

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, March 14, 2018, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of January 10, 2018 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

- 2018 Holidays/Closures
- Unattended Children Policy

**New Business**

- Annual Report
- Meeting Room Policy

**Other Business**

**Adjourn until April 11, 2018**

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

## Meeting Room Policy

It is the intent of the **Yankton Community** Library Board of Trustees ~~of the YCL~~ to encourage community groups to use the library meeting rooms for educational, cultural, and civic purposes. **In scheduling the library's meeting rooms, priority is given to library-sponsored events/programs and city government functions. If not already reserved, library meeting rooms are available to outside groups. The library reserves the right to grant, deny, or revoke permission to use any meeting room. In rare circumstances, reservations already confirmed may be cancelled to allow use of a room for library purposes, when necessary. Refer to the Library Director with any questions regarding the purpose of a requested reservation.** ~~The primary purpose of this public meeting room space is for library sponsored events and to serve non-profit entities.~~

Reservations for the room will be made on a first-come, first-serve basis **with at least 3 days' notice preferred.** ~~with library sponsored programs and activities given priority.~~ The meeting room can be booked up to **three months** ~~one year~~ in advance. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library or the City of Yankton. In keeping with the decorum of the library's atmosphere, parties, receptions or showers are not permitted in the meeting room.

Reservations may be made in person, in writing, **via our online reservation system**, or by telephone. A Meeting Room Use Agreement **form** must be completed ~~and signed~~ by the reserving party prior to the first **use** ~~reserved date.~~ ~~Reservations are made through library staff with Library Director's approval. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting rooms.~~

**The library meeting rooms are available for use during the hours of regular library operation.** All for-profit groups will be charged an hourly usage fee **of \$25 per hour**, while not-for profit organizations may use the facilities free-of-charge. **Minor exceptions, such as private tutoring or other such lessons may be granted at the discretion of the Library Director. In rare circumstances, the Library Director may allow groups to meet beyond the hours of library operation; in such cases, all groups will be charged an hourly usage fee of \$25 per hour.** ~~The library will not charge fees for use of the meeting rooms during hours of regular library operation. for not for profit organizations; however, a fee will be assessed for use of the meeting rooms beyond the hours of regular library operation.~~

Use of the meeting rooms is subject to the following rules:

1. Rooms must be vacated five (5) minutes before the ~~hour at which the library regularly closes. A fee established by the Board of Trustees will be imposed at the hour of the library closing. That fee will be charged for all or part of any hour the room is occupied after the hour of library closing. Current fees will appear on the Meeting Room Use Agreement and are listed below:~~
  - ~~a. Not for profit organizations: no fee~~
  - ~~b. For profit organizations: \$25 per hour~~
  - ~~c. After hours use fee for all organizations: \$25 per hour~~

- d. ~~Minimum Damage fee: \$25.~~
2. Light refreshments may be served but no cooking is allowed. ~~Coffee pots are available free of charge.~~
  3. Sponsoring groups are responsible **for setting up and** returning all equipment and furniture to its proper place and for the deposit of all refuse in the containers provided.
  4. The use of the library's audiovisual equipment is permitted but must be scheduled in advance ~~on the Meeting Room Use Agreement form.~~ **Library staff can assist with questions, but will not operate the equipment.** ~~All availability is first-come, first-serve. A qualified operator of library projectors must be found by the group wishing to use the equipment. Library staff will assist but cannot act as operators. The Library Director will make decisions regarding on-site, patron/group use of the video projector on a case-by-case basis. Damage incurred to any piece of equipment will be charged to the group.~~
  5. Youth groups must be supervised by an adult.
  6. Groups who are using the meeting rooms may not charge an admission fee, solicit donations, sell products or materials, seek membership fees, or payment of dues. The only exceptions are in the case of paid registrations necessary to cover expenses for institutes held in cooperation with the library or payment of fees for non-credit adult education courses regularly conducted by established educational institutions. In either case, special permission must be obtained from the Library Director.
  7. Any one person or organization is limited to booking the meeting room one time per month. However, this can be waived by the Library Director.
  8. The reserving group is responsible for any/all damages **to the room or to equipment as well as** ~~and clean-up in the meeting room.~~ Minimum charges for damage ~~coverage~~ and clean-up will be \$25. All charges will be based on the cost of the repair and the reserving party will be billed. All bills must be paid before the room can be used again by that same party.
  9. ~~Groups may set up no earlier than 8 a.m. unless special permission is granted.~~
  10. **Indemnification.** Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in

or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

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

Regular Meeting, January 10, 2018, 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, David Koerner, Amy Nelson, Christine Tielke; library director Tonya Olson Ferrell and assistant library director Linda Dobrovolny.

Absent without regrets: Tony Maibaum, Todd Woods.

**Minutes:**

Motion to approve the minutes of the December 13, 2017 by Koerner, with second by Nelson; unanimous approval.

**Discussion of Bills and Financial Report:**

Olson Ferrell reported that the library is currently sitting at 80% of the 2017 budget expended. There will be a few bills for 2017 still coming through, including two large book orders from November and December.

**Communications and Correspondence:**

Dana received a nice email from a proctor student thanking her for the service. This is always nice to hear from the proctor students because the service is a lot of work and takes up a significant amount of staff time, especially at the beginning and end of semesters.

**Public Comment Period:** None.

**Director's Report:**

Olson Ferrell reported that we're focusing a lot on training right now as we've hired two part time staff in December and plan to hire two more in the coming weeks to get back up to full staff. We'll also be doing a lot of traveling for training related to summer reading program and the NASA grant we received last year. Additionally, Olson Ferrell will be traveling to Pierre for the Accreditation ceremony with the State Library in February.

**Old Business**

- 2018 Holiday/Closures
  - Olson Ferrell updated this document to include closing at 5:00 p.m. on December 31. There was a motion by Tielke, with a second by Koenigs, to approve the appended 2018 Holiday/Closures; unanimous approval.
- Unattended Children's Policy
  - Olson Ferrell updated this document with the changes discussed at the last board meeting. There was a motion by Nelson, with a second by Tielke, to approve the updated document; unanimous approval.

