

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, December 13, 2017, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of November 8, 2017 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- Agreement for the Provision of Library Services 2018
- Strategic Plan
- Technology Plan
- Marketing Plan
- Damaged Items Policy
- Circulation Policy
- Privacy of Patron Records Policy

New Business

- 2018 Holiday/Closures
- Unattended Children's Policy

Other Business

- New State Library databases overview & discussion
- Syndetics Unbound presentation

Adjourn until January 10, 2018

The Yankton Community Library is committed to making its facilities accessible to everyone.
If you have additional accommodation requirements, please call 668-5276.

**Yankton Community Library
Holiday Calendar & Board Schedule 2018**

Date	Holiday	Closing
Monday, January 1	New Year's Day	All Day
Monday, January 15	Martin Luther King Jr. Day	All Day
Monday, February 19	Presidents' Day	All Day
Sunday, April 1	Easter	All Day
Summer Hours begin May 27, 2018		
Sunday, May 27 Monday, May 28	Memorial Day	All Day
Wednesday, July 4	Independence Day	5 pm on 7/3
Saturday, August 18	Riverboat Days	All Day
Monday, September 3	Labor Day	All Day
Winter Hours resume September 4, 2018		
Sunday, November 11 Monday, November 12	Veterans Day	All Day
Thursday, November 22 Friday, November 23	Thanksgiving	5 pm on 11/21
Monday, December 24 Tuesday, December 25	Christmas	All Day

Staff has two 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 2018 Meeting Schedule
(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

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

Adopted by the Yankton Community Library Board on December 13, 2017.

Unattended Children Policy

The Yankton Community Library encourages visits by children, and wants their visits to be memorable and enjoyable.

“Unattended” means that the parent or responsible person is not in close proximity to the child. Parents are responsible for their children’s behavior in the library. Library staff cannot be expected to assume responsibility for the care of unsupervised children.

It is the policy of the library that all children seven years of age and under must be in the company of a parent or responsible person who is fourteen or older while in the library.

If a child aged seven or under is attending a Library program, a parent or responsible person must remain in the library until the conclusion of the program.

If a child is left unattended in the Library, the staff will attempt to locate his/her parent/care provider. If a parent/care provider is in the Library, they will be informed of the Library’s policy concerning unattended children.

If a parent/care provider is not found in the Library, staff will attempt to locate the parent using library card registration. A parent, when contacted, will be informed of the Library’s policy concerning unattended children.

Fifteen minutes before closing time, Library staff will remind young people to contact a parent/responsible person for a ride home. For the safety of the child, the staff will not leave a child outside to wait on a ride.

If a parent/responsible person cannot be reached or does not arrive within fifteen minutes past closing time, the police may be called to escort the child home or keep the child until parents can be reached.

The Library staff is not permitted to give an unattended child a ride home.

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY**

Regular Meeting, November 8, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Christine Feltes, Tonja Koenigs, David Koerner, Tony Maibaum, Amy Nelson; library director Tonya Olson Ferrell and assistant library director Linda Dobrovoly.

Absent with regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the October 11, 2017 by Nelson, with second by Feltes; unanimous approval.

Discussion of Bills and Financial Report:

Olson Ferrell is still working with Joe Morrow on the quote for the new doors. There was a mistake in the trust fund spreadsheet that was sent out to the Board, which has now been corrected in the packet. Olson Ferrell went over the budget numbers today and we are right on track with where we should be and are working through the book and AV budgets in the next few weeks.

Communications and Correspondence:

The library received a coupon in the mail for a Dairy Queen blizzard from a gentleman from Idaho.

Public Comment Period: None.

Director's Report:

Olson Ferrell reported that there will be a retirement reception for Teresa Bosch on November 14th from 3-5 pm in the library meeting room. She also reported that there have been two resignations from part time staff members and another part time staff member who is anticipating an upcoming surgery. The good news with this is that if we get several qualified candidates through the current open position, we should be able to consider them for the other openings. The Veteran's Day Living Library event was a smashing success, with an estimated 125-150 people attending.

Old Business

- South Dakota State Library Accreditation
 - Olson Ferrell has been working with Kathleen Slocum at the State Library to complete the application for reaccreditation. With the inclusion of some identified training opportunities and review of the strategic plan, technology

plan, and marketing plan, we should be on track to stay accredited at the current (exemplary) level, which is the highest level.

New Business

- Agreement for the Provision of Library Services 2018
 - Olson Ferrell reported that this is the agreement that's presented to the Library Board, County Commission, and City Commission at this time each year. For the past two years, we've asked the County for \$24,000 in funding and that is what she recommends staying at again this year. Motion to approve the Agreement for the Provision of Library Services 2018 by Nelson, with second by Koerner; unanimous approval.
- Strategic Plan
 - Olson Ferrell reported on the changes she had suggested for the current Strategic Plan. It is a more general strategic plan with the intent to sit down as a Board once a year and come up with measurable objectives that fit within each of the goals. She brought up our mission statement and her thought that it could be a little more concise. After some discussion, the Board decided to stick with the current mission statement and reevaluate it at a future meeting after having some time to think about it. Feltes noted that across the three proposed documents, "customers" was used at times and "patrons" was used at times. She suggested making it consistent across the documents and the group decided "patron" was the preferred term. Changes were noted. There was a motion to adopt the updated Strategic Plan with the addition of the current mission statement and other proposed changes by Koenigs, with second by Nelson; unanimous approval.
- Technology Plan
 - Olson Ferrell reported on the changes she had suggested for the current Technology Plan. Koerner questioned whether we wanted to include a list of current technology as that's likely to go out of date quickly. While agreeing, Olson Ferrell reported that it seems somewhat standard across other plans and the Board agreed that if it's standard it's fine to leave in there. Koerner also suggested adding virtual reality technology and 3D printing under the "Identified Technologies for Library to Explore in the Future" section. There was a question of whether we are still exploring lending eReaders to the public. While there was some money identified for it, Olson Ferrell believes we are past the point of eReader circulation as hardcovers are making more a resurgence again and people seem to have their own personal devices. She noted that if the Board was interested in it, she could do some research. Olson Ferrell noted a few instances of the word "customer" that should now be changed to "patron". Gillis noted a typo in the Evaluation paragraph to be updated. There was a motion to adopt the updated Technology Plan with the addition of the current mission statement and other proposed changes by Koerner, with second by Koenigs; unanimous approval.

- Marketing Plan
 - Olson Ferrell reported on the changes she had suggested for the current Marketing Plan. Feltes noted that under the third section in Strategies and Tactics, we discuss current technologies, but don't address emerging technologies. She suggested adding a line about evaluating emerging technologies to see how they fit within our goals. Motion was made by Koenigs with a second by Nelson to adopt the Marketing Plan with the suggested addition of emerging platforms statement and updating the document with our current mission statement; unanimous approval.
- Damaged Items Policy
 - Olson Ferrell discussed the noted suggested changes to the Damaged Items Policy. Motion to accept the changes as written by Nelson with second by Feltes; unanimous approval.
- Circulation Policy
 - Olson Ferrell discussed the growing movement to eliminate library fines on books. Research shows that fines act as a barrier to access, particularly to those of lower socioeconomic status and children, while not actually encouraging people to bring books back on time. Olson Ferrell discussed the proposed change with City Manager Amy Nelson and she does not see a problem with it. We currently budget for a maximum of \$3,000 collected in fines each year and a large majority of that sum comes from overdue fines on the DVD collection. This change would not eliminate those fines. We would also still charge patrons replacement fees for lost items after an identified number of days, so they still have an incentive to return the book eventually. Motion to accept the changes as written by Nelson with second by Feltes; unanimous approval.
- Privacy of Patron Records Policy
 - Olson Ferrell reported that a discrepancy was noticed on this policy after some changes were made to our Library Card policy earlier in the year. The proposed change would bring these policies in accordance with each other. Motion to accept the changes as written by Koerner with second by Koenigs; unanimous approval.

