

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, September 13, 2017, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of August 9, 2017 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Food for Fines
Fall Youth Programming
New/Special Fall Programs
Unplug, Unwind, Craft
Yankton Seed Library
SDLA Conference
Potential One Book Yankton
Friends of the Library Update
Demco Software: Sign Up and Spaces
Freegal and Beanstack
Library Hours
October Meeting
August Additions
August Program Statistics
August Usage Statistics
September/October Calendar

Old Business

- Circulation Policy

New Business

- Review Board Bylaws

Other Business

Escape Room

Adjourn until October 11, 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, August 9, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

Meeting called to order by Vice President David Koerner at 5:30 p.m. Present were Christine Feltes, Tonja Koenigs, Tony Maibaum, Amy Nelson; and library director Tonya Olson Ferrell.

Absent with regrets: Lilah Gillis.

Absent without regrets: Todd Woods.

Additions to the Agenda: None.

Minutes:

Motion to approve the minutes of the July 12, 2017 by Nelson, with second by Koenigs; unanimous approval.

Discussion of Bills and Financial Report:

Olson Ferrell reported that she looked into the questions about the 1st page of the Revenue Guideline report. As suspected, the lines that seemed strange did not belong to the library. Olson Ferrell has highlighted the library lines in that report.

Communications and Correspondence: None.

Public Comment Period: None.

Director's Report:

In addition to the written report, Olson Ferrell indicated that she was interested in opening up wearing jeans all days of the week to the staff as we do a lot of moving and bending in these positions. City Manager Amy Nelson was fine with that as long as there are some guidelines and suggested running it past the Board to get their thoughts.

ALA Annual Conference Report

Olson Ferrell reported on the specific sessions she attended at ALA Annual Conference in June. It was a great conference full of ideas; some of these ideas are being done already, some are in implementation, and some are future goals.

Old Business

- Election of Officers for 2017-2018.
 - Nothing further to report.
- AV Equipment Loan Policy
 - Some additional changes have been made due to the Circulation Policy changing and will be voted on in new business with the other changes.

New Business

- Circulation Policy
 - As it stands, the policy is titled “Circulation of Materials, Loan Periods, Fines and Fees, Patron Types.” Olson Ferrell suggests splitting the policy into “Circulation Policy,” “Damaged Items Policy,” and “Library Card Policy” with minor changes and cleanup to each, as presented. There was also a minor change in the AV Equipment Loan Policy due to the changes in the Library Card policy (please see attached documents). There was some discussion as to the wording in the third paragraph of the Damaged Items Policy. Koerner suggested we made it clearer that if someone would like to bring a replacement item, they need to talk to library staff first. A motion by Koenigs was made to split the prior policy into three separate policies and accept the changes as written in all four policies (AV Equipment Loan Policy, Circulation Policy, Damaged Items Policy, and Library Card Policy), with the updates discussed in the meeting; second by Feltes. Unanimous approval.

Other Business

Adjourn until September 13, 2017:

Motion by Koenigs to adjourn with second by Nelson. Meeting adjourned at 6:23 p.m.

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If you have additional accommodation requirements, please call 668-5276.

Circulation Policy (Updated 8/9/17)

Collection	Loan Period	Item Limit	Restrictions
South Dakota & Yankton Collections	non-circulating	-	
Newspapers	non-circulating	-	
Books	3 weeks	50	
Audiobooks	3 weeks	10	
7-Day Books	1 week	-	
McNaughton Plan Books	1 week	-	
Magazines	1 week	10	Back issues only
CD Music	1 week	5	
DVDs	1 week	4 (2 TV series)	Must be 18 or older

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)

Hold/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.

7-Day Circulating Items

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.

Renewal of Items

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. Materials 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

Fines on all materials outside of DVDs accrue at a rate of \$0.10 per day. Fines on DVDs accrue at the rate of \$1.00 per day. All ~~book, audiobook 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 (Updated 8/9/17)

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 or 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.

With the library's prior permission, the patron may choose to buy a replacement title rather than pay a fee to the library; **in most cases**, the title must be a new and exact replacement ~~with the same ISBN~~. **In this case, the patron must obtain prior permission and** a \$5.00 processing fee will be charged to the patron.

In some cases, certain repair or 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 or 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** _____ **\$** _____~~

~~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 Ferrell

Library Director

Library Card Policy (Updated 8/9/17)

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 Library 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 the following types of cards:

1) Resident Library Card (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 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. ~~A patron must be 18 or older to check out DVDs or AV equipment.~~

2) County Library Card (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. The charge is \$5 annually per household 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.~~

3) Nonresident Library Card (outside Yankton County)

The same definition of a household as in #2 applies here. Each member of the household may receive a physical card. This type of card is given to people with permanent addresses outside Yankton County and is not limited to any geographical area. The card may be purchased in 3, 6, or 12 month increments with the following pricing: \$40 for 12 months; \$20 for 6 months; or \$10 for 3 months.

~~3) 12 month card: The same definition of a household as in #2 applies here. 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. 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. 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) Daycare card: This card has the same privileges as a teacher card.

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.~~

Privacy and Library Cards

Pursuant to the American Library Association Code of Ethics, “we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” Therefore, we will only release information about items checked out, titles on reserve, past history, etc. to the named cardholder. If a cardholder would like this information to be shared with family members, friends, etc. they must list the person(s) with the library as authorized users. Additionally, 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. If the cardholder wishes to let others check out using their library card, they must be in possession of the physical card or be listed on the account as an authorized user. The named cardholder is wholly responsible for items checked out by any authorized users. 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 **limited or** 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.

