

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, September 12, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of August 8, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- Introduce Amy Clare, new Senior Library Assistant
- Review Board Bylaws
- Logo
- Proctor policy

Other Business

Adjourn the meeting of September 12, 2018

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

August 8, 2018, 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 Tony Maibaum, Amy Nelson, Sue Otterman, Christine Tielke; Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent with regrets: Tonja Koenigs and Todd Woods.

Minutes:

Motion to approve the minutes of the July 11, 2018 meeting by Tielke, with second by Nelson; unanimous approval.

Discussion of Bills and Financial Report:

Schmidt reported that the malfunctioning air conditioning unit has been replaced. There is money remaining in the capitol budget from the door replacement project to cover the cost.

Communications and Correspondence:

Schmidt shared two notes of appreciation from library patrons.

Public Comment Period: None.

Director's Report:

In addition to the written report, Schmidt reported that she had made an offer to Amy Clare for the Senior Library Assistant position and also to Joan Heimes for a 21 hour Circulation Assistant position. Both accepted and are expected to start in late August. She also shared that YCL has partnered with the Yankton Sack Pack Program to provide a location for participants to pick up items during the interim period when the summer lunch program has ended and the program is up and running again for the new school year. Approximately 20 bags were distributed during the first week.

Old Business:

Community spaces update - Schmidt will attend the next meeting scheduled for August 28.

New Business:

Library Assistant Susie Lippert shared her experiences at the South Dakota State Library Institute over the last four years.

Other Business: None.

Adjourn the meeting of August 8, 2018

Motion by Nelson to adjourn. Second by Otterman. Meeting adjourned.

Respectfully submitted,
Dana Schmidt, Library Director

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
BAILEY/AMY LIBRARY LOGO	400.00	PROFESSIONAL SERVICES	101.142.202	8.23.18	019533	P 712 00001
CITY UTILITIES WATER-WW CHARGES	88.66	WATER SERVICE	101.142.274	8.21.18	002793	P 712 00002
WATER-WW CHARGES	62.52	SEWER SERVICE	101.142.275	8.21.18	002793	P 712 00003
	151.18	*VENDOR TOTAL				
GALE CENGAGE LEARNING BOOK	15.50	BOOKS	101.142.340	8.24.18	019535	P 712 00004
J & H CARE & CLEANING CO JANITORIAL SERVICE	1,100.00	PROFESSIONAL SERVICES	101.142.202	10023	019539	P 712 00005
LARRY'S HEATING & COOLIN NEW HVAC EQUIPMENT	4,990.76	CAPITAL REPAIR & MAINTEN	101.142.301	26563	019530	P 712 00006
LIBRARY IDEAS LLC MUSIC SUBSCRIPTION	3,500.00	PROFESSIONAL SERVICES	101.142.202	8.15.18	019531	P 712 00007
MERKEL ELECTRIC REPAIRS	68.29	REP. & MAINT. - BUILDING	101.142.223	8.29.18	019540	P 712 00008
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	8.29.18	002794	P 712 00009
MIDWEST TAPE AUDIO BOOKS	149.96	AV - CAPITAL	101.142.342	8.24.18	019536	P 712 00010
NORTHWESTERN ENERGY ELECT	2,069.09	ELECTRICITY	101.142.272	8.29.18	002795	P 712 00011
TSCHETTER/CRAIG BOOK	25.00	BOOKS	101.142.340	8.24.18	019534	P 712 00012
US BANK EQUIPMENT FINANC COPIER LEASE	593.11	RENTALS & XEROX SUPPLIES	101.142.212	761-454	019538	P 712 00013
	13,077.89				
GENERAL FUND	13,077.89	*****				

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US						
BOOK	10.77	BOOKS	101.142.340	Dobrovolny		713 00006
BOOK	6.98	BOOKS	101.142.340	Dobrovolny		713 00152
	17.75	*VENDOR TOTAL				
AMZN MKTP US AMZN.COM/						
OFFICE SUPPLIES	114.94	OFFICE SUPPLIES	101.142.232	Dobrovolny		713 00104
DVD'S	54.78	AV - CAPITAL	101.142.342	Dobrovolny		713 00105
BOOKS	146.93	BOOKS	101.142.340	Dobrovolny		713 00106
DVD	7.51	AV - CAPITAL	101.142.342	Dobrovolny		713 00224
	324.16	*VENDOR TOTAL				
ARSLIBRARIES						
ARSL CONFERENCE REFUND	250.00CR	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		713 00334
BAKER-TAYLOR						
POSTAGE	63.96	POSTAGE	101.142.231	Schmidt		713 00181
BOOKS	6,685.30	BOOKS	101.142.340	Schmidt		713 00183
	6,749.26	*VENDOR TOTAL				
ECHO ELECTRIC SUPPLY						
REPAIR SUPPLIES	14.26	REP. & MAINT. - BUILDING	101.142.223	Miles		713 00077
FACEBK S5SWNFN42						
FACEBOOK AD	10.00	PUBLISHING	101.142.211	Schmidt		713 00232
GRAINGER						
JANITORIAL SUPPLIES	162.21	JANITORIAL SUPPLIES	101.142.236	Reifenrath		713 00110
GRESSCO LTD						
OFFICE SUPPLIES	268.40	OFFICE SUPPLIES	101.142.232	Dobrovolny		713 00043
HY VEE 1820						
PROGRAM SUPPLIES	11.69	PROGRAM SUPPLIES	101.142.242	Raiche		713 00299
PROGRAM SUPPLIES	5.00	PROGRAM SUPPLIES	101.142.242	Raiche		713 00303
	16.69	*VENDOR TOTAL				
HY VEE 1899						
PROGRAM SUPPLIES	7.12	PROGRAM SUPPLIES	101.142.242	Raiche		713 00022
MEAD LUMBER YANKTON						
SEED LIBRARY	66.90	OFFICE SUPPLIES	101.142.232	Sobocinski		713 00190
ONE OFFICE SOLUTION						
OFFICE SUPPLIES	11.89	OFFICE SUPPLIES	101.142.232	Schmidt		713 00173