**New Business:** None.

**Other Business**

- The Friends of the Library will be holding their January meeting on Monday, January 22 at 5:15 p.m.
- Gillis is working on compiling end of year reviews on Olson Ferrell; City Manager Nelson will facilitate once compiled.

**Adjourn until March 14, 2018:**

Motion by Koerner to adjourn with second by Nelson. Meeting adjourned at 5:39 p.m.

Respectfully submitted,  
Tonya Olson Ferrell, Library Director

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY	.....					
CITY UTILITIES						
WATER/WW CHARGES	149.71	WATER SERVICE	101.142.274	2.26.18	002793 P	421 00001
WATER/WW CHARGES	127.09	SEWER SERVICE	101.142.275	2.26.18	002793 P	421 00002
	276.80	*VENDOR TOTAL				
LIBRARY IDEAS LLC						
FREEGAL SUBSCRIPTION	1,750.00	PROFESSIONAL SERVICES	101.142.202	57241	016593 P	421 00003
MIDAMERICAN ENERGY						
FUEL	566.38	FUEL-HEATING	101.142.273	2.26.18	002794 P	421 00006
MIDWEST TAPE						
AUDIO BOOKS	598.83	AV - CAPITAL	101.142.342	33593984	016591 P	421 00005
NORTHWESTERN ENERGY						
ELECT	588.73	ELECTRICITY	101.142.272	2.26.18	002795 P	421 00007
US BANK EQUIPMENT FINANC						
COPIER LEASE	323.63	RENTALS & XEROX SUPPLIES	101.142.212	351514450	016592 P	421 00008
	4,104.37	.....				
GENERAL FUND	4,104.37	*****				

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	.....					
MACH 3 ENTERPRISES SUMMER READING PROGRAM	300.00	RECREATION SUPPLIES	701.701.242		016590 P	421 00004
	300.00	.....				
LIBRARY TRUST	300.00	*****				



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,404.37					

RECORDS PRINTED - 000008

Schedule of Bills (Fund/Dept)

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

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

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	.....					
ACCUCUT, LLC						
SUPPLIES	70.00	OFFICE SUPPLIES	101.142.232	Ferrell		434 00335
DIECUT	30.00	PROGRAM SUPPLIES	101.142.242	Ferrell		434 00336
SHIPPING	15.00	POSTAGE	101.142.231	Ferrell		434 00337
	115.00	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS						
OFFICE SUPPLIES	77.72	OFFICE SUPPLIES	101.142.232	Dobrovolny		434 00020
BOOKS	97.43	BOOKS	101.142.340	Dobrovolny		434 00176
PROGRAM SUPPLIES	17.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		434 00177
DVDS	203.14	AV - CAPITAL	101.142.342	Dobrovolny		434 00178
BOOK	14.72	BOOKS	101.142.340	Dobrovolny		434 00481
	411.00	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W						
BOOKS	52.54	BOOKS	101.142.340	Dobrovolny		434 00023
DVDS	37.88	AV - CAPITAL	101.142.342	Dobrovolny		434 00024
BOOKS	24.41	BOOKS	101.142.340	Dobrovolny		434 00346
DVDS	45.83	AV - CAPITAL	101.142.342	Dobrovolny		434 00347
DVDS	62.01	AV - CAPITAL	101.142.342	Dobrovolny		434 00363
BOOKS	120.48	BOOKS	101.142.340	Dobrovolny		434 00364
GLUE STICKS	32.67	OFFICE SUPPLIES	101.142.232	Dobrovolny		434 00383
	375.82	*VENDOR TOTAL				
AMAZON VIDEO ON DEMAND						
VIDEO	21.29	AV - CAPITAL	101.142.342	Dobrovolny		434 00217
VIDEO RETURN	21.29CR	AV - CAPITAL	101.142.342	Dobrovolny		434 00219
	0.00	*VENDOR TOTAL				
AMAZON.COM						
OFFICE SUPPLIES	125.93	OFFICE SUPPLIES	101.142.232	Dobrovolny		434 00341
TONER	88.70	OFFICE SUPPLIES	101.142.232	Peters		434 00310
	214.63	*VENDOR TOTAL				
AMERICAN LIBRARY ASSN						
LIBRARY SUPPLIES	124.90	OFFICE SUPPLIES	101.142.232	Ferrell		434 00046
SHIPPING	14.00	POSTAGE	101.142.231	Ferrell		434 00047
BOOKS	57.60	BOOKS	101.142.340	Ferrell		434 00048
	196.50	*VENDOR TOTAL				
CENTER POINT LARGE PRI						
LARGE PRINT BOOKS	271.44	BOOKS	101.142.340	Ferrell		434 00137
CHOPS						
JUMPSTART MEETING	22.00	TRAVEL EXPENSE	101.142.263	Raiche		434 00271

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	.....					
COFFEE CUP #8 JUMPSTART MEETING	34.46	TRAVEL EXPENSE	101.142.263	Raiche		434 00240
CONOCO - FRESH START 1 TRAVEL TO PIERRE	31.22	TRAVEL EXPENSE	101.142.263	Ferrell		434 00221
D J*WALL ST JOURNAL WALL STREET JOURNAL	582.40	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		434 00388
DEMCO INC SUPPLIES	37.93	OFFICE SUPPLIES	101.142.232	Ferrell		434 00284
SUPPLIES	91.34	OFFICE SUPPLIES	101.142.232	Ferrell		434 00367
	129.27	*VENDOR TOTAL				
GOVERNORS INN JUMPSTART MEETING	82.66	TRAVEL EXPENSE	101.142.263	Ferrell		434 00239
JUMPSTART MEETING	82.66	TRAVEL EXPENSE	101.142.263	Ferrell		434 00249
	165.32	*VENDOR TOTAL				
OVERDRIVE DIST EBOOKS	3,159.89	PROFESSIONAL SERVICES	101.142.202	Schmidt		434 00190
PERKINS RESTAU17726274 JUMPSTART MEETING	30.88	TRAVEL EXPENSE	101.142.263	Raiche		434 00288
POSTAGE REFILL POSTAGE REFILL	200.00	POSTAGE	101.142.231	Ferrell		434 00484
PRANDOMHOUSE8007333000 AUDIOBOOK	10.00	AV - CAPITAL	101.142.342	Ferrell		434 00373
REDROSSA ITALIAN GRILL JUMPSTART MEETING	43.20	TRAVEL EXPENSE	101.142.263	Schmidt		434 00279
SD LIB ASSOCIATION SDLA MEMBERSHIP	175.00	MEMBERSHIP DUES	101.142.261	Ferrell		434 00051
USPS PO 4698100078 BOOK BAG SHIPPING	23.59	POSTAGE	101.142.231	Ferrell		434 00285
VISTAPR*VISTAPRINT.COM SUMMER READING CLINGS	222.71	OFFICE SUPPLIES	101.142.232	Schmidt		434 00286
WAL-MART #1483 DVDS	30.92	AV - CAPITAL	101.142.342	Ferrell		434 00255
WIPES	13.47	OFFICE SUPPLIES	101.142.232	Ferrell		434 00256