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					
BERING SALES NAMETAGS	168.03	OFFICE SUPPLIES	101.142.232	3223	016561	P 137 00001
CAMPBELL/LARRY N BOOK	31.45	BOOKS	101.142.340	8.25.17	016564	P 137 00002
CAMPBELL/STU BOOKS	41.48	BOOKS	101.142.340	416667	016563	P 137 00003
CITY UTILITIES WTR/WW CHARGES	556.40	WATER SERVICE	101.142.274	8.28.17	002793	P 137 00004
WTR/WW CHARGES	59.54	SEWER SERVICE	101.142.275	8.28.17	002793	P 137 00005
	615.94	*VENDOR TOTAL				
LIBRARY IDEAS LLC SUBSCRIPTION	1,900.00	PROFESSIONAL SERVICES	101.142.202	57240	016560	P 137 00006
MIDAMERICAN ENERGY FUEL-AUGUST	15.00	FUEL-HEATING	101.142.273	8.28.17	002794	P 137 00007
MIDWEST TAPE AUDIO BOOKS	221.94	AV - CAPITAL	101.142.342	95320117-2926	016565	P 137 00008
NORTHWESTERN ENERGY ELECTRIC-AUG	2,247.14	ELECTRICITY	101.142.272	8.28.17	002795	P 137 00009
RECORDED BOOKS INC SUBSCRIPTION	488.75	PROFESSIONAL SERVICES	101.142.202	1260777	016559	P 137 00010
US BANK EQUIPMENT FINANC COPIER CHARGES	284.30	RENTALS & XEROX SUPPLIES	101.142.212	338113202	016566	P 137 00011
WAGE WORKS INC FLEX SERVICE FEE	20.00	PROFESSIONAL SERVICES	101.142.202	INV259259	005311	P 126 00127
WESTERGREN/LANA REFUND	12.99	LIBR COMP FOR LOSS & DAM	101.3641	8.15.17	016562	P 137 00012
	6,047.02				

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						
RECEIPT TAPE	93.90	OFFICE SUPPLIES	101.142.232	Dobrovolny		154 00032
BOOK	11.84	BOOKS	101.142.340	Dobrovolny		154 00080
OFFICE SUPPLIES	49.76	OFFICE SUPPLIES	101.142.232	Dobrovolny		154 00095
BOOKS	57.70	BOOKS	101.142.340	Dobrovolny		154 00096
DVDS	20.01	AV - CAPITAL	101.142.342	Dobrovolny		154 00097
BOOK	4.00	BOOKS	101.142.340	Dobrovolny		154 00104
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		154 00105
BOOK	5.17	BOOKS	101.142.340	Dobrovolny		154 00137
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		154 00138
BOOKS	23.03	BOOKS	101.142.340	Dobrovolny		154 00257
DVDS	86.47	AV - CAPITAL	101.142.342	Dobrovolny		154 00258
OFFICE SUPPLIES	21.78	OFFICE SUPPLIES	101.142.232	Dobrovolny		154 00298
OFFICE SUPPLIES	50.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		154 00307
DVDS	26.97	AV - CAPITAL	101.142.342	Dobrovolny		154 00396
OFFICE SUPPLIES	238.68	OFFICE SUPPLIES	101.142.232	Dobrovolny		154 00397
OFFICE SUPPLIES	21.11	OFFICE SUPPLIES	101.142.232	Ferrell		154 00006
	719.39	*VENDOR TOTAL				
AMAZON.COM						
OFFICE SUPPLIES	10.56	OFFICE SUPPLIES	101.142.232	Ferrell		154 00036
BAKER-TAYLOR						
BOOKS	3,480.72	BOOKS	101.142.340	Ferrell		154 00037
SHIPPING	34.33	POSTAGE	101.142.231	Ferrell		154 00038
	3,515.05	*VENDOR TOTAL				
CENTER POINT L00 OF 00						
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Ferrell		154 00021
LARGE PRINT BOOKS	264.84	BOOKS	101.142.340	Ferrell		154 00389
	399.06	*VENDOR TOTAL				
CONSOLIDATED BUSINESS						
NEW PHONE SYSTEM	2,032.41	REP. & MAINT. - EQUIPMEN	101.142.221	Ferrell		154 00339
DRI*PRINTPLACE						
LIBRARY CARD APPLICATION	167.78	OFFICE SUPPLIES	101.142.232	Ferrell		154 00086
ECO WATER						
WATER RENT	108.00	REP. & MAINT. - EQUIPMEN	101.142.221	Ferrell		154 00259
FARM & HOME PUBLISHERS						
BOOKS	269.00	BOOKS	101.142.340	Dobrovolny		154 00313