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					
POSTAGE REFILL POSTAGE	200.00	POSTAGE	101.142.231	Ferrell		713 00109
SD LIB ASSOCIATION						
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Lippert		713 00018
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Raiche		713 00003
SDLA MEMBERSHIP DUES	55.00	MEMBERSHIP DUES	101.142.261	Raiche		713 00004
SDLA CONFERENCE	195.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		713 00049
SDLA MEMBERSHIP DUES	80.00	MEMBERSHIP DUES	101.142.261	Schmidt		713 00053
	720.00	*VENDOR TOTAL				
SOUTH DAKOTA HUMANITIE ONE BOOK SD GRANT FEE	50.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		713 00031
TARGET 00002170 DVD	19.99	AV - CAPITAL	101.142.342	Schmidt		713 00319
WAL-MART #1483						
DVD'S	32.92	AV - CAPITAL	101.142.342	Raiche		713 00138
OFFICE SUPPLIES	20.15	OFFICE SUPPLIES	101.142.232	Schmidt		713 00370
	53.07	*VENDOR TOTAL				
WM SUPERCENTER #1483						
DVD'S	128.72	AV - CAPITAL	101.142.342	Dobrovolny		713 00054
DVD'S	122.68	AV - CAPITAL	101.142.342	Dobrovolny		713 00236
DVD'S	42.99	AV - CAPITAL	101.142.342	Schmidt		713 00392
OFFICE SUPPLIES	14.39	OFFICE SUPPLIES	101.142.232	Schmidt		713 00393
	308.78	*VENDOR TOTAL				
	8,750.48				

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 BOOKS	13.79	BOOKS	701.701.340	Schmidt		713 00182
CASEYS GEN STORE 2268 STAFF APPRECIATION	6.18	RECREATION SUPPLIES	701.701.242	Schmidt		713 00198
DAIRY QUEEN #17883 QPS STAFF APPRECIATION	20.93	RECREATION SUPPLIES	701.701.242	Dobrovolny		713 00353
HY VEE 1899 STAFF APPRECIATION	15.92	RECREATION SUPPLIES	701.701.242	Dobrovolny		713 00351
SEED LIBRARY	25.00	RECREATION SUPPLIES	701.701.242	Lippert		713 00212
	40.92	*VENDOR TOTAL				
MENARDS YANKTON SD SEED LIBRARY	31.47	RECREATION SUPPLIES	701.701.242	Sobocinski		713 00238
MINERVA GRILL AND BAR STAFF APPRECIATION	120.50	RECREATION SUPPLIES	701.701.242	Dobrovolny		713 00025
	233.79				
LIBRARY TRUST	233.79	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS 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	440.00	4,295.00	2,505.00 63 -----
3452 LIBRARY A.V. FEES	700.00	700.00	50.00	256.30	443.70 36 ---
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.00	4.84-	14.84 48 ----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.19	103.94	96.06 51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	56.60	688.60	811.40 45 ----
3456 PC PRINTING	6,000.00	6,000.00	521.15	4,079.35	1,920.65 67 -----
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	558.46	2,748.51	748.51- 137 -----]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	1,627.40	12,166.86	5,143.14 70 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	305.16	1,309.07	1,690.93 43 ----
3511 PARKING FINES	3,000.00	3,000.00	25.00	1,500.00	1,500.00 50 -----
3520 LIBRARY FINES	3,000.00	3,000.00	44.00	623.55	2,376.45 20 --
TOTAL: FINES	9,000.00	9,000.00	374.16	3,432.62	5,567.38 38 ---
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	9,983.42	53,430.47	36,930.47- 323 -----]]]]
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 REIMBURSEMENTS	4,000.00	4,000.00	174.64	8,556.05	4,556.05- 213 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	8,000.00	5,000.00- 266 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	266.11	1,539.58	39.58- 102 -----
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	10,424.17	71,526.10	36,526.10- 204 -----]]]]
TOTAL: GENERAL FUND	85,310.00	85,310.00	12,425.73	99,125.58	13,815.58- 142 -----]]]]

