

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

AGENDA

Call to Order

Approval of January 11, 2017 Minutes

Discussion of Bills

Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Author Visits
Magazine Sale
Website
Food for Fines
Teen Tech Tutors
Unplug, Unwind, Craft
Adult Coloring Time
Board Game Sundays
Seed Library
Blind Date with a Book
Take Your Child to the Library Day
Jump Start Host Site
Oscars Weekend
Dr. Seuss Celebration
President's Day
March Meeting
January Additions
January Usage Statistics
January Program Statistics
February/March Calendar

Old Business

New Business

- 2011 Library Building Task Force Report
- 2018 State Reaccreditation Timeline
- DVD Cleaning Cost

Other Business

- Friends of the Library meeting, February 13, 5:15 p.m.

Adjourn

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**

Regular Meeting, January 11, 2017, 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 David Koerner, Tony Maibaum, Amy Nelson; library director Tonya Olson, and assistant director Linda Dobrovolny.

Absent with regrets: Lilah Gillis and Jim Miner.

Minutes:

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

Financial Report: Olson reported that this month's reports look good and we'll have the final 2016 numbers next month.

Communications and Correspondence: Olson reported on a donation to the trust fund made by a library patron and Koenigs passed around a thank you note from former director Kathy Wibbels to the board members.

Public Comment: none

Director's Report:

Additions to the report by Olson:

- There was some positive discussion at the community conversation related to the City Commission's strategic planning about a new library in Yankton in the future. Olson advised the board to be thinking about what directions they would like to see any planning going. Maibaum suggested the board members think about what the definition of a library "is" in today's day and advised that public appearances at commission meetings are helpful to the commission when making decisions about Yankton's future. Olson will look for documents related to square footage suggestions in the previous library task force.

Old Business: none

New Business: none

Other Business:

Olson sent out a short video series for trustees. Some of the board has already completed these videos, and they were good. We are accredited for trustee training through the end of 2018, but it's good to be working on training continuously so it doesn't have to all be done at the end.

Adjourn:

Motion by Koerner to adjourn with second by Nelson. Meeting adjourned at 6:30 p.m.

Respectfully submitted,
Tonya Olson, 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					
GULBRANDSON/TRAVIS BOOK	17.00	BOOKS	101.142.340	1.9.17	016220 P	832 00001
US BANK EQUIPMENT FINANC COPIER CONTRACT	495.82	RENTALS & XEROX SUPPLIES	101.142.212	320858780	016219 P	832 00002
	512.82				
GENERAL FUND	512.82	*****				

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:	512.82					

RECORDS PRINTED - 000002

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	15.99	BOOKS	101.142.340	Dobrovolny		834 00058
DVDS	55.04	AV - CAPITAL	101.142.342	Dobrovolny		834 00059
DVDS	354.62	AV - CAPITAL	101.142.342	Dobrovolny		834 00104
BOOKS	38.21	BOOKS	101.142.340	Dobrovolny		834 00105
OFFICE SUPPLIES	26.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		834 00106
DVDS	56.96	AV - CAPITAL	101.142.342	Dobrovolny		834 00107
@FY@ OFFICE SUPPLIES	72.99	OFFICE SUPPLIES	101.142.232	Wibbels		834 00445
@FY@ BOOKS	74.75	BOOKS	101.142.340	Wibbels		834 00457
	695.54	*VENDOR TOTAL				
AMAZON.COM						
@FY@ PROGRAM SUPPLIES	6.59	PROGRAM SUPPLIES	101.142.242	Dobrovolny		834 00369
@FY@ BOOKS	47.20	BOOKS	101.142.340	Dobrovolny		834 00370
@FY@ CD'S	9.99	AV - CAPITAL	101.142.342	Dobrovolny		834 00371
	63.78	*VENDOR TOTAL				
BAKER-TAYLOR						
@FY@ BOOKS	2,008.54	BOOKS	101.142.340	Olson		834 00090
BOLLER PRINTING						
RECEIPT BOOKS	407.00	OFFICE SUPPLIES	101.142.232	Olson		834 00093
CAR & DRIVER MAGAZINE						
SUBSCRIPTION	10.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		834 00456
COUNTRY LIVING MAGAZIN						
SUBSCRIPTION	34.97	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		834 00015
DART/TARTAN/MCNAUGH						
LEASE PLAN	1,932.00	PROFESSIONAL SERVICES	101.142.202	Olson		834 00092
KPC*DISCOVER MAGAZINE						
SUBSCRIPTION	24.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		834 00405
MACALESTER COLLEGE						
TECHNOLOGY CONFERENCE	160.00	CONFERENCE & MEETINGS	101.142.265	Bailey		834 00449
MENARDS YANKTON SD						
OFFICE SUPPLIES	73.79	OFFICE SUPPLIES	101.142.232	Dobrovolny		834 00446
ONE OFFICE SOLUTION						
OFFICE SUPPLIES	11.36	OFFICE SUPPLIES	101.142.232	Olson		834 00091