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	33.92	AV - CAPITAL	101.142.342	Raiche		434 00157
	78.31	*VENDOR TOTAL				
WAL-MART #3734 PROGRAM SUPPLIES	6.72	PROGRAM SUPPLIES	101.142.242	Raiche		434 00063
WALMART.COM DVD	14.99	AV - CAPITAL	101.142.342	Ferrell		434 00282
WM SUPERCENTER #1483 PROGRAM SUPPLIES	5.91	PROGRAM SUPPLIES	101.142.242	Dobrovolny		434 00112
DVDS	142.72	AV - CAPITAL	101.142.342	Dobrovolny		434 00113
SUPPLIES	14.52	OFFICE SUPPLIES	101.142.232	Ferrell		434 00317
DVDS	124.68	AV - CAPITAL	101.142.342	Ferrell		434 00318
PROGRAM SUPPLIES	30.96	PROGRAM SUPPLIES	101.142.242	Raiche		434 00006
	318.79	*VENDOR TOTAL				
WW GRAINGER VACUUM BAGS	16.73	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00012
VACUUM	269.50	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		434 00013
CLEANING SUPPLIES	39.44	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00016
SEALANT	29.28	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		434 00165
JANITORIAL SUPPLIES	143.84	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00181
CLEANING MASKS	4.33	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00183
JANITORIAL SUPPLIES	90.84	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00187
LIGHT BULBS	68.14	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		434 00396
JANITORIAL SUPPLIES	154.68	JANITORIAL SUPPLIES	101.142.236	Reifenrath		434 00437
	816.78	*VENDOR TOTAL				
YANKTON 5 PROGRAM SUPPLIES	20.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		434 00034
	7,669.92	.....				

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 W FRIENDS GAMES	187.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		434 00022
GARDEN CLUB BOOK	12.99	OFFICE SUPPLIES	701.701.232	Dobrovolny		434 00362
	200.96	*VENDOR TOTAL				
CASEYS GEN STORE 2260 STAFF APPRECIATION	7.12	RECREATION SUPPLIES	701.701.242	Ferrell		434 00243
CASEYS GEN STORE 2268 STAFF APPRECIATION	23.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		434 00136
STAFF APPRECIATION	12.18	RECREATION SUPPLIES	701.701.242	Schmidt		434 00129
	36.16	*VENDOR TOTAL				
HOBBY LOBBY ECOMM ADULT CRAFT NIGHT SUPPLY	161.94	RECREATION SUPPLIES	701.701.242	Lippert		434 00470
MENARDS YANKTON SD SRP - JUMPSTART MATERIAL	4.56	RECREATION SUPPLIES	701.701.242	Raiche		434 00358
MINERVA GRILL AND BAR SRP JUMPSTART EXPENSE	58.74	RECREATION SUPPLIES	701.701.242	Raiche		434 00140
WAL-MART #1483 SRP JUMPSTART SUPPLIES	55.42	RECREATION SUPPLIES	701.701.242	Raiche		434 00158
	524.90	.....				
LIBRARY TRUST	524.90	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REVISIONS	ACT YTD POSTED	REMAINING BALANCE	PCT
		BUDGET AND IN PROCESS	BUDGET AND IN PROCESS	AND IN PROCESS		
101 GENERAL FUND						
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	0.00	24,000.00	0
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	375.00	930.00	5,870.00	13 -
3452 LIBRARY A.V. FEES	700.00	700.00	0.00	0.00	700.00	0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	11.99-	11.99-	21.99	119 -----]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	6.10	84.60	115.40	42 ----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	99.00	199.50	1,300.50	13 -
3456 PC PRINTING	6,000.00	6,000.00	497.95	918.60	5,081.40	15 -
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	80.00	627.50	1,372.50	31 ---
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0
3510 COURT FINES	3,000.00	3,000.00	125.77	125.77	2,874.23	4
3511 PARKING FINES	3,000.00	3,000.00	335.00	495.00	2,505.00	16 -
3520 LIBRARY FINES	3,000.00	3,000.00	83.90	143.40	2,856.60	4
3610 INTEREST	16,500.00	16,500.00	6,174.36	6,174.36	10,325.64	37 ---
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	0.00	10,000.00	0
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	300.74	305.24	3,694.76	7
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	0.00	3,000.00	0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	143.56	347.39	1,152.61	23 --
TOTAL: GENERAL FUND	85,310.00	85,310.00	8,209.39	10,339.37	74,970.63	16 -



