

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, January 10, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of December 13, 2017 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- 2018 Holiday/Closures
- Unattended Children's Policy

New Business

Other Business

Adjourn until February 14, 2018

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

**Yankton Community Library
Holiday Calendar & Board Schedule 2018**

Date	Holiday	Closing
Monday, January 1	New Year's Day	All Day
Monday, January 15	Martin Luther King Jr. Day	All Day
Monday, February 19	Presidents' Day	All Day
Sunday, April 1	Easter	All Day
Summer Hours begin May 27, 2018		
Sunday, May 27 Monday, May 28	Memorial Day	All Day
Wednesday, July 4	Independence Day	5 pm on 7/3
Saturday, August 18	Riverboat Days	All Day
Monday, September 3	Labor Day	All Day
Winter Hours resume September 4, 2018		
Sunday, November 11 Monday, November 12	Veterans Day	All Day
Thursday, November 22 Friday, November 23	Thanksgiving	5 pm on 11/21
Monday, December 24 Tuesday, December 25	Christmas	All Day
Monday, December 31	New Year's Eve	5 pm on 12/31

Staff has two additional personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

Yankton Community Library Board of Trustees 2018 Meeting Schedule

(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

January 10	July 11
February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12

Adopted by the Yankton Community Library Board on December 13, 2017.

Unattended Children Policy

The Yankton Community Library encourages visits by children, and wants their visits to be memorable and enjoyable.

“Unattended” means that the parent or responsible person is not in close proximity to the child. Parents are responsible for their children’s behavior in the library. **Library staff cannot and will not assume responsibility for the care of unsupervised children.**

It is the policy of the library that all children **under six years old** must be in the company of a parent or responsible person who is **twelve years of age** or older while in the library.

~~If a child aged **under six years old** is attending a Library program, a parent or responsible person must remain in the library until the conclusion of the program.~~

If a child is left unattended in the Library, the staff will attempt to locate their parent/care provider. If a parent/care provider is in the Library, they will be informed of the Library’s policy concerning unattended children.

If a parent/care provider is not found in the Library, staff will attempt to locate the parent using library card registration. A parent, when contacted, will be informed of the Library’s policy concerning unattended children.

Fifteen minutes before closing time, Library staff will remind young people to contact a parent/responsible person for a ride home. For the safety of the child, the staff will not leave a child outside to wait on a ride.

If a parent/responsible person cannot be reached or does not arrive within fifteen minutes past closing time, the police may be called to escort the child home or keep the child until parents can be reached. The Library staff is not permitted to give an unattended child a ride home.

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

Regular Meeting, December 13, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Tonja Koenigs, Tony Maibaum, Amy Nelson, Christine Tielke; library director Tonya Olson Ferrell and assistant library director Linda Dobrovlny.

Absent with regrets: David Koerner, Todd Woods.

Minutes:

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

Discussion of Bills and Financial Report:

Olson Ferrell reported that the library is currently spending the last of the budget. The final order of books has been purchased for 2017 and Youth Services Librarian Amanda Raiche is implementing some new ideas such as circulating activity boxes for teens with some of the programming budget that is remaining.

Communications and Correspondence:

The library is currently receiving lots of nice holiday cards, including one from a woman who thanked the library for helping her reading ability improve after a stroke. An older gentleman expressed great thanks for a holiday card the library had sent him. There was a story in the Press and Dakotan today about the Library going fine free and we've been receiving lots of nice comments about that as well.

Public Comment Period: None.

Director's Report:

Olson Ferrell reported on the process of new south doors. Ron's Auto Glass had been working on them for a week or so and they are now finished and we are very happy with them. There was some unexpected construction work when it was found that the old headers had been done incorrectly, but it was fixed and the cost was minimal. We also received new computers last week and that's going well, save a few printing issues that the library is working through with the IT department. With the training happening at this meeting, Olson Ferrell reported that our accreditation application is complete and will be submitted ahead of Friday's deadline.

Old Business

- Agreement for the Provision of Library Services 2018
- Strategic Plan
- Technology Plan

- Marketing Plan
- Damaged Items Policy
- Circulation Policy
- Privacy of Patron Records Policy

New Business

- 2018 Holiday/Closures
 - Olson Ferrell presented a list of potential closures for the upcoming year. We're proposing the same closures as last year plus the addition of Martin Luther King, Jr. Day for a staff inservice/training day including general staff training and active shooter training with Lt. Mike Burgeson of the Yankton Police Department. City Manager Amy Nelson had suggested such a training when Olson Ferrell started last year as we've had a lot of new staff who have not gone through it. There was a motion by Koenigs, with a second by Nelson, to approve the suggested 2018 Holiday/Closures, pending City Manager approval on the January 15 training date; unanimous approval.
- Unattended Children's Policy
 - Olson Ferrell reported that the library does not currently have an Unattended Children's Policy. Brookings Public Library shared their version and Olson Ferrell asked for input from the board on the specific ages mentioned in that policy. While Brookings requires children to be at least 7 years old to be in the library unaccompanied, Olson Ferrell and Dobrovolny have discussed it with YCL staff and are concerned we would be turning away some 6 year olds who currently visit the library by themselves. The library has a handful of these young visitors and we wouldn't want to turn them out on the streets; we haven't had issues with them. Brookings also requires chaperones to be at least 14 years of age. As babysitters are frequently 12 years old, Olson Ferrell suggested we use this age and the board agreed. Koenigs suggests adding a line highlighting that libraries do not take responsibility for children, even when they are left at the library alone. Olson Ferrell will make these suggested changes and bring the policy back to the board next month.

Other Business

- New State Library databases overview & discussion
 - Olson Ferrell demonstrated two new State Library databases, BookFlix and Pronunciator, as well as going over how to access and use the State Library database list in general and the board discussed.
- Syndetics Unbound presentation
 - Dobrovolny presented a new feature in the library catalog that includes features such as series lists, related titles, and more; the board discussed.

Adjourn until January 10, 2018:

Motion by Nelson to adjourn with second by Koenigs. Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director

**Yankton Community Library
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It is the policy of the library that all children ~~seven~~ years of age and under must be in the company of a parent or responsible person who is ~~fourteen~~ or older while in the library.

If a child aged ~~seven~~ or under is attending a Library program, a parent or responsible person must remain in the library until the conclusion of the program.

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The Library staff is not permitted to give an unattended child a ride home.