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
POSTAGE REFILL POSTAGE	100.00	POSTAGE	101.142.231	Wibbels		834 00014
TENNSCO CORP REPLACEMENT HANDLES	38.16	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		834 00343
TME*SPORTS ILLS KIDS SUBSCRIPTION	39.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		834 00221
USPS PO 4698100078 POSTAGE	18.80	POSTAGE	101.142.231	Dobrovolny		834 00285
WAL-MART #1483						
DVDS	62.84	AV - CAPITAL	101.142.342	Dobrovolny		834 00061
PROGRAM SUPPLIES	7.96	PROGRAM SUPPLIES	101.142.242	Dobrovolny		834 00062
DVDS	53.84	AV - CAPITAL	101.142.342	Dobrovolny		834 00165
OFFICE SUPPLIES	2.47	OFFICE SUPPLIES	101.142.232	Dobrovolny		834 00166
JANITORIAL SUPPLIES	13.47	JANITORIAL SUPPLIES	101.142.236	Dobrovolny		834 00453
	140.58	*VENDOR TOTAL				
WHENIWORK.COM SCHEDULE SERVICE	30.89	PROFESSIONAL SERVICES	101.142.202	Olson		834 00230
WM SUPERCENTER #1483						
DVDS	116.72	AV - CAPITAL	101.142.342	Dobrovolny		834 00284
BUILDING REPAIR	3.87	REP. & MAINT. - BUILDING	101.142.223	Olson		834 00088
OFFICE SUPPLIES	24.28	OFFICE SUPPLIES	101.142.232	Olson		834 00089
	144.87	*VENDOR TOTAL				
WOMEN SUBSCRIPTION	14.97	SUBSCRIPTIONS & PUBLICAT	101.142.235	Wibbels		834 00404
WW GRAINGER						
BUILDING MAINTENANCE	104.45	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		834 00130
BUILDING MAINTENANCE	5.47	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		834 00131
JANITORIAL SUPPLIES	25.76	JANITORIAL SUPPLIES	101.142.236	Reifenrath		834 00187
FILTER	3.98	JANITORIAL SUPPLIES	101.142.236	Reifenrath		834 00210
CLEANING SUPPLIES	5.15	JANITORIAL SUPPLIES	101.142.236	Reifenrath		834 00211
VACUUM BELT	8.34	JANITORIAL SUPPLIES	101.142.236	Reifenrath		834 00253
JANITORIAL SUPPLIES	352.71	JANITORIAL SUPPLIES	101.142.236	Reifenrath		834 00376
	505.86	*VENDOR TOTAL				
	6,456.01				

