

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 8, 2017, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of October 11, 2017 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- South Dakota State Library Accreditation

New 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

Other Business

Adjourn until December 13, 2017

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

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 xxx

Vision

YCL Vision Statement (where we're going / what we want to be)

Mission

YCL Mission Statement (our reason for existing / what we do)

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 customers 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 customer service

1. Make a point to anticipate customer 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 customers 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 customers

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

Technology Plan Yankton Community Library

Library Mission Statement

[The mission of the library is to help the community connect, learn and grow.]

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
- 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 customers' 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. Customer 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 customer comments or suggestions.

Marketing and Communications Plan Yankton Community Library

Introduction

The Yankton Community Library (YCL) seeks to raise awareness of the critical role YCL serves in the areas of [insert mission statement here / early literacy, economic development, entertainment options, and quality of life] 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.

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. **However,** When damage exceeds normal “wear and tear,” the patron will be held responsible **at the library’s discretion.**

Damage **inclusively described, but not limited to, the following:** 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. **The cost of magazine issues are ascertained by consulting the cost as stated in the most recent magazine issue.** Lost or damaged magazines 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

Holds 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 all materials outside of DVDs accrue at a rate of \$0.10 per day.~~ 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 a ~~minor's~~ 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.

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

Regular Meeting, October 11, 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, Tony Maibaum, Amy Nelson; library director Tonya Olson Ferrell and assistant library director Linda Dobrovolny.

Absent with regrets: David Koerner.

Absent without regrets: Todd Woods.

Additions to the Agenda: Agreement for Provision of Library Services under Other Business.

Minutes:

Motion to approve the minutes of the September 13, 2017 by Nelson, with second by Maibaum; unanimous approval.

Discussion of Bills and Financial Report:

Spending is on track for the year. We are still in the 5% contingency budget, but the South door is rapidly deteriorating, so City Manager Nelson has approved going forward with the door replacement this year. It was originally slated for this year, but was pushed during the contingency. Olson Ferrell is working with Joe Morrow to get quotes.

Communications and Correspondence:

The library received a nice gift from the Teget Foundation; they have supported a staff appreciation fund for many years.

Public Comment Period: None.

Director's Report:

Gourmet Guys went well, but ticket sales were lower than the Friends had hoped for; they will be reevaluating the event in the coming year. Assistant Director Dobrovolny described the upcoming Living Library Veteran's Day event.

Old Business

- Review Board Bylaws
 - Proposed change to Article IV, Section I (changes in red):
"Additionally, the Library Director shall perform the duties of secretary of the library board, and shall attend, **or send a substitute to**, all board meetings except when his/her employment or salary is to be discussed."
 - Koenigs made a motion to accept the change to the bylaws as written in the agenda, with a second from Feltes; unanimous approval.

New Business

- South Dakota State Library Accreditation
 - Olson Ferrell has been reviewing the requirements for reaccreditation at the Exemplary level with the State Library. In order to qualify, the Board needs to log more training hours, which can be things done outside of the library that will apply to the library and also review the Strategic Plan, Marketing Plan, and Technology Plan. Olson Ferrell will send out a link to a training webinar which board members can watch and can be discussed next time. In the meantime, board members should brainstorm about training that's happened in 2015/2016/2017 and Olson Ferrell will keep a log. Olson Ferrell will read through the plans and see what changes she sees fit and would welcome board input. They will be on next month's agenda. The application is due December 15.

Other Business

- Agreement for Provision of Library Services
 - It is also time to revisit the agreement the library has with the County. Olson Ferrell will create a draft of updates, which she anticipates to just be date changes, to be voted on at next month's meeting. If approved, it will go to the County Commission after that and the City Commission after that.

Adjourn until November 8, 2017:

Motion by Nelson to adjourn with second by Koenigs. Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 10, 2008

Revised September 12, 2012

Revised September 13, 2017

Article I

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

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

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

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

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

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

ARTICLE II

OFFICERS

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

ARTICLE III

MEETINGS

- Section 1 The regular meetings of the Yankton Community Library Board shall be held at the library meeting room, or such room as the board may designate, on the second Wednesday of every month or on that date not less often than quarterly, as the President deems appropriate.
- Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the members of the board without permission to do so by the board president.
- Call in meetings (as replacement for on-location meetings) are permissible when no agenda/discussion items exist (business limited to approval of minutes, bills and financial report). The call-in meetings will constitute no more than one-third of the regular board meetings.
- Section 3 Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition of *Roberts Rules of Order*. Acceptance of minutes shall be by voice majority vote. Trustees may attend board meetings using distance telecommunications means provided that they offer reliable, two-way communication.