	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	50.27	319.78	319.78-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	323.50	10,424.82	10,424.82-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	373.77	10,744.60	10,744.60-	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	355,762.00	0.00	22,605.22	205,739.94	150,022.06	57 -----
102 TEMPORARY WAGES	59,699.00	0.00	4,055.96	28,455.39	31,243.61	47 ----
103 OVERTIME WAGES	350.00	0.00	0.00	234.51	115.49	67 -----
111 OASI	31,810.00	0.00	1,991.63	17,537.07	14,272.93	55 -----
121 RETIREMENT	21,367.00	0.00	1,356.30	12,350.02	9,016.98	57 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00	1
132 GROUP INSURANCE	82,378.00	0.00	3,907.33	33,961.73	48,416.27	41 ----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.20	465.33	538.67	46 ----
TOTAL: PERSONAL SERVICES	554,912.00	0.00	33,934.64	298,699.99	256,212.01	53 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16	90 -----
202 PROFESSIONAL SERVICES	39,000.00	0.00	20.00	25,671.44	13,328.56	65 -----
211 PUBLISHING	3,000.00	0.00	525.64	2,380.50	619.50	79 -----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	0.00	2,446.26	5,553.74	30 ---
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	117.64	1,044.95	1,955.05	34 ---
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	219.50	1,290.31	2,709.69	32 ---
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	7.98	1,401.10	1,098.90	56 -----
232 OFFICE SUPPLIES	9,500.00	0.00	93.95	5,101.48	4,398.52	53 -----
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	10,500.00	0.00	1,113.91	6,003.68	4,496.32	57 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	196.43	2,254.30	245.70	90 -----
242 PROGRAM SUPPLIES	4,000.00	0.00	20.87	921.61	3,078.39	23 --
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	380.00	620.00	38 ---
263 TRAVEL EXPENSE	3,500.00	0.00	70.74	2,280.97	1,219.03	65 -----
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	740.00	760.00	49 ----
271 TELEPHONE	1,700.00	0.00	137.40	1,067.23	632.77	62 -----
272 ELECTRICITY	22,000.00	0.00	1,991.65	10,579.86	11,420.14	48 ----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,845.92	1,154.08	61 -----
274 WATER SERVICE	3,200.00	0.00	94.21	853.72	2,346.28	26 --
275 SEWER SERVICE	1,000.00	0.00	68.39	684.18	315.82	68 -----
276 LANDFILL	500.00	0.00	52.00	292.00	208.00	58 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	133,466.00	0.00	4,745.31	76,360.35	57,105.65	57 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	53,000.00	0.00	1,006.77	21,034.13	31,965.87	39 ---
342 AV - CAPITAL	13,500.00	0.00	988.37	7,215.95	6,284.05	53 -----
350 EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH AUG 31, 2018

	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	89,500.00	0.00	1,995.14	28,559.41	60,940.59	31 ---
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	777,878.00	0.00	40,675.09	403,619.75	374,258.25	51 -----
TOTAL: GENERAL FUND	777,878.00	0.00	40,675.09	403,619.75	374,258.25	51 -----

	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	150.19	150.19-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	411.86	7,330.86	7,330.86-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	411.86	7,481.05	7,481.05-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	16.94	231.74	231.74-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	509.97	509.97-	9999 -----]]]]
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	16.94	741.71	741.71-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	428.80	8,222.76	8,222.76-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	428.80	8,222.76	8,222.76-	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	25,506.01	55.03CR	1,623.46	27,129.47
TOTAL CURRENT ASSETS:	25,506.01	55.03CR	1,623.46	27,129.47
TOTAL ASSETS:	25,506.01	55.03CR	1,623.46	27,129.47
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	898.38CR	0.00	898.38	0.00
TOTAL CURRENT LIABILITIES:	898.38CR	0.00	898.38	0.00
TOTAL LIABILITIES:	898.38CR	0.00	898.38	0.00
FUND BALANCE:				
701.2511 FUND BALANCE - UNDESIGNATED	22,831.89CR	0.00	0.00	22,831.89CR
701.2900 REVENUE CONTROL	12,118.27CR	373.77CR	10,744.60CR	22,862.87CR
701.2910 EXPENDITURE CONTROL	10,342.53	428.80	8,222.76	18,565.29
TOTAL FUND BALANCE:	24,607.63CR	55.03	2,521.84CR	27,129.47CR
TOTAL LIABILITIES AND FUND BALANCE:	25,506.01CR	55.03	1,623.46CR	27,129.47CR
TOTAL FUND:	0.00	0.00	0.00	0.00

