

YANKTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, May 9, 2018, 5:30 p.m.
Yankton Community Library Meeting Room

AGENDA

Call to Order

Additions to the Agenda

Approval of March 14, 2018 and April 6, 2018 Minutes

Discussion of Bills / Financial Report

Communications and Correspondence

Public Comment Period

Director's Report

Old Business

- Annual Report
- Meeting Room Policy

New Business

Other Business

- Certificate of Appreciation

Adjourn the meeting of May 9, 2018

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

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

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

Absent with regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the January 10, 2018 by Nelson, with second by Koenigs; unanimous approval.

Discussion of Bills and Financial Report: Nothing to report.

Communications and Correspondence:

A thank you note to Dana about help with genealogy research was passed around.

Public Comment Period: None.

Director's Report:

The date of the upcoming April meeting was incorrect in the original Director's Report. That will be updated to the correct date of April 11, 2018.

Old Business

- 2018 Holiday/Closures
- Unattended Children's Policy

New Business:

- Annual Report
 - Olson Ferrell presented the 2017 Annual Report. She reported that she will also be presenting the report to the City Commission on April 9. There was a motion by Maibaum, with a second by Koerner, to approve the 2017 Annual Report; unanimous approval.
- Meeting Room Policy
 - Olson Ferrell reported that the question of whether tutors can use the library to conduct sessions had come up and that led her to looking over the Meeting Room policy in general. They did some cleaning up of redundant language, changed how far in advance things can be booked, and added stronger language about library programs taking priority. There was a motion by Nelson, with a

second by Koenigs, to approve the updated Meeting Room Policy as written;
unanimous approval.

Other Business

Adjourn until April 11, 2018:

Motion by Tielke to adjourn with second by Koerner. Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director

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

Special Meeting, April 6, 2018, at 5:15 p.m.
Yankton Community Library Meeting Room

Meeting called to order by President Lilah Gillis at 5:15 p.m. Present were Tonja Koenigs, David Koerner, Tony Maibaum, Christine Tielke; City Manager Amy Nelson.

Absent with regrets: Amy Nelson, Todd Woods.

Additions to the Agenda: None.

Public Comment Period: None.

Old Business: None.

New Business: None.

Other Business: None.

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

Motion made by Tielke with second by Koenigs to enter Executive Session; unanimous approval.
Motion made by Koerner to exit Executive Session and resume Special Meeting and seconded by Koenigs; unanimous approval.

Adjourn the Meeting of April 6, 2018:

Motion by Koerner to adjourn with second by Tielke. Meeting adjourned at 6:38 p.m.

Respectfully submitted,
Amy Nelson, City Manager

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					
ARAMARK/SDSU CATERING LIBRARY INSTITUTE	96.50	TRAVEL EXPENSE	101.142.263	4.30.18	019513 P	529 00011
CHUCKS SANITARY SERVICE PLUMBING	80.50	REP. & MAINT. - BUILDING	101.142.223	6730	019509 P	529 00003
CITY UTILITIES WATER/WW CHARGES	149.71	WATER SERVICE	101.142.274	4.23.18	002793 P	529 00001
WATER/WW CHARGES	127.09	SEWER SERVICE	101.142.275	4.23.18	002793 P	529 00002
	276.80	*VENDOR TOTAL				
HANSON BRIGGS ADVERTISIN ANNUAL REPORT & DECALS	257.45	OFFICE SUPPLIES	101.142.232	21512/21715	019510 P	529 00004
KELLY/TIMOTHY J TUNED PIANO	100.00	PROGRAM SUPPLIES	101.142.242	368962	019508 P	529 00005
MIDAMERICAN ENERGY FUEL	235.02	FUEL-HEATING	101.142.273	4.30.18	002794 P	529 00007
MIDWEST TAPE AUDIOBOOKS	898.75	AV - CAPITAL	101.142.342	4.30.18	016599 P	529 00008
NORTHWESTERN ENERGY ELECTRICITY	1,486.04	ELECTRICITY	101.142.272	4.30.18	002795 P	529 00009
SD STATE UNIVERSTIY LIBRARY INSTITUTE	260.00	TRAVEL EXPENSE	101.142.263	4.30.18	019512 P	529 00012
US BANK EQUIPMENT FINANC COPIER LEASE	395.63	RENTALS & XEROX SUPPLIES	101.142.212	356003103	019511 P	529 00010
	4,086.69				
GENERAL FUND	4,086.69	*****				

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					
LEWIS & CLARK THEATRE CO THEATRE RENTAL	250.00	RECREATION SUPPLIES	701.701.242	4.24.18	016598 P	529 00006
	250.00				
LIBRARY TRUST	250.00	*****				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	4,336.69					

