

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, August 9, 2017, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of July 12, 2017 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

- Food for Fines
- Youth Summer Reading Program
- Photography Basics
- Unplug, Unwind, Craft
- Yankton Seed Library
- Freegal
- Friends of the Library Update
- Staffing Update
- Library Closings
- September Meeting
- July Additions
- July Program Statistics
- July Usage Statistics
- August Calendar

ALA Annual Conference Report

Old Business

- Election of Officers for 2017-2018
 - President
 - Vice-President
- AV Equipment Loan Policy

New Business

- Circulation Policy

Other Business

Adjourn until September 13, 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, July 12, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

Meeting called to order by Vice President Lilah Gillis at 5:31 p.m. Present were Christine Feltes, David Koerner, Amy Nelson; library director Tonya Olson Ferrell and assistant director Linda Dobrovolny.

Absent with regrets: Tonja Koenigs, Tony Maibaum.
Absent without regrets: Todd Woods.

Welcome New Board Member Christine Feltes

Additions to the Agenda:

Olson Ferrell indicated that she would like to speak about the Circulation Policy under Other Business.

Minutes:

Motion to approve the minutes of the May 10, 2017 by Koerner, with second by Nelson; unanimous approval.

Discussion of Bills and Financial Report:

There was some questions about what was on the 1st page of the Revenue Guideline report. Koerner wondered about the large number posted in 3640 Compensation for Loss & Damage. Olson Ferrell & Dobrovolny indicated that they thought that line item was not for the library but another city department. Olson Ferrell will look into it further and report back to the group in August.

Communications and Correspondence:

Dobrovolny relayed an email exchange between herself and Roger Holtzmann. He inquired about the number of volumes we add in a given year and was impressed with the amount, stating, "Where do you put them all!" This was the second request for number of items added this month. For reference, 5,420 items were added in 2016 and 2,601 have been added so far this year.

Public Comment Period: None.

Director's Report:

In addition to the written report, Olson Ferrell discussed her request with City Manager Amy Nelson to make the open 28 hour part time position a full time position; this request was denied due to the current budget situation. She also talked about the new phone system which was installed due to equipment age. The previous phones were installed in 2000. CBP

Communications has been working on upgrading the equipment in July, generously donating the handsets to the library. Each full time staff member now has a direct line and voicemail.

Old Business

- 2016 Annual Report
 - Nothing further to report.

New Business

- Election of Officers for 2017-2018
 - Koerner nominates Gillis for the position of President. Nelson nominates Koerner for the position of Vice President. Feltes makes a motion to accept the slate of officers as nominated, with second by Nelson; unanimous approval.
- AV Equipment Loan Policy
 - Olson Ferrell suggested updating the AV Equipment Loan policy as indicated in attached document. These changes are more in line with what is being done in practice. Motion to accept the changes as written, and also to eliminate the “In-House” use charge column in the fee schedule, by Nelson, with second by Koerner; unanimous approval.

Other Business

- 6-Month Evaluation
 - Olson Ferrell and Koenigs met to go over the 6 month evaluation. Koenigs shared feedback from the Board and Olson Ferrell outlined some goals for the next year. Koenigs recommended to City Manager Nelson that Olson Ferrell be removed from the probationary period. Olson Ferrell will forward the document she and Koenigs worked on to the rest of the Board.
- Circulation Policy
 - Olson Ferrell would like to consider limits on item types in the Circulation Policy. She also suggested splitting the Circulation Policy from the Types of Cards Policy instead of keeping it all as one document. Board members indicated that they would be willing to look at those changes; Olson Ferrell will prepare suggested changes for the August board meeting.

Adjourn until August 9, 2017:

Motion by Nelson to adjourn with second by Koerner. Meeting adjourned at 6:12 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.

AV Equipment Loan, Fines/Fees
(Updated 10/12/2011; 4/8/2015; 5/11/2016; 11/9/16)

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to ~~one calendar year in advance~~ **90 days in advance**. **Patrons wishing to check out AV equipment must possess a valid, current, adult library card.** ~~People who use equipment in-house are required to pay a flat fee of \$10 per event.~~

The schedule and loan periods below delineate circulating loan periods/fees. Renewals are permitted only as long as that equipment is not scheduled by other patrons. The patron must leave a deposit for each piece of equipment being checked out.

	<u>In-House</u>	<u>Circulating</u>
Typewriter	No charge	noncirculating
Overhead Projector	\$10	\$10 deposit/\$5 charge per 48 hours
Opaque Projector	\$10	\$10 deposit//\$5 charge per 48 hours
Public Address System	\$10	\$100 deposit/\$25 fee per 48 hours
Screen (new pull up)	\$10	\$25 deposit \$10 per 48 hours
*Vivitek LCD Projection Unit	\$10	\$100 deposit/\$35 fee per 48 hours
*Hitachi Projection Unit	\$10	\$100 deposit/\$35 fee per 48 hours

*15/20 min. training session suggested before loan is authorized.

If a piece of equipment is overdue without being renewed, a late fee that matches the 48 hour charge will be assessed for the first two days. On the third day, the borrower forfeits all of the deposit and the late fee will be double the 48 hour charge per day. This penalty charge will remain in effect until the equipment is returned. On the fifth day overdue, a bill will be sent to the patron for the purchase price of the equipment.

The fee for all equipment must be paid in advance, in two checks - one for the deposit and one for the rental fee.