YANKTON FINANCIAL SYSTEM
9/07/2018 11:10:00

Balance Sheet
AUG 31, 2018

CITY OF YANKTON
GL570R-V08.08 PAGE 2

TOTAL NUMBER OF RECORDS PRINTED 5

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	355,762.00	0.00	22,605.22	205,739.94	150,022.06	57	-----	
P-081018-676	PAYROLL INTERFACE	081018		11,302.61	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		11,302.61	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	4,055.96	28,455.39	31,243.61	47	----	
P-081018-676	PAYROLL INTERFACE	081018		2,223.32	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		1,832.64	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	234.51	115.49	67	-----	
111	OASI	31,810.00	0.00	1,991.63	17,537.07	14,272.93	55	-----	
P-081018-676	PAYROLL INTERFACE	081018		1,010.75	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		980.88	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,356.30	12,350.02	9,016.98	57	-----	
P-081018-676	PAYROLL INTERFACE	081018		678.15	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		678.15	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00	1		
132	GROUP INSURANCE	82,378.00	0.00	3,907.33	33,961.73	48,416.27	41	----	
P-081018-676	PAYROLL INTERFACE	081018		1,953.66	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		1,953.67	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.20	465.33	538.67	46	----	
P-081018-676	PAYROLL INTERFACE	081018		9.73	CODE-Y,PER#-1,FUND-	101			A
P-082418-697	PAYROLL INTERFACE	082418		8.47	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	33,934.64	298,699.99	256,212.01	53	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16	90	-----	
202	PROFESSIONAL SERVICES	39,000.00	0.00	20.00	25,671.44	13,328.56	65	-----	
D-081318-648	06800 WAGE WORKS INC	062041 764754		20.00	FLEX SERVICE FEE	005311 P N			A
211	PUBLISHING	3,000.00	0.00	525.64	2,380.50	619.50	79	-----	
D-081318-674	00499 PRESS DAKOTA MSTAR SOLUT	062010 2504		525.64	CLASSIFIED AD	077323 P N			A
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	0.00	2,446.26	5,553.74	30	---	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	117.64	1,044.95	1,955.05	34	---	
M-080218-672	.15666 MONSTER JANITORIAL LLC	201807 Reifenrath		48.19	EQUIPMENT REPAIR		N		A
M-080218-672	.15543 GRAINGER	201807 Reifenrath		69.45	EXT CORD REEL		N		A

		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	FILE
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	219.50	1,290.31	2,709.69	32 ---	
M-080218-672	.12434 WAL-MART #1483	201807 Miles		3.97	SUPPLIES		N	A
M-080218-672	.14179 MENARDS YANKTON SD	201807 Miles		3.59	REPLACEMENT MOLDING		N	A
D-081318-670	06540 CHUCKS SANITARY SERVICE	061937 6781		85.00	DRAIN CLEANING	019525	P M	A
D-081318-670	02229 TRI-STATE TURF	062033 34502		126.94	SPRINKLER MAINTENANCE	019529	P 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	7.98	1,401.10	1,098.90	56 -----	
M-080218-672	.11802 AMAZON MKTPLACE PMTS	201807 Dobrovolny		3.99	POSTAGE		N	A
M-080218-672	.11802 AMAZON MKTPLACE PMTS	201807 Dobrovolny		3.99	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	93.95	5,101.48	4,398.52	53 -----	
M-080218-672	.15654 BED BATH & BEYOND #114	201807 Schmidt		29.99	SWEEPER		N	A
M-080218-672	.15312 AMAZON MKTPLACE PMTS W	201807 Dobrovolny		18.99	OFFICE SUPPLIES		N	A
M-080218-672	.14127 AMAZON.COM AMZN.COM/BI	201807 Dobrovolny		44.97	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	10,500.00	0.00	1,113.91	6,003.68	4,496.32	57 -----	
M-080218-672	.13031 SOUTH DAKOTA MAGAZINE	201807 Schmidt		50.00	MAGAZINE SUBSCRIPTION		N	A
M-080218-672	.15203 SIOUX CITY JOURNAL CIR	201807 Schmidt		558.82	NEWSPAPER SUBSCRIPTION		N	A
M-080218-672	.11988 BOOKPAGE	201807 Ferrell		324.00	SUBSCRIPTION		N	A
M-080218-672	.13978 YANKTONMEDIAINC	201807 Dobrovolny		133.09	NEWSPAPER SUBSCRIPTION		N	A
M-080218-672	.11918 NE LIFE MAG	201807 Ferrell		48.00	MAGAZINE SUBSCRIPTIONS		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	196.43	2,254.30	245.70	90 -----	
M-080218-672	.12434 WAL-MART #1483	201807 Raiche		24.92	JANITORIAL SUPPLIES		N	A
M-080218-672	.15543 GRAINGER	201807 Reifenrath		57.68	JANITORIAL SUPPLIES		N	A
M-080218-672	.15543 GRAINGER	201807 Reifenrath		67.07	JANITORIAL SUPPLIES		N	A
M-080218-672	.15543 GRAINGER	201807 Reifenrath		46.76	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	4,000.00	0.00	20.87	921.61	3,078.39	23 --	
M-080218-672	.12923 WAL-MART #3734	201807 Raiche		10.88	PROGRAM SUPPLIES		N	A
M-080218-672	.11788 HY VEE 1899	201807 Dobrovolny		9.99	PROGRAM SUPPLIES		N	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	380.00	620.00	38 ---	
263	TRAVEL EXPENSE	3,500.00	0.00	70.74	2,280.97	1,219.03	65 -----	
M-080218-672	.11989 CASEYS GEN STORE 2268	201807 Lippert		22.09	TRAVEL EXPENSE		N	A
M-080218-672	.12065 SHELL OIL 57444718506	201807 Lippert		48.65	TRAVEL EXPENSE		N	A

