YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 14, 2019, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of July 10, 2019 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- **None**

New Business

- **AV Policy**
- **Behavior policy**
- **County contract**

Other Business

Adjourn the meeting of August 14, 2019

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

MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, July 10, 2019, 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 Sue Otterman, Christine Tielke, David Koerner, Amy Nelson, Yankton County Commissioner Joe Healy, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt, and Assistant Director Linda Dobrovolny.

Welcome new board members: David Koerner and Jerry Webber

Additions to the agenda: Director's one year evaluation under new business

Minutes:
Motion to approve the minutes of the May 8, 2019 meeting with a correction that Joe Healy was absent with regrets due to lack of receiving packet by e-mail by Nelson, with second by Otterman. Motion approved.

Discussion of Bills and Financial Report:
Bathroom project will be completed under budget for a total of approximately $5,200. Schmidt reported that the City Commission meeting would be August 12. Healy reported a proposed reduction of county contract by 50%.

Communications and Corespondence: Schmidt shared a card of thanks from previous staff person, Jeff Todd.

Public Comment Period: None.

Director's Report: In addition to the written report, Schmidt reported that Carrie Weibold and Jeff Todd had resigned from their positions as Library Assistants due to other job offers. Schmidt gave a brief introduction of new staff members, Jill Paulson, Ellie Walker, Nicole Andrews and mentioned Emily Lundgren's promotion to Library Assistant. Schmidt reported that there would be an active shooter training held at the library on Thursday, August 15 and invited Board members to attend.

Old Business: None.

New Business:

- Election of officers for 2019-2020.
    - Christine Tielke was nominated as President. Unanimous approval.
    - Amy Nelson was nominated as Vice-President. Unanimous approval.
- Director's one year evaluation

- Schmidt reported that City Manager, Amy Leon would send out an evaluation form to board members and that she would reach out to the board president to discuss options for how the evaluation would be carried out.

Other Business:

- Schmidt invited the Board to attend the end of summer Talent Show on July 29. She also inquired if the Board knew of any new locations that the library could hang posters about their events or different ways to spread the word.

Adjourn the meeting of March 13, 2019

Motion by Koerner to adjourn with second by Nelson. Unanimous approval. Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Dana Schmidt, Library Director

VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO# F/P ID LINE
GENERAL FUND	**********				
COMMUNITY LIBRARY	.....				
CITY UTILITIES					
WTR/WW CHARGES	90.53	WATER SERVICE	101.142.274	7.23.19	002793 P 175 00001
WTR/WW CHARGES	461.47	SEWER SERVICE	101.142.275	7.23.19	002793 P 175 00002
	552.00	*VENDOR TOTAL			
J & H CARE & CLEANING CO					
JANITORIAL SERVICES	1,320.00	PROFESSIONAL SERVICES	101.142.202	10919-10936	020345 P 175 00003
MIDAMERICAN ENERGY					
FUEL	15.00	FUEL-HEATING	101.142.273	7.25.19	002794 P 175 00004
MIDWEST TAPE					
AV	1,092.70	AV - CAPITAL	101.142.342	97635926	020343 P 175 00005
NORTHWESTERN ENERGY					
ELECT	1,775.32	ELECTRICITY	101.142.272	7.25.19	002795 P 175 00006
WILSON/NORMA					
BOOK REFUND	20.00	BOOKS	101.142.340	7.17.19	020344 P 175 00007
	4,775.02	.....			
GENERAL FUND	4,775.02	**********			

VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,775.02					

RECORDS PRINTED - 000007

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

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

.....

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VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	**********					
COMMUNITY LIBRARY	.....					
AMZN MKTP US MA3849AR2						
BOOKS	66.78	BOOKS	101.142.340	Dobrovolny		185 00008
DVD'S	207.70	AV - CAPITAL	101.142.342	Dobrovolny		185 00009
JANITORIAL SUPPLIES	60.76	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		185 00010
	335.24	*VENDOR TOTAL				
AMZN MKTP US MH1BB67S0						
BOOK	6.68	BOOKS	101.142.340	Dobrovolny		185 00078
AMZN MKTP US MH1TT7K11						
BOOKS	43.58	BOOKS	101.142.340	Dobrovolny		185 00172
DVD'S	62.75	AV - CAPITAL	101.142.342	Dobrovolny		185 00173
	106.33	*VENDOR TOTAL				
AMZN MKTP US MH9734MM0						
OFFICE SUPPLIES	94.87	OFFICE SUPPLIES	101.142.232	Dobrovolny		185 00176
BOOKS	33.70	BOOKS	101.142.340	Dobrovolny		185 00177
DVD'S	75.94	AV - CAPITAL	101.142.342	Dobrovolny		185 00178
	204.51	*VENDOR TOTAL				
AMZN MKTP US*MH0ZV2V41						
BOOK	9.66	BOOKS	101.142.340	Dobrovolny		185 00298
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		185 00299
	13.65	*VENDOR TOTAL				
AMZN MKTP US*MH2DG2TG0						
BOOK	4.90	BOOKS	101.142.340	Dobrovolny		185 00294
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		185 00295
	8.89	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	2,492.95	BOOKS	101.142.340	Schmidt		185 00032
POSTAGE	23.76	POSTAGE	101.142.231	Schmidt		185 00033
	2,516.71	*VENDOR TOTAL				
CASEYS GEN STORE 2268						
TRAVEL EXPENSE	32.76	TRAVEL EXPENSE	101.142.263	Lippert		185 00264
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		185 00116
COMPUTYPE						
OFFICE SUPPLIES	826.80	OFFICE SUPPLIES	101.142.232	Dobrovolny		185 00095
POSTAGE	19.87	POSTAGE	101.142.231	Dobrovolny		185 00103
	846.67	*VENDOR TOTAL				

VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	**********					
COMMUNITY LIBRARY	.....					
CRESCENT ELECTRIC 029						
REPLACEMENT BALLAST	13.64	REP. & MAINT. - BUILDING	101.142.223	Miles		185 00091
DEMCO INC						
OFFICE SUPPLIES	272.32	OFFICE SUPPLIES	101.142.232	Schmidt		185 00340
GRAINGER						
JANITORIAL SUPPLIES	145.49	JANITORIAL SUPPLIES	101.142.236	Schmidt		185 00064
POSTAGE	22.43	POSTAGE	101.142.231	Schmidt		185 00065
JANITORIAL SUPPLIES	262.20	JANITORIAL SUPPLIES	101.142.236	Schmidt		185 00073
POSTAGE	24.77	POSTAGE	101.142.231	Schmidt		185 00074
	454.89	*VENDOR TOTAL				
INF* CITY DIRECTORIES						
BOOK	380.00	BOOKS	101.142.340	Schmidt		185 00334
POSTAGE	10.00	POSTAGE	101.142.231	Schmidt		185 00335
	390.00	*VENDOR TOTAL				
INTUIT *IN *BOOK PAGE						
MAGAZINE SUBSCRIPTION	348.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		185 00225
OLSONS PEST TECHNICIAN						
PEST CONTROL	180.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		185 00409
PITNEY BOWES PBP						
POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		185 00348
PRH*AR800-733-3000						
CD BOOK	33.75	AV - CAPITAL	101.142.342	Schmidt		185 00325
RAPID CITY JOURNAL						
NEWSPAPER SUBSCRIPTION	390.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		185 00118
SD LIBRARY ASSOCIATION						
SDLA MEMBERSHIP DUES	80.00	MEMBERSHIP DUES	101.142.261	Schmidt		185 00054
SIOUX CITY JOURNAL CIR						
NEWSPAPER SUBSCRIPTION	485.31	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		185 00365
SQU SQ HANSON BRIGGS						
OFFICE SUPPLIES	152.39	OFFICE SUPPLIES	101.142.232	Schmidt		185 00144
SQU*SQ *WILLA B S BIST						
PROGRAM SUPPLIES	25.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		185 00271

VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	**********					
COMMUNITY LIBRARY	.....					
THE LIBRARY STORE INC.						
CREDIT FOR TAX CHARGED	11.16CR	OFFICE SUPPLIES	101.142.232	Dobrovolny		185 00205
OFFICE SUPPLIES	168.51	OFFICE SUPPLIES	101.142.232	Dobrovolny		185 00218
POSTAGE	14.27	POSTAGE	101.142.231	Dobrovolny		185 00219
	171.62	*VENDOR TOTAL				
THOMSON WEST TCD						
BOOKS	219.26	BOOKS	101.142.340	Schmidt		185 00129
WAL-MART #1483						
DVDS	76.80	AV - CAPITAL	101.142.342	Dobrovolny		185 00249
PROGRAM SUPPLIES	26.97	PROGRAM SUPPLIES	101.142.242	Dobrovolny		185 00250
DVD'S	27.92	AV - CAPITAL	101.142.342	Raiche		185 00316
OFFICE SUPPLIES	17.96	OFFICE SUPPLIES	101.142.232	Raiche		185 00317
	149.65	*VENDOR TOTAL				
WM SUPERCENTER #1483						
DVDS	54.84	AV - CAPITAL	101.142.342	Dobrovolny		185 00126
DVDS	47.88	AV - CAPITAL	101.142.342	Raiche		185 00060
JANITORIAL SUPPLIES	5.20	JANITORIAL SUPPLIES	101.142.236	Raiche		185 00061
	107.92	*VENDOR TOTAL				
YANKTONMEDIAINC						
NEWSPAPER SUBSCRIPTION	133.09	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		185 00333
	8,012.50	.....				

VENDOR NAME / DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	**********					
LIBRARY TRUST	.....					
ABE S COFFEEHOUSE						
SUMMER READING PROGRAM	40.00	RECREATION SUPPLIES	701.701.242	Raiche		185 00041
BAKER-TAYLOR						
MASTER GARDENERS BOOK	14.97	BOOKS	701.701.340	Schmidt		185 00034
DAIRY QUEEN #17883						
STAFF APPRECIATION	40.19	RECREATION SUPPLIES	701.701.242	Schmidt		185 00011
DOLLAR TREE						
ADULT CRAFT SUPPLIES	7.00	RECREATION SUPPLIES	701.701.242	Lippert		185 00175
MOZAKS FLOORS & MORE						
ADULT CRAFT SUPPLIES	45.00	RECREATION SUPPLIES	701.701.242	Lippert		185 00166
SD DISCOVERY CENTER						
SUMMER READING PROGRAM	322.62	RECREATION SUPPLIES	701.701.242	Raiche		185 00101
WAL-MART #1483						
SUMMER READING SUPPLIES	33.17	RECREATION SUPPLIES	701.701.242	Raiche		185 00318
WM SUPERCENTER #1483						
SUMMER READING	12.98	RECREATION SUPPLIES	701.701.242	Raiche		185 00062
STAFF APPRECIATION	7.94	RECREATION SUPPLIES	701.701.242	Raiche		185 00063
	20.92	*VENDOR TOTAL				
WM SUPERCENTER #3734						
SUMMER READING SUPPLIES	4.94	RECREATION SUPPLIES	701.701.242	Raiche		185 00160
	528.81	.....				
LIBRARY TRUST	528.81	**********				