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					
GAN*USATODAYCIRC USA TODAY SUBSCRIPTION	279.67	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		154 00362
GRESSCO LTD DVD CASES	527.73	OFFICE SUPPLIES	101.142.232	Ferrell		154 00434
HY VEE 1899 BATTERIES	7.92	OFFICE SUPPLIES	101.142.232	Raiche		154 00284
LARRYS HEATING AND AIR CONDITIONING REPAIR	522.24	REP. & MAINT. - BUILDING	101.142.223	Ferrell		154 00371
OVERDRIVE DIST EBOOK	60.00	PROFESSIONAL SERVICES	101.142.202	Ferrell		154 00026
OVERDRIVE PLATFORM FEE	3,000.00	PROFESSIONAL SERVICES	101.142.202	Ferrell		154 00282
EBOOK	29.97	PROFESSIONAL SERVICES	101.142.202	Ferrell		154 00287
EBOOKS	2,975.69	PROFESSIONAL SERVICES	101.142.202	Ferrell		154 00304
	6,065.66	*VENDOR TOTAL				
PBI*LEASEEQUIPMENT PITNEY BOWES LEASE	122.00	POSTAGE	101.142.231	Ferrell		154 00356
PRANDOMHOUSE8007333000 CD BOOKS	191.25	AV - CAPITAL	101.142.342	Ferrell		154 00272
SD LIB ASSOCIATION SDLA CONFERENCE	190.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		154 00333
SDLA CONFERENCE	190.00	CONFERENCE & MEETINGS	101.142.265	Ferrell		154 00365
SDLA DUES	55.00	MEMBERSHIP DUES	101.142.261	Schmidt		154 00368
SDLA CONFERENCE	190.00	CONFERENCE & MEETINGS	101.142.265	Schmidt		154 00379
	625.00	*VENDOR TOTAL				
SIOUX CITY JOURNAL CIR SIOUX CITY JOURNAL	558.82	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		154 00209
THE FOX STOP INC MITCHELL MEETING	23.47	TRAVEL EXPENSE	101.142.263	Ferrell		154 00150
THOMSON WEST*TCD BOOKS	200.00	BOOKS	101.142.340	Ferrell		154 00008
TWO LITTLE HANDS PRODU DVD SERIES	159.99	AV - CAPITAL	101.142.342	Raiche		154 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					
WAL-MART #1483						
DVDS	84.76	AV - CAPITAL	101.142.342	Dobrovolny		154 00183
OFFICE SUPPLIES	1.74	OFFICE SUPPLIES	101.142.232	Ferrell		154 00003
DVDS	52.92	AV - CAPITAL	101.142.342	Ferrell		154 00073
	139.42	*VENDOR TOTAL				
WM SUPERCENTER #1483						
DVDS	68.84	AV - CAPITAL	101.142.342	Dobrovolny		154 00382
PROGRAM SUPPLIES	4.96	PROGRAM SUPPLIES	101.142.242	Ferrell		154 00219
OFFICE SUPPLIES	24.02	OFFICE SUPPLIES	101.142.232	Ferrell		154 00220
ECLIPSE PROGRAM SUPPLIES	9.74	PROGRAM SUPPLIES	101.142.242	Raiche		154 00151
DVDS	78.76	AV - CAPITAL	101.142.342	Raiche		154 00270
OFFICE SUPPLIES	6.35	OFFICE SUPPLIES	101.142.232	Raiche		154 00384
PROGRAM SUPPLIES	16.77	PROGRAM SUPPLIES	101.142.242	Raiche		154 00385
	209.44	*VENDOR TOTAL				
WW GRAINGER						
JANITORIAL SUPPLIES	161.17	JANITORIAL SUPPLIES	101.142.236	Reifenrath		154 00336
WWW.ATBATT.COM						
BATTERIES	80.55	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		154 00328
	17,095.58				

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						
NAGY DONATION	30.00	AV - CAPITAL	701.701.342	Dobrovolny		154 00098
GARDEN CLUB BOOK	19.99	BOOKS	701.701.340	Dobrovolny		154 00299
	49.99	*VENDOR TOTAL				
BAKER-TAYLOR						
TRUST FUND BOOKS	171.30	BOOKS	701.701.340	Ferrell		154 00039
CASEYS GEN STORE 2268						
STAFF APPRECIATION	6.14	RECREATION SUPPLIES	701.701.242	Schmidt		154 00108
STAFF APPRECIATION	20.00	RECREATION SUPPLIES	701.701.242	Schmidt		154 00218
	26.14	*VENDOR TOTAL				
DAIRY QUEEN #17883 QPS						
STAFF APPRECIATION	33.77	RECREATION SUPPLIES	701.701.242	Ferrell		154 00450
HY VEE 1899						
STAFF APPRECIATION	9.99	RECREATION SUPPLIES	701.701.242	Ferrell		154 00031
SUMMER READING	4.49	RECREATION SUPPLIES	701.701.242	Ferrell		154 00401
SUMMER READING	17.51	RECREATION SUPPLIES	701.701.242	Ferrell		154 00402
	31.99	*VENDOR TOTAL				
MENARDS YANKTON SD						
CRAFT NIGHT SUPPLIES	4.25	RECREATION SUPPLIES	701.701.242	Lippert		154 00210
SD LIB ASSOCIATION						
CONFERENCE - SCHOLARSHIP	190.00	RECREATION SUPPLIES	701.701.242	Raiche		154 00446
THE LANDING						
STAFF APPRECIATION	192.81	RECREATION SUPPLIES	701.701.242	Ferrell		154 00321
VS REDBOX GIFT CARD						
SUMMER READING PROGRAM	7.50	RECREATION SUPPLIES	701.701.242	Raiche		154 00349
WAL-MART #1483						
STAFF APPRECIATION	3.48	RECREATION SUPPLIES	701.701.242	Ferrell		154 00004
CRAFT NIGHT SUPPLIES	13.32	RECREATION SUPPLIES	701.701.242	Lippert		154 00250
	16.80	*VENDOR TOTAL				
	724.55				
LIBRARY TRUST	724.55	*****				