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 OFFICE SUPPLY	16.73	OFFICE SUPPLIES	701.701.232	Dobrovolny		834 00060
BLITSY.COM CRAFT NIGHT SUPPLIES	89.80	RECREATION SUPPLIES	701.701.242	Lippert		834 00124
CASEYS GEN STORE 2268 STAFF APPRECIATION	5.77	RECREATION SUPPLIES	701.701.242	Olson		834 00084
STAFF APPRECIATION	11.73	RECREATION SUPPLIES	701.701.242	Schmidt		834 00206
	17.50	*VENDOR TOTAL				
STK*SHUTTERSTOCK, INC. SEED LIBRARY SUPPLIES	29.00	RECREATION SUPPLIES	701.701.242	Lippert		834 00413
YANKTON PIZZA RANCH STAFF APPRECIATION	37.39	RECREATION SUPPLIES	701.701.242	Olson		834 00022
	190.42				
LIBRARY TRUST	190.42	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	ADOPTED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	PCT
		BUDGET	AND IN PROCESS	AND IN PROCESS	AND IN PROCESS	AND IN PROCESS	BALANCE		
101	GENERAL FUND								
3380	COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00	0	
3450	LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0	
3451	NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	435.00	435.00	435.00	6,365.00	6	
3452	LIBRARY A.V. FEES	400.00	400.00	135.00	135.00	135.00	265.00	33	---
3453	LIBRARY LONG OR (SHORT)	10.00	10.00	1.95-	1.95-	1.95-	11.95	19	-
3454	SALE OF WITHDRAWN ITEMS	300.00	300.00	55.20	55.20	55.20	244.80	18	-
3455	OTHER-LIBRARY REVENUES	1,700.00	1,700.00	98.00	98.00	98.00	1,602.00	5	
3456	PC PRINTING	7,000.00	7,000.00	178.85	178.85	178.85	6,821.15	2	
3490	SALE OF MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0	
3491	OTHER NON-TAXABLE	2,000.00	2,000.00	320.00	320.00	320.00	1,680.00	16	-
3492	OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0	
3510	COURT FINES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0	
3511	PARKING FINES	6,500.00	6,500.00	870.00	870.00	870.00	5,630.00	13	-
3520	LIBRARY FINES	3,000.00	3,000.00	143.30	143.30	143.30	2,856.70	4	
3610	INTEREST	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00	0	
3611	UTILITY REFUNDS	0.00	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	0.00	10,000.00	0	
3613	IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0	
3614	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0	
3615	MISC REIMBURSEMENTS	4,000.00	4,000.00	2.00	2.00	2.00	3,998.00	0	
3617	CAPITAL LEASE	0.00	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	0.00	0	
3620	LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0	
3640	COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0	
3641	LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	103.81	103.81	103.81	1,396.19	6	
TOTAL:	GENERAL FUND	91,710.00	91,710.00	2,339.21	2,339.21	2,339.21	89,370.79	3	

	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	0.00	0.00	0.00	0
3660 DONATIONS FROM PRIVATE	0.00	0.00	215.00	215.00	215.00-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	215.00	215.00	215.00-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONAL SERVICES						
101 REGULAR WAGES	351,418.00	0.00	19,463.24	19,463.24	331,954.76	5
102 TEMPORARY WAGES	59,699.00	0.00	2,358.63	2,358.63	57,340.37	3
103 OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0
111 OASI	31,477.00	0.00	1,576.65	1,576.65	29,900.35	5
121 RETIREMENT	21,106.00	0.00	1,114.46	1,114.46	19,991.54	5
131 WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00	0
132 GROUP INSURANCE	82,378.00	0.00	4,985.43	4,985.43	77,392.57	6
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	98.18	98.18	905.82	9
TOTAL: PERSONAL SERVICES	549,743.00	0.00	29,596.59	29,596.59	520,146.41	5
OTHER CURRENT EXPENDITURES						
201 INSURANCE	9,151.00	0.00	0.00	0.00	9,151.00	0
202 PROFESSIONAL SERVICES	38,000.00	0.00	45.00	45.00	37,955.00	0
211 PUBLISHING	3,500.00	0.00	0.00	0.00	3,500.00	0
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	156.00	156.00	7,844.00	1
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0
223 REP. & MAINT. - BUILDINGS	5,000.00	0.00	0.00	0.00	5,000.00	0
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	0.00	0.00	2,500.00	0
232 OFFICE SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00	0
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	0.00	0.00	9,500.00	0
236 JANITORIAL SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	0
242 PROGRAM SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	0
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	0.00	1,000.00	0
263 TRAVEL EXPENSE	2,000.00	0.00	0.00	0.00	2,000.00	0
265 CONFERENCE & MEETINGS	2,500.00	0.00	0.00	0.00	2,500.00	0
271 TELEPHONE	1,700.00	0.00	133.93	133.93	1,566.07	7
272 ELECTRICITY	22,000.00	0.00	0.00	0.00	22,000.00	0
273 FUEL-HEATING	3,000.00	0.00	0.00	0.00	3,000.00	0
274 WATER SERVICE	3,000.00	0.00	0.00	0.00	3,000.00	0
275 SEWER SERVICE	800.00	0.00	0.00	0.00	800.00	0
276 LANDFILL	500.00	0.00	32.00	32.00	468.00	6
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	130,151.00	0.00	366.93	366.93	129,784.07	0
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
320 BUILDINGS	45,000.00	0.00	0.00	0.00	45,000.00	0
340 BOOKS	52,000.00	0.00	0.00	0.00	52,000.00	0
342 AV - CAPITAL	13,000.00	0.00	0.00	0.00	13,000.00	0
350 EQUIPMENT	1,500.00	0.00	0.00	0.00	1,500.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH JAN 31, 2017