Other Business: None.

Adjourn until December 13, 2017:

Motion by Nelson to adjourn with second by Feltes. Meeting adjourned at 6:21 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director

Agreement for the Provision of Library Services

This Agreement made this 8th day of November, 2017 between the City of Yankton, a municipal corporation, acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision, acting through its Board of County Commissioners.

The parties do agree as follows:

1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$24,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2018 until December 31, 2018. The City of Yankton will bill Yankton County semi-annually (April and October – See County Commission Minutes, 01/11/00)
3. Additionally, every household must pay a \$5.00 out-of-pocket charge directly to the Library, upon issuance or renewal, for a nonresident card. Normally nonresident family cards are issued at \$40.00.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current edition of the County directory or a current means of identification, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:

“Person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors. Verification of property tax payment may be additionally required for persons renting or leasing. The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a library card.”
5. During the contract period, the Library will track the utilization of library services by county residents and provide patron database numbers, renewal and new card figures, and circulation percentages upon demand to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustee of the City of Yankton as provided in SDCL 14 2-36. Said member shall have all of the powers and responsibilities granted to members of the Library Board of Trustees under state law and city code/ordinance. The term of the county representative shall be tied to this contract date as well as the term and appointment calendar for County Commissioners. If the contract is terminated for any reason, the County Commissioner’s representative on the Library Board of Trustee will end upon the date of contract termination.

7. This agreement shall be effective and binding on January 1, 2018 extending until December 31, 2018 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this 8th day of November, 2017, Yankton Community Library Board of Trustees.

Lilah Gillis
Board President

Attest:

Tonya Olson Ferrell
Library Director

Approved this 21st day of November, 2017, Board of Commissioners, Yankton County.

Don Kettering
Chairman

Attest:

Patty Hojem
Auditor

Approved this 11th day of December, 2017, City of Yankton.

Jake Hoffner
Mayor

Attest:

Amy Nelson
City Manager

Yankton Community Library Strategic Plan

Adopted by the Yankton Community Library Board of Trustees on November 8, 2017

Mission

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

Our Core Service Values

- *Providing Access*
We believe that free access to information is foundational to democracy and as such libraries have an obligation to provide free and equitable access to all patrons, regardless of their age, race, sex, gender identity, religion, political affiliations, socioeconomic statuses, national origin, marital status, or abilities.
- *Promoting Lifelong Learning*
Learning doesn't begin and end with formal education; libraries have been called the "people's university." We strive to rise to this label by providing vibrant collections, digital opportunities and training, and interesting programs to our community.
- *Increasing Community Engagement*
Communities are stronger when we embrace and interact with one another. The library believes that this strength is built through daily interactions with our friends and neighbors in public spaces such as libraries. Libraries are one of the only places people can go that do not cost money. This, we believe, is an excellent environment for promoting community engagement.
- *Exceeding Expectations*
Our patrons are at the heart of what we do. By striving to exceed their expectations every day in our offerings, our interactions, and our collections, we build a stronger library and a better library experience for all.

Goals

The following goals outline the general strategic priorities that the Library has identified as important in the next three years. Strategies for carrying out these goals follow the general statements. Specific, measurable objectives will be determined with the Library Board of Trustees and Library Staff each year. We will use our annual report to determine what we've done well, which goals we've reached, and where we need to improve each year.

Strive to break down barriers to access for all

1. When possible, increase membership and use by eliminating barriers
2. Raise awareness, generate enthusiasm, and create visibility for Library programs and services
3. Analyze library policies and procedures for opportunities to simplify and streamline

Establish the Library as a technological leader and resource in the community

1. Provide opportunities to bridge the digital divide
2. Provide excellent software and hardware to library patrons
3. Promote and expand our Digital Library offerings
4. Continually explore new and emerging technologies and their relevance to the Library

Establish the Library as the center of lifelong learning in Yankton

1. Promote a yearlong culture of learning by providing educational programs
2. Promote a yearlong culture of reading by hosting reading programs
3. Analyze each program provided and decide whether it is still meeting needs or if it needs to be replaced with a new offering

Build community

1. Offer more meeting and study spaces as current space allows and provide easy access to them
2. Host cultural programs that encourage community members to learn more about one another
3. Reach outside the library walls to reach community members where they are at
4. Build up volunteer groups such as the Foundation and Friends of the Library in order to build a base of support for building a new facility to serve the community

Promote a culture of service

1. Make a point to anticipate patron needs and consistently exceed expectations at the Library
2. Analyze policies and procedures for opportunities to say “yes” where we are currently saying “no”
3. Provide training to staff on customer service and technology so that patrons will encounter staff who are able to guide them and help meet their needs
4. Make data-drive decisions in regards to our resources and collections to be sure we’re making the best use of resources for our patrons

Promote a healthy organizational culture

1. Encourage open and honest relationships through a culture of communication
2. Set the expectation that interactions between coworkers will be positive and respectful
3. Promote fun, joy, and weirdness
4. Encourage innovation and opportunities that embrace and drive change

Yankton Community Library Technology Plan

Adopted by the Yankton Community Library Board of Trustees on November 8, 2017

Library Mission Statement

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

Technology Vision Statement

The Yankton Community Library (YCL) strives to be a technological leader in the community of Yankton in order to provide opportunities to bridge the digital divide that is still very present in rural communities. By providing opportunities to utilize technology and receive training, the Library helps provide equitable access to technological opportunities to all citizens of the Yankton area.

Current Technology Assessment

- 10 staff desktop computers
- 3 staff laptop computers
- 10 public access desktop computers with time management software
- 2 public access printing, scanning, and online catalog computer stations
- 2 dedicated online catalog computer stations
- Upgraded telephone and voicemail system with nine staff phones and one patron phone
- Updated fax machine with sending and receiving capabilities for staff and patrons
- 3 staff printers
- 1 patron printer and copier with print management software
- Atrium Integrated Library System through Booksystems, Inc.
- 2 microfilm readers with printers for staff and patron use
- 4 scanners available for patron use and 1 dedicated staff use scanner
- 4 receipt printers
- WiFi system with multiple access points
- 3 LCD video projectors available for staff use and patron rental
- 1 overhead and 2 opaque projectors available for staff use and patron rental
- 1 public address system which includes a microphone and speakers for staff use and patron rental
- Large screen television in Meeting Room for use in presentations and programs
- WiiU Gaming System for use in library programs
- DVD cleaning system for library and patron use
- Online Meeting Room Sign-Up

Current Digital Library Resources

- eBooks and eAudiobooks for all ages which are downloadable through a variety of platforms
- eMagazines available for download
- Streaming and downloadable music
- Online platform for tracking programs such as Summer Reading and logging books
- DMV practice tests
- Dozens of State Library databases including newspaper access, genealogy resources, car repair manuals, language instruction courses, and much more

Identified Technologies for Library to Explore in the Future

- RFID Checkout
- Virtual Reality Technology
- 3D Printing Technology
- Digital Microfilm Reader/Printer
- Charging Station(s)
- Security Cameras
- Large Computer Lab
- Downloadable/Streaming Movies
- Newer Computers for Patron Access
- Presentation Capabilities in Director's Office
- WiFi Hotspot Lending
- WiFi Printing

Technology Goals and Objectives

- I. People will think of the Library as a technology leader and resource in the community.**
 - a. Advocate for newer library computers and actively seek additional funding to meet technology needs not possible through our current budget.
 - b. Actively promote our Digital Library and resources such as free WiFi.
 - c. Stay on top of maintaining the Library's website and social media channels.
 - d. Continually evaluate staff and patron needs and satisfaction to plan for hardware or software upgrades to improve productivity and quality of service.
- II. Patrons of the Library will encounter a library technology infrastructure that provides them with the information they need.**
 - a. Maintain technology and support teams and add staff if needed
 - b. Maintain reliable high speed wireless Internet access
 - c. Provide faster and reliable, user-friendly computers for public and staff access to the Internet, the library catalog and other software applications.
 - d. Provide updated technology for non-computer technology needs such as fax machines, microfilm readers, photocopiers, projectors, and more, as needed.

