

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, July 11, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Welcome New Board Member Sue Otterman

Additions to the Agenda

Approval of June 11, 2018 Minutes

Approval of June 27, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- Election of Officers for 2017-2018
 - President
 - Vice-President
- Request to Close Early July 23, 2018

Other Business

Adjourn the Meeting of July 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**

Special Meeting, June 27, 2018, at 8:30 a.m.
Yankton City Hall, Meeting Room A

Meeting called to order by President Lilah Gillis at 8:30 a.m. Present were Lilah Gillis, Tony Maibaum, Amy G. Nelson, Tonja Koenigs, Christine Tielke; and City Manager Amy Nelson.

Old Business: None.

New Business: None.

Other Business: None.

Adjourn into Executive Session to Discuss Contractual, Litigation & Personnel Matters Under SDCL 1-25-2:

Motion to adjourn into executive session at 8:30 a.m. to conduct Library Director interviews matters by Koenigs with a second by Amy G. Nelson. Unanimous approval.

Reconvene as Library Board of Trustees:

Motion to reconvene as the Library Board of Trustees at 2:50 p.m. by Tielke with a second by Amy G. Nelson.

Adjourn the meeting of June 27, 2018

Meeting adjourned by President Gillis at 2:50 p.m.

Respectfully submitted,
Linda Dobrovlny, Interim Library Director

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

Special Meeting, June 27, 2018, at 5:00 p.m.
GAR Hall, 508 Douglas, Yankton, SD

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Lilah Gillis, Amy G. Nelson, Tonja Koenigs, Christine Tielke, Sue Otterman, and City Manager Amy Nelson.

Old Business: None.

New Business: None.

Other Business: None.

Adjourn into Executive Session to Discuss Contractual, Litigation & Personnel Matters Under SDCL 1-25-2:

Motion to adjourn into executive session at 6:00 p.m. to discuss Library Director interviews by Koenigs with a second by Tielke. Unanimous approval.

Reconvene as Library Board of Trustees:

Motion to reconvene as the Library Board of Trustees at 6:30 p.m. by Amy G. Nelson with a second by Otterman. Unanimous approval.

Adjourn the meeting of June 27, 2018

Meeting adjourned by President Gillis at 6:30 p.m.

Respectfully submitted,
Linda Dobrovolny, Interim Library Director

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

Special Meeting, June 11, 2018, at 5:30 p.m.
Yankton Community Library, Director's Office

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were David Koerner, Tony Maibaum, Amy Nelson, Sue Otterman, Christine Tielke; library director Tonya Olson Ferrell and City Manager Amy Nelson.

Absent with regrets: Tonja Koenigs and Todd Woods.

Minutes:

Motion to approve the minutes of the May 9, 2018 meeting by Tielke, with second by Nelson; unanimous approval.

Discussion of Bills and Financial Report:

Olson Ferrell reported that she met with City Manager Nelson as well as Duane Johnson and Al Viereck to discuss the upcoming budget. She asked the board members to review the director's report and share their thoughts with her. The City Commission will be meeting on June 19 to discuss the Capital budget and in August to discuss the Operating budget.

Communications and Correspondence: Nothing to report.

Public Comment Period: None.

Director's Report:

Olson Ferrell thanked the Board for all of their work together in the past year and a half.

Old Business: None.

New Business: None.

Other Business: None.

Adjourn into Executive Session to Discuss Contractual, Litigation & Personnel Matters Under SDCL 1-25-2:

Motion to adjourn into executive session at 5:35 p.m. to discuss contractual, litigation, & personnel matters by Nelson with a second by Koerner.

Reconvene as Library Board of Trustees:

Motion to reconvene as the Library Board of Trustees at 6:09 p.m. by Koerner with a second by Tielke.

Adjourn the meeting of June 11, 2018

Motion by Nelson to adjourn with second by Koerner. Meeting adjourned at 6:10 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					
CAMPBELL/STU BOOKS	59.04	BOOKS	101.142.340	6.20.18	019521 P	611 00001
CITY UTILITIES						
WATER-WW CHARGES	77.56	WATER SERVICE	101.142.274	6.20.18	002793 P	611 00002
WATER-WW CHARGES	50.78	SEWER SERVICE	101.142.275	6.20.18	002793 P	611 00003
	128.34	*VENDOR TOTAL				
LIPPERT/SUSAN MILEAGE	180.94	TRAVEL EXPENSE	101.142.263	6.20.18	019523 P	611 00005
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	6.25.18	002794 P	611 00006
MIDWEST TAPE AUDIOBOOKS	69.98	AV - CAPITAL	101.142.342	686-050	019522 P	611 00007
NORTHWESTERN ENERGY ELECT	2,024.73	ELECTRICITY	101.142.272	6.25.18	002795 P	611 00008
US BANK EQUIPMENT FINANC COPIER LEASE	465.69	RENTALS & XEROX SUPPLIES	101.142.212	360550800	019520 P	611 00009
	2,943.72				
GENERAL FUND	2,943.72	*****				

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					
GARDEN GATE LLC SEEDLINGS	30.00	RECREATION SUPPLIES	701.701.242	5.25.18	019514 P	611 00004
YANKTON CO 4-H BABYSITTING CLINICS	75.00	RECREATION SUPPLIES	701.701.242	6.20.18	019524 P	611 00010
	105.00				
LIBRARY TRUST	105.00	*****				

