

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, May 10, 2017, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Approval of April 12, 2017 Minutes

Discussion of Bills

Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Food for Fines
Teen Tech Tutors
Unplug, Unwind, Craft
Seed Library
Star Wars Day
Teen After Hours Event
Children's Book Week
Friends of the Library Update
Babysitting Clinics
County Payment
Annual Report
Children's Summer Reading
Adult Summer Reading
Staffing Update
Vacation Days
Memorial Day Closings / Summer Hours
June Meeting
April Additions
April Usage Statistics
April Program Statistics
May/June Calendar

Old Business

- Children's Cards
- 2018 Budget

New Business

- 2016 Annual Report

Other Business

- Friends of the Library Meeting: May 15, 2017, 5:15 pm
- Certification of Appreciation

Adjourn until June 14, 2017

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, April 12, 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 Lilah Gillis, David Koerner, Tony Maibaum, Jim Miner, Amy Nelson; library director Tonya Olson, and assistant director Linda Dobrovoly.

Absent with regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the March 8, 2017 by Nelson, with second by Koerner; unanimous approval.

Discussion of Bills and Financial Report: Olson reported that while we are on track for spending, the City Commission had budgeted for an increase in sales tax this year and the numbers are actually flat, potentially a little negative at this point. As a result, City Manager Amy Nelson has asked department heads to create 5% & 10% budget reduction proposals. The library will put off a few projects we had planned for this year, and that should take care of it for us. We've been asked to budget for 0% growth for our budget meetings next month in preparing for 2018 budgets.

Communications and Correspondence:

Olson shared that a family had brought a nice thank you card and fruit pizza in for the staff recently. People seem to love to feed us. 😊

Public Comment Period: None.

Director's Report

Dobrovoly demonstrated the watchlist feature that we have successfully started using recently. We are very excited about this. After a question from the board, it is noted that the watchlist at this time is for physical items only, not electronic holdings.

Old Business: None.

New Business

- National Library Week Video
 - Olson shared that the video has been well received on Facebook during National Library Week.
- Children's Cards

- We would like to eliminate the age requirement for children's cards and also begin issuing physical cards to children. The board indicated that they would be open to this, so Olson will prepare a policy revision for the next meeting.
- Closing Procedures
 - Olson stated that some libraries lock their doors prior to their actual closing time. She requested that we begin locking doors 5 minutes prior to the posted closing time in order to give staff the chance to finish up with patrons and get everything closed up by closing time. It's hard to get people out of work on time when people who have no idea that we're closing can still come in at 2 minutes til close. There was some discussion and it was agreed that this would be fine as long as it was posted on the door and we still monitored the doors to make sure we were letting in people who could conclude their business in 5 minutes. Because this was a procedure, not a policy, it was decided that it didn't need to be voted on. We will begin this when we transition to summer hours.
- 2018 Budget
 - We are budgeting for a 0% increase, so we don't have a lot of wiggle room, but if there are things you'd like to see, we can discuss having them in the budget.

Other Business

- Friends of the Library Annual Meeting: April 24, 2017, 5:15 pm

Adjourn until May 10, 2017:

Motion by Gillis to adjourn with second by Nelson. Meeting adjourned at 6:05 p.m.

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
WATER-WW CHARGES	135.95	WATER SERVICE	101.142.274	4.19.17	002793 P 960	00001
WATER-WW CHARGES	115.44	SEWER SERVICE	101.142.275	4.19.17	002793 P 960	00002
	251.39	*VENDOR TOTAL				
MIDAMERICAN ENERGY						
FUEL-APRIL	56.67	FUEL-HEATING	101.142.273	4.25.17	002794 P 960	00003
MIDWEST TAPE						
CD BOOK	14.99	AV - CAPITAL	101.142.342	94892207	016227 P 960	00004
NORTHWESTERN ENERGY						
ELECT-APRIL	1,381.60	ELECTRICITY	101.142.272	4.14.17	002795 P 960	00005
US BANK EQUIPMENT FINANC						
COPIER CHARGES	613.18	RENTALS & XEROX SUPPLIES	101.142.212	329166474	016230 P 960	00006
	2,317.83				
GENERAL FUND	2,317.83	*****				

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:	2,317.83					

RECORDS PRINTED - 000006

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						
RETURNED DVD	15.01CR	AV - CAPITAL	101.142.342	Dobrovolny		964 00076
BOOK	3.00	BOOKS	101.142.340	Dobrovolny		964 00119
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		964 00120
BOOK	12.95	BOOKS	101.142.340	Dobrovolny		964 00121
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		964 00122
BOOKS	27.89	BOOKS	101.142.340	Dobrovolny		964 00149
OFFICE SUPPLIES	40.73	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00150
DVDS	48.87	AV - CAPITAL	101.142.342	Dobrovolny		964 00151
BOOK	10.26	BOOKS	101.142.340	Dobrovolny		964 00233
DVDS	19.99	AV - CAPITAL	101.142.342	Dobrovolny		964 00234
DVD CASES	75.96	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00235
BOOKS	19.65	BOOKS	101.142.340	Dobrovolny		964 00252
DVDS	143.16	AV - CAPITAL	101.142.342	Dobrovolny		964 00253
OFFICE SUPPLIES	38.56	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00254
BOOKS	13.24	BOOKS	101.142.340	Dobrovolny		964 00473
DVDS	48.57	AV - CAPITAL	101.142.342	Dobrovolny		964 00474
OFFICE SUPPLIES	26.46	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00475
PROGRAM SUPPLIES	24.64	PROGRAM SUPPLIES	101.142.242	Raiche		964 00196
	546.90	*VENDOR TOTAL				
AMAZON.COM						
OFFICE SUPPLIES	109.00	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00118
BOOK	36.17	BOOKS	101.142.340	Dobrovolny		964 00284
BOOKS	21.60	BOOKS	101.142.340	Dobrovolny		964 00417
DVDS	45.87	AV - CAPITAL	101.142.342	Dobrovolny		964 00418
	212.64	*VENDOR TOTAL				
AMERICAN LIBRARY ASSN						
OFFICE SUPPLIES	48.00	OFFICE SUPPLIES	101.142.232	Olson		964 00032
BAKER-TAYLOR						
BOOKS	3,030.22	BOOKS	101.142.340	Olson		964 00136
POSTAGE	28.86	POSTAGE	101.142.231	Olson		964 00137
BOOKS	2,822.81	BOOKS	101.142.340	Olson		964 00391
POSTAGE	29.82	POSTAGE	101.142.231	Olson		964 00392
	5,911.71	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
BOOKS	130.02	BOOKS	101.142.340	Olson		964 00518
CRESCENT ELECTRIC 029						
LIGHT PHOTOCONTROL	7.77	REP. & MAINT. - BUILDING	101.142.223	Miles		964 00110