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

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					
AVERA HEART HOSPITAL OF AED UPDATE	76.00	REP. & MAINT. - EQUIPMEN	101.142.221	7.31.17	016553	P 102 00001
CITY UTILITIES						
WATER-WW CHARGES	534.84	WATER SERVICE	101.142.274	7.31.17	002793	P 102 00002
WATER-WW CHARGES	59.54	SEWER SERVICE	101.142.275	7.31.17	002793	P 102 00003
	594.38	*VENDOR TOTAL				
HANSEN LOCKSMITHING SERVICE CALL	75.00	REP. & MAINT. - BUILDING	101.142.223	52944	016552	P 102 00005
MIDAMERICAN ENERGY FUEL-JULY	15.00	FUEL-HEATING	101.142.273	7.31.17	002794	P 102 00006
MIDWEST TAPE AUDIO BOOKS	219.93	AV - CAPITAL	101.142.342	226-402	016558	P 102 00007
NORTHWESTERN ENERGY ELECT-JULY	2,000.58	ELECTRICITY	101.142.272	7.31.17	002795	P 102 00008
US BANK EQUIPMENT FINANC COPIER LEASE	335.07	RENTALS & XEROX SUPPLIES	101.142.212	335905576	016554	P 102 00009
ZOOBEAN INC PROFESSIONAL SERVICES	795.00	PROFESSIONAL SERVICES	101.142.202	1231	016555	P 102 00010
	4,110.96				
GENERAL FUND	4,110.96	*****				

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					
DAKOTA TERRITORIAL MUSEU CEMETERY WALK	510.00	RECREATION SUPPLIES	701.701.242	7.31.17	016557 P	102 00004
	510.00				
LIBRARY TRUST	510.00	*****				

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:	4,620.96					

RECORDS PRINTED - 000010

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMAZON MKTPLACE PMTS						
BOOKS	87.71	BOOKS	101.142.340	Dobrovolny		103 00016
DVDS	98.52	AV - CAPITAL	101.142.342	Dobrovolny		103 00017
OFFICE SUPPLIES	22.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		103 00018
OFFICE SUPPLIES	97.46	OFFICE SUPPLIES	101.142.232	Dobrovolny		103 00176
CD'S & DVD'S	90.54	AV - CAPITAL	101.142.342	Dobrovolny		103 00177
BOOKS	57.27	BOOKS	101.142.340	Dobrovolny		103 00178
BOOK	19.99	BOOKS	101.142.340	Dobrovolny		103 00226
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		103 00227
	478.47	*VENDOR TOTAL				
AMERICAN LIBRARY ASSN						
OFFICE SUPPLIES	43.00	OFFICE SUPPLIES	101.142.232	Ferrell		103 00020
BAKER-TAYLOR						
BOOKS	1,974.85	BOOKS	101.142.340	Ferrell		103 00002
POSTAGE	18.69	POSTAGE	101.142.231	Ferrell		103 00003
	1,993.54	*VENDOR TOTAL				
CONSOLIDATED BUSINESS						
SERVICE CALL - PHONES	149.10	REP. & MAINT. - EQUIPMEN	101.142.221	Ferrell		103 00302
DEMCO INC						
OFFICE SUPPLIES	112.44	OFFICE SUPPLIES	101.142.232	Ferrell		103 00088
GIORDANOS RESTAURANT						
ALA TRAVEL EXPENSE	20.00	TRAVEL EXPENSE	101.142.263	Ferrell		103 00432
KOPETSKYS ACE HDWE						
PHONE CORD	6.59	OFFICE SUPPLIES	101.142.232	Ferrell		103 00174
OVERDRIVE DIST						
OVERDRIVE EBOOKS	2,825.65	PROFESSIONAL SERVICES	101.142.202	Ferrell		103 00056
POSTAGE REFILL						
POSTAGE METER REFILL	200.00	POSTAGE	101.142.231	Ferrell		103 00347
QUILL CORPORATION						
OFFICE SUPPLIES	154.77	OFFICE SUPPLIES	101.142.232	Ferrell		103 00161
OFFICE SUPPLIES	16.09	OFFICE SUPPLIES	101.142.232	Ferrell		103 00167
	170.86	*VENDOR TOTAL				
RECORDED BOOKS						
AUDIOBOOK	35.99	AV - CAPITAL	101.142.342	Dobrovolny		103 00050
CD BOOK	36.00	AV - CAPITAL	101.142.342	Dobrovolny		103 00110
CD BOOK	35.99	AV - CAPITAL	101.142.342	Dobrovolny		103 00180

