

**YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING**  
**Regular Meeting**  
**Wednesday, August 8, 2018, 5:30 p.m.**  
**Yankton Community Library Meeting Room**

**AGENDA**

**Call to Order**

**Additions to the Agenda**

**Approval of July 11, 2018 Minutes**

**Discussion of Bills / Financial Report**

**Communications and Correspondence**

**Public Comment Period**

**Director's Report**

**Old Business**

- Community spaces update

**New Business**

- SDSL Institute report

**Other Business**

**Adjourn the Meeting of August 8, 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**

Wednesday, July 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 Tonja Koenigs, Tony Maibaum, Amy Nelson, Sue Otterman, Christine Tielke; Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent: Todd Woods.

**Minutes:**

Motion to approve the minutes of the June 11, 2018 meeting by Nelson, with second by Tielke; unanimous approval.

Motion to approve the minutes of the June 27, 2018 meeting by Koenigs, with second by Tielke; unanimous approval.

**Discussion of Bills/Financial Report**

Schmidt reported that there will be a significant unexpected expense due to the need to replace one of the rooftop air conditioning units.

**Communications and Correspondence**

Schmidt shared notes of appreciation from the Contact Center for our monthly food and blood drives. She also noted that she has personally received multiple notes of congratulations since being appointed to the Library Director position.

**Public Comment Period**

Larry Olson was present to provide information and answer questions about the potential use of the vacant Slumberland building as a library.

**Director's Report:**

In addition to the written report, Schmidt expressed her appreciation for being selected as the new Library Director and also noted that shelve Megan Fejfar will be leaving at the end of July.

**Old Business:** None

**New Business:**

- Election of Officers for 2018-2019  
Lilah Gillis was nominated for President. Sue Otterman was nominated for Vice-President. Tielke moved that nominations cease, second by Koenigs; unanimous approval of ballot.

- Motion by Koenigs to allow a 6:00 closure on July 23, 2018 for all staff to participate in YCL Rocks talent show. Second by Nelson; unanimous approval.

**Other Business:** None.

**Adjourn the Meeting of July 11, 2018:**

Motion by Nelson, second by Tielke; unanimous approval.

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	.....					
CHUCKS SANITARY SERVICE DRAIN CLEANING	85.00	REP. & MAINT. - BUILDING	101.142.223	6781	019525 P	670 00001
CITY OF YANKTON-LIBRARY GARBAGE	12.00	LANDFILL	101.142.276	290511	003942 P	670 00002
CITY UTILITIES WATER-WW CHARGES	94.21	WATER SERVICE	101.142.274	7.24.18	002793 P	670 00004
WATER-WW CHARGES	68.39	SEWER SERVICE	101.142.275	7.24.18	002793 P	670 00005
	162.60	*VENDOR TOTAL				
GALE BOOKS	172.50	BOOKS	101.142.340	64012301	019527 P	670 00003
MIDAMERICAN ENERGY FUEL	15.00	FUEL-HEATING	101.142.273	8.2.18	002794 P	670 00006
MIDWEST TAPE AUDIOBOOKS	736.79	AV - CAPITAL	101.142.342	96285998	019528 P	670 00007
NORTHWESTERN ENERGY ELECT	1,991.65	ELECTRICITY	101.142.272	7.24.18	002795 P	670 00008
TRI-STATE TURF SPRINKLER MAINTENANCE	126.94	REP. & MAINT. - BUILDING	101.142.223	34502	019529 P	670 00009
	3,302.48	.....				
GENERAL FUND	3,302.48	*****				

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:	3,302.48					

RECORDS PRINTED - 000009

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	.....					
AMAZON MKTPLACE PMTS						
BOOK	7.00	BOOKS	101.142.340	Dobrovolny		672 00106
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		672 00107
BOOK	11.91	BOOKS	101.142.340	Dobrovolny		672 00109
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		672 00110
	26.89	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W						
BOOKS	152.96	BOOKS	101.142.340	Dobrovolny		672 00086
DVDS	32.91	AV - CAPITAL	101.142.342	Dobrovolny		672 00087
DVDS	126.13	AV - CAPITAL	101.142.342	Dobrovolny		672 00426
BOOKS	49.31	BOOKS	101.142.340	Dobrovolny		672 00427
OFFICE SUPPLIES	18.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		672 00428
	380.30	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI						
BOOK	5.99	BOOKS	101.142.340	Dobrovolny		672 00392
DVDS	25.70	AV - CAPITAL	101.142.342	Dobrovolny		672 00393
OFFICE SUPPLIES	44.97	OFFICE SUPPLIES	101.142.232	Dobrovolny		672 00501
	76.66	*VENDOR TOTAL				
BED BATH & BEYOND #114						
SWEEPER	29.99	OFFICE SUPPLIES	101.142.232	Schmidt		672 00148
BOOKPAGE						
SUBSCRIPTION	324.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		672 00452
CASEYS GEN STORE 2268						
TRAVEL EXPENSE	22.09	TRAVEL EXPENSE	101.142.263	Lippert		672 00246
CENTER POINT LARGE PRI						
BOOKS	134.22	BOOKS	101.142.340	Dobrovolny		672 00040
FARM & HOME PUBLISHERS						
BOOKS	269.50	BOOKS	101.142.340	Dobrovolny		672 00491
GRAINGER						
JANITORIAL SUPPLIES	57.68	JANITORIAL SUPPLIES	101.142.236	Reifenrath		672 00203
JANITORIAL SUPPLIES	67.07	JANITORIAL SUPPLIES	101.142.236	Reifenrath		672 00362
EXT CORD REEL	69.45	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		672 00373
JANITORIAL SUPPLIES	46.76	JANITORIAL SUPPLIES	101.142.236	Reifenrath		672 00381
	240.96	*VENDOR TOTAL				
HY VEE 1899						
PROGRAM SUPPLIES	9.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		672 00495