- Section 4 The Library Director, acting as Board Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty-four hours (24) before the meeting to all local news media who have asked to be notified. All conditions of the SDCL public open meetings act will be adhered to.
- Section 5 Special meetings shall be called and noticed by the board President whenever necessary in his/her judgment or at the written request of (4) four board members. Executive sessions (closed meetings) can be requested by any board member; however advertisement of such meetings must appear on the agenda twenty-four (24) hours before the meeting and a motion/second must be made to adjourn into a closed meeting.
- Section 6 The order of business at regular meetings shall be as follows:
1. Call to order
 2. Additions to the agenda
 3. Approval of minutes of previous meeting
 4. Financial report
 5. Correspondence and communications
 6. Public Comment Period
 7. Report of the Library Director
 8. Unfinished business
 9. New business
 10. Adjournment
- Section 7 A quorum is needed to conduct any board business. A quorum for the transaction of business shall be a simple majority of the (7) board members (4 members).
- Section 8 The re-organizational meeting shall be in July each year. This meeting shall include the election of officers. The re-organizational meeting can be delayed by simple majority vote of the board with the installed officers holding office until a re-organizational meeting is convened.
- Section 9 The bylaws shall be reviewed annually during or after the September meeting.

Section 10

During the preparation of the annual budget, the April meeting shall include examination of the immediate and foreseeable future needs of the library's services and programs. In May, the board will set guidelines for the Director in preparing the new budget. The June meeting shall include a preliminary examination of the proposed budget. At the August meeting, the proposed budget shall be adopted. The final operating budget is approved and appropriated by the Yankton City Commission.

ARTICLE IV

LIBRARY DIRECTOR

Section 1

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

ARTICLE V

AMENDMENT OF BYLAWS

Section 1

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

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	82.05	WATER SERVICE	101.142.274	10.20.17	002793 P	237 00002
WATER-WW CHARGES	59.54	SEWER SERVICE	101.142.275	10.20.17	002793 P	237 00003
	141.59	*VENDOR TOTAL				
FREDERICK/MICHAEL BOOK	25.00	BOOKS	101.142.340	316979	016569 P	237 00001
MIDAMERICAN ENERGY FUEL-OCT	16.63	FUEL-HEATING	101.142.273	10.27.17	002794 P	237 00004
MIDWEST TAPE AUDIO BOOKS	823.78	AV - CAPITAL	101.142.342	95400717	016571 F	237 00005
NORTHWESTERN ENERGY ELECT-OCT	1,784.83	ELECTRICITY	101.142.272	10.20.17	002795 P	237 00006
SDML WORKERS COMPENSATIO WORK COMP RENEWAL	1,246.00	WORKMENS COMPENSATION	101.142.131	16619	016527 P	232 00108
US BANK EQUIPMENT FINANC COPIER LEASE	281.51	RENTALS & XEROX SUPPLIES	101.142.212	342589801	016570 P	237 00007
	4,319.34				