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	740.00	760.00	49	----	
271	TELEPHONE	1,700.00	0.00	137.40	1,067.23	632.77	62	-----	
P-081018-676	PAYROLL INTERFACE	081018		10.50	CODE-Y, PER#-1, FUND-	101			A
M-083118-685 06976	VAST BROADBAND	007582		85.64	PHONE BILL	003513	F	N	A
M-083118-685 06976	VAST BROADBAND	007583		41.26	PHONE BILL	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	1,991.65	10,579.86	11,420.14	48	----	
D-081318-670 00455	NORTHWESTERN ENERGY	062004 7.24.18		1,991.65	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,845.92	1,154.08	61	-----	
D-081318-670 00303	MIDAMERICAN ENERGY	061996 8.2.18		15.00	FUEL	002794	P	N	A
274	WATER SERVICE	3,200.00	0.00	94.21	853.72	2,346.28	26	--	
D-081318-670 00109	CITY UTILITIES	061942 7.24.18		94.21	UTILITY CHARGES	002793	P	N	A
275	SEWER SERVICE	1,000.00	0.00	68.39	684.18	315.82	68	-----	
D-081318-670 00109	CITY UTILITIES	061942 7.24.18		68.39	UTILITY CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	52.00	292.00	208.00	58	-----	
D-081318-670 07123	CITY OF YANKTON-LIBRARY	061940 290511		12.00	GARBAGE	003942	P	N	A
J-083118-677	AUGUST JOURNAL ENTRIES	JE 222		40.00	DUMPSTER CHARGES -AUGUST				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	4,745.31	76,360.35	57,105.65	57	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0		
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	53,000.00	0.00	1,006.77	21,034.13	31,965.87	39	---	
M-080218-672 .11785	CENTER POINT LARGE PRI	201807 Dobrovolny		134.22	BOOKS		N		A
M-080218-672 .15312	AMAZON MKTPLACE PMTS W	201807 Dobrovolny		152.96	BOOKS		N		A
M-080218-672 .11802	AMAZON MKTPLACE PMTS	201807 Dobrovolny		7.00	BOOK		N		A
M-080218-672 .11802	AMAZON MKTPLACE PMTS	201807 Dobrovolny		11.91	BOOK		N		A
M-080218-672 .13583	THOMSON WEST*TCD	201807 Schmidt		203.38	BOOKS		N		A
M-080218-672 .14127	AMAZON.COM AMZN.COM/BI	201807 Dobrovolny		5.99	BOOK		N		A
M-080218-672 .15312	AMAZON MKTPLACE PMTS W	201807 Dobrovolny		49.31	BOOKS		N		A
M-080218-672 .13151	FARM & HOME PUBLISHERS	201807 Dobrovolny		269.50	BOOKS		N		A
D-081318-670 03137	GALE CENGAGE LEARNING	061965 64012301		172.50	BOOKS	019527	P	N	A
342	AV - CAPITAL	13,500.00	0.00	988.37	7,215.95	6,284.05	53	-----	
M-080218-672 .12434	WAL-MART #1483	201807 Raiche		16.96	DVD		N		A

		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								
	CAPITAL OUTLAY								
342	AV - CAPITAL								
M-080218-672	.15312 AMAZON MKTPLACE PMTS W	201807	Dobrovolny	32.91	DVDS		N		A
M-080218-672	.14977 WM SUPERCENTER #3734	201807	Raiche	49.88	DVDS		N		A
M-080218-672	.14127 AMAZON.COM AMZN.COM/BI	201807	Dobrovolny	25.70	DVDS		N		A
M-080218-672	.15312 AMAZON MKTPLACE PMTS W	201807	Dobrovolny	126.13	DVDS		N		A
D-081318-670	04785 MIDWEST TAPE	061998	96285998	736.79	AUDIOBOOKS	019528	P	N	A
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30	---	
TOTAL:	CAPITAL OUTLAY	89,500.00	0.00	1,995.14	28,559.41	60,940.59	31	---	
	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	777,878.00	0.00	40,675.09	403,619.75	374,258.25	51	-----	
TOTAL:	GENERAL FUND	777,878.00	0.00	40,675.09	403,619.75	374,258.25	51	-----	

**Yankton Community Library
Director's Report
September 2018**

Food for Fines

We collected 45 jars of peanut butter and jelly for the Contact Center in August. We are currently accepting donations of pancake mix and syrup for our September collection.

Resuming Fall/Winter Hours

The library resumes our extended Fall/Winter hours after Labor Day. We are now open Monday through Thursday 9am to 8pm, Friday and Saturday 9am to 5pm, and Sunday 1pm to 5pm.

Work Study Student

We have again been paired up with a Mount Marty College Work Study student. She will be assisting Amanda with preschool and youth programming. This student is very interested in science and we are planning to incorporate some new STEM activities for school-aged children with her help.

YHS Intern

We are currently working with Yankton High School to take on an intern. He will be able to gain some on-the-job training and will be available to help us a couple of hours per day. We are excited to be working with both of these student workers in the upcoming months.

Unplug, Unwind, Craft

The September craft class will teach participants how to create string pull art. There will be a \$5 charge for the class to pay for materials.

Seed Library

The September classes will focus on wrapping up your garden for the season and looking ahead to next Spring. Our last Seed Library classes of the year will be on Tuesday, October 9 with the topic of herb gardening. The Seed Cabinet will be open for both of these classes.

