

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, May 8, 2024 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Additions to the agenda

Approval of April 10, 2024 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

New Business

- Discussion of Social Media Policy
- Gift and Donation Policy
- Microfilm Reading/Printer Use Policy

Other Business:

- YCL Foundation update

Adjourn the meeting of May 8, 2024

The Yankton Community Library meeting room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5276.

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BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, April 10, 2024 5:30 pm
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MINUTES

The meeting was called to order by President David Koerner at 5:30 pm. Present were Sarah Mechtenberg, Mary Pat Bierle, City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny. Sue Otterman and Ryan Heine were absent.

Additions to the agenda: None

Approval of March 13, 2024 minutes: Bierle made a motion to approve with a second by Webber. Unanimous approval.

Public Comment Period: None

Discussion of bills/Accept Financial Report: Schmidt noted grant funds received in 2023 are remaining for bathroom remodeling project to be completed in 2024. Webber made a motion to accept the financial report with a second by Bierle. Unanimous approval.

Communications and correspondence: Schmidt share several notes related to National Library Week.

Director's Report: In addition to the written report, Schmidt noted that she along with supporters from the YCL Foundation and Friends of the Library had attended the City Commission earlier in the week to receive a proclamation for National Library Week. She also presented to a PEO group about library happenings. She highlighted recent donations from the Friends of the Library including the cost of performers for upcoming summer programs.

Old Business

- Public Library Survey for South Dakota State Library: Completed report was shared with board members. Webber made a motion to accept with a second by Bierle. Unanimous approval.

New Business

- Circulation Policy: Board members reviewed suggested updated policy. Mechtenberg noted a grammatical error and suggested language from the Computer Policy that allows a patron whose privileges have been suspended or limited to appeal to the Board of Trustees. Bierle made a motion to approve the policy with the two amendments. Webber seconded. Unanimous approval.
- Early closure requests: Schmidt requested closing the library at 5:00 pm on Monday, June 3, Thursday, June 13 and Monday, July 29 for off-site library sponsored events. Webber motioned to approve with a second by Bierle. Unanimous approval.
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Other Business:

- YCL Foundation update: per Dr. Julia Hellwege at USD Government Research Bureau postcards with survey link have been sent to all households in Yankton County, 250 surveys have been received back, a reminder note will be included in April and May City of Yankton utility bills, Focus Groups will be held at the library on April 13 and April 20
- 2025 Budget: Schmidt noted the upcoming budget planning cycle and invited board members to share thoughts as the process unfolds
- Social Media Policy will be discussed in upcoming meetings

Adjourn the meeting of April 10, 2024: Bierle made a motion to adjourn at 6:11 pm. Webber seconded. Unanimous approval.