RECORDS PRINTED - 000012

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					
AMAZON MKTPLACE PMTS						
BOOK	18.25	BOOKS	101.142.340	Dobrovolny		534 00293
BOOK	28.57	BOOKS	101.142.340	Dobrovolny		534 00386
SHIPPING	3.99	POSTAGE	101.142.231	Dobrovolny		534 00387
DVDS	17.37	AV - CAPITAL	101.142.342	Dobrovolny		534 00420
CARDSTOCK	46.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00465
DVD	7.99	AV - CAPITAL	101.142.342	Dobrovolny		534 00492
DVD	12.95	AV - CAPITAL	101.142.342	Dobrovolny		534 00506
OFFICE SUPPLIES	13.80	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00551
DVDS	30.23	AV - CAPITAL	101.142.342	Dobrovolny		534 00552
BOOKS	59.92	BOOKS	101.142.340	Dobrovolny		534 00553
	240.06	*VENDOR TOTAL				
AMAZON MKTPLACE PMTS W						
PAINT	24.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00128
DVDS	7.99	AV - CAPITAL	101.142.342	Dobrovolny		534 00129
BOOKS	118.33	BOOKS	101.142.340	Dobrovolny		534 00130
BOOKS	125.53	BOOKS	101.142.340	Dobrovolny		534 00453
DVDS	29.30	AV - CAPITAL	101.142.342	Dobrovolny		534 00454
OFFICE SUPPLIES	9.99	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00455
TRIPOD & MICROPHONE	49.36	EQUIPMENT	101.142.350	Dobrovolny		534 00466
TRIPOD	7.98	EQUIPMENT	101.142.350	Dobrovolny		534 00487
	373.47	*VENDOR TOTAL				
AMAZON.COM AMZN.COM/BI						
BOOKS	99.96	BOOKS	101.142.340	Dobrovolny		534 00414
AMER LIB ASSOC-IMIS						
MEMBERSHIP DUES	50.00	MEMBERSHIP DUES	101.142.261	Dobrovolny		534 00378
MEMBERSHIP DUES	106.00	MEMBERSHIP DUES	101.142.261	Ferrell		534 00254
	156.00	*VENDOR TOTAL				
AMERICAN LIBRARY ASSN						
BOOKMARKS & POSTERS	167.80	OFFICE SUPPLIES	101.142.232	Ferrell		534 00202
ARSL						
MEMBERSHIP DUES	49.00	MEMBERSHIP DUES	101.142.261	Dobrovolny		534 00442
ARSLIBRARIES						
CONFERENCE ADJUSTMENT	140.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		534 00406
ARSL CONFERENCE	415.00	CONFERENCE & MEETINGS	101.142.265	Dobrovolny		534 00416
	275.00	*VENDOR TOTAL				
BAKER-TAYLOR						
BOOKS	2,568.07	BOOKS	101.142.340	Ferrell		534 00373
POSTAGE	24.69	POSTAGE	101.142.231	Ferrell		534 00374

Schedule of Bills (Fund/Dept)
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GENERAL FUND	*****					
COMMUNITY LIBRARY					
BAKER-TAYLOR	2,592.76	*VENDOR TOTAL				
BIG RIVER BURRITO PROGRAM SUPPLIES	10.00	PROGRAM SUPPLIES	101.142.242	Raiche		534 00135
CENTER POINT LARGE PRI BOOKS	133.62	BOOKS	101.142.340	Ferrell		534 00047
DEMCO INC SHIPPING	9.95	POSTAGE	101.142.231	Ferrell		534 00069
OFFICE SUPPLIES	52.96	OFFICE SUPPLIES	101.142.232	Ferrell		534 00070
BOOK TRUCK	251.99	EQUIPMENT	101.142.350	Ferrell		534 00071
POSTAGE	53.31	POSTAGE	101.142.231	Raiche		534 00089
	368.21	*VENDOR TOTAL				
FACEBK BN722G6CP2 BIRD NERD PROMOTION	9.69	PROGRAM SUPPLIES	101.142.242	Ferrell		534 00561
GAN*1085ARGUSLEADCIRC ARGUS LEADER SUBSCRIPTN	230.34	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		534 00053
GRESSCO LTD DVD CASES	536.80	OFFICE SUPPLIES	101.142.232	Ferrell		534 00489
INF* CITY DIRECTORIES BOOKS	390.00	BOOKS	101.142.340	Ferrell		534 00059
KENDELL DOORS & HARDWA RIM CYLINDERS	134.80	REP. & MAINT. - BUILDING	101.142.223	Morrow		534 00258
LARRYS HEATING AND FURNACE CHECK	159.75	REP. & MAINT. - BUILDING	101.142.223	Ferrell		534 00087
MEAD LUMBER YANKTON SHELVING BOARDS	145.10	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		534 00408
MIDAMERICA BOOKS BOOKS	242.50	BOOKS	101.142.340	Ferrell		534 00107
MOTION PICTURE LICENSI MOVIE LICENSE	189.38	PROFESSIONAL SERVICES	101.142.202	Ferrell		534 00101
NYT*TIMES E-BILLING NEW YORK TIMES	447.20	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		534 00218