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

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

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		ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT 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	50	-----
TOTAL:	INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	12,000.00	12,000.00	50	-----
	GOODS AND SERVICES							
3450	LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0	
3451	NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	410.00	3,650.00	3,150.00	53	-----
3452	LIBRARY A.V. FEES	500.00	500.00	0.00	198.50	301.50	39	---
3453	LIBRARY LONG OR (SHORT)	10.00	10.00	0.05	5.47	4.53	54	-----
3454	SALE OF WITHDRAWN ITEMS	200.00	200.00	1.50	66.29	133.71	33	---
3455	OTHER-LIBRARY REVENUES	1,500.00	1,500.00	82.10	693.80	806.20	46	----
3456	PC PRINTING	6,000.00	6,000.00	419.10	3,519.60	2,480.40	58	-----
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	0.00	2,313.60	313.60-	115	----------]
3492	OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	GOODS AND SERVICES	17,110.00	17,110.00	912.75	10,447.26	6,662.74	61	------
	FINES							
3510	COURT FINES	3,000.00	3,000.00	659.80	990.22	2,009.78	33	---
3511	PARKING FINES	3,000.00	3,000.00	330.00	2,110.00	890.00	70	-------
3520	LIBRARY FINES	500.00	500.00	52.00	644.06	144.06-	128	----------]]
TOTAL:	FINES	6,500.00	6,500.00	1,041.80	3,744.28	2,755.72	57	-----
	MISCELLANEOUS							
3610	INTEREST	40,000.00	40,000.00	12,583.60	66,221.03	26,221.03-	165	----------]]]]
3611	UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0	
3612	SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0	
3613	IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0	
3614	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0	
3615	MISC REIMBURSMENTS	4,000.00	4,000.00	3,953.84	5,102.93	1,102.93-	127	----------]]
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	7,565.56	15,739.88	12,739.88-	524	----------]]]]
3641	LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	106.89	879.96	620.04	58	-----
TOTAL:	MISCELLANEOUS	58,500.00	58,500.00	24,209.89	87,943.80	29,443.80-	150	----------]]]]
TOTAL:	GENERAL FUND	106,110.00	106,110.00	26,164.44	114,135.34	8,025.34-	124	----------]]

LEVEL OF DETAIL 1.0 THRU 2.0 FOR THE PERIOD(S) JAN 01, 2019 THROUGH JUL 31, 2019

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
701 LIBRARY TRUST							
3610 INTEREST	0.00	0.00	66.45	397.19	397.19-	9999	----------]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	942.15	7,174.95	7,174.95-	9999	----------]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,008.60	7,572.14	7,572.14-	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	24,913.34	181,153.44	185,150.56	49 ----
102	TEMPORARY WAGES	84,000.00	0.00	5,146.52	32,422.63	51,577.37	38 ---
103	OVERTIME WAGES	350.00	0.00	0.00	181.64	168.36	51 -----
111	OASI	34,475.00	0.00	2,267.40	16,110.93	18,364.07	46 ----
121	RETIREMENT	21,999.00	0.00	1,494.79	10,853.11	11,145.89	49 ----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	39.00-	2,581.00	1
132	GROUP INSURANCE	90,616.00	0.00	3,994.95	28,517.39	62,098.61	31 ---
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	24.79	453.16	550.84	45 ----
TOTAL:	PERSONAL SERVICES	601,290.00	0.00	37,841.79	269,653.30	331,636.70	44 ----
	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	7,583.74	25,962.23	4,037.77	86 --------
211	PUBLISHING	3,000.00	0.00	1,607.39	1,616.39	1,383.61	53 -----
212	RENTALS & XEROX SUPPLIES	6,000.00	0.00	444.68	2,257.19	3,742.81	37 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	314.36	2,685.64	10 -
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	382.80	1,116.97	2,883.03	27 --
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231	POSTAGE	2,500.00	0.00	329.96	1,322.28	1,177.72	52 -----
232	OFFICE SUPPLIES	9,500.00	0.00	32.42-	2,914.60	6,585.40	30 ---
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	19.00	6,140.46	3,359.54	64 ------
236	JANITORIAL SUPPLIES	3,000.00	0.00	139.87	1,567.42	1,432.58	52 -----
242	PROGRAM SUPPLIES	3,000.00	0.00	11.60-	1,325.48	1,674.52	44 ----
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	257.50	742.50	25 --
263	TRAVEL EXPENSE	3,500.00	0.00	262.48	298.87	3,201.13	8
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	354.97	1,145.03	23 --
271	TELEPHONE	1,800.00	0.00	141.88	988.01	811.99	54 -----
272	ELECTRICITY	23,000.00	0.00	1,604.65	8,487.52	14,512.48	36 ---
273	FUEL-HEATING	3,000.00	0.00	15.00	1,906.73	1,093.27	63 ------
274	WATER SERVICE	3,500.00	0.00	90.53	700.59	2,799.41	20 --
275	SEWER SERVICE	1,200.00	0.00	59.54	523.83	676.17	43 ----
276	LANDFILL	500.00	0.00	32.00	262.95	237.05	52 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER CURRENT EXPENDITURES	122,566.00	0.00	12,777.50	68,410.97	54,155.03	55 -----
	CAPITAL OUTLAY						
301	CAPITAL REPAIR & MAINTENANCE	12,000.00	0.00	0.00	0.00	12,000.00	0
320	BUILDINGS	10,000.00	0.00	0.00	0.00	10,000.00	0
340	BOOKS	50,000.00	0.00	6,363.67	20,788.51	29,211.49	41 ----
342	AV - CAPITAL	12,000.00	0.00	1,011.20	5,551.78	6,448.22	46 ----
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	7,374.87	26,340.29	58,659.71	30 ---
0THER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: 0THER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	808,856.00	0.00	57,994.16	364,404.56	444,451.44	45 ----
TOTAL: GENERAL FUND	808,856.00	0.00	57,994.16	364,404.56	444,451.44	45 ----