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	.....					
MENARDS YANKTON SD REPLACEMENT MOLDING	3.59	REP. & MAINT. - BUILDING	101.142.223	Miles		672 00085
MONSTER JANITORIAL LLC EQUIPMENT REPAIR	48.19	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		672 00238
NE LIFE MAG MAGAZINE SUBSCRIPTIONS	48.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		672 00474
SHELL OIL 57444718506 TRAVEL EXPENSE	48.65	TRAVEL EXPENSE	101.142.263	Lippert		672 00254
SIOUX CITY JOURNAL CIR NEWSPAPER SUBSCRIPTION	558.82	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		672 00191
SOUTH DAKOTA MAGAZINE MAGAZINE SUBSCRIPTION	50.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		672 00002
THOMSON WEST*TCD BOOKS	203.38	BOOKS	101.142.340	Schmidt		672 00170
WAL-MART #1483 SUPPLIES	3.97	REP. & MAINT. - BUILDING	101.142.223	Miles		672 00075
DVD	16.96	AV - CAPITAL	101.142.342	Raiche		672 00055
JANITORIAL SUPPLIES	24.92	JANITORIAL SUPPLIES	101.142.236	Raiche		672 00056
	45.85	*VENDOR TOTAL				
WAL-MART #3734 PROGRAM SUPPLIES	10.88	PROGRAM SUPPLIES	101.142.242	Raiche		672 00291
WM SUPERCENTER #3734 DVDS	49.88	AV - CAPITAL	101.142.342	Raiche		672 00100
YANKTONMEDIAINC NEWSPAPER SUBSCRIPTION	133.09	SUBSCRIPTIONS & PUBLICAT	101.142.235	Dobrovolny		672 00460
	2,714.93	.....				



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	.....					
ACCUCUT, LLC PROGRAM SUPPLIES	135.00	RECREATION SUPPLIES	701.701.242	Lippert		672 00377
AMAZON DIGITAL SVCS AM SUMMER READING PROGRAM	1.05	RECREATION SUPPLIES	701.701.242	Dobrovolny		672 00198
AMAZON MKTPLACE PMTS W SUMMER READING PROGRAM	47.97	RECREATION SUPPLIES	701.701.242	Dobrovolny		672 00309
BOOKS	16.94	BOOKS	701.701.340	Dobrovolny		672 00429
	64.91	*VENDOR TOTAL				
CASEYS GEN STORE 2268 SUMMER READING PROGRAM	8.68	RECREATION SUPPLIES	701.701.242	Schmidt		672 00216
SUMMER READING PROGRAM	10.38	RECREATION SUPPLIES	701.701.242	Schmidt		672 00219
	19.06	*VENDOR TOTAL				
HY VEE 1820 SUMMER READING PROGRAM	35.00	RECREATION SUPPLIES	701.701.242	Raiche		672 00103
KOPETSKYS ACE HDWE SUMMER READING SUPPLIES	9.98	RECREATION SUPPLIES	701.701.242	Raiche		672 00076
MENARDS YANKTON SD SEED LIBRARY SUPPLIES	7.99	RECREATION SUPPLIES	701.701.242	Sobocinski		672 00012
WAL-MART #1483 SUMMER READING PROGRAM	9.94	RECREATION SUPPLIES	701.701.242	Raiche		672 00057
SUMMER READING PROGRAM	9.68	RECREATION SUPPLIES	701.701.242	Raiche		672 00424
	19.62	*VENDOR TOTAL				
WM SUPERCENTER #3734 SUMMER READING PROGRAM	30.47	RECREATION SUPPLIES	701.701.242	Raiche		672 00101
SUMMER READING PROGRAM	105.72	RECREATION SUPPLIES	701.701.242	Raiche		672 00263
	136.19	*VENDOR TOTAL				
	428.80	.....				
LIBRARY TRUST	428.80	*****				

Schedule of Bills (Fund/Dept)

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

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

	ADOPTED BUDGET	REVISED 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	605.00	3,855.00	2,945.00 56 -----
3452 LIBRARY A.V. FEES	700.00	700.00	116.00	206.30	493.70 29 --
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	5.84-	15.84 58 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.09	103.75	96.25 51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	77.00	632.00	868.00 42 ----
3456 PC PRINTING	6,000.00	6,000.00	360.20	3,558.20	2,441.80 59 -----
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	0.00	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	1,158.29	10,539.46	6,770.54 60 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	197.92	1,003.91	1,996.09 33 ---
3511 PARKING FINES	3,000.00	3,000.00	50.00	1,475.00	1,525.00 49 ----
3520 LIBRARY FINES	3,000.00	3,000.00	116.60	579.55	2,420.45 19 -
TOTAL: FINES	9,000.00	9,000.00	364.52	3,058.46	5,941.54 33 ---
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	10,759.53	43,447.05	26,947.05- 263 -----]]]]
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	898.08	8,381.41	4,381.41- 209 -----]]]]
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	8,000.00	8,000.00	5,000.00- 266 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	62.92	1,273.47	226.53 84 -----
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	19,720.53	61,101.93	26,101.93- 174 -----]]]]
TOTAL: GENERAL FUND	85,310.00	85,310.00	21,243.34	86,699.85	1,389.85- 121 -----]]

