

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 14, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of October 10, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- Shared Spaces

New Business

- 2019 Holiday Closures/Board Meeting Calendar
- December board meeting

Other Business

Adjourn the meeting of November 14, 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
Wednesday, October 10, 2018, 5:30 p.m.
Yankton Community Library Meeting Room**

Meeting called to order by President Lilah Gillis at 5:30 pm. Present were Christine Tielke, Tony Maibaum, Amy Nelson, Sue Otterman, Director Dana Schmidt, Assistant Director Linda Dobrovlny, City Manager Amy Leon and Lauren Hansen.

Absent with regrets: Tonya Koenigs
Absent without regrets: Todd Woods

Minutes:

Motion to approve the minutes of the September 12, 2018 meeting by Nelson, second by Otterman. Unanimous approval.

Discussion of Bills / Financial Report:

Schmidt noted that there will be an upcoming expense of approximately \$500 to replace the water fountain.

Communications and Correspondence:

While there was no formal correspondence, Schmidt reported that she had received many kind comments congratulating her on receiving the SDLA New Librarian of the Year Award.

Public Comment Period: None

Director's Report:

In addition to the written report, Schmidt added that job posting for the full time position vacated by Scott Sobocinski and two part time positions would close on 10-19-18.

Old Business

- Board Bylaws: Motion to approve changes by Tielke, second by Nelson. Unanimous approval.
- Proctor Policy: Motion to approve change effective 1-1-19 by Nelson, second by Maibaum. Unanimous approval.

New Business

- County contract: Motion to approve by Tielke, second by Nelson. Unanimous approval.
- Shared Spaces: Lauren Hansen, United Way Executive Director, presented information regarding a Community Resource Center project and possible roles the library might play. All parties will continue to explore this topic and maintain communication.

Other Business: None.

Adjourn the meeting of October 10, 2018

Motion by Nelson to adjourn. Second by Tielke. Unanimous approval.

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					
BOOKS BY TERRALL BOOKS	87.93	BOOKS	101.142.340	133549	019546	P 797 00001
CAMPBELL AUTHOR/LARRY BOOK	17.71	BOOKS	101.142.340	10.29.18	019553	P 797 00002
CITY UTILITIES WATER-WW CHARGES	83.11	WATER SERVICE	101.142.274	10.23.18	002793	P 797 00003
WATER-WW CHARGES	56.65	SEWER SERVICE	101.142.275	10.23.18	002793	P 797 00004
	139.76	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICE	600.00	PROFESSIONAL SERVICES	101.142.202	10482	019544	P 797 00005
LARRY'S HEATING & COOLIN HVHC IGNITION	1,082.22	CAPITAL REPAIR & MAINTEN	101.142.301	28154	019543	P 797 00006
MIDAMERICAN ENERGY FUEL	59.69	FUEL-HEATING	101.142.273	10.22.18	002794	P 797 00007
NORTHWESTERN ENERGY ELECT	1,492.02	ELECTRICITY	101.142.272	10.23.18	002795	P 797 00008
US BANK EQUIPMENT FINANC COPIER LEASE	304.13	RENTALS & XEROX SUPPLIES	101.142.212	369478383	019545	P 797 00009
	3,783.46				
GENERAL FUND	3,783.46	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	3,783.46					

RECORDS PRINTED - 000009

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
COMMUNITY LIBRARY					
ACCUCUT PROGRAM SUPPLIES	85.00	PROGRAM SUPPLIES	101.142.242	Raiche		806 00067
AMAZON.COM*MT90E2RJ0 BOOKS	24.42	BOOKS	101.142.340	Dobrovolny		806 00218
AMAZON.COM*M86XB7CS1 BOOKS	35.67	BOOKS	101.142.340	Dobrovolny		806 00185
DVD'S	34.94	AV - CAPITAL	101.142.342	Dobrovolny		806 00186
	70.61	*VENDOR TOTAL				
AMZN MKTP US*MT64M6B41 BOOKS	81.67	BOOKS	101.142.340	Dobrovolny		806 00411
DVD'S	32.86	AV - CAPITAL	101.142.342	Dobrovolny		806 00412
	114.53	*VENDOR TOTAL				
AMZN MKTP US*M86A28ZZ0 BOOKS	67.30	BOOKS	101.142.340	Dobrovolny		806 00101
DVD'S	111.63	AV - CAPITAL	101.142.342	Dobrovolny		806 00102
PROGRAM SUPPLIES	19.78	PROGRAM SUPPLIES	101.142.242	Dobrovolny		806 00103
	198.71	*VENDOR TOTAL				
BAKER-TAYLOR POSTAGE	36.69	POSTAGE	101.142.231	Schmidt		806 00054
BOOKS	3,877.73	BOOKS	101.142.340	Schmidt		806 00055
	3,914.42	*VENDOR TOTAL				
BHM*WORLD HERALD NEWSP NEWSPAPER SUBSCRIPTION	311.48	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		806 00037
BOMGAARS #2 YANKTON MAINTENANCE SUPPLIES	4.55	REP. & MAINT. - BUILDING	101.142.223	Morrow		806 00009
MAINTENANCE SUPPLIES	17.42	REP. & MAINT. - BUILDING	101.142.223	Morrow		806 00020
	21.97	*VENDOR TOTAL				
CENTER POINT LARGE PRI BOOKS	137.82	BOOKS	101.142.340	Schmidt		806 00071
ENVISION WARE ENVISIONWARE SOFTWARE	538.85	PROFESSIONAL SERVICES	101.142.202	Johnson		806 00166
FACEBK EYBJ3HSR42 MARKETING	10.00	PUBLISHING	101.142.211	Schmidt		806 00275