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					
ABM PARKING EPPLEY AIR TRAVEL EXPENSE	24.00	TRAVEL EXPENSE	101.142.263	Ferrell		625 00016
ACCUCUT, LLC OFFICE SUPPLIES	42.00	OFFICE SUPPLIES	101.142.232	Raiche		625 00487
AMAZON MKTPLACE PMTS DVDS	48.94	AV - CAPITAL	101.142.342	Dobrovolny		625 00042
OFFICE SUPPLIES	60.08	OFFICE SUPPLIES	101.142.232	Dobrovolny		625 00088
	109.02	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W BOOKS	26.79	BOOKS	101.142.340	Dobrovolny		625 00139
OFFICE SUPPLIES	33.39	OFFICE SUPPLIES	101.142.232	Dobrovolny		625 00140
BOOKS	36.17	BOOKS	101.142.340	Dobrovolny		625 00145
DVDS	37.84	AV - CAPITAL	101.142.342	Dobrovolny		625 00146
PROGRAMMING	10.37	PROGRAM SUPPLIES	101.142.242	Dobrovolny		625 00147
	144.56	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI BOOKS	37.82	BOOKS	101.142.340	Dobrovolny		625 00051
BAKER-TAYLOR BOOKS	2,782.58	BOOKS	101.142.340	Ferrell		625 00116
POSTAGE	27.78	POSTAGE	101.142.231	Ferrell		625 00118
	2,810.36	*VENDOR TOTAL				
BUTCHER ALA CONFERENCE	30.00	TRAVEL EXPENSE	101.142.263	Ferrell		625 00044
ALA CONFERENCE	21.72	TRAVEL EXPENSE	101.142.263	Ferrell		625 00081
	51.72	*VENDOR TOTAL				
CENTER POINT LARGE PRI BOOKS	133.62	BOOKS	101.142.340	Dobrovolny		625 00492
LARGE PRINT BOOKS	134.22	BOOKS	101.142.340	Ferrell		625 00134
	267.84	*VENDOR TOTAL				
CONCRETE MATERIALS PROGRAM SUPPLIES	8.30	PROGRAM SUPPLIES	101.142.242	Lippert		625 00532
DEMCO INC BOOKMARK,OFFICE SUPPLIES	382.61	OFFICE SUPPLIES	101.142.232	Ferrell		625 00157
ECO WATER ECO WATER RENT	111.24	PROFESSIONAL SERVICES	101.142.202	Ferrell		625 00202

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					
FILTERS FAST FILTERS	119.98	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		625 00445
GRAINGER						
JANITORIAL SUPPLIES	245.12	JANITORIAL SUPPLIES	101.142.236	Reifenrath		625 00007
BUILDING MAINTENANCE	60.52	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		625 00008
LIGHT FIXTURE	47.27	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		625 00216
JANITORIAL SUPPLIES	42.48	JANITORIAL SUPPLIES	101.142.236	Reifenrath		625 00224
BUILDING MAINTENANCE	11.38	REP. & MAINT. - BUILDING	101.142.223	Reifenrath		625 00225
JANITORIAL SUPPLIES	19.90	JANITORIAL SUPPLIES	101.142.236	Reifenrath		625 00371
VACUUM FILTERS	16.98	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		625 00381
	443.65	*VENDOR TOTAL				
HY VEE 1899 DIRECTOR INTERVIEWS	42.34	PROFESSIONAL SERVICES	101.142.202	Bailey		625 00024
KOPETSKYS ACE HDWE PROGRAMMING	4.99	PROGRAM SUPPLIES	101.142.242	Raiche		625 00417
LE MERIDIEN NEW ORLEAN TRAVEL EXPENSE	662.31	TRAVEL EXPENSE	101.142.263	Ferrell		625 00026
LYFT *RIDE MON 1PM TRAVEL EXPENSE	35.80	TRAVEL EXPENSE	101.142.263	Ferrell		625 00029
MEAD LUMBER YANKTON DVD SHELVING	9.26	OFFICE SUPPLIES	101.142.232	Reifenrath		625 00538
MENARDS YANKTON SD CORD FOR MICROWAVE	7.99	REP. & MAINT. - BUILDING	101.142.223	Miles		625 00506
NOODLES & CO 7203 TRAVEL EXPENSE	22.48	TRAVEL EXPENSE	101.142.263	Raiche		625 00330
OVERDRIVE DIST DOWNLOADABLE BOOKS	1,387.64	PROFESSIONAL SERVICES	101.142.202	Schmidt		625 00121
PBI*LEASEEQUIPMENT POSTAGE MACHINE LEASE	122.00	POSTAGE	101.142.231	Ferrell		625 00222
PRANDOMHOUSE8007333000 CD BOOKS	93.75	AV - CAPITAL	101.142.342	Ferrell		625 00379
SQU*SQ *NEW ORLEANS CA ALA CONFERENCE	40.00	TRAVEL EXPENSE	101.142.263	Ferrell		625 00056

