

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, January 11, 5:30 pm.
Library Meeting Room**

AGENDA

Call to Order

Approval of November 9, 2016 Minutes

Discussion of Bills

Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

- December Programs
- Food for Fines
- Teen Tech Tutors
- Adult Coloring Time
- Staffing Update
- Agreement for Provision of Library Services
- Report Format
- Usage Statistics
- December Additions

Old Business

New Business

Other Business

Adjourn

The Yankton Community Library meeting room is accessible to everyone. If you have additional accommodation requirements, please call 668-5276.

Activities:

Story times: Monday, 6:30 p.m.; Wednesday/Thursday, 10:15 a.m. followed by sensory play

Toddler times: Tuesdays, 10:15 a.m. followed by sensory play; 5:30 p.m.

Wii: Fridays, 3:30 p.m.

Board Games: Sundays, 2-4 pm

January 1-10: Food for Fines – Canned Fruit

January 5: Craft Day, 3:45 pm

January 7: Friends Book Sale, 9:30 – 12 pm

January 9: TAB meeting, 7 pm

January 10: Readers Anonymous Book Club, 1 pm

January 10: Seed Library Launch Party, 1 pm & 6:30 pm

January 11: Library Board Meeting, 5:30 pm

January 12: LEGO Club, 3:45 pm

January 16: Friends of the Library meeting, 5:15 pm

January 19: Science Club, 3:45 pm

January 19: Library Foundation meeting, 5:30 pm

January 21: Adult Coloring Time, 2-4 pm

January 21: Brain Teaser Trivia for Teens, 2-4 pm

January 21: Teen Tech Tutors, 1-3 pm

January 22: Adult Coloring Time, 2-4 pm

January 24: Between the Lines Book Club, 5:30 pm

January 26: *Storks*, 3:30 pm

February 1-10: Food for Fines – Soup

February 2: Craft Day, 3:45 pm

February 4: Friends Book Sale, 9:30 – 12 pm

February 4: Take Your Child to the Library Day!

February 6: TAB meeting, 7 pm

February 8: Next Regular Library Board Meeting, 5:30 pm

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

Regular meeting November 9, 2016, at 5:30 p.m.
Yankton Community Library meeting room

Meeting called to order by President Tonja Koenigs at 5:30 p.m. Present were Lilah Gillis, David Koerner, Tony Maibaum, Jim Miner and Amy Nelson; library director Kathy Wibbels, and assistant director Linda Dobrovolny.

Minutes:

Motion to approve the minutes of the October 12, 2016 by Gillis; with second by Nelson; unanimous approval.

Financial Report: Wibbels reported that spending is on target for the year with 72% of the budget spent. Koerner asked about the charges to the Teget line item in the trust fund budget. Wibbels explained its purpose of staff appreciation and that staff had held a retirement dinner and Halloween lunch in October.

Communications and Correspondence: none

Public Comment: none

Director's Report:

Additions to the report by Wibbels:

- The MMC student is no longer available for job shadowing because of her schedule.
- The youth services position has an offer out with the hope that start date for the new person is November 21.

Old Business: none

New Business:

Board Bylaws:

Motion by Koerner with second by Nelson to accept as printed; unanimous approval.

2017 Holiday Closings/Board Meetings:

Motion by Gillis with second by Koerner to accept schedule as printed, giving staff both December 23 and 24, 2017 off with library closing; unanimous approval.

Agreement for Provision of Library Services:

Motion by Nelson with second by Gillis to approve changes in this agreement reflecting that County youth, high school freshmen through seniors, can apply for their own library cards at a cost of \$5 without a signature from the head of the household upon County Commission approval. If County Commission does not approve new wording, the agreement with the current wording will remain in place; unanimous approval.

Circulation Policy:

Motion by Koerner with second by Nelson to change this policy to reflect change in the City/County agreement. If County does not pass new agreement, this policy will remain the same; unanimous approval.

Rental Price for Hitachi LCD Projector:

Motion by Miner with second by Koerner to decrease rental of Hitachi LCD projector to \$35; unanimous approval.

Offer of Employment:

Motion by Maibaum with second by Nelson to offer employment to Tonya Olson as library director; unanimous approval.

Other Business:**December Board Meeting:**

Wibbels asked about a December meeting. Miner and Koerner indicated they will not be in attendance. There is currently no business for the agenda. Wibbels will check with the Board after December 1 and, if there is no business, there will not be a meeting.

Retirement Reception for Wibbels:

Retirement reception for Wibbels is scheduled for Friday, December 16, with time to be announced.

Adjourn:

Motion by Koerner to adjourn with second by Gillis. Meeting adjourned at 5:59 p.m.

Respectfully submitted,
Kathy Wibbels, 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						
@FY@ WATER-WW CHARGES	98.22	WATER SERVICE	101.142.274	12.19.16	002793 P	776 00001
@FY@ WATER-WW CHARGES	76.31	SEWER SERVICE	101.142.275	12.19.16	002793 P	776 00002
	174.53	*VENDOR TOTAL				
MIDAMERICAN ENERGY						
@FY@ FUEL-NOV	458.13	FUEL-HEATING	101.142.273	12.29.16	002794 P	776 00003
MIDWEST TAPE						
@FY@ AUDIO BOOKS	747.77	AV - CAPITAL	101.142.342	94556213	016239 P	776 00005
@FY@ AUDIO BOOKS	209.94	AV - CAPITAL	101.142.342	94628700	016240 P	776 00004
	957.71	*VENDOR TOTAL				
NORTHWESTERN ENERGY						
@FY@ ELECT-NOV	1,394.76	ELECTRICITY	101.142.272	12.28.16	002795 P	776 00006
	2,985.13				
GENERAL FUND	2,985.13	*****				