	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	53.78	269.51	269.51-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	517.78	10,101.32	10,101.32-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	571.56	10,370.83	10,370.83-	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	22,774.00	183,134.72	172,627.28 51 -----
102	TEMPORARY WAGES	59,699.00	0.00	4,257.10	24,399.43	35,299.57 40 ----
103	OVERTIME WAGES	350.00	0.00	99.37	234.51	115.49 67 -----
111	OASI	31,810.00	0.00	2,026.76	15,545.44	16,264.56 48 ----
121	RETIREMENT	21,367.00	0.00	1,363.98	10,993.72	10,373.28 51 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	44.00-	2,586.00 1
132	GROUP INSURANCE	82,378.00	0.00	3,907.31	30,054.40	52,323.60 36 ---
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.86	447.13	556.87 44 ----
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	34,447.38	264,765.35	290,146.65 47 ----
	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	1,611.22	25,651.44	13,348.56 65 -----
211	PUBLISHING	3,000.00	0.00	1,069.52	1,854.86	1,145.14 61 -----
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	465.69	2,446.26	5,553.74 30 ---
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	16.98	927.31	2,072.69 30 ---
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	247.14	1,070.81	2,929.19 26 --
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	149.78	1,393.12	1,106.88 55 -----
232	OFFICE SUPPLIES	9,500.00	0.00	603.15	5,007.53	4,492.47 52 -----
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	161.95	4,889.77	5,610.23 46 ----
236	JANITORIAL SUPPLIES	2,500.00	0.00	307.50	2,057.87	442.13 82 -----
242	PROGRAM SUPPLIES	4,000.00	0.00	250.81	900.74	3,099.26 22 --
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	841.05	2,210.23	1,289.77 63 -----
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	740.00	760.00 49 ----
271	TELEPHONE	1,700.00	0.00	136.74	929.83	770.17 54 -----
272	ELECTRICITY	22,000.00	0.00	2,024.73	8,588.21	13,411.79 39 ---
273	FUEL-HEATING	3,000.00	0.00	15.00	1,830.92	1,169.08 61 -----
274	WATER SERVICE	3,200.00	0.00	77.56	759.51	2,440.49 23 --
275	SEWER SERVICE	1,000.00	0.00	50.78	615.79	384.21 61 -----
276	LANDFILL	500.00	0.00	32.00	240.00	260.00 48 ----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,061.60	71,615.04	61,850.96 53 -----
	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	3,230.22	20,027.36	32,972.64 37 ---
342	AV - CAPITAL	13,500.00	0.00	408.11	6,227.58	7,272.42 46 ----
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67 30 ---

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH JUL 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	3,638.33	26,564.27	62,935.73	29 --
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	46,147.31	362,944.66	414,933.34	46 ----
TOTAL: GENERAL FUND	777,878.00	0.00	46,147.31	362,944.66	414,933.34	46 ----

