

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Special Meeting
Monday, June 11, 2018, 5:30 p.m.
Yankton Community Library Director's Office

AGENDA

Call to Order

Additions to the Agenda

Approval of May 9, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

Other Business

Adjourn into Executive Session to discuss Contractual, Litigation & Personnel Matters under SDCL 1-25-2

Reconvene as Board of Trustees

Adjourn the Meeting of June 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.

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

Regular Meeting, May 9, 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 David Koerner, Tony Maibaum, Amy Nelson, Christine Tielke; library director Tonya Olson Ferrell and assistant library director Linda Dobrovolny.

Absent with regrets: Tonja Koenigs and Todd Woods.

Minutes:

Motion to approve the minutes of the March 14, 2018 and April 6, 2018 meetings by Maibaum, with second by Nelson; unanimous approval.

Discussion of Bills and Financial Report:

Olson Ferrell reported that budget preparations have begun. She will be seeking funding for a part time library assistant to focus on youth services. As City Manager Nelson has asked department heads to prepare 0% increase budgets, she's proposing reductions in several line items including materials, professional services, and subscriptions; she feels the youth services department greatly needs the backup and it's worth reductions in other areas as so much of our traffic is youth services.

Communications and Correspondence: Nothing to report.

Public Comment Period: None.

Director's Report:

Olson Ferrell reported that City Manager Nelson has approved an increase in the starting wage of circulation assistants to \$11.00/hour from \$9.50. It's getting harder and harder to find part time help and they are asked to know how to do a lot of things. We are thrilled with this increase and hope it will help recruit better candidates who will stay longer term as we're currently hiring 3 part time positions.

Old Business

- Annual Report
 - No further action needed.
- Meeting Room Policy
 - No further action needed.

New Business: None.

Other Business

- Certificate of Appreciation
 - A certificate of appreciation was presented to Board of Trustees member David Koerner in appreciation for his service on the Library Board over the past 6 years.

Adjourn the meeting of May 9, 2018

Motion by Koerner to adjourn with second by Maibaum. Meeting adjourned at 6:00 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	105.31	WATER SERVICE	101.142.274	5.23.18	002793	P 571 00001
WATER-WW CHARGES	80.13	SEWER SERVICE	101.142.275	5.23.18	002793	P 571 00002
	185.44	*VENDOR TOTAL				
MIDAMERICAN ENERGY						
FUEL	15.00	FUEL-HEATING	101.142.273	5.23.18	002794	P 571 00004
MIDWEST TAPE						
AUDIOBOOKS	327.92	AV - CAPITAL	101.142.342	7959-9091	019517	P 571 00005
NORTHWESTERN ENERGY						
ELECT	1,557.25	ELECTRICITY	101.142.272	5.23.18	002795	P 571 00006
US BANK EQUIPMENT FINANC						
COPIER CONTRACT	296.69	RENTALS & XEROX SUPPLIES	101.142.212	1544	019519	P 571 00008
	2,382.30				
GENERAL FUND	2,382.30	*****				

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					
POCKETS FULL OF FUN SRP PERFORMER	270.00	RECREATION SUPPLIES	701.701.242	5.23.18	019518	P 571 00007
YANKTON CO 4-H SEED LIB CLASS SUPPLIES	139.86	RECREATION SUPPLIES	701.701.242	5.23.18	019516	P 571 00009
BABYSITTING CLINIC	450.00	RECREATION SUPPLIES	701.701.242	5.23.18	019516	P 571 00010
	589.86	*VENDOR TOTAL				
	859.86				
LIBRARY TRUST	859.86	*****				

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:	3,292.16					

RECORDS PRINTED - 000010

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					
A LEAGUE OF YOUR OWN BOOK	21.29	BOOKS	101.142.340	Dobrovolny		582 00268
AMAZON MKTPLACE PMTS BOOKS, DVD'S	134.42	BOOKS	101.142.340	Dobrovolny		582 00424
BOOKS, DVD'S	55.38	AV - CAPITAL	101.142.342	Dobrovolny		582 00425
BOOK	5.89	BOOKS	101.142.340	Dobrovolny		582 00565
	195.69	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W OFFICE SUPPLIES	34.15	OFFICE SUPPLIES	101.142.232	Dobrovolny		582 00090
PROGRAM SUPPLIES, BOOK,	25.72	PROGRAM SUPPLIES	101.142.242	Dobrovolny		582 00126
PROGRAM SUPPLIES, BOOK,	49.95	BOOKS	101.142.340	Dobrovolny		582 00127
BOOK	13.01	BOOKS	101.142.340	Dobrovolny		582 00143
BOOKS, DVD'S, OFFICE SUP	115.56	BOOKS	101.142.340	Dobrovolny		582 00393
BOOKS, DVD'S, OFFICE SUP	98.66	AV - CAPITAL	101.142.342	Dobrovolny		582 00394
BOOKS, DVD'S, OFFICE SUP	7.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		582 00395
	345.03	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI BOOKS	57.14	BOOKS	101.142.340	Dobrovolny		582 00003
BOOKS, OFFICE SUPPLIES,	137.03	BOOKS	101.142.340	Dobrovolny		582 00106
BOOKS, OFFICE SUPPLIES,	10.49	OFFICE SUPPLIES	101.142.232	Dobrovolny		582 00107
	204.66	*VENDOR TOTAL				
BAKER-TAYLOR BOOKS	4,571.09	BOOKS	101.142.340	Ferrell		582 00372
BOOKS	43.28	POSTAGE	101.142.231	Ferrell		582 00373
	4,614.37	*VENDOR TOTAL				
BHM*OMAHA WORLD HERALD BOOK, POSTAGE	29.95	BOOKS	101.142.340	Dobrovolny		582 00226
BOOK, POSTAGE	5.00	POSTAGE	101.142.231	Dobrovolny		582 00227
	34.95	*VENDOR TOTAL				
DELTA CONFERENCE AIRFARE	685.60	TRAVEL EXPENSE	101.142.263	Ferrell		582 00332
DEMCO INC OFFICE SUPPLIES	457.34	OFFICE SUPPLIES	101.142.232	Ferrell		582 00163
DROPBOX*6B59Q6TDBJGP DROPBOX	99.00	PROFESSIONAL SERVICES	101.142.202	Ferrell		582 00255