Bunco

We hosted our second night of Bunco this season. It is a fun and fast-paced dice game which usually requires at least 8-12 to play. We are hoping to grow the numbers so we can have a larger group attending on a regular basis.

Youth Programming

September is the month that we resume our Fall programming after the Summer Reading Program. Our after-school sessions began on Thursday, Sept 6. We will continue our weekly rotation of crafts, Lego Club, Science Club and movies. We will get help with our science club days from the 4-H office as well as some outside presenters! Story times will resume on Monday, September 10. We have changed the

start time of our evening story times slightly to 6pm. Our daycare outreach program also resumes in September. With a combination of YCL staff and volunteers, we are able to deliver bins of age-appropriate books to daycares in Yankton, along with providing a brief story time for the children. I feel that this is such a great service in our community and it helps to bring new books and readers to the children that may not be able to get to the library for story time during the week.

Amanda also made extra effort this August to meet the local school librarians and share some information about how the public library can help support them and the teachers with extra materials for their programming and projects. She also highlighted to them our growing section of bilingual and Spanish books with the hopes that they can share this information with families at their schools.

Open House Event

September is Library Card Sign-up month. To celebrate, the library will be hosting an Open House on Monday, September 17 at 6pm. This event will help us to fulfill one of the requirements of the NASA grant we received and will also give us a chance to highlight some of the great services the library has to offer. We are also hoping to gain feedback about the needs of the community and programs and services they would like to see the library offer in the future. There will be stations for all ages with examples of STEM programs, demonstrations of the library's online resources, refreshments and opportunities for participants to share their ideas with us.

Upcoming author visits

Larry Campbell is the author of *Rollin' Down the River*, a book about his trip following the Missouri River from Three Forks, Montana to its confluence with the Mississippi River. He spent time in Yankton during his journey and will be in the area to present a program at the library on October 3 at 7:00 pm.

Barbara Oliverio has a connection to Yankton through her grandmother, Janet Waggoner. She writes light hearted mysteries, one of which has recently been adapted into a made for Hallmark Channel movie. She will present an author talk and reading on October 5 at 2:00 pm.

One Book South Dakota

The title selected for this year's One Book South Dakota is *Informing the News* by Thomas E. Patterson. We have several copies of this book available for checkout. We will also be hosting a discussion of this book on Thursday, October 18 led by Jamie Sullivan.

Gifts from the Friends of the Library

Our Friends of the Library approved two exciting purchases for the library at their August meeting. We have removed the video rockers from the teen area and will be replacing them with two love seats for extra seating. They also approved the purchase of a printer/scanner/copier for the Director's office. This will save a lot of time and will help safeguard any confidential information that needs to be printed.

Staffing

Our new Circulation Manager, Amy Clare, started on September 4. We are so excited to add her to our team. I know her experience and education will help us to continue to improve our library!

Scott Sobocinski's last day was Monday, September 10. He has accepted a Director position in Wabasso, MN.

Loren, our custodian, is still dealing with medical issues. His health is improving, but he will not be able to return to work for a while as he recuperates. We have hired J&H Cleaning Service to help us keep the library clean in the meantime.

SDLA Conference

Amanda, Susie and I will be attending the South Dakota Library Association annual conference September 26-18 in Sioux Falls.

October Meeting

The October meeting is scheduled for October 10, 2018 at 5:30 pm.

August Additions:

	Adult	YA	JR	Easy
Fiction	144	34	32	19
Nonfiction	48	10	17	5
DVD	41	0	3	0
Audiobooks	12	0	0	0
Music CD's	1	0	0	0
Book Club Bags	0	0	0	0
Professional	0	0	0	0
Total	246	44	52	24

August 2018 Program Statistics

	Date	Time	Kids	Adults
LEGO Club (Thursdays)	2-Aug	2:00 PM	18	5
	9-Aug	2:00 PM	3	0
	16-Aug	2:00 PM	6	2
	Total:			27

	Date	Time	Kids	Adults
Wii (Fridays)	10-Aug	2:00 PM	0	0
	17-Aug	2:00 PM	0	0

Special Events	Date	Time	Kids	Adults
Kids Art Club	11-Aug	10:30 AM	9	7
Virtual Reality	3-Aug	9:00 AM	14	5
Total:			23	7

Summer Stay & Play

	Date	Time	Kids	Adults
Summer Stay & Play	1-Aug	10:30 AM	6	3
	8-Aug	10:30 AM	7	4
	15-Aug	10:30 AM	6	3
	22-Aug	10:30 AM	5	3
	29-Aug	10:30 AM	7	6
Total:			31	19

Adult Programs	Date	Time	Num.
Bonus Seed Lib. C	7-Aug	6:30 PM	25
Bunco	7-Aug	6:00 PM	7
Seed Library Clas	14-Aug	1:00 PM	17
Seed Library Clas	14-Aug	6:30 PM	25
LifeServe Blood D	17-Aug	9:00 AM	13
Author Visit	20-Aug	11:00 AM	29
Power Hour	7-Aug	12:00 PM	4
Total:			120

Food for Fines		
PB&J	Aug 1-10	45

Book Clubs			
Reader's Anonymo	14-Aug	1:00 PM	10
Between the Lines	28-Aug	5:30 PM	4
Total:			14