Schedule of Bills (Fund/Dept)
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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****					
COMMUNITY LIBRARY					
OVERDRIVE DIST						
ANNUAL FEE	3,000.00	PROFESSIONAL SERVICES	101.142.202	Ferrell		534 00042
EBOOKS	1,067.14	PROFESSIONAL SERVICES	101.142.202	Schmidt		534 00166
	4,067.14	*VENDOR TOTAL				
ROCK BOTTOM BEERS AND BIRD NERD PROGRAM	33.27	PROGRAM SUPPLIES	101.142.242	Schmidt		534 00460
SNAP GEOFILTERS NLW PROMOTION	14.96	PROGRAM SUPPLIES	101.142.242	Ferrell		534 00415
SQ *SQ *GREY HOUSE PUB BOOK	175.50	BOOKS	101.142.340	Ferrell		534 00176
SHIPPING	15.50	POSTAGE	101.142.231	Ferrell		534 00177
	191.00	*VENDOR TOTAL				
THE STAR TRIBUNE CIRCU STAR TRIB SUBSCRIPTION	131.95	SUBSCRIPTIONS & PUBLICAT	101.142.235	Ferrell		534 00203
VISTAPR*VISTAPRINT.COM NEW PATRON BROCHURES	97.98	OFFICE SUPPLIES	101.142.232	Ferrell		534 00576
BANNER	40.24	OFFICE SUPPLIES	101.142.232	Raiche		534 00468
	138.22	*VENDOR TOTAL				
WAL-MART #1483						
DVDS	58.84	AV - CAPITAL	101.142.342	Dobrovolny		534 00099
OFFICE SUPPLIES	25.06	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00100
DVDS	44.88	AV - CAPITAL	101.142.342	Ferrell		534 00269
PROGRAMMING	8.91	PROGRAM SUPPLIES	101.142.242	Ferrell		534 00270
PROGRAM SUPPLIES	41.28	PROGRAM SUPPLIES	101.142.242	Raiche		534 00341
	178.97	*VENDOR TOTAL				
WAL-MART #3734						
STORY TIME SUPPLIES	7.99	PROGRAM SUPPLIES	101.142.242	Raiche		534 00532
WM SUPERCENTER #1483						
DVDS	154.64	AV - CAPITAL	101.142.342	Dobrovolny		534 00381
DVDS	30.92	AV - CAPITAL	101.142.342	Dobrovolny		534 00592
OFFICE SUPPLIES	17.91	OFFICE SUPPLIES	101.142.232	Dobrovolny		534 00593
DVDS	78.80	AV - CAPITAL	101.142.342	Raiche		534 00474
PROGRAM SUPPLIES	30.96	PROGRAM SUPPLIES	101.142.242	Raiche		534 00475
	313.23	*VENDOR TOTAL				
WW GRAINGER						
SHELVING PAINT	6.55	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		534 00348
SHELVING PAINT	43.30	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		534 00352

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GENERAL FUND	*****					
COMMUNITY LIBRARY					
WW GRAINGER						
JANITORIAL SUPPLIES	196.52	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00390
JANITORIAL SUPPLIES	9.63	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00402
JANITORIAL SUPPLIES	48.11	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00403
SHELVING PAINT	17.88	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		534 00436
SHOVEL REPLACEMENT	23.48	REP. & MAINT. - EQUIPMEN	101.142.221	Reifenrath		534 00501
JANITORIAL SUPPLIES	11.97	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00515
JANITORIAL SUPPLIES	124.63	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00516
JANITORIAL SUPPLIES	112.30	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00542
JANITORIAL SUPPLIES	46.14	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00557
JANITORIAL SUPPLIES	148.18	JANITORIAL SUPPLIES	101.142.236	Reifenrath		534 00580
	788.69	*VENDOR TOTAL				
	12,816.86				

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT CLAIM	INVOICE	PO#	F/P ID LINE
LIBRARY TRUST	*****					
LIBRARY TRUST					
AMAZON MKTPLACE PMTS CRAFT NIGHT SUPPLIES	8.99	RECREATION SUPPLIES	701.701.242	Dobrovolny		534 00419
BAKER-TAYLOR MASTER GARDENERS	33.92	BOOKS	701.701.340	Ferrell		534 00375
CASEYS GEN STORE 2260 STAFF APPRECIATION	7.49	RECREATION SUPPLIES	701.701.242	Ferrell		534 00145
DELIGHT DONUTS STAFF APPRECIATION	34.50	RECREATION SUPPLIES	701.701.242	Ferrell		534 00384
DEMCO INC BOOK TRUCK	255.99	RECREATION SUPPLIES	701.701.242	Ferrell		534 00068
SUMMER READING PROGRAM	484.61	RECREATION SUPPLIES	701.701.242	Raiche		534 00088
	740.60	*VENDOR TOTAL				
KING BUFFET MONGOLIAN STAFF APPRECIATION	54.15	RECREATION SUPPLIES	701.701.242	Ferrell		534 00361
NIMCO INC SUMMER READING PROGRAM	288.04	RECREATION SUPPLIES	701.701.242	Raiche		534 00133
SD SECRETARY OF STATE FOUNDATION FILING FEE	10.00	RECREATION SUPPLIES	701.701.242	Ferrell		534 00239
SQU*SQ *WILLA B S BIST STAFF APPRECIATION	53.48	RECREATION SUPPLIES	701.701.242	Dobrovolny		534 00354
WAL-MART #1483 STAFF APPRECIATION	13.39	RECREATION SUPPLIES	701.701.242	Dobrovolny		534 00098
STAFF APPRECIATION	13.92	RECREATION SUPPLIES	701.701.242	Ferrell		534 00271
	27.31	*VENDOR TOTAL				
WM SUPERCENTER #1483 CRAFT NIGHT SUPPLIES	17.18	RECREATION SUPPLIES	701.701.242	Lippert		534 00504
WWW.WORKPLACEPRO.C SUMMER READING PROGRAM	129.40	RECREATION SUPPLIES	701.701.242	Ferrell		534 00573
	1,405.06				
LIBRARY TRUST	1,405.06	*****				

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					
3380 COUNTY SHARE OF LIBRARY BUDG	24,000.00	24,000.00	12,000.00	12,000.00	50 -----
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	6,800.00	6,800.00	545.00	1,955.00	28 --
3452 LIBRARY A.V. FEES	700.00	700.00	0.00	35.00	5
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.32	6.87-	68 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	16.20	102.96	51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	131.40	400.00	26 --
3456 PC PRINTING	6,000.00	6,000.00	744.25	1,924.80	32 ---
3490 SALE OF MATERIALS	100.00	100.00	0.00	0.00	0
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	210.00	917.50	45 ----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0
3510 COURT FINES	3,000.00	3,000.00	233.02	520.64	17 -
3511 PARKING FINES	3,000.00	3,000.00	150.00	1,130.00	37 ---
3520 LIBRARY FINES	3,000.00	3,000.00	92.00	295.50	9
3610 INTEREST	16,500.00	16,500.00	5,959.20	17,673.43	107 -----
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	2,149.74	3,652.17	91 -----
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	0.00	0
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	422.00	913.81	60 -----
TOTAL: GENERAL FUND	85,310.00	85,310.00	22,653.13	41,513.94	48 ----