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
FACEBK 2GNAXFECP2 PROGRAMMING	10.31	PROGRAM SUPPLIES	101.142.242	Ferrell		582 00552
GRAINGER						
JANITORIAL SUPPLIES / BU	76.19	JANITORIAL SUPPLIES	101.142.236	Reifenrath		582 00096
MANTIENCE SUPPLIES	68.14	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		582 00097
JANITORIAL SUPPLIES / SH	29.83	JANITORIAL SUPPLIES	101.142.236	Reifenrath		582 00303
EQUIPMENT SUPPLIES	37.64	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		582 00304
	211.80	*VENDOR TOTAL				
KOPETSKYS ACE HDWE LIBRARY SUPPLY	5.99	PROGRAM SUPPLIES	101.142.242	Raiche		582 00020
MEAD LUMBER YANKTON SHELVING PROJECT	12.49	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		582 00297
ONE OFFICE SOLUTION OFFICE CHAIR	237.29	OFFICE SUPPLIES	101.142.232	Schmidt		582 00139
OVERDRIVE DIST DOWNLOADABLE BOOKS	2,745.58	PROFESSIONAL SERVICES	101.142.202	Schmidt		582 00028
POSTAGE REFILL POSTAGE REFILL	200.00	POSTAGE	101.142.231	Ferrell		582 00140
PP*DISABLED VETERANS BOOK	65.98	BOOKS	101.142.340	Raiche		582 00455
PRANDOMHOUSE8007333000 AUDIOBOOKS	697.50	AV - CAPITAL	101.142.342	Ferrell		582 00345
PRESSING MATTERS PR STORY WALK	37.28	PROGRAM SUPPLIES	101.142.242	Raiche		582 00202
RECORDED BOOKS CD BOOK	86.62	AV - CAPITAL	101.142.342	Dobrovolny		582 00415
RIVISTAS SUBSCRIPTION MAGAZINE SUBSCRIPTION	36.79	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		582 00049
TECHSOUP LIBRARY EXPENSE	16.00	OFFICE SUPPLIES	101.142.232	Ferrell		582 00276
USPS PO 4698100078 BOOK CLUB BAG	11.17	POSTAGE	101.142.231	Ferrell		582 00391

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GENERAL FUND	*****					
COMMUNITY LIBRARY					
USPS PO 4698100078 POSTAGE	20.21 31.38	POSTAGE *VENDOR TOTAL	101.142.231	Schmidt		582 00004
VISTAPR*VISTAPRINT.COM SRP CLINGS	202.79	OFFICE SUPPLIES	101.142.232	Ferrell		582 00390
WAL-MART #1483 DVDS / BOOKS DVDS / BOOKS DVDS / PROGRAMMING DVDS / PROGRAMMING	76.80 38.26 47.62 9.29 171.97	AV - CAPITAL BOOKS AV - CAPITAL PROGRAM SUPPLIES *VENDOR TOTAL	101.142.342 101.142.340 101.142.342 101.142.242	Ferrell Ferrell Raiche Raiche		582 00084 582 00085 582 00501 582 00502
WAL-MART #3734 PROGRAMMING	35.96	PROGRAM SUPPLIES	101.142.242	Raiche		582 00461
WM SUPERCENTER #1483 DVD'S,/OFFICE SUPPLIES DVD'S,/OFFICE SUPPLIES DVD'S,/OFFICE SUPPLIES OFFICE SUPPLIES PLANNER OFFICE SUPPLIES	40.88 3.00 7.26 21.24 7.87 18.90 99.15	AV - CAPITAL OFFICE SUPPLIES PROGRAM SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES *VENDOR TOTAL	101.142.342 101.142.232 101.142.242 101.142.232 101.142.232 101.142.232	Dobrovolny Dobrovolny Dobrovolny Ferrell Lippert Schmidt		582 00340 582 00341 582 00342 582 00071 582 00260 582 00009
WM SUPERCENTER #3734 DVDS / SRP PRIZES / PROG DVDS / SRP PRIZES / PROG	43.88 10.26 54.14	AV - CAPITAL PROGRAM SUPPLIES *VENDOR TOTAL	101.142.342 101.142.242	Raiche Raiche		582 00231 582 00233
WW GRAINGER JANITORIAL SUPPLIES SHELVING PROJECT	154.81 37.64 192.45	JANITORIAL SUPPLIES REP. & MAINT. - EQUIPMEN *VENDOR TOTAL	101.142.236 101.142.221	Reifenrath Reifenrath		582 00422 582 00428
YANKTON PIZZA RANCH PROGRAM SUPPLIES-TEENS	31.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		582 00403
	11,840.40				

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMAZON MKTPLACE PMTS						
SUMMER READING PROGRAM	49.90	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00208
SUMMER READING PROGRAM	33.49	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00234
	83.39	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W						
PROGRAM SUPPLIES, BOOK,	535.78	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00128
SUMMER READING PROGRAM	8.49	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00156
	544.27	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI						
BOOKS, OFFICE SUPPLIES,	28.27	BOOKS	701.701.340	Dobrovolny		582 00108
BOOKS, OFFICE SUPPLIES,	16.98	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00109
	45.25	*VENDOR TOTAL				
AMERICAN LIBRARY ASSN						
SRP PRIZES	17.98	RECREATION SUPPLIES	701.701.242	Ferrell		582 00118
BAKER-TAYLOR						
BOOKS	14.92	BOOKS	701.701.340	Ferrell		582 00374
CASEYS GEN STORE 2268						
STAFF APPRECIATION	11.94	RECREATION SUPPLIES	701.701.242	Ferrell		582 00366
MEXICO VIEJO RESTAURAN						
STAFF APPRECIATION	50.10	RECREATION SUPPLIES	701.701.242	Ferrell		582 00386
OTC BRANDS, INC.						
SRP PRIZES	137.94	RECREATION SUPPLIES	701.701.242	Raiche		582 00149
RAYMOND GEDDES & COMPA						
SRP PRIZES	53.56	RECREATION SUPPLIES	701.701.242	Raiche		582 00466
SP * ELM USA						
DISC CLEANING SUPPLIES	137.20	OFFICE SUPPLIES	701.701.232	Reifenrath		582 00005
WAL-MART #1483						
STAFF APPRECIATION	6.95	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00249
DVDS / BOOKS	125.45	RECREATION SUPPLIES	701.701.242	Ferrell		582 00086
	132.40	*VENDOR TOTAL				
WM SUPERCENTER #1483						
DVD'S, /OFFICE SUPPLIES	11.94	RECREATION SUPPLIES	701.701.242	Dobrovolny		582 00343

