

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 10, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of September 12, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- Board Bylaws
- Proctor Policy

New Business

- County contract
- Shared Spaces

Other Business

Adjourn the meeting of October 10, 2018

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

September 12, 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, Tonja Koenigs ; Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent without regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the August 8, 2018 meeting by Nelson, with second by Koenigs; unanimous approval.

Discussion of Bills and Financial Report: None.

Communications and Correspondence:

Schmidt shared notes of appreciation from the Parents as Teachers group for volunteering at their fundraiser, a parent thanking Amanda and the library for the fun summer reading program, and from the Clothing Closet for agreeing to be a collection site for their coat drive.

Public Comment Period: None.

Director's Report:

In addition to the written report, Schmidt reported that the new MMC work study student was working with Amanda to provide some new STEM activities on Monday afternoons. Schmidt also mentioned that the library would be hosting an open house on September 17 to highlight the services and programs the library currently offers, as well as to get feedback from the community. This will also fulfill a requirement of receiving the NASA grant.

Old Business: None.

New Business:

- Review Board Bylaws-Maibaum made a suggestion to make a change in Article III, section 10, to change the wording to reflect quarters rather than specific months for tasks to be completed regarding the budget.
- Logo-The board reviewed the library logo that was created by Amy Bailey and made some suggestions for possible adjustments and changes. These suggestions will be passed along to Amy Bailey.
- Proctor Policy-Schmidt presented some proctor policies from other libraries for the board to review and suggested some changes or additions to Yankton Community Library's current proctor policy. Schmidt will create a draft of a proposed proctor policy for October's meeting for the board to review.

Other Business: None.

Adjourn the meeting of August 8, 2018

Motion by Maibaum to adjourn. Second by Nelson. 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					
CITY UTILITIES						
WATER-WW CHARGES	77.56	WATER SERVICE	101.142.274	9.20.18	002793	P 746 00001
WATER-WW CHARGES	50.78	SEWER SERVICE	101.142.275	9.20.18	002793	P 746 00002
	128.34	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICE	1,100.00	PROFESSIONAL SERVICES	101.142.202	10430	019542	P 746 00003
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	9.24.18	002794	P 746 00004
NORTHWESTERN ENERGY ELECT	1,884.80	ELECTRICITY	101.142.272	9.24.18	002795	P 746 00005
US BANK EQUIPMENT FINANC COPIER LEASE	349.38	RENTALS & XEROX SUPPLIES	101.142.212	367195369	019541	P 746 00006
	3,477.52				
GENERAL FUND	3,477.52	*****				