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					
AL S OASIS CAFE SDLA CONFERENCE	56.00	TRAVEL EXPENSE	101.142.263	Ferrell		239 00435
AMAZON MKTPLACE PMTS						
BOOK	8.88	BOOKS	101.142.340	Dobrovolny		239 00024
DVDS	28.16	AV - CAPITAL	101.142.342	Dobrovolny		239 00179
BOOKS	44.16	BOOKS	101.142.340	Dobrovolny		239 00180
OFFICE SUPPLIES	19.73	OFFICE SUPPLIES	101.142.232	Dobrovolny		239 00181
DVD	7.50	AV - CAPITAL	101.142.342	Dobrovolny		239 00245
DVD POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		239 00246
DVDS	93.21	AV - CAPITAL	101.142.342	Dobrovolny		239 00258
OFFICE SUPPLIES	28.68	OFFICE SUPPLIES	101.142.232	Dobrovolny		239 00259
BOOK	9.99	BOOKS	101.142.340	Dobrovolny		239 00349
DVDS	28.56	AV - CAPITAL	101.142.342	Dobrovolny		239 00361
BOOKS	19.63	BOOKS	101.142.340	Dobrovolny		239 00362
DVD'S	46.86	AV - CAPITAL	101.142.342	Dobrovolny		239 00413
DVD'S	33.94	AV - CAPITAL	101.142.342	Dobrovolny		239 00423
BOOKS	36.94	BOOKS	101.142.340	Dobrovolny		239 00465
DVD'S	64.61	AV - CAPITAL	101.142.342	Dobrovolny		239 00466
OFFICE SUPPLIES	15.30	OFFICE SUPPLIES	101.142.232	Dobrovolny		239 00467
	490.14	*VENDOR TOTAL				
AMAZON.COM						
DVD'S	41.13	AV - CAPITAL	101.142.342	Dobrovolny		239 00048
BOOKS	26.97	BOOKS	101.142.340	Dobrovolny		239 00049
PROGRAM SUPPLIES	14.73	PROGRAM SUPPLIES	101.142.242	Dobrovolny		239 00050
	82.83	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	4,343.39	BOOKS	101.142.340	Ferrell		239 00300
POSTAGE	41.29	POSTAGE	101.142.231	Ferrell		239 00301
BOOK REVIEW SUBSCRIPTION	396.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		239 00302
	4,780.68	*VENDOR TOTAL				
BHM*WORLD HERALD NEWSP OMAHA WORLD HERALD SUBX	311.48	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		239 00481
BOOK SYSTEMS INC LIBRARY CARDS	2,265.00	OFFICE SUPPLIES	101.142.232	Ferrell		239 00324
CEDAR SHORE RESORT LOD						
SDLA CONFERENCE	201.90	TRAVEL EXPENSE	101.142.263	Ferrell		239 00428
SDLA CONFERENCE	201.90	TRAVEL EXPENSE	101.142.263	Ferrell		239 00454
SDLA CONFERENCE	201.90	TRAVEL EXPENSE	101.142.263	Ferrell		239 00461
	605.70	*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					
CEDAR SHORE RESORT RES SDLA CONFERENCE	55.70	TRAVEL EXPENSE	101.142.263	Ferrell		239 00469
CENTER POINT LARGE PRI BOOKS	137.82	BOOKS	101.142.340	Ferrell		239 00019
DEMCO BOOK TAPE & ILL LABELS	255.06	OFFICE SUPPLIES	101.142.232	Ferrell		239 00249
EVANCED SOLUTIONS LLC SIGN UP & SPACES SUBX	1,112.00	PROFESSIONAL SERVICES	101.142.202	Ferrell		239 00408
HOBBY-LOBBY #0137 JANE AUSTEN SUPPLIES	13.78	PROGRAM SUPPLIES	101.142.242	Lippert		239 00202
JUNIOR LIBRARY GUI BILINGUAL/SPANISH BOOKS	312.00	BOOKS	101.142.340	Raiche		239 00046
MENARDS YANKTON SD OFFICE SUPPLIES	28.74	OFFICE SUPPLIES	101.142.232	Dobrovolny		239 00142
OTC BRANDS, INC. STORY TIME PROGRAM	42.87	PROGRAM SUPPLIES	101.142.242	Raiche		239 00173
OVERDRIVE DIST EBOOKS	1,787.25	PROFESSIONAL SERVICES	101.142.202	Ferrell		239 00170
PBI*LEASEDEQUIPMENT POSTAGE METER LEASE	122.00	RENTALS & XEROX SUPPLIES	101.142.212	Ferrell		239 00003
POSTAGE MACHINE LEASE	32.00	RENTALS & XEROX SUPPLIES	101.142.212	Ferrell		239 00032
	154.00	*VENDOR TOTAL				
PRANDOMHOUSE8007333000 CD BOOKS	270.00	AV - CAPITAL	101.142.342	Ferrell		239 00270
SQU*SQ *USBORNE BOOKS BOOKS	98.93	BOOKS	101.142.340	Raiche		239 00462
WAL-MART #1483 OFFICE SUPPLIES	21.78	OFFICE SUPPLIES	101.142.232	Dobrovolny		239 00224
CURTAIN RETURNS	73.92CR	REP. & MAINT. - BUILDING	101.142.223	Ferrell		239 00308
PROGRAM SUPPLIES	56.02	PROGRAM SUPPLIES	101.142.242	Raiche		239 00279
DVDS	46.88	AV - CAPITAL	101.142.342	Raiche		239 00280
	50.76	*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					
WM SUPERCENTER #1483						
DVDS	47.88	AV - CAPITAL	101.142.342	Dobrovolny		239 00380
OFFICE SUPPLIES	7.27	OFFICE SUPPLIES	101.142.232	Ferrell		239 00104
OFFICE SUPPLIES	28.74	OFFICE SUPPLIES	101.142.232	Ferrell		239 00236
JANE AUSTEN SUPPLIES	12.57	PROGRAM SUPPLIES	101.142.242	Lippert		239 00357
DVDS	84.30	AV - CAPITAL	101.142.342	Raiche		239 00092
OFFICE SUPPLIES	17.19	OFFICE SUPPLIES	101.142.232	Raiche		239 00093
PROGRAMMING	27.83	PROGRAM SUPPLIES	101.142.242	Raiche		239 00094
	225.78	*VENDOR TOTAL				
WW GRAINGER						
LIGHT BULBS	143.05	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		239 00177
JANITORIAL SUPPLIES	113.01	JANITORIAL SUPPLIES	101.142.236	Reifenrath		239 00178
PHOTO CREDIT MEMO	2.96CR	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		239 00351
	253.10	*VENDOR TOTAL				
	13,389.62				