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					
SQU*SQ *YANKTON AREA A DIRECTOR INTERVIEWS	50.00	PROFESSIONAL SERVICES	101.142.202	Dobrovolny		625 00237
THE STAR TRIBUNE CIRCU STAR TRIBUNE SUBSCRIPTN	131.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		625 00105
TST* THE RUBY SLIPPER ALA CONFERENCE	22.88	TRAVEL EXPENSE	101.142.263	Ferrell		625 00050
WAL-MART #1483						
PROGRAM SUPPLIES	28.56	PROGRAM SUPPLIES	101.142.242	Ferrell		625 00276
DVDS	58.84	AV - CAPITAL	101.142.342	Ferrell		625 00397
PROGRAMMING	17.52	PROGRAM SUPPLIES	101.142.242	Lippert		625 00130
DVD	17.96	AV - CAPITAL	101.142.342	Lippert		625 00131
PROGRAMMING	66.54	PROGRAM SUPPLIES	101.142.242	Raiche		625 00488
	189.42	*VENDOR TOTAL				
WAL-MART #3734						
PROGRAMMING	14.91	PROGRAM SUPPLIES	101.142.242	Raiche		625 00375
WM SUPERCENTER #1483						
BOOK	19.98	BOOKS	101.142.340	Dobrovolny		625 00011
PROGRAMMING	51.22	PROGRAM SUPPLIES	101.142.242	Dobrovolny		625 00012
BATTERIES	7.47	OFFICE SUPPLIES	101.142.232	Dobrovolny		625 00254
DVDS	62.84	AV - CAPITAL	101.142.342	Dobrovolny		625 00255
OFFICE SUPPLIES	39.76	OFFICE SUPPLIES	101.142.232	Ferrell		625 00001
OFFICE SUPPLIES	17.48	OFFICE SUPPLIES	101.142.232	Ferrell		625 00236
OFFICE SUPPLIES	11.10	OFFICE SUPPLIES	101.142.232	Raiche		625 00439
DVDS	17.96	AV - CAPITAL	101.142.342	Raiche		625 00440
PROGRAMMING	38.48	PROGRAM SUPPLIES	101.142.242	Raiche		625 00441
	266.29	*VENDOR TOTAL				
WM SUPERCENTER #3734						
PROGRAMMING	9.92	PROGRAM SUPPLIES	101.142.242	Raiche		625 00426
YANKTON COUNTY OBSERVE OBSERVER SUBSCRIPTION	30.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		625 00115
	7,697.03				

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					
BAKER-TAYLOR BOOKS	80.43	BOOKS	701.701.340	Ferrell		625 00117
CASEYS GEN STORE 2268 STAFF APPRECIATION	7.37	RECREATION SUPPLIES	701.701.242	Schmidt		625 00321
DAIRY QUEEN #17883 QPS STAFF APPRECIATION	24.83	RECREATION SUPPLIES	701.701.242	Dobrovolny		625 00017
DOLLAR TREE CEMETERY WALK	5.00	RECREATION SUPPLIES	701.701.242	Dobrovolny		625 00387
HY VEE 1899 CEMETERY WALK	17.96	RECREATION SUPPLIES	701.701.242	Ferrell		625 00400
SP * ELM USA DVD CLEANING	91.96	RECREATION SUPPLIES	701.701.242	Reifenrath		625 00326
WAL-MART #1483 CEMETERY WALK	73.95	RECREATION SUPPLIES	701.701.242	Ferrell		625 00394
CEMETERY WALK	19.90	RECREATION SUPPLIES	701.701.242	Ferrell		625 00398
	93.85	*VENDOR TOTAL				
	321.40				
LIBRARY TRUST	321.40	*****				

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 MTD POSTED ACT YTD POSTED AND IN PROCESS 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 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	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
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	660.00	3,250.00	3,550.00 47 -----
3452 LIBRARY A.V. FEES	700.00	700.00	0.00	90.30	609.70 12 -
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.01	5.84-	15.84 58 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.40	103.68	96.32 51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	97.00	555.00	945.00 37 ---
3456 PC PRINTING	6,000.00	6,000.00	847.80	3,198.00	2,802.00 53 -----
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	377.85	2,190.05	190.05- 109 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	1,984.06	9,381.19	7,928.81 54 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	0.00	805.99	2,194.01 26 --
3511 PARKING FINES	3,000.00	3,000.00	170.00	1,425.00	1,575.00 47 -----
3520 LIBRARY FINES	3,000.00	3,000.00	69.45	462.95	2,537.05 15 -
TOTAL: FINES	9,000.00	9,000.00	239.45	2,693.94	6,306.06 29 --
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	7,961.16	32,687.52	16,187.52- 198 -----]]]]
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	3,659.85	7,483.33	3,483.33- 187 -----]]]]
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	170.82	1,210.55	289.45 80 -----
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	11,791.83	41,381.40	6,381.40- 118 -----]
TOTAL: GENERAL FUND	85,310.00	85,310.00	14,015.34	65,456.53	19,853.47 87 -----