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

DATE APPROVED BY
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	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	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
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	505.00	4,530.00	2,270.00 66 -----
3452 LIBRARY A.V. FEES	400.00	400.00	15.20	547.40	147.40- 136 -----]]]
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	7.48-	17.48 74 -----
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	2.40	115.79	184.21 38 ---
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	87.00	1,157.95	542.05 68 -----
3456 PC PRINTING	7,000.00	7,000.00	463.75	4,165.15	2,834.85 59 -----
3490 SALE OF MATERIALS	0.00	0.00	1.00	127.59	127.59- 9999 -----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	241.70	3,403.63	1,403.63- 170 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
3510 COURT FINES	5,000.00	5,000.00	307.12	1,790.32	3,209.68 35 ---
3511 PARKING FINES	6,500.00	6,500.00	160.00	2,125.00	4,375.00 32 ---
3520 LIBRARY FINES	3,000.00	3,000.00	174.23	1,498.15	1,501.85 49 -----
3610 INTEREST	16,500.00	16,500.00	4,085.72	25,981.75	9,481.75- 157 -----]]]]
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	209.57	6,689.79	2,689.79- 167 -----]]]]
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	150.79	1,125.71	374.29 75 -----
TOTAL: GENERAL FUND	91,710.00	91,710.00	6,403.48	90,489.27	1,220.73 115 -----]

	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	29.95	159.69	159.69-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	110.00	8,004.53	8,004.53-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	139.95	8,164.22	8,164.22-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONAL SERVICES						
101 REGULAR WAGES	351,418.00	0.00	24,655.76	204,998.73	146,419.27	58 -----
102 TEMPORARY WAGES	59,699.00	0.00	3,189.75	27,912.31	31,786.69	46 ----
103 OVERTIME WAGES	350.00	0.00	0.00	0.00	350.00	0
111 OASI	31,477.00	0.00	2,072.84	17,340.72	14,136.28	55 -----
121 RETIREMENT	21,106.00	0.00	1,479.35	12,246.56	8,859.44	58 -----
131 WORKMENS COMPENSATION	2,311.00	0.00	0.00	0.00	2,311.00	0
132 GROUP INSURANCE	82,378.00	0.00	4,984.40	39,876.24	42,501.76	48 ----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	21.43	660.32	343.68	65 -----
TOTAL: PERSONAL SERVICES	549,743.00	0.00	36,403.53	303,034.88	246,708.12	55 -----
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	3,640.65	20,778.86	17,221.14	54 ----
211 PUBLISHING	3,500.00	0.00	525.64	1,645.37	1,854.63	47 ----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	335.07	3,235.17	4,764.83	40 ----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	225.10	773.10	2,226.90	25 --
223 REP. & MAINT. - BUILDINGS	5,000.00	0.00	220.80	983.68	4,016.32	19 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	232.60	1,014.49	1,485.51	40 ----
232 OFFICE SUPPLIES	10,000.00	0.00	579.35	4,536.91	5,463.09	45 ----
233 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0
234 COPIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	5,671.80	3,828.20	59 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	182.80	1,621.20	878.80	64 -----
242 PROGRAM SUPPLIES	2,500.00	0.00	23.66	804.21	1,695.79	32 ---
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	80.00	383.00	617.00	38 ---
263 TRAVEL EXPENSE	2,000.00	0.00	62.71	1,343.15	656.85	67 -----
265 CONFERENCE & MEETINGS	2,500.00	0.00	0.00	480.00	2,020.00	19 -
271 TELEPHONE	1,700.00	0.00	149.27	1,077.78	622.22	63 -----
272 ELECTRICITY	22,000.00	0.00	2,000.58	11,710.66	10,289.34	53 -----
273 FUEL-HEATING	3,000.00	0.00	15.00	1,227.03	1,772.97	40 ----
274 WATER SERVICE	3,000.00	0.00	534.84	1,318.23	1,681.77	43 ----
275 SEWER SERVICE	800.00	0.00	59.54	634.79	165.21	79 -----
276 LANDFILL	500.00	0.00	32.00	264.00	236.00	52 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	130,151.00	0.00	8,899.61	67,989.12	62,161.88	52 -----
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	2,139.82	19,593.70	32,406.30	37 ---
342 AV - CAPITAL	13,000.00	0.00	905.37	5,362.84	7,637.16	41 ----
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 AUG 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	3,045.19	25,082.51	86,417.49	22 --
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	48,348.33	396,106.51	395,287.49	50 -----
TOTAL: GENERAL FUND	791,394.00	0.00	48,348.33	396,106.51	395,287.49	50 -----

	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	734.16	5,712.00	5,712.00- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	734.16	5,860.76	5,860.76- 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	734.16	6,908.13	6,908.13- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	734.16	6,908.13	6,908.13- 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	594.21CR	207.05CR	24,087.98
	TOTAL CURRENT ASSETS:	24,295.03	594.21CR	207.05CR	24,087.98
	TOTAL ASSETS:	24,295.03	594.21CR	207.05CR	24,087.98
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	139.95CR	8,164.22CR	26,407.44CR
701.2910					
	EXPENDITURE CONTROL	15,648.69	734.16	6,908.13	22,556.82
	TOTAL FUND BALANCE:	22,831.89CR	594.21	1,256.09CR	24,087.98CR
	TOTAL LIABILITIES AND FUND BALANCE:	24,295.03CR	594.21	207.05	24,087.98CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

	Trust Fund	7/28/2017 - 8/27/2017				
	Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance
701.701.200		<u>Unrestricted Funds</u>	15113.23		155.20	14,958.03
	Donations	Marvin Kamback	33.97		16.10	17.87
		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
		Ferrell	0.00	50.00		50.00
1023.2		<u>Professional Services</u>				
		book bags/earbuds/pens	87.87	18.00		105.87
701.701.232		<u>Office Supplies</u>				
		DVD cleaning	-602.36	20.00		-582.36
701.701.235		<u>Subscriptions/Publications</u>				
701.701.242		<u>Recreation Supplies</u>				
		Teget	2,362.09		262.71	2,099.38
		Summer Reading/Story Walk	1,195.01		22.00	1,173.01
		After School Program	173.85			173.85
		Parents' Night Out	389.57			389.57
		Teen Advisory Board	327.65			327.65
		Adult Craft Night	727.87		17.57	710.30
		Parade float	216.65			216.65
		1,000 Bks Before Kindg. (Friends)	72.75			72.75
		SDLA/Rural Conference	16.93		190.00	-173.07
		Cemetery Walk	100.00			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>	4,551.79	95.00		4,646.79
701.701.350		<u>Equipment</u>	0.00			0.00
		Total	27,771.16	183.00	663.58	27,290.58
				Monthly Interest (including year-end)		29.95
				Current Balance		\$27,320.53