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
@FY@ WATER-WW CHARGES	160.81	WATER SERVICE	101.142.274	12.21.17	002793 P	320 00001
@FY@ WATER-WW CHARGES	138.83	SEWER SERVICE	101.142.275	12.21.17	002793 P	320 00002
	299.64	*VENDOR TOTAL				
FERRELL/TONYA						
@FY@ CANVA ACCOUNT	119.40	PUBLISHING	101.142.211	12.27.17	016581 P	320 00003
MIDAMERICAN ENERGY						
@FY@ FUEL-DEC	279.80	FUEL-HEATING	101.142.273	12.22.17	002794 P	320 00005
MIDWEST TAPE						
@FY@ AUDIO BOOKS	129.96	AV - CAPITAL	101.142.342	68-48-27	016579 P	320 00006
MOUNT MARTY COLLEGE LIBR						
@FY@ BOOKS	120.00	BOOKS	101.142.340	12.21.17	016578 P	320 00004
NORTHWESTERN ENERGY						
@FY@ ELECT-DEC	1,510.79	ELECTRICITY	101.142.272	12.21.17	002795 P	320 00007
US BANK EQUIPMENT FINANC						
@FY@ COPIER LEASE	298.92	RENTALS & XEROX SUPPLIES	101.142.212	346977945	016580 P	320 00009
	2,758.51				
GENERAL FUND	2,758.51	*****				

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					
PHEASANTLAND INDUSTRIES @FY@ SEED LIBRARY SHIRTS	474.00	RECREATION SUPPLIES	701.701.242	106458	016577	P 320 00008
	474.00				
LIBRARY TRUST	474.00	*****				

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:	3,232.51					

RECORDS PRINTED - 000009

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					
ADOBE						
CREATIVE CLOUD	255.47	PUBLISHING	101.142.211	Ferrell		336 00256
AMAZON MKTPLACE PMTS						
DVD RETURN	40.45CR	AV - CAPITAL	101.142.342	Dobrovolny		336 00010
OFFICE SUPPLIES	28.52	OFFICE SUPPLIES	101.142.232	Dobrovolny		336 00040
PROGRAM SUPPLIES	247.54	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00077
DVD'S	56.92	AV - CAPITAL	101.142.342	Dobrovolny		336 00078
HANDHELD BARCODE READERS	425.00	REP. & MAINT. - EQUIPMEN	101.142.221	Dobrovolny		336 00079
BOOK	14.86	BOOKS	101.142.340	Dobrovolny		336 00080
OFFICE SUPPLIES	19.34	OFFICE SUPPLIES	101.142.232	Dobrovolny		336 00081
PROGRAM SUPPLIES	51.96	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00107
PROGRAM SUPPLIES	3.59	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00135
PROGRAM SUPPLIES	64.13	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00177
OFFICE SUPPLIES	43.32	OFFICE SUPPLIES	101.142.232	Dobrovolny		336 00178
BOOKS	22.90	BOOKS	101.142.340	Dobrovolny		336 00179
PROGRAM SUPPLIES	113.73	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00186
OFFICE SUPPLIES	8.56	OFFICE SUPPLIES	101.142.232	Dobrovolny		336 00206
DVD'S	92.17	AV - CAPITAL	101.142.342	Dobrovolny		336 00224
PROGRAM SUPPLIES	69.02	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00225
BOOKS	106.94	BOOKS	101.142.340	Dobrovolny		336 00226
DVD	40.45	AV - CAPITAL	101.142.342	Dobrovolny		336 00275
	1,368.50	*VENDOR TOTAL				
AMAZON.COM						
DVD'S	53.30	AV - CAPITAL	101.142.342	Dobrovolny		336 00052
PROGRAM SUPPLIES	42.70	PROGRAM SUPPLIES	101.142.242	Dobrovolny		336 00105
EQUIPMENT	29.98	REP. & MAINT. - EQUIPMEN	101.142.221	Dobrovolny		336 00106
TEEN READ WEEK PRIZE	10.00	PROGRAM SUPPLIES	101.142.242	Raiche		336 00244
	135.98	*VENDOR TOTAL				
BROWNDOGGADGETS						
PROGRAM SUPPLIES	108.37	PROGRAM SUPPLIES	101.142.242	Raiche		336 00321
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	275.64	BOOKS	101.142.340	Ferrell		336 00140
FACEBK P9M7SEWBP2						
BOOST AD	25.00	PUBLISHING	101.142.211	Ferrell		336 00091
GAN*1150DESMOINEREGCIR						
DES MOINES REGISTER SUBX	461.78	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		336 00062
HY VEE 1899						
PROGRAMMING	22.95	PROGRAM SUPPLIES	101.142.242	Raiche		336 00240

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					
KOPETSKYS ACE HDWE LIGHT BULB	6.99	REP. & MAINT. - BUILDING	101.142.223	Lippert		336 00324
NORFOLK DAILY NEWS NORFOLK SUBSCRIPTION	257.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		336 00070
OLSONS PEST TECHNICIAN PREVENTATIVE TREATMENT	325.00	REP. & MAINT. - BUILDING	101.142.223	Ferrell		336 00013
INSPECTION	100.00	REP. & MAINT. - BUILDING	101.142.223	Ferrell		336 00136
	425.00	*VENDOR TOTAL				
OTC BRANDS, INC. PROGRAMMING	27.96	PROGRAM SUPPLIES	101.142.242	Raiche		336 00149
PBI*LEASEDEQUIPMENT POSTAGE METER LEASE	122.00	POSTAGE	101.142.231	Ferrell		336 00132
PRANDOMHOUSE8007333000 AUDIOBOOK	33.75	AV - CAPITAL	101.142.342	Ferrell		336 00167
RECORDED BOOKS AUDIOBOOKS	69.99	AV - CAPITAL	101.142.342	Ferrell		336 00090
AUDIOBOOKS	79.99	AV - CAPITAL	101.142.342	Ferrell		336 00092
AUDIOBOOKS	389.94	AV - CAPITAL	101.142.342	Ferrell		336 00093
	539.92	*VENDOR TOTAL				
TCD*GALE LARGE PRINT BOOKS	400.80	BOOKS	101.142.340	Dobrovolny		336 00125
TECHSOUP ADOBE SUBSCRIPTION	5.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		336 00420
THE STAR TRIBUNE CIRCU STAR TRIBUNE SUBSCRIPTN	131.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		336 00115
THOMSON WEST*TCD SD CODIFIED LAW BOOKS	64.58	BOOKS	101.142.340	Ferrell		336 00011
UNITED NASA TRAINING	682.01	TRAVEL EXPENSE	101.142.263	Raiche		336 00029
WAL-MART #1483 PROGRAM SUPPLIES	23.82	PROGRAM SUPPLIES	101.142.242	Sobocinski		336 00335