	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	50.47	123.64	123.64- 9999	-----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,464.30	5,749.88	5,749.88- 9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,514.77	5,873.52	5,873.52- 9999	-----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONAL SERVICES					
101	REGULAR WAGES	355,762.00	0.00	25,698.69	96,113.94	259,648.06 27 --
102	TEMPORARY WAGES	59,699.00	0.00	3,604.27	11,049.79	48,649.21 18 -
103	OVERTIME WAGES	350.00	0.00	0.00	122.72	227.28 35 ---
111	OASI	31,810.00	0.00	2,185.43	8,012.97	23,797.03 25 --
121	RETIREMENT	21,367.00	0.00	1,541.92	5,774.20	15,592.80 27 --
131	WORKMENS COMPENSATION	2,542.00	0.00	44.00-	44.00-	2,586.00 1
132	GROUP INSURANCE	82,378.00	0.00	4,447.95	17,791.77	64,586.23 21 --
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	80.24	329.77	674.23 32 ---
TOTAL:	PERSONAL SERVICES	554,912.00	0.00	37,514.50	139,151.16	415,760.84 25 --
	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	3,250.63	16,899.12	22,100.88 43 ----
211	PUBLISHING	3,000.00	0.00	785.34	785.34	2,214.66 26 --
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	348.49	1,132.25	6,867.75 14 -
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	72.51	586.25	2,413.75 19 -
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	23.07	370.63	3,629.37 9
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	2,500.00	0.00	583.77	856.24	1,643.76 34 ---
232	OFFICE SUPPLIES	9,500.00	0.00	279.87	2,095.36	7,404.64 22 --
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	375.43	3,881.54	6,618.46 36 ---
236	JANITORIAL SUPPLIES	2,500.00	0.00	219.44	792.06	1,707.94 31 ---
242	PROGRAM SUPPLIES	4,000.00	0.00	57.68	219.80	3,780.20 5
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	175.00	825.00 17 -
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	327.08	3,172.92 9
265	CONFERENCE & MEETINGS	1,500.00	0.00	320.00	345.00	1,155.00 23 --
271	TELEPHONE	1,700.00	0.00	131.66	525.29	1,174.71 30 ---
272	ELECTRICITY	22,000.00	0.00	1,426.94	3,520.19	18,479.81 16 -
273	FUEL-HEATING	3,000.00	0.00	314.99	1,565.90	1,434.10 52 -----
274	WATER SERVICE	3,200.00	0.00	121.96	426.93	2,773.07 13 -
275	SEWER SERVICE	1,000.00	0.00	97.74	357.79	642.21 35 ---
276	LANDFILL	500.00	0.00	32.00	136.00	364.00 27 --
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,441.52	44,118.61	89,347.39 33 ---
	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	6,572.32	7,597.32	45,402.68 14 -
342	AV - CAPITAL	13,500.00	0.00	1,258.83	2,971.55	10,528.45 22 --
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00 0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2018 THROUGH APR 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	7,831.15	10,568.87	78,931.13	11 -
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	777,878.00	0.00	53,787.17	193,838.64	584,039.36	24 --
TOTAL: GENERAL FUND	777,878.00	0.00	53,787.17	193,838.64	584,039.36	24 --

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	12.99	12.99-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	693.15	2,967.74	2,967.74-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	693.15	2,980.73	2,980.73-	9999 -----]]]]
CAPITAL OUTLAY						
340 BOOKS	0.00	0.00	57.26	57.26	57.26-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	509.97	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	567.23	567.23	567.23-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,260.38	3,547.96	3,547.96-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,260.38	3,547.96	3,547.96-	9999 -----]]]]

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

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

ASSETS				

CURRENT ASSETS:				
701.1012	25,506.01	254.39	1,427.18	26,933.19
	25,506.01	254.39	1,427.18	26,933.19
	25,506.01	254.39	1,427.18	26,933.19
LIABILITIES AND FUND BALANCE				