		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	24,655.76	204,998.73	146,419.27	58	-----	
P-081117-110	PAYROLL INTERFACE	081117		12,387.87	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		12,267.89	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	3,189.75	27,912.31	31,786.69	46	----	
P-081117-110	PAYROLL INTERFACE	081117		1,437.50	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		1,752.25	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	2,072.84	17,340.72	14,136.28	55	-----	
P-081117-110	PAYROLL INTERFACE	081117		1,028.96	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		1,043.88	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,106.00	0.00	1,479.35	12,246.56	8,859.44	58	-----	
P-081117-110	PAYROLL INTERFACE	081117		743.27	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		736.08	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	4,984.40	39,876.24	42,501.76	48	----	
P-081117-110	PAYROLL INTERFACE	081117		2,492.20	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		2,492.20	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	21.43	660.32	343.68	65	-----	
P-081117-110	PAYROLL INTERFACE	081117		10.00	CODE-Y,PER#-1,FUND-	101			A
P-082517-139	PAYROLL INTERFACE	082517		11.43	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		549,743.00	0.00	36,403.53	303,034.88	246,708.12	55	-----	
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	3,640.65	20,778.86	17,221.14	54	-----	
M-080317-103	.13843 OVERDRIVE DIST	201707	Ferrell	2,825.65	OVERDRIVE EBOOKS			N	A
D-081417-079	06800 WAGE WORKS INC	060397	INV222274	20.00	FLEX SERVICE FEE	005311		P N	A
D-081417-102	07192 ZOOBEAN INC	060418	1231	795.00	PROFESSIONAL SERVICES	016555		P N	A
211	PUBLISHING	3,500.00	0.00	525.64	1,645.37	1,854.63	47	----	
D-081417-107	00499 PRESS DAKOTA MSTAR SOLUT	060361	2504	525.64	CLASSIFIED AD	016776		P N	A
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	335.07	3,235.17	4,764.83	40	----	
D-081417-102	07098 US BANK EQUIPMENT FINANC	060394	335905576	335.07	COPIER LEASE	016554		P N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	225.10	773.10	2,226.90	25 --	
M-080317-103	.15177 CONSOLIDATED BUSINESS	201707	Ferrell	149.10	SERVICE CALL - PHONES		N	A
D-081417-102	06570 AVERA HEART HOSPITAL OF	060264	7.31.17	76.00	AED UPDATE	016553	P M	A
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	220.80	983.68	4,016.32	19 -	
M-080317-103	.11793 WW GRAINGER	201707	Reifenrath	145.80	LIGHTS		N	A
D-081417-102	03306 HANSEN LOCKSMITHING	060317	52944	75.00	SERVICE CALL	016552	P N	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	232.60	1,014.49	1,485.51	40 ----	
M-080317-103	.11798 BAKER-TAYLOR	201707	Ferrell	18.69	POSTAGE		N	A
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	3.99	POSTAGE		N	A
M-080317-103	.14781 USPS PO 4698100078	201707	Schmidt	9.92	POSTAGE: BOOK CLUB BAG		N	A
M-080317-103	.12920 POSTAGE REFILL	201707	Ferrell	200.00	POSTAGE METER REFILL		N	A
232	OFFICE SUPPLIES	10,000.00	0.00	579.35	4,536.91	5,463.09	45 ----	
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	22.99	OFFICE SUPPLIES		N	A
M-080317-103	.13222 AMERICAN LIBRARY ASSN	201707	Ferrell	43.00	OFFICE SUPPLIES		N	A
M-080317-103	.15161 TARGET.COM *	201707	Ferrell	23.41	OFFICE SUPPLIES		N	A
M-080317-103	.12434 WAL-MART #1483	201707	Ferrell	21.71	OFFICE SUPPLIES		N	A
M-080317-103	.15161 TARGET.COM *	201707	Ferrell	17.67	OFFICE SUPPLIES		N	A
M-080317-103	.13320 WM SUPERCENTER #1483	201707	Ferrell	8.62	OFFICE SUPPLIES		N	A
M-080317-103	.12434 WAL-MART #1483	201707	Ferrell	11.82	OFFICE SUPPLIES		N	A
M-080317-103	.11787 DEMCO INC	201707	Ferrell	112.44	OFFICE SUPPLIES		N	A
M-080317-103	.12336 VISTAPR*VISTAPRINT.COM	201707	Johnson	12.48	BUSINESS CARDS		N	A
M-080317-103	.11774 QUILL CORPORATION	201707	Ferrell	154.77	OFFICE SUPPLIES		N	A
M-080317-103	.11774 QUILL CORPORATION	201707	Ferrell	16.09	OFFICE SUPPLIES		N	A
M-080317-103	.14377 KOPETSKYS ACE HDWE	201707	Ferrell	6.59	PHONE CORD		N	A
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	97.46	OFFICE SUPPLIES		N	A
M-080317-103	.13320 WM SUPERCENTER #1483	201707	Ferrell	30.30	OFFICE SUPPLIES		N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	0.00	5,671.80	3,828.20	59 -----	
236	JANITORIAL SUPPLIES	2,500.00	0.00	182.80	1,621.20	878.80	64 -----	
M-080317-103	.13320 WM SUPERCENTER #1483	201707	Ferrell	16.53	JANITORIAL SUPPLIES		N	A
M-080317-103	.11793 WW GRAINGER	201707	Reifenrath	166.27	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	2,500.00	0.00	23.66	804.21	1,695.79	32 ---	
M-080317-103	.12923 WAL-MART #3734	201707	Raiche	8.34	PROGRAM SUPPLIES		N	A
M-080317-103	.11840 WALGREENS #9806	201707	Raiche	3.99	PROGRAM SUPPLIES		N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-080317-103	.12923 WAL-MART #3734	201707	Raiche	11.33	PROGRAM SUPPLIES		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	80.00	383.00	617.00	38	---
M-080317-103	.15128 SD LIB ASSOCIATION	201707	Ferrell	80.00	SDLA DUES		N	A
263	TRAVEL EXPENSE	2,000.00	0.00	62.71	1,343.15	656.85	67	-----
M-080317-103	.11879 SF REGIONAL AIRPORT	201707	Ferrell	35.00	ALA TRAVEL EXPENSE		N	A
M-080317-103	.15126 RICOBENES	201707	Ferrell	7.71	ALA TRAVEL EXPENSE		N	A
M-080317-103	.15190 GIORDANOS RESTAURANT	201707	Ferrell	20.00	ALA TRAVEL EXPENSE		N	A
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	480.00	2,020.00	19	-
271	TELEPHONE	1,700.00	0.00	149.27	1,077.78	622.22	63	-----
P-081117-110	PAYROLL INTERFACE	081117		10.50	CODE-Y,PER#-1,FUND-	101		A
M-083117-111	06976 VAST BROADBAND	007098		100.48	PHONE BILL	003513	F N	A
M-083117-111	06976 VAST BROADBAND	007099		38.29	PHONE BILL	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	2,000.58	11,710.66	10,289.34	53	-----
D-081417-102	00455 NORTHWESTERN ENERGY	060355	7.31.17	2,000.58	ELECT-JULY	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,227.03	1,772.97	40	----
D-081417-102	00303 MIDAMERICAN ENERGY	060343	7.31.17	15.00	FUEL-JULY	002794	P N	A
274	WATER SERVICE	3,000.00	0.00	534.84	1,318.23	1,681.77	43	----
D-081417-102	00109 CITY UTILITIES	060287	7.31.17	534.84	WATER-WASTEWATER CHARGES	002793	P N	A
275	SEWER SERVICE	800.00	0.00	59.54	634.79	165.21	79	-----
D-081417-102	00109 CITY UTILITIES	060287	7.31.17	59.54	WATER-WASTEWATER CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	264.00	236.00	52	-----
J-083117-138	AUGUST JOURNAL ENTRIES	JE 263		32.00	DUMPSTER CHARGES-AUGUST			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	8,899.61	67,989.12	62,161.88	52	-----
	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	2,139.82	19,593.70	32,406.30	37	----
M-080317-103	.11798 BAKER-TAYLOR	201707	Ferrell	1,974.85	BOOKS		N	A
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	87.71	BOOKS		N	A