	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	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	345.97	6,919.00	6,919.00-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	345.97	7,069.19	7,069.19-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	80.43	214.80	214.80-	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	80.43	724.77	724.77-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	426.40	7,793.96	7,793.96-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	426.40	7,793.96	7,793.96-	9999 -----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
-----	-----	-----	-----	-----
ASSETS				
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CURRENT ASSETS:				
701.1012        NOW ACCOUNT - 1ST DAKOTA	25,506.01	145.16	1,678.49	27,184.50
TOTAL CURRENT ASSETS:	25,506.01	145.16	1,678.49	27,184.50
TOTAL ASSETS:	25,506.01	145.16	1,678.49	27,184.50
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	571.56CR	10,370.83CR	22,489.10CR
701.2910        EXPENDITURE CONTROL	10,342.53	426.40	7,793.96	18,136.49
TOTAL FUND BALANCE:	24,607.63CR	145.16CR	2,576.87CR	27,184.50CR
TOTAL LIABILITIES AND FUND BALANCE:	25,506.01CR	145.16CR	1,678.49CR	27,184.50CR
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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	355,762.00	0.00	22,774.00	183,134.72	172,627.28	51	-----	
P-071318-635	PAYROLL INTERFACE	071318		11,471.37	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		11,302.63	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	4,257.10	24,399.43	35,299.57	40	----	
P-071318-635	PAYROLL INTERFACE	071318		1,864.98	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		2,392.12	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	99.37	234.51	115.49	67	-----	
P-072718-659	PAYROLL INTERFACE	072718		99.37	CODE-Y,PER#-2,FUND-	101			A
111	OASI	31,810.00	0.00	2,026.76	15,545.44	16,264.56	48	----	
P-071318-635	PAYROLL INTERFACE	071318		995.50	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		1,031.26	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,363.98	10,993.72	10,373.28	51	-----	
P-071318-635	PAYROLL INTERFACE	071318		679.87	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		684.11	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	3,907.31	30,054.40	52,323.60	36	---	
P-071318-635	PAYROLL INTERFACE	071318		1,953.67	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		1,953.64	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	18.86	447.13	556.87	44	----	
P-071318-635	PAYROLL INTERFACE	071318		8.58	CODE-Y,PER#-1,FUND-	101			A
P-072718-659	PAYROLL INTERFACE	072718		10.28	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	34,447.38	264,765.35	290,146.65	47	----	
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	1,611.22	25,651.44	13,348.56	65	-----	
M-070518-625	.11788 HY VEE 1899	201806	Bailey	42.34	DIRECTOR INTERVIEWS		N		A
M-070518-625	.13843 OVERDRIVE DIST	201806	Schmidt	1,387.64	DOWNLOADABLE BOOKS		N		A
M-070518-625	.11780 ECO WATER	201806	Ferrell	111.24	ECO WATER RENT		N		A
M-070518-625	.15622 SQU*SQ *YANKTON AREA A	201806	Dobrovolny	50.00	DIRECTOR INTERVIEWS		N		A
D-070918-610	06800 WAGE WORKS INC	061897	6.18.18	20.00	FSA-FLEX SERVICE FEE	005311	P	N	A
211	PUBLISHING	3,000.00	0.00	1,069.52	1,854.86	1,145.14	61	-----	
D-070918-597	00499 PRESS DAKOTA MSTAR SOLUT	061870	5.31.18	445.64	CLASSIFIED AD	019129	P	N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	OTHER CURRENT EXPENDITURES								
211	PUBLISHING								
D-070918-597	00499 PRESS DAKOTA MSTAR SOLUT	061870	5.31.18	623.88	CLASSIFIED AD	019125	P	N	A
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	465.69	2,446.26	5,553.74	30	---	
D-070918-611	07098 US BANK EQUIPMENT FINANC	061894	360550800	465.69	COPIER LEASE	019520	P	N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	16.98	927.31	2,072.69	30	---	
M-070518-625	.15543 GRAINGER	201806	Reifenrath	16.98	VACUUM FILTERS			N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	247.14	1,070.81	2,929.19	26	--	
M-070518-625	.15543 GRAINGER	201806	Reifenrath	60.52	BUILDING MAINTENANCE			N	A
M-070518-625	.15543 GRAINGER	201806	Reifenrath	47.27	LIGHT FIXTURE			N	A
M-070518-625	.15543 GRAINGER	201806	Reifenrath	11.38	BUILDING MAINTENANCE			N	A
M-070518-625	.13198 FILTERS FAST	201806	Reifenrath	119.98	FILTERS			N	A
M-070518-625	.14179 MENARDS YANKTON SD	201806	Miles	7.99	CORD FOR MICROWAVE			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	149.78	1,393.12	1,106.88	55	-----	
M-070518-625	.11798 BAKER-TAYLOR	201806	Ferrell	27.78	POSTAGE			N	A
M-070518-625	.13361 PBI*LEASEEQUIPMENT	201806	Ferrell	122.00	POSTAGE MACHINE LEASE			N	A
232	OFFICE SUPPLIES	9,500.00	0.00	603.15	5,007.53	4,492.47	52	-----	
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Ferrell	39.76	OFFICE SUPPLIES			N	A
M-070518-625	.11802 AMAZON MKTPLACE PMTS	201806	Dobrovolny	60.08	OFFICE SUPPLIES			N	A
M-070518-625	.15312 AMAZON MKTPLACE PMTS W	201806	Dobrovolny	33.39	OFFICE SUPPLIES			N	A
M-070518-625	.11787 DEMCO INC	201806	Ferrell	382.61	BOOKMARK,OFFICE SUPPLIES			N	A
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Ferrell	17.48	OFFICE SUPPLIES			N	A
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Dobrovolny	7.47	BATTERIES			N	A
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Raiche	11.10	OFFICE SUPPLIES			N	A
M-070518-625	.15082 ACCUCUT, LLC	201806	Raiche	42.00	OFFICE SUPPLIES			N	A
M-070518-625	.14839 MEAD LUMBER YANKTON	201806	Reifenrath	9.26	DVD SHELIVING			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	161.95	4,889.77	5,610.23	46	----	
M-070518-625	.11824 THE STAR TRIBUNE CIRCU	201806	Ferrell	131.95	STAR TRIBUNE SUBSCRIPTN			N	A
M-070518-625	.12801 YANKTON COUNTY OBSERVE	201806	Ferrell	30.00	OBSERVER SUBSCRIPTION			N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	307.50	2,057.87	442.13	82	-----	
M-070518-625	.15543 GRAINGER	201806	Reifenrath	245.12	JANITORIAL SUPPLIES			N	A
M-070518-625	.15543 GRAINGER	201806	Reifenrath	42.48	JANITORIAL SUPPLIES			N	A
M-070518-625	.15543 GRAINGER	201806	Reifenrath	19.90	JANITORIAL SUPPLIES			N	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9
								FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
242	PROGRAM SUPPLIES	4,000.00	0.00	250.81	900.74	3,099.26	22	--
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Dobrovolny	51.22	PROGRAMMING		N	A
M-070518-625	.12434 WAL-MART #1483	201806	Lippert	17.52	PROGRAMMING		N	A
M-070518-625	.15312 AMAZON MKTPLACE PMTS W	201806	Dobrovolny	10.37	PROGRAMMING		N	A
M-070518-625	.12434 WAL-MART #1483	201806	Ferrell	28.56	PROGRAM SUPPLIES		N	A
M-070518-625	.12923 WAL-MART #3734	201806	Raiche	14.91	PROGRAMMING		N	A
M-070518-625	.14377 KOPETSKYS ACE HDWE	201806	Raiche	4.99	PROGRAMMING		N	A
M-070518-625	.14977 WM SUPERCENTER #3734	201806	Raiche	9.92	PROGRAMMING		N	A
M-070518-625	.13320 WM SUPERCENTER #1483	201806	Raiche	38.48	PROGRAMMING		N	A
M-070518-625	.12434 WAL-MART #1483	201806	Raiche	66.54	PROGRAMMING		N	A
M-070518-625	.12266 CONCRETE MATERIALS	201806	Lippert	8.30	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	380.00	620.00	38	---
263	TRAVEL EXPENSE	3,500.00	0.00	841.05	2,210.23	1,289.77	63	-----
M-070518-625	.14562 ABM PARKING EPPLEY AIR	201806	Ferrell	24.00	TRAVEL EXPENSE		N	A
M-070518-625	.15608 LE MERIDIEN NEW ORLEAN	201806	Ferrell	662.31	TRAVEL EXPENSE		N	A
M-070518-625	.15609 LYFT *RIDE MON 1PM	201806	Ferrell	35.80	TRAVEL EXPENSE		N	A
M-070518-625	.15611 BUTCHER	201806	Ferrell	30.00	ALA CONFERENCE		N	A
M-070518-625	.15612 TST* THE RUBY SLIPPER	201806	Ferrell	22.88	ALA CONFERENCE		N	A
M-070518-625	.15613 SQU*SQ *NEW ORLEANS CA	201806	Ferrell	40.00	ALA CONFERENCE		N	A
M-070518-625	.15611 BUTCHER	201806	Ferrell	21.72	ALA CONFERENCE		N	A
M-070518-625	.15071 NOODLES & CO 7203	201806	Raiche	22.48	TRAVEL EXPENSE		N	A
D-070918-611	.15602 LIPPERT/SUSAN	061852	6.20.18	180.94	MILEAGE	019523	P	N
R-072318-657	SOUTH DAKOTA LIBRARY ASS	079068		199.08	TRAVEL REIMBURSEMENT			A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	740.00	760.00	49	----
271	TELEPHONE	1,700.00	0.00	136.74	929.83	770.17	54	-----
P-071318-635	PAYROLL INTERFACE	071318		10.50	CODE-Y, PER#-1, FUND-	101		A
M-073118-646	06976 VAST BROADBAND	007548		41.26	PHONE BILL	003513	F	N
M-073118-646	06976 VAST BROADBAND	007549		84.98	PHONE BILL	003513	F	N
272	ELECTRICITY	22,000.00	0.00	2,024.73	8,588.21	13,411.79	39	---
D-070918-611	00455 NORTHWESTERN ENERGY	061866	6.25.18	2,024.73	ELECT	002795	P	N
273	FUEL-HEATING	3,000.00	0.00	15.00	1,830.92	1,169.08	61	-----
D-070918-611	00303 MIDAMERICAN ENERGY	061856	6.25.18	15.00	FUEL	002794	P	N
274	WATER SERVICE	3,200.00	0.00	77.56	759.51	2,440.49	23	--
D-070918-611	00109 CITY UTILITIES	061808	6.20.18	77.56	WTR&WW CHARGES	002793	P	N