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					
AMAZON MKTPLACE PMTS						
BOOK	15.18	BOOKS	101.142.340	Wibbels		781 00112
PROGRAM SUPPLIES	39.42	PROGRAM SUPPLIES	101.142.242	Wibbels		781 00113
DVD'S	27.99	AV - CAPITAL	101.142.342	Wibbels		781 00114
BOOKS	81.77	BOOKS	101.142.340	Wibbels		781 00262
DVD'S	190.89	AV - CAPITAL	101.142.342	Wibbels		781 00263
OFFICE SUPPLY	44.98	OFFICE SUPPLIES	101.142.232	Wibbels		781 00449
	400.23	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	2,678.93	BOOKS	101.142.340	Wibbels		781 00337
POSTAGE	25.76	POSTAGE	101.142.231	Wibbels		781 00338
	2,704.69	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
BOOKS - CREDIT	26.57CR	BOOKS	101.142.340	Wibbels		781 00057
BOOKS	160.79	BOOKS	101.142.340	Wibbels		781 00102
	134.22	*VENDOR TOTAL				
CNP*THE NEW YORKER						
MAGAZINE SUBSCRIPTION	106.49	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00225
COMPUTYPE						
OFFICE SUPPLIES	485.66	OFFICE SUPPLIES	101.142.232	Wibbels		781 00452
COSMOPOLITAN MAGAZINE						
MAGAZINE SUBSCRIPTION	34.97	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00266
CRESCENT ELECTRIC 029						
WIRE MOLDING	29.23	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00079
D J*WALL ST JOURNAL						
NEWSPAPER SUBSCRIPTION	560.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00329
DAVIDSON TITLES INC						
BOOK	19.70	BOOKS	101.142.340	Wibbels		781 00023
DEMCO INC						
OFFICE SUPPLIES	431.18	OFFICE SUPPLIES	101.142.232	Wibbels		781 00250
DEX*ONE						
PUBLISHING	39.00	PUBLISHING	101.142.211	Wibbels		781 00103
ECHO ELECTRIC SUPPLY						
WIRE MOLDING	102.80	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00135

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BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
FACES MAGAZINE MAGAZINE SUBSCRIPTION	48.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00327
FARM & HOME PUBLISHERS BOOKS	89.40	BOOKS	101.142.340	Wibbels		781 00108
BOOKS	89.40	BOOKS	101.142.340	Wibbels		781 00496
	178.80	*VENDOR TOTAL				
FEJFAR PLUMBING BUILDING MAINTENANCE	83.53	REP. & MAINT. - BUILDING	101.142.223	Wibbels		781 00107
BUILDING MAINTENANCE	374.58	REP. & MAINT. - BUILDING	101.142.223	Wibbels		781 00328
	458.11	*VENDOR TOTAL				
GRESSCO LTD OFFICE SUPPLIES	488.00	OFFICE SUPPLIES	101.142.232	Wibbels		781 00022
GREY HOUSE PUBLISHING BOOKS	278.00	BOOKS	101.142.340	Wibbels		781 00232
KOPETSKYS ACE HDWE ELECTRICAL SUPPLIES	5.49	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00031
LIBRARY TV INSTALLATION	16.95	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00077
BUILDING MAINTENANCE	39.99	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		781 00065
	62.43	*VENDOR TOTAL				
MENARDS YANKTON SD MAINTENANCE SUPPLIES	12.89	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00030
TV INSTALLATION SUPPLIES	6.44	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00049
SCREWDRIVER	5.99	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00083
NEW TV CABLE	15.66	REP. & MAINT. - BUILDING	101.142.223	Miles		781 00121
	40.98	*VENDOR TOTAL				
MICROFILM IMAGING SYST MAINTENANCE AGREEMENT	910.00	REP. & MAINT. - EQUIPMEN	101.142.221	Wibbels		781 00169
NORFOLK DAILY NEWS NEWSPAPER SUBSCRIPTION	249.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00265
NWF*NATL WILDLIFE FED MAGAZINE SUBSCRIPTION	15.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00451
ONE OFFICE SOLUTION OFFICE SUPPLIES	4.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		781 00048
OFFICE CHAIR	199.95	OFFICE SUPPLIES	101.142.232	Wibbels		781 00377
FILING CABINET	149.00	OFFICE SUPPLIES	101.142.232	Wibbels		781 00450
	353.94	*VENDOR TOTAL				

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BY FUND AND DEPARTMENT

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
OVERDRIVE DIST						
DOWNLOADABLE BOOKS	1,795.55	PROFESSIONAL SERVICES	101.142.202	Wibbels		781 00059
DOWNLOADABLE BOOKS	1,077.30	PROFESSIONAL SERVICES	101.142.202	Wibbels		781 00251
	2,872.85	*VENDOR TOTAL				
PAYPAL *ANEUTRONICS						
MEETING ROOM CABINET	59.91	REP. & MAINT. - BUILDING	101.142.223	Johnson		781 00469
PBI*LEASEDEQUIPMENT						
POSTAGE	104.00	POSTAGE	101.142.231	Wibbels		781 00058
PDR NETWORK LLC						
BOOK	59.95	BOOKS	101.142.340	Dobrovolny		781 00098
POPULAR MECHANICS MAGA						
MAGAZINE SUBSCRIPTION	12.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00432
POSTAGE REFILL						
POSTAGE	100.00	POSTAGE	101.142.231	Wibbels		781 00056
PRANDOMHOUSE8007333000						
BOOK	22.50	BOOKS	101.142.340	Wibbels		781 00335
AUDIOBOOK	41.25	AV - CAPITAL	101.142.342	Wibbels		781 00336
	63.75	*VENDOR TOTAL				
RECORDED BOOKS						
DOWNLOADABLE BOOKS	3,095.00	PROFESSIONAL SERVICES	101.142.202	Wibbels		781 00231
SOCIETY FOR SCIENCE						
MAGAZINE SUBSCRIPTION	50.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		781 00076
SWANK MOTION PICTURES						
MOVIE LICENSE	416.00	PROFESSIONAL SERVICES	101.142.202	Wibbels		781 00229
THOMSON WEST*TCD						
BOOKS	95.25	BOOKS	101.142.340	Wibbels		781 00230
WAL-MART #1483						
OFFICE SUPPLIES	1.64	OFFICE SUPPLIES	101.142.232	Dobrovolny		781 00084
DVDS	121.68	AV - CAPITAL	101.142.342	Dobrovolny		781 00085
OFFICE SUPPLY	19.97	OFFICE SUPPLIES	101.142.232	Wibbels		781 00326
DVD	15.96	AV - CAPITAL	101.142.342	Wibbels		781 00434
	159.25	*VENDOR TOTAL				