		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	639.96	6,414.72	6,414.72-	9999	----------]]]]
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	0.00	0.00	639.96	6,414.72	6,414.72-	9999	----------]]]]
	CAPITAL OUTLAY							
340	BOOKS	0.00	0.00	117.48	324.68	324.68-	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	117.48	324.68	324.68-	9999	----------]]]]
TOTAL:	LIBRARY TRUST	0.00	0.00	757.44	6,739.40	6,739.40-	9999	----------]]]]
TOTAL:	LIBRARY TRUST	0.00	0.00	757.44	6,739.40	6,739.40-	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	251.16	307.47CR	30,173.58
	TOTAL CURRENT ASSETS:	30,481.05	251.16	307.47CR	30,173.58
	TOTAL ASSETS:	30,481.05	251.16	307.47CR	30,173.58
	LIABILITIES AND FUND BALANCE				
	CURRENT LIABILITIES:				
701.2011	ACCOUNTS PAYABLE	1,140.21CR	0.00	1,140.21	0.00
	TOTAL CURRENT LIABILITIES:	1,140.21CR	0.00	1,140.21	0.00
	TOTAL LIABILITIES:	1,140.21CR	0.00	1,140.21	0.00
	FUND BALANCE:				
701.2511	FUND BALANCE - UNDESIGNATED	24,607.63CR	0.00	0.00	24,607.63CR
701.2900	REVENUE CONTROL	16,319.60CR	1,008.60CR	7,572.14CR	23,891.74CR
701.2910	EXPENDITURE CONTROL	11,586.39	757.44	6,739.40	18,325.79
	TOTAL FUND BALANCE:	29,340.84CR	251.16CR	832.74CR	30,173.58CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,481.05CR	251.16CR	307.47	30,173.58CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

FOR THE PERIOD(S) JAN 01, 2019 THROUGH JUL 31, 2019

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS AMOUNT	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND													
142	COMMUNITY LIBRARY													
	PERSONAL SERVICES													
101	REGULAR WAGES			366,304.00	0.00	24,913.34	181,153.44	185,150.56	49	----				
P-071219-153	PAYROLL INTERFACE	071219				12,472.27	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				12,441.07	CODE-Y,PER#-2,FUND- 101							A
102	TEMPORARY WAGES			84,000.00	0.00	5,146.52	32,422.63	51,577.37	38	---				
P-071219-153	PAYROLL INTERFACE	071219				2,368.47	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				2,778.05	CODE-Y,PER#-2,FUND- 101							A
103	OVERTIME WAGES			350.00	0.00	0.00	181.64	168.36	51	-----				
111	OASI			34,475.00	0.00	2,267.40	16,110.93	18,364.07	46	----				
P-071219-153	PAYROLL INTERFACE	071219				1,119.23	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				1,148.17	CODE-Y,PER#-2,FUND- 101							A
121	RETIREMENT			21,999.00	0.00	1,494.79	10,853.11	11,145.89	49	----				
P-071219-153	PAYROLL INTERFACE	071219				748.33	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				746.46	CODE-Y,PER#-2,FUND- 101							A
131	WORKMENS COMPENSATION			2,542.00	0.00	0.00	39.00-	2,581.00	1					
132	GROUP INSURANCE			90,616.00	0.00	3,994.95	28,517.39	62,098.61	31	---				
P-071219-153	PAYROLL INTERFACE	071219				1,997.47	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				1,997.48	CODE-Y,PER#-2,FUND- 101							A
133	UNEMPLOYMENT INSURANCE			1,004.00	0.00	24.79	453.16	550.84	45	----				
P-071219-153	PAYROLL INTERFACE	071219				11.74	CODE-Y,PER#-1,FUND- 101							A
P-072619-167	PAYROLL INTERFACE	072619				13.05	CODE-Y,PER#-2,FUND- 101							A
TOTAL: PERSONAL SERVICES				601,290.00	0.00	37,841.79	269,653.30	331,636.70	44	----				
	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	7,583.74	25,962.23	4,037.77	86	--------				
M-070519-143	.13843 OVERDRIVE DIST	201906	Schmidt			2,881.21	EBOOKS						N	A
M-070519-143	.13843 OVERDRIVE DIST	201906	Schmidt			3,000.00	OVERDRIVE MAINT FEE						N	A
M-070519-143	.16365 MOTION PICTURE ECOMMER	201906	Schmidt			194.68	PROFESSIONAL SERVICES						N	A
D-070819-119	05140 AVERA HEALTH PLANS	063378	20078-IN			4.85	FLEX SPENDING FEES				005311	P	N	A
D-070819-126	00707 YANKTON MEDICAL CLINIC	063487	4274			98.00	RANDOM DRUG/ALCOHOL TEST				020576	P	M	A
D-070819-130	04867 SIOUXLAND LIBRARIES	063462	5.29.19			14.00	REPLACE LOST BOOK				020337	P	N	A
D-070819-130	05937 J & H CARE & CLEANING CO	063429	10863			1,300.00	JANITORIAL SERVICES				020341	P	M	A
D-070819-137	00707 YANKTON MEDICAL CLINIC	063487	4274			91.00	PRE-EMPLOYMENT PHYSICAL				077357	P	M	A