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					
BAKER-TAYLOR						
KAMBACK BOOK	14.94	BOOKS	701.701.340	Ferrell		239 00303
GARDEN CLUB BOOK	15.50	BOOKS	701.701.340	Ferrell		239 00304
	30.44	*VENDOR TOTAL				
CASEYS GEN STORE 2268						
SDLA CONFERENCE	33.30	RECREATION SUPPLIES	701.701.242	Ferrell		239 00403
CEDAR SHORE RESORT LOD						
SDLA CONFERENCE	221.90	RECREATION SUPPLIES	701.701.242	Ferrell		239 00438
DELIGHT DONUTS						
STAFF APPRECIATION	10.32	RECREATION SUPPLIES	701.701.242	Ferrell		239 00488
HY VEE 1899						
STAFF APPRECIATION	35.87	RECREATION SUPPLIES	701.701.242	Ferrell		239 00185
NASA PROGRAM SUPPLIES	8.99	RECREATION SUPPLIES	701.701.242	Raiche		239 00157
STAFF APPRECIATION	33.97	RECREATION SUPPLIES	701.701.242	Schmidt		239 00243
	78.83	*VENDOR TOTAL				
KING BUFFET MONGOLIA						
STAFF APPRECIATION	21.00	RECREATION SUPPLIES	701.701.242	Lippert		239 00429
WAL-MART #1483						
ADULT CRAFT NIGHT RETURN	6.97CR	RECREATION SUPPLIES	701.701.242	Lippert		239 00309
NASA PROGRAM SUPPLIES	6.47	RECREATION SUPPLIES	701.701.242	Raiche		239 00281
	0.50CR	*VENDOR TOTAL				
	395.29				
LIBRARY TRUST	395.29	*****				

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	12,000.00	24,000.00	0.00 100 -----]
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	510.00	5,710.00	1,090.00 83 -----]
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	7.25-	14.72-	24.72 147 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	5.50	122.08	177.92 40 -----]
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	151.30	1,368.35	331.65 80 -----]
3456 PC PRINTING	7,000.00	7,000.00	481.00	5,088.35	1,911.65 72 -----]
3490 SALE OF MATERIALS	0.00	0.00	0.00	127.53	127.53- 9999 -----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	565.11	3,968.74	1,968.74- 198 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0 -----]
3510 COURT FINES	5,000.00	5,000.00	243.75	2,223.87	2,776.13 44 -----]
3511 PARKING FINES	6,500.00	6,500.00	200.00	2,425.00	4,075.00 37 -----]
3520 LIBRARY FINES	3,000.00	3,000.00	181.54	1,841.64	1,158.36 61 -----]
3610 INTEREST	16,500.00	16,500.00	4,525.66	34,571.11	18,071.11- 209 -----]]]]
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	5,110.38	12,196.71	8,196.71- 304 -----]]]]
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	136.97	6,025.99	3,025.99- 200 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	33.94	1,338.87	161.13 89 -----]
TOTAL: GENERAL FUND	91,710.00	91,710.00	24,137.90	121,560.92	29,850.92- 144 -----]]]]

	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	30.62	222.08	222.08- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,981.99	10,159.52	10,159.52- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,012.61	10,381.60	10,381.60- 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	254,550.27	96,867.73	72 -----
102 TEMPORARY WAGES	59,699.00	0.00	4,035.34	35,743.79	23,955.21	59 -----
103 OVERTIME WAGES	350.00	0.00	44.29	44.29	305.71	12 -
111 OASI	31,477.00	0.00	2,150.09	21,619.20	9,857.80	68 -----
121 RETIREMENT	21,106.00	0.00	1,489.21	15,222.32	5,883.68	72 -----
131 WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00	0
132 GROUP INSURANCE	82,378.00	0.00	4,984.41	49,845.04	32,532.96	60 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.40	702.88	301.12	70 -----
TOTAL: PERSONAL SERVICES	549,743.00	0.00	37,497.51	377,727.79	172,015.21	68 -----
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	1,983.81	31,224.58	6,775.42	82 -----
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	307.56	3,827.03	4,172.97	47 ----
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	448.98	1,954.90	3,045.10	39 ---
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	248.35	1,427.15	1,072.85	57 -----
232 OFFICE SUPPLIES	10,000.00	0.00	837.91	6,765.17	3,234.83	67 -----
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	539.11	7,049.40	2,450.60	74 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	219.11	2,001.48	498.52	80 -----
242 PROGRAM SUPPLIES	2,500.00	0.00	263.32	1,099.00	1,401.00	43 ----
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	45.00	483.00	517.00	48 ----
263 TRAVEL EXPENSE	2,000.00	0.00	0.00	1,366.62	633.38	68 -----
265 CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,050.00	1,450.00	42 ----
271 TELEPHONE	1,700.00	0.00	133.11	1,347.98	352.02	79 -----
272 ELECTRICITY	22,000.00	0.00	1,783.93	15,741.73	6,258.27	71 -----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,257.03	1,742.97	41 ----
274 WATER SERVICE	3,000.00	0.00	610.30	2,484.93	515.07	82 -----
275 SEWER SERVICE	800.00	0.00	53.95	748.28	51.72	93 -----
276 LANDFILL	500.00	0.00	32.00	328.00	172.00	65 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	130,151.00	0.00	7,521.44	93,281.40	36,869.60	71 -----
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	365.67	24,482.82	27,517.18	47 ----
342 AV - CAPITAL	13,000.00	0.00	1,690.29	8,045.04	4,954.96	61 -----
350 EQUIPMENT	1,500.00	0.00	659.56	785.53	714.47	52 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH OCT 31, 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	2,715.52	33,313.39	78,186.61	29 --
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	47,734.47	504,322.58	287,071.42	63 -----
TOTAL: GENERAL FUND	791,394.00	0.00	47,734.47	504,322.58	287,071.42	63 -----