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					
DOMINO S 1821 PROGRAM SUPPLIES	39.41	PROGRAM SUPPLIES	101.142.242	Raiche		964 00111
ECO WATER						
WATER RENT	1.08	REP. & MAINT. - EQUIPMEN	101.142.221	Olson		964 00477
WATER RENT	106.92	REP. & MAINT. - EQUIPMEN	101.142.221	Olson		964 00478
	108.00	*VENDOR TOTAL				
GEORGE PATTON ASSOCIAT OFFICE SUPPLIES	94.64	OFFICE SUPPLIES	101.142.232	Olson		964 00031
GREY HOUSE PUBLISHING						
BOOK	378.00	BOOKS	101.142.340	Olson		964 00141
POSTAGE	12.50	POSTAGE	101.142.231	Olson		964 00142
	390.50	*VENDOR TOTAL				
HVACSTORES.COM HUMIDIFIER MAINTENANCE	53.94	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		964 00268
KOPETSKYS ACE HDWE PLUG	10.98	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		964 00328
NATIONAL AUDUBON SOCIE AUDUBON SUBSCRIPTION	20.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Olson		964 00516
NOODLES & CO 7203 TRAINING EXPENSE	11.58	TRAVEL EXPENSE	101.142.263	Schmidt		964 00394
OVERDRIVE DIST OVERDRIVE	2,311.66	PROFESSIONAL SERVICES	101.142.202	Olson		964 00135
PAYPAL *SDSPS PASQUE PETALS SUBSCRIPTN	35.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Olson		964 00517
PAYPAL *4INKJETS TONER	193.99	OFFICE SUPPLIES	101.142.232	Peters		964 00204
PBI*LEASEEQUIPMENT POSTAGE METER RENTAL	104.00	POSTAGE	101.142.231	Olson		964 00430
POSTAGE REFILL POSTAGE	100.00	POSTAGE	101.142.231	Olson		964 00320
QUILL CORPORATION OFFICE SUPPLIES	191.46	OFFICE SUPPLIES	101.142.232	Olson		964 00245

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					
THE STAR TRIBUNE CIRCU STAR TRIB SUBSCRIPTION	131.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Olson		964 00290
WAL-MART #1483						
DVDS	58.84	AV - CAPITAL	101.142.342	Dobrovolny		964 00282
OFFICE SUPPLIES	31.42	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00283
DVDS	32.92	AV - CAPITAL	101.142.342	Dobrovolny		964 00381
OFFICE SUPPLIES	12.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		964 00382
OFFICE SUPPLIES	5.76	OFFICE SUPPLIES	101.142.232	Olson		964 00244
PROGRAM SUPPLIES	21.36	PROGRAM SUPPLIES	101.142.242	Raiche		964 00179
DVDS	32.92	AV - CAPITAL	101.142.342	Raiche		964 00180
	196.20	*VENDOR TOTAL				
WALGREENS #9806						
PROGRAM SUPPLIES	2.11	PROGRAM SUPPLIES	101.142.242	Raiche		964 00066
WM SUPERCENTER #1483						
OFFICE SUPPLIES	18.53	OFFICE SUPPLIES	101.142.232	Olson		964 00035
DVDS	14.96	AV - CAPITAL	101.142.342	Olson		964 00036
PAPER	5.00	OFFICE SUPPLIES	101.142.232	Schmidt		964 00498
PROGRAM SUPPLIES	7.96	PROGRAM SUPPLIES	101.142.242	Schmidt		964 00499
DVD	14.96	AV - CAPITAL	101.142.342	Schmidt		964 00500
	61.41	*VENDOR TOTAL				
WW GRAINGER						
JANITORIAL SUPPLIES	29.58	JANITORIAL SUPPLIES	101.142.236	Reifenrath		964 00057
JANITORIAL SUPPLIES	39.84	JANITORIAL SUPPLIES	101.142.236	Reifenrath		964 00058
JANITORIAL SUPPLIES	52.64	JANITORIAL SUPPLIES	101.142.236	Reifenrath		964 00205
JANITORIAL SUPPLIES	105.27	JANITORIAL SUPPLIES	101.142.236	Reifenrath		964 00206
EQUIPMENT REPAIRS	14.01	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		964 00405
LIGHTBULBS	149.81	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		964 00406
CLEANING SUPPLIES	68.54	JANITORIAL SUPPLIES	101.142.236	Reifenrath		964 00407
	459.69	*VENDOR TOTAL				
	11,373.56				

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 ADULT CRAFT NIGHT	29.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		964 00255
BAKER-TAYLOR BOOKS FROM DONATIONS	226.15	BOOKS	701.701.340	Olson		964 00393
EL TAPATIO RECREATION SUPPLIES	36.10	RECREATION SUPPLIES	701.701.242	Olson		964 00246
SD SECRETARY OF STATE FOUNDATION	20.00	PROFESSIONAL SERVICES	701.701.202	Olson		964 00370
THE BODYGUARD RECREATION SUPPLIES	30.62	RECREATION SUPPLIES	701.701.242	Olson		964 00291
WAL-MART #1483 RECREATION SUPPLIES	19.88	RECREATION SUPPLIES	701.701.242	Dobrovolny		964 00383
WM SUPERCENTER #1483 RECREATION SUPPLIES	12.74	RECREATION SUPPLIES	701.701.242	Schmidt		964 00501
	375.48				
LIBRARY TRUST	375.48	*****				

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	REVISIONS BUDGET AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	0.00	24,000.00	0
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	385.00	2,080.00	4,720.00	30 ---
3452 LIBRARY A.V. FEES	400.00	400.00	0.00	205.00	195.00	51 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	5.00-	8.39-	18.39	83 -----
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	11.80	85.57	214.43	28 --
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	126.60	664.80	1,035.20	39 ---
3456 PC PRINTING	7,000.00	7,000.00	294.45	1,615.60	5,384.40	23 --
3490 SALE OF MATERIALS	0.00	0.00	28.77-	124.60	124.60-	9999 -----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	836.50	2,841.93	841.93-	142 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0
3510 COURT FINES	5,000.00	5,000.00	233.57	595.94	4,404.06	11 -
3511 PARKING FINES	6,500.00	6,500.00	120.00	1,705.00	4,795.00	26 --
3520 LIBRARY FINES	3,000.00	3,000.00	121.75	697.84	2,302.16	23 --
3610 INTEREST	16,500.00	16,500.00	3,182.62	9,912.92	6,587.08	60 -----
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	20,000.00	10,000.00-	200 -----]]]]
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	1,884.09	2,182.79	1,817.21	54 -----
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	696.94	2,303.06	23 --
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	63.83	452.36	1,047.64	30 ---
TOTAL: GENERAL FUND	91,710.00	91,710.00	7,226.44	43,852.90	47,857.10	64 -----