	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	38.57	38.57	38.57-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	2,376.08	3,953.58	3,953.58-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,414.65	3,992.15	3,992.15-	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	355,762.00	0.00	25,698.71	44,716.56	311,045.44 12 -
102	TEMPORARY WAGES	59,699.00	0.00	2,645.78	4,438.67	55,260.33 7
103	OVERTIME WAGES	350.00	0.00	122.72	122.72	227.28 35 ---
111	OASI	31,810.00	0.00	2,119.89	3,684.16	28,125.84 11 -
121	RETIREMENT	21,367.00	0.00	1,549.29	2,690.36	18,676.64 12 -
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00 0
132	GROUP INSURANCE	82,378.00	0.00	4,447.95	8,895.89	73,482.11 10 -
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	91.08	157.67	846.33 15 -
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	36,675.42	64,706.03	490,205.97 11 -
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	10,066.00	0.00	9,120.84	9,120.84	945.16 90 -----
202	PROFESSIONAL SERVICES	39,000.00	0.00	8,718.60	8,718.60	30,281.40 22 --
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00 0
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	304.13	304.13	7,695.87 3
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	244.24	244.24	2,755.76 8
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	250.14	250.14	3,749.86 6
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	19.88	19.88	2,480.12 0
232	OFFICE SUPPLIES	9,500.00	0.00	915.60	915.60	8,584.40 9
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	10,500.00	0.00	2,923.71	2,923.71	7,576.29 27 --
236	JANITORIAL SUPPLIES	2,500.00	0.00	122.76	122.76	2,377.24 4
242	PROGRAM SUPPLIES	4,000.00	0.00	50.54	50.54	3,949.46 1
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00 0
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00 0
265	CONFERENCE & MEETINGS	1,500.00	0.00	25.00	25.00	1,475.00 1
271	TELEPHONE	1,700.00	0.00	132.26	259.54	1,440.46 15 -
272	ELECTRICITY	22,000.00	0.00	1,504.52	1,504.52	20,495.48 6
273	FUEL-HEATING	3,000.00	0.00	684.53	684.53	2,315.47 22 --
274	WATER SERVICE	3,200.00	0.00	155.26	155.26	3,044.74 4
275	SEWER SERVICE	1,000.00	0.00	132.96	132.96	867.04 13 -
276	LANDFILL	500.00	0.00	32.00	64.00	436.00 12 -
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	25,336.97	25,496.25	107,969.75 19 -
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00 0
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00 0
340	BOOKS	53,000.00	0.00	386.38	386.38	52,613.62 0
342	AV - CAPITAL	13,500.00	0.00	407.80	407.80	13,092.20 3
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00 0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH FEB 28, 2018

	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	89,500.00	0.00	794.18	794.18	88,705.82	0
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	777,878.00	0.00	62,806.57	90,996.46	686,881.54	11 -
TOTAL: GENERAL FUND	777,878.00	0.00	62,806.57	90,996.46	686,881.54	11 -