	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	46.64	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	195.53	6,410.79	6,410.79- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	242.17	6,606.19	6,606.19- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	434.66	434.66- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	30.00	30.00- 9999	-----]]]]
350 EQUIPMENT	0.00	0.00	199.99	1,003.99	1,003.99- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	199.99	1,468.65	1,468.65- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	442.16	8,074.84	8,074.84- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	442.16	8,074.84	8,074.84- 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	1,570.45	843.62	25,138.65
	TOTAL CURRENT ASSETS:	24,295.03	1,570.45	843.62	25,138.65
	TOTAL ASSETS:	24,295.03	1,570.45	843.62	25,138.65
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	2,012.61CR	10,381.60CR	10,381.60CR
701.2910					
	EXPENDITURE CONTROL	0.00	442.16	8,074.84	8,074.84
	TOTAL FUND BALANCE:	22,831.89CR	1,570.45CR	2,306.76CR	25,138.65CR
	TOTAL LIABILITIES AND FUND BALANCE:	24,295.03CR	1,570.45CR	843.62CR	25,138.65CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

	Trust Fund	9/28/2017 - 10/27/2017				
	Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance
701.701.200		<u>Unrestricted Funds</u>	15019.75			15,019.75
	Donations	Marvin Kamback	17.87		14.94	2.93
		Town & Country Garden Club	58.19		15.50	42.69
		Master Gardener's	299.48			299.48
		Tech Club	477.00	130.00		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
		Shirley Foss memorial	1.45			1.45
		Ferrell	50.00			50.00
	1023.2	<u>Professional Services</u>				
		book bags/earbuds/pens	118.87	44.00		162.87
701.701.232		<u>Office Supplies</u>				
		DVD cleaning	-629.00	6.00		-623.00
701.701.235		<u>Subscriptions/Publications</u>				
701.701.242		<u>Recreation Supplies</u>				
		Teget	2,039.83	1,500.00	101.16	3,438.67
		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	654.32	71.97		726.29
		Parade float	216.65			216.65
		1,000 Bks Before Kindg. (Friends)	72.75			72.75
		SDLA/Rural Conference	-173.07		255.20	-428.27
		Cemetery Walk	100.00			100.00
		Babysitting Clinic	0.00			0.00
		Yankton Seed Library	173.84			173.84
		NASA Programming Stipend	500.00		15.46	484.54
	1131.78	<u>Capital Outlay</u>				
		Building Fund	175.00			175.00
701.701.340		<u>Books - Adult</u>	990.57			990.57
701.701.342		<u>AV - Capital</u>	4,653.79	37.00		4,690.79
701.701.350		<u>Equipment</u>	-199.99	199.99		0.00
		Total	27,010.14	1,988.96	402.26	28,596.84
				Monthly Interest (including year-end)		30.62
				Current Balance		\$28,627.46