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND													
142	COMMUNITY LIBRARY													
	OTHER CURRENT EXPENDITURES													
211	PUBLISHING			3,000.00	0.00	1,607.39	1,616.39	1,383.61	53	-----				
D-070819-119	00499 PRESS DAKOTA MSTAR SOLUT	063455	4.30/5.31.19			1,607.39	CLASSIFIED AD				020570	P	N	A
212	RENTALS & XEROX SUPPLIES			6,000.00	0.00	444.68	2,257.19	3,742.81	37	---				
D-070819-130	07098 US BANK EQUIPMENT FINANC	063477	6.24.19			444.68	RICOH COPIER LEASE				020342	P	N	A
221	REP. & MAINT. - EQUIPMENT			3,000.00	0.00	108.00	314.36	2,685.64	10	-				
M-070519-143	.16306 ECO WATERS	201906	Schmidt			108.00	BUILDING/EQUIP REPAIRS						N	A
223	REP. & MAINT. - BUILDINGS			4,000.00	0.00	382.80	1,116.97	2,883.03	27	--				
M-070519-143	.14179 MENARDS YANKTON SD	201906	Miles			143.00	MULCH						N	A
M-070519-143	.12163 LARRYS HEATING AND COO	201906	Schmidt			239.80	HVAC INSPECTION						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	329.96	1,322.28	1,177.72	52	-----				
M-070519-143	.12708 PITNEY BOWES PI	201906	Schmidt			134.17	POSTAGE SUPPLIES						N	A
M-070519-143	.13361 PBI*LEASEDEQUIPMENT	201906	Schmidt			122.00	POSTAGE MACHINE LEASE						N	A
M-070519-143	.16310 PAYPAL *GOOD DOCS	201906	Dobrovolny			20.00	POSTAGE						N	A
M-070519-143	.11798 BAKER-TAYLOR	201906	Schmidt			35.85	POSTAGE						N	A
M-070519-143	.11798 BAKER-TAYLOR	201906	Schmidt			17.94	POSTAGE						N	A
232	OFFICE SUPPLIES			9,500.00	0.00	32.42-	2,914.60	6,585.40	30	---				
M-070519-143	.12434 WAL-MART #1483	201906	Dobrovolny			23.95	OFFICE SUPPLIES						N	A
M-070519-143	.11788 HY VEE 1899	201906	Dobrovolny			13.99	OFFICE SUPPLIES						N	A
M-070519-143	.11774 QUILL CORPORATION	201906	Schmidt			70.36-	OFFICE SUPPLIES RETURNED						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	19.00	6,140.46	3,359.54	64	------				
M-070519-143	.16359 INT*IN *PITZER DIGITAL	201906	Schmidt			19.00	MAGAZINE SUBSCRIPTION						N	A
236	JANITORIAL SUPPLIES			3,000.00	0.00	139.87	1,567.42	1,432.58	52	-----				
M-070519-143	.13320 WM SUPERCENTER #1483	201906	Dobrovolny			12.28	JANITORIAL SUPPLIES						N	A
M-070519-143	.16309 AMZN MKTP US*M68IA1W11	201906	Dobrovolny			117.95	JANITORIAL SUPPLIES						N	A
M-070519-143	.12434 WAL-MART #1483	201906	Dobrovolny			9.64	JANITORIAL SUPPLIES						N	A
242	PROGRAM SUPPLIES			3,000.00	0.00	11.60-	1,325.48	1,674.52	44	----				
M-070519-143	.12434 WAL-MART #1483	201906	Dobrovolny			14.55-	PROGRAM SUPPLIES RETURN						N	A
M-070519-143	.12434 WAL-MART #1483	201906	Dobrovolny			14.55	PROGRAM SUPPLIES						N	A
M-070519-143	.12434 WAL-MART #1483	201906	Lippert			5.44-	PROGRAM SUPPLIES REFUND						N	A
M-070519-143	.12434 WAL-MART #1483	201906	Lippert			6.16-	PROGRAM SUPPLIES RETURN						N	A

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND													
142	COMMUNITY LIBRARY													
	OTHER CURRENT EXPENDITURES													
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	257.50	742.50	25	--				
263	TRAVEL EXPENSE			3,500.00	0.00	262.48	298.87	3,201.13	8					
M-070519-143	.12223 HY VEE GAS 5899	201906	Raiche			12.99	TRAVEL EXPENSES					N		A
M-070519-143	.14691 5GUYS 1618 QSR	201906	Clare			27.88	TRAVEL EXPENSE					N		A
M-070519-143	.16352 SUPER C 7	201906	Clare			23.17	TRAVEL EXPENSE					N		A
M-070519-143	.16357 MCDONALD S F13751	201906	Clare			7.30	TRAVEL EXPENSE					N		A
M-070519-143	.16358 FAZOLIS_5961	201906	Clare			10.99	TRAVEL EXPENSE					N		A
M-070519-143	.13888 COUNTRY INN & SUITES	201906	Clare			150.95	TRAVEL EXPENSE					N		A
M-070519-143	.13885 CULVER S #222	201906	Clare			6.75	TRAVEL EXPENSE					N		A
M-070519-143	.13884 RUBY TUESDAY #7244	201906	Clare			22.45	TRAVEL EXPENSE					N		A
265	CONFERENCE & MEETINGS			1,500.00	0.00	0.00	354.97	1,145.03	23	--				
271	TELEPHONE			1,800.00	0.00	141.88	988.01	811.99	54	-----				
P-071219-153	PAYROLL INTERFACE	071219				10.50	CODE-Y,PER#-1,FUND- 101							A
M-073119-154	06976 VAST BROADBAND	008003				48.23	PHONE CHARGES				003513	F	N	A
M-073119-154	06976 VAST BROADBAND	008004				83.15	PHONE CHARGES				003513	F	N	A
272	ELECTRICITY			23,000.00	0.00	1,604.65	8,487.52	14,512.48	36	---				
D-070819-130	00455 NORTHWESTERN ENERGY	063451	6.19.19			1,604.65	ELECT				002795	P	N	A
273	FUEL-HEATING			3,000.00	0.00	15.00	1,906.73	1,093.27	63	------				
D-070819-130	00303 MIDAMERICAN ENERGY	063439	6.24.19			15.00	FUEL				002794	P	N	A
274	WATER SERVICE			3,500.00	0.00	90.53	700.59	2,799.41	20	--				
D-070819-130	00109 CITY UTILITIES	063397	6.21.19			90.53	WATER-WW CHARGES				002793	P	N	A
275	SEWER SERVICE			1,200.00	0.00	59.54	523.83	676.17	43	----				
D-070819-130	00109 CITY UTILITIES	063397	6.21.19			59.54	WATER-WW CHARGES				002793	P	N	A
276	LANDFILL			500.00	0.00	32.00	262.95	237.05	52	-----				
J-073119-155	JULY JOURNAL ENTRIES	JE 212				32.00	DUMPSTER CHGS - JULY							A
277	RUBBLE			0.00	0.00	0.00	0.00	0.00	0					
TOTAL:	OTHER CURRENT EXPENDITURES			122,566.00	0.00	12,777.50	68,410.97	54,155.03	55	-----				
	CAPITAL OUTLAY													
301	CAPITAL REPAIR & MAINTENANCE			12,000.00	0.00	0.00	0.00	12,000.00	0					
320	BUILDINGS			10,000.00	0.00	0.00	0.00	10,000.00	0					