	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	49.27	215.73	215.73-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	971.50	9,583.54	9,583.54-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,020.77	9,799.27	9,799.27-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
PERSONAL SERVICES						
101 REGULAR WAGES	355,762.00	0.00	38,548.07	160,360.72	195,401.28	45 ----
102 TEMPORARY WAGES	59,699.00	0.00	6,107.81	20,142.33	39,556.67	33 ---
103 OVERTIME WAGES	350.00	0.00	12.42	135.14	214.86	38 ---
111 OASI	31,810.00	0.00	3,367.63	13,518.68	18,291.32	42 ----
121 RETIREMENT	21,367.00	0.00	2,313.62	9,629.74	11,737.26	45 ----
131 WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00	1
132 GROUP INSURANCE	82,378.00	0.00	3,907.34	26,147.09	56,230.91	31 ---
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	45.64	428.27	575.73	42 ----
TOTAL: PERSONAL SERVICES	554,912.00	0.00	54,302.53	230,317.97	324,594.03	41 ----
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	2,864.58	24,040.22	14,959.78	61 -----
211 PUBLISHING	3,000.00	0.00	0.00	785.34	2,214.66	26 --
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	452.69	1,980.57	6,019.43	24 --
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	87.77	910.33	2,089.67	30 ---
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	77.99	823.67	3,176.33	20 --
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	279.66	1,243.34	1,256.66	49 ----
232 OFFICE SUPPLIES	9,500.00	0.00	1,017.05	4,404.38	5,095.62	46 ----
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	36.79	4,727.82	5,772.18	45 ----
236 JANITORIAL SUPPLIES	2,500.00	0.00	260.83	1,750.37	749.63	70 -----
242 PROGRAM SUPPLIES	4,000.00	0.00	173.07	649.93	3,350.07	16 -
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	380.00	620.00	38 ---
263 TRAVEL EXPENSE	3,500.00	0.00	685.60	1,369.18	2,130.82	39 ---
265 CONFERENCE & MEETINGS	1,500.00	0.00	120.00	740.00	760.00	49 ----
271 TELEPHONE	1,700.00	0.00	135.15	793.09	906.91	46 ----
272 ELECTRICITY	22,000.00	0.00	1,557.25	6,563.48	15,436.52	29 --
273 FUEL-HEATING	3,000.00	0.00	15.00	1,815.92	1,184.08	60 -----
274 WATER SERVICE	3,200.00	0.00	105.31	681.95	2,518.05	21 --
275 SEWER SERVICE	1,000.00	0.00	80.13	565.01	434.99	56 -----
276 LANDFILL	500.00	0.00	32.00	208.00	292.00	41 ----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	133,466.00	0.00	7,980.87	63,553.44	69,912.56	47 ----
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	5,239.57	16,797.14	36,202.86	31 ---
342 AV - CAPITAL	13,500.00	0.00	1,475.26	5,819.47	7,680.53	43 ----
350 EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH JUN 30, 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	6,714.83	22,925.94	66,574.06	25 --
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	68,998.23	316,797.35	461,080.65	40 ----
TOTAL: GENERAL FUND	777,878.00	0.00	68,998.23	316,797.35	461,080.65	40 ----

	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	137.20	150.19	150.19-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	1,984.15	6,573.03	6,573.03-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	2,121.35	6,723.22	6,723.22-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	43.19	134.37	134.37-	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	43.19	644.34	644.34-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,164.54	7,367.56	7,367.56-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,164.54	7,367.56	7,367.56-	9999 -----]]]]