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					
RECORDED BOOKS						
CD BOOKS	35.99	AV - CAPITAL	101.142.342	Dobrovolny		103 00276
CD BOOKS	31.49	AV - CAPITAL	101.142.342	Dobrovolny		103 00298
CD BOOKS	35.99	AV - CAPITAL	101.142.342	Dobrovolny		103 00329
CD BOOKS	31.50	AV - CAPITAL	101.142.342	Dobrovolny		103 00415
CD BOOK	35.99	AV - CAPITAL	101.142.342	Dobrovolny		103 00427
	278.94	*VENDOR TOTAL				
RICOBENES						
ALA TRAVEL EXPENSE	7.71	TRAVEL EXPENSE	101.142.263	Ferrell		103 00401
SD LIB ASSOCIATION						
SDLA DUES	80.00	MEMBERSHIP DUES	101.142.261	Ferrell		103 00135
SF REGIONAL AIRPORT						
ALA TRAVEL EXPENSE	35.00	TRAVEL EXPENSE	101.142.263	Ferrell		103 00391
TARGET.COM *						
OFFICE SUPPLIES	23.41	OFFICE SUPPLIES	101.142.232	Ferrell		103 00025
OFFICE SUPPLIES	17.67	OFFICE SUPPLIES	101.142.232	Ferrell		103 00029
	41.08	*VENDOR TOTAL				
USPS PO 4698100078						
POSTAGE: BOOK CLUB BAG	9.92	POSTAGE	101.142.231	Schmidt		103 00318
VISTAPR*VISTAPRINT.COM						
BUSINESS CARDS	12.48	OFFICE SUPPLIES	101.142.232	Johnson		103 00115
WAL-MART #1483						
DVDS	45.88	AV - CAPITAL	101.142.342	Dobrovolny		103 00255
DVDS	30.92	AV - CAPITAL	101.142.342	Dobrovolny		103 00416
OFFICE SUPPLIES	21.71	OFFICE SUPPLIES	101.142.232	Ferrell		103 00027
DVDS	79.80	AV - CAPITAL	101.142.342	Ferrell		103 00028
OFFICE SUPPLIES	11.82	OFFICE SUPPLIES	101.142.232	Ferrell		103 00075
DVDS	17.96	AV - CAPITAL	101.142.342	Lippert		103 00334
	208.09	*VENDOR TOTAL				
WAL-MART #3734						
PROGRAM SUPPLIES	8.34	PROGRAM SUPPLIES	101.142.242	Raiche		103 00041
PROGRAM SUPPLIES	11.33	PROGRAM SUPPLIES	101.142.242	Raiche		103 00235
	19.67	*VENDOR TOTAL				
WALGREENS #9806						
PROGRAM SUPPLIES	3.99	PROGRAM SUPPLIES	101.142.242	Raiche		103 00045

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
WM SUPERCENTER #1483						
OFFICE SUPPLIES	8.62	OFFICE SUPPLIES	101.142.232	Ferrell		103 00063
DVDS	42.88	AV - CAPITAL	101.142.342	Ferrell		103 00064
JANITORIAL SUPPLIES	16.53	JANITORIAL SUPPLIES	101.142.236	Ferrell		103 00196
OFFICE SUPPLIES	30.30	OFFICE SUPPLIES	101.142.232	Ferrell		103 00352
	98.33	*VENDOR TOTAL				
WW GRAINGER						
JANITORIAL SUPPLIES	166.27	JANITORIAL SUPPLIES	101.142.236	Reifenrath		103 00197
LIGHTS	145.80	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		103 00198
	312.07	*VENDOR TOTAL				
	7,106.93				

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					
CASEYS GEN STORE 2268 STAFF APPRECIATION	10.84	RECREATION SUPPLIES	701.701.242	Schmidt		103 00285
HY VEE 1899 STAFF APPRECIATION	10.48	RECREATION SUPPLIES	701.701.242	Ferrell		103 00048
STAFF APPRECIATION	19.46	RECREATION SUPPLIES	701.701.242	Schmidt		103 00233
	29.94	*VENDOR TOTAL				
WAL-MART #1483 STAFF APPRECIATION	2.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		103 00256
STAFF APPRECIATION	7.76	RECREATION SUPPLIES	701.701.242	Dobrovolny		103 00417
STAFF APPRECIATION	4.64	RECREATION SUPPLIES	701.701.242	Ferrell		103 00076
ADULT CRAFT NIGHT	51.12	RECREATION SUPPLIES	701.701.242	Lippert		103 00335
SUMMER READING PRIZES	116.89	RECREATION SUPPLIES	701.701.242	Raiche		103 00315
	183.38	*VENDOR TOTAL				
	224.16				
LIBRARY TRUST	224.16	*****				

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

DATE APPROVED BY
.....
.....

	ADOPTED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REVISIONS	BUDGET AND IN PROCESS	ACT YTD POSTED	REMAINING BALANCE	PCT
101 GENERAL FUND							
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	12,000.00	12,000.00	50	-----
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	645.00	4,025.00	2,775.00	59	-----
3452 LIBRARY A.V. FEES	400.00	400.00	142.00	532.20	132.20	133	-----]]]]
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.90	7.48	17.48	74	-----
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	1.95	113.51	186.49	37	-----
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	146.90	1,070.95	629.05	62	-----
3456 PC PRINTING	7,000.00	7,000.00	1,172.75	3,701.40	3,298.60	52	-----
3490 SALE OF MATERIALS	0.00	0.00	0.00	126.59	126.59	9999	-----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	185.00	3,161.93	1,161.93	158	-----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0	-----
3510 COURT FINES	5,000.00	5,000.00	207.02	1,483.20	3,516.80	29	--
3511 PARKING FINES	6,500.00	6,500.00	105.00	1,965.00	4,535.00	30	---
3520 LIBRARY FINES	3,000.00	3,000.00	228.35	1,323.92	1,676.08	44	----
3610 INTEREST	16,500.00	16,500.00	5,417.56	21,896.03	5,396.03	132	-----]]]]
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	221.58	6,480.22	2,480.22	162	-----]]]]
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	5,238.52	2,238.52	174	-----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	181.35	974.92	525.08	64	-----
TOTAL: GENERAL FUND	91,710.00	91,710.00	8,655.36	84,085.91	16,375.91	106	-----