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					
FAIRFIELD INN & SUITES TRAVEL EXPENSE-LODGING	268.00	TRAVEL EXPENSE	101.142.263	Lippert		806 00456
GRAINGER JANITORIAL SUPPLIES	88.21	JANITORIAL SUPPLIES	101.142.236	Schmidt		806 00368
HAROLDS PHOTO EXPERTS DVDS	34.98	AV - CAPITAL	101.142.342	Dobrovolny		806 00339
HY VEE GAS 5899 TRAVEL EXPENSE	24.27	TRAVEL EXPENSE	101.142.263	Lippert		806 00494
HY VEE 1899 PROGRAM SUPPLIES	24.44	PROGRAM SUPPLIES	101.142.242	Dobrovolny		806 00289
KAISER REFRIGERATION I MAINTENANCE SUPPLIES	45.00	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00144
KOPETSKYS ACE HDWE MAINTENANCE SUPPLIES	3.38	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00099
MENARDS YANKTON SD MAINTENANCE SUPPLIES	5.16	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00001
MAINTENANCE SUPPLIES	12.34	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00013
MAINTENANCE SUPPLIES	16.77	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00040
MAINTENANCE SUPPLIES	6.28	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00119
MAINTENANCE SUPPLIES	7.98	REP. & MAINT. - BUILDING	101.142.223	Morrow		806 00049
PROGRAM SUPPLIES	9.99	PROGRAM SUPPLIES	101.142.242	Raiche		806 00382
	58.52	*VENDOR TOTAL				
MIDAMERICA BOOKS BOOKS	493.05	BOOKS	101.142.340	Raiche		806 00183
NATIONAL AUDUBON SOCIE MAGAZINE SUBSCRIPTION	20.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		806 00052
OVERDRIVE DIST EBOOKS ON OVERDRIVE	2,044.60	PROFESSIONAL SERVICES	101.142.202	Schmidt		806 00146
PAYPAL *SDSPS SUBSCRIPTION	35.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		806 00029
PBI*LEASEEQUIPMENT POSTAGE EQUIPMENT LEASE	122.00	POSTAGE	101.142.231	Schmidt		806 00167

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					
PITNEY BOWES PI POSTAGE SUPPLIES	164.97	POSTAGE	101.142.231	Schmidt		806 00021
POSTAGE REFILL POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		806 00074
SHERATON FALLING WATER TRAVEL EXPENSE	20.40	TRAVEL EXPENSE	101.142.263	Lippert		806 00497
TRAVEL EXPENSE	39.33	TRAVEL EXPENSE	101.142.263	Schmidt		806 00466
	59.73	*VENDOR TOTAL				
SHERATON HOTELS SIOUX TRAVEL EXPENSE	250.40	TRAVEL EXPENSE	101.142.263	Schmidt		806 00452
TRAVEL EXPENSE	250.40	TRAVEL EXPENSE	101.142.263	Schmidt		806 00459
	500.80	*VENDOR TOTAL				
SOUTH DAKOTA HISTORICA BOOKS	55.99	BOOKS	101.142.340	Schmidt		806 00488
SQ *SQ *USBORNE BOOKS BOOKS	173.83	BOOKS	101.142.340	Raiche		806 00489
WAL-MART #1483 DVDS	42.88	AV - CAPITAL	101.142.342	Dobrovolny		806 00081
JANITORIAL SUPPLIES	7.89	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		806 00082
DVDS	50.88	AV - CAPITAL	101.142.342	Dobrovolny		806 00276
OFFICE SUPPLIES	14.82	OFFICE SUPPLIES	101.142.232	Dobrovolny		806 00277
PROGRAM SUPPLIES	10.68	PROGRAM SUPPLIES	101.142.242	Dobrovolny		806 00278
JANITORIAL SUPPLIES	2.94	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		806 00279
DVDS	106.72	AV - CAPITAL	101.142.342	Raiche		806 00421
BOOKS	7.97	BOOKS	101.142.340	Raiche		806 00422
OFFICE SUPPLIES	13.72	OFFICE SUPPLIES	101.142.232	Raiche		806 00423
PROGRAM SUPPLIES	8.87	PROGRAM SUPPLIES	101.142.242	Raiche		806 00424
	267.37	*VENDOR TOTAL				
WALMART.COM PROGRAM SUPPLIES	159.99	PROGRAM SUPPLIES	101.142.242	Schmidt		806 00039
WM SUPERCENTER #1483 DVDS	45.88	AV - CAPITAL	101.142.342	Lippert		806 00205
PROGRAM SUPPLIES	54.14	PROGRAM SUPPLIES	101.142.242	Lippert		806 00206
	100.02	*VENDOR TOTAL				
WM SUPERCENTER #3734 PROGRAM SUPPLIES	9.38	PROGRAM SUPPLIES	101.142.242	Raiche		806 00006