III. People will encounter staff who are knowledgeable about technology and able to guide them in its use to support life-long learning needs.

- a. Improve technology training for the public either by utilizing staff time and abilities or contracting with a database that can provide training opportunities.
- b. Empower staff by improving their technology skills and encouraging continual training and learning of new technologies for all levels of library staff by providing time and direction.
- c. Develop tutorials and training materials to facilitate learning of new technologies.
- d. Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.
- e. Budget for one staff member to attend the Library Technology Conference each year.

IV. Maintain flexibility and readiness to adapt to new and changing technologies.

- a. Review and investigate technology to improve library services, which may include research and reference databases.
- b. Stay aware of changing and emerging technologies by reviewing professional publications, attending conferences, and monitoring social media.

Training Needs

The Library will encourage staff participation in training workshops, conferences, and webinars related to technological advancement. This knowledge is fundamental in serving our patron base as well as effectively executing other areas of our jobs.

Technology Budget

The library does not purchase its computers as they are included in a line item in the City's IT budget. All computers are replaced on a rotating schedule set up through the IT department.

The library will continue to advocate for newer computers in order to meet our vision of being a technological leader in the Yankton community. In addition to this, we will continue to search for additional funding in the form of grants, gifts, and endowments.

Library databases have typically been handled through the State Library, but YCL is beginning to evaluate important options that are available at reasonable prices to provide directly to our patrons but absorbing the costs into the Professional Services portion of our operating budget. When we've had success with new databases, we will advocate for their purchases at the State Library level.

Evaluation

We will evaluate this plan by reviewing and revising it annually with the Board of Trustees. Patron satisfaction with software and other technology provided by the Library will be assessed through library surveys, the annual City community wide survey, usage statistics, and patron comments or suggestions.

Yankton Community Library Marketing and Communications Plan

Adopted by the Yankton Community Library Board of Trustees on November 8, 2017

Introduction

The Yankton Community Library (YCL) seeks to raise awareness of the critical role YCL serves through upholding the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs in Yankton through a strategically planned and executed marketing effort. This marketing and communications plan will serve as a guide to the Library staff for communicating the tenets of our strategic plan to a variety of community stakeholders.

While the Library has been steadfast in its marketing efforts for a number of years, we know that marketing and communication of library services and programs will continue to have significant implications as we continue to outgrow our current space. Raising the profile of the organization among key decision makers will be crucial to the success of any eventual funding opportunities.

Objectives

- Establish the Library's "brand identity" to raise awareness, generate enthusiasm, and create visibility for the library's programs and services.
- Communicate the importance of the Library as a critical component of continued growth and quality of life in Yankton.
- Generate enthusiasm about opportunities to serve on volunteer Library groups such as the Board of Trustees, Library Foundation, and the Friends of the Library.
- Gather input about the marketing efforts and their effectiveness from YCL stakeholders and patrons.

Target Audiences

We intend to reach a wide variety of community stakeholders with this plan by targeting the following audiences:

- Citizens of Yankton and Yankton County
- Other City of Yankton departments
- Community Organizations
- Professional Organizations
- Government and elected officials
- Educators and education administrators
- Community business leaders
- Library staff members
- Potential and current library donors and volunteers

Strategies and Tactics

Utilize a network of media contacts to spread the message about YCL's varied programs and services.

- Craft press releases for each library program and new services to be sent to local newspapers, radio stations, community leaders and organizations, local school districts, and city staff.
- Promote library programs monthly at area radio station shows and newspaper columns.
- Communicate activities to organizations with vested interests in Yankton's quality of life such as Yankton Area Progressive Growth, Greater Yankton Living, and Your Next Adventure – Yankton.

Participate in grassroots outreach to market the Library through existing and new community partnerships.

- Hold quarterly outreach events in places with high visibility such as school open houses and conferences, the senior citizen center, downtown businesses, and more.
- Approach community organizations such as PEO groups, One Million Cups, Interchange, Rotary, and more about the opportunity to speak to their groups about what the modern Yankton Community Library looks like.
- Work with the City Events Coordinator on opportunities within the community for the Library to raise awareness, generate enthusiasm, and create visibility.

Continue to enhance and build upon the social media successes of the Library while continually evaluating new and existing platforms.

- Create a cohesive identity for all of the Library's social media platforms by using consistent branding.
- Make sure information and direction to the Library's website are clear and easy to find on each of the Library's social media platforms.
- Publicize each program and new service from the Library on each platform in the way that has the highest reach for the lowest staff investment, for example, Facebook events.
- Build the number of local followers on our social media accounts by posting interesting, multimedia content.
- Regularly monitor all platforms and answer comments and questions consistently with Library values in mind.
- Continually analyze which platforms are not providing us with a return on staff investment.
- Evaluate emerging platforms to see how they fit the library's marketing mission.

Utilize printed materials to put reminders and visuals in the hands of patrons at the point of contact.

- Printed materials will be created for each Library program in some way. These materials may include, but are not limited to: calendars, posters, bookmarks, handouts, and postcards.
- Printed materials will be available at the Library and, when possible, local schools, businesses, and organizations.

Utilize electronic media to publicize Library events to those we are not reaching within our four walls.

- Publicize Library events through electronic channels which may include, but are not limited to: the Library website and calendar, email marketing through weekly emails, the City Commission's bi-weekly memo, and the Library's online catalog.

Utilize volunteer groups such as the Library Board of Trustees, Library Foundation, and Friends of the Library to communicate Library events and programs through word of mouth.

- The Library understands that the most persuasive marketing efforts are still word of mouth from trusted family and friends. As such, we will strive to keep our volunteer groups updated on Library activities in order to utilize their community reach as word of mouth marketers.

Roles and Responsibilities

As the Library has limited staff and does not have a dedicated communications or public relations team, the lead staff member on each project will be responsible for carrying out the above strategies and tactics. To encourage a unified message, the Library Director will be responsible for approving all marketing and communications materials, as well as being the primary spokesperson for the Library within the community. The Library staff and the Library Board of Trustees will be secondary spokespersons.

Evaluation

The Library will participate in the City of Yankton's community survey in order to gather feedback about marketing and communications efforts that may or may not be working. Additionally, we will provide short surveys following programs and activities that include questions about how participants heard about the events in order to better direct our efforts in the future. An increase in the number of library patrons, program attendees, positive social media mentions, and positive community talk about the Library can all be seen as measures of marketing and communications success.

Damaged Items Policy

Patrons of the Yankton Community Library are responsible for the return of any items in the same, fair condition as originally loaned to them, as agreed when registering for a library card. It is recognized that library materials age rapidly with repeated use and that some deterioration and damage in use is unavoidable. Library staff will attempt to record this deterioration on the title page/case of each item along with dates. When damage exceeds normal “wear and tear,” the patron will be held responsible at the library’s discretion.

Damage may include, but is not limited to:

- Torn or mutilated pages or cover
- Broken spines
- Pages missing or folded
- Pages colored/marked/underlined/highlighted
- Coffee or other liquid spills and stains
- Pages sticking together
- Mold or smell
- Broken cases
- Physical items broken, scratched, or rendered unplayable.

Damage or replacement costs are limited to the price of replacing the material, except in the case of magazines, which are billed at a flat replacement cost of \$5.00 per issue.

With the library’s prior permission, the patron may choose to buy a replacement title rather than pay a fee to the library; in most cases, the title must be a new and exact replacement. In this case, a \$5.00 processing fee will be charged to the patron.

In some cases, certain repair or replacement of parts can be accomplished and the patron will be charged for only those parts. If the item is not repairable and must be replaced, the patron will be charged the replacement cost. Overdue charges incurred on materials assessed with fee charges will be deleted. The patron can inspect or pick-up damaged material at the library for thirty (30) days from the date of the billing letter. After that time, regardless of whether the fines and fees have been paid, the material will be discarded. Patrons paying the fines and fees for damaged materials within the 30-day material retention period may have the damaged material.