August 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,596	9,000
Juvenile	4,331	3,921
Total	12,927	12,921

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	6,849	7,597
Juvenile	4,010	3,878
Total	10,859	11,475

Interlibrary Loan

	2018	2017
Requested	168	114
Supplied	180	122
Total	348	236

Electronic Resources

	2018	2017
OverDrive	1,399	1,100
TumbleBooks	321	43
Total	1,720	1,143

Freegal

	2018	2017
Songs Downloaded	16	
Patrons Downloading	20	
Songs Streamed	36	
Patrons Streaming	26	

Adult Outreach

	2018	2017
Locations	10	10
Patrons	35	40
Circulations	239	255

Daycare Outreach

	2018	2017
Locations	0	0
Patrons	0	0
Circulations	0	0

(On Summer Break)

Public Computer Use

	2018	2017
Uses	1,276	1,321
Hours	941	930

Meeting Room Use

	2018	2017
Library Uses	10	22
Library Hours	25.0	53
Non-Library Uses	19	15
Non-Library Hours	60.0	39

Study Room Use

	2018	2017
Uses	43	31
Hours	64.0	44

Notary

	2018	2017
Requests	4	8

Proctor

	2018	2017
Tests	21	17

Traffic

	2018	2017
Count	n/a*	20,318

*Door counters not working properly.

*2017 east doors only

Genealogy Requests

	2018	2017
Patrons	0	2
Hours	0.0	1

Teacher Requests

	2018	2017
Patrons	3	2

Courier

	2018	2017
Total Incoming	438	315
Total Outgoing	436	324
Grand Total	874	639

Current Cards	2018	2017
Resident	4,572	4,591
Non-Resident	251	232
Mount Marty	29	21
Teacher	45	81
Yankton County	1,034	922
Total	5,931	5,847

Yankton County		
	2018	2017
Households	58	

Yankton County	Cards	Adults	Kids
New Cards	12	17	7
Renewals	39	69	23
Non-Resident	Cards	Adults	Kids
New Cards	7	5	5
Renewals	7	13	12

Yankton Community Library • September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	September 1: Friends Book Sale 9:30 - 12 pm
2 Library Closed	3 Library Closed	4	5	6 Bunco, 6:00 pm Craft Club, 3:45	7 Wii, 3:30 pm	8 Kid's Art Club
9	10 Story Time, 6:00 p Teen Event, 6:45 pm—7:45 pm	11 Story Time 10:30 am Seed Library 1/6:30 Readers Anon, 1 pm	12 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	13 Story Time 10:30 am LEGO Club, 3:45	14 Wii, 3:30 pm	15
16	17 Friends Meeting 5:15 p Library Open House 6:00 pm	18 Story Time 10:30 am Unplug, Unwind, Craft: String Pull Art 6 pm	19 Stay & Play 10:30 am	20 Story Time 10:30 am Science Club, 3:45p	21 Wii, 3:30 pm	22
23 Banned Book Week Sept. 23-29	24 Story Time, 6:00 p	25 Story Time 10:30 am Between/Lines, 5:30	26 Stay & Play 10:30 am	27 Story Time 10:30 am Movie, 3:45 pm	28 Wii, 3:30 pm	29
30	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 & Syrup September 1-10

Yankton Community Library • October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Soup & Crackers October 1-10	1 Story Time, 6:00 pm Teen Event, 6:45 pm	2 Story Time 10:30 am	3 Stay & Play 10:30 am Author Larry Campbell, 7:00 pm	4 Story Time 10:30 am Craft Club, 3:45 pm Bunco, 6:00 pm	5 Author Barbara Oliverio, 2:00 pm Wii, 3:30 pm	6 Friends Book Sale 9:30 - 12 pm
7	8 Story Time, 6:00 pm	9 Story Time 10:30 am Seed Library 1:00/6:30 pm Readers Anon, 1 pm	10 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	11 Story Time 10:30 am LEGO Club, 3:45 pm	12 Wii, 3:30 pm	13 Kid's Art Club
14	15 Story Time, 6:00 pm Friends of the Library meeting, 5:15 pm	16 Story Time 10:30 am Unplug, Unwind, Craft, 6:00 pm	17 Stay & Play 10:30 am	18 Story Time, 10:30 am Science Club, 3:45pm One Book SD Discussion 6:30 pm	19 LifeServe Blood Drive, 8:30a-12p	20 Teen Tech Tutors 1-3 pm
21	22 Story Time, 6:00 pm	23 Story Time 10:30 am Between the Lines 5:30 pm	24 Stay & Play 10:30 am	25 Story Time 10:30 am Movie 3:45 pm	26 Wii, 3:30 pm	27
28	29 Story Time, 6:00 pm	30 Story Time 10:30 am	31 Stay & Play 10:30 am	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		

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.

Onawa Public Library Proctoring Policy

Purpose:

To meet the needs of students and institutions of higher learning, the Onawa Public Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out.

Responsibilities to Student:

The student will ask the library staff to proctor the exam.

The Student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.

The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.

The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test will not be proctored.

The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.

The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. Further if it is required to fax the test to the institution the student will be responsible for that cost.

The finished exam will be handled with other library mail including electronically.

