

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, January 9, 2019, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of November 14, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

New Business

- **Trustee Training Video & Discussion**

Other Business

Adjourn the meeting of January 9, 2019

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, November 14, 2018, at 5:30 p.m.
Yankton Community Library, Meeting Room

Meeting called to order by President Lilah Gillis at 5:30 p.m. Present were Tonja Koenigs, Amy Nelson, Sue Otterman, Christine Tielke; Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny. Tony Maibaum participated via phone.

Absent without regrets: Todd Woods.

Minutes:

Noted that Todd Woods was absent without regrets. Motion to approve the minutes of the Oct 10, 2018 meeting with corrections by Nelson, with second by Koenigs; unanimous approval.

Discussion of Bills/Financial Report:

Schmidt reported that there were additional unexpected expenses due to additional electrical and plumbing upgrades needed when replacing the drinking fountain.

Communications and Correspondence:

Schmidt shared that Master's Gardeners had made donations of \$300 to the library and an additional \$250 to the Seed Library.

Public Comment Period:

None.

Director's Report:

Schmidt reported that the custodian was still out due to health issues and daily cleaning was being done by an employee at J&H Cleaning.

Old Business:

None.

New Business:

Tielke made a motion to approval the 2019 Holiday Closures and Board Meeting Calendar, with second by Otterman; unanimous approval.

Nelson made a motion to suspend the December meeting until January unless any urgent business would arise, second by Koenigs; unanimous approval.

Other Business: None.

Adjourn the Meeting of November 14, 2018:

Motion by Koenigs, 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					
CITY UTILITIES						
WATER-WW CHARGES	90.53	WATER SERVICE	101.142.274	11.21.18	002793 P	839 00001
WATER-WW CHARGES	59.54	SEWER SERVICE	101.142.275	11.21.18	002793 P	839 00002
	150.07	*VENDOR TOTAL				
J & H CARE & CLEANING CO JANITORIAL SERVICES	1,300.00	PROFESSIONAL SERVICES	101.142.202	10529	019561 P	839 00003
MIDAMERICAN ENERGY FUEL	243.02	FUEL-HEATING	101.142.273	11.25.18	002794 P	839 00004
MIDWEST TAPE AUDIO BOOKS	1,152.64	AV - CAPITAL	101.142.342	103-623-455	019549 P	839 00006
NORTHWESTERN ENERGY ELECT	1,399.08	ELECTRICITY	101.142.272	11.19.18	002795 P	839 00007
US BANK EQUIPMENT FINANC COPIER LEASE	372.64	RENTALS & XEROX SUPPLIES	101.142.212	31743832	019548 P	839 00008
WILSON AUTHOR/JERRY BOOKS	43.95	BOOKS	101.142.340	11.19.18	019556 P	839 00009
	4,661.40				

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	*****					
LIBR COMP FOR LOSS & DAMAGE					
VANOSDEL/BRENDA REFUND	16.95	LIBR COMP FOR LOSS & DAM	101.3641	11.26.18	019564 P	839 00005
	16.95				
GENERAL FUND	4,678.35	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,678.35					

RECORDS PRINTED - 000009

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					
AMZN MKTP US REFUND-ITEM NOT RECEIVED	6.79CR	PROGRAM SUPPLIES	101.142.242	Dobrovolny		846 00423
AMZN MKTP US*M00N574F1 BOOKS	65.07	BOOKS	101.142.340	Dobrovolny		846 00044
DVD'S	52.05	AV - CAPITAL	101.142.342	Dobrovolny		846 00045
PROGRAM SUPPLIES	7.99	PROGRAM SUPPLIES	101.142.242	Dobrovolny		846 00046
	125.11	*VENDOR TOTAL				
AMZN MKTP US*M06I40CG1 BOOKS	200.34	BOOKS	101.142.340	Dobrovolny		846 00095
DVD'S	60.45	AV - CAPITAL	101.142.342	Dobrovolny		846 00096
	260.79	*VENDOR TOTAL				
AMZN MKTP US*M80V187Y2 BOOK	6.64	BOOKS	101.142.340	Dobrovolny		846 00128
AMZN MKTP US*M82AD9RC0 BOOKS	67.46	BOOKS	101.142.340	Dobrovolny		846 00139
DVD	19.98	AV - CAPITAL	101.142.342	Dobrovolny		846 00140
	87.44	*VENDOR TOTAL				
AMZN MKTP US*M83R902Q2 BOOK	8.48	BOOKS	101.142.340	Dobrovolny		846 00148
POSTAGE	4.99	POSTAGE	101.142.231	Dobrovolny		846 00149
	13.47	*VENDOR TOTAL				
AMZN MKTP US*M86UH4KP2 DVD	13.99	AV - CAPITAL	101.142.342	Dobrovolny		846 00172
AMZN MKTP US*M87EN08V1 BOOKS	45.09	BOOKS	101.142.340	Dobrovolny		846 00264
DVD'S	69.37	AV - CAPITAL	101.142.342	Dobrovolny		846 00265
	114.46	*VENDOR TOTAL				
BAKER-TAYLOR POSTAGE	17.42	POSTAGE	101.142.231	Schmidt		846 00097
BOOKS	1,822.07	BOOKS	101.142.340	Schmidt		846 00099
	1,839.49	*VENDOR TOTAL				
CRESCENT ELECTRIC 029 FLAG POLE PHOTO CELL	5.96	REP. & MAINT. - BUILDING	101.142.223	Miles		846 00299
DRI*PRINTPLACE OFFICE SUPPLIES	83.55	OFFICE SUPPLIES	101.142.232	Schmidt		846 00175

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					
GRAINGER						
JANITORIAL SUPPLIES	112.20	JANITORIAL SUPPLIES	101.142.236	Schmidt		846 00121
JANITORIAL SUPPLIES	356.40	JANITORIAL SUPPLIES	101.142.236	Schmidt		846 00134
JANITORIAL SUPPLIES	138.97	JANITORIAL SUPPLIES	101.142.236	Schmidt		846 00176
	607.57	*VENDOR TOTAL				
HY VEE 1820						
PROGRAM SUPPLIES	5.92	PROGRAM SUPPLIES	101.142.242	Raiche		846 00007
LIBRARYWORKS.COM						
PROFESSIONAL TRAINING	49.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		846 00436
MACKENZIE RIVER PIZZA						
TRAVEL EXPENSE	16.44	TRAVEL EXPENSE	101.142.263	Raiche		846 00366
MENARDS YANKTON SD						
PROGRAM SUPPLIES	9.94	PROGRAM SUPPLIES	101.142.242	Raiche		846 00381
OLSONS PEST TECHNICIAN						
PROFESSIONAL SERVICES	150.00	PROFESSIONAL SERVICES	101.142.202	Dobrovolny		846 00267
OTC BRANDS, INC.						
PROGRAM SUPPLIES	91.58	PROGRAM SUPPLIES	101.142.242	Raiche		846 00086
SCHOLASTIC BOOK FAIRS						
BOOKS	18.98	BOOKS	101.142.340	Raiche		846 00309
TARGET 00000760						
OFFICE SUPPLIES-RETURNED	16.22CR	OFFICE SUPPLIES	101.142.232	Schmidt		846 00027
OFFICE SUPPLIES	16.22	OFFICE SUPPLIES	101.142.232	Schmidt		846 00191
	0.00	*VENDOR TOTAL				
WAL-MART #1483						
PROGRAM SUPPLIES	7.41	PROGRAM SUPPLIES	101.142.242	Dobrovolny		846 00361
OFFICE SUPPLIES	2.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		846 00362
DVD'S	57.88	AV - CAPITAL	101.142.342	Lippert		846 00295
DVDS	70.84	AV - CAPITAL	101.142.342	Raiche		846 00165
PROGRAM SUPPLIES	25.29	PROGRAM SUPPLIES	101.142.242	Raiche		846 00166
	164.40	*VENDOR TOTAL				
WAL-MART #3734						
PROGRAM SUPPLIES	9.86	PROGRAM SUPPLIES	101.142.242	Raiche		846 00025
WM SUPERCENTER #1483						
OFFICE SUPPLIES	12.88	OFFICE SUPPLIES	101.142.232	Lippert		846 00055
PROGRAMMING SUPPLIES	47.04	PROGRAM SUPPLIES	101.142.242	Lippert		846 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					
WM SUPERCENTER #1483						
OFFICE SUPPLIES	23.64	OFFICE SUPPLIES	101.142.232	Raiche		846 00009
PROGRAM SUPPLIES	49.25	PROGRAM SUPPLIES	101.142.242	Raiche		846 00010
DVDS	48.88	AV - CAPITAL	101.142.342	Schmidt		846 00074
PROGRAMMING SUPPLIES	19.60	PROGRAM SUPPLIES	101.142.242	Schmidt		846 00075
DVDS	31.92	AV - CAPITAL	101.142.342	Schmidt		846 00405
PROGRAM SUPPLIES	11.59	PROGRAM SUPPLIES	101.142.242	Schmidt		846 00406
	244.80	*VENDOR TOTAL				
	3,912.60				

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 MEMORIAL BOOK	19.20	BOOKS	701.701.340	Schmidt		846 00098
HOBBY-LOBBY #0137 ADULT CRAFT NIGHT SUPPLY	35.42	RECREATION SUPPLIES	701.701.242	Lippert		846 00114
SHOPKO 76 00300764 ADULT CRAFT NIGHT SUPPLY	23.91	RECREATION SUPPLIES	701.701.242	Schmidt		846 00023
ADULT CRAFT NIGHT SUPPLY	23.91	RECREATION SUPPLIES	701.701.242	Schmidt		846 00203
	0.00	*VENDOR TOTAL				
TARGET 00000760 ADULT CRAFT NIGHT SUPPLY	3.96	RECREATION SUPPLIES	701.701.242	Schmidt		846 00028
ADULT CRAFT NIGHT SUPPLY	3.96	RECREATION SUPPLIES	701.701.242	Schmidt		846 00190
	0.00	*VENDOR TOTAL				
WAL-MART #1483 CRAFT NIGHT SUPPLIES	3.17	RECREATION SUPPLIES	701.701.242	Lippert		846 00031
ADULT CRAFT NIGHT SUPPLY	26.64	RECREATION SUPPLIES	701.701.242	Lippert		846 00037
ADULT CRAFT NIGHT SUPPLY	12.70	RECREATION SUPPLIES	701.701.242	Lippert		846 00076
ADULT CRAFT NIGHT SUPPLY	16.80	RECREATION SUPPLIES	701.701.242	Lippert		846 00189
ADULT CRAFT NIGHT SUPPLY	25.22	RECREATION SUPPLIES	701.701.242	Lippert		846 00294
STAFF APPRECIATION	4.97	RECREATION SUPPLIES	701.701.242	Lippert		846 00296
	29.88	*VENDOR TOTAL				
WM SUPERCENTER #3734 ADULT CRAFT NIGHT SUPPLY	22.15	RECREATION SUPPLIES	701.701.242	Lippert		846 00110
	106.65				
LIBRARY TRUST	106.65	*****				