	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	29.59	129.74	129.74- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	164.75	7,894.53	7,894.53- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	194.34	8,024.27	8,024.27- 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	180,342.97	171,075.03	51 -----
102 TEMPORARY WAGES	59,699.00	0.00	3,061.76	24,722.56	34,976.44	41 ----
103 OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0
111 OASI	31,477.00	0.00	2,060.82	15,267.88	16,209.12	48 ----
121 RETIREMENT	21,106.00	0.00	1,486.54	10,767.21	10,338.79	51 -----
131 WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00	0
132 GROUP INSURANCE	82,378.00	0.00	4,984.37	34,891.84	47,486.16	42 ----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	20.87	638.89	365.11	63 -----
TOTAL: PERSONAL SERVICES	549,743.00	0.00	36,390.13	266,631.35	283,111.65	48 ----
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	18.00	17,138.21	20,861.79	45 ----
211 PUBLISHING	3,500.00	0.00	0.00	1,119.73	2,380.27	31 ---
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	487.30	2,900.10	5,099.90	36 ---
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	106.05	548.00	2,452.00	18 -
223 REP. & MAINT. - BUILDINGS	5,000.00	0.00	139.07	762.88	4,237.12	15 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	46.13	781.89	1,718.11	31 ---
232 OFFICE SUPPLIES	10,000.00	0.00	242.11	3,957.56	6,042.44	39 ---
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	595.59	5,671.80	3,828.20	59 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	106.79	1,438.40	1,061.60	57 -----
242 PROGRAM SUPPLIES	2,500.00	0.00	53.52	780.55	1,719.45	31 ---
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	55.00	303.00	697.00	30 ---
263 TRAVEL EXPENSE	2,000.00	0.00	1,184.62	1,280.44	719.56	64 -----
265 CONFERENCE & MEETINGS	2,500.00	0.00	300.00	480.00	2,020.00	19 -
271 TELEPHONE	1,700.00	0.00	128.05	928.51	771.49	54 -----
272 ELECTRICITY	22,000.00	0.00	1,699.30	9,710.08	12,289.92	44 ----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,212.03	1,787.97	40 ----
274 WATER SERVICE	3,000.00	0.00	157.54	783.39	2,216.61	26 --
275 SEWER SERVICE	800.00	0.00	53.95	575.25	224.75	71 -----
276 LANDFILL	500.00	0.00	32.00	232.00	268.00	46 ----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	130,151.00	0.00	5,420.02	59,089.51	71,061.49	45 ----
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	3,909.17	17,453.88	34,546.12	33 ---
342 AV - CAPITAL	13,000.00	0.00	1,432.18	4,457.47	8,542.53	34 ---
350 EQUIPMENT	1,500.00	0.00	0.00	125.97	1,374.03	8

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH JUL 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	5,341.35	22,037.32	89,462.68	19 -
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	47,151.50	347,758.18	443,635.82	43 ----
TOTAL: GENERAL FUND	791,394.00	0.00	47,151.50	347,758.18	443,635.82	43 ----

	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	20.00	20.00- 9999	-----]]]]
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00 0	
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00 0	
232 OFFICE SUPPLIES	0.00	0.00	0.00	128.76	128.76- 9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00 0	
242 RECREATION SUPPLIES	0.00	0.00	1,261.79	4,977.84	4,977.84- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,261.79	5,126.60	5,126.60- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	243.37	243.37- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00 0	
350 EQUIPMENT	0.00	0.00	0.00	804.00	804.00- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	1,047.37	1,047.37- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,261.79	6,173.97	6,173.97- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,261.79	6,173.97	6,173.97- 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	1,067.45CR	387.16	24,682.19
TOTAL CURRENT ASSETS:	24,295.03	1,067.45CR	387.16	24,682.19
TOTAL ASSETS:	24,295.03	1,067.45CR	387.16	24,682.19
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011 ACCOUNTS PAYABLE	1,463.14CR	0.00	1,463.14	0.00
TOTAL CURRENT LIABILITIES:	1,463.14CR	0.00	1,463.14	0.00
TOTAL LIABILITIES:	1,463.14CR	0.00	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	194.34CR	8,024.27CR	26,267.49CR
701.2910 EXPENDITURE CONTROL	15,648.69	1,261.79	6,173.97	21,822.66
TOTAL FUND BALANCE:	22,831.89CR	1,067.45	1,850.30CR	24,682.19CR
TOTAL LIABILITIES AND FUND BALANCE:	24,295.03CR	1,067.45	387.16CR	24,682.19CR
TOTAL FUND:	0.00	0.00	0.00	0.00

Trust Fund	6/28/2017 - 7/27/2017					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	15083.64			15,083.64	
Donations	Marvin Kamback	33.97			33.97	
	Town & Country Garden Club	58.19			58.19	
	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	1.45			1.45	
1023.2	<u>Professional Services</u>					
	book bags/earbuds/pens	65.87	22.00		87.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-618.36	16.00		-602.36	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	2,418.24		56.15	2,362.09	
	Summer Reading/Story Walk	1,311.90		116.89	1,195.01	
	After School Program	173.85			173.85	
	Parents' Night Out	389.57			389.57	
	Teen Advisory Board	327.65			327.65	
	Adult Craft Night	723.99	55.00	51.12	727.87	
	Parade float	216.65			216.65	
	1,000 Bks Before Kindg. (Friends)	72.75			72.75	
	SDLA/Rural Conference	16.93			16.93	
	Cemetery Walk	610.00		510.00	100.00	
	Babysitting Clinic	0.00			0.00	
	Yankton Seed Library	173.84			173.84	
	NASA Programming Stipend	500.00			500.00	
1131.78	<u>Capital Outlay</u>					
	Building Fund	175.00			175.00	
701.701.340	<u>Books - Adult</u>	990.57			990.57	
701.701.342	<u>AV - Capital</u>	4,480.04	71.75		4,551.79	
701.701.350	<u>Equipment</u>	0.00			0.00	
	Total	28,310.98	164.75	734.16	27,741.57	
				Monthly Interest (including year-end)	29.59	
				Current Balance	\$27,771.16	