CURRENT LIABILITIES:				
701.2011	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
	898.38CR	0.00	898.38	0.00
FUND BALANCE:				
701.2511	22,831.89CR	0.00	0.00	22,831.89CR
701.2900	12,118.27CR	1,514.77CR	5,873.52CR	17,991.79CR
701.2910	10,342.53	1,260.38	3,547.96	13,890.49
	24,607.63CR	254.39CR	2,325.56CR	26,933.19CR
	25,506.01CR	254.39CR	1,427.18CR	26,933.19CR
	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONAL SERVICES								
101	REGULAR WAGES	355,762.00	0.00	25,698.69	96,113.94	259,648.06	27	--	
P-040618-488	PAYROLL INTERFACE	040618		12,849.34	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		12,849.35	CODE-Y,PER#-2,FUND-	101			A
102	TEMPORARY WAGES	59,699.00	0.00	3,604.27	11,049.79	48,649.21	18	-	
P-040618-488	PAYROLL INTERFACE	040618		1,843.59	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		1,760.68	CODE-Y,PER#-2,FUND-	101			A
103	OVERTIME WAGES	350.00	0.00	0.00	122.72	227.28	35	---	
111	OASI	31,810.00	0.00	2,185.43	8,012.97	23,797.03	25	--	
P-040618-488	PAYROLL INTERFACE	040618		1,095.88	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		1,089.55	CODE-Y,PER#-2,FUND-	101			A
121	RETIREMENT	21,367.00	0.00	1,541.92	5,774.20	15,592.80	27	--	
P-040618-488	PAYROLL INTERFACE	040618		770.96	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		770.96	CODE-Y,PER#-2,FUND-	101			A
131	WORKMENS COMPENSATION	2,542.00	0.00	44.00-	44.00-	2,586.00	1		
R-041618-510	SDML WORKER'S COMP FUND	078213		44.00-	WC AUDIT REFUND				A
132	GROUP INSURANCE	82,378.00	0.00	4,447.95	17,791.77	64,586.23	21	--	
P-040618-488	PAYROLL INTERFACE	040618		2,223.97	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		2,223.98	CODE-Y,PER#-2,FUND-	101			A
133	UNEMPLOYMENT INSURANCE	1,004.00	0.00	80.24	329.77	674.23	32	---	
P-040618-488	PAYROLL INTERFACE	040618		42.15	CODE-Y,PER#-1,FUND-	101			A
P-042018-509	PAYROLL INTERFACE	042018		38.09	CODE-Y,PER#-2,FUND-	101			A
TOTAL: PERSONAL SERVICES		554,912.00	0.00	37,514.50	139,151.16	415,760.84	25	--	
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	3,250.63	16,899.12	22,100.88	43	----	
M-040418-485	.13843 OVERDRIVE DIST	201803	Schmidt	920.72	EBOOKS		N		A
M-040418-485	.13843 OVERDRIVE DIST	201803	Schmidt	2,249.91	EBOOKS		N		A
D-040918-449	06800 WAGE WORKS INC	061457	INV592827	20.00	FLEX SERVICE FEE		N		A
D-040918-470	00707 YANKTON MEDICAL CLINIC	061469	4274	60.00	DRUG/ALCOHOL SCREENING	019123	P	M	A
211	PUBLISHING	3,000.00	0.00	785.34	785.34	2,214.66	26	--	
D-040918-449	00499 PRESS DAKOTA MSTAR SOLUT	061430	2504	785.34	ADVERTISEMENT	019120	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							
212	RENTALS & XEROX SUPPLIES	8,000.00	0.00	348.49	1,132.25	6,867.75	14 -	
D-040918-473	07098 US BANK EQUIPMENT FINANC	061455	353695752	348.49	COPIER CONTRACT	016596	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	72.51	586.25	2,413.75	19 -	
M-040418-485	.15443 INT*IN *SENSOURCE, INC	201803	Ferrell	25.80	DOOR COUNTER PLATES		N	A
M-040418-485	.11793 WW GRAINGER	201803	Reifenrath	16.71	VACUUM BELTS		N	A
D-040918-473	04250 YANKTON FIRE & SAFETY CO	061468	23089	30.00	FIRE EXT INSPECTION	016595	P N	A
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	23.07	370.63	3,629.37	9	
M-040418-485	.11793 WW GRAINGER	201803	Reifenrath	95.88	LIGHT BULB CREDIT		N	A
M-040418-485	.11793 WW GRAINGER	201803	Reifenrath	95.88	LIGHT BULBS		N	A
M-040418-485	.11964 YANKTON WINNELSON CO	201803	Miles	23.07	SUPPLIES		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	583.77	856.24	1,643.76	34 ---	
M-040418-485	.11997 SPECIALTY STORE SERVIC	201803	Ferrell	178.72	SHIPPING		N	A
M-040418-485	.12920 POSTAGE REFILL	201803	Ferrell	200.00	POSTAGE REFILL		N	A
M-040418-485	.14781 USPS PO 4698100078	201803	Dobrovolny	20.00	POSTAGE		N	A
M-040418-485	.13361 PBI*LEASEEQUIPMENT	201803	Ferrell	122.00	POSTAGE METER LEASE		N	A
M-040418-485	.11798 BAKER-TAYLOR	201803	Ferrell	26.44	POSTAGE		N	A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	3.99	POSTAGE		N	A
M-040418-485	.11798 BAKER-TAYLOR	201803	Ferrell	32.62	POSTAGE		N	A
232	OFFICE SUPPLIES	9,500.00	0.00	279.87	2,095.36	7,404.64	22 --	
M-040418-485	.11787 DEMCO INC	201803	Ferrell	120.07	LIBRARY STICKERS		N	A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	32.85	OFFICE SUPPLIES		N	A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	4.24	OFFICE SUPPLIES		N	A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	13.55	OFFICE SUPPLIES		N	A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	12.88	OFFICE SUPPLIES		N	A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	45.57	OFFICE SUPPLIES		N	A
M-040418-485	.12308 WALMART.COM	201803	Ferrell	17.76	SEED LIBRARY LABELS		N	A
M-040418-485	.12308 WALMART.COM	201803	Ferrell	24.62	SEED LIBRARY LABELS		N	A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	8.33	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	375.43	3,881.54	6,618.46	36 ---	
M-040418-485	.15147 SQU*SQ *HANSON BRIGGS	201803	Ferrell	375.43	SEED LIBRARY BROCHURES		N	A
236	JANITORIAL SUPPLIES	2,500.00	0.00	219.44	792.06	1,707.94	31 ---	
M-040418-485	.11793 WW GRAINGER	201803	Reifenrath	219.44	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	57.68	219.80	3,780.20	5		
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	8.75	PROGRAM SUPPLIES		N		A
M-040418-485	.12686 HY VEE 1820	201803	Raiche	3.97	PROGRAM SUPPLIES		N		A
M-040418-485	.12434 WAL-MART #1483	201803	Lippert	44.96	OSCARS PROGRAM		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	175.00	825.00	17	-	
263	TRAVEL EXPENSE	3,500.00	0.00	0.00	327.08	3,172.92	9		
265	CONFERENCE & MEETINGS	1,500.00	0.00	320.00	345.00	1,155.00	23	--	
M-040418-485	.15139 AMER LIB ASSOC-CAREER	201803	Ferrell	320.00	CONFERENCE REGISTRATION		N		A
271	TELEPHONE	1,700.00	0.00	131.66	525.29	1,174.71	30	---	
P-040618-488	PAYROLL INTERFACE	040618		10.50	CODE-Y, PER#-1, FUND-	101			A
M-043018-490	06976 VAST BROADBAND	007416		41.26	PHONE BILL	003513	F	N	A
M-043018-490	06976 VAST BROADBAND	007417		79.90	PHONE BILL	003513	F	N	A
272	ELECTRICITY	22,000.00	0.00	1,426.94	3,520.19	18,479.81	16	-	
D-040918-473	00455 NORTHWESTERN ENERGY	061425	3.26.18	1,426.94	ELECT	002795	P	N	A
273	FUEL-HEATING	3,000.00	0.00	314.99	1,565.90	1,434.10	52	-----	
D-040918-473	00303 MIDAMERICAN ENERGY	061414	3.26.18	314.99	FUEL	002794	P	N	A
274	WATER SERVICE	3,200.00	0.00	121.96	426.93	2,773.07	13	-	
D-040918-473	00109 CITY UTILITIES	061370	3.26.18	121.96	WATER-WW CHARGES	002793	P	N	A
275	SEWER SERVICE	1,000.00	0.00	97.74	357.79	642.21	35	---	
D-040918-473	00109 CITY UTILITIES	061370	3.26.18	97.74	WATER-WW CHARGES	002793	P	N	A
276	LANDFILL	500.00	0.00	32.00	136.00	364.00	27	--	
J-043018-521	APRIL JOURNAL ENTRIES	JE 101		32.00	DUMPSTER CHGS - APRIL				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	133,466.00	0.00	8,441.52	44,118.61	89,347.39	33	---	
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	6,572.32	7,597.32	45,402.68	14	-	
M-040418-485	.11785 CENTER POINT LARGE PRI	201803	Ferrell	133.62	LARGE PRINT BOOKS		N		A
M-040418-485	.14127 AMAZON.COM AMZN.COM/BI	201803	Dobrovolny	117.52	BOOKS		N		A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	37.92	BOOKS		N		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY								
	CAPITAL OUTLAY								
340	BOOKS								
M-040418-485	.11798 BAKER-TAYLOR	201803	Ferrell	2,773.77	BOOKS		N		A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	19.76	BOOK		N		A
M-040418-485	.11798 BAKER-TAYLOR	201803	Ferrell	3,428.11	BOOKS		N		A
M-040418-485	.14127 AMAZON.COM AMZN.COM/BI	201803	Dobrovolny	61.62	BOOKS		N		A
342	AV - CAPITAL	13,500.00	0.00	1,258.83	2,971.55	10,528.45	22	--	
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	28.72	DVDS		N		A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	76.80	DVDS		N		A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	100.71	DVDS		N		A
M-040418-485	.13320 WM SUPERCENTER #1483	201803	Ferrell	97.76	DVDS		N		A
M-040418-485	.11802 AMAZON MKTPLACE PMTS	201803	Dobrovolny	8.49	DVD		N		A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	74.84	DVDS		N		A
M-040418-485	.14127 AMAZON.COM AMZN.COM/BI	201803	Dobrovolny	5.00	DVD		N		A
M-040418-485	.12434 WAL-MART #1483	201803	Dobrovolny	106.72	DVDS		N		A
D-040918-473	04785 MIDWEST TAPE	061417	327-016-483	759.79	AUDIO BOOKS	016594	P	N	A
350	EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0		
TOTAL:	CAPITAL OUTLAY	89,500.00	0.00	7,831.15	10,568.87	78,931.13	11	-	
	OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	COMMUNITY LIBRARY	777,878.00	0.00	53,787.17	193,838.64	584,039.36	24	--	
TOTAL:	GENERAL FUND	777,878.00	0.00	53,787.17	193,838.64	584,039.36	24	--	