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					
WM SUPERCENTER #3734 DVDS / SRP PRIZES / PROG	63.79	RECREATION SUPPLIES	701.701.242	Raiche		582 00232
	1,304.68				
LIBRARY TRUST	1,304.68	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	0.00	12,000.00	12,000.00	12,000.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	12,000.00	12,000.00	12,000.00	50 -----
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	635.00	2,590.00	4,210.00	4,210.00	38 ---
3452 LIBRARY A.V. FEES	700.00	700.00	55.30	90.30	609.70	609.70	12 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.02	6.85-	16.85	16.85	68 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	1.31	103.28	96.72	96.72	51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	58.00	458.00	1,042.00	1,042.00	30 ---
3456 PC PRINTING	6,000.00	6,000.00	425.40	2,350.20	3,649.80	3,649.80	39 ---
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00	100.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	894.70	1,812.20	187.80	187.80	90 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	2,069.73	7,397.13	9,912.87	9,912.87	42 ----
FINES							
3510 COURT FINES	3,000.00	3,000.00	285.35	805.99	2,194.01	2,194.01	26 --
3511 PARKING FINES	3,000.00	3,000.00	125.00	1,255.00	1,745.00	1,745.00	41 ----
3520 LIBRARY FINES	3,000.00	3,000.00	98.00	393.50	2,606.50	2,606.50	13 -
TOTAL: FINES	9,000.00	9,000.00	508.35	2,454.49	6,545.51	6,545.51	27 --
MISCELLANEOUS							
3610 INTEREST	16,500.00	16,500.00	7,052.93	24,726.36	8,226.36-	8,226.36-	149 -----]]]]
3611 UTILITY REFUNDS	0.00	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	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	171.31	3,823.48	176.52	176.52	95 -----
3617 CAPITAL LEASE	0.00	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	0.00	0
3620 LAND RENT	0.00	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	3,000.00	0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	125.92	1,039.73	460.27	460.27	69 -----
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	7,350.16	29,589.57	5,410.43	5,410.43	84 -----
TOTAL: GENERAL FUND	85,310.00	85,310.00	9,928.24	51,441.19	33,868.81	33,868.81	64 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3610 INTEREST	0.00	0.00	42.82	166.46	166.46- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	2,862.16	8,612.04	8,612.04- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,904.98	8,778.50	8,778.50- 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	121,812.65	233,949.35 34 ---
102	TEMPORARY WAGES	59,699.00	0.00	2,984.73	14,034.52	45,664.48 23 --
103	OVERTIME WAGES	350.00	0.00	0.00	122.72	227.28 35 ---
111	OASI	31,810.00	0.00	2,138.08	10,151.05	21,658.95 31 ---
121	RETIREMENT	21,367.00	0.00	1,541.92	7,316.12	14,050.88 34 ---
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00 1
132	GROUP INSURANCE	82,378.00	0.00	4,447.98	22,239.75	60,138.25 26 --
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	52.86	382.63	621.37 38 ---
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	36,864.28	176,015.44	378,896.56 31 ---
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16 90 -----
202	PROFESSIONAL SERVICES	39,000.00	0.00	4,276.52	21,175.64	17,824.36 54 -----
211	PUBLISHING	3,000.00	0.00	0.00	785.34	2,214.66 26 --
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	395.63	1,527.88	6,472.12 19 -
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	236.31	822.56	2,177.44 27 --
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	375.05	745.68	3,254.32 18 -
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	107.44	963.68	1,536.32 38 ---
232	OFFICE SUPPLIES	9,500.00	0.00	1,291.97	3,387.33	6,112.67 35 ---
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	809.49	4,691.03	5,808.97 44 ----
236	JANITORIAL SUPPLIES	2,500.00	0.00	697.48	1,489.54	1,010.46 59 -----
242	PROGRAM SUPPLIES	4,000.00	0.00	257.06	476.86	3,523.14 11 -
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	205.00	380.00	620.00 38 ---
263	TRAVEL EXPENSE	3,500.00	0.00	356.50	683.58	2,816.42 19 -
265	CONFERENCE & MEETINGS	1,500.00	0.00	275.00	620.00	880.00 41 ----
271	TELEPHONE	1,700.00	0.00	132.65	657.94	1,042.06 38 ---
272	ELECTRICITY	22,000.00	0.00	1,486.04	5,006.23	16,993.77 22 --
273	FUEL-HEATING	3,000.00	0.00	235.02	1,800.92	1,199.08 60 -----
274	WATER SERVICE	3,200.00	0.00	149.71	576.64	2,623.36 18 -
275	SEWER SERVICE	1,000.00	0.00	127.09	484.88	515.12 48 ----
276	LANDFILL	500.00	0.00	40.00	176.00	324.00 35 ---
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	11,453.96	55,572.57	77,893.43 41 ----
	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	3,960.25	11,557.57	41,442.43 21 --
342	AV - CAPITAL	13,500.00	0.00	1,372.66	4,344.21	9,155.79 32 ---
350	EQUIPMENT	1,000.00	0.00	309.33	309.33	690.67 30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH MAY 31, 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	5,642.24	16,211.11	73,288.89	18 -
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	53,960.48	247,799.12	530,078.88	31 ---
TOTAL: GENERAL FUND	777,878.00	0.00	53,960.48	247,799.12	530,078.88	31 ---