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 #3734						
PROGRAMMING	6.97	PROGRAM SUPPLIES	101.142.242	Raiche		336 00170
PROGRAM SUPPLIES	25.54	PROGRAM SUPPLIES	101.142.242	Raiche		336 00251
PROGRAMMING	6.89	PROGRAM SUPPLIES	101.142.242	Raiche		336 00348
	39.40	*VENDOR TOTAL				
WM SUPERCENTER #1483						
DVDS	49.92	AV - CAPITAL	101.142.342	Dobrovolny		336 00192
SANITIZER	3.96	OFFICE SUPPLIES	101.142.232	Dobrovolny		336 00193
DVDS	32.92	AV - CAPITAL	101.142.342	Ferrell		336 00072
FIRST LADY PROGRAM	14.48	PROGRAM SUPPLIES	101.142.242	Ferrell		336 00088
OFFICE SUPPLIES	32.82	OFFICE SUPPLIES	101.142.232	Ferrell		336 00440
DVDS	36.92	AV - CAPITAL	101.142.342	Ferrell		336 00441
DVDS	29.92	AV - CAPITAL	101.142.342	Ferrell		336 00446
DVDS	45.88	AV - CAPITAL	101.142.342	Lippert		336 00312
OUTREACH PROGRAM	4.00	PROGRAM SUPPLIES	101.142.242	Sobocinski		336 00330
	250.82	*VENDOR TOTAL				
WORLD BOOK SCHOOL & LI						
BOOK SETS	189.00	BOOKS	101.142.340	Raiche		336 00202
WW GRAINGER						
JANITOR SUPPLIES	127.55	JANITORIAL SUPPLIES	101.142.236	Reifenrath		336 00213
JANITORIAL SUPPLIES	156.39	JANITORIAL SUPPLIES	101.142.236	Reifenrath		336 00233
JANITOR SUPPLIES	149.80	JANITORIAL SUPPLIES	101.142.236	Reifenrath		336 00416
	433.74	*VENDOR TOTAL				
ZORO TOOLS INC						
VACUUM BELT	18.24	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		336 00103
	6,305.67				

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						
SEED LIBRARY SUPPLIES	20.37	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00017
SEED LIBRARY SUPPLIES	6.79	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00022
SEED LIBRARY SUPPLIES	7.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00027
SEED LIBRARY SUPPLIES	12.49	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00035
SEED LIBRARY SUPPLIES	79.06	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00039
CRAFT NIGHT PROGRAM	71.94	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00278
	198.64	*VENDOR TOTAL				
CAFE BRULE & CAKES BY STAFF APPRECIATION	35.00	RECREATION SUPPLIES	701.701.242	Raiche		336 00172
CASEYS GEN STORE 2268 STAFF APPRECIATION	7.49	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00343
DELIGHT DONUTS STAFF APPRECIATION	8.60	RECREATION SUPPLIES	701.701.242	Ferrell		336 00145
HY VEE 1899 STAFF APPRECIATION	24.28	RECREATION SUPPLIES	701.701.242	Schmidt		336 00198
STK*SHUTTERSTOCK, INC. SEED LIBRARY BROCHURE	49.00	RECREATION SUPPLIES	701.701.242	Lippert		336 00157
WAL-MART #3734 STAFF APPRECIATION	45.47	RECREATION SUPPLIES	701.701.242	Raiche		336 00171
WM SUPERCENTER #1483 STAFF APPRECIATION	24.85	RECREATION SUPPLIES	701.701.242	Dobrovolny		336 00194
STAFF APPRECIATION	31.05	RECREATION SUPPLIES	701.701.242	Ferrell		336 00447
	55.90	*VENDOR TOTAL				
	424.38				
LIBRARY TRUST	424.38	*****				

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

DATE APPROVED BY
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	ADOPTED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REVISIONS BUDGET AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	24,000.00	0.00	100 -----
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	235.00	6,400.00	400.00	94 -----
3452 LIBRARY A.V. FEES	400.00	400.00	9.80	577.20	177.20-	144 -----]]]]
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	4.80	8.72-	18.72	87 -----
3454 SALE OF WITHDRAWN ITEMS	300.00	300.00	1.20	124.54	175.46	41 ----
3455 OTHER-LIBRARY REVENUES	1,700.00	1,700.00	78.40	1,550.75	149.25	91 -----
3456 PC PRINTING	7,000.00	7,000.00	1,003.90	6,471.95	528.05	92 -----
3490 SALE OF MATERIALS	0.00	0.00	0.00	151.00	151.00-	9999 -----]]]]
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	345.65	5,410.39	3,410.39-	270 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0
3510 COURT FINES	5,000.00	5,000.00	84.50	2,543.67	2,456.33	50 ----
3511 PARKING FINES	6,500.00	6,500.00	160.00	2,635.00	3,865.00	40 ----
3520 LIBRARY FINES	3,000.00	3,000.00	79.80	2,069.84	930.16	68 -----
3610 INTEREST	16,500.00	16,500.00	9,794.61	48,302.34	31,802.34-	292 -----]]]]
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	8,566.00	28,566.00	18,566.00-	285 -----]]]]
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	648.60	13,933.84	9,933.84-	348 -----]]]]
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	65.00	6,090.99	3,090.99-	203 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	64.91	1,537.72	37.72-	102 -----
TOTAL: GENERAL FUND	91,710.00	91,710.00	21,142.17	150,356.51	58,646.51-	186 -----]]]]