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					
YANKTON WINNELSON CO WATER FOUNTAIN	495.00	REP. & MAINT. - BUILDING	101.142.223	Miles		806 00174
	10,876.34				

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*MT64M6B41 SEED LIBRARY SUPPLIES	177.84	RECREATION SUPPLIES	701.701.242	Dobrovolny		806 00413
FRYN PAN FAMILY R FRIENDS OF THE LIBRARY	11.81	RECREATION SUPPLIES	701.701.242	Dobrovolny		806 00212
HOBBY-LOBBY #0137 ADULT CRAFT NIGHT	56.93	RECREATION SUPPLIES	701.701.242	Lippert		806 00224
RETURN-CRAFT NIGHT	9.98CR	RECREATION SUPPLIES	701.701.242	Lippert		806 00231
ADULT CRAFT NIGHT	84.87	RECREATION SUPPLIES	701.701.242	Lippert		806 00464
	131.82	*VENDOR TOTAL				
HY VEE GAS 5899 SEED LIBRARY SUPPLIES	25.00	RECREATION SUPPLIES	701.701.242	Lippert		806 00315
	346.47				
LIBRARY TRUST	346.47	*****				

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
101 GENERAL FUND								
INTERGOVERNMENTAL REVENUES								
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	24,000.00	0.00	100	-----	
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	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	755.00	5,470.00	1,330.00	80	-----	
3452 LIBRARY A.V. FEES	700.00	700.00	5.00	331.30	368.70	47	----	
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	9.75-	15.39-	25.39	153	-----]]]]	
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.80	104.84	95.16	52	----	
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	98.00	856.60	643.40	57	----	
3456 PC PRINTING	6,000.00	6,000.00	541.15	5,086.85	913.15	84	-----	
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	907.10	4,226.81	2,226.81-	211	-----]]]]	
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	2,297.30	16,061.01	1,248.99	92	-----	
FINES								
3510 COURT FINES	3,000.00	3,000.00	95.55	1,452.07	1,547.93	48	----	
3511 PARKING FINES	3,000.00	3,000.00	50.00	1,570.00	1,430.00	52	----	
3520 LIBRARY FINES	3,000.00	3,000.00	91.10	771.25	2,228.75	25	--	
TOTAL: FINES	9,000.00	9,000.00	236.65	3,793.32	5,206.68	42	----	
MISCELLANEOUS								
3610 INTEREST	16,500.00	16,500.00	9,860.12	74,208.62	57,708.62-	449	-----]]]]	
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	5,194.58	14,808.91	10,808.91-	370	-----]]]]	
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	12,019.56	9,019.56-	400	-----]]]]	
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	117.52	1,760.79	260.79-	117	-----]	
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	15,172.22	102,797.88	67,797.88-	293	-----]]]]	
TOTAL: GENERAL FUND	85,310.00	85,310.00	17,706.17	146,652.21	61,342.21-	200	-----]]]]	