		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 OTHER CURRENT EXPENDITURES								
275	SEWER SERVICE	1,000.00	0.00	50.78	615.79	384.21	61	-----	
D-070918-611	00109 CITY UTILITIES	061808 6.20.18		50.78	WTR&WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	240.00	260.00	48	----	
J-073118-656	JULY JOURNAL ENTRIES	JE 195		32.00	DUMPSTER CHARGES - JULY				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,061.60	71,615.04	61,850.96	53	-----	
	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	3,230.22	20,027.36	32,972.64	37	---	
M-070518-625	.13320 WM SUPERCENTER #1483	201806 Dobrovolny		19.98	BOOK		N		A
M-070518-625	.14127 AMAZON.COM AMZN.COM/BI	201806 Dobrovolny		37.82	BOOKS		N		A
M-070518-625	.11798 BAKER-TAYLOR	201806 Ferrell		2,782.58	BOOKS		N		A
M-070518-625	.11785 CENTER POINT LARGE PRI	201806 Ferrell		134.22	LARGE PRINT BOOKS		N		A
M-070518-625	.15312 AMAZON MKTPLACE PMTS W	201806 Dobrovolny		26.79	BOOKS		N		A
M-070518-625	.15312 AMAZON MKTPLACE PMTS W	201806 Dobrovolny		36.17	BOOKS		N		A
M-070518-625	.11785 CENTER POINT LARGE PRI	201806 Dobrovolny		133.62	BOOKS		N		A
D-070918-611	.15601 CAMPBELL/STU	061796 6.20.18		59.04	BOOKS	019521	P	N	A
342	AV - CAPITAL	13,500.00	0.00	408.11	6,227.58	7,272.42	46	----	
M-070518-625	.11802 AMAZON MKTPLACE PMTS	201806 Dobrovolny		48.94	DVDS		N		A
M-070518-625	.12434 WAL-MART #1483	201806 Lippert		17.96	DVD		N		A
M-070518-625	.15312 AMAZON MKTPLACE PMTS W	201806 Dobrovolny		37.84	DVDS		N		A
M-070518-625	.13320 WM SUPERCENTER #1483	201806 Dobrovolny		62.84	DVDS		N		A
M-070518-625	.13936 PRANDOMHOUSE8007333000	201806 Ferrell		93.75	CD BOOKS		N		A
M-070518-625	.12434 WAL-MART #1483	201806 Ferrell		58.84	DVDS		N		A
M-070518-625	.13320 WM SUPERCENTER #1483	201806 Raiche		17.96	DVDS		N		A
D-070918-611	04785 MIDWEST TAPE	061859 686-050		69.98	AUDIOBOOKS	019522	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	3,638.33	26,564.27	62,935.73	29	--	
	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	46,147.31	362,944.66	414,933.34	46	----	
TOTAL:	GENERAL FUND	777,878.00	0.00	46,147.31	362,944.66	414,933.34	46	----	