	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	60.94	312.25	312.25-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,201.05	11,806.02	11,806.02-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,261.99	12,118.27	12,118.27-	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	37,163.64	316,489.68	34,928.32	90 -----
102 TEMPORARY WAGES	59,699.00	0.00	4,353.88	43,802.06	15,896.94	73 -----
103 OVERTIME WAGES	350.00	0.00	15.32	65.67	284.33	18 -
111 OASI	31,477.00	0.00	3,119.77	26,860.80	4,616.20	85 -----
121 RETIREMENT	21,106.00	0.00	2,230.73	18,939.96	2,166.04	89 -----
131 WORKMENS COMPENSATION	2,311.00	0.00	0.00	1,246.00	1,065.00	53 -----
132 GROUP INSURANCE	82,378.00	0.00	4,447.94	59,277.39	23,100.61	71 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	19.57	739.13	264.87	73 -----
TOTAL: PERSONAL SERVICES	549,743.00	0.00	51,350.85	467,420.69	82,322.31	85 -----
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	1,677.92	35,801.75	2,198.25	94 -----
211 PUBLISHING	3,500.00	0.00	692.87	2,338.24	1,161.76	66 -----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	447.43	4,772.37	3,227.63	59 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	847.39	3,841.45	841.45-	128 -----]]
223 REP. & MAINT. - BUILDINGS	5,000.00	0.00	730.95	2,752.02	2,247.98	55 -----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	441.20	1,913.63	586.37	76 -----
232 OFFICE SUPPLIES	10,000.00	0.00	275.08	9,727.74	272.26	97 -----
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	740.73	8,497.61	1,002.39	89 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	645.67	2,760.16	260.16-	110 -----]]
242 PROGRAM SUPPLIES	2,500.00	0.00	1,026.13	2,292.93	207.07	91 -----
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	0.00	483.00	517.00	48 ----
263 TRAVEL EXPENSE	2,000.00	0.00	633.86	2,717.88	717.88-	135 -----]]]
265 CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,050.00	1,450.00	42 ----
271 TELEPHONE	1,700.00	0.00	147.50	1,630.73	69.27	95 -----
272 ELECTRICITY	22,000.00	0.00	1,516.67	19,043.23	2,956.77	86 -----
273 FUEL-HEATING	3,000.00	0.00	195.96	1,469.62	1,530.38	48 ----
274 WATER SERVICE	3,000.00	0.00	99.76	2,666.74	333.26	88 -----
275 SEWER SERVICE	800.00	0.00	74.26	882.08	82.08-	110 -----]]
276 LANDFILL	500.00	0.00	32.00	400.00	100.00	80 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	130,151.00	0.00	10,225.38	113,526.87	16,624.13	87 -----
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	12,138.76	41,685.29	10,314.71	80 -----
342 AV - CAPITAL	13,000.00	0.00	1,526.86	11,188.71	1,811.29	86 -----
350 EQUIPMENT	1,500.00	0.00	0.00	785.53	714.47	52 ----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH DEC 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	13,665.62	53,659.53	57,840.47	48 ----
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	75,241.85	634,607.09	156,786.91	80 -----
TOTAL: GENERAL FUND	791,394.00	0.00	75,241.85	634,607.09	156,786.91	80 -----

	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	175.40	175.40- 9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00 0	
242 RECREATION SUPPLIES	0.00	0.00	1,357.18	8,132.82	8,132.82- 9999	-----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,357.18	8,328.22	8,328.22- 9999	-----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	41.22	506.32	506.32- 9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	30.00	30.00- 9999	-----]]]]
350 EQUIPMENT	0.00	0.00	0.00	1,003.99	1,003.99- 9999	-----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	41.22	1,540.31	1,540.31- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,398.40	9,868.53	9,868.53- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,398.40	9,868.53	9,868.53- 9999	-----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	24,295.03	287.97	1,210.98	25,506.01
	24,295.03	287.97	1,210.98	25,506.01
	24,295.03	287.97	1,210.98	25,506.01

LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	1,463.14CR	0.00	1,463.14	0.00
	1,463.14CR	0.00	1,463.14	0.00
	1,463.14CR	0.00	1,463.14	0.00

FUND BALANCE:				
701.2511	22,831.89CR	0.00	0.00	22,831.89CR
701.2900	0.00	1,261.99CR	12,118.27CR	12,118.27CR
701.2910	0.00	974.02	9,444.15	9,444.15
	22,831.89CR	287.97CR	2,674.12CR	25,506.01CR
	24,295.03CR	287.97CR	1,210.98CR	25,506.01CR
	0.00	0.00	0.00	0.00