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

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

CURRENT ASSETS:				
701.1012	25,506.01	1,143.77CR	1,533.33	27,039.34
	25,506.01	1,143.77CR	1,533.33	27,039.34
	25,506.01	1,143.77CR	1,533.33	27,039.34
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	1,020.77CR	9,799.27CR	21,917.54CR
701.2910	10,342.53	2,164.54	7,367.56	17,710.09
	24,607.63CR	1,143.77	2,431.71CR	27,039.34CR
	25,506.01CR	1,143.77	1,533.33CR	27,039.34CR
	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	38,548.07	160,360.72	195,401.28	45	----	
P-060118-595	PAYROLL INTERFACE	060118		12,849.36	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		12,849.35	CODE-Y,PER#-2,FUND-	101			A
P-062918-614	PAYROLL INTERFACE	062918		12,849.36	CODE-Y,PER#-3,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	6,107.81	20,142.33	39,556.67	33	---	
P-060118-595	PAYROLL INTERFACE	060118		1,497.61	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		2,083.62	CODE-Y,PER#-2,FUND-	101			A
P-062918-614	PAYROLL INTERFACE	062918		2,526.58	CODE-Y,PER#-3,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	12.42	135.14	214.86	38	---	
P-061518-596	PAYROLL INTERFACE	061518		12.42	CODE-Y,PER#-2,FUND-	101			A
111	OASI	31,810.00	0.00	3,367.63	13,518.68	18,291.32	42	----	
P-060118-595	PAYROLL INTERFACE	060118		1,072.80	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		1,118.58	CODE-Y,PER#-2,FUND-	101			A
P-062918-614	PAYROLL INTERFACE	062918		1,176.25	CODE-Y,PER#-3,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	2,313.62	9,629.74	11,737.26	45	----	
P-060118-595	PAYROLL INTERFACE	060118		770.96	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		771.70	CODE-Y,PER#-2,FUND-	101			A
P-062918-614	PAYROLL INTERFACE	062918		770.96	CODE-Y,PER#-3,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	3,907.34	26,147.09	56,230.91	31	---	
P-060118-595	PAYROLL INTERFACE	060118		1,953.66	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		1,953.68	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	45.64	428.27	575.73	42	----	
P-060118-595	PAYROLL INTERFACE	060118		20.01	CODE-Y,PER#-1,FUND-	101			A
P-061518-596	PAYROLL INTERFACE	061518		14.92	CODE-Y,PER#-2,FUND-	101			A
P-062918-614	PAYROLL INTERFACE	062918		10.71	CODE-Y,PER#-3,FUND-	101			A
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	54,302.53	230,317.97	324,594.03	41	----	
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	2,864.58	24,040.22	14,959.78	61	-----	
M-060518-582	.13843 OVERDRIVE DIST	201805	Schmidt	2,745.58	DOWNLOADABLE BOOKS				N A
M-060518-582	.15555 DROPBOX*6B59Q6TDBJGP	201805	Ferrell	99.00	DROPBOX				N A
D-061118-553	06800 WAGE WORKS INC	061766	INV708484	20.00	FSA FLEX SERVICE	005311	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	FILE
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
211	PUBLISHING	3,000.00	0.00	0.00	785.34	2,214.66	26 --	
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	452.69	1,980.57	6,019.43	24 --	
D-061118-571	07098 US BANK EQUIPMENT FINANC	061763 1544		296.69	COPIER CONTRACT	019519	P N	A
J-063018-601	JUNE JOURNAL ENTRIES	JE 155		156.00	LIBRARY COPY PAPER CHGS			A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	87.77	910.33	2,089.67	30 ---	
M-060518-582	.14839 MEAD LUMBER YANKTON	201805 Reifenrath		12.49	SHELVING PROJECT		N	A
M-060518-582	.15543 GRAINGER	201805 Reifenrath		37.64	EQUIPMENT SUPPLIES		N	A
M-060518-582	.11793 WW GRAINGER	201805 Reifenrath		37.64	SHELVING PROJECT		N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	77.99	823.67	3,176.33	20 --	
M-060518-582	.15543 GRAINGER	201805 Reifenrath		68.14	MANTIENCE SUPPLIES		N	A
D-061118-572	00318 JOHNSON ROOFING INC/ROY	061701 3001		9.85	ROOF REPAIR SUPPLIES	019237	P N	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	279.66	1,243.34	1,256.66	49 ----	
M-060518-582	.14781 USPS PO 4698100078	201805 Schmidt		20.21	POSTAGE		N	A
M-060518-582	.12920 POSTAGE REFILL	201805 Ferrell		200.00	POSTAGE REFILL		N	A
M-060518-582	.15552 BHM*OMAHA WORLD HERALD	201805 Dobrovolny		5.00	BOOK, POSTAGE		N	A
M-060518-582	.11798 BAKER-TAYLOR	201805 Ferrell		43.28	BOOKS		N	A
M-060518-582	.14781 USPS PO 4698100078	201805 Ferrell		11.17	BOOK CLUB BAG		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	1,017.05	4,404.38	5,095.62	46 ----	
M-060518-582	.13320 WM SUPERCENTER #1483	201805 Schmidt		18.90	OFFICE SUPPLIES		N	A
M-060518-582	.13320 WM SUPERCENTER #1483	201805 Ferrell		21.24	OFFICE SUPPLIES		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805 Dobrovolny		34.15	OFFICE SUPPLIES		N	A
M-060518-582	.14127 AMAZON.COM AMZN.COM/BI	201805 Dobrovolny		10.49	BOOKS, OFFICE SUPPLIES,		N	A
M-060518-582	.14654 ONE OFFICE SOLUTION	201805 Schmidt		237.29	OFFICE CHAIR		N	A
M-060518-582	.11787 DEMCO INC	201805 Ferrell		457.34	OFFICE SUPPLIES		N	A
M-060518-582	.13320 WM SUPERCENTER #1483	201805 Lippert		7.87	PLANNER		N	A
M-060518-582	.15368 TECHSOUP	201805 Ferrell		16.00	LIBRARY EXPENSE		N	A
M-060518-582	.13320 WM SUPERCENTER #1483	201805 Dobrovolny		3.00	DVD'S,/OFFICE SUPPLIES		N	A
