not for privacy reasons. Staff may then check the premises and, if found, let the individual know they have a phone call and who is calling. If in doubt about the caller, staff will take a message for the minor and deliver it to them.**

The library maintains a telephone **in the lobby** for individual use at no charge for local calls. **Long distance calls are not available on this phone.** Use of the telephone by individual users is restricted to ten minutes per day. Abuse of that telephone regarding physical damage to the phone ~~or surrounding area~~ **or use of profane, threatening or abusive language while using the phone** may result in restricted access to the telephone by that particular user.

Cell phones can be used in the library but users are required to follow these guidelines:

- Turn off your ringer or set it to vibrate.
- If you must answer your cell phone, do so quietly and discreetly.
- Take extended conversations and personal calls to the entry way or outside the library.
- **If using the phone for watching videos or playing games, the volume must be off or patrons must use earbuds or headphones.**