		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	37,163.64	316,489.68	34,928.32	90	-----
P-120117-300	PAYROLL INTERFACE	120117		12,387.87	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		12,387.88	CODE-Y,PER#-2,FUND-	101		A
P-122917-321	PAYROLL INTERFACE	122917		12,387.89	CODE-Y,PER#-3,FUND-	101		A
102	TEMPORARY WAGES	59,699.00	0.00	4,353.88	43,802.06	15,896.94	73	-----
P-120117-300	PAYROLL INTERFACE	120117		1,121.75	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		1,296.75	CODE-Y,PER#-2,FUND-	101		A
P-122917-321	PAYROLL INTERFACE	122917		1,935.38	CODE-Y,PER#-3,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	15.32	65.67	284.33	18	-
P-121517-301	PAYROLL INTERFACE	121517		15.32	CODE-Y,PER#-2,FUND-	101		A
111	OASI	31,477.00	0.00	3,119.77	26,860.80	4,616.20	85	-----
P-120117-300	PAYROLL INTERFACE	120117		1,004.73	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		1,019.30	CODE-Y,PER#-2,FUND-	101		A
P-122917-321	PAYROLL INTERFACE	122917		1,095.74	CODE-Y,PER#-3,FUND-	101		A
121	RETIREMENT	21,106.00	0.00	2,230.73	18,939.96	2,166.04	89	-----
P-120117-300	PAYROLL INTERFACE	120117		743.27	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		744.19	CODE-Y,PER#-2,FUND-	101		A
P-122917-321	PAYROLL INTERFACE	122917		743.27	CODE-Y,PER#-3,FUND-	101		A
131	WORKMENS COMPENSATION	2,311.00	0.00	0.00	1,246.00	1,065.00	53	-----
132	GROUP INSURANCE	82,378.00	0.00	4,447.94	59,277.39	23,100.61	71	-----
P-120117-300	PAYROLL INTERFACE	120117		2,223.97	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		2,223.97	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	19.57	739.13	264.87	73	-----
P-120117-300	PAYROLL INTERFACE	120117		5.04	CODE-Y,PER#-1,FUND-	101		A
P-121517-301	PAYROLL INTERFACE	121517		5.83	CODE-Y,PER#-2,FUND-	101		A
P-122917-321	PAYROLL INTERFACE	122917		8.70	CODE-Y,PER#-3,FUND-	101		A
TOTAL:	PERSONAL SERVICES	549,743.00	0.00	51,350.85	467,420.69	82,322.31	85	-----
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	1,677.92	35,801.75	2,198.25	94	-----
M-120417-283	.13843 OVERDRIVE DIST	201711	Ferrell	627.87	EBOOKS		N	A
M-120417-283	.13843 OVERDRIVE DIST	201711	Ferrell	890.05	EBOOKS		N	A
D-121117-261	06800 WAGE WORKS INC	060935	385709	20.00	FLEX SERVICE FEE	005311	P N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES							
D-122217-305	06800 WAGE WORKS INC	061012	385709	20.00	FLEX SERVICE FEE	005311	P N	A
D-122217-305	00707 YANKTON MEDICAL CLINIC	061016	4274	120.00	DRUG/ALCOHOL TESTING	016791	P M	A
211	PUBLISHING	3,500.00	0.00	692.87	2,338.24	1,161.76	66	-----
D-122217-305	00499 PRESS DAKOTA MSTAR SOLUT	060997	2504	412.40	CLASSIFIED AD	016788	P N	A
M-122917-336	.15340 FACEBK P9M7SEWBP2	201712	Ferrell	25.00	BOOST AD		N	D
M-122917-336	.15351 ADOBE	201712	Ferrell	255.47	CREATIVE CLOUD		N	D
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	447.43	4,772.37	3,227.63	59	-----
D-121117-272	07107 US BANK EQUIPMENT FINANC	060933	344759675	322.63	COPIER CONTRACT	016574	P N	A
J-123117-298	DECEMBER JOURNAL ENTRIES	JE	367	124.80	LIBRARY COPY PAPER CHGS			A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	847.39	3,841.45	841.45-	128	-----]]
M-120417-283	.14654 ONE OFFICE SOLUTION	201711	Ferrell	299.89	CASH REGISTER		N	A
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	26.19	TOOLS		N	A
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	16.24	VACUUM REPAIR SUPPLIES		N	A
M-120417-283	.15332 A-Z VACUUMBAGS.COM LLC	201711	Reifenrath	31.85	VACUUM REPAIR SUPPLIES		N	A
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	425.00	HANDHELD BARCODE READERS		N	D
M-122917-336	.12337 ZORO TOOLS INC	201712	Reifenrath	18.24	VACUUM BELT		N	D
M-122917-336	.11811 AMAZON.COM	201712	Dobrovolny	29.98	EQUIPMENT		N	D
223	REP. & MAINT. - BUILDINGS	5,000.00	0.00	730.95	2,752.02	2,247.98	55	-----
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	21.75-	CREDIT FOR BROKEN LIGHTS		N	A
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	45.69	LIGHTS		N	A
M-120417-283	.14377 KOPETSKYS ACE HDWE	201711	Miles	34.99	USA FLAG		N	A
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	48.70	LIGHTS		N	A
D-121117-272	00315 MERKEL ELECTRIC	060891	7365	87.63	SERVICE CALL	016576	P M	A
D-121117-272	03101 RON'S AUTO GLASS REPAIR	060913	82092	103.70	DOOR REPAIRS	016575	P N	A
M-122917-336	.14274 OLSONS PEST TECHNICIAN	201712	Ferrell	325.00	PREVENTATIVE TREATMENT		N	D
M-122917-336	.14274 OLSONS PEST TECHNICIAN	201712	Ferrell	100.00	INSPECTION		N	D
M-122917-336	.14377 KOPETSKYS ACE HDWE	201712	Lippert	6.99	LIGHT BULB		N	D
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	441.20	1,913.63	586.37	76	-----
M-120417-283	.12920 POSTAGE REFILL	201711	Ferrell	200.00	POSTAGE REFILL		N	A
M-120417-283	.11788 HY VEE 1899	201711	Schmidt	29.40	STAMPS		N	A
M-120417-283	.11798 BAKER-TAYLOR	201711	Ferrell	89.80	POSTAGE		N	A
M-122917-336	.13361 PBI*LEASEDEQUIPMENT	201712	Ferrell	122.00	POSTAGE METER LEASE		N	D
232	OFFICE SUPPLIES	10,000.00	0.00	275.08	9,727.74	272.26	97	-----
M-120417-283	.12434 WAL-MART #1483	201711	Sobocinski	7.88	PLANNER		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	FILE
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
232	OFFICE SUPPLIES							
M-120417-283	.11787 DEMCO INC	201711	Ferrell	130.68	BOOK TAPE		N	A
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	28.52	OFFICE SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	19.34	OFFICE SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	43.32	OFFICE SUPPLIES		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Dobrovolny	3.96	SANITIZER		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	8.56	OFFICE SUPPLIES		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Ferrell	32.82	OFFICE SUPPLIES		N	D
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	740.73	8,497.61	1,002.39	89	-----
R-122217-318	JD POWER AND ASSOCIATES	077434		115.00	SUBSCRIP REFUND LIBR			A
M-122917-336	.13743 GAN*1150DESMOINEREGCIR	201712	Ferrell	461.78	DES MOINES REGISTER SUBX		N	D
M-122917-336	.12387 NORFOLK DAILY NEWS	201712	Ferrell	257.00	NORFOLK SUBSCRIPTION		N	D
M-122917-336	.11824 THE STAR TRIBUNE CIRC	201712	Ferrell	131.95	STAR TRIBUNE SUBSCRIPTN		N	D
M-122917-336	.15368 TECHSOUP	201712	Ferrell	5.00	ADOBE SUBSCRIPTION		N	D
236	JANITORIAL SUPPLIES	2,500.00	0.00	645.67	2,760.16	260.16	110	-----]
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	96.79	JANITORIAL SUPPLIES		N	A
M-120417-283	.11793 WW GRAINGER	201711	Reifenrath	115.14	JANITORIAL SUPPLIES		N	A
M-122917-336	.11793 WW GRAINGER	201712	Reifenrath	127.55	JANITOR SUPPLIES		N	D
M-122917-336	.11793 WW GRAINGER	201712	Reifenrath	156.39	JANITORIAL SUPPLIES		N	D
M-122917-336	.11793 WW GRAINGER	201712	Reifenrath	149.80	JANITOR SUPPLIES		N	D
242	PROGRAM SUPPLIES	2,500.00	0.00	1,026.13	2,292.93	207.07	91	-----
M-120417-283	.11802 AMAZON MKTPLACE PMTS	201711	Raiche	11.19	STAY & PLAY SUPPLIES		N	A
M-120417-283	.15312 AMAZON MKTPLACE PMTS W	201711	Dobrovolny	25.98	PROGRAM SUPPLIES		N	A
M-120417-283	.12434 WAL-MART #1483	201711	Sobocinski	9.44	CLAY (ART NIGHT)		N	A
M-120417-283	.12686 HY VEE 1820	201711	Raiche	7.98	TEEN EVENT SUPPLIES		N	A