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST							
3610 INTEREST	0.00	0.00	47.19	421.04	421.04- 9999	-----]]]]	
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,229.43	12,073.74	12,073.74- 9999	-----]]]]	
TOTAL: LIBRARY TRUST	0.00	0.00	1,276.62	12,494.78	12,494.78- 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	22,920.99	252,990.33	102,771.67	71 -----
102 TEMPORARY WAGES	59,699.00	0.00	3,919.63	35,267.01	24,431.99	59 -----
103 OVERTIME WAGES	350.00	0.00	31.80	303.57	46.43	86 -----
111 OASI	31,810.00	0.00	1,949.95	21,463.01	10,346.99	67 -----
121 RETIREMENT	21,367.00	0.00	1,377.16	15,155.85	6,211.15	70 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00	1
132 GROUP INSURANCE	82,378.00	0.00	4,134.11	42,229.96	40,148.04	51 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	22.12	504.99	499.01	50 -----
TOTAL: PERSONAL SERVICES	554,912.00	0.00	34,355.76	367,870.72	187,041.28	66 -----
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	3,250.31	33,941.75	5,058.25	87 -----
211 PUBLISHING	3,000.00	0.00	0.00	2,390.50	609.50	79 -----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	349.38	3,513.55	4,486.45	43 ----
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	36.95	1,409.81	2,590.19	35 ---
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	30.01	1,695.07	804.93	67 -----
232 OFFICE SUPPLIES	9,500.00	0.00	181.84	5,779.99	3,720.01	60 -----
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	1,218.15	7,221.83	3,278.17	68 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	221.70	2,638.21	138.21-	105 -----
242 PROGRAM SUPPLIES	4,000.00	0.00	129.46	1,124.88	2,875.12	28 --
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	515.00	485.00	51 -----
263 TRAVEL EXPENSE	3,500.00	0.00	33.01	2,313.98	1,186.02	66 -----
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,075.00	425.00	71 -----
271 TELEPHONE	1,700.00	0.00	135.17	1,342.65	357.35	78 -----
272 ELECTRICITY	22,000.00	0.00	1,884.80	14,533.75	7,466.25	66 -----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,875.92	1,124.08	62 -----
274 WATER SERVICE	3,200.00	0.00	77.56	1,019.94	2,180.06	31 ---
275 SEWER SERVICE	1,000.00	0.00	50.78	797.48	202.52	79 -----
276 LANDFILL	500.00	0.00	32.00	356.00	144.00	71 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	133,466.00	0.00	7,646.12	93,711.10	39,754.90	70 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	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	3,573.69	31,498.30	21,501.70	59 -----
342 AV - CAPITAL	13,500.00	0.00	850.63	8,626.13	4,873.87	63 -----
350 EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH OCT 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	4,424.32	45,424.52	44,075.48	50 -----
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	46,426.20	507,006.34	270,871.66	65 -----
TOTAL: GENERAL FUND	777,878.00	0.00	46,426.20	507,006.34	270,871.66	65 -----