Costs are:

Fax: \$1.00/first page \$.50 each additional page

Scan to email: \$.25/page

Mail: \$2.00

Responsibilities of the Library and staff:

The library staff will provide the student and institution with copies of this policy.

A library staff person will proctor the exam. Specific librarians will not be assigned to proctor specific exams.

The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.

The staff person who begins proctoring the exam may not be at the Circulation Desk when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.

The librarian will not sign the name of another librarian on the proctoring form or the exam. The Onawa Public Library will not proctor an exam for which the signature of only one designated person is required.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test is administered.

Library staff may refuse to proctor an exam too burdensome or exacting in its demands.

The library cannot provide proctoring for groups of students.

The library is not responsible if the institution's web site or e-mail is not working.

The library is not responsible for exams that are lost by the postal system or electronically.

The library will not keep copies of completed exams.

Written: January 2011

RHPL Outreach & Bookmobile Services Proctoring Policy

1. The library's Outreach & Bookmobile Services Department will proctor written and on-line exams for distance learners who live or work in Rochester, Rochester Hills or Oakland Township.
2. Students are asked to register each semester with the Outreach Services Department prior to having exams mailed to the library. Students may register on the phone, on-line or in person. Appointments to take an exam will be scheduled after the testing material has been received in the mail. [To register on-line click here.](#)
3. Students are required to hold a valid Rochester Hills Public Library card when registering. If a student does not have an active card, he or she can get one at the Circulation Desk any time between registering for the exam and taking it.
4. If students move during a term or semester and are no longer eligible for a Rochester Hills Public Library card, the Outreach & Bookmobile Services Department will proctor exams only until the end of that term or semester.
5. Students are asked to make an appointment at least a week in advance of the desired exam proctoring date.
6. Exams are taken at the table in the public area of the Outreach & Bookmobile Services Department. If it is an on-line exam and the student does not have a laptop computer, he or she may borrow one from the Circulation Department. The proctoring librarian will answer telephones and assist library customers during the proctoring appointment.
7. The Outreach Services Department is not able to promise the same proctor for every exam.
8. The library does not charge for proctoring but if the distance learning institution requires that we mail the exams, then postage paid return envelopes must be included or the student must supply stamps for mailing.
9. Generally, completed exams are mailed, emailed or faxed the following day.

Grace Balloch Memorial Library-Spearfish, SD

The library offers proctoring services free of charge. Due to space and staffing limitations, the library will not proctor exams where guidelines require constant, direct supervision.

Our proctoring hours are Monday-Thursday 9:30 am-6 pm; Friday 9:30 am-4 pm. Exams are scheduled to be completed during these proctoring hours. Scheduling is done at the staff's discretion. Our testing facilities are limited and based on reservations, so please schedule exams in advance to guarantee availability, especially during finals and midterm weeks. Exams must be scheduled at least 24 hours in advance, finals and midterm exams at least 48 hours in advance. Please stop in or call 642-1330 to schedule.

Test Proctoring Service/Policy and Procedures

The Yankton Community Library has as one of its goals a commitment to lifelong learning. In partial fulfillment of that goal, the Library offers a test proctoring service. Currently, the Library recognizes the following methods of taking courses/tests:

1. U.S. mail delivery
2. Computer accessible courses taken online including teleconferences
3. Email delivered passwords with tests taken online or delivered as printed attachments
4. Faxed tests.

Test proctoring services are provided by the YCL upon request. Persons interested in using this service must make arrangements with the Head of Circulation. The student is responsible for making all arrangements with the educational institution giving the test as well as scheduling computer time, verifying e-mail/FAX numbers and delivery of all institutional information to the library. While the Test Proctoring Service is available to all patrons, the library reserves the right to limit or deny this service.

Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the YCL:

- The library will proctor written, emailed, online or faxed exams/quizzes. Any costs incurred by the library for printing, mailing, or faxing (receiving or sending) will be charged to the student at the current rate per page.
- At least twenty-four (24) hours prior to taking the test, the student must arrange computer availability for their test as well as sending/verification of arrival of test/password information with library staff. If the exam is written, it is the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the library. It is the responsibility of the student to contact the library to see if the test has arrived. Staff at the circulation desk will assist the student in scheduling the date and time for the student to take the exam only after the test arrives at the library.
- Tests must be completed during regular hours of library operation.
- Before taking the exam, the student may be required to present a picture I.D. and provide a copy of that I.D. if required by the institution or association. Students are expected to come prepared with the necessary or required supplies to take the examination.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution. The student is responsible for return costs, including \$3.00 if tests must be scanned and \$1.00 per page if tests must be faxed, as well as any postage costs.
- The library will hold tests for thirty (30) days or the test's stated deadline.

- Librarians will not sign a proctoring verification that attests to more than the librarian has been able to do.
- The library will not be responsible for any delayed tests nor for any completed tests once they leave the library's possession and have been returned to the educational institution or association.
- The taking of certain tests may be limited by the library's Internet access, available technology, or librarian's technological expertise. Efforts will be made to access the test but special/proprietary software will not be downloaded for specific tests. Students should have email and telephone contact information for the instructor at the time of test-taking so that they can be called in the event of problems.

If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.