		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	180,342.97	171,075.03	51	-----	
P-071417-083	PAYROLL INTERFACE	071417		12,387.88	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		12,387.89	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	3,061.76	24,722.56	34,976.44	41	----	
P-071417-083	PAYROLL INTERFACE	071417		1,423.50	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		1,638.26	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	2,060.82	15,267.88	16,209.12	48	----	
P-071417-083	PAYROLL INTERFACE	071417		1,016.50	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		1,044.32	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,106.00	0.00	1,486.54	10,767.21	10,338.79	51	-----	
P-071417-083	PAYROLL INTERFACE	071417		743.27	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		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	4,984.37	34,891.84	47,486.16	42	----	
P-071417-083	PAYROLL INTERFACE	071417		2,492.18	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		2,492.19	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	20.87	638.89	365.11	63	-----	
P-071417-083	PAYROLL INTERFACE	071417		9.96	CODE-Y,PER#-1,FUND-	101			A
P-072817-084	PAYROLL INTERFACE	072817		10.91	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		549,743.00	0.00	36,390.13	266,631.35	283,111.65	48	----	
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	18.00	17,138.21	20,861.79	45	----	
D-071017-037 06800	WAGE WORKS INC	060236 181360		20.00	FLEX SERVICE FEE	005311 P N			A
D-071017-037 00707	YANKTON MEDICAL CLINIC	060252 4274		98.00	DRUG SCREEN	016773 P M			A
J-073117-099	JULY JOURNAL ENTRIES	JE 223		100.00	OFFICER STIPENDS - MARCH				A
211	PUBLISHING	3,500.00	0.00	0.00	1,119.73	2,380.27	31	---	
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	487.30	2,900.10	5,099.90	36	---	
D-071017-053 07098	US BANK EQUIPMENT FINANC	060234 33690352		487.30	COPIER LEASE	016548 P N			A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	106.05	548.00	2,452.00	18	-	
M-070517-054 .11793	WW GRAINGER	201706 Reifenrath		54.96	EQUIPMENT MAINTENANCE			N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
221	REP. & MAINT. - EQUIPMENT							
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Olson	28.76	PHONE		N	A
M-070517-054	.14377 KOPETSKYS ACE HDWE	201706	Raiche	15.99	PHONE CORD		N	A
M-070517-054	.11793 WW GRAINGER	201706	Reifenrath	6.34	VACUUM BELT		N	A
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	139.07	762.88	4,237.12	15 -	
M-070517-054	.14379 LILYCREST	201706	Dobrovolny	53.60	BUILDING REPAIRS		N	A
M-070517-054	.11793 WW GRAINGER	201706	Reifenrath	5.26	FILTER		N	A
D-071017-053	02229 TRI-STATE TURF	060228	32211	90.51	SPRINKLER REPAIRS	016550	P N	A
J-073117-099	JULY JOURNAL ENTRIES	JE 224		10.30-	DOC WORK PROGRAM			A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	46.13	781.89	1,718.11	31 ---	
M-070517-054	.11802 AMAZON MKTPLACE PMTS	201706	Dobrovolny	3.99	POSTAGE		N	A
M-070517-054	.11798 BAKER-TAYLOR	201706	Olson	34.98	POSTAGE		N	A
M-070517-054	.14781 USPS PO 4698100078	201706	Schmidt	7.16	POSTAGE		N	A
232	OFFICE SUPPLIES	10,000.00	0.00	242.11	3,957.56	6,042.44	39 ---	
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Olson	54.95	OFFICE SUPPLIES		N	A
M-070517-054	.11924 BOLLER PRINTING	201706	Olson	106.00	OFFICE SUPPLIES		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Lippert	4.95	OFFICE SUPPLIES		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Olson	7.48	PLANNER		N	A
M-070517-054	.14654 ONE OFFICE SOLUTION	201706	Dobrovolny	10.24	OFFICE SUPPLIES		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Olson	33.38	OFFICE SUPPLIES		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Dobrovolny	12.28	OFFICE SUPPLIES		N	A
M-070517-054	.12434 WAL-MART #1483	201706	Dobrovolny	5.98-	OFFICE SUPPLIES		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Lippert	9.86	PLANNER		N	A
M-070517-054	.12434 WAL-MART #1483	201706	Dobrovolny	8.95	OFFICE SUPPLIES		N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	595.59	5,671.80	3,828.20	59 -----	
M-070517-054	.11988 BOOKPAGE	201706	Olson	324.00	SUBSCRIPTION		N	A
M-070517-054	.11824 THE STAR TRIBUNE CIRCU	201706	Olson	131.95	STAR TRIBUNE		N	A
M-070517-054	.13978 YANKTONMEDIAINC	201706	Olson	139.64	P&D SUBSCRIPTION		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	106.79	1,438.40	1,061.60	57 -----	
M-070517-054	.11793 WW GRAINGER	201706	Reifenrath	39.84	CLEANING SUPPLIES		N	A
M-070517-054	.11793 WW GRAINGER	201706	Reifenrath	66.95	CLEANING SUPPLIES		N	A
242	PROGRAM SUPPLIES	2,500.00	0.00	53.52	780.55	1,719.45	31 ---	
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Lippert	3.52	PROGRAM SUPPLIES		N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