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
WM SUPERCENTER #1483						
DVD'S	73.80	AV - CAPITAL	101.142.342	Wibbels		781 00219
OFFICE SUPPLIES	5.80	OFFICE SUPPLIES	101.142.232	Wibbels		781 00333
DVDS	35.92	AV - CAPITAL	101.142.342	Wibbels		781 00334
PROGRAM SUPPLIES	8.79	PROGRAM SUPPLIES	101.142.242	Wibbels		781 00497
DVDS	54.88	AV - CAPITAL	101.142.342	Wibbels		781 00498
	179.19	*VENDOR TOTAL				
WW GRAINGER						
JANITORIAL SUPPLIES	11.54	JANITORIAL SUPPLIES	101.142.236	Reifenrath		781 00181
JANITORIAL SUPPLIES	44.35	JANITORIAL SUPPLIES	101.142.236	Reifenrath		781 00182
JANITORIAL SUPPLY	27.62	JANITORIAL SUPPLIES	101.142.236	Reifenrath		781 00317
JANITORIAL SUPPLY	7.53	JANITORIAL SUPPLIES	101.142.236	Reifenrath		781 00318
	91.04	*VENDOR TOTAL				
	15,488.62				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMAZON MKTPLACE PMTS						
DVD'S	9.68	AV - CAPITAL	701.701.342	Wibbels		781 00115
SEED LIBRARY	29.58	RECREATION SUPPLIES	701.701.242	Wibbels		781 00264
SEED LIBRARY ENVELOPES	43.68	RECREATION SUPPLIES	701.701.242	Wibbels		781 00325
SEED LIBRARY LABELS	145.65	RECREATION SUPPLIES	701.701.242	Wibbels		781 00378
	228.59	*VENDOR TOTAL				
AMAZON.COM						
SEED LIBRARY LABELS	54.23	RECREATION SUPPLIES	701.701.242	Wibbels		781 00324
CASEYS GEN STORE 2260						
STAFF APPRECIATION	12.99	RECREATION SUPPLIES	701.701.242	Schmidt		781 00146
CASEYS GEN STORE 2268						
STAFF APPRECIATION	9.57	RECREATION SUPPLIES	701.701.242	Reifenrath		781 00426
DOLLAR TREE						
STAFF APPRECIATION	35.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00365
ELM USA, INC						
DISC CLEANING SUPPLIES	318.95	OFFICE SUPPLIES	701.701.232	Reifenrath		781 00145
HY VEE 1899						
STAFF APPRECIATION	17.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00087
IN *ELM USA, INC.						
DISC CLEANING SUPPLIES	19.14	OFFICE SUPPLIES	701.701.232	Reifenrath		781 00071
MINERVA'S GRILL AND BAR						
STAFF APPRECIATION	169.60	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00243
SQ *SQ *HANSON BRIGGS						
PRINTING - SEED LIBRARY	378.15	RECREATION SUPPLIES	701.701.242	Wibbels		781 00055
THE BODYGUARD						
STAFF APPRECIATION	69.74	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00086
STAFF APPRECIATION	44.62	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00097
	114.36	*VENDOR TOTAL				
WAL-MART #1483						
PARENT'S NIGHT OUT	21.08	RECREATION SUPPLIES	701.701.242	Wibbels		781 00433
WM SUPERCENTER #1483						
STAFF APPRECIATION	19.50	RECREATION SUPPLIES	701.701.242	Wibbels		781 00220

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					
YANKTON PIZZA RANCH PARENT'S NIGHT OUT PIZZA	64.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		781 00364
	1,463.14				
LIBRARY TRUST	1,463.14	*****				

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

DATE APPROVED BY
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	ADOPTED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REMAINING BALANCE	PCT
	REVISED BUDGET	AND IN PROCESS AND IN PROCESS		
101 GENERAL FUND				
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	24,000.00
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00
3451 NON-RESIDENT LIBRARY CARDS	6,700.00	6,700.00	355.00	6,458.70
3452 LIBRARY A.V. FEES	500.00	500.00	96.00	936.90
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.54	4.61
3454 SALE OF WITHDRAWN ITEMS	400.00	400.00	0.40	171.29
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	156.40	1,596.19
3456 PC PRINTING	6,500.00	6,500.00	675.85	6,070.65
3490 SALE OF MATERIALS	0.00	0.00	1.00	14.01
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	240.00	2,968.57
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00
3510 COURT FINES	5,000.00	5,000.00	121.55	2,692.75
3511 PARKING FINES	6,500.00	6,500.00	220.00	2,970.00
3520 LIBRARY FINES	3,500.00	3,500.00	104.30	2,686.16
3610 INTEREST	5,000.00	5,000.00	5,435.33	23,642.75
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	9,443.49
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	3,763.84	31,164.77
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00
3620 LAND RENT	0.00	0.00	0.00	0.00
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	50.00	6,350.75
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	189.54	1,670.46
TOTAL: GENERAL FUND	80,310.00	80,310.00	11,409.75	122,842.05