FOR THE PERIOD(S) JAN 01, 2019 THROUGH JUL 31, 2019

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
340 BOOKS	50,000.00	0.00	6,363.67	20,788.51	29,211.49	41 ----
342 AV - CAPITAL	12,000.00	0.00	1,011.20	5,551.78	6,448.22	46 ----
350 EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
TOTAL: CAPITAL OUTLAY	85,000.00	0.00	7,374.87	26,340.29	58,659.71	30 ---
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	57,994.16	364,404.56	444,451.44	45 ----
TOTAL: GENERAL FUND	808,856.00	0.00	57,994.16	364,404.56	444,451.44	45 ----

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
M-070519-143 .16309	AMZN MKTP US*M68IA1W11	201906	Dobrovolny	67.30	BOOKS			N	A
M-070519-143 .11785	CENTER POINT LARGE PRI	201906	Schmidt	134.22	LARGE PRINT BOOKS			N	A
M-070519-143 .11798	BAKER-TAYLOR	201906	Schmidt	3,685.34	BOOKS			N	A
M-070519-143 .15316	MIDAMERICA BOOKS	201906	Raiche	468.90	BOOKS			N	A
M-070519-143 .12434	WAL-MART #1483	201906	Dobrovolny	18.18	BOOK			N	A
M-070519-143 .16328	SQ *SQ *HEARTBEAT ENTE	201906	Raiche	15.00	BOOKS			N	A
M-070519-143 .16350	AMZN MKTP US*MN5UD3R42	201906	Dobrovolny	28.35	BOOKS			N	A
M-070519-143 .11798	BAKER-TAYLOR	201906	Schmidt	1,885.74	BOOKS			N	A
D-070819-130 .16296	CAMPBELL/STU	063388	638991	60.64	BOOKS	020340	P	N	A
M-070519-143 .13320	WM SUPERCENTER #1483	201906	Dobrovolny	70.84	DVDS			N	A
M-070519-143 .16309	AMZN MKTP US*M68IA1W11	201906	Dobrovolny	41.54	DVD'S			N	A
M-070519-143 .16310	PAYPAL *GOOD DOCS	201906	Dobrovolny	129.00	DVD			N	A
M-070519-143 .12434	WAL-MART #1483	201906	Dobrovolny	88.76	DVDS			N	A
M-070519-143 .12434	WAL-MART #1483	201906	Dobrovolny	34.92	DVDS			N	A
M-070519-143 .16331	AMZN MKTP US*M64LO0042	201906	Dobrovolny	129.27	DVD'S			N	A
M-070519-143 .15900	PRH*AR800-733-3000	201906	Schmidt	146.25	CD BOOKS			N	A
M-070519-143 .16350	AMZN MKTP US*MN5UD3R42	201906	Dobrovolny	148.15	DVDS			N	A
M-070519-143 .15900	PRH*AR800-733-3000	201906	Schmidt	97.50	CD BOOKS			N	A
D-070819-130 04785	MIDWEST TAPE	063442	6.18.19	124.97	AV	020339	P	N	A

Director's Report-August 2019

Summer Reading Review: Over 109,000 minutes of reading were logged by those birth through 5th grade readers and 1,052 books were logged by our registered teens and adults. We hosted 87 events with 1,782 attendees! We offered some new events this year like bringing in a planetarium to view the sky and constellations right in the City Hall gym, a pup-up (pop-up) library in the Dog Park featuring some dog tips and tricks, and we brought some new performers and speakers to the Yankton Library. We had another successful cemetery walk, and programs nearly every day for toddlers through adults. We ended our Summer Reading Program with our second annual Talent Show. We partnered with Mount Marty College to host the talent show at Marian Auditorium and had a great variety of talent and lots of fun with nearly 100 in attendance. We were able to provide prizes, supplies and special programs with the generous help of local business and group donations as well as support from the Friends of the Library.

Surplus items: Each year, City departments are asked to look at their inventory and determine if there are any items that are no longer of use. These items can then be shared with other city departments, destroyed if they are no longer useful, and some larger items are sold either through the sealed bid process or through an online auction service. Linda and Dana love "spring cleaning" any time of the year and we are happy to make more space when possible. This year we were able to dispose of an old typewriter, an opaque projector, a digital projector and a few other small items that have gotten many years of use.

Fall Programs: Preschool story times and after school activities begin again in September. As weather permits, Amanda is going to try hosting the Thursday morning story times in Memorial Park for the month of September. We feel this may be a way to have a more active story time and also to potentially reach people who enjoying the park and are not aware that the library hosts story times and other events. I always think it is great when the library can extend its services outside the walls of the library and potentially reach people we have not been able to reach in the past.