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	24,000.00	0.00 100 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	24,000.00	0.00 100 -----
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	510.00	5,980.00	820.00 87 -----
3452 LIBRARY A.V. FEES	700.00	700.00	45.00	376.30	323.70 53 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.00	15.39-	25.39 153 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.00	104.79	95.21 52 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	44.00	900.60	599.40 60 -----
3456 PC PRINTING	6,000.00	6,000.00	424.95	5,511.80	488.20 91 -----
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	765.05	4,991.86	2,991.86- 249 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	1,789.00	17,849.96	539.96- 103 -----
FINES					
3510 COURT FINES	3,000.00	3,000.00	72.15	1,524.22	1,475.78 50 -----
3511 PARKING FINES	3,000.00	3,000.00	90.00	1,660.00	1,340.00 55 -----
3520 LIBRARY FINES	3,000.00	3,000.00	142.00	913.25	2,086.75 30 ---
TOTAL: FINES	9,000.00	9,000.00	304.15	4,097.47	4,902.53 45 ----
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	10,610.55	84,819.17	68,319.17- 514 -----]]]]
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	11,326.95	11,326.95	1,326.95- 113 -----]
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	1,877.09	16,686.00	12,686.00- 417 -----]]]]
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	12,019.56	9,019.56- 400 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	200.24	1,961.03	461.03- 130 -----]]]
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	24,014.83	126,812.71	91,812.71- 362 -----]]]]
TOTAL: GENERAL FUND	85,310.00	85,310.00	26,107.98	172,760.14	87,450.14- 242 -----]]]]

	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	33,614.74	286,605.07	69,156.93	80 -----
102 TEMPORARY WAGES	59,699.00	0.00	4,890.45	40,157.46	19,541.54	67 -----
103 OVERTIME WAGES	350.00	0.00	0.00	303.57	46.43	86 -----
111 OASI	31,810.00	0.00	2,839.86	24,302.87	7,507.13	76 -----
121 RETIREMENT	21,367.00	0.00	2,016.85	17,172.70	4,194.30	80 -----
131 WORKMENS COMPENSATION	2,542.00	0.00	1,610.00	1,566.00	976.00	61 -----
132 GROUP INSURANCE	82,378.00	0.00	4,134.06	46,364.02	36,013.98	56 -----
133 UNEMPLOYMENT INSURANCE	1,004.00	0.00	30.05	535.04	468.96	53 -----
TOTAL: PERSONAL SERVICES	554,912.00	0.00	49,136.01	417,006.73	137,905.27	75 -----
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	3,477.45	37,419.20	1,580.80	95 -----
211 PUBLISHING	3,000.00	0.00	10.00	2,400.50	599.50	80 -----
212 RENTALS & XEROX SUPPLIES	8,000.00	0.00	304.13	3,817.68	4,182.32	47 ----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,044.95	1,955.05	34 ---
223 REP. & MAINT. - BUILDINGS	4,000.00	0.00	613.88	2,023.69	1,976.31	50 -----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	2,500.00	0.00	523.66	2,218.73	281.27	88 -----
232 OFFICE SUPPLIES	9,500.00	0.00	28.54	5,808.53	3,691.47	61 -----
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	366.48	7,588.31	2,911.69	72 -----
236 JANITORIAL SUPPLIES	2,500.00	0.00	99.04	2,737.25	237.25	109 -----
242 PROGRAM SUPPLIES	4,000.00	0.00	382.27	1,507.15	2,492.85	37 ---
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	515.00	485.00	51 -----
263 TRAVEL EXPENSE	3,500.00	0.00	852.80	3,166.78	333.22	90 -----
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,075.00	425.00	71 -----
271 TELEPHONE	1,700.00	0.00	132.56	1,475.21	224.79	86 -----
272 ELECTRICITY	22,000.00	0.00	1,492.02	16,025.77	5,974.23	72 -----
273 FUEL-HEATING	3,000.00	0.00	59.69	1,935.61	1,064.39	64 -----
274 WATER SERVICE	3,200.00	0.00	83.11	1,103.05	2,096.95	34 ---
275 SEWER SERVICE	1,000.00	0.00	56.65	854.13	145.87	85 -----
276 LANDFILL	500.00	0.00	40.00	396.00	104.00	79 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,522.28	102,233.38	31,232.62	76 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	1,082.22	6,072.98	15,927.02	27 --
320 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	53,000.00	0.00	5,061.09	36,559.39	16,440.61	68 -----
342 AV - CAPITAL	13,500.00	0.00	460.77	9,086.90	4,413.10	67 -----
350 EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH NOV 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	6,604.08	52,028.60	37,471.40	58 -----
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	64,262.37	571,268.71	206,609.29	73 -----
TOTAL: GENERAL FUND	777,878.00	0.00	64,262.37	571,268.71	206,609.29	73 -----

	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	50.78	471.82	471.82- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	2,555.25	14,628.99	14,628.99- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	2,606.03	15,100.81	15,100.81- 9999	-----]]]]