M-060518-582	.12336 VISTAPR*VISTAPRINT.COM	201805 Ferrell		202.79	SRP CLINGS		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805 Dobrovolny		7.98	BOOKS, DVD'S, OFFICE SUP		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	36.79	4,727.82	5,772.18	45 ----	
M-060518-582	.14968 RIVISTAS SUBSCRIPTION	201805 Ferrell		36.79	MAGAZINE SUBSCRIPTION		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	2,500.00	0.00	260.83	1,750.37	749.63	70	-----
M-060518-582	.15543 GRAINGER	201805	Reifenrath	76.19	JANITORIAL SUPPLIES / BU		N	A
M-060518-582	.15543 GRAINGER	201805	Reifenrath	29.83	JANITORIAL SUPPLIES / SH		N	A
M-060518-582	.11793 WW GRAINGER	201805	Reifenrath	154.81	JANITORIAL SUPPLIES		N	A
242	PROGRAM SUPPLIES	4,000.00	0.00	173.07	649.93	3,350.07	16	-
M-060518-582	.14377 KOPETSKYS ACE HDWE	201805	Raiche	5.99	LIBRARY SUPPLY		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805	Dobrovolny	25.72	PROGRAM SUPPLIES, BOOK,		N	A
M-060518-582	.15549 PRESSING MATTERS PR	201805	Raiche	37.28	STORY WALK		N	A
M-060518-582	.14977 WM SUPERCENTER #3734	201805	Raiche	10.26	DVDS / SRP PRIZES / PROG		N	A
M-060518-582	.13320 WM SUPERCENTER #1483	201805	Dobrovolny	7.26	DVD'S,/OFFICE SUPPLIES		N	A
M-060518-582	.11902 YANKTON PIZZA RANCH	201805	Dobrovolny	31.00	PROGRAM SUPPLIES-TEENS		N	A
M-060518-582	.12923 WAL-MART #3734	201805	Raiche	35.96	PROGRAMMING		N	A
M-060518-582	.12434 WAL-MART #1483	201805	Raiche	9.29	DVDS / PROGRAMMING		N	A
M-060518-582	.15589 FACEBK 2GNAXFEC2	201805	Ferrell	10.31	PROGRAMMING		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	380.00	620.00	38	---
263	TRAVEL EXPENSE	3,500.00	0.00	685.60	1,369.18	2,130.82	39	---
M-060518-582	.12301 DELTA	201805	Ferrell	685.60	CONFERENCE AIRFARE		N	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	120.00	740.00	760.00	49	----
D-061118-572	05950 AVERA EDUCATION & STAFFI	061644	2693	120.00	CPR TRAINING	077701	P N	A
271	TELEPHONE	1,700.00	0.00	135.15	793.09	906.91	46	----
P-060118-595	PAYROLL INTERFACE	060118		10.50	CODE-Y,PER#-1,FUND- 101			A
M-063018-599	06976 VAST BROADBAND	007482		83.39	PHONE BILL - JUNE	003513	F N	A
M-063018-599	06976 VAST BROADBAND	007483		41.26	PHONE BILL - JUNE	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	1,557.25	6,563.48	15,436.52	29	--
D-061118-571	00455 NORTHWESTERN ENERGY	061726	5.23.18	1,557.25	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	15.00	1,815.92	1,184.08	60	-----
D-061118-571	00303 MIDAMERICAN ENERGY	061715	5.23.18	15.00	FUEL	002794	P N	A
274	WATER SERVICE	3,200.00	0.00	105.31	681.95	2,518.05	21	--
D-061118-571	00109 CITY UTILITIES	061661	5.23.18	105.31	WATER/WASTE WATER CHARGE	002793	P N	A
275	SEWER SERVICE	1,000.00	0.00	80.13	565.01	434.99	56	-----
D-061118-571	00109 CITY UTILITIES	061661	5.23.18	80.13	WATER/WASTE WATER CHARGE	002793	P N	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
276	LANDFILL	500.00	0.00	32.00	208.00	292.00	41	----
J-063018-601	JUNE JOURNAL ENTRIES	JE 164		32.00	DUMPSTER CHARGES - JUNE			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	7,980.87	63,553.44	69,912.56	47	----
	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	5,239.57	16,797.14	36,202.86	31	---
M-060518-582	.14127 AMAZON.COM AMZN.COM/BI	201805	Dobrovolny	57.14	BOOKS		N	A
M-060518-582	.12434 WAL-MART #1483	201805	Ferrell	38.26	DVDS / BOOKS		N	A
M-060518-582	.14127 AMAZON.COM AMZN.COM/BI	201805	Dobrovolny	137.03	BOOKS, OFFICE SUPPLIES,		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805	Dobrovolny	49.95	PROGRAM SUPPLIES, BOOK,		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805	Dobrovolny	13.01	BOOK		N	A
M-060518-582	.15552 BHM*OMAHA WORLD HERALD	201805	Dobrovolny	29.95	BOOK, POSTAGE		N	A
M-060518-582	.15556 A LEAGUE OF YOUR OWN	201805	Dobrovolny	21.29	BOOK		N	A
M-060518-582	.11798 BAKER-TAYLOR	201805	Ferrell	4,571.09	BOOKS		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805	Dobrovolny	115.56	BOOKS, DVD'S, OFFICE SUP		N	A
M-060518-582	.11802 AMAZON MKTPLACE PMTS	201805	Dobrovolny	134.42	BOOKS, DVD'S		N	A
M-060518-582	.15573 PP*DISABLED VETERANS	201805	Raiche	65.98	BOOK		N	A
M-060518-582	.11802 AMAZON MKTPLACE PMTS	201805	Dobrovolny	5.89	BOOK		N	A
342	AV - CAPITAL	13,500.00	0.00	1,475.26	5,819.47	7,680.53	43	----
M-060518-582	.12434 WAL-MART #1483	201805	Ferrell	76.80	DVDS / BOOKS		N	A
M-060518-582	.14977 WM SUPERCENTER #3734	201805	Raiche	43.88	DVDS / SRP PRIZES / PROG		N	A
M-060518-582	.13320 WM SUPERCENTER #1483	201805	Dobrovolny	40.88	DVD'S, /OFFICE SUPPLIES		N	A
M-060518-582	.13936 PRANDOMHOUSE8007333000	201805	Ferrell	697.50	AUDIOBOOKS		N	A
M-060518-582	.15312 AMAZON MKTPLACE PMTS W	201805	Dobrovolny	98.66	BOOKS, DVD'S, OFFICE SUP		N	A
M-060518-582	.14313 RECORDED BOOKS	201805	Dobrovolny	86.62	CD BOOK		N	A
M-060518-582	.11802 AMAZON MKTPLACE PMTS	201805	Dobrovolny	55.38	BOOKS, DVD'S		N	A
M-060518-582	.12434 WAL-MART #1483	201805	Raiche	47.62	DVDS / PROGRAMMING		N	A
D-061118-571	04785 MIDWEST TAPE	061718	7959-9091	327.92	AUDIOBOOKS	019517	P N	A
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30	---
TOTAL:	CAPITAL OUTLAY	89,500.00	0.00	6,714.83	22,925.94	66,574.06	25	--
	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	68,998.23	316,797.35	461,080.65	40	----