Trust Fund	6/28/2018 - 7/27/2018					
Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance	
701.701.200	<u>Unrestricted Funds</u>	\$15,360.11			\$15,360.11	
Donations	Town & Country Garden Club	\$9.57			\$9.57	
	Master Gardener's	\$154.16		\$16.94	\$137.22	
	Tech Club	\$607.00			\$607.00	
	Farm Credit Services	\$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			\$0.00	
	Dutcher memorial-LP	\$75.00			\$75.00	
	Ferrell	\$28.91			\$28.91	
1023.2	<u>Professional Services</u>					
	book bags/earbuds/pens	\$377.87	\$8.00		\$385.87	
701.701.232	<u>Office Supplies</u>					
	DVD cleaning	-\$800.66	\$8.00		-\$792.66	
701.701.235	<u>Subscriptions/Publications</u>					
701.701.242	<u>Recreation Supplies</u>					
	Teget	\$2,406.38			\$2,406.38	
	Summer Reading/Story Walk	\$1,365.41		\$372.82	\$992.59	
	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		\$135.00	\$447.62	
	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	\$619.19			\$619.19	
	Babysitting Clinic	\$25.00			\$25.00	
	Yankton Seed Library	\$1,119.42		\$7.99	\$1,111.43	
	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>	\$4,820.92	\$80.00		\$4,900.92	
	<b>Total</b>	<b>\$29,942.70</b>	<b>\$96.00</b>	<b>\$532.75</b>	<b>\$29,505.95</b>	
				Monthly Interest (including year-end)	\$53.78	
				<b>Current Balance</b>	<b>\$29,559.73</b>	

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

**Food for Fines**

We collected 53 boxes of pasta in July. We are accepting donations of peanut butter and jelly through August 10.

**Unplug, Unwind, Craft**

We had to reschedule our July craft night from July 17 to July 31 due to illness. There were 7 in attendance for the night of sheet music art.

**Seed Library**

In July, the Seed Library held a panel discussion with experienced and Master Gardeners for the 53 total in attendance. For August, the Seed Library is offering a bonus class on Canning and Food Preservation which will be held at the Hy-Vee Club Room on Tuesday, August 7. Their regularly scheduled classes on August 14 will focus on seed saving, with a hands-on activity of building a seed saving screen.

**Summer Reading: Youth Program**

This summer we used software called Beanstack to track participants reading and activities completed. There were 150 participants registered in our Birth-1<sup>st</sup> program this summer. Our littlest readers logged 35,427 minutes of being read to in June and July. There were 27 programs hosted specifically for toddlers and preschoolers with our Story Times and Stay and Play activities.

We had 139 registered for our 2<sup>nd</sup>-5<sup>th</sup> grade program, logging an impressive 73,038 minutes this summer. The library hosted 57 programs for school-aged children or family friendly events that included a magician, jugglers, crafts, science activities and so much more.

There were 92 registered readers in our teen program for 6<sup>th</sup>-12<sup>th</sup> graders. We hosted 7 programs just for teens that included bucket drumming, a presentation from the National Music Museum, unique craft activities and more. Instead of only logging minutes or books read, the teens were challenged with several activities to complete. These activities including items like volunteering at the library and participating in our #YCLRocks challenge. This group completed 202 activities this summer.

Overall, Yankton Community Library hosted 97 events in June and July specific to summer reading with 2,529 attending these library programs. Though we always support reading, I think

this shows that the library is truly about more than books! These programs offer an opportunity for socialization, trying new things, hands-on learning and so much more!

### **Summer Reading: Adult Program**

The adult summer reading program also used the Beanstack software for participants to track their reading. For each book completed, their name was put into a drawing. Each week Beanstack randomly selected winners for us. We gave away 2 prizes per week in June and July including t-shirts, mugs and gift cards. Our grand prize was a Kindle. Participating adults logged 273 books read this summer! Along with the reading component, we hosted our annual cemetery walk, two adult craft nights and multiple family-friendly events.

This was the first summer that we used the Beanstack software for tracking reading/activities and in redeeming prizes for the summer reading program. The Youth Services Librarian reported that there was a bit of a learning curve involved in figuring out how to set up all the parameters. However, we should be able to duplicate the program for future years and just make slight changes which will save on setup time in the future. Beanstack has been great for gathering useful statistics on how many participants are in each division, how many completed each level, how many minutes/books/activities were logged, etc. This has been so much easier and more user-friendly than when we used paper forms in the past. We have already been utilizing this software for our 1,000 Books Before Kindergarten program, but using it this summer has given all of the staff more frequent opportunities to use different features and it has opened up the possibilities of using this software for other programming throughout the year.

### **Interchange Presentation**

I was asked to be the speaker at the Interchange meeting on July 23. I introduced myself as the new Library Director and highlighted some of the great services offered at the library to those in attendance.