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
TOTAL: CAPITAL OUTLAY	111,500.00	0.00	0.00	0.00	111,500.00	0
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	791,394.00	0.00	29,963.52	29,963.52	761,430.48	3
TOTAL: GENERAL FUND	791,394.00	0.00	29,963.52	29,963.52	761,430.48	3

	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 NOW ACCOUNT - 1ST DAKOTA	24,295.03	1,248.14CR	1,248.14CR	23,046.89
TOTAL CURRENT ASSETS:	24,295.03	1,248.14CR	1,248.14CR	23,046.89
TOTAL ASSETS:	24,295.03	1,248.14CR	1,248.14CR	23,046.89
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	1,463.14CR	1,463.14	1,463.14	0.00
TOTAL CURRENT LIABILITIES:	1,463.14CR	1,463.14	1,463.14	0.00
TOTAL LIABILITIES:	1,463.14CR	1,463.14	1,463.14	0.00
FUND BALANCE:				
701.2511 FUND BALANCE - UNDESIGNATED	20,237.36CR	0.00	0.00	20,237.36CR
701.2900 REVENUE CONTROL	18,243.22CR	215.00CR	215.00CR	18,458.22CR
701.2910 EXPENDITURE CONTROL	15,648.69	0.00	0.00	15,648.69
TOTAL FUND BALANCE:	22,831.89CR	215.00CR	215.00CR	23,046.89CR
TOTAL LIABILITIES AND FUND BALANCE:	24,295.03CR	1,248.14	1,248.14	23,046.89CR
TOTAL FUND:	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	<u>Unrestricted Funds</u>		14,932.16	25.00		14,957.16
	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	<u>Professional Services</u>					
		book bags/earbuds/pens	-224.13	100.00		-124.13
701.701.232	<u>Office Supplies</u>					
		DVD cleaning	-643.50			-643.50
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
		Teget	2,887.75		54.89	2,832.86
		Summer Reading/Story Walk	1,443.63	120.00	436.62	1,127.01
		After School Program	173.85			173.85
		Parents' Night Out	389.57			389.57
		Teen Advisory Board	327.65			327.65
		Adult Craft Night	655.97		89.80	566.17
		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	88.40		29.00	59.40
1131.78	<u>Capital Outlay</u>					
		Building Fund	175.00			175.00
701.701.340	<u>Books - Adult</u>		1,097.82			1,097.82
701.701.342	<u>AV - Capital</u>		4,169.54	40.00		4,209.54
	Total		27,287.08	285.00	610.31	26,961.77
				Monthly Interest (including year-end)		
					Current Balance	\$26,961.77