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						
CD BOOK	13.96	AV - CAPITAL	101.142.342	Dobrovolny		761 00073
BOOKS	106.36	BOOKS	101.142.340	Dobrovolny		761 00438
DVDS	23.22	AV - CAPITAL	101.142.342	Dobrovolny		761 00439
	143.54	*VENDOR TOTAL				
AMZN MKTP US AMZN.COM/						
BOOKS	37.25	BOOKS	101.142.340	Dobrovolny		761 00338
DVDS	29.29	AV - CAPITAL	101.142.342	Dobrovolny		761 00339
DVD	16.97	AV - CAPITAL	101.142.342	Dobrovolny		761 00354
BOOK RETURNED FOR REFUND	8.96CR	BOOKS	101.142.340	Dobrovolny		761 00369
	74.55	*VENDOR TOTAL				
BAKER-TAYLOR						
POSTAGE	20.01	POSTAGE	101.142.231	Schmidt		761 00037
BOOKS	3,149.62	BOOKS	101.142.340	Schmidt		761 00038
	3,169.63	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Schmidt		761 00047
BOOKS	134.22	BOOKS	101.142.340	Schmidt		761 00388
	268.44	*VENDOR TOTAL				
CHINA EXPRESS RESTAU						
TRAVEL EXPENSE	10.43	TRAVEL EXPENSE	101.142.263	Lippert		761 00010
DEMCO INC						
OFFICE SUPPLIES	98.56	OFFICE SUPPLIES	101.142.232	Schmidt		761 00449
DOLLAR TREE						
PROGRAM SUPPLIES	13.00	PROGRAM SUPPLIES	101.142.242	Raiche		761 00284
ECHO ELECTRIC SUPPLY						
SUPPLIES	79.90	REP. & MAINT. - BUILDING	101.142.223	Miles		761 00473
SUPPLIES - RETURNS	47.94CR	REP. & MAINT. - BUILDING	101.142.223	Miles		761 00482
	31.96	*VENDOR TOTAL				
GAN*USATODAYCIRC						
USA TODAY SUBSCRIPTION	278.19	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		761 00007
GRAINGER						
JANITORIAL SUPPLIES	127.38	JANITORIAL SUPPLIES	101.142.236	Reifenrath		761 00491
JANITORIAL SUPPLIES	76.70	JANITORIAL SUPPLIES	101.142.236	Schmidt		761 00344
	204.08	*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					
KOPETSKYS ACE HDWE REPAIR SUPPLIES	4.99	REP. & MAINT. - BUILDING	101.142.223	Miles		761 00285
NOODLES & CO 7203 TRAVEL EXPENSE	22.58	TRAVEL EXPENSE	101.142.263	Raiche		761 00009
OVERDRIVE DIST E-BOOKS	2,130.31	PROFESSIONAL SERVICES	101.142.202	Schmidt		761 00471
PRANDOMHOUSE8007333000 AUDIO BOOKS	534.75	AV - CAPITAL	101.142.342	Schmidt		761 00371
QUILL CORPORATION OFFICE SUPPLIES	25.86	OFFICE SUPPLIES	101.142.232	Schmidt		761 00428
PROGRAM SUPPLIES	22.90	PROGRAM SUPPLIES	101.142.242	Schmidt		761 00429
OFFICE SUPPLIES	49.30	OFFICE SUPPLIES	101.142.232	Schmidt		761 00454
	98.06	*VENDOR TOTAL				
RAPID CITY JOURNAL NEWSPAPER SUBSCRIPTION	412.16	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		761 00046
REDROSSA ITALIAN GRILL NASA MEETING	23.35	PROGRAM SUPPLIES	101.142.242	Raiche		761 00495