Exp. Guideline with Detail
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH JUN 30, 2018

		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								
TOTAL: GENERAL FUND		777,878.00	0.00	68,998.23	316,797.35	461,080.65	40	----	

		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	
GRAND TOTAL		777,878.00	0.00	68,998.23	316,797.35	461,080.65	40	----	

TOTAL NUMBER OF RECORDS PRINTED 127

Trust Fund	5/28/2018 - 6/27/2018					
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	\$217.92		\$63.76	\$154.16	
	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	\$16.67		\$16.67	\$0.00	
	Ferrell	\$28.91			\$28.91	
1023.2	<u>Professional Services</u>					
	book bags/earbuds/pens	\$361.87	\$16.00		\$377.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-\$708.70		\$91.96	-\$800.66	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	\$2,438.58		\$32.20	\$2,406.38	
	Summer Reading/Story Walk	\$1,365.41			\$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	\$570.00	\$166.00	\$116.81	\$619.19	
	Babysitting Clinic	\$0.00	\$100.00	\$75.00	\$25.00	
	Yankton Seed Library	\$1,119.42			\$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>	\$4,781.42	\$39.50		\$4,820.92	
	Total	\$29,893.33	\$321.50	\$396.40	\$29,818.43	
				Monthly Interest (including year-end)	\$49.27	
				Current Balance	\$29,867.70	

Yankton Community Library
Director's Report
July 2018

Food for Fines

We collected 42 boxes of cereal in June. We are currently accepting pasta, with all donations going to the Contact Center.

Summer Reading

We are now halfway through our Summer Reading Programs for 2018. Our youth programs have been well attended this summer, including large story time crowds particularly on Tuesdays and Thursdays. The largest story time crowd in June included 37 children and 23 adults! Our online registration and tracking of reading through Beanstack has been going well. It has also made redeeming the various prizes much easier for the staff! 377 registered youth ages birth through 12th grade have already read almost 100,000 minutes while 67 registered adults have logged 170 books. We will be hosting a Family Dance Party on Friday, July 13 in the City Hall Gym. There will be a DJ there to play family-friendly songs and encourage lots of dancing and fun! We are also giving children an opportunity to get ready for the big dance with a few local hair stylists being available from 5pm to 7pm. They will offer a few simple hairstyles to choose from along with some hair chalk for boys and girls. Other big youth events coming up in July include a family-friendly musical performance by Vermillion musicians on Monday, July 9 at 6 pm, a presenter from the National Parks Services to talk about water on Tuesday, July 17 at 2 pm, a magic show on Monday, July 23 at 10:30am, and our end-of-summer celebration for summer reading will be a Talent Show on Monday, July 23 at 6pm at the Dakota Theatre. We are partnering with the theatre for this event. They are helping us with sound and lights, as well as selling concessions during the show. We are excited to work with them and we are excited for this event.

County Commission Meeting

Linda and I will be attending the County Commission Meeting on Wednesday, July 11 where the City's 2019 budget request including funding for the library will be on the agenda.

Unplug, Unwind, Craft

The June Craft Night was a little bit smaller registration-wise, with only 3 attending our rock painting class. However, this small group graciously painted extra rocks for our staff to hide around town to help kick-start our #YCLRocks game. On July 17, the class will be making ornaments and banners using sheet music. We are not charging the normal \$5 fee for this class again in July as part of our Adult Summer Reading program. Registration is open now.

Seed Library

The Seed Library will be meeting on July 10 to discuss Your Growing Questions. This will be a panel discussion featuring experienced and Master Gardeners. The Seed Cabinet will be open.

Riverboat Days Closing

We will be closed on Saturday, August 18 for Riverboat Days.

Staffing

I started in my position as Library Director on July 7. Advertising started July 7 for the Senior Librarian position and will close on July 20. In the meantime, I will continue to help with the duties of my previous position including training the new staff person when hired. Melisa Tofflemire (21 hour staff person) decided that this job was not a good fit for her and resigned after her first week. We will not be advertising again for this position at this time as Alex Max will hopefully be returning shortly after recovering from surgery.

Friends of the Library Meeting

The Friends of the Library will not be meeting in July.