	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	20.36	54.63	54.63- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	852.50	2,092.50	2,092.50- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	872.86	2,147.13	2,147.13- 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	24,775.77	93,622.35	257,795.65 26 --
102	TEMPORARY WAGES	59,699.00	0.00	2,193.38	12,382.03	47,316.97 20 --
103	OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00 0
111	OASI	31,477.00	0.00	2,011.50	7,861.71	23,615.29 24 --
121	RETIREMENT	21,106.00	0.00	1,486.54	5,563.98	15,542.02 26 --
131	WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00 0
132	GROUP INSURANCE	82,378.00	0.00	4,984.43	19,938.65	62,439.35 24 --
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	111.91	467.54	536.46 46 ----
TOTAL:	PERSONAL SERVICES	549,743.00	0.00	35,563.53	139,836.26	409,906.74 25 --
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	9,151.00	0.00	0.00	8,485.69	665.31 92 -----
202	PROFESSIONAL SERVICES	38,000.00	0.00	5,805.00	11,987.21	26,012.79 31 ---
211	PUBLISHING	3,500.00	0.00	118.08	118.08	3,381.92 3
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	597.94	1,343.36	6,656.64 16 -
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	135.92	174.08	2,825.92 5
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	95.44	320.14	4,679.86 6
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	100.00	238.36	2,261.64 9
232	OFFICE SUPPLIES	10,000.00	0.00	76.96	1,005.85	8,994.15 10 -
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	83.89	4,143.91	5,356.09 43 ----
236	JANITORIAL SUPPLIES	2,500.00	0.00	61.66	752.53	1,747.47 30 ---
242	PROGRAM SUPPLIES	2,500.00	0.00	426.47	613.07	1,886.93 24 --
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	104.00	896.00 10 -
263	TRAVEL EXPENSE	2,000.00	0.00	344.28	591.07	1,408.93 29 --
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	180.00	2,320.00 7
271	TELEPHONE	1,700.00	0.00	134.60	536.70	1,163.30 31 ---
272	ELECTRICITY	22,000.00	0.00	3,602.08	5,108.12	16,891.88 23 --
273	FUEL-HEATING	3,000.00	0.00	539.90	1,109.72	1,890.28 36 ---
274	WATER SERVICE	3,000.00	0.00	130.56	407.85	2,592.15 13 -
275	SEWER SERVICE	800.00	0.00	109.85	346.32	453.68 43 ----
276	LANDFILL	500.00	0.00	32.00	136.00	364.00 27 --
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	12,394.63	37,702.06	92,448.94 28 --
	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	421.89	3,485.25	48,514.75 6
342	AV - CAPITAL	13,000.00	0.00	587.34	1,686.20	11,313.80 12 -
350	EQUIPMENT	1,500.00	0.00	28.00	45.98	1,454.02 3

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 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	1,037.23	5,217.43	106,282.57	4
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	48,995.39	182,755.75	608,638.25	23 --
TOTAL: GENERAL FUND	791,394.00	0.00	48,995.39	182,755.75	608,638.25	23 --

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	42.71	68.61	68.61-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	818.98	1,029.92	1,029.92-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	861.69	1,098.53	1,098.53-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	861.69	1,098.53	1,098.53-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	861.69	1,098.53	1,098.53-	9999 -----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	24,295.03	11.17	414.54CR	23,880.49
	24,295.03	11.17	414.54CR	23,880.49
	24,295.03	11.17	414.54CR	23,880.49
LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	1,463.14CR	0.00	1,463.14	0.00
	1,463.14CR	0.00	1,463.14	0.00
	1,463.14CR	0.00	1,463.14	0.00
FUND BALANCE:				
701.2511	20,237.36CR	0.00	0.00	20,237.36CR
701.2900	18,243.22CR	872.86CR	2,147.13CR	20,390.35CR
701.2910	15,648.69	861.69	1,098.53	16,747.22
	22,831.89CR	11.17CR	1,048.60CR	23,880.49CR
	24,295.03CR	11.17CR	414.54	23,880.49CR
	0.00	0.00	0.00	0.00

	Trust Fund	3/28/2017 - 4/27/2017				
	Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance
	701.701.200	<u>Unrestricted Funds</u>	15,037.76		20.00	15,017.76
	Donations	Marvin Kamback	33.97			33.97
		Town & Country Garden Club	175.76		100.35	75.41
		Master Gardener's	299.48			299.48
		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
		Shirley Foss memorial	20.00		18.55	1.45
	1023.2	<u>Professional Services</u>				
		book bags/earbuds/pens	-70.13	72.00		1.87
	701.701.232	<u>Office Supplies</u>				
		DVD cleaning	-612.21	40.00		-572.21
	701.701.235	<u>Subscriptions/Publications</u>				
	701.701.242	<u>Recreation Supplies</u>				
		Teget	2,601.60		99.34	2,502.26
		Summer Reading/Story Walk	729.88	745.00		1,474.88
		After School Program	173.85			173.85
		Parents' Night Out	389.57			389.57
		Teen Advisory Board	327.65			327.65
		Adult Craft Night	653.31	175.00	29.99	798.32
		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	249.42	100.00		349.42
	1131.78	<u>Capital Outlay</u>				
		Building Fund	175.00			175.00
	701.701.340	<u>Books - Adult</u>	1,097.82		107.25	990.57
	701.701.342	<u>AV - Capital</u>	4,336.54	112.00		4,448.54
		Total	27,123.43	1,244.00	375.48	27,991.95
				Monthly Interest (including year-end)		20.36
					Current Balance	\$28,012.31