THE STAR TRIBUNE CIRCU STAR TRIBUNE NEWSPAPER	527.80	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		761 00041
USPS PO 4698100078 POSTAGE	10.00	POSTAGE	101.142.231	Schmidt		761 00322
WAL-MART #1483 BOOKS	20.98	BOOKS	101.142.340	Dobrovolny		761 00132
DVDS	40.88	AV - CAPITAL	101.142.342	Dobrovolny		761 00133
DVDS	117.72	AV - CAPITAL	101.142.342	Dobrovolny		761 00215
JANITORIAL SUPPLIES	7.68	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		761 00216
JANITORIAL SUPPLIES	9.94	JANITORIAL SUPPLIES	101.142.236	Raiche		761 00103
	197.20	*VENDOR TOTAL				
WAL-MART #3734 DVD RETURN FOR REFUND	14.96CR	AV - CAPITAL	101.142.342	Dobrovolny		761 00331
PROGRAM SUPPLIES	61.21	PROGRAM SUPPLIES	101.142.242	Raiche		761 00144
DVD	29.96	AV - CAPITAL	101.142.342	Raiche		761 00340
OFFICE SUPPLIES	8.12	OFFICE SUPPLIES	101.142.232	Raiche		761 00341
	84.33	*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	58.84	AV - CAPITAL	101.142.342	Dobrovolny		761 00461
PROGRAM SUPPLIES	9.00	PROGRAM SUPPLIES	101.142.242	Raiche		761 00323
	67.84	*VENDOR TOTAL				
	8,405.75				

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					
AMZN MKTP US*MT51961B0 SEED LIBRARY	1.95	RECREATION SUPPLIES	701.701.242	Dobrovolny		761 00024
CASEYS GEN STORE 2268 STAFF APPRECIATION	6.35	RECREATION SUPPLIES	701.701.242	Schmidt		761 00095
COFFEE CUP #8 NASA MEETING	35.55	RECREATION SUPPLIES	701.701.242	Raiche		761 00432
DEMCO INC BOOK BAGS	199.00	PROFESSIONAL SERVICES	701.701.202	Schmidt		761 00450
HOBBY-LOBBY #0137 CRAFT NIGHT SUPPLIES	55.43	RECREATION SUPPLIES	701.701.242	Lippert		761 00157
CRAFT NIGHT SUPPLIES	19.98	RECREATION SUPPLIES	701.701.242	Lippert		761 00163
	75.41	*VENDOR TOTAL				
MEXICO VIEJO RESTAURAN STAFF APPRECIATION	71.20	RECREATION SUPPLIES	701.701.242	Dobrovolny		761 00266
OFFICE DEPOT #1090 PRINTER	199.99	OFFICE SUPPLIES	701.701.232	Schmidt		761 00475
TACO BELL #31429 NASA MEETING	5.66	RECREATION SUPPLIES	701.701.242	Raiche		761 00467
WAL-MART #1483 CRAFT NIGHT SUPPLIES	2.27	RECREATION SUPPLIES	701.701.242	Dobrovolny		761 00134
WAYFAIR*WAYFAIR FURNITURE	894.13	RECREATION SUPPLIES	701.701.242	Raiche		761 00205
WM SUPERCENTER #1483 SEED LIBRARY SUPPLIES	30.00	RECREATION SUPPLIES	701.701.242	Lippert		761 00054
SEED LIBRARY SUPPLIES	15.00	RECREATION SUPPLIES	701.701.242	Lippert		761 00176
	45.00	*VENDOR TOTAL				
	1,536.51				
LIBRARY TRUST	1,536.51	*****				