		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	351,418.00		0.00	19,463.24	19,463.24	331,954.76	5	
P-011317-810	PAYROLL INTERFACE	011317			14,961.73	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			11,125.63	CODE-Y,PER#-2,FUND-	101		A
J-013117-809	JANUARY JOURNAL ENTRIES	JE 1			6,624.12-	REVERSE 2016 JE 476			A
102	TEMPORARY WAGES	59,699.00		0.00	2,358.63	2,358.63	57,340.37	3	
P-011317-810	PAYROLL INTERFACE	011317			1,592.00	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			1,734.13	CODE-Y,PER#-2,FUND-	101		A
J-013117-809	JANUARY JOURNAL ENTRIES	JE 1			967.50-	REVERSE 2016 JE 476			A
103	OVERTIME WAGES	350.00		0.00	0.00	0.00	350.00	0	
111	OASI	31,477.00		0.00	1,576.65	1,576.65	29,900.35	5	
P-011317-810	PAYROLL INTERFACE	011317			1,171.75	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			963.12	CODE-Y,PER#-2,FUND-	101		A
J-013117-809	JANUARY JOURNAL ENTRIES	JE 2			558.22-	REVERSE 2016 JE 477			A
121	RETIREMENT	21,106.00		0.00	1,114.46	1,114.46	19,991.54	5	
P-011317-810	PAYROLL INTERFACE	011317			844.37	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			667.53	CODE-Y,PER#-2,FUND-	101		A
J-013117-809	JANUARY JOURNAL ENTRIES	JE 2			397.44-	REVERSE 2016 JE 477			A
131	WORKMENS COMPENSATION	2,311.00		0.00	0.00	0.00	2,311.00	0	
132	GROUP INSURANCE	82,378.00		0.00	4,985.43	4,985.43	77,392.57	6	
P-011317-810	PAYROLL INTERFACE	011317			2,492.21	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			2,493.22	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00		0.00	98.18	98.18	905.82	9	
P-011317-810	PAYROLL INTERFACE	011317			74.48	CODE-Y,PER#-1,FUND-	101		A
P-012717-811	PAYROLL INTERFACE	012717			57.87	CODE-Y,PER#-2,FUND-	101		A
J-013117-809	JANUARY JOURNAL ENTRIES	JE 2			34.17-	REVERSE 2016 JE 477			A
TOTAL: PERSONAL SERVICES		549,743.00		0.00	29,596.59	29,596.59	520,146.41	5	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	9,151.00		0.00	0.00	0.00	9,151.00	0	
202	PROFESSIONAL SERVICES	38,000.00		0.00	45.00	45.00	37,955.00	0	
M-013117-823 05577	RETIREMENT, SD SYSTEM	006834			45.00	401(A) SPECIAL PAY	005557	F N	A
211	PUBLISHING	3,500.00		0.00	0.00	0.00	3,500.00	0	

		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								
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	156.00	156.00	7,844.00	1		
J-013117-809	JANUARY JOURNAL ENTRIES	JE 13		156.00	LIBRARY COPY PAPER CHGS				A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0		
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	0.00	0.00	5,000.00	0		
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	0.00	0.00	2,500.00	0		
232	OFFICE SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00	0		
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	0.00	0.00	9,500.00	0		
236	JANITORIAL SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	0		
242	PROGRAM SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	0		
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	0.00	1,000.00	0		
263	TRAVEL EXPENSE	2,000.00	0.00	0.00	0.00	2,000.00	0		
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	0.00	2,500.00	0		
271	TELEPHONE	1,700.00	0.00	133.93	133.93	1,566.07	7		
P-011317-810	PAYROLL INTERFACE	011317		10.50	CODE-Y, PER#-1, FUND-	101			A
M-013117-823 06976	VAST BROADBAND	006852		38.29	PHONE BILL	003513	F N		A
M-013117-823 06976	VAST BROADBAND	006853		85.14	PHONE BILL	003513	F N		A
272	ELECTRICITY	22,000.00	0.00	0.00	0.00	22,000.00	0		
273	FUEL-HEATING	3,000.00	0.00	0.00	0.00	3,000.00	0		
274	WATER SERVICE	3,000.00	0.00	0.00	0.00	3,000.00	0		
275	SEWER SERVICE	800.00	0.00	0.00	0.00	800.00	0		
276	LANDFILL	500.00	0.00	32.00	32.00	468.00	6		
J-013117-809	JANUARY JOURNAL ENTRIES	JE 19		32.00	DUMPSTER CHGS - JANUARY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	366.93	366.93	129,784.07	0		
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0		
320	BUILDINGS	45,000.00	0.00	0.00	0.00	45,000.00	0		
340	BOOKS	52,000.00	0.00	0.00	0.00	52,000.00	0		
342	AV - CAPITAL	13,000.00	0.00	0.00	0.00	13,000.00	0		
350	EQUIPMENT	1,500.00	0.00	0.00	0.00	1,500.00	0		
TOTAL:	CAPITAL OUTLAY	111,500.00	0.00	0.00	0.00	111,500.00	0		
OTHER EXPENDITURES									

		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 OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	COMMUNITY LIBRARY	791,394.00	0.00	29,963.52	29,963.52	761,430.48	3		
TOTAL:	GENERAL FUND	791,394.00	0.00	29,963.52	29,963.52	761,430.48	3		

		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
GRAND TOTAL		791,394.00	0.00	29,963.52	29,963.52	761,430.48	3	

TOTAL NUMBER OF RECORDS PRINTED 62

Director's Report February 2017

January Statistics

Please see the attached documents for Program, Usage, and Circulation statistics.