M-120417-283	.12434 WAL-MART #1483	201711	Raiche	39.81	PROGRAM SUPPLIES		N	A
M-120417-283	.14127 AMAZON.COM AMZN.COM/BI	201711	Dobrovolny	12.64	PROGRAM SUPPLIES		N	A
M-120417-283	.13320 WM SUPERCENTER #1483	201711	Ferrell	40.74	VETERAN'S PROGRAM		N	A
M-120417-283	.11788 HY VEE 1899	201711	Ferrell	18.75	VETERANS PROGRAM		N	A
M-120417-283	.11788 HY VEE 1899	201711	Ferrell	1.99	VETERANS PROGRAM		N	A
M-120417-283	.12923 WAL-MART #3734	201711	Raiche	13.96	PROGRAM SUPPLIES		N	A
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	247.54	PROGRAM SUPPLIES		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Ferrell	14.48	FIRST LADY PROGRAM		N	D
M-122917-336	.11811 AMAZON.COM	201712	Dobrovolny	42.70	PROGRAM SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	51.96	PROGRAM SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	3.59	PROGRAM SUPPLIES		N	D
M-122917-336	.14764 OTC BRANDS, INC.	201712	Raiche	27.96	PROGRAMMING		N	D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES							
M-122917-336	.12923 WAL-MART #3734	201712	Raiche	6.97	PROGRAMMING		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	64.13	PROGRAM SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	113.73	PROGRAM SUPPLIES		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	69.02	PROGRAM SUPPLIES		N	D
M-122917-336	.11788 HY VEE 1899	201712	Raiche	22.95	PROGRAMMING		N	D
M-122917-336	.11811 AMAZON.COM	201712	Raiche	10.00	TEEN READ WEEK PRIZE		N	D
M-122917-336	.12923 WAL-MART #3734	201712	Raiche	25.54	PROGRAM SUPPLIES		N	D
M-122917-336	.15353 BROWNDOGGADGETS	201712	Raiche	108.37	PROGRAM SUPPLIES		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Sobocinski	4.00	OUTREACH PROGRAM		N	D
M-122917-336	.12434 WAL-MART #1483	201712	Sobocinski	23.82	PROGRAM SUPPLIES		N	D
M-122917-336	.12923 WAL-MART #3734	201712	Raiche	6.89	PROGRAMMING		N	D
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	483.00	517.00	48	----
263	TRAVEL EXPENSE	2,000.00	0.00	633.86	2,717.88	717.88-	135	-----]]]
M-120417-283	.15138 GREYHOUND LINES CNP	201711	Ferrell	38.50-	REFUND		N	A
M-120417-283	.15138 GREYHOUND LINES CNP	201711	Ferrell	43.50-	REFUND		N	A
M-120417-283	.14586 SHELL OIL 12435361006	201711	Raiche	25.60	BROOKINGS SRP SHOWCASE		N	A
M-120417-283	.14202 JIMMY JOHNS - 926	201711	Raiche	8.25	BROOKINGS SRP SHOWCASE		N	A
M-122917-336	.11789 UNITED	201712	Raiche	682.01	NASA TRAINING		N	D
265	CONFERENCE & MEETINGS	2,500.00	0.00	0.00	1,050.00	1,450.00	42	----
271	TELEPHONE	1,700.00	0.00	147.50	1,630.73	69.27	95	-----
P-120117-300	PAYROLL INTERFACE	120117		10.50	CODE-Y,PER#-1,FUND-	101		A
M-123117-299	06976 VAST BROADBAND	007239		95.74	PHONE BILL	003513	F N	A
M-123117-299	06976 VAST BROADBAND	007245		41.26	PHONE BILL	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	1,516.67	19,043.23	2,956.77	86	-----
D-121117-272	00455 NORTHWESTERN ENERGY	060905	11.22.17	1,516.67	ELECT-NOV	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	195.96	1,469.62	1,530.38	48	----
D-121117-272	00303 MIDAMERICAN ENERGY	060893	11.22.17	195.96	FUEL-NOV	002794	P N	A
274	WATER SERVICE	3,000.00	0.00	99.76	2,666.74	333.26	88	-----
D-121117-272	00109 CITY UTILITIES	060852	11.22.17	99.76	WATER-WW CHARGES	002793	P N	A
275	SEWER SERVICE	800.00	0.00	74.26	882.08	82.08-	110	-----]
D-121117-272	00109 CITY UTILITIES	060852	11.22.17	74.26	WATER-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	400.00	100.00	80	-----
J-123117-298	DECEMBER JOURNAL ENTRIES JE 383			32.00	DUMPSTER CHGS - DEC			A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
277	RUBBLE	0.00	0.00	0.00	0.00		0	
TOTAL:	OTHER CURRENT EXPENDITURES	130,151.00	0.00	10,225.38	113,526.87	16,624.13	87	-----
	CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	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	12,138.76	41,685.29	10,314.71	80	-----
M-120417-283	.15312 AMAZON MKTPLACE PMTS W	201711	Dobrovolny	78.62	BOOKS		N	A
M-120417-283	.15316 MIDAMERICA BOOKS	201711	Raiche	22.20	BOOK PROCESSING		N	A
M-120417-283	.15316 MIDAMERICA BOOKS	201711	Raiche	1,021.60	BOOKS		N	A
M-120417-283	.14127 AMAZON.COM AMZN.COM/BI	201711	Dobrovolny	14.06	BOOKS		N	A
M-120417-283	.11798 BAKER-TAYLOR	201711	Ferrell	9,461.14	BOOKS		N	A
M-120417-283	.11802 AMAZON MKTPLACE PMTS	201711	Dobrovolny	109.55	BOOKS		N	A
D-121117-272	04785 MIDWEST TAPE	060897	696-191-762	356.87	AUDIOBOOKS	016573 P	N	A
M-122917-336	.13583 THOMSON WEST*TCD	201712	Ferrell	64.58	SD CODIFIED LAW BOOKS		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	14.86	BOOK		N	D
M-122917-336	.15343 TCD*GALE	201712	Dobrovolny	400.80	LARGE PRINT BOOKS		N	D
M-122917-336	.11785 CENTER POINT LARGE PRI	201712	Ferrell	275.64	LARGE PRINT BOOKS		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	22.90	BOOKS		N	D
M-122917-336	.14285 WORLD BOOK SCHOOL & LI	201712	Raiche	189.00	BOOK SETS		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	106.94	BOOKS		N	D
342	AV - CAPITAL	13,000.00	0.00	1,526.86	11,188.71	1,811.29	86	-----
M-120417-283	.15312 AMAZON MKTPLACE PMTS W	201711	Dobrovolny	52.74	DVDS		N	A
M-120417-283	.12434 WAL-MART #1483	201711	Raiche	17.96	DVDS		N	A
M-120417-283	.14127 AMAZON.COM AMZN.COM/BI	201711	Dobrovolny	27.95	DVDS		N	A
M-120417-283	.13936 PRANDOMHOUSE8007333000	201711	Ferrell	273.75	CD BOOKS		N	A
M-120417-283	.13320 WM SUPERCENTER #1483	201711	Ferrell	62.88	DVDS		N	A
M-120417-283	.11802 AMAZON MKTPLACE PMTS	201711	Dobrovolny	94.03	AV		N	A
M-120417-283	.12923 WAL-MART #3734	201711	Raiche	35.92	DVDS		N	A
M-120417-283	.11802 AMAZON MKTPLACE PMTS	201711	Dobrovolny	9.99	OVERCHARGE CORRECTION		N	A
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	40.45	DVD RETURN		N	D
M-122917-336	.11811 AMAZON.COM	201712	Dobrovolny	53.30	DVD'S		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Ferrell	32.92	DVDS		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	56.92	DVD'S		N	D
M-122917-336	.14313 RECORDED BOOKS	201712	Ferrell	69.99	AUDIOBOOKS		N	D
M-122917-336	.14313 RECORDED BOOKS	201712	Ferrell	79.99	AUDIOBOOKS		N	D
M-122917-336	.14313 RECORDED BOOKS	201712	Ferrell	389.94	AUDIOBOOKS		N	D
M-122917-336	.13936 PRANDOMHOUSE8007333000	201712	Ferrell	33.75	AUDIOBOOK		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Dobrovolny	49.92	DVDS		N	D
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	92.17	DVD'S		N	D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID VENDOR/CUSTOMER/EXPLANATION		REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	CAPITAL OUTLAY							
342	AV - CAPITAL							
M-122917-336	.11802 AMAZON MKTPLACE PMTS	201712	Dobrovolny	40.45	DVD		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Lippert	45.88	DVDS		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Ferrell	36.92	DVDS		N	D
M-122917-336	.13320 WM SUPERCENTER #1483	201712	Ferrell	29.92	DVDS		N	D
350	EQUIPMENT	1,500.00	0.00	0.00	785.53	714.47	52	-----
TOTAL:	CAPITAL OUTLAY	111,500.00	0.00	13,665.62	53,659.53	57,840.47	48	----
	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	75,241.85	634,607.09	156,786.91	80	-----
TOTAL:	GENERAL FUND	791,394.00	0.00	75,241.85	634,607.09	156,786.91	80	-----