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					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	12,000.00	24,000.00	0.00 100 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	12,000.00	24,000.00	0.00 100 -----
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	420.00	4,715.00	2,085.00 69 -----
3452 LIBRARY A.V. FEES	700.00	700.00	70.00	326.30	373.70 46 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.80-	5.64-	15.64 56 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.10	104.04	95.96 52 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	70.00	758.60	741.40 50 -----
3456 PC PRINTING	6,000.00	6,000.00	466.35	4,545.70	1,454.30 75 -----
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	571.20	3,319.71	1,319.71- 165 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	1,596.85	13,763.71	3,546.29 79 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	47.45	1,356.52	1,643.48 45 ----
3511 PARKING FINES	3,000.00	3,000.00	20.00	1,520.00	1,480.00 50 -----
3520 LIBRARY FINES	3,000.00	3,000.00	56.60	680.15	2,319.85 22 --
TOTAL: FINES	9,000.00	9,000.00	124.05	3,556.67	5,443.33 39 ---
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	10,918.03	64,348.50	47,848.50- 389 -----]]]]
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	1,058.28	9,614.33	5,614.33- 240 -----]]]]
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	4,019.56	12,019.56	9,019.56- 400 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	103.69	1,643.27	143.27- 109 -----
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	16,099.56	87,625.66	52,625.66- 250 -----]]]]
TOTAL: GENERAL FUND	85,310.00	85,310.00	29,820.46	128,946.04	43,636.04- 171 -----]]]]

	ADOPTED BUDGET	REVISIED 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	54.07	373.85	373.85- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	419.49	10,844.31	10,844.31- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	473.56	11,218.16	11,218.16- 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	24,329.40	230,069.34	125,692.66 64 -----
102	TEMPORARY WAGES	59,699.00	0.00	2,891.99	31,347.38	28,351.62 52 -----
103	OVERTIME WAGES	350.00	0.00	37.26	271.77	78.23 77 -----
111	OASI	31,810.00	0.00	1,975.99	19,513.06	12,296.94 61 -----
121	RETIREMENT	21,367.00	0.00	1,428.67	13,778.69	7,588.31 64 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00 1
132	GROUP INSURANCE	82,378.00	0.00	4,134.12	38,095.85	44,282.15 46 ----
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	17.54	482.87	521.13 48 ----
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	34,814.97	333,514.96	221,397.04 60 -----
	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	5,020.00	30,691.44	8,308.56 78 -----
211	PUBLISHING	3,000.00	0.00	10.00	2,390.50	609.50 79 -----
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	717.91	3,164.17	4,835.83 39 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,044.95	1,955.05 34 ---
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	82.55	1,372.86	2,627.14 34 ---
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	263.96	1,665.06	834.94 66 -----
232	OFFICE SUPPLIES	9,500.00	0.00	496.67	5,598.15	3,901.85 58 -----
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	0.00	6,003.68	4,496.32 57 -----
236	JANITORIAL SUPPLIES	2,500.00	0.00	162.21	2,416.51	83.49 96 -----
242	PROGRAM SUPPLIES	4,000.00	0.00	73.81	995.42	3,004.58 24 --
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	135.00	515.00	485.00 51 -----
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	2,280.97	1,219.03 65 -----
265	CONFERENCE & MEETINGS	1,500.00	0.00	335.00	1,075.00	425.00 71 -----
271	TELEPHONE	1,700.00	0.00	140.25	1,207.48	492.52 71 -----
272	ELECTRICITY	22,000.00	0.00	2,069.09	12,648.95	9,351.05 57 -----
273	FUEL-HEATING	3,000.00	0.00	15.00	1,860.92	1,139.08 62 -----
274	WATER SERVICE	3,200.00	0.00	88.66	942.38	2,257.62 29 --
275	SEWER SERVICE	1,000.00	0.00	62.52	746.70	253.30 74 -----
276	LANDFILL	500.00	0.00	32.00	324.00	176.00 64 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	9,704.63	86,064.98	47,401.02 64 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	4,990.76	4,990.76	17,009.24 22 --
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	53,000.00	0.00	6,890.48	27,924.61	25,075.39 52 -----
342	AV - CAPITAL	13,500.00	0.00	559.55	7,775.50	5,724.50 57 -----
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67 30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH SEP 30, 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	12,440.79	41,000.20	48,499.80	45 ----
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	56,960.39	460,580.14	317,297.86	59 -----
TOTAL: GENERAL FUND	777,878.00	0.00	56,960.39	460,580.14	317,297.86	59 -----