	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	12.99	12.99-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	1,621.14	4,588.88	4,588.88-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,621.14	4,601.87	4,601.87-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	33.92	91.18	91.18-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	509.97	509.97-	9999 -----]]]]
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	33.92	601.15	601.15-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,655.06	5,203.02	5,203.02-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,655.06	5,203.02	5,203.02-	9999 -----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	25,506.01	1,249.92	2,677.10	28,183.11
	25,506.01	1,249.92	2,677.10	28,183.11
	25,506.01	1,249.92	2,677.10	28,183.11
LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
FUND BALANCE:				
701.2511	22,831.89CR	0.00	0.00	22,831.89CR
701.2900	12,118.27CR	2,904.98CR	8,778.50CR	20,896.77CR
701.2910	10,342.53	1,655.06	5,203.02	15,545.55
	24,607.63CR	1,249.92CR	3,575.48CR	28,183.11CR
	25,506.01CR	1,249.92CR	2,677.10CR	28,183.11CR
	0.00	0.00	0.00	0.00

		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 PERSONAL SERVICES							
101	REGULAR WAGES	355,762.00	0.00	25,698.71	121,812.65	233,949.35	34 ---	
P-050418-564	PAYROLL INTERFACE	050418		12,849.34	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		12,849.37	CODE-Y,PER#-2,FUND-	101		A
102	TEMPORARY WAGES	59,699.00	0.00	2,984.73	14,034.52	45,664.48	23 --	
P-050418-564	PAYROLL INTERFACE	050418		1,364.74	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		1,619.99	CODE-Y,PER#-2,FUND-	101		A
103	OVERTIME WAGES	350.00	0.00	0.00	122.72	227.28	35 ---	
111	OASI	31,810.00	0.00	2,138.08	10,151.05	21,658.95	31 ---	
P-050418-564	PAYROLL INTERFACE	050418		1,059.27	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		1,078.81	CODE-Y,PER#-2,FUND-	101		A
121	RETIREMENT	21,367.00	0.00	1,541.92	7,316.12	14,050.88	34 ---	
P-050418-564	PAYROLL INTERFACE	050418		770.96	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		770.96	CODE-Y,PER#-2,FUND-	101		A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00	1	
132	GROUP INSURANCE	82,378.00	0.00	4,447.98	22,239.75	60,138.25	26 --	
P-050418-564	PAYROLL INTERFACE	050418		2,223.98	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		2,224.00	CODE-Y,PER#-2,FUND-	101		A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	52.86	382.63	621.37	38 ---	
P-050418-564	PAYROLL INTERFACE	050418		29.88	CODE-Y,PER#-1,FUND-	101		A
P-051818-565	PAYROLL INTERFACE	051818		22.98	CODE-Y,PER#-2,FUND-	101		A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	36,864.28	176,015.44	378,896.56	31 ---	
OTHER CURRENT EXPENDITURES								
201	INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16	90 -----	
202	PROFESSIONAL SERVICES	39,000.00	0.00	4,276.52	21,175.64	17,824.36	54 -----	
M-050418-534	.13843 OVERDRIVE DIST	201804	Ferrell	3,000.00	ANNUAL FEE		N	A
M-050418-534	.11991 MOTION PICTURE LICENSI	201804	Ferrell	189.38	MOVIE LICENSE		N	A
M-050418-534	.13843 OVERDRIVE DIST	201804	Schmidt	1,067.14	EBOOKS		N	A
D-051418-508	06800 WAGE WORKS INC	061619	INV654282	20.00	FSA-FLEX SERVICE FEE	005311	P N	A
211	PUBLISHING	3,000.00	0.00	0.00	785.34	2,214.66	26 --	
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	395.63	1,527.88	6,472.12	19 -	
D-051418-529	07098 US BANK EQUIPMENT FINANC	061618	356003103	395.63	COPIER LEASE	019511	P N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	236.31	822.56	2,177.44	27	--	
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	6.55	SHELVING PAINT		N		A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	43.30	SHELVING PAINT		N		A
M-050418-534	.14839 MEAD LUMBER YANKTON	201804	Reifenrath	145.10	SHELVING BOARDS		N		A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	17.88	SHELVING PAINT		N		A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	23.48	SHOVEL REPLACEMENT		N		A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	375.05	745.68	3,254.32	18	-	
M-050418-534	.14028 LARRYS HEATING AND	201804	Ferrell	159.75	FURNACE CHECK		N		A
M-050418-534	.12847 KENDELL DOORS & HARDWA	201804	Morrow	134.80	RIM CYLINDERS		N		A
D-051418-529	06540 CHUCKS SANITARY SERVICE	061496	6730	80.50	PLUMBING	019509	P	M	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0		
231	POSTAGE	2,500.00	0.00	107.44	963.68	1,536.32	38	---	
M-050418-534	.11787 DEMCO INC	201804	Ferrell	9.95	SHIPPING		N		A
M-050418-534	.11787 DEMCO INC	201804	Raiche	53.31	POSTAGE		N		A
M-050418-534	.15503 SQ *SQ *GREY HOUSE PUB	201804	Ferrell	15.50	SHIPPING		N		A
M-050418-534	.11798 BAKER-TAYLOR	201804	Ferrell	24.69	POSTAGE		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovlny	3.99	SHIPPING		N		A
232	OFFICE SUPPLIES	9,500.00	0.00	1,291.97	3,387.33	6,112.67	35	---	
M-050418-534	.11787 DEMCO INC	201804	Ferrell	52.96	OFFICE SUPPLIES		N		A
M-050418-534	.12434 WAL-MART #1483	201804	Dobrovlny	25.06	OFFICE SUPPLIES		N		A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804	Dobrovlny	24.99	PAINT		N		A
M-050418-534	.13222 AMERICAN LIBRARY ASSN	201804	Ferrell	167.80	BOOKMARKS & POSTERS		N		A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804	Dobrovlny	9.99	OFFICE SUPPLIES		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovlny	46.99	CARDSTOCK		N		A
M-050418-534	.12336 VISTAPR*VISTAPRINT.COM	201804	Raiche	40.24	BANNER		N		A
M-050418-534	.11866 GRESSCO LTD	201804	Ferrell	536.80	DVD CASES		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovlny	13.80	OFFICE SUPPLIES		N		A
M-050418-534	.12336 VISTAPR*VISTAPRINT.COM	201804	Ferrell	97.98	NEW PATRON BROCHURES		N		A
M-050418-534	.13320 WM SUPERCENTER #1483	201804	Dobrovlny	17.91	OFFICE SUPPLIES		N		A
D-051418-529	05866 HANSON BRIGGS ADVERTISIN	061542	21512/21715	257.45	ANNUAL REPORT & DECALS	019510	P	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	809.49	4,691.03	5,808.97	44	----	
M-050418-534	.13249 GAN*1085ARGUSLEADCIRC	201804	Ferrell	230.34	ARGUS LEADER SUBSCRIPTN		N		A
M-050418-534	.11824 THE STAR TRIBUNE CIRC	201804	Ferrell	131.95	STAR TRIB SUBSCRIPTION		N		A
M-050418-534	.14468 NYT*TIMES E-BILLING	201804	Ferrell	447.20	NEW YORK TIMES		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							