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	1,462.68	1,462.68	1,462.68-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,462.68	1,462.68	1,462.68-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY TRUST	0.00	0.00	1,462.68	1,462.68	1,462.68-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,462.68	1,462.68	1,462.68-	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	25,506.01	951.97	1,631.09	27,137.10
TOTAL CURRENT ASSETS:	25,506.01	951.97	1,631.09	27,137.10
TOTAL ASSETS:	25,506.01	951.97	1,631.09	27,137.10
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011        ACCOUNTS PAYABLE	898.38CR	0.00	898.38	0.00
TOTAL CURRENT LIABILITIES:	898.38CR	0.00	898.38	0.00
TOTAL LIABILITIES:	898.38CR	0.00	898.38	0.00
FUND BALANCE:				
701.2511        FUND BALANCE - UNDESIGNATED	22,831.89CR	0.00	0.00	22,831.89CR
701.2900        REVENUE CONTROL	12,118.27CR	2,414.65CR	3,992.15CR	16,110.42CR
701.2910        EXPENDITURE CONTROL	10,342.53	1,462.68	1,462.68	11,805.21
TOTAL FUND BALANCE:	24,607.63CR	951.97CR	2,529.47CR	27,137.10CR
TOTAL LIABILITIES AND FUND BALANCE:	25,506.01CR	951.97CR	1,631.09CR	27,137.10CR
TOTAL FUND:	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	355,762.00	0.00	25,698.71	44,716.56	311,045.44	12	-	
P-020918-418	PAYROLL INTERFACE	020918		12,849.36	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		12,849.35	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	2,645.78	4,438.67	55,260.33	7		
P-020918-418	PAYROLL INTERFACE	020918		1,248.05	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		1,397.73	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	122.72	122.72	227.28	35	---	
P-022318-419	PAYROLL INTERFACE	022318		122.72	CODE-Y,PER#-2,FUND-	101			A
111	OASI	31,810.00	0.00	2,119.89	3,684.16	28,125.84	11	-	
P-020918-418	PAYROLL INTERFACE	020918		1,050.74	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		1,069.15	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,549.29	2,690.36	18,676.64	12	-	
P-020918-418	PAYROLL INTERFACE	020918		770.96	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		778.33	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	0.00	2,542.00	0		
132	GROUP INSURANCE	82,378.00	0.00	4,447.95	8,895.89	73,482.11	10	-	
P-020918-418	PAYROLL INTERFACE	020918		2,223.97	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		2,223.98	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	91.08	157.67	846.33	15	-	
P-020918-418	PAYROLL INTERFACE	020918		45.11	CODE-Y,PER#-1,FUND-	101			A
P-022318-419	PAYROLL INTERFACE	022318		45.97	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	36,675.42	64,706.03	490,205.97	11	-	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	10,066.00	0.00	9,120.84	9,120.84	945.16	90	-----	
M-022818-412	05569 SD PUBLIC ASSURANCE ALLI	007321 25119		9,120.84	PROP/LIABILITY INSURANCE	019020	F	N	A
202	PROFESSIONAL SERVICES	39,000.00	0.00	8,718.60	8,718.60	30,281.40	22	--	
M-020518-387	.13843 OVERDRIVE DIST	201801 Schmidt		2,202.48	EBOOKS		N		A
M-020518-387	.13187 SWANK MOTION PICTURES	201801 Dobrovolny		437.00	MOVIE LICENSE		N		A
M-020518-387	.13843 OVERDRIVE DIST	201801 Schmidt		139.98	EBOOKS		N		A
M-020518-387	.13881 BOOK SYSTEMS INC	201801 Ferrell		3,195.00	2018 ILS RENEWAL		N		A
M-020518-387	.13843 OVERDRIVE DIST	201801 Ferrell		60.00	EBOOK		N		A
M-020518-387	.12156 MICROFILM IMAGING SYST	201801 Ferrell		910.00	MICROFILM SERVICE RENEW		N		A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES							
M-020518-387	.13727 CENTURION TECHNOLOGIES	201801	Ferrell	120.00	SMART SHIELD RENEWAL		N	A
M-020518-387	.15393 INT*IN *NICHE ACADEMY	201801	Ferrell	1,400.00	NICHE ACADEMY SUBSCRIPTN		N	A
D-021218-385	06800 WAGE WORKS INC	061220	478057/478065	20.00	FSA MNTHLY FEE	005311	P N	A
D-021218-386	04117 RECORDED BOOKS INC	061199	7132278	234.14	ONECLICKDIGITAL CONTRACT	016585	P N	A
211	PUBLISHING	3,000.00	0.00	0.00	0.00	3,000.00	0	
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	304.13	304.13	7,695.87	3	
D-021218-386	07098 US BANK EQUIPMENT FINANC	061218	349265793	304.13	COPIER LEASE	016586	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	244.24	244.24	2,755.76	8	
M-020518-387	.11780 ECO WATER	201801	Ferrell	108.00	WATER RENT		N	A
M-020518-387	.15385 JON DON ECOMM #999	201801	Reifenrath	76.25	VACUUM PARTS		N	A
M-020518-387	.13198 FILTERS FAST	201801	Reifenrath	59.99	HUMIDIFIER FILTER		N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	250.14	250.14	3,749.86	6	
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	199.99	BUILDING MAINTENANCE		N	A
M-020518-387	.11793 WW GRAINGER	201801	Reifenrath	50.15	BUILDING MAINTENANCE		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	19.88	19.88	2,480.12	0	
M-020518-387	.14996 PAYPAL *JFJDISCREPA	201801	Ferrell	14.71	SHIPPING		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	5.17	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	915.60	915.60	8,584.40	9	
M-020518-387	.11787 DEMCO INC	201801	Dobrovolny	644.08	OFFICE SUPPLIES		N	A
M-020518-387	.13320 WM SUPERCENTER #1483	201801	Ferrell	69.97	CLOSET STORAGE SHELF		N	A
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	24.97	OFFICE SUPPLIES		N	A
M-020518-387	.14996 PAYPAL *JFJDISCREPA	201801	Ferrell	47.94	DVD SPRAY		N	A
M-020518-387	.13320 WM SUPERCENTER #1483	201801	Raiche	29.88	OFFICE SUPPLIES		N	A
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	49.24	OFFICE SUPPLIES		N	A
M-020518-387	.12434 WAL-MART #1483	201801	Ferrell	17.19	OFFICE SUPPLIES RETURNS		N	A
M-020518-387	.12434 WAL-MART #1483	201801	Ferrell	39.68	OFFICE SUPPLIES		N	A
M-020518-387	.12434 WAL-MART #1483	201801	Ferrell	27.03	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	10,500.00	0.00	2,923.71	2,923.71	7,576.29	27 --	
M-020518-387	.14968 RIVISTAS SUBSCRIPTION	201801	Ferrell	2,923.71	2018 MAGAZINE RENEWALS		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	122.76	122.76	2,377.24	4	
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	8.99	JANITORIAL SUPPLIES		N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
236	JANITORIAL SUPPLIES								
M-020518-387	.11793 WW GRAINGER	201801	Reifenrath	113.77	JANITORIAL SUPPLIES		N		A
242	PROGRAM SUPPLIES	4,000.00	0.00	50.54	50.54	3,949.46	1		
M-020518-387	.12434 WAL-MART #1483	201801	Dobrovolny	19.78	PROGRAM SUPPLIES		N		A
M-020518-387	.13320 WM SUPERCENTER #1483	201801	Raiche	26.79	PROGRAM SUPPLIES		N		A
M-020518-387	.12434 WAL-MART #1483	201801	Ferrell	3.97	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	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00	0		
265	CONFERENCE & MEETINGS	1,500.00	0.00	25.00	25.00	1,475.00	1		
M-020518-387	.14953 YANKTON AREA CHAMBER O	201801	Ferrell	10.00	CHAMBER SESSION		N		A
M-022818-412	04259 SDML	007331		15.00	MUNICIPAL LEAGUE MEETING	019260	F	N	A
271	TELEPHONE	1,700.00	0.00	132.26	259.54	1,440.46	15	-	
P-020918-418	PAYROLL INTERFACE	020918		10.50	CODE-Y,PER#-1,FUND-	101			A
M-022818-412	06976 VAST BROADBAND	007302		41.26	PHONE BILL - FEB	003513	F	N	A
M-022818-412	06976 VAST BROADBAND	007303		80.50	PHONE BILL - FEB	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	1,504.52	1,504.52	20,495.48	6		
D-021218-386	00455 NORTHWESTERN ENERGY	061182	1.29.18	1,504.52	ELECT-JAN	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	684.53	684.53	2,315.47	22	--	
D-021218-386	00303 MIDAMERICAN ENERGY	061173	1.29.18	684.53	FUEL	002794	P	N	A
274	WATER SERVICE	3,200.00	0.00	155.26	155.26	3,044.74	4		
D-021218-386	00109 CITY UTILITIES	061135	1.29.18	155.26	WTR/WW UTILITIES	002793	P	N	A
275	SEWER SERVICE	1,000.00	0.00	132.96	132.96	867.04	13	-	
D-021218-386	00109 CITY UTILITIES	061135	1.29.18	132.96	WTR/WW UTILITIES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	64.00	436.00	12	-	
J-022818-426	FEBRUARY JOURNAL ENTRIES	JE 49		32.00	DUMPSTER CHARGES - FEB				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	25,336.97	25,496.25	107,969.75	19	-	
301	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	0.00	22,000.00	0		