	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	220.00	7,550.86	7,550.86-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	220.00	7,701.05	7,701.05-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	13.79	245.53	245.53-	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	13.79	755.50	755.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	233.79	8,456.55	8,456.55-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	233.79	8,456.55	8,456.55-	9999 -----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE

ASSETS				

CURRENT ASSETS:				
701.1012	25,506.01	239.77	1,863.23	27,369.24
	25,506.01	239.77	1,863.23	27,369.24
	25,506.01	239.77	1,863.23	27,369.24
LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
FUND BALANCE:				
701.2511	22,831.89CR	0.00	0.00	22,831.89CR
701.2900	12,118.27CR	473.56CR	11,218.16CR	23,336.43CR
701.2910	10,342.53	233.79	8,456.55	18,799.08
	24,607.63CR	239.77CR	2,761.61CR	27,369.24CR
	25,506.01CR	239.77CR	1,863.23CR	27,369.24CR
	0.00	0.00	0.00	0.00

		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	24,329.40	230,069.34	125,692.66	64	-----	
P-090718-740	PAYROLL INTERFACE	090718		11,294.34	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		13,035.06	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	2,891.99	31,347.38	28,351.62	52	-----	
P-090718-740	PAYROLL INTERFACE	090718		1,245.00	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		1,646.99	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	37.26	271.77	78.23	77	-----	
P-090718-740	PAYROLL INTERFACE	090718		37.26	CODE-Y,PER#-1,FUND-	101			A
111	OASI	31,810.00	0.00	1,975.99	19,513.06	12,296.94	61	-----	
P-090718-740	PAYROLL INTERFACE	090718		938.25	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		1,037.74	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,428.67	13,778.69	7,588.31	64	-----	
P-090718-740	PAYROLL INTERFACE	090718		679.89	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		748.78	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	4,134.12	38,095.85	44,282.15	46	----	
P-090718-740	PAYROLL INTERFACE	090718		1,683.38	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		2,450.74	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	17.54	482.87	521.13	48	----	
P-090718-740	PAYROLL INTERFACE	090718		6.60	CODE-Y,PER#-1,FUND-	101			A
P-092118-743	PAYROLL INTERFACE	092118		10.94	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	34,814.97	333,514.96	221,397.04	60	-----	
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	5,020.00	30,691.44	8,308.56	78	-----	
D-091018-710 06800	WAGE WORKS INC	062188	INV875755	20.00	FSA-FLEX SERVICE	005311	P	N	A
D-091018-712 07191	BAILEY/AMY	062067	8.23.18	400.00	LIBRARY LOGO	019533	P	M	A
D-091018-712 05937	J & H CARE & CLEANING CO	062123	10023	1,100.00	JANITORIAL SERVICE	019539	P	M	A
D-091018-712 07197	LIBRARY IDEAS LLC	062133	8.15.18	3,500.00	MUSIC SUBSCRIPTION	019531	P	N	A
211	PUBLISHING	3,000.00	0.00	10.00	2,390.50	609.50	79	-----	
M-090418-713 .15703	FACEBK S5SWNFNR42	201808	Schmidt	10.00	FACEBOOK AD		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								
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	717.91	3,164.17	4,835.83	39	---	
D-091018-712	07098 US BANK EQUIPMENT FINANC	062186	761-454	593.11	COPIER LEASE	019538	P	N	A
J-093018-756	SEPTEMBER JOURNAL ENTRY	JE	247	124.80	LIBRARY 4 CASES PAPER				A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,044.95	1,955.05	34	---	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	82.55	1,372.86	2,627.14	34	---	
M-090418-713	.12003 ECHO ELECTRIC SUPPLY	201808	Miles	14.26	REPAIR SUPPLIES			N	A
D-091018-712	00315 MERKEL ELECTRIC	062137	8.29.18	68.29	REPAIRS	019540	P	M	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	263.96	1,665.06	834.94	66	-----	
M-090418-713	.12920 POSTAGE REFILL	201808	Ferrell	200.00	POSTAGE			N	A
M-090418-713	.11798 BAKER-TAYLOR	201808	Schmidt	63.96	POSTAGE			N	A
232	OFFICE SUPPLIES	9,500.00	0.00	496.67	5,598.15	3,901.85	58	-----	
M-090418-713	.11866 GRESSCO LTD	201808	Dobrovolny	268.40	OFFICE SUPPLIES			N	A
M-090418-713	.15697 AMZN MKTP US AMZN.COM/	201808	Dobrovolny	114.94	OFFICE SUPPLIES			N	A
M-090418-713	.14654 ONE OFFICE SOLUTION	201808	Schmidt	11.89	OFFICE SUPPLIES			N	A
M-090418-713	.14839 MEAD LUMBER YANKTON	201808	Sobocinski	66.90	SEED LIBRARY			N	A
M-090418-713	.12434 WAL-MART #1483	201808	Schmidt	20.15	OFFICE SUPPLIES			N	A
M-090418-713	.13320 WM SUPERCENTER #1483	201808	Schmidt	14.39	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	0.00	6,003.68	4,496.32	57	-----	
236	JANITORIAL SUPPLIES	2,500.00	0.00	162.21	2,416.51	83.49	96	-----	
M-090418-713	.15543 GRAINGER	201808	Reifenrath	162.21	JANITORIAL SUPPLIES			N	A
242	PROGRAM SUPPLIES	4,000.00	0.00	73.81	995.42	3,004.58	24	--	
M-090418-713	.11788 HY VEE 1899	201808	Raiche	7.12	PROGRAM SUPPLIES			N	A
M-090418-713	.12593 SOUTH DAKOTA HUMANITIE	201808	Dobrovolny	50.00	ONE BOOK SD GRANT FEE			N	A
M-090418-713	.12686 HY VEE 1820	201808	Raiche	11.69	PROGRAM SUPPLIES			N	A
M-090418-713	.12686 HY VEE 1820	201808	Raiche	5.00	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	135.00	515.00	485.00	51	-----	
M-090418-713	.15128 SD LIB ASSOCIATION	201808	Raiche	55.00	SDLA MEMBERSHIP DUES			N	A
M-090418-713	.15128 SD LIB ASSOCIATION	201808	Schmidt	80.00	SDLA MEMBERSHIP DUES			N	A
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	2,280.97	1,219.03	65	-----	