### **New A/C Unit**

The A/C unit that cools the meeting room and the southeast portion of the building went out in early July. After considering the age and condition of the unit and the cost of repairs, it was determined to be more feasible to install a new unit. The new A/C was installed on July 24 and is now up and running. The cost was \$4,990.76 and we will be able to cover this amount out of the Capital Repairs and Maintenance budget line.

### **Staffing**

We had 7 applicants for the Senior Librarian position. We conducted 4 interviews and have put in our recommendation for hire. From this batch of applicants, we were also able to put in a

recommendation to fill a 21-hour part time position. Once approved, we are hoping to get our new staff in place to begin training as soon as possible.

Our custodian has been unable to work since July 27 due to health issues. We have been getting help from other city custodians during this time.

### **Riverboat Days Closing**

We will be closed on Saturday, August 18 due to Riverboat Days festivities.

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

The Friends of the Library will be having their meeting on Monday, August 20 at 5:15 pm in my office. All are welcome.

### **September Meeting**

The September meeting is scheduled for Wednesday, September 12 at 5:30 pm.

### **August Additions: 333**

	Adult	YA	JR	Easy
Fiction	94	22	24	11
Nonfiction	28	7	29	6
DVD	12	-	0	-
Audiobooks	13	0	0	0
Music CD's	0	-	-	0
Book Club Bags	0	-	-	-
Professional	0	-	-	-
<b>Total</b>	<b>147</b>	<b>29</b>	<b>53</b>	<b>17</b>

\*Remaining additions include magazines, bilingual, Español, and misc. additions.



## July 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Family Night (Mondays)				
1 Beard, 2 Beard, Red Beard, Blue Beard	9-Jul	6:00 PM	32	27
Family Dance Party	13-Jul	6:00 PM	90	included
Hair Stylists	23-Jul	5:00 PM	13	0
Talent Show	23-Jul	6:00 PM	135	included
<b>Total:</b>			<b>270</b>	<b>27</b>

Adult Programs	Date	Time	Num.
Seed Library Class	10-Jul	1:00 PM	35
Seed Library Class	10-Jul	6:30 PM	18
Adult Craft Night	17-Jul	6:00 PM	7
LifeServe Blood Drive		9:00 AM	
Power Hour		12:00 PM	
<b>Total:</b>			<b>60</b>

Craft Day (Tuesdays)				
Rock Painting	3-Jul	2:00 PM	23	3
Musical Art	12-Jun	2:00 PM	12	4
National Park Service Ac	17-Jul	2:00 PM	13	5
Wind Chimes	24-Jul	2:00 PM	12	3
<b>Total:</b>			<b>60</b>	<b>15</b>

Food for Fines		
Pasta	July 1-10	53

Hands-On Fun (Wednesdays)				
Science of Sound	11-Jul	2:00 PM	6	1
Creating Instruments	18-Jul	2:00 PM	4	3
Bingo	25-Jul	2:00 PM	9	2
<b>Total:</b>			<b>19</b>	<b>6</b>

Book Clubs			
Reader's Anonymous	10-Jul	1:00 PM	
Between the Lines	24-Jul	5:30 PM	
<b>Total:</b>			<b>0</b>

LEGO Robotics (4-H Partner Activity)	11-Jul	3:30 PM	15	n/a
	18-Jul	3:30 PM	15	n/a
<b>Total:</b>			<b>30</b>	<b>0</b>

LEGO Club (Thursdays)	5-Jul	2:00 PM	15	2
	12-Jul	2:00 PM	21	6
	19-Jul	2:00 PM	17	3
	26-Jul	2:00 PM	17	4
<b>Total:</b>			<b>70</b>	<b>15</b>

Movies (Fridays)				
<i>Journey to the Center</i>	6-Jul	2:00 PM	0	0
<i>Fantasia</i>	13-Jul	2:00 PM	9	3
<i>Enchanted</i>	20-Jul	2:00 PM	5	1
<i>Sing</i>	27-Jul	2:00 PM	3	0
<b>Total:</b>			<b>17</b>	<b>4</b>

Teen Events				
KYNT Station Tour	2-Jul	2:00 PM	11	1
Sheet Music Art	9-Jul	2:00 PM	5	2
Dance Class	16-Jul	2:00 PM	0	
Space Rocks	23-Jul	2:00 PM	0	
Monthly Volunteers	July	-	21	
<b>Total:</b>			<b>16</b>	

Special Events	Date	Time	Kids	Adults
Kids Art Club	14-Jul	-	11	6
Magic Show	23-Jul	10:30 AM	100	44
<b>Total:</b>			<b>111</b>	<b>50</b>

Summer Story Time	Date	Time	Kids	Adults
Summer Story Time	2-Jul	6:00 PM	0	0
	3-Jul	10:30 AM	13	9
	5-Jul	10:30 AM	20	11
	10-Jul	10:30 AM	28	12
	12-Jul	10:30 AM	22	12
	16-Jul	6:00 PM	4	4
	17-Jul	10:30 AM	31	14
	19-Jul	10:30 AM	14	7
	24-Jul	10:30 PM	20	12
	26-Jul	10:30 AM	13	9
	<b>Total:</b>			<b>165</b>

Summer Stay & Play	Date	Time	Kids	Adults
Summer Stay & Play	11-Jul	10:30 AM	5	2
	18-Jul	10:30 AM	8	4
	25-Jul	10:30 AM	8	4
<b>Total:</b>			<b>21</b>	<b>10</b>