		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	24,775.77	93,622.35	257,795.65	26	--	
P-040717-925	PAYROLL INTERFACE	040717		12,387.89	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		12,387.88	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	2,193.38	12,382.03	47,316.97	20	--	
P-040717-925	PAYROLL INTERFACE	040717		938.00	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		1,255.38	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0		
111	OASI	31,477.00	0.00	2,011.50	7,861.71	23,615.29	24	--	
P-040717-925	PAYROLL INTERFACE	040717		993.60	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		1,017.90	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,106.00	0.00	1,486.54	5,563.98	15,542.02	26	--	
P-040717-925	PAYROLL INTERFACE	040717		743.27	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		743.27	CODE-Y,PER#-2,FUND-	101			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	4,984.43	19,938.65	62,439.35	24	--	
P-040717-925	PAYROLL INTERFACE	040717		2,492.23	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		2,492.20	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	111.91	467.54	536.46	46	----	
P-040717-925	PAYROLL INTERFACE	040717		59.97	CODE-Y,PER#-1,FUND-	101			A
P-042117-926	PAYROLL INTERFACE	042117		51.94	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		549,743.00	0.00	35,563.53	139,836.26	409,906.74	25	--	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	9,151.00	0.00	0.00	8,485.69	665.31	92	-----	
202	PROFESSIONAL SERVICES	38,000.00	0.00	5,805.00	11,987.21	26,012.79	31	---	
M-040317-913	.13843 OVERDRIVE DIST	201703	Olson	782.77	EBOOKS				N A
M-040317-913	.13881 BOOK SYSTEMS INC	201703	Olson	3,195.00	INTEGRATED LIBRARY SYS				N A
M-040317-913	.13843 OVERDRIVE DIST	201703	Olson	1,647.23	EBOOKS				N A
D-041017-890	06800 WAGE WORKS	059770	INV74910	20.00	FLEX SERVICE FEE	005311	P	N	A
D-041017-890	00707 YANKTON MEDICAL CLINIC	059785	4274	60.00	DRUG/ALCOHOL TESTING	015649	P	M	A
D-041017-905	06806 FRICK/ADAM	059695	3.22.17	25.00	OFFICER STIPEND-MAR	005570	P	M	A
D-041017-905	03053 FRICK/BRIAN	059696	3.22.17	50.00	OFFICER STIPEND-MAR	005569	P	M	A
D-041017-905	03825 FLANNERY/KIRT	059692	3.22.17	25.00	OFFICER STIPEND-MAR	005573	P	M	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								
211	PUBLISHING	3,500.00	0.00	118.08	118.08	3,381.92	3		
M-040317-913	.12463 DEX*ONE	201703 Olson		118.08	DIGITAL ADVERTISING		N	A	
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	597.94	1,343.36	6,656.64	16 -		
D-041017-904	07098 US BANK EQUIPMENT FINANC	059769 325172138		597.94	COPIER LEASE	016228	P N	A	
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	135.92	174.08	2,825.92	5		
M-040317-913	.11793 WW GRAINGER	201703 Reifenrath		68.52	PART REPLACEMENT		N	A	
M-040317-913	.15029 JMAC SUPPLY	201703 Reifenrath		14.90	PART REPLACEMENT		N	A	
D-041017-904	04250 YANKTON FIRE & SAFETY CO	059784 22048		52.50	FIRE EXTINGUISHER MAINT	016226	P N	A	
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	95.44	320.14	4,679.86	6		
M-040317-913	.13320 WM SUPERCENTER #1483	201703 Olson		5.85	TOOLS		N	A	
D-041017-904	00315 JOHNSON ELECTRIC LLP	059716 6968		89.59	REPAIRS	016225	P M	A	
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	100.00	238.36	2,261.64	9		
M-040317-913	.12920 POSTAGE REFILL	201703 Olson		100.00	POSTAGE REFILL		N	A	
232	OFFICE SUPPLIES	10,000.00	0.00	76.96	1,005.85	8,994.15	10 -		
M-040317-913	.12434 WAL-MART #1483	201703 Olson		23.85	OFFICE SUPPLIES		N	A	
M-040317-913	.13320 WM SUPERCENTER #1483	201703 Dobrovolny		1.77	OFFICE SUPPLY		N	A	
M-040317-913	.12336 VISTAPR*VISTAPRINT.COM	201703 Johnson		14.98	BUSINESS CARDS		N	A	
M-040317-913	.13881 BOOK SYSTEMS INC	201703 Olson		36.36	LABELS		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	9,500.00	0.00	83.89	4,143.91	5,356.09	43 ----		
M-040317-913	.15001 INT*IN *LIVING HERE MA	201703 Olson		38.00	LIVING HERE X2		N	A	
M-040317-913	.13841 BNR*BOATING	201703 Wibbels		22.00	SUBSCRIPTION CREDIT		N	A	
J-043017-952	APRIL JOURNAL ENTRIES	JE 94		67.89	P-CARD CREDIT CORRECTION			A	
236	JANITORIAL SUPPLIES	2,500.00	0.00	61.66	752.53	1,747.47	30 ---		
M-040317-913	.11793 WW GRAINGER	201703 Reifenrath		61.66	TRASH BAGS, CLEANER		N	A	
242	PROGRAM SUPPLIES	2,500.00	0.00	426.47	613.07	1,886.93	24 --		
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703 Dobrovolny		22.36	PROGRAM SUPPLIES		N	A	
M-040317-913	.15006 APL*APPLE ONLINE STORE	201703 Raiche		10.00	PROGRAM SUPPLIES		N	A	
M-040317-913	.13320 WM SUPERCENTER #1483	201703 Olson		88.97	PROGRAM SUPPLIES		N	A	
M-040317-913	.12434 WAL-MART #1483	201703 Olson		15.08	PROGRAM SUPPLIES		N	A	
M-040317-913	.13320 WM SUPERCENTER #1483	201703 Raiche		15.06	DR. SEUSS SUPPLIES		N	A	

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
242	PROGRAM SUPPLIES								
D-041017-904	07136 GASKELL/SEAN	059697	35	275.00	PERFORMANCE	016224	P	M	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	104.00	896.00	10	-	
263	TRAVEL EXPENSE	2,000.00	0.00	344.28	591.07	1,408.93	29	--	
M-040317-913	.14997 RADISSON HOTEL MPLS/ST	201703	Schmidt	253.28	LIBRARY TECH CONFERENCE		N		A
M-040317-913	.14998 SUPERAMERICA 4709	201703	Schmidt	26.23	LIBRARY TECH CONFERENCE		N		A
M-040317-913	.15002 BAKERS-SQUARE-REST #01	201703	Schmidt	15.83	LIBRARY TECH CONFERENCE		N		A
M-040317-913	.15010 SUPERAMERICA 4704	201703	Schmidt	28.00	LIBRARY TECH CONFERENCE		N		A
M-040317-913	.15012 GOOD EARTH II	201703	Schmidt	20.94	LIBRARY TECH CONFERENCE		N		A
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	180.00	2,320.00	7		
271	TELEPHONE	1,700.00	0.00	134.60	536.70	1,163.30	31	---	
P-040717-925	PAYROLL INTERFACE	040717		10.50	CODE-Y,PER#-1,FUND- 101				A
M-043017-950	06976 VAST BROADBAND	006945		38.29	PHONE BILL	003513	F	N	A
M-043017-950	06976 VAST BROADBAND	006946		85.81	PHONE BILL	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	3,602.08	5,108.12	16,891.88	23	--	
D-041017-904	00455 NORTHWESTERN ENERGY	059740	3.8.17	1,465.27	ELECT-FEB	002795	P	N	A
D-041017-904	00455 NORTHWESTERN ENERGY	059740	3.23.17	1,478.58	ELECT-MAR	002795	P	N	A
D-041017-915	00455 NORTHWESTERN ENERGY	059740	3.31.17	658.23	ELECT-MAR	003133	P	N	A
273	FUEL-HEATING	3,000.00	0.00	539.90	1,109.72	1,890.28	36	---	
D-041017-904	00303 MIDAMERICAN ENERGY	059727	3.27.17	234.62	FUEL-MAR	002794	P	N	A
D-041017-904	00303 MIDAMERICAN ENERGY	059727	3.8.17	305.28	FUEL-FEB	002794	P	N	A
274	WATER SERVICE	3,000.00	0.00	130.56	407.85	2,592.15	13	-	
D-041017-904	00109 CITY UTILITIES	059671	3.23.17	130.56	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	800.00	0.00	109.85	346.32	453.68	43	----	
D-041017-904	00109 CITY UTILITIES	059671	3.23.17	109.85	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	136.00	364.00	27	--	
J-043017-952	APRIL JOURNAL ENTRIES	JE 120		32.00	DUMPSTER CHGS - APRIL				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	12,394.63	37,702.06	92,448.94	28	--	