Circulation Policy

Collection	Loan Period	Item Limit	Restrictions
South Dakota & Yankton Collections	non-circulating	-	
Newspapers	non-circulating	-	
Books	3 weeks	50	
Audiobooks	3 weeks	10	
7-Day Books	1 week	-	
McNaughton Plan Books	1 week	-	
Magazines	1 week	10	Back issues only
CD Music	1 week	5	
DVDs	1 week	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 online or requesting that 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) 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

Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 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. Upon renewal of a card, all fines and fees must be paid.

Privacy of Patron Records Policy

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age are protected from violations of privacy including all library records, registration information, current and past circulation histories and overdue history. This Act applies to all adult card holders 14 years and older.

Patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. This includes husbands, wives, other family relatives, and friends. However, fine totals can be given to family members if the library staff feel that the intent is to pay those fines for that individual.

To a degree, child cardholders are exempt from this Act because of the contractual nature of the library card and the fact that a parent/legal guardian must sign for child's card, agreeing to pay any fines, fees, loss and damages to library materials. Overdues, fines, and lost/damaged information for child cardholders will be given to the parent/legal guardian by Library staff on only two occasions:

1. if that information relates to the payment of fines, fees, etc.
2. if a parent/legal guardian wants to see what that child has currently checked out for purposes of satisfying their parental responsibility.

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						
WATER-WW CHARGES	99.76	WATER SERVICE	101.142.274	11.22.17	002793 P	272 00001
WATER-WW CHARGES	74.26	SEWER SERVICE	101.142.275	11.22.17	002793 P	272 00002
	174.02	*VENDOR TOTAL				
MERKEL ELECTRIC						
SERVICE CALL	87.63	REP. & MAINT. - BUILDING	101.142.223	7365	016576 P	272 00003
MIDAMERICAN ENERGY						
FUEL-NOV	195.96	FUEL-HEATING	101.142.273	11.22.17	002794 P	272 00004
MIDWEST TAPE						
AUDIOBOOKS	356.87	BOOKS	101.142.340	696-191-762	016573 P	272 00005
NORTHWESTERN ENERGY						
ELECT-NOV	1,516.67	ELECTRICITY	101.142.272	11.22.17	002795 P	272 00006
RON'S AUTO GLASS REPAIR						
DOOR REPAIRS	103.70	REP. & MAINT. - BUILDING	101.142.223	82092	016575 P	272 00007
US BANK EQUIPMENT FINANC						
COPIER CONTRACT	322.63	RENTALS & XEROX SUPPLIES	101.142.212	344759675	016574 P	272 00008
	2,757.48				
GENERAL FUND	2,757.48	*****				

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					
A-Z VACUUMBAGS.COM LLC VACUUM REPAIR SUPPLIES	31.85	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		283 00372
AMAZON MKTPLACE PMTS						
BOOKS	109.55	BOOKS	101.142.340	Dobrovolny		283 00247
AV	94.03	AV - CAPITAL	101.142.342	Dobrovolny		283 00248
OVERCHARGE CORRECTION	9.99CR	AV - CAPITAL	101.142.342	Dobrovolny		283 00369
STAY & PLAY SUPPLIES	11.19	PROGRAM SUPPLIES	101.142.242	Raiche		283 00001
	204.78	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W						
BOOKS	78.62	BOOKS	101.142.340	Dobrovolny		283 00003
DVDS	52.74	AV - CAPITAL	101.142.342	Dobrovolny		283 00004
PROGRAM SUPPLIES	25.98	PROGRAM SUPPLIES	101.142.242	Dobrovolny		283 00005
	157.34	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI						
BOOKS	14.06	BOOKS	101.142.340	Dobrovolny		283 00182
DVDS	27.95	AV - CAPITAL	101.142.342	Dobrovolny		283 00183
PROGRAM SUPPLIES	12.64	PROGRAM SUPPLIES	101.142.242	Dobrovolny		283 00184
	54.65	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	9,461.14	BOOKS	101.142.340	Ferrell		283 00201
POSTAGE	89.80	POSTAGE	101.142.231	Ferrell		283 00202
	9,550.94	*VENDOR TOTAL				
DEMCO INC						
BOOK TAPE	130.68	OFFICE SUPPLIES	101.142.232	Ferrell		283 00081
GREYHOUND LINES CNP						
REFUND	38.50CR	TRAVEL EXPENSE	101.142.263	Ferrell		283 00191
REFUND	43.50CR	TRAVEL EXPENSE	101.142.263	Ferrell		283 00213
	82.00CR	*VENDOR TOTAL				
HY VEE 1820						
TEEN EVENT SUPPLIES	7.98	PROGRAM SUPPLIES	101.142.242	Raiche		283 00088
HY VEE 1899						
VETERANS PROGRAM	18.75	PROGRAM SUPPLIES	101.142.242	Ferrell		283 00246
VETERANS PROGRAM	1.99	PROGRAM SUPPLIES	101.142.242	Ferrell		283 00250
STAMPS	29.40	POSTAGE	101.142.231	Schmidt		283 00181
	50.14	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
JIMMY JOHNS - 926 BROOKINGS SRP SHOWCASE	8.25	TRAVEL EXPENSE	101.142.263	Raiche		283 00283
KOPETSKYS ACE HDWE USA FLAG	34.99	REP. & MAINT. - BUILDING	101.142.223	Miles		283 00265
MIDAMERICA BOOKS BOOK PROCESSING	22.20	BOOKS	101.142.340	Raiche		283 00168
BOOKS	1,021.60	BOOKS	101.142.340	Raiche		283 00174
	1,043.80	*VENDOR TOTAL				
ONE OFFICE SOLUTION CASH REGISTER	299.89	REP. & MAINT. - EQUIPMEN	101.142.221	Ferrell		283 00115
OVERDRIVE DIST EBOOKS	627.87	PROFESSIONAL SERVICES	101.142.202	Ferrell		283 00116
EBOOKS	890.05	PROFESSIONAL SERVICES	101.142.202	Ferrell		283 00200
	1,517.92	*VENDOR TOTAL				
POSTAGE REFILL POSTAGE REFILL	200.00	POSTAGE	101.142.231	Ferrell		283 00019
PRANDOMHOUSE8007333000 CD BOOKS	273.75	AV - CAPITAL	101.142.342	Ferrell		283 00204
SHELL OIL 12435361006 BROOKINGS SRP SHOWCASE	25.60	TRAVEL EXPENSE	101.142.263	Raiche		283 00240
WAL-MART #1483 PROGRAM SUPPLIES	39.81	PROGRAM SUPPLIES	101.142.242	Raiche		283 00165
DVDS	17.96	AV - CAPITAL	101.142.342	Raiche		283 00166
CLAY (ART NIGHT)	9.44	PROGRAM SUPPLIES	101.142.242	Sobocinski		283 00078
PLANNER	7.88	OFFICE SUPPLIES	101.142.232	Sobocinski		283 00079
	75.09	*VENDOR TOTAL				
WAL-MART #3734 DVDS	35.92	AV - CAPITAL	101.142.342	Raiche		283 00291
PROGRAM SUPPLIES	13.96	PROGRAM SUPPLIES	101.142.242	Raiche		283 00292
	49.88	*VENDOR TOTAL				
WM SUPERCENTER #1483 DVDS	62.88	AV - CAPITAL	101.142.342	Ferrell		283 00243
VETERAN'S PROGRAM	40.74	PROGRAM SUPPLIES	101.142.242	Ferrell		283 00244
	103.62	*VENDOR TOTAL				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
WW GRAINGER						
CREDIT FOR BROKEN LIGHTS	21.75CR	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		283 00040
TOOLS	26.19	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		283 00230
JANITORIAL SUPPLIES	96.79	JANITORIAL SUPPLIES	101.142.236	Reifenrath		283 00231
LIGHTS	45.69	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		283 00262
JANITORIAL SUPPLIES	115.14	JANITORIAL SUPPLIES	101.142.236	Reifenrath		283 00327
LIGHTS	48.70	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		283 00328
VACUUM REPAIR SUPPLIES	16.24	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		283 00334
	327.00	*VENDOR TOTAL				
	14,066.15				