		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							
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	53,000.00	0.00	386.38	386.38	52,613.62	0	
M-020518-387	.15374 SQ *SQ *H W WILSON	201801	Dobrovolny	292.75	BOOKS		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	26.28	BOOKS		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	6.94	BOOK		N	A
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	47.64	BOOKS		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	12.77	BOOK		N	A
342	AV - CAPITAL	13,500.00	0.00	407.80	407.80	13,092.20	3	
M-020518-387	.12434 WAL-MART #1483	201801	Raiche	14.96	DVD		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	66.99	DVDS		N	A
M-020518-387	.12434 WAL-MART #1483	201801	Dobrovolny	56.88	DVDS		N	A
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	15.92	CD		N	A
M-020518-387	.11802 AMAZON MKTPLACE PMTS	201801	Dobrovolny	9.57	DVD		N	A
M-020518-387	.13320 WM SUPERCENTER #1483	201801	Raiche	49.88	DVDS		N	A
M-020518-387	.15312 AMAZON MKTPLACE PMTS W	201801	Dobrovolny	105.73	DVDS		N	A
M-020518-387	.12434 WAL-MART #1483	201801	Ferrell	47.88	DVDS		N	A
D-021218-386	04785 MIDWEST TAPE	061175	95718785	39.99	AUDIOBOOK	016584	P N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0	
TOTAL:	CAPITAL OUTLAY	89,500.00	0.00	794.18	794.18	88,705.82	0	
OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	COMMUNITY LIBRARY	777,878.00	0.00	62,806.57	90,996.46	686,881.54	11 -	
TOTAL:	GENERAL FUND	777,878.00	0.00	62,806.57	90,996.46	686,881.54	11 -	

Trust Fund	1/28/2018 - 2/27/2018					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	\$15,197.20			\$15,197.20	
Donations	Town & Country Garden Club	\$22.56		\$12.99	\$9.57	
	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	\$229.87	\$32.00		\$261.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-\$607.00	\$4.00		-\$603.00	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	\$2,745.08		\$43.28	\$2,701.80	
	Summer Reading/Story Walk	\$873.01		\$118.72	\$754.29	
	After School Program	\$173.85			\$173.85	
	Parents' Night Out	\$389.57			\$389.57	
	Teen Advisory Board	\$327.65			\$327.65	
	Adult Craft Night	\$695.48	\$100.00	\$172.47	\$623.01	
	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	\$267.08	\$1,020.00		\$1,287.08	
	NASA Programming Stipend	\$484.54			\$484.54	
	Vishay	\$300.00			\$300.00	
	Friends Donations	-\$790.08	\$2,120.08	\$487.97	\$842.03	
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>	\$4,837.89	\$169.00		\$5,006.89	
	<b>Total</b>	<b>\$27,537.55</b>	<b>\$3,445.08</b>	<b>\$835.43</b>	<b>\$30,147.20</b>	
				Monthly Interest (including year-end)	\$38.57	
				<b>Current Balance</b>	<b>\$30,185.77</b>	

**Yankton Community Library**  
**Director's Report**  
**March 2018**

**Food for Fines**

We collected 28 containers of soap in February. Those numbers were lower than last February, so we will continue monitoring this program to see what impact going fine free will have. We are currently collecting macaroni and cheese through March 10.

**Automatically Yours**

Linda has signed us up for a program called "Automatically Yours" through our book supplier, Baker & Taylor. The program allows you to sign up for certain popular authors and automatically receive all of that author's new hardcover books. We already buy all the new books for several authors such as James Patterson, Nora Roberts, Debbie Macomber, etc. so we think this will be a great way to save time and expedite the ordering process. If it works well, we will also look into using it for ordering on the youth side.

**Great Decisions**

I've been working with City Manager Nelson and Mount Marty College to get a new collaborative program called "Great Decisions" up and running. It is a program offered through the Foreign Policy Association. They choose nine topics related to foreign policy each year and write short chapters on each of them. Groups then meet in person and discuss the issues. The meetings will be held at the Mount Marty Library. We are starting with a small group now and hope to expand if it catches on.

**State Library Annual Report**

In addition to the Annual Report presented to the Board, I am working on the Annual Report that is required by the State Library. I'm hoping to have it done by our meeting so Lilah can sign off on it as the Board President.

**Youth Activities**

Story Time, Stay and Play, afterschool activities, and Kids Art Club are all trucking along. Story Time will run through the month of April.

**Unplug, Unwind, Craft**

The February Craft Night was well attended and we are now registering for the March session, which will be making a paper bag journal/scrapbook. The program is scheduled for March 20.

**Seed Library**

The Seed Library will be meeting on March 13 to discuss Seed Starting. This will be the first

session of the year where seeds are available for check out. The group has been working on offering more hands on activities for attendees in the classes.

### **Jump Start Host Site & Summer Reading**

Our Jump Start session was held in February and went well. We received compliments from the attendees, particularly from a new youth librarian from a small library who is about to embark on her first summer reading program. We receive a small grant from the State Library for hosting this program, which goes towards our own summer reading program, which Amanda and Dana are hard at work planning. We will be using our new online tool, Beanstack, to handle registrations and tracking, so it should be an exciting summer. The theme is "Libraries Rock!"

### **Oscars Weekend**

Our first Oscars weekend took place the first weekend in March and was well attended with nearly 100 participants over the 5 movies. The Yankton AMC graciously donated popcorn for our attendees and we did a drawing for an AMC gift card for one of the movie attendees. People always really love this program and the Friends of the Library received a lot of nice donations from people who wanted to show their thanks that way. We showed *Coco*, *Darkest Hour*, *Roman J. Israel Esq.*, *Three Billboards Outside Ebbing MO*, and *Dunkirk* and will be showing *Ferdinand*, *Call Me By Your Name*, *The Shape of Water*, *The Big Sick*, and *Get Out* at the end of March.

### **Dr. Seuss Celebration / Craft Club**

Dr. Seuss Day was well attended with nearly 50 children and their caregivers. There were lots of cute crafts and activities for kids to participate in, as well as a scavenger hunt. We had a few teen volunteers around to help with it as well, which we appreciated.