		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	335.00	1,075.00	425.00	71	-----	
M-090418-713	.15128 SD LIB ASSOCIATION	201808 Raiche		195.00	SDLA CONFERENCE		N		A
M-090418-713	.15128 SD LIB ASSOCIATION	201808 Lippert		195.00	SDLA CONFERENCE		N		A
M-090418-713	.15128 SD LIB ASSOCIATION	201808 Schmidt		195.00	SDLA CONFERENCE		N		A
M-090418-713	.15511 ARSLIBRARIES	201808 Dobrovolny		250.00-	ARSL CONFERENCE REFUND		N		A
271	TELEPHONE	1,700.00	0.00	140.25	1,207.48	492.52	71	-----	
P-090718-740	PAYROLL INTERFACE	090718		10.50	CODE-Y,PER#-1,FUND-	101			A
M-093018-728	06976 VAST BROADBAND	007613		88.49	PHONE BILL	003513	F	N	A
M-093018-728	06976 VAST BROADBAND	007614		41.26	PHONE BILL	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	2,069.09	12,648.95	9,351.05	57	-----	
D-091018-712	00455 NORTHWESTERN ENERGY	062149 8.29.18		2,069.09	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,860.92	1,139.08	62	-----	
D-091018-712	00303 MIDAMERICAN ENERGY	062139 8.29.18		15.00	FUEL	002794	P	N	A
274	WATER SERVICE	3,200.00	0.00	88.66	942.38	2,257.62	29	--	
D-091018-712	00109 CITY UTILITIES	062081 8.21.18		88.66	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,000.00	0.00	62.52	746.70	253.30	74	-----	
D-091018-712	00109 CITY UTILITIES	062081 8.21.18		62.52	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	324.00	176.00	64	-----	
J-093018-756	SEPTEMBER JOURNAL ENTRY	JE 253		32.00	DUMPSTER CHARGES - SEPT				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	9,704.63	86,064.98	47,401.02	64	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	4,990.76	4,990.76	17,009.24	22	--	
D-091018-712	01974 LARRY'S HEATING & COOLIN	062131 26563		4,990.76	NEW HVAC EQUIPMENT	019530	P	M	A
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	53,000.00	0.00	6,890.48	27,924.61	25,075.39	52	-----	
M-090418-713	.15692 AMZN MKTP US	201808 Dobrovolny		10.77	BOOK		N		A
M-090418-713	.15697 AMZN MKTP US AMZN.COM/	201808 Dobrovolny		146.93	BOOKS		N		A
M-090418-713	.15692 AMZN MKTP US	201808 Dobrovolny		6.98	BOOK		N		A
M-090418-713	.11798 BAKER-TAYLOR	201808 Schmidt		6,685.30	BOOKS		N		A
D-091018-712	03137 GALE CENGAGE LEARNING	062111 8.24.18		15.50	BOOK	019535	P	N	A
D-091018-712	.15720 TSCHETTER/CRAIG	062181 8.24.18		25.00	BOOK	019534	P	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	13,500.00	0.00	559.55	7,775.50	5,724.50	57	-----	
M-090418-713	.13320 WM SUPERCENTER #1483	201808	Dobrovolny	128.72	DVD'S		N		A
M-090418-713	.15697 AMZN MKTP US AMZN.COM/	201808	Dobrovolny	54.78	DVD'S		N		A
M-090418-713	.12434 WAL-MART #1483	201808	Raiche	32.92	DVD'S		N		A
M-090418-713	.15697 AMZN MKTP US AMZN.COM/	201808	Dobrovolny	7.51	DVD		N		A
M-090418-713	.13320 WM SUPERCENTER #1483	201808	Dobrovolny	122.68	DVD'S		N		A
M-090418-713	.15708 TARGET 00002170	201808	Schmidt	19.99	DVD		N		A
M-090418-713	.13320 WM SUPERCENTER #1483	201808	Schmidt	42.99	DVD'S		N		A
D-091018-712	04785 MIDWEST TAPE	062143	8.24.18	149.96	AUDIO BOOKS	019536	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	12,440.79	41,000.20	48,499.80	45	----	
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	56,960.39	460,580.14	317,297.86	59	-----	
TOTAL:	GENERAL FUND	777,878.00	0.00	56,960.39	460,580.14	317,297.86	59	-----	

Yankton Community Library
Director's Report
October 2018

Food for Fines

We collected 50 food items for the Contact Center in September. We will be collecting soup and crackers in lieu of fines for the first ten days of October.

New STEM Activities

Our new MMC work study student, has been working with Amanda to create some STEM activities on Monday afternoons. So far, they have done a Math Hunt in the library and had the students create Marble Runs from recycled materials. Both events were well attended and I think this is a great addition to the activities we already offer.

Unplug, Unwind, Craft

Our September craft class for string pull art filled up with 20 registrations! Craft nights have been pretty consistently popular programs for adults. Our September class will demonstrate the art of acrylic pour in fall paint colors. There will be a \$5 charge for the class to pay for materials.

Seed Library

Our last seed library classes of the season were held on October 9. Seed Library classes will resume in January.

Author Visits

We were lucky to have two authors visit in the first week of October. Larry Campbell talked about his book *Rollin' on the River* on October 3, with seven in attendance. On Friday, October 5 Barbara Olivero talked about how she got into writing and the experience of having one of her books made into a movie, also with seven in attendance.

SDLA Conference

Amanda, Susie and I attended the South Dakota Library Association's annual conference in Sioux Falls at the end of September. This is such a great opportunity to network with other librarians and to receive extra training on a variety of topics. I was also honored to be awarded as the 2018 New Librarian of the Year!