Trust Fund	11/28/2017 - 12/27/2017					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	15064.81	71.45		15,136.26	
Donations	Town & Country Garden Club	22.56			22.56	
	Master Gardener's	299.48			299.48	
	Tech Club	607.00			607.00	
	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	
	Ferrell	28.91			28.91	
1023.2	<u>Professional Services</u>					
	book bags/earbuds/pens	186.87	25.00		211.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-619.00	12.00		-607.00	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	2,968.86		176.74	2,792.12	
	Summer Reading/Story Walk	1,173.01			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	767.42		71.94	695.48	
	Parade float	216.65			216.65	
	1,000 Bks Before Kindg. (Friends)	72.75			72.75	
	SDLA/Rural Conference	-428.27			-428.27	
	Cemetery Walk	100.00			100.00	
	Babysitting Clinic	0.00			0.00	
	Yankton Seed Library	173.84	610.00	649.70	134.14	
	NASA Programming Stipend	484.54			484.54	
	Vishay	0.00	300.00		300.00	
	Friends Donations	-125.00	125.00		0.00	
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>	4,748.29	57.60		4,805.89	
	Total	28,128.12	1,201.05	898.38	28,430.79	
				Monthly Interest (including year-end)	60.94	
				Current Balance	\$28,491.73	

Yankton Community Library
Director's Report
January 2018

Food for Fines / Sock Tree

We collected 190 pairs of socks throughout the month of December and they were dropped off at the Contact Center this week. We are currently collecting canned fruit through January 10.

Christmas Story Time with Mrs. Daugaard

Story Time with Mrs. Daugaard went very well. We had about 30 attendees and they all seemed very excited to be there. Several of them took pictures with her afterwards.

Youth Activities

Story Time is back in session starting January 8th for the Winter/Spring session through the end of April. We're also continuing with Stay & Play on Wednesday mornings. We've been seeing a variety of people at that depending on the week, so we're glad to be reaching a varied audience. Afterschool activities on Thursdays and Fridays are also back this month, as well as Kids Art Club, a passive activity on the second Saturday of each month where we provide art supplies for youth to utilize as they choose.

Homework Help

Amanda has been working with our Mount Marty student to start a Homework Help session. The Mount Marty student will facilitate this on Monday afternoons from 4-5:15 p.m. starting January 22nd. They started this a few weeks before the fall semester ended, so we are excited to have a big block of time to work with.

Seed Library

The Seed Library classes are also back this month on January 9th. We are sticking with the same format of classes at 1:00 p.m. and 6:30 p.m. on the second Tuesday of each month. They are planning for more hands-on classes this year. Brochures and pamphlets are printed. We purchased a discounted version of Adobe Creative Cloud for this project and will reassess next year whether we want to continue with it or use something like Publisher.

Teen Events

We've decided to shorten the teen events to one hour, beginning at 3 pm instead of 2 since we've been having a small crowd and activities haven't been lasting the whole time. This is when Teen Tech Tutors ends and since they usually land on the same day, there may be a change of recruiting some others to join in. January's event will be painting on the 20th.

Jumpstart

Amanda and Dana are hard at work planning for the annual Jumpstart training which will take place on February 16 in Yankton. There is also a "Train the Trainer" day in Pierre where each of the host sites gets ideas and supplies from the State Library, which Amanda and Dana will also attend (pending travel approval from Amy). This is on February 9. These events focus on planning for the upcoming summer reading program.

NASA Training

As part of our NASA grant, Amanda will be attending a training in Denver at the end of February. After she attends this, we are planning to ramp up the NASA events.

Library Reaccreditation

We officially received reaccreditation with the State Library on December 21. There will be an awards ceremony at the State Capitol on February 13. It takes place on the same day as the SDLA Legislative Day, so I am going to try to attend, pending travel approval from Amy.

Library Closings

We will be closed January 15 for a staff in service and training day. We will be working on projects in the morning and having an Active Shooter Training with Lt. Mike Burgeson from the YPD in the afternoon. You are all welcome to join if you're interested.

Friends of the Library Meeting

The Friends of the Library will be having their first meeting of the year on January 22 at 5:15 p.m. in my office. All are welcome.

February Meeting

I think we could tentatively agree to cancel the February meeting unless any business arises.