	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	199.00	199.00-	9999 -----]]]]
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	350.18	350.18-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	346.47	9,034.85	9,034.85-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	346.47	9,584.03	9,584.03-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	0.00	245.53	245.53-	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	0.00	755.50	755.50-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	346.47	10,339.53	10,339.53-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	346.47	10,339.53	10,339.53-	9999 -----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	25,506.01	2,259.56	3,862.90	29,368.91
	25,506.01	2,259.56	3,862.90	29,368.91
	25,506.01	2,259.56	3,862.90	29,368.91
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	24,607.63CR	0.00	0.00	24,607.63CR
701.2900	0.00	2,606.03CR	15,100.81CR	15,100.81CR
701.2910	0.00	346.47	10,339.53	10,339.53
	24,607.63CR	2,259.56CR	4,761.28CR	29,368.91CR
	25,506.01CR	2,259.56CR	3,862.90CR	29,368.91CR
	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	33,614.74	286,605.07	69,156.93	80	-----	
P-110218-812	PAYROLL INTERFACE	110218		11,460.50	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		11,231.80	CODE-Y,PER#-2,FUND-	101			A
P-113018-835	PAYROLL INTERFACE	113018		10,922.44	CODE-Y,PER#-3,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	4,890.45	40,157.46	19,541.54	67	-----	
P-110218-812	PAYROLL INTERFACE	110218		1,645.18	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		1,755.35	CODE-Y,PER#-2,FUND-	101			A
P-113018-835	PAYROLL INTERFACE	113018		1,489.92	CODE-Y,PER#-3,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	303.57	46.43	86	-----	
111	OASI	31,810.00	0.00	2,839.86	24,302.87	7,507.13	76	-----	
P-110218-812	PAYROLL INTERFACE	110218		949.68	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		940.62	CODE-Y,PER#-2,FUND-	101			A
P-113018-835	PAYROLL INTERFACE	113018		949.56	CODE-Y,PER#-3,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	2,016.85	17,172.70	4,194.30	80	-----	
P-110218-812	PAYROLL INTERFACE	110218		687.62	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		673.90	CODE-Y,PER#-2,FUND-	101			A
P-113018-835	PAYROLL INTERFACE	113018		655.33	CODE-Y,PER#-3,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	1,610.00	1,566.00	976.00	61	-----	
D-111318-795 05538	SDML WORKERS COMPENSATIO	062453 17613		1,610.00	WORK COMP RENEWAL	014564 P N			A
132	GROUP INSURANCE	82,378.00	0.00	4,134.06	46,364.02	36,013.98	56	-----	
P-110218-812	PAYROLL INTERFACE	110218		2,067.02	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		2,067.04	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	30.05	535.04	468.96	53	-----	
P-110218-812	PAYROLL INTERFACE	110218		10.07	CODE-Y,PER#-1,FUND-	101			A
P-111618-816	PAYROLL INTERFACE	111618		10.41	CODE-Y,PER#-2,FUND-	101			A
P-113018-835	PAYROLL INTERFACE	113018		9.57	CODE-Y,PER#-3,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	49,136.01	417,006.73	137,905.27	75	-----	
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	3,477.45	37,419.20	1,580.80	95	-----	
M-110518-806 .13843	OVERDRIVE DIST	201810 Schmidt		2,044.60	EBOOKS ON OVERDRIVE		N		A
M-110518-806 .14180	ENVISION WARE	201810 Johnson		538.85	ENVISIONWARE SOFTWARE		N		A
D-111318-795 06800	WAGE WORKS INC	062477 INV987480		20.00	FLEX SERVICE FEE	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	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES							
D-111318-795	00707 YANKTON MEDICAL CLINIC	062483	4274	274.00	PRE-EMPLOYMENT PHYSICAL	077324	P M	A
D-111318-797	05937 J & H CARE & CLEANING CO	062404	10482	600.00	JANITORIAL SERVICE	019544	P M	A
211	PUBLISHING	3,000.00	0.00	10.00	2,400.50	599.50	80	-----
M-110518-806	.15813 FACEBK EYBJ3HSR42	201810	Schmidt	10.00	MARKETING		N	A
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	304.13	3,817.68	4,182.32	47	----
D-111318-797	07098 US BANK EQUIPMENT FINANC	062475	369478383	304.13	COPIER LEASE	019545	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,044.95	1,955.05	34	---
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	613.88	2,023.69	1,976.31	50	-----
M-110518-806	.14179 MENARDS YANKTON SD	201810	Miles	5.16	MAINTENANCE SUPPLIES		N	A
M-110518-806	.12232 BOMGAARS #2 YANKTON	201810	Morrow	4.55	MAINTENANCE SUPPLIES		N	A
M-110518-806	.14179 MENARDS YANKTON SD	201810	Miles	12.34	MAINTENANCE SUPPLIES		N	A
M-110518-806	.12232 BOMGAARS #2 YANKTON	201810	Morrow	17.42	MAINTENANCE SUPPLIES		N	A
M-110518-806	.14179 MENARDS YANKTON SD	201810	Miles	16.77	MAINTENANCE SUPPLIES		N	A
M-110518-806	.14179 MENARDS YANKTON SD	201810	Morrow	7.98	MAINTENANCE SUPPLIES		N	A
M-110518-806	.14377 KOPETSKYS ACE HDWE	201810	Miles	3.38	MAINTENANCE SUPPLIES		N	A
M-110518-806	.14179 MENARDS YANKTON SD	201810	Miles	6.28	MAINTENANCE SUPPLIES		N	A
M-110518-806	.12984 KAISER REFRIGERATION I	201810	Miles	45.00	MAINTENANCE SUPPLIES		N	A
M-110518-806	.11964 YANKTON WINNELSON CO	201810	Miles	495.00	WATER FOUNTAIN		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	523.66	2,218.73	281.27	88	-----
M-110518-806	.12708 PITNEY BOWES PI	201810	Schmidt	164.97	POSTAGE SUPPLIES		N	A
M-110518-806	.11798 BAKER-TAYLOR	201810	Schmidt	36.69	POSTAGE		N	A
M-110518-806	.12920 POSTAGE REFILL	201810	Schmidt	200.00	POSTAGE		N	A
M-110518-806	.13361 PBI*LEASEEQUIPMENT	201810	Schmidt	122.00	POSTAGE EQUIPMENT LEASE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	28.54	5,808.53	3,691.47	61	-----
M-110518-806	.12434 WAL-MART #1483	201810	Dobrovolny	14.82	OFFICE SUPPLIES		N	A
M-110518-806	.12434 WAL-MART #1483	201810	Raiche	13.72	OFFICE SUPPLIES		N	A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	10,500.00	0.00	366.48	7,588.31	2,911.69	72	-----
M-110518-806	.15078 PAYPAL *SDSPS	201810	Schmidt	35.00	SUBSCRIPTION		N	A
M-110518-806	.14758 BHM*WORLD HERALD NEWSP	201810	Schmidt	311.48	NEWSPAPER SUBSCRIPTION		N	A
M-110518-806	.14599 NATIONAL AUDUBON SOCIE	201810	Schmidt	20.00	MAGAZINE SUBSCRIPTION		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	99.04	2,737.25	237.25-	109	-----
M-110518-806	.12434 WAL-MART #1483	201810	Dobrovolny	7.89	JANITORIAL SUPPLIES			N A
M-110518-806	.12434 WAL-MART #1483	201810	Dobrovolny	2.94	JANITORIAL SUPPLIES			N A
M-110518-806	.15543 GRAINGER	201810	Schmidt	88.21	JANITORIAL SUPPLIES			N A
242	PROGRAM SUPPLIES	4,000.00	0.00	382.27	1,507.15	2,492.85	37	---
M-110518-806	.14977 WM SUPERCENTER #3734	201810	Raiche	9.38	PROGRAM SUPPLIES			N A
M-110518-806	.12308 WALMART.COM	201810	Schmidt	159.99	PROGRAM SUPPLIES			N A
M-110518-806	.13005 ACCUCUT	201810	Raiche	85.00	PROGRAM SUPPLIES			N A
M-110518-806	.15796 AMZN MKTP US*M86A28ZZ0	201810	Dobrovolny	19.78	PROGRAM SUPPLIES			N A
M-110518-806	.13320 WM SUPERCENTER #1483	201810	Lippert	54.14	PROGRAM SUPPLIES			N A
M-110518-806	.12434 WAL-MART #1483	201810	Dobrovolny	10.68	PROGRAM SUPPLIES			N A
M-110518-806	.11788 HY VEE 1899	201810	Dobrovolny	24.44	PROGRAM SUPPLIES			N A
M-110518-806	.14179 MENARDS YANKTON SD	201810	Raiche	9.99	PROGRAM SUPPLIES			N A
M-110518-806	.12434 WAL-MART #1483	201810	Raiche	8.87	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	515.00	485.00	51	-----
263	TRAVEL EXPENSE	3,500.00	0.00	852.80	3,166.78	333.22	90	-----
M-110518-806	.15831 SHERATON HOTELS SIOUX	201810	Schmidt	250.40	TRAVEL EXPENSE			N A
M-110518-806	.14832 FAIRFIELD INN & SUITES	201810	Lippert	268.00	TRAVEL EXPENSE-LODGING			N A
M-110518-806	.15831 SHERATON HOTELS SIOUX	201810	Schmidt	250.40	TRAVEL EXPENSE			N A
M-110518-806	.15834 SHERATON FALLING WATER	201810	Schmidt	39.33	TRAVEL EXPENSE			N A
M-110518-806	.12223 HY VEE GAS 5899	201810	Lippert	24.27	TRAVEL EXPENSE			N A
M-110518-806	.15834 SHERATON FALLING WATER	201810	Lippert	20.40	TRAVEL EXPENSE			N A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,075.00	425.00	71	-----
271	TELEPHONE	1,700.00	0.00	132.56	1,475.21	224.79	86	-----
P-110218-812	PAYROLL INTERFACE	110218		10.50	CODE-Y, PER#-1, FUND-	101		N A
M-113018-808	06976 VAST BROADBAND	007693		80.80	PHONE BILL	003513	F N	A
M-113018-808	06976 VAST BROADBAND	007694		41.26	PHONE BILL		N	A
272	ELECTRICITY	22,000.00	0.00	1,492.02	16,025.77	5,974.23	72	-----
D-111318-797	00455 NORTHWESTERN ENERGY	062439	10.23.18	1,492.02	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	59.69	1,935.61	1,064.39	64	-----
D-111318-797	00303 MIDAMERICAN ENERGY	062431	10.22.18	59.69	FUEL	002794	P N	A
274	WATER SERVICE	3,200.00	0.00	83.11	1,103.05	2,096.95	34	---
D-111318-797	00109 CITY UTILITIES	062360	10.23.18	83.11	WATER-WW CHARGES	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								
275	SEWER SERVICE	1,000.00	0.00	56.65	854.13	145.87	85	-----	
D-111318-797	00109 CITY UTILITIES	062360 10.23.18		56.65	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	40.00	396.00	104.00	79	-----	
J-113018-832	NOVEMBER JOURNAL ENTRIES JE 311			40.00	DUMPSTER CHARGES - NOV				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,522.28	102,233.38	31,232.62	76	-----	
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	1,082.22	6,072.98	15,927.02	27	--	
D-111318-797	01974 LARRY'S HEATING & COOLIN	062416 28154		1,082.22	HVAC IGNITION	019543	P	M	A
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0		
340	BOOKS	53,000.00	0.00	5,061.09	36,559.39	16,440.61	68	-----	
M-110518-806	.11798 BAKER-TAYLOR	201810 Schmidt		3,877.73	BOOKS		N		A
M-110518-806	.11785 CENTER POINT LARGE PRI	201810 Schmidt		137.82	BOOKS		N		A
M-110518-806	.15796 AMZN MKTP US*M86A28ZZ0	201810 Dobrovolny		67.30	BOOKS		N		A
M-110518-806	.15316 MIDAMERICA BOOKS	201810 Raiche		493.05	BOOKS		N		A
M-110518-806	.15806 AMAZON.COM*M86XB7CS1	201810 Dobrovolny		35.67	BOOKS		N		A
M-110518-806	.15812 AMAZON.COM*MT90E2RJ0	201810 Dobrovolny		24.42	BOOKS		N		A
M-110518-806	.15823 AMZN MKTP US*MT64M6B41	201810 Dobrovolny		81.67	BOOKS		N		A
M-110518-806	.12434 WAL-MART #1483	201810 Raiche		7.97	BOOKS		N		A
M-110518-806	.13524 SOUTH DAKOTA HISTORICA	201810 Schmidt		55.99	BOOKS		N		A
M-110518-806	.15837 SQ *SQ *USBORNE BOOKS	201810 Raiche		173.83	BOOKS		N		A
D-111318-797	.15788 BOOKS BY TERRALL	062346 133549		87.93	BOOKS	019546	P	N	A
D-111318-797	.15789 CAMPBELL AUTHOR/LARRY	062349 10.29.18		17.71	BOOK	019553	P	N	A
342	AV - CAPITAL	13,500.00	0.00	460.77	9,086.90	4,413.10	67	-----	
M-110518-806	.12434 WAL-MART #1483	201810 Dobrovolny		42.88	DVDS		N		A
M-110518-806	.15796 AMZN MKTP US*M86A28ZZ0	201810 Dobrovolny		111.63	DVD'S		N		A
M-110518-806	.15806 AMAZON.COM*M86XB7CS1	201810 Dobrovolny		34.94	DVD'S		N		A
M-110518-806	.13320 WM SUPERCENTER #1483	201810 Lippert		45.88	DVDS		N		A
M-110518-806	.12434 WAL-MART #1483	201810 Dobrovolny		50.88	DVDS		N		A
M-110518-806	.14845 HAROLDS PHOTO EXPERTS	201810 Dobrovolny		34.98	DVDS		N		A
M-110518-806	.15823 AMZN MKTP US*MT64M6B41	201810 Dobrovolny		32.86	DVD'S		N		A
M-110518-806	.12434 WAL-MART #1483	201810 Raiche		106.72	DVDS		N		A
350	EQUIPMENT	1,000.00	0.00	0.00	309.33	690.67	30	---	
TOTAL:	CAPITAL OUTLAY	89,500.00	0.00	6,604.08	52,028.60	37,471.40	58	-----	

OTHER EXPENDITURES

		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 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	64,262.37	571,268.71	206,609.29	73	-----
TOTAL:	GENERAL FUND	777,878.00	0.00	64,262.37	571,268.71	206,609.29	73	-----

November 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Nov. 7	10:30 AM	7	6
	Nov. 14	10:30 AM	8	4
	Nov. 21	10:30 AM	8	4
	Nov. 28	10:30 AM	6	3
Total:			29	17

Adult Programs	Date	Time	Num.
Bunco	Nov. 1	6:00 PM	4
Teen Tech Tutors	Nov. 17	1:00 PM	2
Adult Craft: Snow jar	Nov. 20	6:00 PM	11
Total:			17

Story Time	Nov. 1	10:30 AM	7	5
	Nov. 5	6:00 PM	7	7
	Nov. 6	10:30 AM	17	14
	Nov. 8	10:30 AM	15	10
	Nov. 12	6:00 PM		
	Nov. 13	10:30 AM	16	12
	Nov. 15	10:30 AM	14	9
	Nov. 19	6:00 PM	13	12
	Nov. 20	10:30 AM	23	15
	Nov. 22	6:00 PM		
	Nov. 26	10:30 AM	12	10
	Nov. 27	10:30 AM	18	12
Nov. 29	10:30 AM	15	9	
Total:			157	115

Food for Fines		
Canned Veggies	November 1-10	108

Book Clubs			
Reader's Anonymous	Nov. 13	1:00 PM	5
Between the Lines	Nov. 27	5:30 PM	3
Total:			8

Thursday Kids Activities				
Craft: Dino Eggs	Nov. 1	3:45 PM	22	10
LEGO Club	Nov. 8	3:45 PM	15	2
Science Club	Nov. 15	3:45 PM	15	3
<i>Incredibles 2</i>	Nov. 29	3:45 PM	8	2
Total:			60	17

S.T.E.M. Mondays	Nov. 5	3:45 PM	5	
	Nov. 19	3:45 PM	4	
	Nov. 26	3:45 PM	4	
Total:			13	0