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					
ACCUCUT, LLC RECREATION SUPPLIES	125.00	RECREATION SUPPLIES	701.701.242	Raiche		283 00100
BAKER-TAYLOR BOOKS	41.22	BOOKS	701.701.340	Ferrell		283 00203
BOMGAARS #2 YANKTON TABLES	44.99	RECREATION SUPPLIES	701.701.242	Ferrell		283 00144
CASEYS GEN STORE 2268 STAFF APPRECIATION	21.48	RECREATION SUPPLIES	701.701.242	Ferrell		283 00132
CASEYS VERMILLION STAFF APPRECIATION	7.16	RECREATION SUPPLIES	701.701.242	Raiche		283 00302
HOBBY-LOBBY #0137 ADULT CRAFT NIGHT	23.87	RECREATION SUPPLIES	701.701.242	Lippert		283 00188
HY VEE 1899 RETIREMENT RECEPTION	25.28	RECREATION SUPPLIES	701.701.242	Dobrovolny		283 00173
RETIREMENT RECEPTION	70.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		283 00180
VOLUNTEER APPRECIATION	19.17	RECREATION SUPPLIES	701.701.242	Schmidt		283 00041
	115.44	*VENDOR TOTAL				
JIMMY JOHNS - 3631 STAFF APPRECIATION	69.90	RECREATION SUPPLIES	701.701.242	Dobrovolny		283 00371
MINERVA GRILL AND BAR STAFF APPRECIATION	275.00	RECREATION SUPPLIES	701.701.242	Ferrell		283 00208
QUILL CORPORATION TABLES	249.96	RECREATION SUPPLIES	701.701.242	Ferrell		283 00319
	974.02				
LIBRARY TRUST	974.02	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND					
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	24,000.00	0.00 100 -----]
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0 -----]
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	455.00	6,165.00	635.00 90 -----]
3452 LIBRARY A.V. FEES	400.00	400.00	0.00	567.40	167.40- 141 -----]]]]
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.20	13.52-	23.52 135 -----]]]
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	1.70	123.44	176.56 41 -----]
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	104.00	1,472.35	227.65 86 -----]
3456 PC PRINTING	7,000.00	7,000.00	379.70	5,468.05	1,531.95 78 -----]
3490 SALE OF MATERIALS	0.00	0.00	25.00	152.53	152.53- 9999 -----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	1,096.00	5,064.74	3,064.74- 253 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0 -----]
3510 COURT FINES	5,000.00	5,000.00	235.30	2,459.17	2,540.83 49 -----]
3511 PARKING FINES	6,500.00	6,500.00	50.00	2,475.00	4,025.00 38 -----]
3520 LIBRARY FINES	3,000.00	3,000.00	148.40	1,990.04	1,009.96 66 -----]
3610 INTEREST	16,500.00	16,500.00	3,936.62	38,507.73	22,007.73- 233 -----]]]]
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	20,000.00	10,000.00- 200 -----]]]]
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	1,088.53	13,285.24	9,285.24- 332 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0 -----]
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0 -----]
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0 -----]
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	6,025.99	3,025.99- 200 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	133.94	1,472.81	27.19 98 -----]
TOTAL: GENERAL FUND	91,710.00	91,710.00	7,655.39	129,215.97	37,505.97- 155 -----]]]]

	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	29.23	251.31	251.31-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	445.45	10,604.97	10,604.97-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	474.68	10,856.28	10,856.28-	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	351,418.00	0.00	24,775.77	279,326.04	72,091.96 79 -----
102	TEMPORARY WAGES	59,699.00	0.00	3,704.39	39,448.18	20,250.82 66 -----
103	OVERTIME WAGES	350.00	0.00	6.06	50.35	299.65 14 -
111	OASI	31,477.00	0.00	2,121.83	23,741.03	7,735.97 75 -----
121	RETIREMENT	21,106.00	0.00	1,486.91	16,709.23	4,396.77 79 -----
131	WORKMENS COMPENSATION	2,311.00	0.00	1,246.00	1,246.00	1,065.00 53 -----
132	GROUP INSURANCE	82,378.00	0.00	4,984.41	54,829.45	27,548.55 66 -----
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	16.68	719.56	284.44 71 -----
TOTAL:	PERSONAL SERVICES	549,743.00	0.00	38,342.05	416,069.84	133,673.16 75 -----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	9,151.00	0.00	0.00	8,485.69	665.31 92 -----
202	PROFESSIONAL SERVICES	38,000.00	0.00	2,899.25	34,123.83	3,876.17 89 -----
211	PUBLISHING	3,500.00	0.00	0.00	1,645.37	1,854.63 47 ----
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	497.91	4,324.94	3,675.06 54 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	2,994.06	5.94 99 -----
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	66.17	2,021.07	2,978.93 40 ----
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	45.28	1,472.43	1,027.57 58 -----
232	OFFICE SUPPLIES	10,000.00	0.00	2,687.49	9,452.66	547.34 94 -----
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	707.48	7,756.88	1,743.12 81 -----
236	JANITORIAL SUPPLIES	2,500.00	0.00	113.01	2,114.49	385.51 84 -----
242	PROGRAM SUPPLIES	2,500.00	0.00	167.80	1,266.80	1,233.20 50 -----
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	483.00	517.00 48 ----
263	TRAVEL EXPENSE	2,000.00	0.00	717.40	2,084.02	84.02- 104 -----
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,050.00	1,450.00 42 ----
271	TELEPHONE	1,700.00	0.00	135.25	1,483.23	216.77 87 -----
272	ELECTRICITY	22,000.00	0.00	1,784.83	17,526.56	4,473.44 79 -----
273	FUEL-HEATING	3,000.00	0.00	16.63	1,273.66	1,726.34 42 ----
274	WATER SERVICE	3,000.00	0.00	82.05	2,566.98	433.02 85 -----
275	SEWER SERVICE	800.00	0.00	59.54	807.82	7.82- 100 -----
276	LANDFILL	500.00	0.00	40.00	368.00	132.00 73 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	10,020.09	103,301.49	26,849.51 79 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00 0
320	BUILDINGS	45,000.00	0.00	0.00	0.00	45,000.00 0
340	BOOKS	52,000.00	0.00	5,063.71	29,546.53	22,453.47 56 -----
342	AV - CAPITAL	13,000.00	0.00	1,616.81	9,661.85	3,338.15 74 -----
350	EQUIPMENT	1,500.00	0.00	0.00	785.53	714.47 52 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH NOV 30, 2017

	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	111,500.00	0.00	6,680.52	39,993.91	71,506.09	35 ---
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	791,394.00	0.00	55,042.66	559,365.24	232,028.76	70 -----
TOTAL: GENERAL FUND	791,394.00	0.00	55,042.66	559,365.24	232,028.76	70 -----