CAPITAL OUTLAY

		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								
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	421.89	3,485.25	48,514.75	6		
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703	Dobrovolny	24.98	BOOKS		N		A
M-040317-913	.13936 PRANDOMHOUSE8007333000	201703	Olson	60.75	LP BOOKS		N		A
M-040317-913	.14127 AMAZON.COM AMZN.COM/BI	201703	Dobrovolny	45.94	BOOKS		N		A
M-040317-913	.11785 CENTER POINT LARGE PRI	201703	Olson	254.47	BOOKS		N		A
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703	Dobrovolny	35.75	BOOKS		N		A
342	AV - CAPITAL	13,000.00	0.00	587.34	1,686.20	11,313.80	12	-	
M-040317-913	.13320 WM SUPERCENTER #1483	201703	Lippert	76.80	DVDS		N		A
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703	Dobrovolny	19.95	DVDS		N		A
M-040317-913	.12434 WAL-MART #1483	201703	Olson	51.88	DVDS		N		A
M-040317-913	.13185 SOUTH DAKOTA STATE HIS	201703	Olson	96.00	P&D MICROFILM		N		A
M-040317-913	.13936 PRANDOMHOUSE8007333000	201703	Olson	180.00	CD BOOKS		N		A
M-040317-913	.14127 AMAZON.COM AMZN.COM/BI	201703	Dobrovolny	14.96	DVD		N		A
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703	Dobrovolny	28.96	DVDS		N		A
M-040317-913	.13320 WM SUPERCENTER #1483	201703	Dobrovolny	17.96	DVD		N		A
M-040317-913	.13320 WM SUPERCENTER #1483	201703	Raiche	65.84	DVDS		N		A
D-041017-904	04785 MIDWEST TAPE	059730	94801849	34.99	AUDIO BOOK	016221	P	N	A
350	EQUIPMENT	1,500.00	0.00	28.00	45.98	1,454.02	3		
M-040317-913	.11802 AMAZON MKTPLACE PMTS	201703	Dobrovolny	28.00	CD PLAYER		N		A
TOTAL: CAPITAL OUTLAY		111,500.00	0.00	1,037.23	5,217.43	106,282.57	4		
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	48,995.39	182,755.75	608,638.25	23	--	
TOTAL: GENERAL FUND		791,394.00	0.00	48,995.39	182,755.75	608,638.25	23	--	

Yankton Community Library
Director's Report
May 2017

Food for Fines

We collected 86 boxes of Hamburger Helper in April. We are currently accepting paper products (toilet paper, tissues, paper towels, etc.), with all donations going to the Contact Center.

Teen Tech Tutors

I had thought April's session would be our last Teen Tech Tutors, but Amy Reyes with the high school would like to do one more on May 20, and we gladly accepted. Sign-up is occurring now. We had 5 tutors in April and only 1 patron per session, so each patron got their own "team" of tutors. They all seemed to enjoy it.

Unplug, Unwind, Craft

Craft night continues to be one of our most popular programs. We had 18 participants in April for "Fun and Fancy Lettering". We will be doing "Little Dresses for Africa" in June for craft night as part of our Adult Summer Reading Program. We will be making pillowcases into dresses for little girls.

Seed Library

The Seed Library also continues to be one of our biggest hits with 64 participants between the two classes in April. On May 9 those that have attended classes this winter/spring will be receiving starter plants, based on the number of classes attended. We will also be hosting a youth class with starter plants on May 11.

Star Wars Day (May the 4th Be With You)

We celebrated Star Wars Day with a celebration in the afternoon with a Jedi Scavenger Hunt, Death Star Challenge, Star Wars crafts, pictures with a Stormtrooper, and a Jedi name generator on our Facebook page. We also showed *Rogue One* at the library at 5:30 p.m. It was wildly successful with an approximate of 65 attendees in the afternoon and lots of positive feedback!

Teen After Hours Event

Our After Hours event was a great success with 23 teens – a very large number for us. Amanda reported that they all had a fun time with capture the flag, crafts, a movie, and pizza. She said she saw some new faces, which is great too.

Children's Book Week

Children's Book Week is May 1-7. We are celebrating with a bulletin board and a passive activity where patrons can add their favorite children's books to our "shelf" by writing titles on a "book spine" and sticking it to the homemade shelf.

Friends of the Library Update

The Friends had their Annual Meeting in April and elected officers. They will now turn to planning Gourmet Guys, which is planned for the fall this year – October 7. In addition to the bench, exploration station, and summer reading performers, they have also approved funding for a DSLR camera for the library, which will be wonderful for events. I am working on picking out all of our fun new items!

Babysitting Clinics

We have two babysitting clinics scheduled with Stephanie Siebrandt. We had to reschedule one of them due to the extended school year, so we now have one on May 24-25 and one on May 30-31. The classes are limited to 15 participants and the first session is almost full.

County Payment

I billed the county for the first half of library services for 2017 on May 1. Their fee for the year is \$24,000 so they were billed for \$12,000.

Annual Report

I submitted the annual report to the South Dakota State Library last month and have attached the 2016 summary in the board packet.

Children's Summer Reading

The Children's Summer Reading committee is busy planning away this month. We are having activities each weekday. Mondays we will have teen events at 2 pm and "Family Night" at 6 pm; Tuesdays we will have crafts at 2 pm; Wednesdays we will have a hands on type of activity at 2 pm; Thursdays we will have LEGO club at 2 pm; and on Fridays we will show a movie at 2 pm. In addition to this, or sometimes as a part of these standing activities, we will have special guests such as Indiana Bones (storyteller) and kids yoga. Registration will open in the library and online on June 1, the same day kids can start counting their minutes.

Adult Summer Reading

We are currently working on the 5th annual cemetery walk, a program called "Building a Better Life with LEGO", a special craft night, and a walking tour of historic homes near the library.

Staffing Update

Lisa Hare started as our 28 hour circulation assistant on May 2. We are now fully staffed!

Vacation Days

I am getting married at the end of this month so I will be out May 26-June 5. ☺

Memorial Day Closings / Summer Hours:

We will be closed Sunday, May 28 & Monday, May 29 for Memorial Day.

We will reopen on Tuesday, May 30 with our Summer Hours:

Monday/Tuesday: 9 am – 8 pm

Wednesday/Thursday: 9 am – 6 pm

Friday/Saturday: 9 am – 5 pm

Sunday: Closed

June Meeting

The June meeting is scheduled for June 14, 2017 at 5:30 p.m.

April Additions: 228

	Adult	YA	JR	Easy
Fiction	99	6	17	14
Nonfiction	37	0	12	4
DVD	28	-	1	-
Audiobooks	4	0	0	0
Music CD's	6	-	0	-
Book Club Bags	0	-	-	-
Professional	0	-	-	-
Total	174	6	30	18

April 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Toddler Time	Apr. 4	10:15 AM	28	16
	Apr. 4	5:30 PM	12	6
	Apr. 11	10:15 AM	25	13
	Apr. 11	5:30 PM	8	7
	Apr. 18	10:15 AM	21	16
	Apr. 18	5:30 PM	8	6
	Apr. 25	10:15 AM	17	11
	Apr. 25	5:30 PM	8	7
Total:			127	82

Story Time	Apr. 3	6:30 PM	7	4
	Apr. 5	10:15 AM	6	4
	Apr. 6	10:15 AM	13	8
	Apr. 10	6:30 PM	5	3
	Apr. 12	10:15 AM	8	6
	Apr. 13	10:15 AM	9	6
	Apr. 17	6:30 PM	3	2
	Apr. 19	10:15 AM	2	2
	Apr. 20	10:15 AM	16	9
	Apr. 24	6:30 PM	2	2
	Apr. 26	10:15 AM	14	7
Apr. 27	10:15 AM	11	8	
Total:			96	61

Thursday Kids Activities				
Craft Day	Apr. 6	3:45 PM	7	4
LEGO Club	Apr. 13	3:45 PM	11	3
Science Club	Apr. 20	3:45 PM	11	2
Sing	Apr. 27	3:45 PM	17	3
Total:			46	12

Friday Wii	Apr. 7	3:30 PM	5	
	Apr. 14	3:30 PM	4	
	Apr. 21	3:30 PM	2	
	Apr. 28	3:30 PM	4	
Total:			15	