	Trust Fund	3/28/2018 - 4/27/2018				
	Expenditure Ledger	Description	Previous Balance	Amount Received	Amount Spent	Line Item Balance
701.701.200		<u>Unrestricted Funds</u>	\$15,270.37		\$10.00	\$15,260.37
	Donations	Town & Country Garden Club	\$9.57			\$9.57
		Master Gardener's	\$266.76		\$33.92	\$232.84
		Tech Club	\$607.00			\$607.00
		Farm Credit Services	\$31.54			\$31.54
		GFWC (Joan Neubauer)	\$25.00			\$25.00
		GFWC - Relda Trout memorial	\$0.46			\$0.46
		Jean B. Mielenz memorial	\$250.00			\$250.00
		Girl Scouts	\$22.22			\$22.22
		Ferrell	\$28.91			\$28.91
	1023.2	<u>Professional Services</u>				
		book bags/earbuds/pens	\$285.87	\$32.00		\$317.87
701.701.232		<u>Office Supplies</u>				
		DVD cleaning	-\$581.50			-\$581.50
701.701.235		<u>Subscriptions/Publications</u>				
701.701.242		<u>Recreation Supplies</u>				
		Teget	\$2,696.44		\$176.93	\$2,519.51
		Summer Reading/Story Walk	\$1,254.29	\$837.80	\$902.05	\$1,190.04
		After School Program	\$173.85			\$173.85
		Parents' Night Out	\$389.57			\$389.57
		Teen Advisory Board	\$327.65			\$327.65
		Adult Craft Night	\$538.79	\$70.00	\$26.17	\$582.62
		Parade float	\$216.65			\$216.65
		1,000 Bks Before Kindg. (Friends)	\$72.75			\$72.75
		SDLA/Rural Conference	-\$428.27	\$400.00		-\$28.27
		Cemetery Walk	\$100.00			\$100.00
		Babysitting Clinic	\$0.00	\$75.00		\$75.00
		Yankton Seed Library	\$1,259.28			\$1,259.28
		NASA Programming Stipend	\$131.76			\$131.76
		Vishay	\$300.00			\$300.00
		Friends Donations	\$619.04		\$505.99	\$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>	\$4,558.42	\$49.50		\$4,607.92
		Total	\$29,591.99	\$1,464.30	\$1,655.06	\$29,401.23
				Monthly Interest (including year-end)		\$50.47
				Current Balance		\$29,451.70