236	JANITORIAL SUPPLIES	2,500.00	0.00	697.48	1,489.54	1,010.46	59	-----
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	196.52	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	9.63	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	48.11	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	11.97	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	124.63	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	112.30	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	46.14	JANITORIAL SUPPLIES		N	A
M-050418-534	.11793 WW GRAINGER	201804	Reifenrath	148.18	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	4,000.00	0.00	257.06	476.86	3,523.14	11	-
M-050418-534	.15496 BIG RIVER BURRITO	201804	Raiche	10.00	PROGRAM SUPPLIES		N	A
M-050418-534	.12434 WAL-MART #1483	201804	Ferrell	8.91	PROGRAMMING		N	A
M-050418-534	.12434 WAL-MART #1483	201804	Raiche	41.28	PROGRAM SUPPLIES		N	A
M-050418-534	.15367 SNAP GEOFILTERS	201804	Ferrell	14.96	NLW PROMOTION		N	A
M-050418-534	.15516 ROCK BOTTOM BEERS AND	201804	Schmidt	33.27	BIRD NERD PROGRAM		N	A
M-050418-534	.13320 WM SUPERCENTER #1483	201804	Raiche	30.96	PROGRAM SUPPLIES		N	A
M-050418-534	.12923 WAL-MART #3734	201804	Raiche	7.99	STORY TIME SUPPLIES		N	A
M-050418-534	.15526 FACEBK BN722G6CP2	201804	Ferrell	9.69	BIRD NERD PROMOTION		N	A
D-051418-529	07248 KELLY/TIMOTHY J	061550	368962	100.00	TUNED PIANO	019508	P M	A
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	205.00	380.00	620.00	38	---
M-050418-534	.14975 AMER LIB ASSOC-IMIS	201804	Ferrell	106.00	MEMBERSHIP DUES		N	A
M-050418-534	.14975 AMER LIB ASSOC-IMIS	201804	Dobrovolny	50.00	MEMBERSHIP DUES		N	A
M-050418-534	.14631 ARSL	201804	Dobrovolny	49.00	MEMBERSHIP DUES		N	A
263	TRAVEL EXPENSE	3,500.00	0.00	356.50	683.58	2,816.42	19	-
D-051418-529	.15133 ARAMARK/SDSU CATERING	061475	4.30.18	96.50	LIBRARY INSTITUTE	019513	P N	A
D-051418-529	.15483 SD STATE UNIVERSTIY	061597	4.30.18	260.00	LIBRARY INSTITUTE	019512	P N	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	275.00	620.00	880.00	41	----
M-050418-534	.15511 ARSLIBRARIES	201804	Dobrovolny	140.00	CONFERENCE ADJUSTMENT		N	A
M-050418-534	.15511 ARSLIBRARIES	201804	Dobrovolny	415.00	ARSL CONFERENCE		N	A
271	TELEPHONE	1,700.00	0.00	132.65	657.94	1,042.06	38	---
P-050418-564	PAYROLL INTERFACE	050418		10.50	CODE-Y, PER#-1, FUND-	101		A
M-053118-538	06976 VAST BROADBAND	007446		80.89	PHONE BILL	003513	F N	A
M-053118-538	06976 VAST BROADBAND	007447		41.26	PHONE BILL	003513	F N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
		ENCUMBERED	AMOUNT	DESCRIPTION		F 9		FIL
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE					
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
272	ELECTRICITY	22,000.00	0.00	1,486.04	5,006.23	16,993.77	22 --	
D-051418-529	00455 NORTHWESTERN ENERGY	061581 4.30.18		1,486.04	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	235.02	1,800.92	1,199.08	60 -----	
D-051418-529	00303 MIDAMERICAN ENERGY	061566 4.30.18		235.02	FUEL	002794	P N	A
274	WATER SERVICE	3,200.00	0.00	149.71	576.64	2,623.36	18 -	
D-051418-529	00109 CITY UTILITIES	061501 4.23.18		149.71	WTR-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,000.00	0.00	127.09	484.88	515.12	48 ----	
D-051418-529	00109 CITY UTILITIES	061501 4.23.18		127.09	WTR-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	40.00	176.00	324.00	35 ---	
J-053118-560	MAY JOURNAL ENTRIES	JE 120		40.00	DUMPSTER CHGS - MAY			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES		133,466.00	0.00	11,453.96	55,572.57	77,893.43	41 ----	
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	3,960.25	11,557.57	41,442.43	21 --	
M-050418-534	.11785 CENTER POINT LARGE PRI	201804 Ferrell		133.62	BOOKS		N	A
M-050418-534	.12707 INF* CITY DIRECTORIES	201804 Ferrell		390.00	BOOKS		N	A
M-050418-534	.15316 MIDAMERICA BOOKS	201804 Ferrell		242.50	BOOKS		N	A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804 Dobrovolny		118.33	BOOKS		N	A
M-050418-534	.15503 SQ *SQ *GREY HOUSE PUB	201804 Ferrell		175.50	BOOK		N	A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804 Dobrovolny		18.25	BOOK		N	A
M-050418-534	.11798 BAKER-TAYLOR	201804 Ferrell		2,568.07	BOOKS		N	A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804 Dobrovolny		28.57	BOOK		N	A
M-050418-534	.14127 AMAZON.COM AMZN.COM/BI	201804 Dobrovolny		99.96	BOOKS		N	A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804 Dobrovolny		125.53	BOOKS		N	A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804 Dobrovolny		59.92	BOOKS		N	A
342	AV - CAPITAL	13,500.00	0.00	1,372.66	4,344.21	9,155.79	32 ---	
M-050418-534	.12434 WAL-MART #1483	201804 Dobrovolny		58.84	DVDS		N	A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804 Dobrovolny		7.99	DVDS		N	A
M-050418-534	.12434 WAL-MART #1483	201804 Ferrell		44.88	DVDS		N	A
M-050418-534	.13320 WM SUPERCENTER #1483	201804 Dobrovolny		154.64	DVDS		N	A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804 Dobrovolny		17.37	DVDS		N	A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804 Dobrovolny		29.30	DVDS		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								
	CAPITAL OUTLAY								
342	AV - CAPITAL								
M-050418-534	.13320 WM SUPERCENTER #1483	201804	Raiche	78.80	DVDS		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovolny	7.99	DVD		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovolny	12.95	DVD		N		A
M-050418-534	.11802 AMAZON MKTPLACE PMTS	201804	Dobrovolny	30.23	DVDS		N		A
M-050418-534	.13320 WM SUPERCENTER #1483	201804	Dobrovolny	30.92	DVDS		N		A
D-051418-529	04785 MIDWEST TAPE	061570	4.30.18	898.75	AUDIOBOOKS	016599	P	N	A
350	EQUIPMENT	1,000.00	0.00	309.33	309.33	690.67	30	---	
M-050418-534	.11787 DEMCO INC	201804	Ferrell	251.99	BOOK TRUCK		N		A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804	Dobrovolny	49.36	TRIPOD & MICROPHONE		N		A
M-050418-534	.15312 AMAZON MKTPLACE PMTS W	201804	Dobrovolny	7.98	TRIPOD		N		A
TOTAL: CAPITAL OUTLAY		89,500.00	0.00	5,642.24	16,211.11	73,288.89	18	-	
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	53,960.48	247,799.12	530,078.88	31	---	
TOTAL: GENERAL FUND		777,878.00	0.00	53,960.48	247,799.12	530,078.88	31	---	