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	30.50	160.56	160.56-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	395.00	18,082.66	18,082.66-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	425.50	18,243.22	18,243.22-	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	344,870.00	0.00	36,315.86	325,685.03	19,184.97	94 -----
102 TEMPORARY WAGES	38,336.00	0.00	5,918.49	47,759.99	9,423.99-	124 -----]]
103 OVERTIME WAGES	350.00	0.00	0.00	71.66	278.34	20 --
111 OASI	29,342.00	0.00	3,179.82	27,208.90	2,133.10	92 -----
121 RETIREMENT	20,713.00	0.00	2,178.93	19,284.38	1,428.62	93 -----
131 WORKMENS COMPENSATION	2,101.00	0.00	0.00	1,854.00	247.00	88 -----
132 GROUP INSURANCE	82,378.00	0.00	4,984.41	56,389.91	25,988.09	68 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	56.43	780.43	223.57	77 -----
TOTAL: PERSONAL SERVICES	519,094.00	0.00	52,633.94	479,034.30	40,059.70	92 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	8,715.00	0.00	0.00	8,189.31	525.69	93 -----
202 PROFESSIONAL SERVICES	27,000.00	0.00	8,950.44	27,943.15	943.15-	103 -----
211 PUBLISHING	3,500.00	0.00	78.00	2,314.07	1,185.93	66 -----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	266.63	4,645.87	3,354.13	58 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	910.00	1,405.12	1,594.88	46 ----
223 REP. & MAINT. - BUILDINGS	10,500.00	0.00	14,375.51	18,807.29	8,307.29-	179 -----]]]]
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	543.47	2,206.37	293.63	88 -----
232 OFFICE SUPPLIES	10,000.00	0.00	2,279.21	10,593.95	593.95-	105 -----
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	1,911.31	8,216.01	1,283.99	86 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	272.83	1,672.40	827.60	66 -----
242 PROGRAM SUPPLIES	2,500.00	0.00	98.00	1,492.54	1,007.46	59 -----
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	800.00	0.00	175.00	661.00	139.00	82 -----
263 TRAVEL EXPENSE	2,000.00	0.00	343.44	1,502.24	497.76	75 -----
265 CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,720.98	779.02	68 -----
271 TELEPHONE	1,500.00	0.00	120.46	1,546.06	46.06-	103 -----
272 ELECTRICITY	21,600.00	0.00	1,415.09	17,203.04	4,396.96	79 -----
273 FUEL-HEATING	4,000.00	0.00	53.99	1,107.14	2,892.86	27 --
274 WATER SERVICE	2,900.00	0.00	87.44	2,924.69	24.69-	100 -----
275 SEWER SERVICE	700.00	0.00	65.13	839.31	139.31-	119 -----]
276 LANDFILL	450.00	0.00	40.00	432.00	18.00	96 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	124,165.00	0.00	31,985.95	115,422.54	8,742.46	92 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	52,000.00	0.00	10,573.41	50,693.47	1,306.53	97 -----
342 AV - CAPITAL	13,500.00	0.00	2,509.89	11,441.55	2,058.45	84 -----
350 EQUIPMENT	3,500.00	0.00	0.00	2,542.99	957.01	72 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH DEC 31, 2016

	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	69,000.00	0.00	13,083.30	64,678.01	4,321.99	93 -----
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	712,259.00	0.00	97,703.19	659,134.85	53,124.15	92 -----
TOTAL: GENERAL FUND	712,259.00	0.00	97,703.19	659,134.85	53,124.15	92 -----

	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	1,043.53	1,043.53- 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	338.09	794.04	794.04- 9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	74.96	74.96- 9999	-----]]]]
242 RECREATION SUPPLIES	0.00	0.00	1,195.29	9,456.01	9,456.01- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,533.38	11,368.54	11,368.54- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	107.99	595.47	595.47- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	9.68	9.68	9.68- 9999	-----]]]]
350 EQUIPMENT	0.00	0.00	0.00	3,675.00	3,675.00- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	117.67	4,280.15	4,280.15- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,651.05	15,648.69	15,648.69- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,651.05	15,648.69	15,648.69- 9999	-----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	21,049.66	237.59	3,245.37	24,295.03
	21,049.66	237.59	3,245.37	24,295.03
	21,049.66	237.59	3,245.37	24,295.03

LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	812.30CR	0.00	812.30	0.00
	812.30CR	0.00	812.30	0.00
	812.30CR	0.00	812.30	0.00

FUND BALANCE:				
701.2511	20,237.36CR	0.00	0.00	20,237.36CR
701.2900	0.00	425.50CR	18,243.22CR	18,243.22CR
701.2910	0.00	187.91	14,185.55	14,185.55
	20,237.36CR	237.59CR	4,057.67CR	24,295.03CR
	21,049.66CR	237.59CR	3,245.37CR	24,295.03CR
	0.00	0.00	0.00	0.00

	Trust Fund	January-17				
	Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance
	701.701.200	Unrestricted Funds	14,832.16	100.00		14,932.16
		Donations				
		Marvin Kamback	33.97			33.97
		Town & Country Garden Club	175.76			175.76
		Master Gardener's	99.48			99.48
		Tech Club	477.00			477.00
		Farm Credit Services	31.54			31.54
		GFWC (Joan Neubauer)	25.00			25.00
		Jean B. Mielenz memorial	250.00			250.00
		Girl Scouts	22.22			22.22
	1023.2	Professional Services				
		book bags/earbuds/pens	-244.13	20.00		-224.13
	701.701.232	Office Supplies				
		DVD cleaning	-385.41	80.00	338.09	-643.50
	701.701.235	Subscriptions/Publications				
	701.701.242	Recreation Supplies				
		Teget	3,266.75		379.00	2,887.75
		Summer Reading/Story Walk	1,443.63			1,443.63
		After School Program	173.85			173.85
		Parents' Night Out	349.65	125.00	85.08	389.57
		Teen Advisory Board	327.65			327.65
		Adult Craft Night	655.97			655.97
		Parade float	216.65			216.65
		1,000 Bks Before Kindg. (Friends)	88.75			88.75
		SDLA/Rural Conference	393.00			393.00
		Yankton Seed Library	634.04		545.64	88.40
	1131.78	Capital Outlay				
		Building Fund	175.00			175.00
	701.701.340	Books - Adult	1,097.82			1,097.82
	701.701.342	AV - Capital	4,109.22	70.00	9.68	4,169.54
		Total	28,249.57	395.00	1,357.49	27,287.08
				Monthly Interest (including year-end)		30.50
					Current Balance	\$27,317.58