	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	199.00	199.00	199.00- 9999	-----]]]]
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00 0	
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00 0	
232 OFFICE SUPPLIES	0.00	0.00	199.99	350.18	350.18- 9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00 0	
242 RECREATION SUPPLIES	0.00	0.00	1,137.52	8,688.38	8,688.38- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,536.51	9,237.56	9,237.56- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	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	0.00	755.50	755.50- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,536.51	9,993.06	9,993.06- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,536.51	9,993.06	9,993.06- 9999	-----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	25,506.01	259.89CR	1,603.34	27,109.35
	25,506.01	259.89CR	1,603.34	27,109.35
	25,506.01	259.89CR	1,603.34	27,109.35
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	24,607.63CR	0.00	0.00	24,607.63CR
701.2900	0.00	1,276.62CR	12,494.78CR	12,494.78CR
701.2910	0.00	1,536.51	9,993.06	9,993.06
	24,607.63CR	259.89	2,501.72CR	27,109.35CR
	25,506.01CR	259.89	1,603.34CR	27,109.35CR
	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONAL SERVICES							
101	REGULAR WAGES	355,762.00	0.00	22,920.99	252,990.33	102,771.67	71	-----
P-100518-765	PAYROLL INTERFACE	100518		11,460.50	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		11,460.49	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	59,699.00	0.00	3,919.63	35,267.01	24,431.99	59	-----
P-100518-765	PAYROLL INTERFACE	100518		1,976.65	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		1,942.98	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	31.80	303.57	46.43	86	-----
P-100518-765	PAYROLL INTERFACE	100518		31.80	CODE-Y,PER#-1,FUND-	101		A
111	OASI	31,810.00	0.00	1,949.95	21,463.01	10,346.99	67	-----
P-100518-765	PAYROLL INTERFACE	100518		977.48	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		972.47	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,367.00	0.00	1,377.16	15,155.85	6,211.15	70	-----
P-100518-765	PAYROLL INTERFACE	100518		689.54	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		687.62	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	4,134.11	42,229.96	40,148.04	51	-----
P-100518-765	PAYROLL INTERFACE	100518		2,067.06	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		2,067.05	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	22.12	504.99	499.01	50	-----
P-100518-765	PAYROLL INTERFACE	100518		11.12	CODE-Y,PER#-1,FUND-	101		A
P-101918-779	PAYROLL INTERFACE	101918		11.00	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	34,355.76	367,870.72	187,041.28	66	-----
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	3,250.31	33,941.75	5,058.25	87	-----
M-100218-761	.13843 OVERDRIVE DIST	201809	Schmidt	2,130.31	E-BOOKS		N	A
D-100818-745	06800 WAGE WORKS INC	062316	INV934644	20.00	FSA-FLEX SERVICE FEE	005311	P N	A
D-100818-746	05937 J & H CARE & CLEANING CO	062259	10430	1,100.00	JANITORIAL SERVICE	019542	P M	A
211	PUBLISHING	3,000.00	0.00	0.00	2,390.50	609.50	79	-----
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	349.38	3,513.55	4,486.45	43	-----
D-100818-746	07098 US BANK EQUIPMENT FINANC	062314	367195369	349.38	COPIER LEASE	019541	P N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
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	36.95	1,409.81	2,590.19	35 ---	
M-100218-761	.14377 KOPETSKYS ACE HDWE	201809	Miles	4.99	REPAIR SUPPLIES		N	A
M-100218-761	.12003 ECHO ELECTRIC SUPPLY	201809	Miles	79.90	SUPPLIES		N	A
M-100218-761	.12003 ECHO ELECTRIC SUPPLY	201809	Miles	47.94	SUPPLIES - RETURNS		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	30.01	1,695.07	804.93	67 -----	
M-100218-761	.11798 BAKER-TAYLOR	201809	Schmidt	20.01	POSTAGE		N	A
M-100218-761	.14781 USPS PO 4698100078	201809	Schmidt	10.00	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	181.84	5,779.99	3,720.01	60 -----	
M-100218-761	.12923 WAL-MART #3734	201809	Raiche	8.12	OFFICE SUPPLIES		N	A
M-100218-761	.11774 QUILL CORPORATION	201809	Schmidt	25.86	OFFICE SUPPLIES		N	A
M-100218-761	.11787 DEMCO INC	201809	Schmidt	98.56	OFFICE SUPPLIES		N	A
M-100218-761	.11774 QUILL CORPORATION	201809	Schmidt	49.30	OFFICE SUPPLIES		N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	10,500.00	0.00	1,218.15	7,221.83	3,278.17	68 -----	
M-100218-761	.12921 GAN*USATODAYCIRC	201809	Schmidt	278.19	USA TODAY SUBSCRIPTION		N	A
M-100218-761	.11824 THE STAR TRIBUNE CIRCU	201809	Schmidt	527.80	STAR TRIBUNE NEWSPAPER		N	A
M-100218-761	.15245 RAPID CITY JOURNAL	201809	Schmidt	412.16	NEWSPAPER SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	221.70	2,638.21	138.21	105 -----	
M-100218-761	.12434 WAL-MART #1483	201809	Raiche	9.94	JANITORIAL SUPPLIES		N	A
M-100218-761	.12434 WAL-MART #1483	201809	Dobrovolny	7.68	JANITORIAL SUPPLIES		N	A
M-100218-761	.15543 GRAINGER	201809	Schmidt	76.70	JANITORIAL SUPPLIES		N	A
M-100218-761	.15543 GRAINGER	201809	Reifenrath	127.38	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	4,000.00	0.00	129.46	1,124.88	2,875.12	28 --	
M-100218-761	.12923 WAL-MART #3734	201809	Raiche	61.21	PROGRAM SUPPLIES		N	A
M-100218-761	.14844 DOLLAR TREE	201809	Raiche	13.00	PROGRAM SUPPLIES		N	A
M-100218-761	.13320 WM SUPERCENTER #1483	201809	Raiche	9.00	PROGRAM SUPPLIES		N	A
M-100218-761	.11774 QUILL CORPORATION	201809	Schmidt	22.90	PROGRAM SUPPLIES		N	A
M-100218-761	.11872 REDROSSA ITALIAN GRILL	201809	Raiche	23.35	NASA MEETING		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	515.00	485.00	51 -----	