Trust Fund	4/28/2018 - 5/27/2018					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	\$15,310.84			\$15,310.84	
Donations	Town & Country Garden Club	\$9.57			\$9.57	
	Master Gardener's	\$232.84		\$14.92	\$217.92	
	Tech Club	\$607.00			\$607.00	
	Farm Credit Services	\$31.54			\$31.54	
	GFWC (Joan Neubauer)	\$25.00			\$25.00	
	GFWC - Relda Trout memorial	\$0.46			\$0.46	
	Jean B. Mielenz memorial	\$250.00			\$250.00	
	Girl Scouts	\$22.22			\$22.22	
	Blackburn	\$0.00	\$16.67		\$16.67	
	Ferrell	\$28.91			\$28.91	
1023.2	<u>Professional Services</u>					
	book bags/earbuds/pens	\$317.87	\$44.00		\$361.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-\$581.50	\$10.00	\$137.20	-\$708.70	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	\$2,519.51		\$80.93	\$2,438.58	
	Summer Reading/Story Walk	\$1,190.04	\$1,517.00	\$1,341.63	\$1,365.41	
	After School Program	\$173.85			\$173.85	
	Parents' Night Out	\$389.57			\$389.57	
	Teen Advisory Board	\$327.65			\$327.65	
	Adult Craft Night	\$582.62			\$582.62	
	Parade float	\$216.65			\$216.65	
	1,000 Bks Before Kindg. (Friends)	\$72.75			\$72.75	
	SDLA/Rural Conference	-\$28.27			-\$28.27	
	Cemetery Walk	\$100.00	\$470.00		\$570.00	
	Babysitting Clinic	\$75.00	\$375.00	\$450.00	\$0.00	
	Yankton Seed Library	\$1,259.28		\$139.86	\$1,119.42	
	NASA Programming Stipend	\$131.76			\$131.76	
	Vishay	\$300.00			\$300.00	
	Friends Donations	\$113.05			\$113.05	
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>	\$4,607.92	\$173.50		\$4,781.42	
	Total	\$29,451.70	\$2,606.17	\$2,164.54	\$29,893.33	
				Monthly Interest (including year-end)	\$42.82	
				Current Balance	\$29,936.15	

Yankton Community Library
Director's Report
June 2018

Food for Fines

We collected 56 paper products in May. We are accepting cereal through June 10.

Unplug, Unwind, Craft

We take a break from the Adult Craft Night in May and will be holding a "Yankton Rocks" program in June as part of our Adult Summer Reading Program. We will be painting rocks and encouraging people to hide them around Yankton, as is the fad now. It works very well with our "Libraries Rock!" theme. Signup is currently open. We are waiving the usual \$5 fee for the classes in June & July as part of Summer Reading.

Seed Library

The Seed Library continues to hold classes. As gardens have now been planted, the classes focus more on plant care and how to get things to grow better. We will hold the June classes on the 12th.

Summer Reading

Summer Reading is officially underway. We are doing all registration through our tracking website, Beanstack. So far that is working well! For the youth we have a teen event every Monday at 2 pm, a family event or Story Time every Monday at 6 pm, kids crafts every Tuesday at 2 pm, hands-on activities for the kids every Wednesday at 2 pm, LEGO club every Thursday at 2 pm, a movie every Friday at 2 pm, summer story times every Tuesday/Thursday at 10:30 am, Stay & Play on Wednesdays at 10:30 and a few miscellaneous special events. Our big events for June are the Hanson Family performers and a Pockets Full of Fun puppet show. Also of note, the National Music Museum is coming in to talk to kids on June 12 and teens on June 25. For the adults, we are focused on our big cemetery walk and on promoting the reading portion of summer reading. We are doing weekly prizes for adults who sign up for summer reading, as well as a grand prize of a Kindle Fire.