		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	344,870.00	0.00	36,315.86	325,685.03	19,184.97	94	-----
P-120216-753	PAYROLL INTERFACE	120216		10,966.97	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		12,420.31	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		12,928.58	CODE-Y,PER#-3,FUND-	101		A
102	TEMPORARY WAGES	38,336.00	0.00	5,918.49	47,759.99	9,423.99-	124	-----]]
P-120216-753	PAYROLL INTERFACE	120216		1,671.11	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		2,251.75	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		1,995.63	CODE-Y,PER#-3,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	0.00	71.66	278.34	20	--
111	OASI	29,342.00	0.00	3,179.82	27,208.90	2,133.10	92	-----
P-120216-753	PAYROLL INTERFACE	120216		943.13	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		1,095.09	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		1,141.60	CODE-Y,PER#-3,FUND-	101		A
121	RETIREMENT	20,713.00	0.00	2,178.93	19,284.38	1,428.62	93	-----
P-120216-753	PAYROLL INTERFACE	120216		658.02	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		745.20	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		775.71	CODE-Y,PER#-3,FUND-	101		A
131	WORKMENS COMPENSATION	2,101.00	0.00	0.00	1,854.00	247.00	88	-----
132	GROUP INSURANCE	82,378.00	0.00	4,984.41	56,389.91	25,988.09	68	-----
P-120216-753	PAYROLL INTERFACE	120216		2,189.70	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		2,492.20	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		302.51	CODE-Y,PER#-3,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	56.43	780.43	223.57	77	-----
P-120216-753	PAYROLL INTERFACE	120216		13.18	CODE-Y,PER#-1,FUND-	101		A
P-121616-754	PAYROLL INTERFACE	121616		21.10	CODE-Y,PER#-2,FUND-	101		A
P-123016-775	PAYROLL INTERFACE	123016		22.15	CODE-Y,PER#-3,FUND-	101		A
TOTAL: PERSONAL SERVICES		519,094.00	0.00	52,633.94	479,034.30	40,059.70	92	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	8,715.00	0.00	0.00	8,189.31	525.69	93	-----
202	PROFESSIONAL SERVICES	27,000.00	0.00	8,950.44	27,943.15	943.15-	103	-----
M-120516-742 .14780	STK*SHUTTERSTOCK, INC.	201611	Wibbels	49.00	PROFESSIONAL SERVICES		N	A
M-120516-742 .13843	OVERDRIVE DIST	201611	Wibbels	1,831.82	DOWNLOADABLE BOOKS		N	A
M-120516-742 .14180	ENVISION WARE	201611	Johnson	538.85	SOFTWARE - ENVISIONWARE		N	A
D-121216-738 06800	WAGE WORKS	059187	125AI0497792	25.00	FLEX SERVICE FEE-OCT	005311	P N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES							
D-121216-739	03241 BERING SALES	059082	3066	41.92	NAME BADGES	016241	P N	A
D-121216-739	00703 SMITH INSURANCE INC/MT &	059172	21391	80.00	NOTARY BOND FEE	016218	P N	A
M-122716-781	.13843 OVERDRIVE DIST	201612	Wibbels	1,795.55	DOWNLOADABLE BOOKS		N	D
M-122716-781	.13187 SWANK MOTION PICTURES	201612	Wibbels	416.00	MOVIE LICENSE		N	D
M-122716-781	.14313 RECORDED BOOKS	201612	Wibbels	3,095.00	DOWNLOADABLE BOOKS		N	D
M-122716-781	.13843 OVERDRIVE DIST	201612	Wibbels	1,077.30	DOWNLOADABLE BOOKS		N	D
211	PUBLISHING	3,500.00	0.00	78.00	2,314.07	1,185.93	66	-----
M-120516-742	.12463 DEX*ONE	201611	Wibbels	39.00	PUBLISHING		N	A
M-122716-781	.12463 DEX*ONE	201612	Wibbels	39.00	PUBLISHING		N	D
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	266.63	4,645.87	3,354.13	58	-----
D-121216-739	07098 US BANK EQUIPMENT FINANC	059185	318440898	266.63	COPIER MAINTENANCE	016237	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	910.00	1,405.12	1,594.88	46	----
M-122716-781	.12156 MICROFILM IMAGING SYST	201612	Wibbels	910.00	MAINTENANCE AGREEMENT		N	D
223	REP. & MAINT. - BUILDINGS	10,500.00	0.00	14,375.51	18,807.29	8,307.29-	179	-----]]]]
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	62.25	BUILDING REPAIR		N	A
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	24.30	JANITORIAL SUPPLIES		N	A
M-120516-742	.14377 KOPETSKYS ACE HDWE	201611	Miles	21.99	DRAIN CLEANER		N	A
D-121216-737	01974 LARRY'S HOME CENTER	059144	16070	13,513.51	FURNACE REPLACEMENT	018061	P M	A
M-122716-781	.14179 MENARDS YANKTON SD	201612	Miles	12.89	MAINTENANCE SUPPLIES		N	D
M-122716-781	.14377 KOPETSKYS ACE HDWE	201612	Miles	5.49	ELECTRICAL SUPPLIES		N	D
M-122716-781	.14179 MENARDS YANKTON SD	201612	Miles	6.44	TV INSTALLATION SUPPLIES		N	D
M-122716-781	.14377 KOPETSKYS ACE HDWE	201612	Reifenrath	39.99	BUILDING MAINTENANCE		N	D
M-122716-781	.14377 KOPETSKYS ACE HDWE	201612	Miles	16.95	LIBRARY TV INSTALLATION		N	D
M-122716-781	.11936 CRESCENT ELECTRIC 029	201612	Miles	29.23	WIRE MOLDING		N	D
M-122716-781	.14179 MENARDS YANKTON SD	201612	Miles	5.99	SCREWDRIVER		N	D
M-122716-781	.14569 FEJFAR PLUMBING	201612	Wibbels	83.53	BUILDING MAINTENANCE		N	D
M-122716-781	.14179 MENARDS YANKTON SD	201612	Miles	15.66	NEW TV CABLE		N	D
M-122716-781	.12003 ECHO ELECTRIC SUPPLY	201612	Miles	102.80	WIRE MOLDING		N	D
M-122716-781	.14569 FEJFAR PLUMBING	201612	Wibbels	374.58	BUILDING MAINTENANCE		N	D
M-122716-781	.14881 PAYPAL *ANEUTRONICS	201612	Johnson	59.91	MEETING ROOM CABINET		N	D
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	543.47	2,206.37	293.63	88	-----
M-120516-742	.14781 USPS PO 4698100078	201611	Wibbels	27.10	POSTAGE		N	A
M-120516-742	.11788 HY VEE 1899	201611	Schmidt	7.89	POSTAGE		N	A
M-120516-742	.12920 POSTAGE REFILL	201611	Wibbels	100.00	MAILSTATION POSTAGE		N	A
M-120516-742	.11798 BAKER-TAYLOR	201611	Wibbels	42.72	POSTAGE-GARDEN CLUB/BAGS		N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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							
231	POSTAGE							