	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	20.00	20.00- 9999	-----]]]]
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	175.40	175.40- 9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00 0	
242 RECREATION SUPPLIES	0.00	0.00	364.85	6,775.64	6,775.64- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	364.85	6,971.04	6,971.04- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	30.44	465.10	465.10- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	30.00	30.00- 9999	-----]]]]
350 EQUIPMENT	0.00	0.00	0.00	1,003.99	1,003.99- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	30.44	1,499.09	1,499.09- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	395.29	8,470.13	8,470.13- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	395.29	8,470.13	8,470.13- 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	24,295.03	79.39	923.01	25,218.04
	TOTAL CURRENT ASSETS:	24,295.03	79.39	923.01	25,218.04
	TOTAL ASSETS:	24,295.03	79.39	923.01	25,218.04
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	1,463.14CR	0.00	1,463.14	0.00
	TOTAL CURRENT LIABILITIES:	1,463.14CR	0.00	1,463.14	0.00
	TOTAL LIABILITIES:	1,463.14CR	0.00	1,463.14	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	22,831.89CR	0.00	0.00	22,831.89CR
701.2900	REVENUE CONTROL	0.00	474.68CR	10,856.28CR	10,856.28CR
701.2910	EXPENDITURE CONTROL	0.00	395.29	8,470.13	8,470.13
	TOTAL FUND BALANCE:	22,831.89CR	79.39CR	2,386.15CR	25,218.04CR
	TOTAL LIABILITIES AND FUND BALANCE:	24,295.03CR	79.39CR	923.01CR	25,218.04CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

Trust Fund	10/28/2017 - 11/27/2017					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	15050.37	4.38	19.17	15,035.58	
	Donations					
	Town & Country Garden Club	42.69		20.13	22.56	
	Master Gardener's	299.48			299.48	
	Tech Club	607.00			607.00	
	Farm Credit Services	31.54			31.54	
	GFWC (Joan Neubauer)	25.00			25.00	
	Jean B. Mielenz memorial	250.00			250.00	
	Girl Scouts	22.22			22.22	
	Ferrell	50.00		21.09	28.91	
	<u>Professional Services</u>					
	1023.2 book bags/earbuds/pens	162.87	24.00		186.87	
	<u>Office Supplies</u>					
701.701.232	DVD cleaning	-623.00	4.00		-619.00	
	<u>Subscriptions/Publications</u>					
701.701.235	<u>Recreation Supplies</u>					
701.701.242	Teget	3,438.67		469.81	2,968.86	
	Summer Reading/Story Walk	1,173.01			1,173.01	
	After School Program	173.85			173.85	
	Parents' Night Out	389.57			389.57	
	Teen Advisory Board	327.65			327.65	
	Adult Craft Night	726.29	65.00	23.87	767.42	
	Parade float	216.65			216.65	
	1,000 Bks Before Kindg. (Friends)	72.75			72.75	
	SDLA/Rural Conference	-428.27			-428.27	
	Cemetery Walk	100.00			100.00	
	Babysitting Clinic	0.00			0.00	
	Yankton Seed Library	173.84			173.84	
	NASA Programming Stipend	484.54			484.54	
	Friends Donations	0.00	294.95	419.95	-125.00	
	<u>Capital Outlay</u>					
	1131.78 Building Fund	175.00			175.00	
	<u>Books - Adult</u>	990.57			990.57	
701.701.340	<u>AV - Capital</u>	4,690.79	57.50		4,748.29	
701.701.342	<u>Equipment</u>	0.00			0.00	
701.701.350	Total	28,623.08	449.83	974.02	28,098.89	
				Monthly Interest (including year-end)	29.23	
				Current Balance	\$28,128.12	

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	351,418.00	0.00	24,775.77	279,326.04	72,091.96	79	-----	
P-110317-251	PAYROLL INTERFACE	110317		12,387.88	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		12,387.89	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	3,704.39	39,448.18	20,250.82	66	-----	
P-110317-251	PAYROLL INTERFACE	110317		1,790.25	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		1,914.14	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	6.06	50.35	299.65	14	-	
P-110317-251	PAYROLL INTERFACE	110317		6.06	CODE-Y,PER#-1,FUND-	101			A
111	OASI	31,477.00	0.00	2,121.83	23,741.03	7,735.97	75	-----	
P-110317-251	PAYROLL INTERFACE	110317		1,056.41	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		1,065.42	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,106.00	0.00	1,486.91	16,709.23	4,396.77	79	-----	
P-110317-251	PAYROLL INTERFACE	110317		743.64	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		743.27	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,311.00	0.00	1,246.00	1,246.00	1,065.00	53	-----	
D-111317-232	05538 SDML WORKERS COMPENSATIO	060789 16619		1,246.00	WORK COMP RENEWAL	016527 P N			A
132	GROUP INSURANCE	82,378.00	0.00	4,984.41	54,829.45	27,548.55	66	-----	
P-110317-251	PAYROLL INTERFACE	110317		2,492.20	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		2,492.21	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	16.68	719.56	284.44	71	-----	
P-110317-251	PAYROLL INTERFACE	110317		8.06	CODE-Y,PER#-1,FUND-	101			A
P-111717-252	PAYROLL INTERFACE	111717		8.62	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		549,743.00	0.00	38,342.05	416,069.84	133,673.16	75	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	9,151.00	0.00	0.00	8,485.69	665.31	92	-----	
202	PROFESSIONAL SERVICES	38,000.00	0.00	2,899.25	34,123.83	3,876.17	89	-----	
M-110317-239	.13843 OVERDRIVE DIST	201710 Ferrell		1,787.25	EBOOKS		N		A
M-110317-239	.15292 EVANCED SOLUTIONS LLC	201710 Ferrell		1,112.00	SIGN UP & SPACES SUBX		N		A
211	PUBLISHING	3,500.00	0.00	0.00	1,645.37	1,854.63	47	-----	