## July 2018 Usage & Circulation Statistics

### Total Circulation Statistics\*

	2018	2017
Adult	9,229	8,986
Juvenile	4,846	4,875
<b>Total</b>	<b>14,075</b>	<b>13,861</b>

\*Includes physical collection, ILL, and eBooks

### Physical Collection Circulation

	2018	2017
Adult	7,565	7,520
Juvenile	4,803	4,845
<b>Total</b>	<b>12,368</b>	<b>12,365</b>

### Interlibrary Loan

	2018	2017
Requested	147	155
Supplied	161	158
<b>Total</b>	<b>308</b>	<b>313</b>

### Electronic Resources

	2018	2017
OverDrive	1,356	1,085
TumbleBooks	43	30
<b>Total</b>	<b>1,399</b>	<b>1,115</b>

### Freegal

	2018	2017
Songs Downloaded	32	
Patrons Downloading	3	
Songs Streamed	152	
Patrons Streaming	3	

### Adult Outreach

	2018	2017
Locations	10	10
Patrons	35	39
Circulations	295	246

### Daycare Outreach

	2018	2017
Locations	0	0
Patrons	0	0
Circulations	0	0

(On Summer Break)

### Current Cards

	2018	2017
Resident	4,741	4,529
Non-Resident	247	229
Mount Marty	29	21
Teacher	44	79
Yankton County	1,023	911
<b>Total</b>	<b>6,084</b>	<b>5,769</b>

### Public Computer Use

	2018	2017
Uses	1,231	1,173
Hours	950	889

### Meeting Room Use

	2018	2017
Library Uses	52	38
Library Hours	101.0	62
Non-Library Uses	10	4
Non-Library Hours	15.0	9

### Study Room Use

	2018	2017
Uses	46	35
Hours	70.0	54

### Notary

	2018	2017
Requests	3	4

### Proctor

	2018	2017
Tests	35	14

### Traffic

	2018	2017
Count	n/a*	9949*

\*Door counters not working properly.

\*2017 east doors only

### Genealogy Requests

	2018	2017
Patrons	1	1
Hours	1	1

### Teacher Requests

	2018	2017
Patrons	0	0

### Courier

	2018	2017
Total Incoming	353	346
Total Outgoing	353	379
<b>Grand Total</b>	<b>706</b>	<b>725</b>

### Yankton County

	2018	2017
Households	31	

### Yankton County

	Cards	Adults	Kids
New Cards	3	7	2
Renewals	25	47	21

### Non-Resident

	Cards	Adults	Kids
New Cards	7	10	21
Renewals	11	16	7

## Yankton Community Library • August 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> Hours: Mon/Tues, 9a-8p; Wed/Thurs, 9a-6p; Fri/Sat, 9a-5p; Closed Sun.			1 Stay & Play 10:30, a	2 Friends Bag Sale, 9 a m- 6 pm  LEGO Club, 2 pm Music at the Meridian, 6-8p	3 Friends Bag Sale, 9 am—4:30 pm  Teen Event Virtual Reality Call to register!	4 Friends Book Sale 9:30 - 12 pm
5 <i>Library Closed</i>	6	7 Bunco 6:00 p  Canning Class Call to register!	8 Stay & Play, 10:30 a  Library Board Meeting, 5:30 pm	9 LEGO Club, 2pm  Music at the Meridian, 6-8pm	10  Wii, 2:00 p	11  Kid's Art Club, 9 am—5 pm
12 <i>Library Closed</i>	13	14 Seed Library, 1/6:30 Readers Anon, 1 pm	15 Stay & Play, 10:30 a	16 LEGO Club, 2pm  Music at the Meridian, 6-8pm	17 LifeServe Blood Drive, 9a-12p Wii, 2:00 p	18  <b>Library Closed</b>
19 <i>Library Closed</i>	20 Author Craig Tschetter, 11:00 am  Friends of YCL Meeting, 5:15 pm	21	22 Stay & Play, 10:30 a	23	24	25
26 <i>Library Closed</i>	27	28 Between/Lines, 5:30	29	30	31	<b>Food for Fines PB &amp; J August 1-10</b>

## Yankton Community Library • September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	September 1: Friends Book Sale 9:30 - 12 pm
2  <b>Library Closed</b>	3  <b>Library Closed</b>	4	5	6 Bunco, 6:00 pm  Craft Club, 3:45	7  Wii, 3:30 pm	8  Kid's Art Club
9	10 Story Time, 5:30 p  Teen Event, 6:45 pm—7:45 pm	11 Story Time 10:30 am Seed Library 1/6:30 Readers Anon, 1 pm	12 Stay & Play 10:30 am  Library Board Meeting, 5:30 pm	13 Story Time 10:30 am  LEGO Club, 3:45	14  Wii, 3:30 pm	15
16	17 Story Time, 5:30 p	18 Story Time 10:30 am Unplug, Unwind, Craft: String Pull Art 6 pm	19 Stay & Play 10:30 am	20 Story Time 10:30 am  Science Club, 3:45p	21  Wii, 3:30 pm	22
23	24 Story Time, 5:30 p	25 Story Time 10:30 am Between/Lines 5:30	26 Stay & Play 10:30 am	27 Story Time 10:30 am Movie, 3:45 pm	28  Wii, 3:30 pm	29
30	<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> Hours: Monday-Thursday, 9a-8p; Friday-Saturday, 9a-5p; Sunday, 1p-5p				<b>Food for Fines Pancake Mix &amp; Syrup September 1-10</b>	