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONAL SERVICES							
101	REGULAR WAGES	351,418.00	0.00	24,775.77	254,550.27	96,867.73	72	-----
P-100617-203	PAYROLL INTERFACE	100617		12,387.90	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		12,387.87	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	59,699.00	0.00	4,035.34	35,743.79	23,955.21	59	-----
P-100617-203	PAYROLL INTERFACE	100617		2,007.21	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		2,028.13	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	44.29	44.29	305.71	12	-
P-102017-223	PAYROLL INTERFACE	102017		44.29	CODE-Y,PER#-2,FUND-	101		A
111	OASI	31,477.00	0.00	2,150.09	21,619.20	9,857.80	68	-----
P-100617-203	PAYROLL INTERFACE	100617		1,072.54	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		1,077.55	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,106.00	0.00	1,489.21	15,222.32	5,883.68	72	-----
P-100617-203	PAYROLL INTERFACE	100617		743.28	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		745.93	CODE-Y,PER#-2,FUND-	101		A
131	WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00	0	
132	GROUP INSURANCE	82,378.00	0.00	4,984.41	49,845.04	32,532.96	60	-----
P-100617-203	PAYROLL INTERFACE	100617		2,492.21	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		2,492.20	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.40	702.88	301.12	70	-----
P-100617-203	PAYROLL INTERFACE	100617		9.28	CODE-Y,PER#-1,FUND-	101		A
P-102017-223	PAYROLL INTERFACE	102017		9.12	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		549,743.00	0.00	37,497.51	377,727.79	172,015.21	68	-----
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	1,983.81	31,224.58	6,775.42	82	-----
M-100317-195 .14180	ENVISION WARE	201709 Johnson		538.85	SOFTWARE		N	A
M-100317-195 .13843	OVERDRIVE DIST	201709 Ferrell		1,424.96	EBOOKS		N	A
D-100917-175 06800	WAGE WORKS INC	060651 INV299961		20.00	FLEX SERVICE FEE	005311 P	N	A
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	307.56	3,827.03	4,172.97	47	----
D-100917-178 07098	US BANK EQUIPMENT FINANC	060649 340304369		307.56	COPIER LEASE	016567 P	N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
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	448.98	1,954.90	3,045.10	39	---
M-100317-195	.11793 WW GRAINGER	201709	Reifenrath	55.29	LIGHT BULBS		N	A
M-100317-195	.11793 WW GRAINGER	201709	Reifenrath	274.46	CLEANING SUPPLIES		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Ferrell	119.23	CURTAINS		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	248.35	1,427.15	1,072.85	57	-----
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	23.10	SHIPPING		N	A
M-100317-195	.15230 FOREIGN POLICY ASSOCIA	201709	Ferrell	5.13	SHIPPING		N	A
M-100317-195	.15235 SD AG HERITAGE MUSEUM	201709	Dobrovolny	6.33	SHIPPING		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	3.99	SHIPPING		N	A
M-100317-195	.12920 POSTAGE REFILL	201709	Ferrell	200.00	POSTAGE REFILL		N	A
M-100317-195	.11788 HY VEE 1899	201709	Ferrell	9.80	STAMPS		N	A
232	OFFICE SUPPLIES	10,000.00	0.00	837.91	6,765.17	3,234.83	67	-----
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	2.91	OFFICE SUPPLIES		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	14.32	OFFICE SUPPLIES		N	A
M-100317-195	.14654 ONE OFFICE SOLUTION	201709	Ferrell	19.97	OFFICE SUPPLIES		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Ferrell	79.92	OFFICE SUPPLIES		N	A
M-100317-195	.13639 STAPLES DIRECT	201709	Ferrell	29.99	OFFICE SUPPLIES		N	A
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	5.48	CARD STOCK		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Dobrovolny	9.45	OFFICE SUPPLIES		N	A
M-100317-195	.11866 GRESSCO LTD	201709	Ferrell	536.80	DVD CASES		N	A
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	82.83	OFFICE SUPPLIES		N	A
M-100317-195	.14377 KOPETSKYS ACE HDWE	201709	Ferrell	14.16	KEYS / SOAP		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	42.08	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	539.11	7,049.40	2,450.60	74	-----
M-100317-195	.11824 THE STAR TRIBUNE CIRCU	201709	Ferrell	131.95	STAR TRIBUNE		N	A
M-100317-195	.15245 RAPID CITY JOURNAL	201709	Ferrell	407.16	RAPID CITY SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	219.11	2,001.48	498.52	80	-----
M-100317-195	.11793 WW GRAINGER	201709	Reifenrath	66.84	JANITORIAL SUPPLIES		N	A
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	14.91	PAINT SCRAPPERS		N	A
M-100317-195	.11793 WW GRAINGER	201709	Ferrell	137.36	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	2,500.00	0.00	263.32	1,099.00	1,401.00	43	----
M-100317-195	.14179 MENARDS YANKTON SD	201709	Lippert	27.88	CRAFT NIGHT SUPPLIES		N	A

		ANNUAL	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 CAPITAL OUTLAY							
320	BUILDINGS	45,000.00	0.00	0.00	0.00	45,000.00	0	
340	BOOKS	52,000.00	0.00	365.67	24,482.82	27,517.18	47	----
M-100317-195	.11785 CENTER POINT LARGE PRI	201709	Ferrell	134.22	LARGE PRINT BOOKS		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	5.03	BOOK		N	A
M-100317-195	.15230 FOREIGN POLICY ASSOCIA	201709	Ferrell	25.00	BOOK		N	A
M-100317-195	.15235 SD AG HERITAGE MUSEUM	201709	Dobrovolny	49.95	BOOK		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	34.84	BOOKS		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	3.05	BOOK		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	113.58	BOOKS		N	A
342	AV - CAPITAL	13,000.00	0.00	1,690.29	8,045.04	4,954.96	61	-----
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	52.88	DVDS		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	7.88	DVD		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Ferrell	89.88	DVDS		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Dobrovolny	90.84	DVDS		N	A
M-100317-195	.13320 WM SUPERCENTER #1483	201709	Ferrell	100.26	DVDS		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	14.99	DVDS		N	A
M-100317-195	.12434 WAL-MART #1483	201709	Dobrovolny	25.92	DVDS		N	A
M-100317-195	.13936 PRANDOMHOUSE8007333000	201709	Ferrell	337.50	AUDIOBOOKS		N	A
M-100317-195	.14313 RECORDED BOOKS	201709	Dobrovolny	35.99	CD BOOK		N	A
M-100317-195	.11802 AMAZON MKTPLACE PMTS	201709	Dobrovolny	37.38	DVDS		N	A
D-100917-178	04785 MIDWEST TAPE	060619	118-699-339	896.77	AV	016568	P N	A
350	EQUIPMENT	1,500.00	0.00	659.56	785.53	714.47	52	-----
M-100317-195	.13639 STAPLES DIRECT	201709	Ferrell	659.56	LAPTOP		N	A
TOTAL: CAPITAL OUTLAY		111,500.00	0.00	2,715.52	33,313.39	78,186.61	29	--
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	47,734.47	504,322.58	287,071.42	63	-----
TOTAL: GENERAL FUND		791,394.00	0.00	47,734.47	504,322.58	287,071.42	63	-----

Yankton Community Library
Director's Report
November 2017

Food for Fines

We collected 70 boxes of soup and crackers in October. We will be accepting canned veggies in November with all donations going to the Contact Center.