Author Visits

In February we will be hosting two local authors. Travis Gulbrandson, of Yankton, will be discussing his recent novel, *A Marble Heart* on Thursday, February 23. It is his second novel. On Monday, February 27, we will be hosting Phil & Sandy Hamman of Sioux City. They will be discussing their recent true crime memoir, *Gitchie Girl*.

Magazine Sale

We decided to try selling our withdrawn magazines from 2015. We set them up over a weekend and it did pretty well. We took in \$34 and only had to send a small pile to recycling.

Website

I met with Duane Johnson to discuss our website in January. He showed me how to update the pages and I have been working on reducing redundancy and making things more user friendly and accurate. It will be really helpful for us to have more control of the website and will free up time for Duane's department.

Food for Fines

We collected 28 cans of fruit in January. We are currently accepting any type of soap, with all donations going to the Contact Center. I am going to stop by the Contact Center to meet with Jennifer Adamson and see if there are different items they'd like us to collect.

Teen Tech Tutors

We had 10 participants on January 21 for Teen Tech Tutors. We will have it again on February 18, from 1-3 p.m. I am going to get in contact with the high school to chat about the program as it's been popular here and we'd like to continue it.

Unplug, Unwind, Craft

We didn't do a January craft night this year as we took a break in the holiday season. This month's craft is scheduled for February 21 and is book sculptures, which we've had in the past and was very popular. There are already a few people signed up.

Adult Coloring Time

While we've heard good things from this program, it has had very low attendance the last few months. February 18-19 is the last scheduled slot and we are going to give it a break and pick it up again in a few months, perhaps in the fall.

Board Game Sundays

Board game Sundays were not extraordinarily popular. Over the 4 Sundays, we only had 2 participants. We are brainstorming how to go forward with this. We currently do not have any more Sundays scheduled.

Seed Library

The Seed Library has had their launch party, which was very successful. We had 44 participants between the two sessions, most of whom were new members. The Seed Library group is going to reach out to last year's participants as well. They are working on getting seed packets prepared for their first meetings. I am going to meet with the group in February and discuss directions I see the Seed Library taking this year.

Blind Date with a Book

Our Blind Date with a Book program and display is now up and has already been utilized quite a bit. We have a display of wrapped books for people to browse and check out, as well as a survey patrons can take. If they take the survey, we will match them up with a specific book, which they can pick up on Valentine's Day. We used a new display case, donated to us from the Humane Society, and it's working quite nicely.

Take Your Child to the Library Day

The annual Take Your Child to the Library Day is taking place on February 4. Our Youth Services Librarian will be working and she has several book-themed activities planned. There will be different "stations" with books to read and coordinating arts and craft activities including a scavenger hunt, a game set up, a guess-that-book-character silhouette station, a drawing station, and more!

Jump Start Host Site

We will be hosting a session for the State Library summer reading training on March 17. Amanda and Scott will be attending a training day in Pierre on February 17 in anticipation of leading this event.

Oscars Weekend

We have our Oscars movie marathon weekend schedule for February 25-26. On Saturday we will be showing Florence Foster Jenkins, Loving, Kubo and the Two Strings, and Arrival. On Sunday we will be showing Manchester by the Sea and Hell or High Water. This has been a very popular item in the past and since we have license to show so many of the movies, we will be having another Oscars weekend in March when more DVDs are released. Comfortable seating is always in demand, so we're trying to brainstorm ways to come up with more seating.

Dr. Seuss Celebration

We will be having a "birthday party" for Dr. Seuss on Thursday, March 2 with themed dress up days leading up to the party. Amanda is currently planning the details.

President's Day Closure

We will be closed on Monday, February 20 for President's Day.

March Meeting

The March meeting is scheduled for March 8, 2017 at 5:30 p.m.