M-120516-742	.13361 PBI*LEASEDEQUIPMENT	201611	Wibbels	104.00	MAILSTATION RENTAL		N	A
M-120516-742	.13361 PBI*LEASEDEQUIPMENT	201611	Wibbels	32.00	MAILSTATION RENTAL		N	A
M-122716-781	.12920 POSTAGE REFILL	201612	Wibbels	100.00	POSTAGE		N	D
M-122716-781	.13361 PBI*LEASEDEQUIPMENT	201612	Wibbels	104.00	POSTAGE		N	D
M-122716-781	.11798 BAKER-TAYLOR	201612	Wibbels	25.76	POSTAGE		N	D
232	OFFICE SUPPLIES	10,000.00	0.00	2,279.21	10,593.95	593.95-	105	-----
M-120516-742	.14654 ONE OFFICE SOLUTION	201611	Wibbels	39.26	OFFICE SUPPLIES		N	A
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	85.28	OFFICE SUPPLIES		N	A
M-120516-742	.14394 THE LIBRARY STORE INC.	201611	Wibbels	99.18	OFFICE SUPPLIES		N	A
M-120516-742	.14654 ONE OFFICE SOLUTION	201611	Wibbels	67.44	CALENDAR/BULLETIN BOARD		N	A
M-120516-742	.12434 WAL-MART #1483	201611	Wibbels	14.98	OFFICE SUPPLY RETURN		N	A
M-120516-742	.12434 WAL-MART #1483	201611	Dobrovolny	18.00	OFFICE SUPPLIES		N	A
M-120516-742	.12434 WAL-MART #1483	201611	Wibbels	18.46	OFFICE SUPPLIES		N	A
M-120516-742	.13320 WM SUPERCENTER #1483	201611	Wibbels	19.16	OFFICE SUPPLIES		N	A
M-120516-742	.11787 DEMCO INC	201611	Wibbels	116.24	OFFICE SUPPLIES		N	A
M-122716-781	.11866 GRESSCO LTD	201612	Wibbels	488.00	OFFICE SUPPLIES		N	D
M-122716-781	.14654 ONE OFFICE SOLUTION	201612	Dobrovolny	4.99	OFFICE SUPPLIES		N	D
M-122716-781	.12434 WAL-MART #1483	201612	Dobrovolny	1.64	OFFICE SUPPLIES		N	D
M-122716-781	.11787 DEMCO INC	201612	Wibbels	431.18	OFFICE SUPPLIES		N	D
M-122716-781	.12434 WAL-MART #1483	201612	Wibbels	19.97	OFFICE SUPPLY		N	D
M-122716-781	.13320 WM SUPERCENTER #1483	201612	Wibbels	5.80	OFFICE SUPPLIES		N	D
M-122716-781	.14654 ONE OFFICE SOLUTION	201612	Wibbels	199.95	OFFICE CHAIR		N	D
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612	Wibbels	44.98	OFFICE SUPPLY		N	D
M-122716-781	.14654 ONE OFFICE SOLUTION	201612	Wibbels	149.00	FILING CABINET		N	D
M-122716-781	.14876 COMPUTYPE	201612	Wibbels	485.66	OFFICE SUPPLIES		N	D
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	1,911.31	8,216.01	1,283.99	86	-----
M-120516-742	.12394 NEWSPAPERS IA WI NV	201611	Wibbels	461.78	NEWSPAPER SUBSCRIPTION		N	A
M-120516-742	.12159 MPI*OUTSIDE MAGAZINE	201611	Wibbels	20.00	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.12388 ATC*THE ATLANTIC MNTLY	201611	Wibbels	29.95	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.12304 AMERICAN GIRL MAGAZINE	201611	Wibbels	25.95	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.11987 CNP*THE NEW YORKER	201611	Wibbels	106.49	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.14239 NAT*NATIONAL GEOGRAPHI	201611	Wibbels	39.00	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.12153 CNP*GLAMOUR MAGAZINE	201611	Wibbels	12.78	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.12158 CR *CONSUMER REPORTS	201611	Wibbels	26.00	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.14817 ATR ANTIQUE TRADER M	201611	Wibbels	34.98	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.12089 SEVENTEEN MAGAZINE	201611	Wibbels	14.97	MAGAZINE SUBSCRIPTION		N	A
M-120516-742	.11994 OPRAH MAGAZINE	201611	Wibbels	34.97	MAGAZINE SUBSCRIPTION		N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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							
235	SUBSCRIPTIONS & PUBLICATIONS							
M-120516-742	.14831 OCG OLDCARSREPORTMAG	201611	Wibbels	28.98	MAGAZINE SUBSCRIPTION		N	A
M-122716-781	.13745 SOCIETY FOR SCIENCE	201612	Wibbels	50.00	MAGAZINE SUBSCRIPTION		N	D
M-122716-781	.11987 CNP*THE NEW YORKER	201612	Wibbels	106.49	MAGAZINE SUBSCRIPTION		N	D
M-122716-781	.12387 NORFOLK DAILY NEWS	201612	Wibbels	249.00	NEWSPAPER SUBSCRIPTION		N	D
M-122716-781	.12391 COSMOPOLITAN MAGAZINE	201612	Wibbels	34.97	MAGAZINE SUBSCRIPTION		N	D
M-122716-781	.12085 FACES MAGAZINE	201612	Wibbels	48.00	MAGAZINE SUBSCRIPTION		N	D
M-122716-781	.12208 D J*WALL ST JOURNAL	201612	Wibbels	560.00	NEWSPAPER SUBSCRIPTION		N	D
M-122716-781	.12393 POPULAR MECHANICS MAGA	201612	Wibbels	12.00	MAGAZINE SUBSCRIPTION		N	D
M-122716-781	.11790 NWF*NATL WILDLIFE FED	201612	Wibbels	15.00	MAGAZINE SUBSCRIPTION		N	D
236	JANITORIAL SUPPLIES	2,500.00	0.00	272.83	1,672.40	827.60	66	-----
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	20.88	JANITORIAL SUPPLIES		N	A
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	121.07	JANITORIAL SUPPLIES		N	A
M-120516-742	.11793 WW GRAINGER	201611	Reifenrath	39.84	JANITORIAL SUPPLIES		N	A
M-122716-781	.11793 WW GRAINGER	201612	Reifenrath	11.54	JANITORIAL SUPPLIES		N	D
M-122716-781	.11793 WW GRAINGER	201612	Reifenrath	44.35	JANITORIAL SUPPLIES		N	D
M-122716-781	.11793 WW GRAINGER	201612	Reifenrath	27.62	JANITORIAL SUPPLY		N	D
M-122716-781	.11793 WW GRAINGER	201612	Reifenrath	7.53	JANITORIAL SUPPLY		N	D
242	PROGRAM SUPPLIES	2,500.00	0.00	98.00	1,492.54	1,007.46	59	-----
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611	Wibbels	23.07	PROGRAM SUPPLY		N	A
M-120516-742	.11811 AMAZON.COM	201611	Wibbels	26.72	GAMES		N	A
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612	Wibbels	39.42	PROGRAM SUPPLIES		N	D
M-122716-781	.13320 WM SUPERCENTER #1483	201612	Wibbels	8.79	PROGRAM SUPPLIES		N	D
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	800.00	0.00	175.00	661.00	139.00	82	-----
M-120516-742	.14567 SD LIB ASSOCIA00 OF 00	201611	Wibbels	175.00	INSTITUTIONAL MEMBERSHIP		N	A
263	TRAVEL EXPENSE	2,000.00	0.00	343.44	1,502.24	497.76	75	-----
D-121216-739	.14777 DOBROVOLNY/LINDA	059111	11.1.16	343.44	CONFERENCE-FARGO	016215	P N	A