Kid's Summer Reading Kickoff

This event was a great success! We had several music demonstration stations, crafts, games, and more at our kid's kickoff on June 4. It was a fun time and lots of people stopped by, got registered, and participated in the fun.

Adult Summer Reading Kickoff: Cemetery Walk

This was also a great success! We were happy to sell all of our tickets and then some, with the grand total coming out to around 130 between our two groups. We continued this year with two start times and it worked well. It was sweltering hot for the first group, but we still had a great turnout.

Budget Meetings

I am scheduled to attend a budget meeting on June 18 with the city commission, where they will go through our Capital budget requests. This includes our bathroom stall remodel, a request for funding

for a potential study looking at a community resource center in town (of which the library would be part), a small amount of money for roof upkeep, our book and AV budgets, and a new laptop. I'm suggesting reductions in the book & AV lines to "find" money to hire a part time children's library assistant (as well as other reductions in the operating budget). There are still cuts that need to be made to the budget, so I'm not sure how any of those priorities will shake out. City Manager Amy Nelson had mentioned that we may have to consider further reductions to our book & AV budgets if we'd like to fund the community resource center study, if and when that comes to fruition. I am also attending a county commission meeting with Amy and a few department heads on June 19 to discuss funding for shared projects such as the library. Anyone that is able is welcome to attend to show support for the library funding we receive from the County.

Staffing

We've had three more new hires start this week: Carrie Wiebold (28 hours), Melisa Tofflemire (21 hours), and Logan Oster (nights/weekends). With these additions we are fully staffed, which feels great going into summer. Dana is hard at work with all of them working on training and we are excited to have a good crew with all of our part time workers.

Last Day/Vacation/Travel

I will be gone June 15 to close on our new house in Omaha. I will also be out of the library June 21-25 to speak at the ALA Annual Conference about our experience eliminating fines. I will be speaking with NYPL CEO Tony Marx, DC Public Library's Richard Reyes-Gavilan, and Beth Crist of the Colorado State Library. We had a planning call recently and I think it will be a great session. It will put a spotlight on Yankton as the rural voice as we're significantly smaller than the others. My last day will be June 26.

Independence Day Closings

We will be closing at 5:00 pm on July 3rd for the holiday and will remain closed on July 4th. We will reopen on 9:00 am on July 5th.

July Meeting

The July meeting is scheduled for July 11, 2018 at 5:30 p.m. Special meetings for interviews are tentatively scheduled for June 27 & 28.

May Additions: 534

	Adult	YA	JR	Easy
Fiction	215	16	33	34
Nonfiction	128	8	20	15
DVD	33	-	7	-
Audiobooks	20	0	1	0
Music CD's	3	-	0	-
Book Club Bags	1	-	-	-
Professional	0	-	-	-
Total	400	24	61	49

May 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Thursday Kids Activities				
Craft Club	3-May	3:45 PM	10	2
LEGO Club	10-May	3:45 PM	19	5
Science Club	17-May	3:45 PM	20	8
<i>Paddington 2</i>	24-May	3:45 PM	8	3
Total:			57	18

Friday Wii	4-May	3:30 PM	3	
	11-May	3:30 PM	9	
	18-May	3:30 PM	7	
	25-May	3:30 PM	5	
Total:			24	

Teen Events				
Teen After-Hours Event	4-May	7:00 PM	17	
TAB Meeting	7-May	7:00 PM	3	
Total:			20	

Preschool Tours				
	7-May	1:50 PM	20	1
	8-May	1:50 PM	20	1
	9-May	1:50 PM	20	1
	10-May	1:00 PM	45	8
	11-May	9:00 AM	45	7
Total:			150	18

Miscellaneous				
Kid's Art Club	12-May	-	12	8
Total:			12	8

Adult Programs	Date	Time	Num.
Seed Library	8-May	1:00 PM	34
Seed Library	8-May	6:30 PM	29
Power Hour: Email Security	9-May	12:00 PM	4
Teen Tech Tutors	12-May	1:00 PM	2
<i>Psycho</i>	13-May	2:00 PM	0
Stitches in the Stacks	17-May	6:00 PM	2
Power Hour: Marketing	23-May	12:00 PM	3
Total:			74

Food for Fines		
Paper Products	May 1-10	56

Book Clubs			
Reader's Anonymous	8-May	1:00 PM	3
Between the Lines	22-May	5:30 PM	10
Total:			13

Outreach / Speaking Engagements			
Beadle 1st Grade Visit	14-May	2:30 PM	80
PEO Group	15-May	6:30 PM	35
Story Time (Market at the Meridian)	19-May	9:30-11:30	17
Riverside Art Fest	29-May	5:00 PM	80
Total:			212

May 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,675	8,432
Juvenile	4,685	4,351
Total	13,360	12,783

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	7,127	6,969
Juvenile	4,538	4,150
Total	11,665	11,119

Interlibrary Loan

	2018	2017
Requested	115	128
Supplied	159	187
Total	274	315

Electronic Resources

	2018	2017
OverDrive	1,175	1,056
TumbleBooks	147	201
Total	1,322	1,257

Freegal

	2018	2017
Songs Downloaded	31	
Patrons Downloading	5	
Songs Streamed	68	
Patrons Streaming	4	

Adult Outreach

	2018	2017
Locations	11	11
Patrons	37	37
Circulations	258	235

Daycare Outreach

	2018	2017
Locations	0	0
Patrons	0	0
Circulations	0	0

(On Summer Break)

Current Cards

	2018	2017
Resident	4,679	4,427
Non-Resident	239	222
Mount Marty	29	21
Teacher	42	79
Yankton County	999	895
Total	5,988	5,644