January Additions: 240

	Adult	YA	JR	Easy
Fiction	145	1	1	3
Nonfiction	29	0	1	0
DVD	46	-	2	-
Audiobooks	11	0	0	0
Music CD's	0	-	0	-
Book Club Bags	0	-	-	-
Professional	1	-	-	-
Total	232	1	4	3

January 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Toddler Time 7 sessions	Jan. 10	10:15 AM	13	8
	Jan. 10	5:30 PM	8	6
	Jan. 17	10:15 AM	11	7
	Jan. 17	5:30 PM	7	5
	Jan. 24	10:15 AM	17	2
	Jan. 24	5:30 PM	<i>closed</i>	
	Jan. 31	10:15 AM	13	11
Jan. 31	5:30 PM	6	7	
Total:			75	46

Adult Programs	Date	Time	Num.
Board Games	Jan. 8	2:00 PM	0
Seed Library Launch	Jan. 10	1:00 PM	25
Seed Library Launch	Jan. 10	6:30 PM	19
Board Games	Jan. 15	2:00 PM	0
Adult Coloring	Jan. 21	2:00 PM	0
Teen Tech Tutors	Jan. 21	1:00 PM	10
Adult Coloring	Jan. 22	2:00 PM	1
Board Games	Jan. 22	2:00 PM	2
Board Games	Jan. 29	2:00 PM	0
Total:			57

Story Time 8 sessions	Jan. 9	6:30 PM	7	6
	Jan. 11	10:15 AM	3	2
	Jan. 12	10:15 AM	10	7
	Jan. 16	6:30 PM	<i>closed</i>	
	Jan. 18	10:15 AM	5	4
	Jan. 19	10:15 AM	8	6
	Jan. 23	6:30 PM	6	6
	Jan. 25	10:15 AM	<i>closed</i>	
	Jan. 26	10:15 AM	4	3
Jan. 30	10:15 AM	9	5	
Total:			52	39

Food for Fines		
Canned Fruit	January 1-10	28

Book Clubs	
Overreader's Anonymous	January 5
Reader's Anonymous	January 10

Thursday Kids Activities				
Craft Day	Jan. 5	3:45 PM	10	2
LEGO Club	Jan. 12	3:45 PM	12	1
Science Club	Jan. 19	3:45 PM	8	2
Storks	Jan. 26	3:30 PM	11	1
Total:			41	6

Friday Wii 4 sessions	Jan. 6	3:30 PM	14	
	Jan. 13	3:30 PM	8	
	Jan. 20	3:30 PM	11	
	Jan. 27	3:30 PM	4	
Total:			37	

Teen Events				
TAB	Jan. 9	7:00 PM	5	
Teen Trivia	Jan. 21	2:00 PM	2	
Total:			7	

January Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	8,441	8,743
Juvenile	3,882	4,643
Total	12,323	13,386

*Includes physical collection, ILL, and eBooks

Physical Collection

	2017	2016
Adult	7,007	7,143
Juvenile	3,580	4,403
Total	10,587	11,546

Interlibrary Loan

	2017	2016
Requested	59	
Supplied	159	
Total	218	

eBooks

	2017	2016
OverDrive	1,216	939
TumbleBooks	302	527
Total	1,518	1,466

Courier

	2017	2016
Total Incoming	351	235
Total Outgoing	330	262
Grand Total	681	497

Adult Outreach

	2017	2016
Locations	10	11
Patrons	37	34
Circulations	265	166

Daycare Outreach

	2017	2016
Daycare Visits	18	
Patrons		
Circulations	376	

Public Computer Use

	2017	2016
Uses	1,209	1,408
Hours	842	848

Meeting Room Use

	2017	2016
Library Uses	34	44
Library Hours	69	72
Non-Library Uses	12	11
Non-Library Hours	24	16

Study Room Use

	2017	2016
Uses	29	29
Hours	68	55

Notary

	2017	2016
Requests	1	2

Proctor

	2017	2016
Tests	5	2

Traffic

	2017	2016
Count	7,004*	9,464

*South door only

Computer Assistance

	2017	2016
Patrons		
Hours		

Genealogy Requests

	2017	2016
Patrons	7	
Hours	4	

Teacher Requests

	2017	2016
Patrons	3	

Current Cards

	2017	2016
Resident	4,192	4,055
Non-Resident	216	204
Mount Marty	21	18
Teacher	79	77
Yankton County	856	814
Total	5,364	5,168