Teen Events

We were sad to only get 4 sign-ups for the October after hours teen event and decided to cancel. We'll put a minimum on future after hours events to have at least 10 teens in order to have enough to play games and justify the change in staff schedules. The teens are having a game day on November 18 for their monthly activity.

Yankton Seed Library

We are done with classes for the Seed Library for the year. Susie and Scott have been working with the seed library board on mapping out potential classes and will be working on ordering supplies soon.

Classic Movie Series

We've set our movies for November and December. We'll show *Casablanca* in honor of the 75th anniversary on November 12 and *Meet Me in St. Louis* on December 10. Both movies are at 2:00 pm.

Cut the Cord? Class

Cut the Cord was a huge success! We had 36 participants and everyone seemed to walk away with a good understanding of their options.

Jane Austen Week

The letter writing program and quilling class had decent turn outs, but the movie attendance was very low. We saw the same thing with *Blade Runner* earlier in October. Even though it costs little for us to host these events, it is a lot of extra preparation to advertise them, so we are going to try to focus movies at the library on proven successes such as Oscars and classics. The older demographic seems to be our main audience, so focusing on interesting things for them will be key.

Friends Meeting Room Sale

The Friends hosted a book sale in our Meeting Room October 26-28 and it was very successful! They sold a lot of their extra inventory down and made a nice amount of money.

Living Library Veteran's Day Event

This event is coming along nicely and we are excited to hear about everyone's experience. A particular win for us is that we were able to find a woman to serve on the panel, which we think will add a nice extra layer of diversity.

Bunco 101

This program is coming up on November 14. It should be a fun time and we hope it will be popular. Our program on cribbage last year was a hit and we are hoping to recreate that enthusiasm with this event.

Unplug, Unwind, Craft

The crafters will be working on winter decorations in November. We take December off from the program with everyone's busy schedules.

Library Closings

We are closed a few days in November for holidays: we will close early at 5:00 pm on November 9 and be closed all day November 10 & 11 for Veteran's Day, as well as closing early on November 22 at 5:00 pm and all day November 23 & 24 for Thanksgiving.

Out of Library

I will be out of the library part of November 16th & all of the 17th for Spencer's interviews as well as part of November 30th and all of December 1st. I'll be working longer hours those weeks on the days I am here to make up the time.

December Meeting

Our next meeting is scheduled for December 13, 2017 at 5:30 p.m.

October Additions: 522

	Adult	YA	JR	Easy
Fiction	173	39	65	71
Nonfiction	77	1	15	15
DVD	39	-	4	-
Audiobooks	22	1	0	0
Music CD's	0	-	-	0
Book Club Bags	0	-	-	-
Professional	0	-	-	-
Total	311	41	84	86

October 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Oct. 4	10:30 AM	2	1
	Oct. 11	10:30 AM	0	0
	Oct. 18	10:30 AM	3	2
	Oct. 25	10:30 AM	0	0
Total:			0	0

Story Time	Oct. 2	5:30 PM	11	10
	Oct. 3	10:30 AM	17	10
	Oct. 5	10:30 AM	16	11
	Oct. 9	5:30 PM	6	4
	Oct. 10	10:30 AM	14	9
	Oct. 12	10:30 AM	10	7
	Oct. 16	5:30 PM	8	6
	Oct. 17	10:30 AM	24	15
	Oct. 19	10:30 AM	14	9
	Oct. 23	5:30 PM	10	7
	Oct. 24	10:30 AM	19	11
	Oct. 26	10:30 AM	25	16
	Oct. 30	5:30 PM	14	16
Oct. 31	10:30 AM	29	19	
Total:			217	150

Thursday Kids Activities				
Craft: Painted Rocks	Oct. 5	3:45 PM	35	6
LEGO Club	Oct. 12	3:45 PM	20	4
Science Club	Oct. 19	3:45 PM	9	1
<i>Monster House</i>	Oct. 26	3:45 PM	15	3
Total:			79	14

Friday Wii	Oct. 6	3:30 PM	7	
	Oct. 13	3:30 PM	6	
	Oct. 20	3:30 PM	10	
	Oct. 27	3:30 PM	4	
Total:			27	