		ANNUAL	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REVISED BUDGET	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	CAPITAL OUTLAY								
340	BOOKS								
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	57.27	BOOKS		N		A
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	19.99	BOOK		N		A
342	AV - CAPITAL	13,000.00	0.00	905.37	5,362.84	7,637.16	41	----	
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	98.52	DVDS		N		A
M-080317-103	.12434 WAL-MART #1483	201707	Ferrell	79.80	DVDS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	35.99	AUDIOBOOK		N		A
M-080317-103	.13320 WM SUPERCENTER #1483	201707	Ferrell	42.88	DVDS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	36.00	CD BOOK		N		A
M-080317-103	.11802 AMAZON MKTPLACE PMTS	201707	Dobrovolny	90.54	CD'S & DVD'S		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	35.99	CD BOOK		N		A
M-080317-103	.12434 WAL-MART #1483	201707	Dobrovolny	45.88	DVDS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	35.99	CD BOOKS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	31.49	CD BOOKS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	35.99	CD BOOKS		N		A
M-080317-103	.12434 WAL-MART #1483	201707	Lippert	17.96	DVDS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	31.50	CD BOOKS		N		A
M-080317-103	.12434 WAL-MART #1483	201707	Dobrovolny	30.92	DVDS		N		A
M-080317-103	.14313 RECORDED BOOKS	201707	Dobrovolny	35.99	CD BOOK		N		A
D-081417-102	04785 MIDWEST TAPE	060345	226-402	219.93	AUDIO BOOKS	016558	P	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	3,045.19	25,082.51	86,417.49	22	--	
	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	48,348.33	396,106.51	395,287.49	50	-----	
TOTAL:	GENERAL FUND	791,394.00	0.00	48,348.33	396,106.51	395,287.49	50	-----	

Yankton Community Library
Director's Report
September 2017

Food for Fines

We collected 58 jars of peanut butter and jelly in August. We are currently accepting pancake mix and syrup with all donations going to the Contact Center.

Fall Preschool Programs

We are excited to return to more youth programming as we enter September! Afterschool activities start back up on September 7th with a Craft day. We are keeping the same time and format for those afterschool activities so it will start at 3:45 pm. The 2nd Thursday of the month will be LEGO club, the 3rd Thursday of the month will be Science Club with the Yankton County 4-H Extension Office, and the 4th Thursday of the month will be a movie. We are also continuing the afterschool Wii availability from 3:30-4:30 on Fridays.