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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	8,000.00	0.00	497.91	4,324.94	3,675.06	54	-----
M-110317-239	.13361 PBI*LEASEEQUIPMENT	201710	Ferrell	122.00	POSTAGE METER LEASE		N	A
M-110317-239	.13361 PBI*LEASEEQUIPMENT	201710	Ferrell	32.00	POSTAGE MACHINE LEASE		N	A
D-111317-237	07107 US BANK EQUIPMENT FINANC	060812	342589801	281.51	COPIER LEASE	016570	P N	A
J-113017-247	NOVEMBER JOURNAL ENTRIES	JE 339		62.40	COPY PAPER CHARGES			A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	2,994.06	5.94	99	-----
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	66.17	2,021.07	2,978.93	40	----
M-110317-239	.11793 WW GRAINGER	201710	Reifenrath	143.05	LIGHT BULBS		N	A
M-110317-239	.12434 WAL-MART #1483	201710	Ferrell	73.92	CURTAIN RETURNS		N	A
M-110317-239	.11793 WW GRAINGER	201710	Reifenrath	2.96	PHOTO CREDIT MEMO		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	45.28	1,472.43	1,027.57	58	-----
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	3.99	DVD POSTAGE		N	A
M-110317-239	.11798 BAKER-TAYLOR	201710	Ferrell	41.29	POSTAGE		N	A
232	OFFICE SUPPLIES	10,000.00	0.00	2,687.49	9,452.66	547.34	94	-----
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Raiche	17.19	OFFICE SUPPLIES		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Ferrell	7.27	OFFICE SUPPLIES		N	A
M-110317-239	.14179 MENARDS YANKTON SD	201710	Dobrovolny	28.74	OFFICE SUPPLIES		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	19.73	OFFICE SUPPLIES		N	A
M-110317-239	.12434 WAL-MART #1483	201710	Dobrovolny	21.78	OFFICE SUPPLIES		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Ferrell	28.74	OFFICE SUPPLIES		N	A
M-110317-239	.15275 DEMCO	201710	Ferrell	255.06	BOOK TAPE & ILL LABELS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	28.68	OFFICE SUPPLIES		N	A
M-110317-239	.13881 BOOK SYSTEMS INC	201710	Ferrell	2,265.00	LIBRARY CARDS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	15.30	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	707.48	7,756.88	1,743.12	81	-----
M-110317-239	.11798 BAKER-TAYLOR	201710	Ferrell	396.00	BOOK REVIEW SUBSCRIPTION		N	A
M-110317-239	.14758 BHM*WORLD HERALD NEWSP	201710	Ferrell	311.48	OMAHA WORLD HERALD SUBX		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	113.01	2,114.49	385.51	84	-----
M-110317-239	.11793 WW GRAINGER	201710	Reifenrath	113.01	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	2,500.00	0.00	167.80	1,266.80	1,233.20	50	-----
M-110317-239	.11811 AMAZON.COM	201710	Dobrovolny	14.73	PROGRAM SUPPLIES		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Raiche	27.83	PROGRAMMING		N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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-110317-239	.14764 OTC BRANDS, INC.	201710	Raiche	42.87	STORY TIME PROGRAM		N	A
M-110317-239	.13176 HOBBY-LOBBY #0137	201710	Lippert	13.78	JANE AUSTEN SUPPLIES		N	A
M-110317-239	.12434 WAL-MART #1483	201710	Raiche	56.02	PROGRAM SUPPLIES		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Lippert	12.57	JANE AUSTEN 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	483.00	517.00	48	----
263	TRAVEL EXPENSE	2,000.00	0.00	717.40	2,084.02	84.02-	104	-----
M-110317-239	.12863 CEDAR SHORE RESORT LOD	201710	Ferrell	201.90	SDLA CONFERENCE		N	A
M-110317-239	.12855 AL S OASIS CAFE	201710	Ferrell	56.00	SDLA CONFERENCE		N	A
M-110317-239	.12863 CEDAR SHORE RESORT LOD	201710	Ferrell	201.90	SDLA CONFERENCE		N	A
M-110317-239	.12863 CEDAR SHORE RESORT LOD	201710	Ferrell	201.90	SDLA CONFERENCE		N	A
M-110317-239	.13643 CEDAR SHORE RESORT RES	201710	Ferrell	55.70	SDLA CONFERENCE		N	A
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,050.00	1,450.00	42	----
271	TELEPHONE	1,700.00	0.00	135.25	1,483.23	216.77	87	-----
P-110317-251	PAYROLL INTERFACE	110317		10.50	CODE-Y, PER#-1, FUND-	101		A
M-113017-240	06099 KNOLOGY INC DBA WOW]	007188		81.00	PHONE BILL	003513	F N	A
M-113017-240	06976 VAST BROADBAND	007189		43.75	PHONE BILL	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	1,784.83	17,526.56	4,473.44	79	-----
D-111317-237	00455 NORTHWESTERN ENERGY	060769	10.20.17	1,784.83	ELECT-OCT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	16.63	1,273.66	1,726.34	42	----
D-111317-237	00303 MIDAMERICAN ENERGY	060757	10.27.17	16.63	FUEL-OCT	002794	P N	A
274	WATER SERVICE	3,000.00	0.00	82.05	2,566.98	433.02	85	-----
D-111317-237	00109 CITY UTILITIES	060700	10.20.17	82.05	WATER-WW CHARGES	002793	P N	A
275	SEWER SERVICE	800.00	0.00	59.54	807.82	7.82-	100	-----
D-111317-237	00109 CITY UTILITIES	060700	10.20.17	59.54	WATER-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	40.00	368.00	132.00	73	-----
J-113017-247	NOVEMBER JOURNAL ENTRIES JE 344			40.00	DUMPSTER CHARGES - NOV			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	10,020.09	103,301.49	26,849.51	79	-----

CAPITAL OUTLAY

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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	0.00	0.00	0.00	0.00	0.00	0	
320	BUILDINGS	45,000.00	0.00	0.00	0.00	45,000.00	0	
340	BOOKS	52,000.00	0.00	5,063.71	29,546.53	22,453.47	56	-----
M-110317-239	.11785 CENTER POINT LARGE PRI	201710	Ferrell	137.82	BOOKS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	8.88	BOOK		N	A
M-110317-239	.15258 JUNIOR LIBRARY GUI	201710	Raiche	312.00	BILINGUAL/SPANISH BOOKS		N	A
M-110317-239	.11811 AMAZON.COM	201710	Dobrovolny	26.97	BOOKS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	44.16	BOOKS		N	A
M-110317-239	.11798 BAKER-TAYLOR	201710	Ferrell	4,343.39	BOOKS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	9.99	BOOK		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	19.63	BOOKS		N	A
M-110317-239	.15297 SQU*SQ *USBORNE BOOKS	201710	Raiche	98.93	BOOKS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	36.94	BOOKS		N	A
D-111317-237	.15301 FREDERICK/MICHAEL	060733	316979	25.00	BOOK	016569	P N	A
342	AV - CAPITAL	13,000.00	0.00	1,616.81	9,661.85	3,338.15	74	-----
M-110317-239	.11811 AMAZON.COM	201710	Dobrovolny	41.13	DVD'S		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Raiche	84.30	DVDS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	28.16	DVDS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	7.50	DVD		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	93.21	DVDS		N	A
M-110317-239	.13936 PRANDOMHOUSE8007333000	201710	Ferrell	270.00	CD BOOKS		N	A
M-110317-239	.12434 WAL-MART #1483	201710	Raiche	46.88	DVDS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	28.56	DVDS		N	A
M-110317-239	.13320 WM SUPERCENTER #1483	201710	Dobrovolny	47.88	DVDS		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	46.86	DVD'S		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	33.94	DVD'S		N	A
M-110317-239	.11802 AMAZON MKTPLACE PMTS	201710	Dobrovolny	64.61	DVD'S		N	A
D-111317-237	04785 MIDWEST TAPE	060759	95400717	823.78	AUDIO BOOKS	016571	F N	A
350	EQUIPMENT	1,500.00	0.00	0.00	785.53	714.47	52	-----
TOTAL:	CAPITAL OUTLAY	111,500.00	0.00	6,680.52	39,993.91	71,506.09	35	---
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	791,394.00	0.00	55,042.66	559,365.24	232,028.76	70	-----
TOTAL:	GENERAL FUND	791,394.00	0.00	55,042.66	559,365.24	232,028.76	70	-----

**Yankton Community Library
Director's Report
December 2017**

New Doors!

Ron's Auto Glass replaced the pivots on our doors so they quit dragging a few weeks ago and today they are here with new doors to install! They hit a snag with the installation and we had to have a carpenter in to place a new beam to allow for the new doors. We're hoping both south doors will be fully installed by Friday.

"New" Computers!

The IT Department has brought us the "new" computers from City Hall (the library is currently scheduled to obtain City Hall's old computers every 3 years). The 10 computers for patron use were replaced last week and the searching computers as well as staff computers were replaced on Wednesday. They are all running on Windows 10, which is a nice upgrade, and it's nice for all of our computers to be running the same software now. We are also all on Office 2013 now, which is great, as some staff had very old versions.

Provision for Library Services

The County Commission passed this on November 21 and the commissioners were glad to hear we were now issuing cards for all residents rather than per household. Commissioner Woods made some nice statements about our library services, which was appreciated. I bring it to the City Commission on December 11.

Food for Fines

We collected 94 cans of vegetables in November. We are accepting socks all month for fines. We recently heard that the most requested item in homeless shelters is socks, so we're going to look into giving half of the donations to the Contact Center and half to Pathways.

Teen Events

While it was a small group, the ones that were there really seemed to enjoy the game day in November. The teens will be having their Christmas Party on December 9. They are going to decorate cookies, do a small gift exchange, and sing carols at Walnut Village.

Bad Art Night

We had around 10 people in for Bad Art Night this week and it was a lot of fun! There are some great creations on display through Monday, with voting available. Winners will be announced Tuesday and I am thinking of making it a quarterly program with different themes.

Classic Movie Series

While we only had one person at our November showing of *Casablanca*, we are going to continue this program through the spring. We've set the movies as the following:

- December: *Meet Me in St. Louis*
- January: *The Wizard of Oz*
- February: *In the Heat of the Night*
- March: *Rear Window*
- April: *Singin' in the Rain*
- May: *Psycho*

Santa's Workshop

Amanda is hosting "Santa's Workshop" as this month's craft offering this afternoon. The kids will be able to create little holiday themed crafts and ornaments that they can give as presents to their family members.