D-071017-053	05102 SOUTH DAKOTA HUMANITIES	060217	6210	50.00	SD ONE BOOK FEE	016547	P N	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	55.00	303.00	697.00	30 ---	
M-070517-054	.15128 SD LIB ASSOCIATION	201706	Dobrovolny	55.00	MEMBERSHIP DUES		N	A
263	TRAVEL EXPENSE	2,000.00	0.00	1,184.62	1,280.44	719.56	64 -----	
M-070517-054	.15123 JIMMY JOHNS - 1037	201706	Olson	14.13	ALA CONFERENCE		N	A
M-070517-054	.15124 SAVOR-MCCORMICK PLACE	201706	Olson	12.25	ALA CONFERENCE		N	A
M-070517-054	.15125 SOUTH LOOP MARKET	201706	Olson	13.54	ALA CONFERENCE		N	A
M-070517-054	.15124 SAVOR-MCCORMICK PLACE	201706	Olson	15.77	ALA CONFERENCE		N	A
M-070517-054	.15126 RICOBENES	201706	Olson	13.23	ALA CONFERENCE		N	A
M-070517-054	.15129 AMTRAK TELEPHONE SALE	201706	Olson	153.60-	ALA TRAVEL CHANGE-REFUND		N	A
M-070517-054	.15130 AMTRAK .COM	201706	Olson	52.00	ALA TRAVEL EXPENSE		N	A
M-070517-054	.15133 ARAMARK SD STATE UNIV	201706	Lippert	94.70	LIBRARY INSTITUTE		N	A
M-070517-054	.15136 EXPEDIA 7273042736535	201706	Olson	1,010.27	ALA CONFERENCE		N	A
M-070517-054	.15136 EXPEDIA 7273042736535	201706	Olson	226.26-	ALA CONFERENCE		N	A
M-070517-054	.15130 AMTRAK .COM	201706	Olson	192.00	ALA CONFERENCE		N	A
M-070517-054	.15138 GREYHOUND LINES CNP	201706	Olson	43.50	ALA CONFERENCE		N	A
M-070517-054	.15138 GREYHOUND LINES CNP	201706	Olson	38.50	ALA CONFERENCE		N	A
M-070517-054	.12223 HY VEE GAS 5899	201706	Lippert	43.33	LIBRARY INSTITUTE		N	A
M-070517-054	.15071 NOODLES & CO 7203	201706	Schmidt	21.26	YARP MEETING		N	A
265	CONFERENCE & MEETINGS	2,500.00	0.00	300.00	480.00	2,020.00	19 -	
M-070517-054	.15139 AMER LIB ASSOC-CAREER	201706	Olson	300.00	ALA CONFERENCE		N	A
271	TELEPHONE	1,700.00	0.00	128.05	928.51	771.49	54 -----	
P-071417-083	PAYROLL INTERFACE	071417		10.50	CODE-Y, PER#-1, FUND- 101			A
M-073117-075	06976 VAST BROADBAND	007067		38.29	PHONE BILL	003513	F N	A
M-073117-075	06976 VAST BROADBAND	007068		79.26	PHONE BILL	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	1,699.30	9,710.08	12,289.92	44 ----	
D-071017-053	00455 NORTHWESTERN ENERGY	060203	6.30.17	1,699.30	ELECT-JUNE	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,212.03	1,787.97	40 ----	
D-071017-053	00303 MIDAMERICAN ENERGY	060189	6.29.17	15.00	FUEL-JUNE	002794	P N	A
274	WATER SERVICE	3,000.00	0.00	157.54	783.39	2,216.61	26 --	
D-071017-053	00109 CITY UTILITIES	060126	6.30.17	157.54	WATER-WW CHARGES	002793	P N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
275	SEWER SERVICE	800.00	0.00	53.95	575.25	224.75	71	-----
D-071017-053	00109 CITY UTILITIES	060126 6.30.17		53.95	WATER-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	232.00	268.00	46	----
J-073117-099	JULY JOURNAL ENTRIES	JE 235		32.00	DUMPSTER CHGS - JULY			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	5,420.02	59,089.51	71,061.49	45	----
	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	3,909.17	17,453.88	34,546.12	33	---
M-070517-054	.11802 AMAZON MKTPLACE PMTS	201706	Dobrovolny	8.67	BOOK		N	A
M-070517-054	.11811 AMAZON.COM	201706	Dobrovolny	69.81	BOOKS		N	A
M-070517-054	.11798 BAKER-TAYLOR	201706	Olson	3,693.57	BOOKS		N	A
M-070517-054	.11802 AMAZON MKTPLACE PMTS	201706	Dobrovolny	72.12	BOOKS		N	A
D-071017-053	.15155 DOBROVOLNY/LINDA	060145 6.21.17		65.00	BOOK	016551	P N	A
342	AV - CAPITAL	13,000.00	0.00	1,432.18	4,457.47	8,542.53	34	---
M-070517-054	.11811 AMAZON.COM	201706	Dobrovolny	50.98	DVD'S		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Lippert	17.96	DVD'S		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	39.99	CD BOOK		N	A
M-070517-054	.11802 AMAZON MKTPLACE PMTS	201706	Dobrovolny	64.36	DVD'S		N	A
M-070517-054	.13936 PRANDOMHOUSE8007333000	201706	Olson	185.25	CD BOOKS		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	34.99	CD BOOK		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	31.50	CD BOOK		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Dobrovolny	50.88	DVD'S		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	33.29	CD BOOK		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	26.99	CD BOOK		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	804.61	CD BOOKS		N	A
M-070517-054	.13320 WM SUPERCENTER #1483	201706	Olson	17.96	DVD		N	A
M-070517-054	.14313 RECORDED BOOKS	201706	Dobrovolny	40.50	CD BOOK		N	A
M-070517-054	.12434 WAL-MART #1483	201706	Dobrovolny	32.92	DVD'S		N	A
350	EQUIPMENT	1,500.00	0.00	0.00	125.97	1,374.03	8	
TOTAL:	CAPITAL OUTLAY	111,500.00	0.00	5,341.35	22,037.32	89,462.68	19	-
	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	47,151.50	347,758.18	443,635.82	43	----
TOTAL:	GENERAL FUND	791,394.00	0.00	47,151.50	347,758.18	443,635.82	43	----