Staffing

We have had two of our part time workers quit recently due to busy school schedules, Zane Schumaker and Logan Oster. Zane will continue to volunteer a couple of hours a week through the end of the school semester. We have posted ads for the current full time and part time job openings which will close on October 19. We hope to conduct interviews by the end of the month.

Our custodian, Loren, is still unable to return to work at this time. We have a cleaner from J&H Cleaning that has been doing a really nice job keeping the library clean in the meantime.

November Meeting

The November meeting for the Library Board is scheduled for Wednesday, November 14 at 5:30 pm.

September Additions: 241

	Adult	YA	JR	Easy
Fiction	139	3	12	22
Nonfiction	27	3	4	2
DVD	17	-	1	-
Audiobooks	11	0	0	0
Music CD's	0	-	0	-
Book Club Bags	0	-	-	-
Professional	0	-	-	-
Total	194	6	17	24

September 2018 Program Statistics

Recurring Programs

	Date	Time	Kids	Adults
Stay & Play	Sept. 12	10:30 AM	8	4
	Sept. 19	10:30 AM	7	5
	Sept. 26	10:30 AM	8	3

Total: 23 12

Adult Programs

	Date	Time	Num.
Bunco	Sept. 6	6:00 PM	5
Seed Library: Wrapping up	Sept. 11	1:00 PM	25
Seed Library: Wrapping up	Sept. 11	6:30 PM	2
Unplug, Unwind, Craft-String Pu	Sept. 18	6:00 PM	20

Total: 52

Story Time	Sept. 10	6:00 PM	5	7
	Sept. 11	10:30 AM	21	14
	Sept. 13	10:30 AM	14	9
	Sept. 18	10:30 AM	22	14
	Sept. 20	10:30 AM	2	2
	Sept. 24	6:00 PM	11	9
	Sept. 25	10:30 AM	14	7
	Sept. 27	10:30 AM	14	7

Total: 103 69

Food for Fines		
Pancake Mix & Syrup	Sept. 1-10	50

Book Clubs			
Reader's Anonymous	Sept. 11	1:00 PM	4
Between the Lines	Sept. 25	5:30 PM	5

Total: 9

Thursday Kids Activities				
Craft Club	Sept. 6	3:45 PM	14	5
LEGO Club	Sept. 13	3:45 PM	11	5
Science Club	Sept. 20	3:45 PM	5	2
Movie	Sept. 27	3:45 PM	10	3

Total: 40 15

Friday Wii	Sept. 7	3:30 PM	12	
	Sept. 14	3:30 PM	3	
	Sept. 21	3:30 PM	10	
	Sept. 28	3:30 PM	4	

Total: 29

Teen Events				
TAB Meeting/Event	Sept. 10	6:45 PM	3	

Total: 3

Miscellaneous				
Kid's Art Club	Sept. 8	All day	14	5
Homeschool Group	Sept. 14	11:00 AM	19	7
Library Open House	Sept. 17	6:00 PM	16	29
Stewart School Read	20-Sep	5:15 PM	12	9

Total: 61 50

September 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,265	7,755
Juvenile	4,581	4,176
Total	12,846	11,931

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	6,761	6,636
Juvenile	3,882	3,990
Total	10,643	10,626

Interlibrary Loan

	2018	2017
Requested	111	106
Supplied	150	174
Total	261	280

Electronic Resources

	2018	2017
OverDrive	1,393	1,071
TumbleBooks	699	186
Total	2,092	1,257

Fregeal

	2018	2017
Songs Downloaded	30	
Patrons Downloading	20	
Songs Streamed	64	
Patrons Streaming	26	

Adult Outreach

	2018	2017
Locations	10	10
Patrons	36	39
Circulations	239	242

Daycare Outreach

	2018	2017
Locations	16	14
Patrons	254	195
Circulations	266	257

Public Computer Use

	2018	2017
Uses	1,378	1,468
Hours	980.0	956

Meeting Room Use

	2018	2017
Library Uses	31	39
Library Hours	67.0	82.0
Non-Library Uses	17	18
Non-Library Hours	32.0	36.0

Study Room Use

	2018	2017
Uses	44	42
Hours	59.0	69.0

Notary

	2018	2017
Requests	4	3

Proctor

	2018	2017
Tests	42	48

Traffic

	2018	2017
Count		20,412

*counters out of order

Genealogy Requests

	2018	2017
Patrons	0	0
Hours	0.0	0

Teacher Requests

	2018	2017
Patrons	6	6

Courier

	2018	2017
Total Incoming	364	404
Total Outgoing	368	364
Grand Total	732	768

Current Cards	2018	2017
Resident	4,725	4,645
Non-Resident	249	232
Mount Marty	31	22
Teacher	46	76
Yankton County	1,031	937
Total	6,082	5,912