LifeServe Blood Drive

LifeServe will be here with the bloodmobile on December 15 and the coordinator and I have set dates for 2018 as well.

Teen Tech Tutors

The Teen Tech Tutors program in November was full, which was great to hear as we've had a few sessions with low attendance lately. We did a little more promotion of it and that seemed to work well. We're making up posters currently to promote even more.

Bunco 101

Amanda taught a session of "Bunco 101" in November. It was a lot of fun and we had 12 attendees, which was the perfect number for the game. They enjoyed it and we heard lots of good feedback.

Library Closings

We will be closed December 23-25 for the Christmas holiday.

Out of Library

I will be out of the library December 28th and 29th.

January Meeting

Our next meeting is scheduled for January 10, 2017 at 5:30 p.m.

November Additions: 331

	Adult	YA	JR	Easy
Fiction	113	18	42	47
Nonfiction	57	1	3	11
DVD	12	-	2	-
Audiobooks	22	0	0	0
Music CD's	0	-	-	0
Book Club Bags	3	-	-	-
Professional	0	-	-	-
Total	207	19	47	58

November 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Nov. 1	10:30 AM	0	0
	Nov. 8	10:30 AM	6	5
	Nov. 15	10:30 AM	1	1
	Nov. 22	10:30 AM	6	3
	Nov. 29	10:30 AM	3	3
Total:			16	12

Story Time	Nov. 2	10:30 AM	20	12
	Nov. 6	5:30 PM	12	8
	Nov. 7	10:30 AM	19	14
	Nov. 9	10:30 AM	16	13
	Nov. 13	5:30 PM	17	12
	Nov. 14	10:30 AM	11	7
	Nov. 16	10:30 AM	13	9
	Nov. 20	5:30 PM	15	15
	Nov. 21	10:30 AM	17	14
	Nov. 27	5:30 PM	13	13
	Nov. 28	10:30 AM	21	13
Nov. 30	10:30 AM	12	8	
Total:			186	138

Thursday Kids Activities				
Craft:	Nov. 2	3:45 PM	6	1
LEGO Club	Nov. 9	3:45 PM	18	5
Science Club	Nov. 16	3:45 PM	4	1
<i>Nut Job 2: Nutty by Nat</i>	Nov. 30	3:45 PM	2	1
Total:			30	8

Friday Wii	Nov. 3	3:30 PM	6	
	Nov. 17	3:30 PM	8	
Total:			14	

Teen Events				
TAB	Nov. 6	7:00 PM	5	
Teen Event: Games	Nov. 18	2:00 PM	3	
Total:			8	

Adult Programs	Date	Time	Num.
International Game Day	Nov. 4	-	6
Veteran's Living Library	Nov. 7	6:00 PM	150
Classic Movie: <i>Casablanca</i>	Nov. 12	2:00 PM	1
Bunco 101	Nov. 14	6:00 PM	15
Stitches in the Stacks	Nov. 16	6:00 PM	0
Teen Tech Tutors	Nov. 18	1:00 PM	16
Adult Craft: Winter Decs	Nov. 21	6:00 PM	13
Total:			201

Food for Fines		
Canned Veggies	November 1-10	94

Book Clubs			
Overreader's Anonymous	Nov. 12	5:30 PM	7
Reader's Anonymous	Nov. 14	1:00 PM	4
Between the Lines	Nov. 28	5:30 PM	10
Total:			21

November Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	7,606	7,217
Juvenile	4,534	4,110
Total	12,140	11,327

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	6,321	6,230
Juvenile	4,173	3,811
Total	10,494	10,041

Interlibrary Loan

	2017	2016
Requested	133	
Supplied	170	
Total	303	

Electronic Resources

	2017	2016
OverDrive	914	934
One Click Digital	44	42
Zinio	24	9
IndieFlix	0	2
TumbleBooks	361	299
Total	1,343	1,286

Courier

	2017	2016
Total Incoming	446	331
Total Outgoing	448	260
Grand Total	894	591

Adult Outreach

	2017	2016
Locations	10	11
Patrons	35	41
Circulations	220	233

Daycare Outreach

	2017	2016
Locations	20	23
Patrons	280	
Circulations	318	

Public Computer Use

	2017	2016
Uses	1,248	1,226
Hours	800.2	800.80

Meeting Room Use

	2017	2016
Library Uses	30	33
Library Hours	70.0	43.0
Non-Library Uses	16	9
Non-Library Hours	39.0	16.0

Study Room Use

	2017	2016
Uses	48	34
Hours	81.0	49.0

Notary

	2017	2016
Requests	4	3

Proctor

	2017	2016
Tests	34	30

Traffic

	2017	2016
Count	18,803	11,576

*south door count estimated

Computer Assistance

	2017	2016
Patrons	144	

Genealogy Requests

	2017	2016
Patrons	0	
Hours	0.0	

Teacher Requests

	2017	2016
Patrons	1	0

Current Cards

	2017	2016
Resident	4,790	4,105
Non-Resident	237	213
Mount Marty	23	20
Teacher	77	79
Yankton County	970	846
Total	6,097	5,263

Yankton County

	Cards	Adults	Kids
New Cards	5	7	5
Renewals	27	29	14

Non-Resident

	Cards	Adults	Kids
New Cards	4	4	3
Renewals	5	9	3

Yankton Community Library • December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	December 1: Wii, 3:30	December 2: Friends Book Sale 9:30 - 12 pm
3	4 Story Time 5:30 pm TAB, 7 pm	5 Story Time 10:30 am Bad Art Night 6:00 pm	6 Stay & Play, 10:30	7 Story Time, 10:30 Kid's Crafts: Santa's Workshop 3:45	8 Wii, 3:30	9 Kid's Art Club Teen Christmas Party, 2-4 pm
10 Classic Movie Series: <i>Meet Me in St. Louis</i> 2pm	11 Movement with Miss Judi! 5:30 pm	12 Movement with Miss Judi! 10:30 am Readers Anon., 1p	13 Library Board Meeting, 5:30 pm	14 LEGO Club, 3:45	15 LifeServe Blood Drive, 9a - 1p Wii, 3:30	16 Teen Tech Tutors 1-3 pm
17	18	19 Christmas Story Time with SD First Lady Linda Daugaard, 4:30 pm	20	21 Elf (PG) 3:45 Stitches in the Stacks, 6 pm	22 Wii, 3:30	23 Library Closed
24 Library Closed	25 Library Closed	26 Between the Lines, 5:30 pm	27	28	29	30
31	<p>515 Walnut Street — 605-668-5275 http://library.cityofyankton.org — library@cityofyankton.org Find us on Facebook & Instagram (@yanktonlibrary)! Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</p>					<p>Socks for Fines December 1-31</p>

Yankton Community Library • January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Canned Fruit January 1-10	1 TAB, 7 pm	2	3	4 Craft Club, 3:45	5 Wii, 3:30 pm	6 Friends Book Sale 9:30 - 12 pm
7	8 Story Time, 5:30p	9 Story Time 10:30 am Readers Anon., 1p Seed Library Class 1/6:30 pm	10 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	11 Story Time 10:30 am LEGO Club, 3:45	12 Wii, 3:30 pm	13
14 Classic Movie Series: <i>The Wizard of Oz</i> 2pm	15 Story Time, 5:30p	16 Story Time 10:30 am	17 Stay & Play 10:30 am	18 Story Time 10:30 am Science Club, 3:45p	19 Wii, 3:30 pm	20 Teen Tech Tutors 1-3 pm Teen Event: Painting 2-4 pm
21	22 Story Time, 5:30p	23 Story Time 10:30 am Between the Lines, 5:30 pm	24 Stay & Play 10:30 am	25 Story Time 10:30 am <i>Despicable Me 3</i> (PG) 3:45 pm	26 Magazine Sale Wii, 3:30 pm	27 Magazine Sale
28 Magazine Sale	29 Story Time, 5:30p	30 Story Time 10:30 am	31 Stay & Play 10:30 am	<p>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</p>		