### **Internal Procedures**

Dana, Linda, and I continue to work on creating and solidifying procedures for the library. When I started, we had very few written procedures to direct staff to in case of questions or inconsistencies. Especially with so many new staff and the rate of turnover we see in the part time positions, I think it's important for us to communicate in writing what our expectations are for various library tasks so things are being done consistently and patrons are being treated in the same manner. This month we've updated our Overdue Report instructions, updated our Shelving Guidelines, and are working on a Reserve Shelf procedure.

### **Staffing**

Linda, Dana, and I are working our way through applications for our Circulation Assistant position and Library Page position. We received 9 applications for the Assistant position and 15 applications for the Page position, and we are looking forward to setting up interviews, likely next week.

### **Friends of the Library Meeting**

The Friends of the Library will be having their meeting on April 16 at 5:15 p.m. in my office. All are welcome.

### **Match Day**

Spencer is having his "Match Day" ceremony on Friday, March 16. This is the day we will find out where his residency will be. I will be in contact with both you and City Manager Nelson about the location and next steps for us all.

### **Easter Closure**

We will be closed on Sunday, April 1 for Easter.

### **April Meeting**

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

### **February Additions: 387**

	Adult	YA	JR	Easy
Fiction	90	31	36	78
Nonfiction	38	2	28	24
DVD	54	-	3	-
Audiobooks	2	0	1	0
Music CD's	0	-	-	0
Book Club Bags	0	-	-	-
Professional	0	-	-	-
<b>Total</b>	<b>184</b>	<b>33</b>	<b>68</b>	<b>102</b>

## February 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Feb. 7	10:30 AM	6	4
	Feb. 14	10:30 AM	3	4
	Feb. 21	10:30 AM	7	4
	Feb. 28	10:30 AM	0	0

**Total: 16 12**

Story Time	Feb. 1	10:30 AM	9	7
	Feb. 5	5:30 PM	3	3
	Feb. 6	10:30 AM	5	6
	Feb. 8	10:30 AM	4	4
	Feb. 12	5:30 PM	5	6
	Feb. 13	10:30 AM	10	7
	Feb. 15	10:30 AM	8	7
	Feb. 20	10:30 AM	8	6
	Feb. 22	10:30 AM	9	7
	Feb. 26	5:30 PM	9	8
	Feb. 27	10:30 AM	24	14

**Total: 94 75**

Homework Help	Feb. 5	4:00 PM	1	0
	Feb. 12	4:00 PM	3	0
	Feb. 26	4:00 PM	3	0

**Total: 7 0**

Thursday Kids Activities				
Craft Club: Winter Olympics	Feb. 1	3:45 PM	17	7
LEGO Club	Feb. 8	3:45 PM	13	3
Science Club: Our Hearts	Feb. 15	3:45 PM	12	4
<i>Cars 3</i>	Feb. 22	3:45 PM	14	4

**Total: 56 18**

Friday Wii	Feb. 2	3:30 PM	4	
	Feb. 9	3:30 PM	3	
	Feb. 16	3:30 PM	3	
	Feb. 23	3:30 PM	5	

**Total: 15**

Teen Events				
TAB	Feb. 5	7:00 PM	cancelled	
Solar Cockroaches Event	Feb. 17	3:00 PM	5	

**Total: 5**

Miscellaneous				
Kid's Art Club	Feb. 10	-	18	12

**Total: 18 12**

Adult Programs	Date	Time	Num.
LifeServe Blood Drive	Feb. 9	9:00 AM	15
<i>In the Heat of the Night</i>	Feb. 11	2:00 PM	4
Seed Library: Garden Plan	Feb. 13	1:00 PM	47
Seed Library: Garden Plan	Feb. 13	6:30 PM	33
Stitches in the Stacks	Feb. 15	6:00 PM	0
Teen Tech Tutors	Feb. 17	1:00 PM	4
Unplug, Unwind, Craft	Feb. 20	6:30 PM	15

**Total: 118**

Food for Fines		
Soap	February 1-10	28

Book Clubs			
Reader's Anonymous	Feb. 13	1:00 PM	4
Overreader's Anonymous	Feb. 11	5:30 PM	7
Between the Lines	Feb. 27	5:30 PM	10

**Total: 21**

## February 2018 Usage & Circulation Statistics

### Total Circulation Statistics\*

	2018	2017
Adult	7,959	7,836
Juvenile	4,133	3,605
<b>Total</b>	<b>12,092</b>	<b>11,441</b>

\*Includes physical collection, ILL, and eBooks

### Physical Collection Circulation

	2018	2017
Adult	6,590	6,661
Juvenile	3,778	3,534
<b>Total</b>	<b>10,368</b>	<b>10,195</b>

### Interlibrary Loan

	2018	2017
Requested	177	76
Supplied	209	160
<b>Total</b>	<b>386</b>	<b>236</b>

### Electronic Resources

	2018	2017
OverDrive	983	939
TumbleBooks	355	71
<b>Total</b>	<b>1,338</b>	<b>1,010</b>

### Freegal

	2018	2017
Songs Downloaded	28	
Patrons Downloading	6	
Songs Streamed	32	
Patrons Streaming	4	

### Adult Outreach

	2018	2017
Locations	10	10
Patrons	39	39
Circulations	240	268

### Daycare Outreach

	2018	2017
Locations	20	18
Patrons	280	-
Circulations	318	370

### Public Computer Use

	2018	2017
Uses	1,219	1,378
Hours	824.7	942

### Meeting Room Use

	2018	2017
Library Uses	36	35
Library Hours	69.0	70.0
Non-Library Uses	10	16
Non-Library Hours	19.0	36.0

### Study Room Use

	2018	2017
Uses	50	35
Hours	68.0	61.5

### Notary

	2018	2017
Requests	1	6

### Proctor

	2018	2017
Tests	44	19

### Traffic

	2018	2017
Count	11,836*	15,025*

\*south door count estimated

### Genealogy Requests

	2018	2017
Patrons	2	1
Hours	2.0	0.5

### Teacher Requests

	2018	2017
Patrons	7	4

### Courier

	2018	2017
Total Incoming	461	351
Total Outgoing	457	330
<b>Grand Total</b>	<b>918</b>	<b>681</b>