Homework Help	Nov. 20	3:30 PM	0	
	Nov. 27	3:30 PM	0	
Total:			0	0

Friday Wii	Nov. 2	3:30 PM	1	
	Nov. 9	3:30 PM	3	
	Nov. 15	3:30 PM	4	
	Nov. 30	3:30 PM	8	
Total:			16	

Miscellaneous				
Kid's Art Club	Nov. 10	-	5	

Teen Events				
Teen Event	Nov. 5	7:00 PM	1	
Total:			1	

November Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	8,207	8,436
Juvenile	4,153	4,534
Total	12,360	12,970

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	6,719	6,321
Juvenile	3,813	4,173
Total	10,532	10,494

Interlibrary Loan

	2018	2017
Requested	116	133
Supplied	111	170
Total	227	303

Electronic Resources

	2018	2017
OverDrive	1,261	914
TumbleBooks	340	361
Total	1,601	1,275

Freegal

	2018	2017
Songs Downloaded	30	
Patrons Downloading	16	
Songs Streamed	94	
Patrons Streaming	20	

Adult Outreach

	2018	2017
Locations	10	10
Patrons	37	35
Circulations	238	220

Daycare Outreach

	2018	2017
Locations	16	20
Patrons	254	280
Circulations	266	318

Current Cards

	2018	2017
Resident	4903	4,790
Non-Resident	253	237
Mount Marty	30	23
Teacher	46	77
Yankton County	1046	970
Total	6278	6,097

Public Computer Use

	2018	2017
Uses	939	1,248
Hours	632.4	800.2

Meeting Room Use

	2018	2017
Library Uses	30	30
Library Hours	74	70.0
Non-Library Uses	16	16
Non-Library Hours	30	39.0

Study Room Use

	2018	2017
Uses	45	48
Hours	66	81.0

Notary

	2018	2017
Requests	3	4

Proctor

	2018	2017
Tests	32	34

Traffic

	2018	2017
Count		18,803

*south door count estimated

Genealogy Requests

	2018	2017
Patrons	1	0
Hours	1	0.0

Teacher Requests

	2018	2017
Patrons	2	1

Courier

	2018	2017
Total Incoming	291	446
Total Outgoing	250	448
Grand Total	541	894

Yankton County

	Cards	Adults
New Cards	5	11
Renewals	20	42

Non-Resident

	Cards	Adults
New Cards	1	2
Renewals	5	11

Yankton County

	2018	2017
Households	32	

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					
KO LEE ABERDEEN PUBLIC L ILL REPLACED LOST ITEM	35.00	PROFESSIONAL SERVICES	101.142.202	11.20.18	019550	P 864 00001
	35.00				
GENERAL FUND	35.00	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	35.00					

RECORDS PRINTED - 000001

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
CITY UTILITIES						
@FY@W-WW CHARGES	78.87	WATER SERVICE	101.142.274	12.29.18	002793 P	886 00001
@FY@W-WW CHARGES	47.20	SEWER SERVICE	101.142.275	12.29.18	002793 P	886 00002
	126.07	*VENDOR TOTAL				
MIDAMERICAN ENERGY						
@FY@FUEL	456.46	FUEL-HEATING	101.142.273	12.12.18	002794 P	886 00004
MIDWEST TAPE						
@FY@AV BOOKS	215.93	AV - CAPITAL	101.142.342	261-198-841	019555 P	886 00005
NORTHWESTERN ENERGY						
@FY@ELECT	1,255.34	ELECTRICITY	101.142.272	12.29.18	002795 P	886 00006
RAICHE/AMANDA						
@FY@TRAVEL EXPENSE	70.85	TRAVEL EXPENSE	101.142.263	12.18.18	019552 P	886 00007
US BANK EQUIPMENT FINANC						
@FY@COPIER LEASE	272.62	RENTALS & XEROX SUPPLIES	101.142.212	374014991	019554 P	886 00009
	2,397.27				
GENERAL FUND	2,397.27	*****				

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					
HANSON BRIGGS ADVERTISIN @FY@SEED LIB BROCHURE	336.40	RECREATION SUPPLIES	701.701.242	22935	019557 P	886 00003
THE ROPE WARRIOR INC @FY@SUMMER READING PROG	175.00	RECREATION SUPPLIES	701.701.242	1.2.19	019558 P	886 00008
	511.40				
LIBRARY TRUST	511.40	*****				

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:	2,908.67					

RECORDS PRINTED - 000009

Schedule of Bills (Fund/Dept)

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
AMZN MKTP US*M00W72H41						
DVD	17.96	AV - CAPITAL	101.142.342	Dobrovolny		883 00417
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		883 00418
	21.95	*VENDOR TOTAL				
AMZN MKTP US*M01WE6HJ2						
BOOK	7.38	BOOKS	101.142.340	Dobrovolny		883 00377
POSTAGE	3.98	POSTAGE	101.142.231	Dobrovolny		883 00378
	11.36	*VENDOR TOTAL				
AMZN MKTP US*M01081XV2						
DVD	19.47	AV - CAPITAL	101.142.342	Dobrovolny		883 00398
POSTAGE	4.25	POSTAGE	101.142.231	Dobrovolny		883 00399
	23.72	*VENDOR TOTAL				
AMZN MKTP US*M01866DP2						
DVD'S	76.74	AV - CAPITAL	101.142.342	Dobrovolny		883 00275
AMZN MKTP US*M02Y60HH2						
PROGRAM SUPPLIES	25.90	PROGRAM SUPPLIES	101.142.242	Dobrovolny		883 00332
DVD	14.99	AV - CAPITAL	101.142.342	Dobrovolny		883 00333
POSTAGE	11.30	POSTAGE	101.142.231	Dobrovolny		883 00334
	52.19	*VENDOR TOTAL				
AMZN MKTP US*M037B6MO2						
OFFICE SUPPLIES	52.43	OFFICE SUPPLIES	101.142.232	Dobrovolny		883 00362
DVD'S	40.83	AV - CAPITAL	101.142.342	Dobrovolny		883 00363
	93.26	*VENDOR TOTAL				
AMZN MKTP US*M05M90572						
DVD	5.81	AV - CAPITAL	101.142.342	Dobrovolny		883 00365
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		883 00366
	9.80	*VENDOR TOTAL				
AMZN MKTP US*M050T8MJ2						
BOOKS	50.98	BOOKS	101.142.340	Dobrovolny		883 00410
AMZN MKTP US*M098G0DV2						
PROGRAM SUPPLIES	23.91	PROGRAM SUPPLIES	101.142.242	Dobrovolny		883 00272
BOOKS	90.09	BOOKS	101.142.340	Dobrovolny		883 00273
DVD'S	70.97	AV - CAPITAL	101.142.342	Dobrovolny		883 00274
	184.97	*VENDOR TOTAL				
AMZN MKTP US*M21615E80						
BOOK	7.90	BOOKS	101.142.340	Dobrovolny		883 00104
POSTAGE	3.99	POSTAGE	101.142.231	Dobrovolny		883 00105

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					
AMZN MKTP US*M21615E80	11.89	*VENDOR TOTAL				
BOUND TO STAY BOUND BO BOOKS	12.62	BOOKS	101.142.340	Raiche		883 00226
BOOKS	199.97	BOOKS	101.142.340	Raiche		883 00340
BOOKS	239.37	BOOKS	101.142.340	Raiche		883 00342
	451.96	*VENDOR TOTAL				
CENTER POINT LARGE PRI BOOKS	137.82	BOOKS	101.142.340	Schmidt		883 00480
ECO WATER WATER SYSTEM RENTAL	108.00	REP. & MAINT. - EQUIPMEN	101.142.221	Schmidt		883 00046
GAN*1150DESMOINEREGCIR NEWSPAPER SUBSCRIPTION	549.14	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		883 00041
GRAINGER JANITORIAL SUPPLIES	68.26	JANITORIAL SUPPLIES	101.142.236	Schmidt		883 00449
JANITORIAL SUPPLIES	43.50	JANITORIAL SUPPLIES	101.142.236	Schmidt		883 00510
	111.76	*VENDOR TOTAL				
HY VEE 1899 PROGRAM SUPPLIES	13.47	PROGRAM SUPPLIES	101.142.242	Raiche		883 00048
KOPETSKYS ACE HDWE LIBRARY ROOF REPAIR	12.99	REP. & MAINT. - BUILDING	101.142.223	Miles		883 00039
SUPPLIES	16.91	REP. & MAINT. - BUILDING	101.142.223	Miles		883 00509
OFFICE SUPPLIES	24.99	OFFICE SUPPLIES	101.142.232	Schmidt		883 00402
	54.89	*VENDOR TOTAL				
LARRYS HEATING AND COO INSPECTION FOR LEAK	59.95	REP. & MAINT. - BUILDING	101.142.223	Schmidt		883 00108
MCDONALD S F4208 SUPPLIES	2.15	OFFICE SUPPLIES	101.142.232	Lippert		883 00260
MENARDS YANKTON SD PROGRAM SUPPLIES	10.05	PROGRAM SUPPLIES	101.142.242	Raiche		883 00513
OFFICE SUPPLIES	29.98	OFFICE SUPPLIES	101.142.232	Schmidt		883 00384
	40.03	*VENDOR TOTAL				
MIDAMERICA BOOKS BOOKS	806.40	BOOKS	101.142.340	Raiche		883 00395
BOOKS	951.35	BOOKS	101.142.340	Raiche		883 00400

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					
MIDAMERICA BOOKS	1,757.75	*VENDOR TOTAL				
NORFOLK DAILY NEWS NEWSPAPER SUBSCRIPTION	263.00	SUBSCRIPTIONS & PUBLICAT	101.142.235	Schmidt		883 00034
OMAHA WORLD HERALD BOOK	14.95	BOOKS	101.142.340	Dobrovolny		883 00059
POSTAGE	5.00	POSTAGE	101.142.231	Dobrovolny		883 00060
	19.95	*VENDOR TOTAL				
OTC BRANDS, INC. CREDIT FOR SALES TAX	5.59CR	PROGRAM SUPPLIES	101.142.242	Raiche		883 00411
OVERDRIVE DIST E-BOOKS	4,024.92	PROFESSIONAL SERVICES	101.142.202	Schmidt		883 00142
EBOOKS	38.97	PROFESSIONAL SERVICES	101.142.202	Schmidt		883 00319
	4,063.89	*VENDOR TOTAL				
PBI*LEASEEQUIPMENT POSTAGE MACHINE LEASE	122.00	POSTAGE	101.142.231	Schmidt		883 00043
POSTAGE	32.00	POSTAGE	101.142.231	Schmidt		883 00066
	154.00	*VENDOR TOTAL				
POSTAGE REFILL POSTAGE	200.00	POSTAGE	101.142.231	Schmidt		883 00173
PRH*AR800-733-3000 CD BOOKS	492.00	AV - CAPITAL	101.142.342	Schmidt		883 00206
CD BOOKS	146.25	AV - CAPITAL	101.142.342	Schmidt		883 00463
	638.25	*VENDOR TOTAL				
SOUTH DAKOTA HISTORICA BOOKS	71.88	BOOKS	101.142.340	Dobrovolny		883 00344
POSTAGE	5.00	POSTAGE	101.142.231	Dobrovolny		883 00345
	76.88	*VENDOR TOTAL				
SOUTH DAKOTA MAGAZINE BOOKS	79.90	BOOKS	101.142.340	Dobrovolny		883 00338
SPECIALTY STORE SERVIC OFFICE SUPPLIES	159.98	OFFICE SUPPLIES	101.142.232	Dobrovolny		883 00293
POSTAGE	16.20	POSTAGE	101.142.231	Dobrovolny		883 00294
	176.18	*VENDOR TOTAL				