Yankton County

	Cards	Adults	Kids
New Cards	12	6	1
Renewals	25	48	25

Non-Resident

	Cards	Adults	Kids
New Cards	11	6	2
Renewals	5	8	4

Yankton Community Library • February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines February 1-10 Soap			1 Story Time & sensory play, 10:15a	2 Story Time & sensory play, 10:15a Craft Day, 3:45 pm	3 Wii, 3:30 pm	4 Friends Book Sale, 9:30 - 12 pm Take Your Child to The Library Day!
5	6 Story Time 6:30 pm TAB, 7 pm	7 Toddler Time 10:15 am/5:30 pm Seed Library Class 1/6:30 pm	8 Story Time & sensory play, 10:15a Library Board Meeting, 5:30 pm	9 Story Time & sensory play, 10:15a LEGO Club, 3:45 pm Seed Library Youth Class, 3:45/6 pm	10 LifeServe Blood Drive 9am - 1pm Wii, 3:30 pm	11 <i>Build a Birdfeeder</i> Teen Event 2-4 pm
12	13 Story Time 6:30 pm	14 Toddler Time 10:15 am/5:30 pm Readers Anon., 1p	15 Story Time & sensory play, 10:15a	16 Story Time & sensory play, 10:15a Science Club, 3:45p	17 Wii, 3:30 pm	18 Teen Tech Tutors, 1-3pm Adult Coloring 2-4 pm
19 Adult Coloring 2-4 pm	20 President's Day Library Closed	21 Toddler Time 10:15 am/5:30 pm Unplug, Unwind, Craft, 6 pm	22 Story Time & sensory play, 10:15a	23 Story Time & sensory play, 10:15a Pete's Dragon 3:45 pm Travis Gulbrandson author talk, 6:30 pm	24 Wii, 3:30 pm	25 Oscars Weekend! 9 am—5pm
26 Oscars Weekend! 1-5 pm	27 Story Time 6:30 pm <i>Gitche Girl</i> Hamman author talk 6:30 pm	28 Toddler Time 10:15 am/5:30 pm Between the Lines, 5:30 pm	Yankton Community Library—515 Walnut Street 605-668-5275 — http://library.cityofyankton.org — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p Find us on Facebook, Pinterest, & Twitter!			

Yankton Community Library • March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
515 Walnut Street — 605-668-5275 http://library.cityofyankton.org — library@cityofyankton.org Find us on Facebook & Pinterest! Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p			1 Story Time & sensory play, 10:15a	2 Story Time & sensory play, 10:15a Craft Day, 3:45 pm	3 Wii, 3:30 pm	4 Friends Book Sale 9:30 - 12 pm
5	6 Story Time 6:30 pm TAB, 7 pm	7 Toddler Time 10:15 am/5:30 pm	8 Story Time & sensory play, 10:15a Library Board Meeting, 5:30 pm	9 Story Time & sensory play, 10:15a LEGO Club, 3:45 pm	10 Wii, 3:30 pm	11
12 Friends of the Library Author Event	13 Story Time 6:30 pm	14 Toddler Time 10:15 am/5:30 pm Readers Anon., 1p Seed Library Class 1/6:30 pm	15 Story Time & sensory play, 10:15a	16 Story Time & sensory play, 10:15a Science Club, 3:45p	17 Wii, 3:30 pm	18 Teen Tech Tutors, 1-3p <i>Robotics</i> Teen Event, 2-4 pm Oscars Weekend Part Two! 9a-5p
19 Oscars Weekend Part Two! 1-5 pm	20 Story Time 6:30 pm	21 Toddler Time 10:15 am/5:30 pm Unplug, Unwind, Craft, 6 pm	22 Story Time & sensory play, 10:15a	23 Story Time & sensory play, 10:15a Moana 3:45 pm	24 Wii, 3:30 pm	25
26	27 Story Time 6:30 pm	28 Toddler Time 10:15 am/5:30 pm Between the Lines, 5:30 pm	29 Story Time & sensory play, 10:15a	30 Story Time & sensory play, 10:15a	31 Wii, 3:30 pm	Food for Fines March 1-10 Mac & Cheese