### Current Cards

	2018	2017
Resident	4,465	4,242
Non-Resident	227	217
Mount Marty	24	21
Teacher	58	79
Yankton County	963	861
<b>Total</b>	<b>5,737</b>	<b>5,420</b>

### Yankton County

	2018	2017
Households	45	

### Yankton County

	Cards	Adults	Kids
New Cards	11	19	9
Renewals	28	53	6

### Non-Resident

	Cards	Adults	Kids
New Cards	1	1	0
Renewals	4	7	4

## Yankton Community Library • March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> <b>605-668-5275 — library@cityofyankton.org</b> <b>Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</b>			<b>Food for Fines</b> <b>Mac 'n Cheese</b> <b>March 1-10</b>	<b>1</b> Story Time 10:30 am Dr. Seuss Day, 3:45	<b>2</b> Wii, 3:30 pm	<b>3</b> Friends Sale, 9:30-12 <i>Coco (PG), 10am</i> <i>Darkest Hour (PG-13), 12 pm</i> <i>Roman J. Israel, Esq. (PG-13), 2:30 pm</i>
<b>4</b> <i>*Doors Open at 12:30*</i> <i>Three Billboards Outside Ebbing Missouri (R), 12:45</i> <i>Dunkirk (PG-13), 3</i>	Homework Help 4-5:15 pm <b>Story Time, 5:30 p</b> TAB, 7 pm	<b>6</b> Story Time 10:30 am	<b>7</b> Stay & Play 10:30 am	<b>8</b> Story Time 10:30 am LEGO Club, 3:45	<b>9</b> Wii, 3:30 pm	<b>10</b> Kid's Art Club
<b>11</b> Classic Movie Series: <i>Rear Window</i> 2pm	Homework Help 4-5:15 pm <b>Story Time, 5:30p</b>	<b>13</b> Story Time 10:30 am <b>Seed Library: Seed Starting, 1p/6:30p</b> Readers Anon, 1p	<b>14</b> Stay & Play 10:30 am Library Board Meeting, 5:30 pm	<b>15</b> Story Time 10:30 am <b>Science Club, 3:45p</b> Stitches in the Stacks, 6 pm	<b>16</b> Wii, 3:30 pm	<b>17</b> Teen Tech Tutors 1-3 pm <b>Teen Event: Exploring Space (NASA Sponsored), 3</b>
<b>18</b>	Homework Help 4-5:15 pm <b>Story Time, 5:30p</b>	<b>20</b> Story Time 10:30 am <b>Unplug, Unwind, Craft: Paper Bag Journal, 6:30</b>	<b>21</b> Stay & Play 10:30 am	<b>22</b> Story Time 10:30 am <i>Coco, 3:45</i>	<b>23</b> Wii, 3:30 pm	<b>24</b> <i>Ferdinand (PG), 10a</i> <i>Call Me By Your Name (R), 12 pm</i> <i>The Shape of Water (R), 2:30 pm</i>
<b>25</b> <i>*Doors Open at 12:30*</i> <i>The Big Sick (R) 12:45</i> <i>Get Out (R) 3 pm</i>	Homework Help 4-5:15 pm <b>Story Time, 5:30p</b>	<b>27</b> Story Time 10:30 am Between the Lines 5:30	<b>28</b> Stay & Play 10:30 am	<b>29</b> Story Time 10:30 am Bonus LEGO Club, 3:45	<b>30</b> Wii, 3:30 pm	<b>31</b>

## Yankton Community Library • April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> <b>Library Closed</b>	<b>2</b> Homework Help 4-5:15 pm <b>Story Time, 5:30 p</b> TAB, 7 pm	<b>3</b> Story Time 10:30 am	<b>4</b> Stay & Play 10:30 am	<b>5</b> Story Time 10:30 am Craft Club, 3:45	<b>6</b> Wii, 3:30 pm	<b>7</b> Friends Book Sale 9:30 - 12 pm
<b>8</b> Classic Movie Series: <i>Singin' in the Rain</i> 2pm	Homework Help 4-5:15 pm <b>Story Time, 5:30p</b>	<b>10</b> Story Time 10:30 am <b>Seed Library: Proactive Planting, 1p/6:30p</b> Readers Anon, 1p	<b>11</b> Stay & Play 10:30 am Library Board Meeting, 5:30 pm	<b>12</b> Story Time 10:30 am LEGO Club, 3:45	<b>13</b> Wii, 3:30 pm	<b>14</b> Kid's Art Club
<b>15</b>	<b>16</b> <b>Homework Help 4-5:15 pm</b> Friends of the Library, 5:15 pm <b>Story Time, 5:30p</b>	<b>17</b> Story Time 10:30 am <b>Unplug, Unwind, Craft: Macramé 6:30</b>	<b>18</b> Stay & Play 10:30 am	<b>19</b> Story Time 10:30 am <b>Science Club, 3:45p</b> Stitches in the Stacks, 6 pm	<b>20</b> LifeServe Blood Drive, 9a-12p Wii, 3:30 pm	<b>21</b> Teen Tech Tutors 1-3 pm
<b>22</b>	Homework Help 4-5:15 pm <b>Story Time, 5:30p</b>	<b>24</b> Story Time 10:30 am Between the Lines 5:30	<b>25</b> Stay & Play 10:30 am	<b>26</b> Story Time 10:30 am Movie, 3:45 pm	<b>27</b> Wii, 3:30 pm	<b>28</b>
<b>29</b>	Homework Help 4-5:15 pm	<b>Food for Fines</b> <b>Tuna or Hamburger Helper</b> <b>April 1-10</b>		<b>Yankton Community Library—515 Walnut Street</b> <a href="http://library.cityofyankton.org">http://library.cityofyankton.org</a> <b>605-668-5275 — library@cityofyankton.org</b> <b>Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p</b>		