Public Computer Use

	2018	2017
Uses	1,331	1,401
Hours	917.6	935

Meeting Room Use

	2018	2017
Library Uses	20	18
Library Hours	60.0	47.0
Non-Library Uses	25	17
Non-Library Hours	51.0	79.0

Study Room Use

	2018	2017
Uses	40	32
Hours	56.0	61.0

Notary

	2018	2017
Requests	2	4

Proctor

	2018	2017
Tests	28	12

Traffic

	2018	2017
Count	-	23,726

Genealogy Requests

	2018	2017
Patrons	4	3
Hours	4.0	4

Teacher Requests

	2018	2017
Patrons	0	6

Courier

	2018	2017
Total Incoming	418	424
Total Outgoing	412	384
Grand Total	830	808

Yankton County

	2018	2017
Households	38	

Yankton County

	Cards	Adults	Kids
New Cards	5	8	5
Renewals	36	68	42

Non-Resident

	Cards	Adults	Kids
New Cards	5	17	10
Renewals	11	18	8

Yankton Community Library • June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Breakfast Cereal June 1-10 <i>Library Closed</i>	Summer Reading Key: All Ages/Family Event Teen Program Youth Program Preschool Program Adult Program Community Program	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.			1 Summer Reading Begins!	2 Friends Book Sale 9:30 - 12 pm
3 <i>Library Closed</i>	4 All Ages/Family Event: Youth & Teen Summer Kick Off Celebration 6p	5 Story Time, 10:30a Youth Craft: Shrinky Dinks, 2p Cemetery Walk, 6p YAA Summer Concert Series, 8p	6 Stay & Play, 10:30a Youth Drum Circle, 2p Robotics, 3:30p (Registration Required)	7 Story Time, 10:30a LEGO Club, 2p	8 <i>The Greatest Showman (PG) 2:00—3:45p</i>	9 Kid's Art Club
10 <i>Library Closed</i>	11 Teen Drum Circle, 2p Family Event: The Hansons, 6p	12 Story Time, 10:30a Power Hour, 12p Readers Anon, 1p Special Guest: National Music Museum, 2p Seed Library 1/6:30 YAA Summer Conc., 8	13 Stay & Play, 10:30 Boom Whackers, 2p Robotics, 3:30p (Registration Required) Library Board, 5:30p	14 Story Time, 10:30a LEGO Club, 2p	15 <i>The Muppets (PG) 2:00—4:00p</i>	16
17 <i>Library Closed</i>	18 Teen: Punk Hair Art, 2p Story Time, 6p	19 Story Time, 10:30a Youth Craft: Guitar Decorating, 2p Unplug, Unwind, Craft: Yankton Rocks, 6p YAA Summer Conc., 8	20 Stay & Play, 10:30a Guess that Sound Game, 2p Robotics, 3:30p (Registration Required)	21 Story Time, 10:30a LEGO Club, 2p	22 LifeServe Blood Drive, 9a-12p <i>Lion King (G) 2:00—3:30p</i>	23
24 <i>Library Closed</i>	25 Pockets Full of Fun Puppet Show, 10:30a Teens: National Music Museum Speaker, 2p Story Time, 6p	26 Story Time, 10:30a Youth Craft: Geodes, 2p Between/Lines, 5:30p YAA Summer Conc., 8	27 Stay & Play, 10:30a Power Hour, 12p Youth Activity: Geology, 2p Robotics, 3:30p (Registration Required)	28 Story Time, 10:30a LEGO Club, 2p	29 <i>Annie (PG) 2:00—4:00p</i>	30

Yankton Community Library • July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 Food for Fines: Pasta July 1-10 <i>Library Closed</i>	2 Teen Event: KYNT Station Tour, 2p Story Time, 6p	3 Story Time, 10:30a Youth Craft: Rock Painting, 2p Library Closing at 5p YAA Summer Conc., 8	4 Library Closed YAA Summer Concert Series, 8p	5 Story Time, 10:30a LEGO Club, 2p Music at the Meridian, 6-8p	6 <i>Journey to the Center of the Earth (PG), 2:00—3:30p</i>	7 Friends Book Sale 9:30 - 12 pm	
8 <i>Library Closed</i>	9 Teens: Sheet Music Art/Shrinky Dinks, 2p All Ages/Family Event: 1 Beard, 2 Beard, Red Beard, Blue Beard, 6p	10 Story Time, 10:30a Readers Anon, 1p Craft: Musical Art 2p Seed Library 1/6:30 YAA Summer Conc., 8	11 Stay & Play, 10:30 Power Hour, 12p Science of Sound, 2p Robotics, 3:30p (Registration Required) Library Board, 5:30p	12 Story Time, 10:30a LEGO Club, 2p Music at the Meridian, 6-8p	13 <i>Fantasia 2000 (G) 2:00—3:15p Family Dance Party! City Hall Gym, 7-9pm</i>	14 Kid's Art Club	
15 <i>Library Closed</i>	16 Teens: Dance Class, 2p Story Time, 6p	17 Story Time, 10:30a Craft: YFCS Ceramic Figure Painting, 2p Unplug, Unwind, Craft: Sheet Music Art, 6p YAA Summer Conc., 8	18 Stay & Play, 10:30a Creating Instruments from around the World, 2p Robotics, 3:30p (Registration Required)	19 Story Time, 10:30a LEGO Club, 2p Music at the Meridian, 6-8p	20 <i>Enchanted (PG) 2:00—3:45p</i>	21	
22 <i>Library Closed</i>	23 Magic Show, 10:30a Teens: Space Rocks, 2 TALENT SHOW— DAKOTA THEATER, 6p	24 Story Time, 10:30a Youth Craft: Wind Chimes, 2p Between/Lines, 5:30 YAA Summer Conc., 8	25 Stay & Play, 10:30a BINGO, 2p	26 Story Time, 10:30a LEGO Club, 2p Music at the Meridian, 6-8p	27 <i>SING (PG) 2:00—3:55p</i>	28	
29 <i>Library Closed</i>	30	31 YAA Summer Concert Series, 8p	Summer Reading Key: All Ages/Family Event Teen Program Youth Program Preschool Program Adult Program Community Program				Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.