Teen Events				
TAB	Apr. 3	7:00 PM	3	
Teen Event: After Hrs	Apr. 21	7:00 PM	23	
Total:			26	

Adult Programs	Date	Time	Num.
<i>Fantastic Beasts</i>	Apr. 9	2:00 PM	3
DEAR Day	Apr. 12	9:00 AM	52
Teen Tech Tutors	Apr. 15	1:00 PM	3
Craft Night	Apr. 18	6:00 PM	18
Blood Drive	Apr. 28	9:00 AM	9
Sean Gaskell	Apr. 30	2:00 PM	49
Total:			134

Seed Library	Date	Time	Num.
Class	Apr. 11	1:00 PM	37
Class	Apr. 11	6:30 PM	27
Total:			64

Food for Fines		
Hamburger Helper	April 1-10	86

Book Clubs	
Overreader's Anonymous	April 30
Reader's Anonymous	April 11
Between the Lines	April 25

April Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	7,924	7,720
Juvenile	4,036	4,562
Total	11,960	12,282

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	6,750	6,518
Juvenile	3,897	3,829
Total	10,647	10,347

Interlibrary Loan

	2017	2016
Requested	95	
Supplied	119	
Total	214	

eBook Circulation

	2017	2016
OverDrive	960	1007
TumbleBooks	139	729
Total	1,099	1,736

Courier

	2017	2016
Total Incoming	309	221
Total Outgoing	301	260
Grand Total	610	481

Adult Outreach

	2017	2016
Locations	11	11
Patrons	35	31
Circulations	221	183

Daycare Outreach

	2017	2016
Locations	18	15
Patrons	190	
Circulations	281	

Public Computer Use

	2017	2016
Uses	1,305	1,422
Hours	857.3	906.75

Meeting Room Use

	2017	2016
Library Uses	35	40
Library Hours	63.0	89.5
Non-Library Uses	18	15
Non-Library Hours	54.0	38.0

Study Room Use

	2017	2016
Uses	27	35
Hours	44.5	61.0

Notary

	2017	2016
Requests	3	3

Proctor

	2017	2016
Tests	18	27

Traffic

	2017	2016
Count	18,434	10,561

*south door count estimated

Computer Assistance

	2017	2016
Patrons	278	

Genealogy Requests

	2017	2016
Patrons	3	
Hours	1.5	

Teacher Requests

	2017	2016
Patrons	4	8

Current Cards

	2017	2016
Resident	4,347	3,708
Non-Resident	221	193
Mount Marty	21	15
Teacher	79	74
Yankton County	885	761
Total	5,553	4,751

Yankton County

	Cards	Adults	Kids
New Cards	10	12	2
Renewals	40	62	25

Non-Resident

	Cards	Adults	Kids
New Cards	3	5	0
Renewals	10	21	3

Yankton Community Library • May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
"Food" for Fines Paper Products May 1-10	¹ Children's Book Week →	² Kindergarten Screening	³ Kindergarten Screening	⁴ "May the 4th Be With You" activities & craft, 3:45-4:45p <i>Rogue One</i> , 5:30p	⁵ Wii, 3:30 pm	⁶ Friends Book Sale 9:30 - 12 pm
⁷	⁸ TAB, 7 pm	⁹ Readers Anon., 1p Seed Library Class 1/6:30 pm	¹⁰ LEGO Club, 3:45 pm Library Board Meeting, 5:30 pm	¹¹ Youth Seed Library Class, 3:45/6 pm	¹² Wii, 3:30 pm	¹³
¹⁴	¹⁵	¹⁶	¹⁷	¹⁸ Science Club, 3:45p	¹⁹ Wii, 3:30 pm	²⁰ Teen Tech Tutors 1-3 pm
²¹	²²	²³ Between the Lines, 5:30 pm	²⁴ Babysitting Clinic - Session 1	²⁵ Babysitting Clinic - Session 1 <i>Nim's Island</i> (PG) 3:45 pm	²⁶ Wii, 3:30 pm	²⁷
²⁸ Library Closed	²⁹ Library Closed	³⁰ Summer Hours Begin Babysitting Clinic - Session 2	³¹ Babysitting Clinic - Session 2	515 Walnut Street — 605-668-5275 http://library.cityofyankton.org — library@cityofyankton.org Find us on Facebook & Instagram (@yanktoncommunitylibrary)! Winter Hours: Mon.-Thurs., 9a-8p; Fri.-Sat., 9a-5p; Sun., 1p-5p		

Yankton Community Library • June 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 & Instagram (@yanktoncommunitylibrary)! Winter Hours: Mon.-Thurs., 9a-8p; Fri.-Sat., 9a-5p; Sun., 1p-5p				¹ Summer Reading Registration Begins!	²	³ Friends Book Sale 9:30 - 12 pm
⁴ Library Closed	⁵ Summer Reading Kickoff! Family Night: <i>Indiana Bones</i> , 6p	⁶ Craft Day, 2 pm 5th Annual Cemetery Walk 6 pm & 7:30 pm	⁷ Single Stream Recycling Q&A, 12p Hands-On Fun, 2p	⁸ LEGO Club, 2p	⁹ Movie, 2 pm	¹⁰
¹¹ Library Closed	¹² Family Night: <i>Ahuna Ohana</i> , Polynesian Dancing 6 pm	¹³ Seed Library Combined, 1/6:30p Craft Day, 2 pm Building a Better Life with LEGO, 6p	¹⁴ Library Board Meeting, 5:30 pm Hands-On Fun, 2p	¹⁵ Kids Comedy Juggler, 11 am LEGO Club, 2p	¹⁶ Movie, 2 pm	¹⁷
¹⁸ Library Closed	¹⁹ Family Night 6 pm	²⁰ Craft Day, 2 pm Adult Craft Night: Little Dresses for Africa, 6 pm	²¹ Rebecca Johnson Yoga, 2 pm	²² LEGO Club, 2p	²³ Movie, 2 pm	²⁴
²⁵ Library Closed	²⁶ Family Night 6 pm	²⁷ Craft Day, 2 pm Between the Lines, 5:30 pm "Who Lived in that House" Tour, 6 pm	²⁸ Hands-On Fun, 2p	²⁹ LEGO Club, 2p	³⁰ Movie, 2 pm	Food for Fines Breakfast Cereal June 1-10

Circulation of Materials, Loan Periods, Fines and Fees, Patron Types (Updated 2/9/12; 9/11/13; 12/11/13; 2/11/15; 9/9/15; 11/9/16; 5/10/17)

The Yankton Community Library is a free library, open to any and all patrons for in-house use. Because it is funded by property taxes, all persons applying for a library card must provide address verification. A post office box number is not sufficient. Owners of business property must be able to provide an address for that business. Additionally, they may be asked to provide a current year property tax bill, lease/rental agreement or other papers showing business ownership/property tax payment.

Types of Valid Cards

Any patron possessing a valid YCL card can check out materials from the Library. A "valid" card refers to any card that does not have fines/fees equaling the \$5 limit and is not expired according to its renewal date. YCL has seven types of cards:

1) Resident, Adult/High School Student/Child: These patrons live or own property within the city limits of Yankton. These cards are issued to individuals. A child card is for children ages **3 birth** through middle school with a parent/guardian signature. High school students can get a student library card without parental permission/signature. All cards have an annual renewal. ~~Child cards are kept on file at the library.~~ A patron must be 18 or over to check out DVDs or AV equipment.