		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								
263	TRAVEL EXPENSE	3,500.00	0.00	33.01	2,313.98	1,186.02	66	-----	
M-100218-761	.15071 NOODLES & CO 7203	201809 Raiche		22.58	TRAVEL EXPENSE		N		A
M-100218-761	.15726 CHINA EXPRESS RESTAU	201809 Lippert		10.43	TRAVEL EXPENSE		N		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,075.00	425.00	71	-----	
271	TELEPHONE	1,700.00	0.00	135.17	1,342.65	357.35	78	-----	
P-100518-765	PAYROLL INTERFACE	100518		10.50	CODE-Y, PER#-1, FUND- 101				A
M-103118-780	06976 VAST BROADBAND	007655		41.26	PHONE BILL	003513	F	N	A
M-103118-780	06976 VAST BROADBAND	007664		83.41	PHONE BILL	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	1,884.80	14,533.75	7,466.25	66	-----	
D-100818-746	00455 NORTHWESTERN ENERGY	062283 9.24.18		1,884.80	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,875.92	1,124.08	62	-----	
D-100818-746	00303 MIDAMERICAN ENERGY	062272 9.24.18		15.00	FUEL	002794	P	N	A
274	WATER SERVICE	3,200.00	0.00	77.56	1,019.94	2,180.06	31	---	
D-100818-746	00109 CITY UTILITIES	062226 9.20.18		77.56	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,000.00	0.00	50.78	797.48	202.52	79	-----	
D-100818-746	00109 CITY UTILITIES	062226 9.20.18		50.78	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	356.00	144.00	71	-----	
J-103118-784	OCTOBER JOURNAL ENTRIES	JE 279		32.00	DUMPSTER CHARGES - OCT				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	7,646.12	93,711.10	39,754.90	70	-----	
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	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	3,573.69	31,498.30	21,501.70	59	-----	
M-100218-761	.11798 BAKER-TAYLOR	201809 Schmidt		3,149.62	BOOKS		N		A
M-100218-761	.11785 CENTER POINT LARGE PRI	201809 Schmidt		134.22	LARGE PRINT BOOKS		N		A
M-100218-761	.12434 WAL-MART #1483	201809 Dobrovlny		20.98	BOOKS		N		A
M-100218-761	.15697 AMZN MKTP US AMZN.COM/	201809 Dobrovlny		37.25	BOOKS		N		A
M-100218-761	.15697 AMZN MKTP US AMZN.COM/	201809 Dobrovlny		8.96	BOOK RETURNED FOR REFUND		N		A
M-100218-761	.11785 CENTER POINT LARGE PRI	201809 Schmidt		134.22	BOOKS		N		A
M-100218-761	.15692 AMZN MKTP US	201809 Dobrovlny		106.36	BOOKS		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	850.63	8,626.13	4,873.87	63	-----	
M-100218-761	.15692 AMZN MKTP US	201809	Dobrovolny	13.96	CD BOOK		N		A
M-100218-761	.12434 WAL-MART #1483	201809	Dobrovolny	40.88	DVDS		N		A
M-100218-761	.12434 WAL-MART #1483	201809	Dobrovolny	117.72	DVDS		N		A
M-100218-761	.12923 WAL-MART #3734	201809	Dobrovolny	14.96	DVD RETURN FOR REFUND		N		A
M-100218-761	.15697 AMZN MKTP US AMZN.COM/	201809	Dobrovolny	29.29	DVDS		N		A
M-100218-761	.12923 WAL-MART #3734	201809	Raiche	29.96	DVD		N		A
M-100218-761	.15697 AMZN MKTP US AMZN.COM/	201809	Dobrovolny	16.97	DVD		N		A
M-100218-761	.13936 PRANDOMHOUSE8007333000	201809	Schmidt	534.75	AUDIO BOOKS		N		A
M-100218-761	.15692 AMZN MKTP US	201809	Dobrovolny	23.22	DVDS		N		A
M-100218-761	.13320 WM SUPERCENTER #1483	201809	Dobrovolny	58.84	DVDS		N		A
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30	---	
TOTAL: CAPITAL OUTLAY		89,500.00	0.00	4,424.32	45,424.52	44,075.48	50	-----	
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	46,426.20	507,006.34	270,871.66	65	-----	
TOTAL: GENERAL FUND		777,878.00	0.00	46,426.20	507,006.34	270,871.66	65	-----	

Yankton Community Library
Director's Report
November 2018

Food for Fines

We collected 49 food items, particularly soup and crackers, for the Contact Center. We are currently collecting canned vegetables through November 10.

Adult Activities

On November 20, the Adult Craft class will be making vintage-looking snow globes and pinecone fire starters. There is a \$5 registration fee for this class. There will be no Adult Craft night in the month of December.

We will be welcoming Vermillion author, Jerry Wilson, to talk about his new books on Thursday, November 29 at 6:30pm. He will have books available for purchase and signing that evening.

Youth Activities

Our Tuesday morning story time numbers have been quite large this Fall, reaching as high as 44 children on the week of Halloween. We're also continuing with Stay & Play on Wednesday mornings. This gives families a fun opportunity to interact with their children and other families while learning important developmental skills. The last day for Stay & Play in December will be on Wednesday, December 12, with the last story time of the month on Thursday, December 13.

After school activities on Thursdays and Fridays are in full swing, as well as Kids Art Club, a passive activity on the second Saturday of each month where we provide art supplies for youth to utilize as they choose.

On Tuesday, December 4, we will host children's author, Stacey Kreycik Miller, at 3:45 in the meeting room. She is from Kreycik Elk and Buffalo Ranch near Niobrara and will talk about elk and particularly about how one special elk inspired her story *Suzie Saves the Day*. There will be books available for purchase and signing at the event.

On Thursday, December 6 at 3:45, we will again host Santa's Workshop. This is a fun event where children are able to make multiple crafts that they can use as gifts for teachers or family members or just for fun!