We are also hard at work in planning more adult programming in the Fall with the potential themes of Star Wars, Harry Potter, banned books, Downton Abbey and an introduction to the art of meditation!

Staffing: We had three staff members resign in July. Nicole Andrews and Alex Max were moving out of town due to new job opportunities. Glenda Lanning retired after 26 years at the library. They will be missed and we wish them luck on their new adventures. We will be advertising and hoping to fill these positions soon.

We have extended our Youth Services Assistant position through December 2019. Ellie Walker has been a great addition this summer to help make the youth programming run smoothly. We are happy to have her stay on as her school schedule permits.

We will be hosting an all-staff training on Thursday, August 15 at the library-all Board members are also invited. Two officers from the Yankton Police Department will be doing active shooter training with those in attendance. Many of the staff have had this training before, but we know it is good to review and to be as prepared as possible, should such a situation occur.

Library Fun Fact: In June and July 2019, there were **26,681 items** checked out from the Yankton Community Library! Imagine all of the free entertainment and learning that is contained within those items! The library strives to be a fun and welcoming place that encourages learning and helps to prevent the Summer Slide.

September Board Meeting: The September Board meeting will be held Wednesday, September 11 at 5:30pm in the library meeting room.

July 2019 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Craft Day (Tuesdays)				
Coloring	2-Jul	2:00 PM	4	0
Life Cycle of a Star	9-Jul	2:00 PM	4	1
Galaxy Globes	16-Jul	2:00 PM	16	4
		Total:	**24**	**5**
Hands-On Fun (Wednesdays)				
Space Games	3-Jul	2:00 PM	0	0
Constellation project	10-Jul	2:00 PM	7	4
Space Rock Sherlock	17-Jul	2:00 PM	14	2
Paper Airplane creations a	24-Jul	2:00 PM	1	0
		Total:	**22**	**6**
LEGO Club (Thursdays)	4-Jul	Holiday	Holiday	Holiday
	11-Jul	2:00 PM	11	4
	18-Jul	2:00 PM	21	6
	25-Jul	2:00 PM	12	5
		Total:	**44**	**15**
Movies (Fridays)				
Hidden Figures	12-Jul	2:00 PM	0	0
Space Buddies	19-Jul	2:00 PM	0	0
Home	26-Jul	2:00 PM	5	0
		Total:	**5**	**0**

Adult Programs	Date	Time	Num.
Seed Library Class	9-Jul	2:00 PM	13
Seed Library Class	9-Jul	6:30 PM	8
Bad Art Night	11-Jul	6:30 PM	26
Adult Craft Night	16-Jul	6:00 PM	20
Women Homesteaders & Genealogy	23-Jul	6:00 PM	22
LifeServe Blood Drive	29-Jul	8:30 AM	3
Explore Dance	30-Jul	10:00 AM	14
		Total:	**106**

Food for Fines		
Pasta	July 1-10	55

Book Clubs			
Reader's Anonymous	9-Jul	1:00 PM	3
Between the Lines	23-Jul	5:30 PM	8
		Total:	**11**

Summer Story Time	Date	Time	Kids	Adults
Summer Story Time	1-Jul	6:00 PM	6	4
	2-Jul	10:30 AM	23	16
	9-Jul	10:30 AM	12	9
	11-Jul	10:30 AM	11	7
	15-Jul	6:00 PM	5	6
	16-Jul	10:30 AM	17	10
	18-Jul	10:30 AM	8	5
	23-Jul	10:30 AM	10	7
	25-Jul	10:30 AM	8	6
	Total:		**100**	**64**

Teen Events				
Teen Event	8-Jul	2:00 PM		
Monthly Volunteers		-	13	
		Total:	**13**	

Special Events	Date	Time	Kids	Adults
Storyteller Will Stuck	8-Jul	6:00 PM	23	13
Red Beard Blue Beard	22-Jul	6:00PM	25	24
Talent Show	29-Jul	6:00PM	91	
Kid's Art Club	13-Jul	all day	5	2
		Total:	**144**	**39**

Summer Stay & Play	Date	Time	Kids	Adults
Summer Stay & Play	3-Jul	10:30 AM	4	2
	10-Jul	10:30 AM	6	4
	17-Jul	10:30 AM	11	4
	24-Jul	10:30 AM	7	4
	31-Jul	10:30 AM	6	3
		Total:	**34**	**17**

Miscellaneous	Date	Time	Kids	Adults
Calvary Baptist Pre Storytime	10-Jul	9:30 AM	10	1
Calvary - Constellations (1st/2nd graders)	17-Jul	1:00 PM	24	5
Calvary-Space Rock Sherlock (3-5th graders)	18-Jul	1:00 PM	17	4
		Total:	**51**	**10**

July 2019 Usage & Circulation Statistics

Total Circulation Statistics*		
	2019	2018
Adult	8,893	9,229
Juvenile	4,954	4,846
Total	**13,847**	**14,075**

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation		
	2019	2018
Adult	7,048	7,565
Juvenile	4,901	4,803
Total	**11,949**	**12,368**

Interlibrary Loan		
	2019	2018
Requested	119	147
Supplied	132	161
Total	**251**	**308**

Electronic Resources		
	2019	2018
OverDrive	1,594	1,356
TumbleBooks	**53**	43
Total	**1,647**	**1,399**

Freegal		
	2019	2018
Songs Downloaded	31	32
Patrons Downloading	13	3
Songs Streamed	91	152
Patrons Streaming	18	3

Public Computer Use		
	2019	2018
Uses	1,101	1,231
Hours	764.0	950

WiFi Usage		
	2019	2018
Sessions	1,672	
Total Session Hours	1,434	
Unique Users	440	