2) County (out of City limits but within Yankton County): The Yankton County Commission has contracted with the City for library services. This agreement defines a county resident as a "person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors....The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a card." The library defines a household as a "related family or other persons living in the same household." The head of the household or a County youth must fill out a county registration, which includes all members of the household wishing to receive library services. All County cards expire one year from the application date and must be renewed annually in order to be valid. ~~A single card is issued to a household with the head of household named as cardholder, at a~~ The charge is \$5 annually ~~and each member of the household may receive a physical card.~~ Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items.

~~A second card may be issued to the household for purposes of using South Dakota Titles To Go... at a cost of \$5.00 with the card expiring on the same date as the card originally issued to the household.~~

3) 12 month card: The same definition of a household in #2 applies here. ~~A single card is issued to the household.~~ ~~Each member of the household may receive a physical card.~~ This type of card is given to people living outside Yankton County and is not limited to any geographical area. The card costs \$40 per household and expires one year from the application date. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items.

4) 6 month card: The purpose of this card is to provide people residing outside the Yankton Community Library's service area with library service for six consecutive months. The same definition of a household in #2 applies here. ~~A single card is issued to the household.~~ Each member of the household may receive a physical card. The person must be able to prove address. If the person is living in the library's service area on a temporary basis, he/she must provide a permanent address. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items. The card costs \$20 per household, and expires six months from the application date. This card can be renewed without limits.

5) 3 month card: The purpose of this card is to provide people residing outside the Yankton Community Library's service area with library service for three consecutive months. The same definition of a household in #2 applies here. ~~A single card is issued to the household.~~ Each member of the household may receive a physical card. The person must be able to prove address. If the person is living in the library's service area on a temporary basis, he/she must provide a permanent address. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items. The card costs \$10 per household, and expires three (3) months from the application date. This card can be renewed without limits.

6) Mount Marty College cards: All cards are kept at the library and every student must show their student I.D. upon check out. Cards expire at the end of every semester and must be renewed every semester in order to be valid. These cards are free of charge.

7) Teacher card: This card can only be used for school/curriculum materials checkout. Fines do not accrue. There are four types of teacher cards:

- Any member of the Yankton School District
- Teachers who live in Yankton but teach outside the library service area
- Teachers residing outside and teaching outside the library service area
- Families who homeschool their children.

8) Day care card: This card has the same privileges as a teacher card.

Holds/Reserves Policy and Procedures

Patrons may place a hold/reserve on any material in the library by placing the hold online or requesting that staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. After patron notification, a hold is left on the reserve shelf for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently in circulation will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

New Books and Holds

All new books remain on the "New" end displays for six (6) months. A decision to make a book a 7-day circulating item is made based on the number of reserves and number of copies of a title the library possesses.

Lost Cards and Card Renewals

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. If they find their old card, they should bring it into the library or destroy it themselves. Reimbursement will not be given for found library cards once a new card has been issued.

Use of Library Cards

The issuance of a library card is of an individual contractual nature that is normally not transferable to other parties. This means that the library cardholder is the only person who can use that card. At times, however, special circumstances warrant the use of that card by another individual. In these special cases, library staff may make a judgment call and permit another person to use another's library card. Staff has the right, at any time, to not permit an individual to check out on another person's card and to confiscate that card if misuse of library materials or theft of the card is suspected, or a knowing violation of the Privacy Act is occurring.

Limitation or Denial of Service

The use of the library may be denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

Circulation/Loan Period Chart

South Dakota collection	no circulation
Adult and Children's books	3 weeks
7-day books (noted on spine)	1 week
McNaughton Plan books (noted on spine)	1 week
Adult magazines, back issues only	1 week
Children's magazines, back issues only	1 week
Newspapers	no circulation
Audio books	3 weeks
CD Music	1 week
DVDs (limit, 4 titles)	1 week
AV Equipment	2 days (48 hours)

Two (2) renewals are allowed per item per patron for all types of materials. The renewal period is equal to another loan period for that type of material. Material may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold/reserve on that title. Renewals may be done in person, by telephone, or through our online circulation system and the renewed material need not be brought to the Library.

Fines/Fees Chart

Adult/children's magazines (2 day grace period)	\$0.10 per day
All three week books (2 day grace period)	\$0.10 per day
1-Week books (No grace period)	\$0.10 per day
DVDs (No grace period)	\$1.00 per day

All book, audio book and magazine fines accrue up to a maximum of \$5.00 or the cost of the

material, whichever is lower. **DVD fines are \$1.00 per day up to a maximum of \$5.00.** The fine is computed from the date due. Fines do not accrue on days that the library is not open. Payment of overdue fines can only be made on materials that have already been returned, not on "expected to be returned" materials. **Upon renewal of a card, all fines and fees must be paid.**

Damaged Items Policy

All YCL patrons are responsible for the return of any items in the same, fair condition as originally loaned to them. It is recognized that library materials age rapidly with repeated use and that some deterioration and damage in use is unavoidable. Library staff will attempt to record this deterioration on the title page/case of each item along with dates. However, when damage exceeds normal "wear and tear," the patron will be held responsible. Damage inclusively described, but not limited to, the following: torn/ mutilated pages or cover; broken spine, pages missing/folded, pages colored/marked/underlined/highlighted; coffee or other liquid spills/stains, pages sticking together, mold/smell; case broken, physical item broken/scratched/ rendered unplayable.

Damage/Replacement costs are limited to the price of replacing the material. The cost of magazine issues are ascertained by consulting the cost as stated in the most recent magazine issue.

The patron may choose to buy a replacement title rather than pay a fee to the library; however, the title must be new and the exact replacement with the same ISBN. In this case, a \$5.00 processing fee will be charged to the patron. In some cases, certain repairs/replacement of parts can be accomplished and the patron will be charged for only those parts.

If the item is not repairable and must be replaced, the patron will be charged the replacement cost. Overdue charges incurred on materials assessed with fee charges will be deleted. The patron can inspect/pick-up damaged material at the library for thirty (30) days from the date of the billing letter. After that time, regardless of whether the fines/fees have been paid, the material will be discarded. Patrons paying the fines/fees for damaged materials within the 30-day material retention period may have the damaged material.

DVD/ CD/Audio book cases: \$2.00 per case.

**Materials Damage Letter
Yankton Community Library**

Date: _____

Dear _____,

As a library cardholder, you are responsible for returning all items in the “same, fair condition as originally loaned to you.” The following library materials, checked out under your name, were returned to us with the described damage.

Title	Damage	\$
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Please regard this letter as a bill for replacement and/or damage-repair for the above title(s). The materials will be held at the Library for thirty (30) days from the date of this letter in case you wish to inspect them. After that date, they will be repaired or discarded. If you have any questions, please feel free to contact us at 605-668-5275 and speak with Dana Schmidt, Circulation Department Head, or me. You can also e-mail me at tolson@cityofyankton.org.