Yankton Community Library Director's Report – May 2018

Food for Fines

We collected 37 boxes of hamburger & tuna helper in April. We are currently accepting paper products, with all donations going to the Contact Center.

Teen Events

We hosted an after-hours Teen Event last Friday, May 4. After a slow start to registration, we had 17 kids! It was a great event.

Teen Tech Tutors

We had to cancel the April Teen Tech Tutors due to the mid-April blizzard. Our last session of this program for the school year will be May 12. We have filled a few spots & have a few open.

Seed Library

The Seed Library will be meeting on May 8 to discuss Non-Chemical Intervention for Bugs and Weeds. Participants will also receive their "starter plants" at this meeting.

Babysitting Clinics

We have two babysitting clinics scheduled with Katie Doty of the 4-H Extension Office. The first will be on May 23-24 and the second on May 30-31. The classes are limited to 15 participants. There is a \$25 charge which goes to the Extension Office.

County Payment

We have received the first half of the payment for library services for 2018. Their fee for the year is \$24,000 so we have received \$12,000.

Children's Summer Reading

The Children's Summer Reading committee is busy planning away this month. We are having activities each weekday. Mondays we will have teen events at 2 pm and either a "Family Night" performer or Story Time at 6 pm; Tuesdays we will have crafts at 2 pm; Wednesdays we will have a hands on type of activity at 2 pm; Thursdays we will have LEGO club at 2 pm; and on Fridays we will show a movie at 2 pm. Registration will open in the library and online on June 1, the same day kids can start counting their minutes.

Adult Summer Reading

We are currently working on the 6th annual cemetery walk and Unplug, Unwind, Craft nights. With my position in transition and so many new staff members, we are going to focus on promoting reading with the adults, so as not to overwhelm ourselves with planning programming with so much already happening in the Youth department.

Staffing

Our new hires, Zane and Megan (Page) are doing really well. Dana has been training them on shelving and they're both doing a great job. Our other 21 hour person, Angel, left the position shortly after starting and we've also received a resignation from Sierra Armstrong, due to moving out of state. In discussions with City Manager Nelson the last few weeks, she's agreed to raise the starting wage for Circulation Assistants to \$11.00/hour. I'm thrilled with this change and think it better matches the realities of the position. We're currently hiring for those two open positions as well as a night/weekend person. Applications close May 14.

Friends of the Library Meeting

The Friends of the Library will be having their meeting on May 21 at 5:15 p.m. in my office.

Vacation Days

I will be gone May 26-June 3 on vacation.

Memorial Day Closings / Summer Hours:

We will be closed Sunday, May 27 & Monday, May 28 for Memorial Day.

We will reopen on Tuesday, May 29 with our Summer Hours:

Monday/Tuesday: 9 am – 8 pm

Wednesday/Thursday: 9 am – 6 pm

Friday/Saturday: 9 am – 5 pm

Sunday: Closed

June Meeting

The June meeting is scheduled for June 13, 2018 at 5:30 p.m.

April Additions: 527

	Adult	YA	JR	Easy
Fiction	186	27	69	33
Nonfiction	79	4	23	10
DVD	31	-	2	-
Audiobooks	55	0	2	0
Music CD's	0	-	-	0
Book Club Bags	5	-	-	-
Professional	1	-	-	-
Total	357	31	96	43

April 2018 Program Statistics

Recurring Programs	Date	Time	Kids	Adults
Stay & Play	Apr. 4	10:30 AM	13	7
	Apr. 11	10:30 AM	4	2
	Apr. 18	10:30 AM	10	6
	Apr. 25	10:30 AM	7	4
Total:			34	19

Story Time	Apr. 2	5:30 PM	10	7
	Apr. 3	10:30 AM	8	5
	Apr. 5	10:30 AM	18	14
	Apr. 9	5:30 PM	14	11
	Apr. 10	10:30 AM	28	16
	Apr. 12	10:30 AM	18	14
	Apr. 16	5:30 PM	11	8
	Apr. 17	10:30 AM	19	13
	Apr. 19	10:30 AM	22	13
	Apr. 23	5:30 PM	13	8
	Apr. 24	10:30 AM	29	18
	Apr. 26	10:30 AM	15	12
Total:			205	139

Homework Help	Apr. 2	4:00 PM		
	Apr. 9	4:00 PM	0	0
	Apr. 16	4:00 PM	0	0
	Apr. 23	4:00 PM	0	0
Total:			0	0