Kid's Art Club	Oct. 14	-	10	3
Total:			10	3

Teen Events				
TAB	Oct. 2	7:00 PM	3	
Total:			23	

Adult Programs	Date	Time	Num.
<i>Blade Runner</i>	Oct. 3	6:00 PM	0
<i>Gone with the Wind</i>	Oct. 8	2:00 PM	8
One Book SD Discussion	Oct. 12	6:30 PM	27
Jane Austen Letter Program	Oct. 16	7:00 PM	10
Adult Craft: Quilling	Oct. 17	6:00 PM	12
Stitches in the Stacks	Oct. 19	6:00 PM	4
LifeServe Blood Drive	Oct. 20	9:00 AM	15
<i>Persuasion</i>	Oct. 21	9:30 AM	2
<i>Sense & Sensibility</i>	Oct. 21	12:00 PM	0
<i>Pride & Prejudice</i>	Oct. 21	2:30 PM	2
Teen Tech Tutors	Oct. 21	1:00 PM	0
<i>Emma</i>	Oct. 22	1:00 PM	1
<i>Jane Austen Book Club</i>	Oct. 22	3:00 PM	0
Cut the Cord? Class	Oct. 24	6:00 PM	36
Total:			117

Seed Library	Date	Time	Num.
Class	Oct. 10	1:00 PM	22
Class	Oct. 10	6:30 PM	9
Total:			31

Food for Fines		
Soup & Crackers	October 1-10	69

Book Clubs		
Overreader's Anonymous	Oct. 8	9
Reader's Anonymous	Oct. 10	4
Between the Lines	Oct. 24	9
Total:		13

October Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	8,466	8,943
Juvenile	4,987	8,102
Total	13,453	17,045

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	7,003	7,900
Juvenile	4,549	6,052
Total	11,552	13,952

Interlibrary Loan

	2017	2016
Requested	154	
Supplied	226	
Total	380	

Electronic Resources

	2017	2016
OverDrive	1,032	981
One Click Digital	33	46
Zinio	18	16
IndieFlix	0	0
TumbleBooks	438	2050
Total	1,521	3,093

Courier

	2017	2016
Total Incoming	462	258
Total Outgoing	444	303
Grand Total	906	561

Adult Outreach

	2017	2016
Locations	10	11
Patrons	40	39
Circulations	245	230

Daycare Outreach

	2017	2016
Locations	24	18
Patrons	345	
Circulations	389	

Public Computer Use

	2017	2016
Uses	1,509	1,573
Hours	1,022.7	1,014.88

Meeting Room Use

	2017	2016
Library Uses	49	41
Library Hours	127.0	65.5
Non-Library Uses	17	19
Non-Library Hours	43.0	32.5

Study Room Use

	2017	2016
Uses	59	36
Hours	84.0	58.5

Notary

	2017	2016
Requests	6	0

Proctor

	2017	2016
Tests	43	28

Traffic

	2017	2016
Count	25,089	11,522*

*south door count estimated

Computer Assistance

	2017	2016
Patrons	195	

Genealogy Requests

	2017	2016
Patrons	2	
Hours	2.0	

Teacher Requests

	2017	2016
Patrons	0	0

Current Cards

	2017	2016
Resident	4,678	4,059
Non-Resident	235	212
Mount Marty	23	19
Teacher	77	79
Yankton County	951	834
Total	5,964	5,203

Yankton County

	Cards	Adults	Kids
New Cards	7	13	6
Renewals	33	48	10

Non-Resident

	Cards	Adults	Kids
New Cards	5	8	
Renewals	6	13	4

Yankton Community Library • November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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			1 Stay & Play, 10:30	2 Halloween Story Time, 10:30 Kid's Crafts, 3:45	3 Wii, 3:30	4 Friends Book Sale 9:30 - 12 pm International Game Day
5	6 Story Time, 5:30 p TAB, 7 pm	7 Story Time, 10:30 Living Library Veteran's Day Event, 6p	8 Stay & Play, 10:30 Library Board Meeting, 5:30 pm	9 Story Time, 10:30 LEGO Club, 3:45 Library Closing at 5 pm	10 Library Closed	11 Library Closed
12 Classic Movie Series: <i>Casablanca</i> 2pm	13 Story Time, 5:30 p	14 Story Time, 10:30 Reader's Anon., 1p Bunco 101, 6 pm	15 Stay & Play, 10:30	16 Story Time 10:30 am Science Club, 3:45p Stitches in the Stacks, 6 pm	17 Wii, 3:30	18 Teen Tech Tutors, 1-3 pm Teen Game Event 2-4 pm
19	20 Story Time, 5:30 p	21 Story Time 10:30 am Unplug, Unwind, Craft: Winter Decorations, 6 pm	22 Stay & Play, 10:30 Library Closing at 5 pm	23 Library Closed	24 Library Closed	25
26	27 Story Time, 5:30 p	28 Story Time, 10:30 Between the Lines, 5:30 pm	29 Stay & Play, 10:30	30 Story Time, 10:30 <i>Nut Job 2: Nutty by Nature (PG)</i> , 3:45p	Food for Fines November 1-10 Canned Veggies	

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, 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	12 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	20	21 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	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				Socks for Fines December 1-31	