Sincerely,

Tonya Olson
Library Director

Year	2012	2013	2014	2015	2016
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Usage

Meeting Room Hours	1,032.5	992.5	1,112.5	986.5	1,330.5
Study Room	539.5	621.0	439.0	480.0	625.5
Computer Usage in Hours	16,084.0	21,012.0	11,944.5	7,748.0	10,775.7
Traffic count	160,709	159,268	157,322	154,800	134,781
Test Proctoring	no stats	no stats	150	119	227

Additions

Adult	2,475	2,848	2,507	2,664	2,535
Young Adult	371	346	314	274	245
Junior	503	705	714	619	637
Easy	620	682	684	628	623
Total	3,969	4,581	4,219	4,185	4,040

Withdrawals

Adult	2,264	2,257	684	1,076	1,067
Young Adult	132	71	813	79	348
Junior	518	378	206	870	177
Easy	443	282	283	682	110
Total	3,357	2,988	1,986	2,707	1,702

Adult Circulation

Physical Books	63,824	61,005	57,893	62,873	46,208
eBooks (OverDrive)	3,482	6,862	9,267	10,681	11,508
Book Bags	-	-	-	-	53
Interlibrary Loans	2,204	2,465	2,405	1,412	2,244
AV Equipment	-	-	-	-	47
Audiobooks	8,993	8,285	7,576	4,872	6,783
eAudio (OneClick)	N/A	N/A	N/A	29	314
DVD	24,889	28,701	27,471	21,193	24,371
VHS	539	173	N/A	N/A	N/A
eMovies (Indieflix)	N/A	N/A	N/A	N/A	6
CD Music	2,850	2,357	1,862	812	1,163
Magazines	1,963	2,463	1,891	3,220	1,446
eMagazines (Zinio)	N/A	N/A	N/A	213	270
Total adult circulation	108,744	112,311	108,365	105,305	94,413

Juvenile Circulation

Physical Books	49,392	48,526	51,999	51,347	44,011
eBooks (Tumblebooks)	N/A	N/A	N/A	3,350	8,068
Audiobooks	2,374	2,542	2,748	298	294
DVD	9,287	9,008	7,846	5,386	5,878
VHS	267	124	N/A	N/A	N/A
CD Music	1,187	1,215	1,374	39	26
Magazines	31	69	95	72	50
Total juvenile circulation	62,538	61,484	64,062	60,492	58,327

Total Circulation	171,282	173,795	172,427	165,797	152,740
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Yankton Community Library Annual Summary 2016

Narrative:

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

In looking back at 2016, it is apparent that our mission statement was always a part of our planning process as we looked at both services and programs for the community. We continue to keep books at The Center, making them accessible to those who use the facility. The number of elderly outreach patrons varies but we remain fairly consistent with around thirty-five. We visit ten licensed day cares bi-weekly, delivering library books and reading to the children.

We continue to add book bags to our collection and now have a total of 54. We purchase ten books of the same title, add an author biography and discussion questions to the bag, and loan them to book clubs in our community and to other libraries.

We continue to see an increase in the number of people who bring in their laptops and use our WiFi service. Some are traveling through our area, but many are residents that use this service on a daily or weekly basis.

The library continues to proctor tests for students who are required to take tests online. In 2016, we proctored 227 tests. We make our computers available free of charge as well as the service of proctoring.

Our two book clubs still meet and are slowly growing in numbers. One of these meets in the afternoon and one in the evening. We also provide the meeting room to a third book club that meets in the morning, in addition to hosting a library staff book club.

Our summer reading program continues to be popular with preschool through elementary children. Teens volunteered at many of the children's programs as well as attending their own programs. Children tracked their reading minutes this year with minutes read totaling 445,400. Our "store" that allows children to read minutes and be awarded "book bucks" that they can spend, continues to be popular. We reach out to the community, getting businesses, organizations and individuals to donate to the program through cash, store items, or sponsoring a program. We offered special programs in June and July and hosted a myriad of speakers that both informed and entertained children during our daily programs. Through the Yankton County Extension Program, we offered a babysitting clinic for teens.

For our adult summer reading program, we once again partnered with the Dakota Territorial Museum and Lewis & Clark Theatre and offered a cemetery walk.

Other special adult programs that were held in 2016 were:

- One Book South Dakota discussion and author presentation
- Author talks and book signings by several authors, some who were local/regional
- Zentangle presentation
- Meridian Bridge walk with local historians
- Armchair traveling program
- Patriotic Trivia
- *A Traveling Museum of Music*, presented by Smithsonian artists Bob & Sheila Everhart

We continued to hold monthly craft classes. We also premiered an adult coloring program, where adults were invited to come, relax, and join the coloring craze. The Yankton High School National Honor Society students volunteer at the library once a month during the school year for our Teen Tech Tutor program. The library registers people for thirty minute one-on-one sessions and the teens meet with them and walk them through technology challenges the adults are experiencing.

We held Drop Everything and Read (D.E.A.R.) day in celebration of author Beverly Cleary's birthday in April. We offered a comfy reading chair to City employees and Commissioners, Library Board of Trustee members and the general public to fill our "reading chair" the entire time we were open on April 12.

Story time is held three times per week and we offer a morning and evening toddler time on Tuesdays. Attendance continues to rise and we hear many positive comments from parents. It is exciting to watch the infants and moms during the sensory play sessions after the morning story times. The children enjoy the hands-on activities.

The Yankton Seed Library continues to grow. Many community partners are involved and the seed cabinet is housed at the Yankton Community Library. This is also where the classes, which are taught by Master Gardeners, are held.

We continue to be a host site for one Mount Marty work study person per semester who spends all of her time with the youth services librarian helping with story time crafts, summer reading, and young adult projects. We have two senior citizens who each volunteer four hours a week. The Retired Senior Volunteer Program also provides volunteers who travel to day cares every week and others as we need them for special projects. We very much appreciate all of these volunteers.

Food for Fines is still a popular monthly service. During ten days each month, one item is selected that patrons can donate to erase fines from their cards. These items are then donated to the Contact Center. We continue to have our sock tree during the entire month of December. In 2016, we collected 1,032 items that went to the Contact Center.

OverDrive, our downloadable eBook service, continues to see a monthly increase in circulations. Through the South Dakota Digital Group, we are now offering a second group of downloadable

books, downloadable magazines, and downloadable movies, which are slowly but steadily gaining circulation numbers as our patrons learn more about the new services.

We also subscribe to TumbleBooks which is an online book service for young children through young adults. These titles can be either viewed online or downloaded to patron devices. Our 2016 circulation for TumbleBooks was 8,066 – more than double the number from 2015. We know that elementary schools are taking advantage of this service for their students.

We continue to enjoy our relatively new circulation software, Atrium, and are learning how to best utilize its features every day. In addition, the South Dakota State Library has purchased an Interlibrary Loan and database overlay called South Dakota Share-It, which has helped get interlibrary loans in the state back on track as we can now see what titles other South Dakota libraries own and request them directly through the system.

Marketing continues in earnest at the library. I write a monthly column for *The Press & Dakotan* and press releases in advance of events; we do the KYNT Morning Coffee radio show once a month; we make posters, bookmarks, and bulletin board displays. We travel to schools to present program information. Our web site is up-to-date and we are on Facebook, Twitter, Instagram, and Pinterest. We continue to send out a monthly electronic newsletter.