December Additions: 307

	Adult	YA	JR	Easy
Fiction	93	11	23	44
Nonfiction	27	1	41	28
DVD	27	-	0	-
Audiobooks	11	0	0	0
Music CD's	0	-	-	0
Book Club Bags	1	-	-	-
Professional	0	-	-	-
Total	159	12	64	72

December 2017 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Dec. 6	10:30 AM	3	2
	Dec. 13	10:30 AM	5	3
	Dec. 20	10:30 AM	3	2
	Dec. 27	10:30 AM	1	1
Total:			12	8

Story Time	Dec. 4	5:30 PM	11	6
	Dec. 5	10:30 AM	19	13
	Dec. 7	10:30 AM	10	6
Total:			40	25

Miscellaneous				
Kid's Art Club	Dec. 9	-	6	4
Movement w/ Ms. Judi	Dec. 11	5:30 PM	12	7
Movement w/ Ms. Judi	Dec. 12	10:30 AM	25	15
Story Time w/ Mrs. Daugaard	Dec. 21	4:00 AM	19	11
Total:			142	87

Thursday Kids Activities				
Santa's Workshop	Dec. 7	3:45 PM	35	17
LEGO Club	Dec. 14	3:45 PM	18	3
<i>Elf</i>	Dec. 21	3:45 PM	5	2
Total:			58	22

Friday Wii	Dec. 1	3:30 PM	5	
	Dec. 8	3:30 PM	3	
	Dec. 15	3:30 PM	10	
	Dec. 22	3:30 PM	5	
	Dec. 29	3:30 PM	5	
Total:			28	

Teen Events				
TAB	Dec. 4	7:00 PM	3	
Christmas Party	Dec. 16	2:00 PM	3	
Total:			6	

Adult Programs	Date	Time	Num.
Bad Art Night	Dec. 5	6:00 PM	16
<i>Meet Me in St. Louis</i>	Dec. 10	2:00 PM	2
LifeServe Blood Drive	Dec. 15	9:00 AM	11
Teen Tech Tutors	Dec. 16	1:00 PM	2
Stitches in the Stacks	Dec. 21	6:00 PM	3
Total:			34

Food for Fines		
Socks for Fines	December 1-31	190

Book Clubs			
Reader's Anonymous	Dec. 12	1:00 PM	4

December Usage & Circulation Statistics

Total Circulation Statistics*

	2017	2016
Adult	8,436	7,832
Juvenile	3,797	3,222
Total	12,233	11,054

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2017	2016
Adult	7,073	6,587
Juvenile	3,658	3,097
Total	10,731	9,684

Interlibrary Loan

	2017	2016
Requested	112	78
Supplied	182	150
Total	294	228

Electronic Resources

	2017	2016
OverDrive	1,016	928
One Click Digital	41	57
Zinio	12	32
IndieFlix	0	0
TumbleBooks	139	125
Total	1,208	1,142

Courier

	2017	2016
Total Incoming	465	315
Total Outgoing	463	281
Grand Total	928	596

Adult Outreach

	2017	2016
Locations	10	11
Patrons	37	39
Circulations	261	231

Daycare Outreach

	2017	2016
Locations	10	9
Patrons	140	
Circulations	159	

Public Computer Use

	2017	2016
Uses	1,191	1,069
Hours	757.3	762.45

Meeting Room Use

	2017	2016
Library Uses	29	34
Library Hours	56.0	53.0
Non-Library Uses	11	7
Non-Library Hours	27.0	16.5

Study Room Use

	2017	2016
Uses	48	37
Hours	104.0	67.0

Notary

	2017	2016
Requests	1	3

Proctor

	2017	2016
Tests	24	35

Traffic

	2017	2016
Count	25,785	9985*

*south door count estimated

Computer Assistance

	2017	2016
Patrons		

Genealogy Requests

	2017	2016
Patrons	5	
Hours	5.0	

Teacher Requests

	2017	2016
Patrons	0	0

Current Cards

	2017	2016
Resident	4,741	4,064
Non-Resident	242	214
Mount Marty	24	21
Teacher	77	78
Yankton County	984	855
Total	6,068	5,232

Yankton County

	Cards	Adults	Kids
New Cards	9	12	7
Renewals	30	55	12

Non-Resident

	Cards	Adults	Kids
New Cards	1	2	0
Renewals	3	5	0

Yankton Community Library • January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Canned Fruit January 1-10	1 Library Closed	2	3 Stay & Play 10:30 am	4 Craft Club, 3:45	5 Wii, 3:30 pm	6 Friends Book Sale 9:30 - 12 pm
7	8 Story Time, 5:30p TAB, 7p	9 Story Time 10:30 am Readers Anon., 1p Seed Library Class 1/6:30 pm	10 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	11 Story Time 10:30 am LEGO Club, 3:45	12 Wii, 3:30 pm	13 Kid's Art Club
14 Classic Movie Series: <i>The Wizard of Oz</i> 2pm	15 Library Closed	16 Story Time 10:30 am	17 Stay & Play 10:30 am	18 Story Time 10:30 am Science Club, 3:45p Library Foundation meeting, 5:30	19 Wii, 3:30 pm	20 Teen Tech Tutors 1-3 pm Teen Event: Painting 3 pm
21	22 Homework Help 4-5:15 pm Friends of the Library, 5:15 Story Time, 5:30p	23 Story Time 10:30 am Between the Lines, 5:30 pm	24 Stay & Play 10:30 am	25 Story Time 10:30 am <i>Despicable Me 3</i> (PG) 3:45 pm	26 Magazine Sale Wii, 3:30 pm	27 Magazine Sale
28 Magazine Sale	29 Homework Help 4-5:15 pm Story Time, 5:30p	30 Story Time 10:30 am	31 Stay & Play 10:30 am	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p		

Yankton Community Library • February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p				1 Story Time 10:30 am Craft Club, 3:45	2 Wii, 3:30 pm	3 Friends Book Sale 9:30 - 12 pm
4	5 Homework Help 4-5:15 pm Story Time, 5:30 p TAB, 7 pm	6 Story Time 10:30 am	7 Stay & Play 10:30 am	8 Story Time 10:30 am LEGO Club, 3:45	9 LifeServe Blood Drive, 9a-1p Wii, 3:30 pm	10 Kid's Art Club
11 Classic Movie Series: <i>In the Heat of the Night</i> , 2pm	12 Homework Help 4-5:15 pm Story Time, 5:30p	13 Story Time 10:30 am	14 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	15 Story Time 10:30 am Science Club, 3:45p	16 Wii, 3:30 pm	17 Teen Tech Tutors 1-3 pm
18	19 Library Closed	20 Story Time 10:30 am	21 Stay & Play 10:30 am	22 Story Time 10:30 am	23 Wii, 3:30 pm	24
25	26 Homework Help 4-5:15 pm Story Time, 5:30p	27 Story Time 10:30 am	28 Stay & Play 10:30 am	"Food" for Fines Soap February 1-10		