We are also back to Story Time this month, with three weekly sessions beginning on September 11th. We have altered the schedule a bit and will now hold it Mondays at 5:30 pm and Tuesday/Thursdays at 10:30 am. Previously we had separated out toddler and preschool ages, but our one age system worked well in the summer, so we are continuing that into the fall. Additionally, we will be starting a new program on Wednesday mornings called "Stay & Play". This program will be at 10:30 am and will be in place of our least-attended story time morning session last fall. Instead of your traditional story time, we will have stations set up with activities that encourage exploration and interaction with caregivers. There's research that these kinds of activities build reading readiness skills and hope it will give some of our frequent story time attendees another program to check out at the library.

We are also starting back up with the TAB (Teen Advisory Board) meetings on September 11th, where they will start to plan their fall offerings.

New/Special Fall Programs

We've got a nice programming slate planned for this September and fall in general. The staff is hard at work planning a historic home tour on September 7th, Tolkien week from September 11-17, a new "Stitches in the Stacks" group for knitter/crafters to meet and work on projects in the company of other crafters, and eBook class, Banned Book Week activities, a monthly class movie series, and a Batman Day celebration. I am working on a poster outlining these activities to put up around the community and try to draw in new attendees. We are also creating Facebook events for these things and I'm trying to be better about emailing promotional information out through our MailChimp account.

Unplug, Unwind, Craft

September's Unplug, Unwind, Craft activity is DIY coasters out of ceramic tiles. The class will be held on September 19 at 6 pm.

Yankton Seed Library

The Seed Library will be meeting on September 12th at 1:00 & 6:30 pm. The master gardeners will be presenting and Kevin Heiman from Pheasants Forever will also be talking about pollinators and potential partnerships. October will be our last classes before our break in November/December. We are still waiting for the horticulture position at the Federal Prison Camp to be filled and are hoping it will be soon, but are also making some contingency plans with that still being unknown.

South Dakota Library Association Conference

SDLA will be September 27-29 in Chamberlain, SD. Linda Dobrovolny, Dana Schmidt, Amanda Raiche, and myself will be attending. We are looking forward to a great few days of programming there. Amanda has received a scholarship from SDLA to attend, so that is extra exciting.

Potential One Book Yankton

Michael Schumacher attended the last commission meeting during public appearances and asked the City/Library to help facilitate a community wide discussion and four week program on the book *Under Our Skin* by Benjamin Watson. He would like to see more discussions and community dialogue on race relations and sees this as an opportunity for the community. He is holding a meeting on September 11th with different entities to see how this would work. I am going to attend that meeting and see the library potentially providing some copies of the book to make available to the community.

Friends of the Library Update

The Friends are working on planning Gourmet Guys. The event will be October 7. Tickets are now on sale at the library.

Demco Software: Sign Up and Spaces

I've signed a contract with Demco Software for two products called Sign Up and Spaces. These programs will help us facilitate our meeting room calendar and our class sign up system. With more and more programming happening here, it's harder to do everything on paper. These systems will (hopefully) make things clearer for staff, will allow people to sign up from home, and will send out automated reminders to people signed up for our events.

Freegal & Beanstack

Freegal and Beanstack are both live! We have started marketing Freegal and it is seeing some usage, particularly on the streaming side. We are going to start promotion of Beanstack for the 1,000 Books Before Kindergarten in September.

Library Hours

The library is now back on our “regular” fall/winter hours as follows:

Monday – Thursday: 9 am – 8 pm

Friday – Saturday: 9 am – 5 pm

Sunday: 1 – 5 pm

October Meeting

Our next meeting is scheduled for October 11, 2017 at 5:30 p.m.

August Additions: 298

	Adult	YA	JR	Easy
Fiction	120	14	49	35
Nonfiction	25	3	8	6
DVD	22	-	10	-
Audiobooks	5	0	0	0
Music CD's	0	-	-	0
Book Club Bags	1	-	-	-
Professional	0	-	-	-
Total	173	17	67	41

August 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Teen Events				
Teen Escape Room	9-Aug	Various	16	
Total:			16	

Adult Programs	Date	Time	Num.
LifeServe Blood Drive	18-Aug	9:00 AM	16
Photography Basics	22-Aug	6:30 PM	20
Total:			36

Sensory Free Play	1-Aug	10:30 AM	3	1
	2-Aug	10:30 AM	5	2
	3-Aug	10:30 AM	0	0
	8-Aug	10:30 AM	0	0
	9-Aug	10:30 AM	4	2
	10-Aug	10:30 AM	0	0
	15-Aug	10:30 AM	0	0
	16-Aug	10:30 AM	0	0
	17-Aug	10:30 AM	1	1
	22-Aug	10:30 AM	0	0
	23-Aug	10:30 AM	1	1
	24-Aug	10:30 AM	0	0
	29-Aug	10:30 AM	2	1
	30-Aug	10:30 AM	0	0
31-Aug	10:30 AM	2	1	
Total:			18	9

Seed Library	Date	Time	Num.
Class	8-Aug	1:00 PM	19
Class	8-Aug	6:30 PM	12
Outreach	15-Aug	6:00 PM	19
Total:			50

Food for Fines		
Peanut Butter & Jelly	August 1-10	58

Book Clubs	
Reader's Anonymous	August 8
Overreader's Anonymous	August 10
Between the Lines	August 22

Eclipse Viewing Craft	16-Aug	2:00pm	9	6
Total:			9	6

August Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	9,000	7,890
Juvenile	3,921	3,748
Total	12,921	11,638

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	7,597	6,915
Juvenile	3,878	3,654
Total	11,475	10,569