Meeting Room Use		
	2019	2018
Library Uses	36	52
Library Hours	54	101
Non-Library Uses	7	10
Non-Library Hours	15	15

Study Room Use		
	2019	2018
Uses	58	46
Hours	91	70

Notary		
	2019	2018
Requests	1	3

Proctor		
	2019	2018
Tests	30	35

Adult Outreach		
	2019	2018
Locations	15	10
Patrons	42	35
Circulations	249	295

Traffic		
	2019	2018
Count		x

*south door count estimated

*in 2018 door counter was not working properly

Daycare Outreach		
	2019	2018
Locations	n/a	0
Patrons	n/a	0
Circulations	n/a	0

on summer break

Genealogy Requests		
	2019	2018
Patrons	1	1
Hours	1.0	1.0

Teacher Requests		
	2019	2018
Requests	n/a	0

Current Cards	2019	2018
Resident	5,176	4,741
Non-Resident	253	247
Mount Marty	40	29
Teacher	49	44
Yankton County	1,049	1,023
Total	**6,567**	**6,084**

Courier		
	2019	2018
Total Incoming	281	353
Total Outgoing	268	353
Grand Total	**549**	**706**

Yankton County		
	2019	2018
Households	36	31

Items Added to Catalog in July	2019	2018
	378	534

Items Deleted from Catalog in July	2019	2018
	281	

Total Items in Catolog as of July 31, 2019
78,921

Yankton County	Cards	Adults	Kids
New Cards	13	25	7
Renewals	23	33	0

Non-Resident	Cards	Adults	Kids
New Cards	2	2	0
Renewals	7	11	1

Yankton Community Library • August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street **http://library.cityofyankton.org** **605-668-5275 — library@cityofyankton.org** **Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.**			Stay & Play 10:30am	*1* **LEGO Club, 2pm**	*2* **Wii, 2:00pm**	*3* Friends Book Sale 9:30 - 12pm
4 *Library Closed*	*5* **Art Extravaganza**	*6* **Art Extravaganza**	*7* Stay & Play, 10:30am **Art Extravaganza**	*8* **LEGO Club, 2pm** All About Bats 10:30am	*9* **Wii, 2:00pm**	*10* Kids' Art Club
11 *Library Closed*	*12*	*13* **Seed Library, 2/6:30** Readers Anon, 1 pm	*14* Stay & Play, 10:30am **Wizards Unite Meet & Greet 5-6pm** Library Board, 5:30pm	*15* **LEGO Club, 2pm**	*16* **Wii, 2:00pm**	*17* **Library Closed**
18 *Library Closed*	*19* Friends of YCL Meeting, 5:15pm	*20* Unplug, Unwind, Craft 6pm	*21* Stay & Play, 10:30am	*22*	*23*	*24*
25 *Library Closed*	*26* **Neither Wolf Nor Dog Movie-6pm**	*27* Between the Lines 4:30pm	*28* Stay & Play, 10:30am	*29*	*30*	*31* **Food for Fines** **Peanut Butter or Jelly** **August 1-10**

Yankton Community Library • September 2019

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

AV Equipment Loan, Fines, and Fees Policy

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to 90 days in advance. Patrons wishing to check out AV equipment must possess a valid library card and must be 18 years or older.

The schedule and loan periods below delineate circulating loan periods/fees. A maximum of three (3) renewals are permitted if the equipment is available. The fee for all equipment must be paid at time of checkout, in two checks - one for the deposit and one for the rental fee.

	Deposit	**Charge**	**Loan Period**
Opaque Projector	NA	NA	In-House use only
Overhead Projector	$10	$5	48 hours
Screen	$25	$10	48 hours
Fender PA System	$100	$25	48 hours
~~Hitachi Projector*~~	~~$100~~	~~$35~~	~~48 hours~~
Vivitek LCD Projector~~*~~	$100	$35	48 hours

The staff of the library recommends that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request

If a piece of equipment is overdue without being renewed, the patron will be charged an additional rental fee for each 48-hour period that the equipment is overdue. On the fifth day overdue, the patron will forfeit the deposit and a bill will be sent to the patron for the replacement price of the equipment. If the equipment is returned after five days overdue, the patron will only be responsible for paying the rental fee for each 48-hour period and forfeiting the deposit.

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for.

Updated 5/8/19

Patron/Child Safety and Behavior Policy

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

Staff has the authority and responsibility to enforce this policy. Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action form at the conclusion of each incident.

Staff should never use physical force or abusive words in patron confrontations.
Reasons for asking patrons to leave the premises include, but not limited to the following:

1. abusive behavior/obscene language directed at other patrons or staff
2. physical abuse of other patrons or staff
3. physical abuse of grounds, furniture or equipment
4. carrying firearms and dangerous weapons of any type, unless authorized by law
5. illegal activities
6. no proper attire (Must wear shirt and shoes)
7. offensive body odor
8. excessive loudness, extreme outbursts or behavior shifts
9. leaving children under the age of six (6) years unattended-Do we want to revisit this age?
10. abuse of library rules/policies or general loitering
11. skateboarding.
12. smoking inside facility or in entrances
13. public intoxication

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

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

1 Offender restricted from using a part of the facility/equipment/service for the remainder of current day, with restrictions provided to the offender both verbally and in writing if and when possible;
2 Offender directed to leave the library for one (1) week, both verbally and in writing if and when possible;
3 Offender escorted out of library by local law enforcement with no admission for one (1) month, both verbally and in writing if and when possible
4 Offender banned for amount of time determined by director, City Manager, and City Attorney;
5 Extreme incident: Offender removed by police with no further admittance to library until further action is decided by Director, City Manager, City Attorney, and/or police. Options may include permanent ban from Library.

Updated 8/13/2008; 9/12/2012; 12/9/15; 9/15/16