Yankton Community Library
Director's Report
August 2017

Food for Fines

We collected 76 boxes of pasta in June. We are currently accepting peanut butter or jelly with all donations going to the Contact Center.

Youth Summer Reading Program

The Youth Summer Reading Program has been great this year! We ended up with 430 youth registered. The age breakdowns are as follows: 152 up to 1st grade; 190 2nd-5th graders; and 88 teens (6th-12th grade).

Our swim party for summer reading finishers drew a much smaller crowd than last year – around 30 compared to around 100 last year. We are currently brainstorming on the reason for the change. I think we may have had a higher minute goal this year, the weather was not great that night, and I'm not sure we gave people long enough to complete the challenge. However, the kids that were there had a blast! We will look at all of these things for next year and are also doing a survey to get feedback on the program in general.

We also had an ice cream social for all summer reading participants, where we invited community helpers and heroes and played games. We had a really nice turnout for that and had a lot of fun.

The most popular July event was definitely the Zoo Man! All in all, we had 849 people at children's programs in the month of July.

Photography Basics

Our last Adult Summer Reading event was a basic photography class hosted by the Yankton Photography Club, at the library. It was very popular and exceeded the registration limit of 20. We have scheduled another class for August 22 and are currently taking registrations.

Unplug, Unwind, Craft

In July we made chemo & NICU caps as part of our "Build a Better World" theme. We were asking for knitters who knew the basic starting points, so we didn't fill the class, but we had a few people who did not attend donate as well.

Yankton Seed Library

The Seed Library continued holding classes in July with 31 in attendance. They are excited to have Daniel Flyger in to talk about seed saving on August 8.

Freegal

I've signed a contract with a music streaming and download service for libraries called Freegal. They were running special pricing for South Dakota libraries for the month of July and we got a great deal. When it's up and running, patrons will be able to download 3 mp3's per week and stream 3 hours of music each day. They have lots of popular music and said they are usually the 2nd most used resource as libraries behind Overdrive. Linda, Duane, and I are working through set-up.

Friends of the Library Update

The Friends are working on planning Gourmet Guys. The event will be October 7. I have sent out letters to their potential "guys" this month and am waiting to hear back.

Staffing Update

We have hired Marie High Bear for 21 hours at the library. She is working two days, one afternoon, and one evening, in addition to rotating weekends. This is her first week here, but she's already doing a wonderful job. As you may recall, the position was 28 hours. We have also increased our current part time staff person, Emily Lincoln, to 21 hours. She was previously 14 hours, but has been filling in during the transition between Lisa & Marie.

Library Closings

The library will be closed on Saturday, August 19 for Riverboat Days. We will also be closed on September 4th for Labor Day. After Labor Day, we will once again be on our "winter" hours.

September Meeting

The September meeting is scheduled for September 13, 2017 at 5:30 p.m.

July Additions: 322

	Adult	YA	JR	Easy
Fiction	168	10	6	1
Nonfiction	56	0	6	2
DVD	39	-	1	-
Audiobooks	18	0	0	0
Music CD's	14	-	-	0
Book Club Bags	1	-	-	-
Professional	0	-	-	-
Total	296	10	13	3

July 2017 Program Statistics

Recurring Programs

Recurring Programs	Date	Time	Kids	Adults
Family Night (Mondays)				
Family Movie	10-Jul	6:00 PM	0	0
Heartland Humane Soc.	17-Jul	6:00 PM	21	15
Community craft/cards	24-Jul	6:00 PM	4	2
Hero Ice Cream Party	31-Jul	6:00 PM	42	31

Total: 67 48

Craft Day (Tuesdays)	11-Jul	2:00 PM	18	5
	18-Jul	10:00 AM	14	8
	25-Jul	2:00 PM	13	4

Total: 45 17

Hands-On Fun (Wednesdays)				
DIY Musical Instruments	5-Jul	2:00 PM	17	7
DIY Fidget Spinners	12-Jul	2:00 PM	20	5
Rebecca Johnson Yoga	19-Jul	2:00 PM	15	5
Sidewalk Chalk Drawings	26-Jul	2:00 PM	11	2

Total: 63 19

LEGO Club (Thursdays)	6-Jul	2:00 PM	26	8
	13-Jul	2:00 PM	24	7
	20-Jul	2:00 PM	31	5
	27-Jul	2:00 PM	24	6