NASA Training

As part of our NASA grant, YCL hosted a Family Science Night on Thursday, November 8. Participants were joined by researcher Bhuvan Vermuri via video conferencing as he explained his work and then led a hands-on activity that demonstrated the possibility of converting waste material. Participants were excited to see the energy levels in their containers of mud! This was

a great collaboration between the South Dakota Discovery Center in Peirre, the American Library Association, and STAR Net. Our children's librarian, Amanda, agreed to be the first test site for this program and put in a lot of extra work to get everything coordinated for a fun night of science. This program will be used again in other libraries across the state.

Staffing:

Our staff had fun dressing up as *Where's Waldo* characters for Halloween and are looking ahead to plan holiday activities for our staff and patrons.

We have offered our full time position to Heath Davis. He has a Master's Degree in Library Science, along with significant experience working in both public and academic libraries. I think he will be a great addition to our team!

We have also offered 14-hour positions to three individuals that will be able to help us cover some of our vacant evening and weekend shifts, as well as giving us extra support during the day time hours. In addition, we offered a position to a high school student who is eager to get some work experience at the library. She will be working limited hours due to a busy school schedule and will mainly be shelving and helping with small projects.

Our custodian is still out and we continue to work with J&H Cleaning at this time.

Library Closings

We will be closing at 5pm on Wednesday, November 21 and will be closed Thursday and Friday, November 22 and 23 for Thanksgiving.

Friends of the Library Updates

The Friends hosted a bag sale in the meeting room Oct. 31 – Nov. 2 with the intention of reducing their inventory. They continue to meet the third Monday of most months. The next meeting will be November 19 at 5:15 p.m. in my office. All are welcome.

December Meeting

I think we could tentatively agree to cancel the December meeting unless any business arises. This will be on the agenda under new business.

October additions to the collection: 307

	Adult	YA	JR	Easy
Fiction	117	9	13	20
Nonfiction	48	3	9	8
DVD	20		7	
Audiobooks	1			
Music CD's	1			1
Book Club Bags				
Professional				
Total	159	12	64	72

October 2018 Program Statistics

Recurring

Programs	Date	Time	Kids	Adults
Stay & Play	Oct. 3	10:30 AM	5	4
	Oct. 10	10:30 AM	3	2
	Oct. 17	10:30 AM	5	3
	Oct. 24	10:30 AM	6	3
	Oct. 31	10:30 AM	7	4
Total:			26	16

Adult Programs	Date	Time	Num.
Author Larry Campbell	Oct. 3	7:00 PM	7
Bunco	Oct. 4	6:00 PM	4
Author Barbara Oliverio	Oct. 5	2:00 PM	7
Seed Library	Oct. 9	1:00 PM	37
Seed Library	Oct. 9	6:30 PM	19
Teen Tech Tutors	Oct. 20		4
Unplug, Unwind, Craft	Oct. 16	6:00 PM	20
One Book SD Discussion	Oct. 18	6:30 PM	6
LifeServe Blood Drive	Oct. 19	8:30 AM	15
Total:			119

Story Time	Oct. 1	6:00 PM	11	9
	Oct. 2	10:30 AM	33	20
	Oct. 4	10:30 AM	14	8
	Oct. 8	6:00 PM	6	5
	Oct. 9	10:30 AM	31	22
	Oct. 11	10:30 AM	16	13
	Oct. 15	6:00 PM	5	3
	Oct. 16	10:30 AM	21	14
	Oct. 18	10:30 AM	6	5
	Oct. 22	6:00 PM	3	4
	Oct. 23	10:30 AM	20	11
	Oct. 25	10:30 AM	23	16
	Oct. 29	6:00 PM	9	11
	Oct. 30	10:30 AM	44	23
Total:			242	164

Food for Fines		
Soup & Crackers	October 1-10	49

Book Clubs			
Reader's Anonymous	Oct. 9	1:00 PM	4
Between the Lines	Oct. 23	5:30 PM	6
Total:			10

Homework Help				
	23-Oct	4:00 PM	0	0
	30-Oct	4:00 PM	0	0
Total:			0	0

S.T.E.M. Mondays	Oct. 1	3:45 PM	16	2
	Oct. 8	3:45 PM	14	3
	Oct. 15	3:45 PM	7	2
	Oct. 22	3:45 PM	5	2
Total:			42	9

Thursday Kids Activities				
Craft Club	Oct. 4	3:45 PM	14	5
LEGO Club	Oct. 11	3:45 PM	24	5
Science Club	Oct. 18	3:45 PM	18	5
Movie	Oct. 25	3:45 PM	7	4
Total:			63	19

Friday Wii	Oct. 5	3:30 PM	13	
	Oct. 12	3:30 PM	8	
	Oct. 19	3:30 PM	0	
	Oct. 26	3:30 PM	4	
Total:			25	