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,720.98	779.02	68	-----
271	TELEPHONE	1,500.00	0.00	120.46	1,546.06	46.06	103	-----
P-120216-753	PAYROLL INTERFACE	120216		10.50	CODE-Y,PER#-1,FUND-	101		A
M-123116-767	06976 VAST BROADBAND	006810		71.18	PHONE BILL	003513	F N	A
M-123116-767	06976 VAST BROADBAND	006811		38.78	PHONE BILL	003513	F N	A
272	ELECTRICITY	21,600.00	0.00	1,415.09	17,203.04	4,396.96	79	-----
D-121216-739	00455 NORTHWESTERN ENERGY	059156	11.21.16	1,415.09	ELECT-NOV	002795	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	ENCUMBERED	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
273	FUEL-HEATING	4,000.00	0.00	53.99	1,107.14	2,892.86	27 --	
D-121216-739	00303 MIDAMERICAN ENERGY	059150 11.28.16		53.99	FUEL-NOV	002794	P N	A
274	WATER SERVICE	2,900.00	0.00	87.44	2,924.69	24.69-	100 -----	
D-121216-739	00109 CITY UTILITIES	059099 11.21.16		87.44	WATER-WW CHARGES	002793	P N	A
275	SEWER SERVICE	700.00	0.00	65.13	839.31	139.31-	119 -----]	
D-121216-739	00109 CITY UTILITIES	059099 11.21.16		65.13	WATER-WW CHARGES	002793	P N	A
276	LANDFILL	450.00	0.00	40.00	432.00	18.00	96 -----	
J-123116-768	DECEMBER JOURNAL ENTRIES JE 365			40.00	DUMPSTER CHGS - DECEMBER			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES		124,165.00	0.00	31,985.95	115,422.54	8,742.46	92 -----	
CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0	
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	52,000.00	0.00	10,573.41	50,693.47	1,306.53	97 -----	
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611 Wibbels		21.00	BOOK		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611 Wibbels		84.69	BOOKS		N	A
M-120516-742	.11801 DAVIDSON TITLES INC	201611 Wibbels		2,005.28	BOOKS (2 ORDERS)		N	A
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611 Wibbels		24.00	BOOK		N	A
M-120516-742	.11785 CENTER POINT LARGE PRI	201611 Wibbels		134.22	BOOKS		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611 Wibbels		46.80	BOOKS		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611 Wibbels		32.59	BOOKS		N	A
M-120516-742	.11798 BAKER-TAYLOR	201611 Wibbels		4,444.02	BOOKS (GARDEN CLUB/BAGS)		N	A
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611 Wibbels		21.75	BOOK		N	A
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611 Wibbels		21.75	BOOK		N	A
M-120516-742	.11811 AMAZON.COM	201611 Wibbels		32.17	BOOKS		N	A
M-120516-742	.11811 AMAZON.COM	201611 Wibbels		41.84	BOOKS		N	A
D-121216-739	.14778 WARNER/LLOYD	059188 11.28.16		99.00	BOOKS	016238	P N	A
M-122716-781	.11801 DAVIDSON TITLES INC	201612 Wibbels		19.70	BOOK		N	D
M-122716-781	.11785 CENTER POINT LARGE PRI	201612 Wibbels		26.57-	BOOKS - CREDIT		N	D
M-122716-781	.11804 PDR NETWORK LLC	201612 Dobrovolny		59.95	BOOK		N	D
M-122716-781	.11785 CENTER POINT LARGE PRI	201612 Wibbels		160.79	BOOKS		N	D
M-122716-781	.13151 FARM & HOME PUBLISHERS	201612 Wibbels		89.40	BOOKS		N	D
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612 Wibbels		15.18	BOOK		N	D
M-122716-781	.13583 THOMSON WEST*TCD	201612 Wibbels		95.25	BOOKS		N	D
M-122716-781	.13310 GREY HOUSE PUBLISHING	201612 Wibbels		278.00	BOOKS		N	D
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612 Wibbels		81.77	BOOKS		N	D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	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							
	CAPITAL OUTLAY							
340	BOOKS							
M-122716-781	.13936 PRANDOMHOUSE8007333000	201612	Wibbels	22.50	BOOK		N	D
M-122716-781	.11798 BAKER-TAYLOR	201612	Wibbels	2,678.93	BOOKS		N	D
M-122716-781	.13151 FARM & HOME PUBLISHERS	201612	Wibbels	89.40	BOOKS		N	D
342	AV - CAPITAL	13,500.00	0.00	2,509.89	11,441.55	2,058.45	84	-----
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611	Wibbels	30.00	AUDIO BOOK		N	A
M-120516-742	.12434 WAL-MART #1483	201611	Wibbels	45.88	DVDS		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611	Wibbels	11.13	DVD		N	A
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611	Wibbels	33.75	AUDIO BOOK		N	A
M-120516-742	.14794 GAMESTOP #6937	201611	Dobrovolny	349.98	NINTENDO/GAME		N	A
M-120516-742	.13320 WM SUPERCENTER #1483	201611	Dobrovolny	109.76	DVDS/PLAYER		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611	Wibbels	25.86	DVDS		N	A
M-120516-742	.11802 AMAZON MKTPLACE PMTS	201611	Wibbels	54.94	DVDS		N	A
M-120516-742	.13936 PRANDOMHOUSE8007333000	201611	Wibbels	33.75	AUDIO BOOK		N	A
M-120516-742	.12434 WAL-MART #1483	201611	Wibbels	55.88	DVDS		N	A
M-120516-742	.11811 AMAZON.COM	201611	Wibbels	34.95	DVDS		N	A
M-120516-742	.11811 AMAZON.COM	201611	Wibbels	13.99	DVDS		N	A
D-121216-739	04785 MIDWEST TAPE	059153	11.17.16	1,147.65	AUDIO BOOKS	016242	P N	A
M-122716-781	.12434 WAL-MART #1483	201612	Dobrovolny	121.68	DVDS		N	D
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612	Wibbels	27.99	DVD'S		N	D
M-122716-781	.13320 WM SUPERCENTER #1483	201612	Wibbels	73.80	DVD'S		N	D
M-122716-781	.11802 AMAZON MKTPLACE PMTS	201612	Wibbels	190.89	DVD'S		N	D
M-122716-781	.13320 WM SUPERCENTER #1483	201612	Wibbels	35.92	DVDS		N	D
M-122716-781	.13936 PRANDOMHOUSE8007333000	201612	Wibbels	41.25	AUDIOBOOK		N	D
M-122716-781	.12434 WAL-MART #1483	201612	Wibbels	15.96	DVD		N	D
M-122716-781	.13320 WM SUPERCENTER #1483	201612	Wibbels	54.88	DVDS		N	D
350	EQUIPMENT	3,500.00	0.00	0.00	2,542.99	957.01	72	-----
TOTAL:	CAPITAL OUTLAY	69,000.00	0.00	13,083.30	64,678.01	4,321.99	93	-----
	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	712,259.00	0.00	97,703.19	659,134.85	53,124.15	92	-----
TOTAL:	GENERAL FUND	712,259.00	0.00	97,703.19	659,134.85	53,124.15	92	-----