August Meeting

The August meeting is scheduled for August 8, 2018 at 5:30 pm

June Additions: 247

	Adult	YA	JR	Easy
Fiction	82	15	38	27
Nonfiction	46	0	7	6
DVD	22	-	0	-
Audiobooks	3	0	0	0
Music CD's	0	-	-	0
Book Club Bags	0	-	-	-
Professional	1	-	-	-
Total	154	15	45	33

June 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Family Night (Mondays)				
Kickoff Party	4-Jun	6:00 PM	130	70
The Hansons	11-Jun	6:00 PM	79	58
Total:			209	128

Craft Day (Tuesdays)				
Shrinky Dinks	5-Jun	2:00 PM	14	6
National Music Museum	12-Jun	2:00 PM	11	5
Guitar Decorating	19-Jun	2:00 PM	31	8
Geodes	26-Jun	2:00 PM	26	6
Total:			82	25

Hands-On Fun (Wednesdays)				
Drum Circle	6-Jun	2:00 PM	18	6
Boom Whackers	13-Jun	2:00 PM	8	0
Guess that Sound	20-Jun	2:00 PM	12	2
Geology	27-Jun	2:00 PM	27	11
Total:			65	19

LEGO Robotics (4-H Partner Activity)	6-Jun	3:30 PM	15	0
	13-Jun	3:30 PM	15	0
	20-Jun	3:30 PM	15	0
	27-Jun	3:30 PM	15	0
Total:			60	0

LEGO Club (Thursdays)	7-Jun	2:00 PM	23	6
	14-Jun	2:00 PM	15	2
	21-Jun	2:00 PM	22	6
	28-Jun	2:00 PM	20	4
Total:			80	18

Movies (Fridays)				
<i>The Greatest Showman</i>	8-Jun	2:00 PM	7	0
<i>The Muppets</i>	15-Jun	2:00 PM	4	1
<i>Lion King</i>	22-Jun	2:00 PM	8	0
<i>Sherlock Gnomes</i>	29-Jun	2:00 PM	3	0
Total:			22	1

Teen Events				
Drum Circle	11-Jun	2:00 PM	9	
Punk Hair Art	18-Jun	2:00 PM	14	
National Music Museum	25-Jun	2:00 PM	8	
Monthly Volunteers	June	-	20	
Total:			31	

Special Events	Date	Time	Kids	Adults
Kids Art Club	9-Jun	-	8	5
Puppet Show	25-Jun	10:30 AM	124	50
Total:			132	55

Adult Programs	Date	Time	Num.
Cemetery Walk	5-Jun	6:00 PM	130
Power Hour	12-Jun	12:00 PM	n/a
Seed Library Class	12-Jun	1:00 PM	35
Seed Library Class	12-Jun	6:30 PM	18
Adult Craft Night	19-Jun	6:00 PM	4
LifeServe Blood Drive	22-Jun	9:00 AM	16
Power Hour	27-Jun	12:00 PM	0
Total:			203

Food for Fines		
Cereal	June 1-10	42

Book Clubs			
Reader's Anonymous	12-Jun	1:00 PM	3
Between the Lines	26-Jun	5:30 PM	10
Total:			13

Summer Story Time	Date	Time	Kids	Adults
Summer Story Time	5-Jun	10:30 AM	27	
	7-Jun	10:30 AM	19	21
	12-Jun	10:30 AM	27	13
	14-Jun	10:30 AM	16	19
	18-Jun	6:00 PM	10	12
	19-Jun	10:30 AM	37	5
	21-Jun	10:30 AM	19	23
	25-Jun	6:00 PM	3	8
	26-Jun	10:30 AM	26	3
	28-Jun	10:30 AM	19	15
Total:			203	12

Summer Stay & Play	Date	Time	Kids	Adults
Summer Stay & Play	6-Jun	10:30 AM	7	
	13-Jun	10:30 AM	8	4
	20-Jun	10:30 AM	9	4
	27-Jun	10:30 AM	4	6
Total:			28	2

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June 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,713	8,658
Juvenile	6,005	5,975
Total	14,718	14,633

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	7,204	7,369
Juvenile	6,005	5,915
Total	13,209	13,284

Interlibrary Loan

	2018	2017
Requested	124	117
Supplied	145	173
Total	269	290

Electronic Resources

	2018	2017
OverDrive	1,224	914
TumbleBooks	16	60
Total	1,240	974

Freegal

	2018	2017
Songs Downloaded	24	
Patrons Downloading	2	
Songs Streamed	188	
Patrons Streaming	4	

Adult Outreach

	2018	2017
Locations	10	10
Patrons	35	40
Circulations	249	246

Daycare Outreach

	2018	2017
Locations	0	0
Patrons	0	0
Circulations	0	0

(On Summer Break)

Current Cards

	2018	2017
Resident	4,648	4,469
Non-Resident	240	224
Mount Marty	29	21
Teacher	43	79
Yankton County	1,022	906
Total	5,982	5,699

Public Computer Use

	2018	2017
Uses	1,209	1,276
Hours	919	913

Meeting Room Use

	2018	2017
Library Uses	54	47
Library Hours	102.0	81.5
Non-Library Uses	15	8
Non-Library Hours	28.0	18.0

Study Room Use

	2018	2017
Uses	65	35
Hours	105.0	59.0

Notary

	2018	2017
Requests	5	1

Proctor

	2018	2017
Tests	47	17

Traffic

	2018	2017
Count	n/a*	24,078

*Door counters not working properly.

Genealogy Requests

	2018	2017
Patrons	2	1
Hours	1.0	2

Teacher Requests

	2018	2017
Patrons	1	0

Courier

	2018	2017
Total Incoming	380	412
Total Outgoing	348	360
Grand Total	728	772

Yankton County

	2018	2017
Households	63	

Yankton County

	Cards	Adults	Kids
New Cards	19	37	18
Renewals	43	83	47

Non-Resident

	Cards	Adults	Kids
New Cards	5	15	0
Renewals	14	30	16