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					
SQUARE *SQ *H W WILSON BOOK	265.50	BOOKS	101.142.340	Dobrovolny		883 00389
STAPLES DIRECT CREDIT FOR TAX EXEMPT LAPTOP	36.40CR 596.39 559.99	EQUIPMENT EQUIPMENT *VENDOR TOTAL	101.142.350 101.142.350	Schmidt Schmidt		883 00024 883 00101
SWANK MOTION PICTURES PROFESSIONAL SERVICES	459.00	PROFESSIONAL SERVICES	101.142.202	Schmidt		883 00092
WAL-MART #1483						
OFFICE SUPPLIES	19.61	OFFICE SUPPLIES	101.142.232	Dobrovolny		883 00350
PROGRAM SUPPLIES	2.00	PROGRAM SUPPLIES	101.142.242	Dobrovolny		883 00351
DVD'S	140.60	AV - CAPITAL	101.142.342	Dobrovolny		883 00352
RETURN PROGRAM SUPPLIES	19.60CR	PROGRAM SUPPLIES	101.142.242	Lippert		883 00271
PROGRAM SUPPLIES	133.79	PROGRAM SUPPLIES	101.142.242	Raiche		883 00450
PROGRAM SUPPLIES	36.76	PROGRAM SUPPLIES	101.142.242	Raiche		883 00488
DVD RETURNS	47.92CR	AV - CAPITAL	101.142.342	Schmidt		883 00022
BOOK	13.58	BOOKS	101.142.340	Schmidt		883 00110
PROGRAM SUPPLIES	2.00	PROGRAM SUPPLIES	101.142.242	Schmidt		883 00111
DVD'S	154.68	AV - CAPITAL	101.142.342	Schmidt		883 00112
	435.50	*VENDOR TOTAL				
WM SUPERCENTER #1483						
POSTAGE	20.00	POSTAGE	101.142.231	Dobrovolny		883 00232
DVD'S	76.80	AV - CAPITAL	101.142.342	Dobrovolny		883 00238
OFFICE SUPPLIES	17.29	OFFICE SUPPLIES	101.142.232	Dobrovolny		883 00239
	114.09	*VENDOR TOTAL				
	11,324.32				

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					
AMZN MKTP US*M02Y60HH2 PROGRAM SUPPLIES	76.10	RECREATION SUPPLIES	701.701.242	Dobrovolny		883 00335
AMZN MKTP US*M037B6MO2 PROGRAM SUPPLIES	98.92	RECREATION SUPPLIES	701.701.242	Dobrovolny		883 00364
AMZN MKTP US*M047E38B1 PROGRAM SUPPLIES	22.10	RECREATION SUPPLIES	701.701.242	Dobrovolny		883 00371
CASEYS GEN STORE 2268 STAFF APPRECIATION	7.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		883 00299
HY VEE 1899 STAFF APPRECIATION	85.00	RECREATION SUPPLIES	701.701.242	Schmidt		883 00125
STK*SHUTTERSTOCK PROGRAM SUPPLIES	29.00	RECREATION SUPPLIES	701.701.242	Lippert		883 00245
SEED LIBRARY	29.00	RECREATION SUPPLIES	701.701.242	Lippert		883 00248
	58.00	*VENDOR TOTAL				
VISTAPR*VISTAPRINT.COM SUMMER READING SUPPLIES	220.17	RECREATION SUPPLIES	701.701.242	Raiche		883 00096
	568.28				
LIBRARY TRUST	568.28	*****				

Schedule of Bills (Fund/Dept)

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

DATE APPROVED BY
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	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	24,000.00	0.00 100 -----
TOTAL: INTERGOVERNMENTAL REVENUES	24,000.00	24,000.00	0.00	24,000.00	0.00 100 -----
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	240.00	6,220.00	580.00 91 -----
3452 LIBRARY A.V. FEES	700.00	700.00	0.00	376.30	323.70 53 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	6.90-	22.29-	32.29 222 -----]]]]
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	0.00	104.79	95.21 52 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	50.00	950.60	549.40 63 -----
3456 PC PRINTING	6,000.00	6,000.00	1,008.70	6,520.50	520.50- 108 -----
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	100.00 0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	80.00	5,071.86	3,071.86- 253 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	17,310.00	17,310.00	1,371.80	19,221.76	1,911.76- 111 -----]
FINES					
3510 COURT FINES	3,000.00	3,000.00	107.90	1,632.12	1,367.88 54 -----
3511 PARKING FINES	3,000.00	3,000.00	250.00	1,910.00	1,090.00 63 -----
3520 LIBRARY FINES	3,000.00	3,000.00	72.94	986.19	2,013.81 32 ---
TOTAL: FINES	9,000.00	9,000.00	430.84	4,528.31	4,471.69 50 -----
MISCELLANEOUS					
3610 INTEREST	16,500.00	16,500.00	23,739.19	108,558.36	92,058.36- 657 -----]]]]
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	36,600.00	47,926.95	37,926.95- 479 -----]]]]
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	126.91	16,812.91	12,812.91- 420 -----]]]]
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	5,494.21	17,513.77	14,513.77- 583 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	207.73	2,168.76	668.76- 144 -----]]]]
TOTAL: MISCELLANEOUS	35,000.00	35,000.00	66,168.04	192,980.75	157,980.75- 551 -----]]]]
TOTAL: GENERAL FUND	85,310.00	85,310.00	67,970.68	240,730.82	155,420.82- 353 -----]]]]

	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	118.79	590.61	590.61-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,100.00	15,728.99	15,728.99-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,218.79	16,319.60	16,319.60-	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	23,646.22	310,251.29	45,510.71	87 -----
102	TEMPORARY WAGES	59,699.00	0.00	4,856.49	45,013.95	14,685.05	75 -----
103	OVERTIME WAGES	350.00	0.00	70.29	373.86	23.86-	106 -----
111	OASI	31,810.00	0.00	2,135.86	26,438.73	5,371.27	83 -----
121	RETIREMENT	21,367.00	0.00	1,422.97	18,595.67	2,771.33	87 -----
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	1,566.00	976.00	61 -----
132	GROUP INSURANCE	82,378.00	0.00	3,719.60	50,083.62	32,294.38	60 -----
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	31.81	566.85	437.15	56 -----
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	35,883.24	452,889.97	102,022.03	81 -----
	OTHER CURRENT EXPENDITURES						
201	INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16	90 -----
202	PROFESSIONAL SERVICES	59,000.00	0.00	6,047.89	43,467.09	15,532.91	73 -----
211	PUBLISHING	3,000.00	0.00	1,051.28	3,451.78	451.78-	115 -----]
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	372.64	4,190.32	3,809.68	52 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	1,152.95	1,847.05	38 ---
223	REP. & MAINT. - BUILDINGS	10,000.00	0.00	95.81	2,119.50	7,880.50	21 --
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231	POSTAGE	2,500.00	0.00	454.11	2,672.84	172.84-	106 -----
232	OFFICE SUPPLIES	9,500.00	0.00	429.48	6,238.01	3,261.99	65 -----
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	812.14	8,400.45	2,099.55	80 -----
236	JANITORIAL SUPPLIES	2,500.00	0.00	719.33	3,456.58	956.58-	138 -----]]]
242	PROGRAM SUPPLIES	4,000.00	0.00	501.37	2,008.52	1,991.48	50 -----
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	515.00	485.00	51 -----
263	TRAVEL EXPENSE	3,500.00	0.00	16.44	3,183.22	316.78	90 -----
265	CONFERENCE & MEETINGS	1,500.00	0.00	49.00	1,124.00	376.00	74 -----
271	TELEPHONE	1,700.00	0.00	144.19	1,619.40	80.60	95 -----
272	ELECTRICITY	22,000.00	0.00	1,399.08	17,424.85	4,575.15	79 -----
273	FUEL-HEATING	3,000.00	0.00	243.02	2,178.63	821.37	72 -----
274	WATER SERVICE	3,200.00	0.00	90.53	1,193.58	2,006.42	37 ---
275	SEWER SERVICE	1,000.00	0.00	59.54	913.67	86.33	91 -----
276	LANDFILL	500.00	0.00	32.00	428.00	72.00	85 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER CURRENT EXPENDITURES	159,466.00	0.00	12,625.85	114,859.23	44,606.77	72 -----
	CAPITAL OUTLAY						
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	6,072.98	15,927.02	27 --
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
340	BOOKS	53,000.00	0.00	5,227.77	41,787.16	11,212.84	78 -----
342	AV - CAPITAL	13,500.00	0.00	2,787.18	11,874.08	1,625.92	87 -----
350	EQUIPMENT	1,000.00	0.00	559.99	869.32	130.68	86 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH DEC 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	8,574.94	60,603.54	28,896.46	67 -----
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	803,878.00	0.00	57,084.03	628,352.74	175,525.26	78 -----
TOTAL: GENERAL FUND	803,878.00	0.00	57,084.03	628,352.74	175,525.26	78 -----

	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	199.00	199.00-	9999 -----]]]]
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	350.18	350.18-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	655.73	9,690.58	9,690.58-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	655.73	10,239.76	10,239.76-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	19.20	264.73	264.73-	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	19.20	774.70	774.70-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	674.93	11,014.46	11,014.46-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	674.93	11,014.46	11,014.46-	9999 -----]]]]