Yankton County		
	2018	2017
Households	37	

Yankton County	Cards	Adults	Kids
New Cards	8	14	3
Renewals	28	53	18

Non-Resident	Cards	Adults	Kids
New Cards	3	9	3
Renewals	6	6	5

Yankton Community Library • October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Soup & Crackers October 1-10	1 S.T.E.M. Activity, Marble Runs, 3:45 pm 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 S.T.E. M. Activity, Bridge Building, 3:45pm 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
14	15 S.T.E.M. Activity, Newspaper Towers, 3:45 pm Story Time, 6:00 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 1-2 pm
21	22 S.T.E.M. Activity, Origami, 3:45 pm 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		

Yankton Community Library • November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				1 Story Time 10:30 am Craft Club, 3:45 pm Bunco, 6:00 pm	2 Wii, 3:30 pm	3 Friends Book Sale 9:30 - 12 pm
4	5 STEM, 3:45 Story Time, 6:00 p Teen Event, 6:45 p	6 Story Time 10:30 am	7 Stay & Play 10:30 am	8 Story Time 10:30 am LEGO Club, 3:45	9 Wii, 3:30 pm	10 Kid's Art Club
Library Closed	Library Closed	13 Story Time 10:30 am Readers Anon, 1 pm	14 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	15 Story Time 10:30 am Science Club, 3:45p	16 Wii, 3:30 pm	17 Teen Tech Tutors 1-3 pm
18	19 STEM, 3:45 Story Time, 6:00 p	20 Story Time 10:30 am Unplug, Unwind, Craft, 6:00 pm	21 Stay & Play 10:30 am Library Closing at 5 pm	22 Library Closed	23 Library Closed	24
25	26 STEM, 3:45 Story Time, 6:00 p	27 Story Time 10:30 am Between the Lines 5:30 pm	28 Stay & Play 10:30 am	29 Story Time 10:30 am Movie, <i>Incredibles 2</i> 3:45	30 Wii, 3:30 pm	Food for Fines Canned Veggies November 1-10

BYLAWS

Board of Trustees

YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 10, 2008

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

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, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, 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.

Previous version

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.

Revised version

Section 10 During the preparation of the annual budget, a meeting within the first quarter shall include examination of the immediate and foreseeable future needs of the library's services and programs. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted. The final operating budget is approved and appropriated by the Yankton City Commission.

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.

Proctor Policy for Yankton Community Library

The Yankton Community Library has a commitment to support lifelong learning. The library offers proctoring services to help facilitate this goal. The staff at the Yankton Community Library strives to meet the needs of the students and academic institutions to support continued education. This service is based on the availability of personnel, facilities and technology to do so. While the test proctoring service is available to all patrons, the library reserves the right to limit or deny this service. As such, the following requirements are set out:

Student Responsibilities:

Make initial contact with the Circulation Manager to set up proctor services, including providing student contact information and class details.

Have an active library card with Yankton Community Library.

Make arrangements with the academic institution to set up the proctoring process, including sharing this policy with the institution or teacher.

Schedule test times *at least* 24 hours in advance. Failure to do so may result in the library ending the proctor agreement.

Provide a valid driver's license or photo ID for verification of identity prior to each exam.

Arrive prepared with the necessary supplies to take the exam, which may include student ID number, passwords, & laptop.

While there is no charge for the proctoring service, students are responsible for any fees acquired for printing, scanning, faxing or mailing exam as required by the professor.

Costs:

Printing: \$.10 per page

Faxing: \$1.00 per page

Scanning to email: \$3.00 per exam

Mailing: Postage plus \$1

Library guidelines:

Though students will test in areas visible to library staff, there will **not** be someone in the same room to continuously monitor the student during testing.

Testing must be done during library business hours.

Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials, including reporting any suspected academic dishonesty.

The library will try to provide quiet areas for testing, but because of other library activities, silence is not guaranteed.

The Circulation Manager will be the main contact for students and academic institutions, but other library supervisors may assist the student in scheduling or starting exams.

If this policy does not meet the student's needs or the academic institutions requirements, arrangements should be made for another testing facility.