Director's Report

January 2017

December Programs:

Children's:

- Story Time: 10 sessions with 60 children and 45 adults
- Toddler Time: 6 sessions with 63 children and 48 adults

Elementary:

- Parent's Night Out: 23 children
- Thursday Programs: 4 sessions with 66 children and 17 adults
- Wii: 4 sessions with 17 'tweens
- Lego Club: 1 session with 8 children and 3 adults
- Board Games: 1 session with 2 children and 2 adults

Teen:

- TAB Meeting: 3 in attendance
- Teen Event (Holiday Party): 5 in attendance

Adult:

- Book Clubs: 3 monthly book clubs met at the library
- Adult Coloring Time: 1 participant
- Teen Tech Tutors: 3

December Daycare Outreach:

- 9 visits

December School Requests:

- 0 requests

Food for Fines:

We collected 310 pairs of socks in December. January 1-10 we are collection canned fruit, with all donations going to the Contact Center.

Teen Tech Tutors:

This will take place on January 21 from 1-3 pm.

Adult Coloring:

We have scheduled another round of Adult Coloring for January 21 & 22 from 2-4 pm.

Staffing Update:

It has been a busy few days after starting in the director position. I am grateful for the welcome the staff has given me. I will continue to get reacquainted with procedures and learn more about the staff.

Agreement for Provision of Library Services:

This was approved by the City Commission on December 12 and is in place for 2017. The circulation policy has been amended to show the change to allow Yankton County high school students to get their own cards without a head of household signature.

Report Formats:

I'm interested in what information you'd like in the reports moving forward.

Usage Statistics:

Public Computer Use	1069 uses	762 hours, 27 minutes
Meeting Room Library Use	34 uses	53 hours
Meeting Room Non-Library Use	7 uses	16.5 hours
Notary Requests	3	
Study Room Use	37 uses	67 hours
Tests Proctored	35	
Traffic Count	9,985	

December Additions: 537

	Adult	YA	JR	Easy
Fiction	180	5	43	60
Nonfiction	61	-	29	46
DVD	44	-	5	-
Audiobooks	59	-	-	-
Music CD's	-	-	-	-
Book Club Bags	1	-	-	-
Professional	4	-	-	-
Total	349	5	77	106

December 2016 Circulation Statistics

Total Circulation Statistics

	2016	2015
Adult	7,743	8,852
Juvenile	3,222	4,078
Total	10,965	12,930

Includes physical collection, interlibrary loans, and eBooks

Physical Collection

Adult	6,587
Juvenile	3,097
Total	9,684

Interlibrary Loan

Requested	78
Supplied	150
Total	228

eBooks

OverDrive	928
TumbleBooks	125
Total	1,053

Courier

Total Incoming	315
Total Outgoing	281
Grand Total	596

Outreach

Locations	11
Patrons	39
Circulations	231

Current Cards

Resident	4,064
Non-Resident	214
Mount Marty	21
Teacher	78
Yankton County	855
Total	5,232

Yankton County

New Cards	6	13 adults	3 children
Renewals	20	43 adults	16 children

Non-Resident

New Cards	1	1 adult	0 children
Renewals	6	11 adults	9 children