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

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

CURRENT ASSETS:				
701.1012 NOW ACCOUNT - 1ST DAKOTA	25,506.01	1,112.14	4,975.04	30,481.05
TOTAL CURRENT ASSETS:	25,506.01	1,112.14	4,975.04	30,481.05
TOTAL ASSETS:	25,506.01	1,112.14	4,975.04	30,481.05
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	24,607.63CR	0.00	0.00	24,607.63CR
701.2900 REVENUE CONTROL	0.00	1,218.79CR	16,319.60CR	16,319.60CR
701.2910 EXPENDITURE CONTROL	0.00	106.65	10,446.18	10,446.18
TOTAL FUND BALANCE:	24,607.63CR	1,112.14CR	5,873.42CR	30,481.05CR
TOTAL LIABILITIES AND FUND BALANCE:	25,506.01CR	1,112.14CR	4,975.04CR	30,481.05CR
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	23,646.22	310,251.29	45,510.71	87	-----	
P-121418-861	PAYROLL INTERFACE	121418		11,314.01	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		12,332.21	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	4,856.49	45,013.95	14,685.05	75	-----	
P-121418-861	PAYROLL INTERFACE	121418		2,476.94	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		2,379.55	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	70.29	373.86	23.86	106	-----	
P-121418-861	PAYROLL INTERFACE	121418		70.29	CODE-Y,PER#-1,FUND-	101			A
111	OASI	31,810.00	0.00	2,135.86	26,438.73	5,371.27	83	-----	
P-121418-861	PAYROLL INTERFACE	121418		1,035.46	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		1,100.40	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,422.97	18,595.67	2,771.33	87	-----	
P-121418-861	PAYROLL INTERFACE	121418		683.05	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		739.92	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	0.00	1,566.00	976.00	61	-----	
132	GROUP INSURANCE	82,378.00	0.00	3,719.60	50,083.62	32,294.38	60	-----	
P-121418-861	PAYROLL INTERFACE	121418		1,721.63	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		1,997.97	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	31.81	566.85	437.15	56	-----	
P-121418-861	PAYROLL INTERFACE	121418		15.10	CODE-Y,PER#-1,FUND-	101			A
P-122818-869	PAYROLL INTERFACE	122818		16.71	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	35,883.24	452,889.97	102,022.03	81	-----	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	10,066.00	0.00	0.00	9,120.84	945.16	90	-----	
202	PROFESSIONAL SERVICES	59,000.00	0.00	6,047.89	43,467.09	15,532.91	73	-----	
M-120518-846	.14274 OLSONS PEST TECHNICIAN	201811	Dobrovolny	150.00	PROFESSIONAL SERVICES				N A
B-121018-817	20,000.00 SUPPL ORDINANCE 1013				SOFTWARE LICENCE/JANITOR	OR1013			B
D-121018-838	06800 WAGE WORKS INC	062597	1041734	20.00	FSA FLEX SERVICE FEE	005311	P		N A
D-121018-839	05937 J & H CARE & CLEANING CO	062539	10529	1,300.00	JANITORIAL SERVICES	019561	P		M A
D-122018-864	07325 KO LEE ABERDEEN PUBLIC L	062643	11.20.18	35.00	ILL REPLACED LOST ITEM	019550	P		N A
D-122018-865	06800 WAGE WORKS INC	062665	INV1101430	20.00	FLEX SERVICE FEE	005311	P		N A
M-122718-883	.13187 SWANK MOTION PICTURES	201812	Schmidt	459.00	PROFESSIONAL SERVICES				N D
M-122718-883	.13843 OVERDRIVE DIST	201812	Schmidt	4,024.92	E-BOOKS				N D

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
202	PROFESSIONAL SERVICES							
M-122718-883	.13843 OVERDRIVE DIST	201812	Schmidt	38.97	EBOOKS		N	D
211	PUBLISHING	3,000.00	0.00	1,051.28	3,451.78	451.78-	115	-----]
D-121018-834	00499 PRESS DAKOTA MSTAR SOLUT	062570	2504	525.64	CLASSIFIED AD	019146	P N	A
D-121018-834	00499 PRESS DAKOTA MSTAR SOLUT	062570	2504	525.64	CLASSIFIED AD	019145	P N	A
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	372.64	4,190.32	3,809.68	52	-----
D-121018-839	07098 US BANK EQUIPMENT FINANC	062594	31743832	372.64	COPIER LEASE	019548	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	108.00	1,152.95	1,847.05	38	---
M-122718-883	.11780 ECO WATER	201812	Schmidt	108.00	WATER SYSTEM RENTAL		N	D
223	REP. & MAINT. - BUILDINGS	10,000.00	0.00	95.81	2,119.50	7,880.50	21	--
M-120518-846	.11936 CRESCENT ELECTRIC 029	201811	Miles	5.96	FLAG POLE PHOTO CELL		N	A
B-121018-817		6,000.00	SUPPL ORDINANCE 1013		PLUMBING & STRUCTURAL	OR1013		B
M-122718-883	.14377 KOPETSKYS ACE HDWE	201812	Miles	12.99	LIBRARY ROOF REPAIR		N	D
M-122718-883	.12163 LARRYS HEATING AND COO	201812	Schmidt	59.95	INSPECTION FOR LEAK		N	D
M-122718-883	.14377 KOPETSKYS ACE HDWE	201812	Miles	16.91	SUPPLIES		N	D
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	2,500.00	0.00	454.11	2,672.84	172.84-	106	-----
M-120518-846	.11798 BAKER-TAYLOR	201811	Schmidt	17.42	POSTAGE		N	A
M-120518-846	.15856 AMZN MKTP US*M83R902Q2	201811	Dobrovolny	4.99	POSTAGE		N	A
M-122718-883	.13361 PBI*LEASEDEQUIPMENT	201812	Schmidt	122.00	POSTAGE MACHINE LEASE		N	D
M-122718-883	.12309 OMAHA WORLD HERALD	201812	Dobrovolny	5.00	POSTAGE		N	D
M-122718-883	.13361 PBI*LEASEDEQUIPMENT	201812	Schmidt	32.00	POSTAGE		N	D
M-122718-883	.15885 AMZN MKTP US*M21615E80	201812	Dobrovolny	3.99	POSTAGE		N	D
M-122718-883	.12920 POSTAGE REFILL	201812	Schmidt	200.00	POSTAGE		N	D
M-122718-883	.13320 WM SUPERCENTER #1483	201812	Dobrovolny	20.00	POSTAGE		N	D
M-122718-883	.11997 SPECIALTY STORE SERVIC	201812	Dobrovolny	16.20	POSTAGE		N	D
M-122718-883	.15920 AMZN MKTP US*M02Y60HH2	201812	Dobrovolny	11.30	POSTAGE		N	D
M-122718-883	.13524 SOUTH DAKOTA HISTORICA	201812	Dobrovolny	5.00	POSTAGE		N	D
M-122718-883	.15923 AMZN MKTP US*M05M90572	201812	Dobrovolny	3.99	POSTAGE		N	D
M-122718-883	.15925 AMZN MKTP US*M01WE6HJ2	201812	Dobrovolny	3.98	POSTAGE		N	D
M-122718-883	.15928 AMZN MKTP US*M01081XV2	201812	Dobrovolny	4.25	POSTAGE		N	D
M-122718-883	.15934 AMZN MKTP US*M00W72H41	201812	Dobrovolny	3.99	POSTAGE		N	D
232	OFFICE SUPPLIES	9,500.00	0.00	429.48	6,238.01	3,261.99	65	-----
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Raiche	23.64	OFFICE SUPPLIES		N	A
M-120518-846	.15846 TARGET 00000760	201811	Schmidt	16.22	OFFICE SUPPLIES-RETURNED		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Lippert	12.88	OFFICE 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							
232	OFFICE SUPPLIES							
M-120518-846	.15200 DRI*PRINTPLACE	201811	Schmidt	83.55	OFFICE SUPPLIES		N	A
M-120518-846	.15846 TARGET 00000760	201811	Schmidt	16.22	OFFICE SUPPLIES		N	A
M-120518-846	.12434 WAL-MART #1483	201811	Dobrovolny	2.98	OFFICE SUPPLIES		N	A
M-122718-883	.13320 WM SUPERCENTER #1483	201812	Dobrovolny	17.29	OFFICE SUPPLIES		N	D
M-122718-883	.12780 MCDONALD S F4208	201812	Lippert	2.15	SUPPLIES		N	D
M-122718-883	.11997 SPECIALTY STORE SERVIC	201812	Dobrovolny	159.98	OFFICE SUPPLIES		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Dobrovolny	19.61	OFFICE SUPPLIES		N	D
M-122718-883	.15922 AMZN MKTP US*M037B6MO2	201812	Dobrovolny	52.43	OFFICE SUPPLIES		N	D
M-122718-883	.14179 MENARDS YANKTON SD	201812	Schmidt	29.98	OFFICE SUPPLIES		N	D
M-122718-883	.14377 KOPETSKYS ACE HDWE	201812	Schmidt	24.99	OFFICE SUPPLIES		N	D
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	10,500.00	0.00	812.14	8,400.45	2,099.55	80	-----
M-122718-883	.12387 NORFOLK DAILY NEWS	201812	Schmidt	263.00	NEWSPAPER SUBSCRIPTION		N	D
M-122718-883	.13743 GAN*1150DESMOINEREGCIR	201812	Schmidt	549.14	NEWSPAPER SUBSCRIPTION		N	D
236	JANITORIAL SUPPLIES	2,500.00	0.00	719.33	3,456.58	956.58-	138	-----]]]
M-120518-846	.15543 GRAINGER	201811	Schmidt	112.20	JANITORIAL SUPPLIES		N	A
M-120518-846	.15543 GRAINGER	201811	Schmidt	356.40	JANITORIAL SUPPLIES		N	A
M-120518-846	.15543 GRAINGER	201811	Schmidt	138.97	JANITORIAL SUPPLIES		N	A
M-122718-883	.15543 GRAINGER	201812	Schmidt	68.26	JANITORIAL SUPPLIES		N	D
M-122718-883	.15543 GRAINGER	201812	Schmidt	43.50	JANITORIAL SUPPLIES		N	D
242	PROGRAM SUPPLIES	4,000.00	0.00	501.37	2,008.52	1,991.48	50	-----
M-120518-846	.12686 HY VEE 1820	201811	Raiche	5.92	PROGRAM SUPPLIES		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Raiche	49.25	PROGRAM SUPPLIES		N	A
M-120518-846	.12923 WAL-MART #3734	201811	Raiche	9.86	PROGRAM SUPPLIES		N	A
M-120518-846	.15848 AMZN MKTP US*M00N574F1	201811	Dobrovolny	7.99	PROGRAM SUPPLIES		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Lippert	47.04	PROGRAMMING SUPPLIES		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Schmidt	19.60	PROGRAMMING SUPPLIES		N	A
M-120518-846	.14764 OTC BRANDS, INC.	201811	Raiche	91.58	PROGRAM SUPPLIES		N	A
M-120518-846	.12434 WAL-MART #1483	201811	Raiche	25.29	PROGRAM SUPPLIES		N	A
M-120518-846	.12434 WAL-MART #1483	201811	Dobrovolny	7.41	PROGRAM SUPPLIES		N	A
M-120518-846	.14179 MENARDS YANKTON SD	201811	Raiche	9.94	PROGRAM SUPPLIES		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Schmidt	11.59	PROGRAM SUPPLIES		N	A
M-120518-846	.15692 AMZN MKTP US	201811	Dobrovolny	6.79-	REFUND-ITEM NOT RECEIVED		N	A
M-122718-883	.11788 HY VEE 1899	201812	Raiche	13.47	PROGRAM SUPPLIES		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Schmidt	2.00	PROGRAM SUPPLIES		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Lippert	19.60-	RETURN PROGRAM SUPPLIES		N	D
M-122718-883	.15913 AMZN MKTP US*M098G0DV2	201812	Dobrovolny	23.91	PROGRAM SUPPLIES		N	D