Thursday Kids Activities				
Craft Club: The Bird Nerd	Apr. 5	3:45 PM	16	7
LEGO Club	Apr. 12	3:45 PM	17	6
Science Club	Apr. 19	3:45 PM	4	3
<i>Wonder</i>	Apr. 26	3:45 PM	7	2
Total:			44	18

Friday Wii	Apr. 6	3:30 PM	4	
	Apr. 13	3:30 PM	1	
	Apr. 20	3:30 PM	3	
	Apr. 27	3:30 PM	1	
Total:			9	

Teen Events				
TAB Meeting	Apr. 2	7:00 PM	4	
Total:			4	

Miscellaneous				
Homeschool Group	Apr. 13	12:00 AM	20	6
Kid's Art Club	Apr. 14	-	<i>Library Closed</i>	
Total:			20	6

Adult Programs	Date	Time	Num.
The Bird Nerd	Apr. 5	6:30 PM	14
<i>Singin' in the Rain</i>	Apr. 8	2:00 PM	7
Power Hour: Banking	Apr. 10	12:00 PM	0
Seed Library: Proactive Plan	Apr. 10	1:00 PM	50
Seed Library: Proactive Plan	Apr. 10	6:30 PM	35
Teen Tech Tutors	Apr. 14	<i>Library Closed</i>	
Unplug, Unwind, Craft	Apr. 17	6:30 PM	7
Stitches in the Stacks	Apr. 19	6:00 PM	0
Power Hour: Traditional Ma	Apr. 25	12:00 PM	4
LifeServe Blood Drive	Apr. 27	12:00 PM	6
Total:			123

Food for Fines		
Tuna/Hamburger Helper	April 1-10	37

Book Clubs			
Overreader's Anonymous	Apr. 8	5:30 PM	7
Reader's Anonymous	Apr. 10	1:00 PM	4
Between the Lines	Apr. 24	5:30 PM	10
Total:			21

April 2018 Usage & Circulation Statistics

Total Circulation Statistics*

	2018	2017
Adult	9,067	7,924
Juvenile	4,293	4,036
Total	13,360	11,960

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation

	2018	2017
Adult	7,473	6,750
Juvenile	4,132	3,897
Total	11,605	10,647

Interlibrary Loan

	2018	2017
Requested	160	95
Supplied	193	119
Total	353	214

Electronic Resources

	2018	2017
OverDrive	1,241	960
TumbleBooks	161	139
Total	1,402	1,099

Freegal

	2018	2017
Songs Downloaded	39	
Patrons Downloading	7	
Songs Streamed	128	
Patrons Streaming	9	

Adult Outreach

	2018	2017
Locations	10	11
Patrons	38	35
Circulations	275	221

Daycare Outreach

	2018	2017
Locations	20	18
Patrons	280	190
Circulations	318	281

Public Computer Use

	2018	2017
Uses	1,230	1,305
Hours	774.0	857

Meeting Room Use

	2018	2017
Library Uses	34	35
Library Hours	58.0	63.0
Non-Library Uses	29	18
Non-Library Hours	54.0	54.0

Study Room Use

	2018	2017
Uses	54	27
Hours	72.5	44.5

Notary

	2018	2017
Requests	3	3

Proctor

	2018	2017
Tests	50	18

Traffic

	2018	2017
Count	17,690*	18,434

*south door count estimated

Genealogy Requests

	2018	2017
Patrons	3	3
Hours	2.0	1.5

Teacher Requests

	2018	2017
Patrons	11	4

Courier

	2018	2017
Total Incoming	495	309
Total Outgoing	419	301
Grand Total	914	610

Current Cards

	2018	2017
Resident	4,559	4,347
Non-Resident	231	221
Mount Marty	28	21
Teacher	42	79
Yankton County	984	885
Total	5,844	5,553

Yankton County

	2018	2017
Households	43	

Yankton County

	Cards	Adults	Kids
New Cards	7	12	4
Renewals	31	35	32

Non-Resident

	Cards	Adults	Kids
New Cards	6	11	
Renewals	5	7	

Yankton Community Library • May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
“Food” for Fines Paper Products May 1-10		1 Kindergarten Screening	2 Kindergarten Screening	3 Craft Club 3:45 pm	4 Wii 3:30 pm Teen After Hours 7-9:30	5 Friends Book Sale 9:30 - 12 pm
6	7 TAB, 7 pm	8 Seed Library: Bugs & Weeds 1p/6:30p Readers Anon, 1p	9 Library Board Meeting, 5:30 pm	10 LEGO Club 3:45 pm	11 Wii 3:30 pm	12 Kid’s Art Club Teen Tech Tutors 1 pm
13 Classic Movie Series: <i>Psycho</i> , 2pm	14	15	16	17 Science Club 3:45p Stitches in the Stacks, 6 pm	18 Wii 3:30 pm	19 Story Time & Craft at Market at the Meridian 9:30-11:30
20	21 Friends of the Library, 5:15	22 Between the Lines 5:30	23 Babysitting Clinic - Session 1	24 Babysitting Clinic - Session 1 <i>Paddington 2</i> 3:45 pm	25 Wii 3:30 pm	26
27 Library Closed	28 Library Closed	29 Riverside Art Fest, 5-7 <i>Summer Hours Begin</i>	30 Babysitting Clinic - Session 2	31 Babysitting Clinic - Session 2	515 Walnut Street—605-668-5275 http://library.cityofyankton.org library@cityofyankton.org Mon-Thurs, 9a-8p; Fri-Sat, 9a-5p; Sun, 1p-5p	