Interlibrary Loan

	2017	2016
Requested	114	
Supplied	122	
Total	236	120

Electronic Collection Circulation

	2017	2016
OverDrive	1,100	935
One Click Digital	53	21
Zinio	14	19
IndieFlix	0	0
TumbleBooks	43	94
Total	1,210	1,069

Courier

	2017	2016
Total Incoming	315	279
Total Outgoing	324	245
Grand Total	639	524

Adult Outreach

	2017	2016
Locations	10	11
Patrons	40	39
Circulations	255	214

Daycare Outreach

	2017	2016
Locations	0	0
Patrons	0	
Circulations	0	

(On Summer Break)

Public Computer Use

	2017	2016
Uses	1,321	1,533
Hours	930.47	993.78

Meeting Room Use

	2017	2016
Library Uses	22	14
Library Hours	53.0	101.5
Non-Library Uses	15	9
Non-Library Hours	39.0	40.0

Study Room Use

	2017	2016
Uses	31	25
Hours	44.0	39.5

Notary

	2017	2016
Requests	8	8

Proctor

	2017	2016
Tests	17	10

Traffic

	2017	2016
Count	20,318	11,400

*2016 may include just east doors

Computer Assistance

	2017	2016
Patrons	344	

Genealogy Requests

	2017	2016
Patrons	2	
Hours	1.0	

Teacher Requests

	2017	2016
Patrons	2	0

Current Cards

	2017	2016
Resident	4,591	3,965
Non-Resident	232	208
Mount Marty	21	16
Teacher	81	75
Yankton County	922	816
Total	5,847	5,080

Yankton County

	Cards	Adults	Kids
New Cards	13	24	6
Renewals	28	53	24

Non-Resident

	Cards	Adults	Kids
New Cards	2	3	8
Renewals	13	34	16

Yankton Community Library • September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Pancake Mix & Syrup September 1-10		515 Walnut Street — 605-668-5275 http://library.cityofyankton.org — library@cityofyankton.org Find us on Facebook & Instagram (@yanktoncommunitylibrary) Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p			1	2 Friends Book Sale, 9:30 - 12:00
3 Library Closed	4 Library Closed	5 Sensory Free Play 10:30-11:30	6 Sensory Free Play 10:30-11:30	7 Sensory Free Play 10:30-11:30 Kid's Crafts, 3:45 p Historic Home Tour, 6 pm	8 Wii, 3:30	9 Kid's Art Club
10 Classic Movie Series: <i>Breakfast at Tiffany's</i> , 2 pm	11 Story Time, 5:30 p Tolkien Week: Reader's Theater, 6:15/6:35 TAB, 7 pm	12 Story Time 10:30a Readers Anon., 1p Seed Library Class 1/6:30 pm	13 Stay & Play, 10:30a Library Board Meeting, 5:30 pm Tolkien Week: Game Night, 5:30p	14 Story Time, 10:30a LEGO Club! 3:45 p Tolkien Week: The Long Awaited Party 5:30-7:30 pm	15 Wii, 3:30	16 Fellowship of the Ring, 9:15 am <i>The Two Towers</i> , 1p Teen Tech Tutors 1 pm
17 The Return of the King, 1:15 pm	18 Story Time, 5:30 p	19 Story Time, 10:30a Unplug, Unwind, Craft, 6 pm	20 Stay & Play, 10:30a	21 Story Time, 10:30 Science Club, 3:45p Stitches in the Stacks, 6 pm eBook class, 6:30p	22 Wii, 3:30	23
24 <i>Banned Books Week!</i> —>	25 Story Time, 5:30 p	26 Story Time, 10:30 Batman Day Celebration! 3:45p Between the Lines 5:30 pm	27 Stay & Play, 10:30a	28 Story Time, 10:30 <i>Movie</i> , 3:45 pm	29 Wii, 3:30	30

Yankton Community Library • October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Food for Fines October 1-10 <i>Soup & Crackers</i>	2 Story Time, 5:30 p TAB, 7 pm	3 Story Time, 10:30 Bob Ross Paintalong, 6p	4 Stay & Play, 10:30	5 Story Time, 10:30 Kid's Crafts, 3:45	6 Wii, 3:30	7 Friends Book Sale, 9:30 - 12:00 9th Annual Gourmet Guys
8 Classic Movie Series, 2pm	9 Story Time, 5:30 p	10 Story Time, 10:30 Reader's Anon., 1p Seed Library Class 1/6:30 pm	11 Stay & Play, 10:30	12 Story Time, 10:30 LEGO Club! 3:45 One Book SD: Kitchens of the Great Midwest, 6:30 pm	13 Wii, 3:30	14 Kid's Art Club
15	16 Story Time, 5:30 p Jane Austen Week	17 Story Time, 10:30 Unplug, Unwind, Craft, 6 pm	18 Stay & Play, 10:30 Jane Austen Week	19 Story Time, 10:30 Science Club, 3:45p Stitches in the Stacks, 6 pm Jane Austen Week	20 LifeServe Blood Drive, 9a-1p Wii, 3:30	21
22	23 Story Time, 5:30 p	24 Story Time, 10:30 Between the Lines 5:30 pm Cut the Cord class 6 pm	25 Stay & Play, 10:30	26 Friends Book Sale Story Time, 10:30 <i>Movie</i> , 3:45 pm	27 Friends Book Sale Wii, 3:30	28 Friends Book Sale
29	30 Story Time, 5:30 p	31 Halloween Story Time, 10:30	Yankton Community Library—515 Walnut Street 605-668-5275 — http://library.cityofyankton.org — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p Find us on Facebook & Instagram (@yanktoncommunitylibrary)			