		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							
242	PROGRAM SUPPLIES							
M-122718-883	.15920 AMZN MKTP US*M02Y60HH2	201812	Dobrovolny	25.90	PROGRAM SUPPLIES		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Dobrovolny	2.00	PROGRAM SUPPLIES		N	D
M-122718-883	.14764 OTC BRANDS, INC.	201812	Raiche	5.59	CREDIT FOR SALES TAX		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Raiche	133.79	PROGRAM SUPPLIES		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Raiche	36.76	PROGRAM SUPPLIES		N	D
M-122718-883	.14179 MENARDS YANKTON SD	201812	Raiche	10.05	PROGRAM SUPPLIES		N	D
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	515.00	485.00	51	-----
263	TRAVEL EXPENSE	3,500.00	0.00	16.44	3,183.22	316.78	90	-----
M-120518-846	.15861 MACKENZIE RIVER PIZZA	201811	Raiche	16.44	TRAVEL EXPENSE		N	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	49.00	1,124.00	376.00	74	-----
M-120518-846	.15874 LIBRARYWORKS.COM	201811	Dobrovolny	49.00	PROFESSIONAL TRAINING		N	A
271	TELEPHONE	1,700.00	0.00	144.19	1,619.40	80.60	95	-----
P-121418-861	PAYROLL INTERFACE	121418		10.50	CODE-Y,PER#-1,FUND- 101			A
M-123118-862	06976 VAST BROADBAND	007742		82.86	PHONE BILL	003513	F N	A
M-123118-862	06976 VAST BROADBAND	007743		50.83	PHONE BILL	003513	F N	A
272	ELECTRICITY	22,000.00	0.00	1,399.08	17,424.85	4,575.15	79	-----
D-121018-839	00455 NORTHWESTERN ENERGY	062563	11.19.18	1,399.08	ELECT	002795	P N	A
273	FUEL-HEATING	3,000.00	0.00	243.02	2,178.63	821.37	72	-----
D-121018-839	00303 MIDAMERICAN ENERGY	062551	11.25.18	243.02	FUEL	002794	P N	A
274	WATER SERVICE	3,200.00	0.00	90.53	1,193.58	2,006.42	37	---
D-121018-839	00109 CITY UTILITIES	062507	11.21.18	90.53	WATER-WW CHARGES	002793	P N	A
275	SEWER SERVICE	1,000.00	0.00	59.54	913.67	86.33	91	-----
D-121018-839	00109 CITY UTILITIES	062507	11.21.18	59.54	WATER-WW CHARGES	002793	P N	A
276	LANDFILL	500.00	0.00	32.00	428.00	72.00	85	-----
J-123118-882	DECEMBER JOURNAL ENTRIES JE 337			32.00	DUMPSTER CHGS - DECEMBER			A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	OTHER CURRENT EXPENDITURES	159,466.00	0.00	12,625.85	114,859.23	44,606.77	72	-----

CAPITAL OUTLAY

		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 CAPITAL OUTLAY							
301	CAPITAL REPAIR & MAINTENANCE	22,000.00	0.00	0.00	6,072.98	15,927.02	27 --	
320	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
340	BOOKS	53,000.00	0.00	5,227.77	41,787.16	11,212.84	78 -----	
M-120518-846	.15848 AMZN MKTP US*M00N574F1	201811	Dobrovolny	65.07	BOOKS		N	A
M-120518-846	.15851 AMZN MKTP US*M06I40CG1	201811	Dobrovolny	200.34	BOOKS		N	A
M-120518-846	.11798 BAKER-TAYLOR	201811	Schmidt	1,822.07	BOOKS		N	A
M-120518-846	.15853 AMZN MKTP US*M80V187Y2	201811	Dobrovolny	6.64	BOOK		N	A
M-120518-846	.15854 AMZN MKTP US*M82AD9RC0	201811	Dobrovolny	67.46	BOOKS		N	A
M-120518-846	.15856 AMZN MKTP US*M83R902Q2	201811	Dobrovolny	8.48	BOOK		N	A
M-120518-846	.15864 AMZN MKTP US*M87EN08V1	201811	Dobrovolny	45.09	BOOKS		N	A
M-120518-846	.15865 SCHOLASTIC BOOK FAIRS	201811	Raiche	18.98	BOOKS		N	A
D-121018-839	.15844 WILSON AUTHOR/JERRY	062599	11.19.18	43.95	BOOKS	019556 P	N	A
M-122718-883	.12309 OMAHA WORLD HERALD	201812	Dobrovolny	14.95	BOOK		N	D
M-122718-883	.15885 AMZN MKTP US*M21615E80	201812	Dobrovolny	7.90	BOOK		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Schmidt	13.58	BOOK		N	D
M-122718-883	.15905 BOUND TO STAY BOUND BO	201812	Raiche	12.62	BOOKS		N	D
M-122718-883	.15913 AMZN MKTP US*M098G0DV2	201812	Dobrovolny	90.09	BOOKS		N	D
M-122718-883	.13031 SOUTH DAKOTA MAGAZINE	201812	Dobrovolny	79.90	BOOKS		N	D
M-122718-883	.15905 BOUND TO STAY BOUND BO	201812	Raiche	199.97	BOOKS		N	D
M-122718-883	.15905 BOUND TO STAY BOUND BO	201812	Raiche	239.37	BOOKS		N	D
M-122718-883	.13524 SOUTH DAKOTA HISTORICA	201812	Dobrovolny	71.88	BOOKS		N	D
M-122718-883	.15925 AMZN MKTP US*M01WE6HJ2	201812	Dobrovolny	7.38	BOOK		N	D
M-122718-883	.15927 SQUARE *SQ *H W WILSON	201812	Dobrovolny	265.50	BOOK		N	D
M-122718-883	.15316 MIDAMERICA BOOKS	201812	Raiche	806.40	BOOKS		N	D
M-122718-883	.15316 MIDAMERICA BOOKS	201812	Raiche	951.35	BOOKS		N	D
M-122718-883	.15932 AMZN MKTP US*M050T8MJ2	201812	Dobrovolny	50.98	BOOKS		N	D
M-122718-883	.11785 CENTER POINT LARGE PRI	201812	Schmidt	137.82	BOOKS		N	D
342	AV - CAPITAL	13,500.00	0.00	2,787.18	11,874.08	1,625.92	87 -----	
M-120518-846	.15848 AMZN MKTP US*M00N574F1	201811	Dobrovolny	52.05	DVD'S		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Schmidt	48.88	DVDS		N	A
M-120518-846	.15851 AMZN MKTP US*M06I40CG1	201811	Dobrovolny	60.45	DVD'S		N	A
M-120518-846	.15854 AMZN MKTP US*M82AD9RC0	201811	Dobrovolny	19.98	DVD		N	A
M-120518-846	.12434 WAL-MART #1483	201811	Raiche	70.84	DVDS		N	A
M-120518-846	.15858 AMZN MKTP US*M86UH4KP2	201811	Dobrovolny	13.99	DVD		N	A
M-120518-846	.15864 AMZN MKTP US*M87EN08V1	201811	Dobrovolny	69.37	DVD'S		N	A
M-120518-846	.12434 WAL-MART #1483	201811	Lippert	57.88	DVD'S		N	A
M-120518-846	.13320 WM SUPERCENTER #1483	201811	Schmidt	31.92	DVDS		N	A
D-121018-839	04785 MIDWEST TAPE	062555	103-623-455	1,152.64	AUDIO BOOKS	019549 P	N	A
M-122718-883	.12434 WAL-MART #1483	201812	Schmidt	47.92	DVD RETURNS		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Schmidt	154.68	DVD'S		N	D

		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							
	CAPITAL OUTLAY							
342	AV - CAPITAL							
M-122718-883	.15900 PRH*AR800-733-3000	201812	Schmidt	492.00	CD BOOKS		N	D
M-122718-883	.13320 WM SUPERCENTER #1483	201812	Dobrovolny	76.80	DVD'S		N	D
M-122718-883	.15913 AMZN MKTP US*M098G0DV2	201812	Dobrovolny	70.97	DVD'S		N	D
M-122718-883	.15914 AMZN MKTP US*M01866DP2	201812	Dobrovolny	76.74	DVD'S		N	D
M-122718-883	.15920 AMZN MKTP US*M02Y60HH2	201812	Dobrovolny	14.99	DVD		N	D
M-122718-883	.12434 WAL-MART #1483	201812	Dobrovolny	140.60	DVD'S		N	D
M-122718-883	.15922 AMZN MKTP US*M037B6M02	201812	Dobrovolny	40.83	DVD'S		N	D
M-122718-883	.15923 AMZN MKTP US*M05M90572	201812	Dobrovolny	5.81	DVD		N	D
M-122718-883	.15928 AMZN MKTP US*M01081XV2	201812	Dobrovolny	19.47	DVD		N	D
M-122718-883	.15934 AMZN MKTP US*M00W72H41	201812	Dobrovolny	17.96	DVD		N	D
M-122718-883	.15900 PRH*AR800-733-3000	201812	Schmidt	146.25	CD BOOKS		N	D
350	EQUIPMENT	1,000.00	0.00	559.99	869.32	130.68	86	-----
M-122718-883	.13639 STAPLES DIRECT	201812	Schmidt	36.40	CREDIT FOR TAX EXEMPT		N	D
M-122718-883	.13639 STAPLES DIRECT	201812	Schmidt	596.39	LAPTOP		N	D
TOTAL: CAPITAL OUTLAY		89,500.00	0.00	8,574.94	60,603.54	28,896.46	67	-----
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		803,878.00	0.00	57,084.03	628,352.74	175,525.26	78	-----
TOTAL: GENERAL FUND		803,878.00	0.00	57,084.03	628,352.74	175,525.26	78	-----

Yankton Community Library
Director's Report
January 2019

Sock Tree

This December, we collected 99 pairs of socks to be donated to the Contact Center. This is significantly lower than last year's donation of 190 pairs of socks. Some of the decline may be due to no longer charging fines for most overdue items. Although our donations are smaller, I think this is still a good option for our patrons as well as continuing to make donations to the Contact Center throughout the year. We will be collecting canned fruit between January 1-10.