Teen Events

TAB/Event	Oct. 8	6:45 PM	2	
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Total: 2

Miscellaneous

Homeschool Group	Oct. 5	12:00 AM	32	7
Kid's Art Club	Oct. 13	All day	7	2

Total: 39 9

October 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,559	8,466
Juvenile	4,867	4,987
Total	13,426	13,453

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	6,836	7,003
Juvenile	4,226	4,549
Total	11,062	11,552

Interlibrary Loan

	2018	2017
Requested	155	154
Supplied	181	226
Total	336	380

Electronic Resources

	2018	2017
OverDrive	1,387	1,032
TumbleBooks	641	438
Total	2,028	1,470

Freegal

	2018	2017
Songs Downloaded	32	
Songs Downloading	19	
Songs Streamed	152	
Patrons Streaming	26	

Adult Outreach

	2018	2017
Locations	10	10
Patrons	37	40
Circulations	233	245

Daycare Outreach

	2018	2017
Locations	20	24
Patrons	317	345
Circulations	337	389

Public Computer Use

	2018	2017
Uses	1,281	1,509
Hours	863.0	1,023

Meeting Room Use

	2018	2017
Library Uses	43	49
Library Hours	81.0	127.0
Non-Library Uses	17	17
Non-Library Hours	35.0	43.0

Study Room Use

	2018	2017
Uses	47	59
Hours	69	84

Notary

	2018	2017
Requests	0	6

Proctor

	2018	2017
Tests	40	43

Traffic

	2018	2017
Count		25,089

*south door count estimate

Genealogy Requests

	2018	2017
Patrons	0	2
Hours	0.0	2

Teacher Requests

	2018	2017
Patrons	3	0

Courier

	2018	2017
Total Incoming	354	462
Total Outgoing	346	444
Grand Total	700	906

Current Cards	2018	2017
Resident	4,887	4,678
Non-Resident	252	235
Mount Marty	30	23
Teacher	46	77
Yankton County	1,035	951
Total	6,250	5,964

Yankton County		
	2018	2017
Households	40	

Yankton County	Cards	Adults	Kids
New Cards	5	9	10
Renewals	30	64	24

Non-Resident	Cards	Adults	Kids
New Cards	7	10	2
Renewals	10	17	12

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 pm Family Science Night 6 - 7:30 pm	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 1-2 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	Library Closed	Library Closed	24
25	26 STEM, 3:45 Story Time, 6:00 p	27 Story Time 10:30 am Homework Help 3:30-5 pm 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 Author Jerry Wilson 6:30- 8 pm	30 Wii, 3:30 pm	<b style="color: red;">Food for Fines Canned Veggies November 1-10

Yankton Community Library • December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						December 1: Friends Book Sale 9:30 - 12 pm
2	3 Story Time, 5:30 p Teen Event, 6:45 p	4 Story Time, 10:30 am Author Stacy Miller 3:45-5 pm Homework Help 3:30-5 pm	5 Stay & Play 10:30 am	6 Story Time, 10:30 a Kid's Crafts: Santa's Workshop 3:45	7 Wii, 3:30 pm	8 Kid's Art Club
9	10	11 Story Time 10:30 am	12 Stay & Play, 10:30 am Library Board Meeting, 5:30 pm	13 Story Time, 10:30 a LEGO Club, 3:45	14 LifeServe Blood Drive, 9a-12p Wii, 3:30 pm	15 Teen Tech Tutors 1-2 pm
16	17	18	19	20 Movie, 3:45 p	21 Wii, 3:30 pm	22
23	Library Closed	Library Closed	26	27	28 Wii, 3:30 pm	29
30	31 Library Closing at 5 pm	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p				<b style="color: red;">Socks for Fines December 1-31

**Yankton Community Library
Holiday Calendar & Board Schedule 2019**

Date	Holiday	Closing
Tuesday, January 1	New Year's Day	All Day
Monday, January 21	Martin Luther King Jr. Day	All Day
Monday, February 18	Presidents' Day	All Day
Sunday, April 21	Easter	All Day
Summer Hours begin May 28, 2019		
Sunday, May 26 Monday, May 27	Memorial Day	All Day
Thursday, July 4	Independence Day	5 pm on 7/3
Saturday, August 17	Riverboat Days	All Day
Monday, September 2	Labor Day	All Day
Winter Hours resume September 3, 2019		
Monday, November 11	Veterans Day	All Day
Thursday, November 28 Friday, November 29	Thanksgiving	5 pm on 11/27
Tuesday, December 24 Tuesday, December 25	Christmas	All Day
Tuesday, December 31	New Year's Eve	5 pm on 12/31

Staff members have two additional personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

Yankton Community Library Board of Trustees 2019 Meeting Schedule

(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

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

Adopted by the Yankton Community Library Board on November 14, 2018.