Total: 105 26

Movies (Fridays)				
<i>Rock Dog (PG)</i>	7-Jul	2:00 PM	8	1
<i>Cars (G)</i>	14-Jul	2:00 PM	9	0
<i>Rio 2 (G)</i>	21-Jul	2:00 PM	8	1
<i>Beauty & the Beast (PG)</i>	28-Jul	2:00 PM	12	2

Total: 37 4

Teen Events				
Board Games	3-Jul	2:00 PM	5	
Habitat for Humanity	10-Jul	2:00 PM	4	
Fidget Spinners	17-Jul	2:00 PM	9	
Mug Decorating	24-Jul	2:00 PM	5	
Monthly Volunteers	July	-	40	

Total: 63

Special Events

Special Events	Date	Time	Kids	Adults
The Zoo Man	10-Jul	11:00 AM	101	44

Adult Programs

Adult Programs	Date	Time	Num.
Adult LEGO Night	11-Jul	6:30 PM	0
Adult Craft Night	18-Jul	6:00 PM	11
Photography Basics	25-Jul	6:30 PM	17

Total: 28

Seed Library

Seed Library	Date	Time	Num.
Class	11-Jul	1:00 PM	19
Class	11-Jul	6:30 PM	12
Outreach	19-Jul	6:00 PM	15

Total: 46

Food for Fines

Pasta	July 1-10	76
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Book Clubs

Reader's Anonymous	July 11
Overreader's Anonymous	July 13
Between the Lines	July 25

Summer Story Time

Summer Story Time	Date	Time	Kids	Adults
Summer Story Time	5-Jul	10:15 AM	15	9
	6-Jul	10:15 AM	10	5
	11-Jul	10:15 AM	14	7
	11-Jul	5:30 PM	2	2
	12-Jul	10:15 AM	16	7
	13-Jul	10:15 AM	10	5
	18-Jul	5:30 PM	2	2
	19-Jul	10:15 AM	18	10
	20-Jul	10:15 AM	8	5
	25-Jul	10:15 AM	19	10
	25-Jul	5:30 PM	1	1
	26-Jul	10:15 AM	11	6
	27-Jul	10:15 AM	9	6

135 75

July Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	8,986	7,714
Juvenile	4,875	4,794
Total	13,861	12,508

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	7,520	6,508
Juvenile	4,845	4,733
Total	12,365	11,241

Interlibrary Loan

	2017	2016
Requested	155	
Supplied	158	
Total	313	120

Electronic Collection Circulation

	2017	2016
OverDrive	1,085	1,035
One Click Digital	54	26
Zinio	14	25
IndieFlix	0	0
TumbleBooks	30	61
Total	1,183	1,147

Courier

	2017	2016
Total Incoming	346	199
Total Outgoing	379	197
Grand Total	725	396

Adult Outreach

	2017	2016
Locations	10	11
Patrons	39	37
Circulations	220	217

Daycare Outreach

	2017	2016
Locations	0	0
Patrons	0	
Circulations	0	

(On Summer Break)

Public Computer Use

	2017	2016
Uses	1,173	1,338
Hours	889.40	914.43

Meeting Room Use

	2017	2016
Library Uses	38	52
Library Hours	62.0	191.0
Non-Library Uses	4	16
Non-Library Hours	9.0	33.0

Study Room Use

	2017	2016
Uses	35	32
Hours	54.0	66.0

Notary

	2017	2016
Requests	4	3

Proctor

	2017	2016
Tests	14	16

Traffic

	2017	2016
Count	9,949	11,749

*East doors only

Computer Assistance

	2017	2016
Patrons	256	

Genealogy Requests

	2017	2016
Patrons	1	
Hours	1.0	

Teacher Requests

	2017	2016
Patrons	0	0

Current Cards

	2017	2016
Resident	4,529	3,895
Non-Resident	229	248
Mount Marty	21	16
Teacher	79	73
Yankton County	911	761
Total	5,769	4,993

Yankton County

	Cards	Adults	Kids
New Cards	12	21	16
Renewals	40	85	41

Non-Resident

	Cards	Adults	Kids
New Cards	5	5	1
Renewals	3	6	9

Yankton Community Library • August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Peanut Butter & Jelly August 1-10		1 Sensory Free Play 10:30-11:30	2 Sensory Free Play 10:30-11:30	3 Sensory Free Play 10:30-11:30	4	5 Friends Book Sale, 9:30 - 12:00
6 <i>Library Closed</i>	7	8 Sensory Free Play 10:30-11:30 Reader's Anon., 1p Seed Library Class 1/6:30 pm	9 Sensory Free Play 10:30-11:30	10 Sensory Free Play 10:30-11:30	11	12
13 <i>Library Closed</i>	14	15 Sensory Free Play 10:30-11:30	16 Sensory Free Play 10:30-11:30	17 Sensory Free Play 10:30-11:30	18 LifeServe Blood Drive, 9a-1p	19 Library Closed
20 <i>Library Closed</i>	21	22 Sensory Free Play 10:30-11:30 Between the Lines, 5:30	23 Sensory Free Play 10:30-11:30	24 Sensory Free Play 10:30-11:30	25	26
27 <i>Library Closed</i>	28	29 Sensory Free Play 10:30-11:30	30 Sensory Free Play 10:30-11:30	31 Sensory Free Play 10:30-11:30	515 Walnut Street — 605-668-5275 http://library.cityofyankton.org Summer Hours: Mon/Tues: 9a-8p; Wed/Thurs: 9a-6p; Fri/Sat: 9a-5p; Sun: Closed	