Hat & Mitten Box

In December, we decided to have a hat and mitten box near the front desk. We have seen many patrons in the library during dangerously cold weather that do not have winter gear, including young children. We've decided to have these items available for our patrons when the need arises. The Friends of the Yankton Community Library made a generous donation to get this idea started and we will continue to accept donations of new hats, gloves and mittens throughout the winter to pay off late fees or for anyone that would like to donate. The sign on the box says: "Warm Wishes from the Friends of the Library. Take when you need. Give when you can." We have seen many of these items being used already and we are happy to be able to make a small difference on those cold days.

Youth Activities

Story times and after school activities have resumed again after the holidays. It is good to take a break during this busy time. Stay and Play continued on Wednesday mornings. I think this was a good plan as it was passive programming on our part, but allowed an opportunity for parents and children to get out of the house and interact with other families.

Our attendance for teen events has been very low lately. We have decided to take a break from the events, while still continuing to hold TAB meetings on the first Monday evening of the month. We will be discussing how to move forward with teen events as well as considering planning another after-hours event for the Spring.

Magazine Sale

The library held our magazine sale on Friday, January 4-Saturday, January 5, 2019. Most magazines were bundled with a year of issues together. Weekly publications were bundled into smaller groups. Each bundle was sold for \$1, with total sales being \$58. That's a lot of magazines!

Strategic Planning

We will have strategic planning sessions with City Department Heads and the City Commission on January 25 and 26.

Winter Reading Programs

This is the first year we have done a Winter Reading Program. Children in 5th grade and under earn snowman pieces for every 45 minutes they read. Everyone gets to watch the snowmen being built in our meeting room. We wanted to create a program that did not involve lots of small prizes along the way, but still encouraged reading and gave children a goal to work towards. As of January 7, there are 46 children signed up.

We also wanted to create a fun Winter Reading Program for Middle-schoolers through adults. There are currently 20 participants signed up. These readers are encouraged to log each book that they read on Beanstack to be entered into a drawing for various prizes. We are hoping that participation in these winter programs will give users more experience with using the Beanstack software which we will continue to use for our Summer Reading program in the upcoming year.

Jumpstart

Amanda Raiche will be attending the Jumpstart training in Pierre again this February. This is a “train-the-trainer” session for a group of youth librarians from around the state. The group discusses plans and activities for the upcoming Summer Reading program. It is a chance to network and share ideas with other librarians from around the state. Then on Friday, March 1, Amanda will host a Jumpstart training at Yankton Community Library. Youth librarians from this part of the state are invited to attend to again network and share ideas for Summer Reading. Because Amanda is willing to attend the session in Pierre and then host a session at our library, we are awarded a small grant which we then use for our summer reading programs and performers.

Ceiling Leak

There have been issues with water leaking in the Director’s office since the beginning of November. There were concerns that it might be the humidifier for the building causing issues, but it was determined that the water was coming from roof leaks. Because of the colder temperatures, the roof cannot be repaired properly at this time. City Maintenance staff have developed ways to catch the water before it comes through the ceiling tiles with a more permanent repair needed when the weather warms up.

Library Closings

We will be closed on Monday, January 21 for a staff in-service and training day. We will have a staff meeting and safety training in the morning with time to work on special projects, including creating some written procedures, in the afternoon.

Additionally, the library closed early on two occasions due to inclement weather in December. On Saturday, December 1, the library closed at 1pm and on Thursday, December 27, the library closed at 2pm to get staff home safely.

Staffing

Our custodian, Loren, returned to work on December 11 after being gone since August for health reasons. We are happy to have him back and grateful to the staff at J&H Cleaning that helped us out during his absence.

We have been doing lots of training of our new staff over the last few months. It's been a big transition to have so many new staff at once. We have enjoyed getting to know them and teaching them all things library as they share their skills and knowledge with us in return.

One of the part time staff that was hired in November put her notice in two weeks later due to being offered a full-time position at her other job.

Vacation

I will be out of town from January 10 through January 15, 2019. I can be reached by text or email while I am gone and Linda will be available at the library if any urgent issues arise.

December additions to the collection: 589

	Adult	Young Adult	Junior	Easy Reading
Fiction	151	8	13	22
Non-Fiction	68	22	9	3
DVD	55	-	3	-
CD Books	30	1	5	
Total	274	31	30	25

December 2018 Program Statistics

Recurring Programs

	Date	Time	Kids	Adults
Stay & Play	Dec. 5	10:30 AM	12	5
	Dec. 12	10:30 AM	9	5
	Dec. 19	10:30 AM	8	4
	Dec. 26	10:30 AM	8	4
Total:			37	18

Story Time	Dec. 3	6:00 PM	17	15
	Dec. 4	10:30 AM	18	11
	Dec. 6	10:30 AM	16	9
	Dec. 10	6:00 PM	15	11
	Dec. 11	10:30 AM	15	11
	Dec. 13	10:30 AM	17	10
Total:			98	67

Thursday Kids Activities

Santa's Workshop	Dec. 6	3:45 PM	20	14
LEGO Club	Dec. 13	3:45 PM	18	4
<i>Polar Express</i>	Dec. 20	3:45 PM	14	4
Total:			52	22

Friday Wii

Friday Wii	Dec. 7	3:30 PM	10	
	Dec. 14	3:30 PM	8	
	Dec. 21	3:30 PM	3	
	Dec. 28	3:30 PM	0	
Total:			21	

Teen Events

Gingerbread House decorating	Dec. 3	7:00 PM	0	
Total:			0	

Adult Programs

	Date	Time	Num.
Bunco	Dec. 6	6:00 PM	0
Teen Tech Tutors	Dec. 15	1:00 PM	2
Total:			2

Food for Fines

Food for Fines			2017
Socks for Fines	December 1-31	99	190

Book Clubs

Reader's Anonymous	Dec. 12	1:00 PM	6
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Miscellaneous

Author Stacy Miller	Dec. 4	3:45 PM	0	2
Kid's Art Club	Dec. 8	-	7	4
Homeschool Group	Dec. 14	10:00 AM	28	8
LEGO Movie	Dec. 27	2:00 PM	n/a	n/a
LEGO Presentation	Dec. 27	6:30 PM	n/a	n/a
LEGO Build	Dec. 27	7:00 PM	n/a	n/a
Total:			35	14

December Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	9,277	7,832
Juvenile	3,432	3,898
Total	12,709	11,730

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	7,604	7,073
Juvenile	3,192	3,658
Total	10,796	10,731

Interlibrary Loan

	2018	2017
Requested	131	112
Supplied	197	182
Total	328	294

Electronic Resources

	2018	2017
OverDrive	1,345	1,016
TumbleBooks	240	139
Total	1,585	1,155

Freegal

	2018	2017
Songs Downloaded		
Patrons Downloading		
Songs Streamed		
Patrons Streaming		

Adult Outreach

	2018	2017
Locations	10	10
Patrons	40	37
Circulations	230	261

Daycare Outreach

	2018	2017
Locations	8	10
Patrons	127	140
Circulations	133	159

Public Computer Use

	2018	2017
Uses	976	1,191
Hours	651.2	757.3

Meeting Room Use

	2018	2017
Library Uses	21	29
Library Hours	41	56.0
Non-Library Uses	15	11
Non-Library Hours	30	27

Study Room Use

	2018	2017
Uses	35	48
Hours	62	104.0

Notary

	2018	2017
Requests	3	1

Proctor

	2018	2017
Tests	25	24

Traffic

	2018	2017
Count		25,785

*south door count estimated

Genealogy Requests

	2018	2017
Patrons	4	5
Hours	5	5

Teacher Requests

	2018	2017
Patrons	3	0

Courier

	2018	2017
Total Incoming	386	465
Total Outgoing	270	463
Grand Total	656	928

Current Cards

	2018	2017
Resident	4,932	4,741
Non-Resident	254	242
Mount Marty	31	24
Teacher	46	77
Yankton County	1,048	984
Total	6,311	6,068

Yankton County

	Cards	Adults	Kids
New Cards	3	5	1
Renewals	17	29	7

Non-Resident

	Cards	Adults	Kids
New Cards	3	7	
Renewals	2	4	

Yankton County

	2018	2017
Households	24	

Yankton Community Library • January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines Canned Fruit January 1-10		1 Library Closed	2 Stay & Play 10:30 am	3 Story Time 10:30am Kid's Craft 3:45	4 Magazine Sale 9:00 am—5:00 pm Wii 3:45	5 Friends Book Sale 9:30 - 12 pm Magazine Sale 9:00 am—5:00 pm
6	7 Story Time, 6:00 pm Teen Event & TAB, 7:00 pm	8 Story Time 10:30 am Seed Library 2:00 pm & 6:30 pm	9 Stay & Play 10:30 am Library Board Meeting, 5:30 pm	10 Story Time 10:30 am LEGO Club 3:45	11 Wii 3:45	12 Kid's Art Club 9:00 am—5:00 pm
13	14 Story Time, 6:00 pm	15 Story Time 10:30 am	16 Stay & Play 10:30 am	17 Story Time 10:30 am Science Club 3:45	18 Wii 3:45	19 Teen Tech Tutors 1-3 pm
20	21 Library Closed	22 Story Time 10:30 am	23 Stay & Play 10:30 am	24 Story Time 10:30 am <i>Smallfoot</i> movie 3:45	25 Wii 3:45	26
27	28 Story Time, 6:00 pm	29 Story Time 10:30 am	30 Stay & Play 10:30 am	31 Story Time 10:30 am LEGO Club 3:45	515 Walnut Street—605-668-5275 http://library.cityofyankton.org library@cityofyankton.org Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p	

Yankton Community Library • February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
“Food” for Fines Soap (any kind) February 1-10	Yankton Community Library—515 Walnut Street http://library.cityofyankton.org 605-668-5275 — library@cityofyankton.org Hours: Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p			31 Story Time 10:30 am	1 Wii, 3:30 pm	2 Friends Book Sale 9:30 - 12 pm
3	4 Story Time, 6:00 p TAB, 7 pm	5 Story Time 10:30 am	6 Stay & Play 10:30 am	7 Story Time 10:30 am Craft Club, 3:45 p	8 Wii, 3:30 pm	9 Kid's Art Club
10	11 Story Time, 6:00p	12 Story Time 10:30 am Seed Library: 2p/6:30p Readers Anon, 1p	13 Stay & Play 10:30 am Library Board Mtg., 5:30 pm	14 Story Time 10:30 am Science Club, 3:45p	15 Wii, 3:30 pm	16 Teen Tech Tutors 1-3 pm
17	18 Library Closed	19 Story Time 10:30 am	20 Stay & Play 10:30 am	21 Story Time 10:30 am <i>LEGO Club</i> , 3:45	22 Wii, 3:30 pm	23
24	25 Story Time, 6:00p	26 Story Time 10:30 am Between the Lines 5:30	27 Stay & Play 10:30 am	28 Story Time, 10:30 am <i>The House With a Clock in its Walls</i> , 3:45		