Vendor Payment History by Fund
 APRIL LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
A & B BUSINESS EQUIPMENT			03445							
	69670	04/22/24	COPIER LEASE	412.71		IN114720	024294	P - D	RENTALS & XEROX SUPPLIE	101.142.212
AMAZON.COM	RA2P51302		.20094							
	202403	04/05/24	DVD	20.25		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMZN MKTP US			.15692							
	202403	04/05/24	REFUND	7.90	CR	Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
AMZN MKTP US	RA5HZ23J2		.20096							
	202403	04/05/24	OFFICE SUPPLIES	9.29		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202403	04/05/24	DVD	9.96		Dobrovolny		- M	AV - CAPITAL	101.142.342
				19.25		*TOTAL CHECK				
			VENDOR TOTAL	19.25						
AMZN MKTP US	RH1V40BL1		.20095							
	202403	04/05/24	DVD	19.96		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMZN MKTP US	RH2IS8DN2		.20102							
	202403	04/05/24	OFFICE SUPPLIES	64.06		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
AMZN MKTP US	RH3DZ9NA2		.20111							
	202403	04/05/24	OFFICE SUPPLIES	40.68		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202403	04/05/24	BOOKS	80.97		Dobrovolny		- M	BOOKS	101.142.340
				121.65		*TOTAL CHECK				
			VENDOR TOTAL	121.65						
AMZN MKTP US	RH7DV6NF2		.20112							
	202403	04/05/24	OFFICE SUPPLIES	9.97		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202403	04/05/24	BOOKS	22.74		Dobrovolny		- M	BOOKS	101.142.340
	202403	04/05/24	DVD	21.49		Dobrovolny		- M	AV - CAPITAL	101.142.342
				54.20		*TOTAL CHECK				
			VENDOR TOTAL	54.20						
AMZN MKTP US	RN07P4MZ1		.20129							
	202403	04/05/24	DVDS	52.51		Dobrovolny		- M	AV - CAPITAL	101.142.342
AMZN MKTP US	RN4Q39PE2		.20134							
	202403	04/05/24	OFFICE SUPPLIES	27.99		Dobrovolny		- M	OFFICE SUPPLIES	101.142.232
	202403	04/05/24	JANITORIAL SUPPLIES	75.44		Dobrovolny		- M	JANITORIAL SUPPLIES	101.142.236
	202403	04/05/24	PROGRAM SUPPLIES	7.90		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
	202403	04/05/24	BOOK	14.78		Dobrovolny		- M	BOOKS	101.142.340
	202403	04/05/24	DVD	19.95		Dobrovolny		- M	AV - CAPITAL	101.142.342
				146.06		*TOTAL CHECK				
			VENDOR TOTAL	146.06						

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 APRIL LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
AMZN MKTP US RN48315U1			.20127							
	202403	04/05/24	DVDS	45.95		Dobrovolny		-	M AV - CAPITAL	101.142.342
AMZN MKTP US RN55C0A90			.20152							
	202403	04/05/24	PROGRAM SUPPLIES	24.99		Dobrovolny		-	M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US RN8EW64X2			.20139							
	202403	04/05/24	PROGRAM SUPPLIES	52.76		Dobrovolny		-	M PROGRAM SUPPLIES	101.142.242
	202403	04/05/24	BOOK	17.99		Dobrovolny		-	M BOOKS	101.142.340
	202403	04/05/24	DVDS	13.96		Dobrovolny		-	M AV - CAPITAL	101.142.342
				84.71						
			VENDOR TOTAL	84.71		*TOTAL CHECK				
AMZN MKTP US RW1KU0B11			.20155							
	202403	04/05/24	DVD	19.95		Dobrovolny		-	M AV - CAPITAL	101.142.342
AMZN MKTP US RZ6I256G1			.20142							
	202403	04/05/24	BOOKS	27.78		Dobrovolny		-	M BOOKS	101.142.340
AMZN MKTP US RZ9A73Y52			.20145							
	202403	04/05/24	PROGRAM SUPPLIES	70.86		Dobrovolny		-	M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US R69EH5R71			.20104							
	202403	04/05/24	OFFICE SUPPLIES	32.85		Dobrovolny		-	M OFFICE SUPPLIES	101.142.232
AMZN MKTP US R69PG7CM2			.20131							
	202403	04/05/24	CHAIR CYLINDER	43.47		Homstad		-	M REP. & MAINT. - BUILDIN	101.142.223
BLUEPEAK			.18669							
	202403	04/05/24	PHONE	147.76		Yardley		-	M TELEPHONE	101.142.271
CASEYS #1563			.20148							
	202403	04/05/24	TRAVEL EXPENSE	13.92		Yankton Librar		-	M TRAVEL EXPENSE	101.142.263
CENTER POINT LARGE PRI			.11785							
	202403	04/05/24	LARGE PRINT BOOKS	285.84		Schmidt		-	M BOOKS	101.142.340
CITY UTILITIES			00109							
	202416	04/09/24	WATER/WW CHARGES	74.26		04/09/2024	002642	P	- M WATER SERVICE	101.142.274
	202416	04/09/24	WATER/WW CHARGES	51.04		04/09/2024	002642	P	- M SEWER SERVICE	101.142.275
				125.30						
			VENDOR TOTAL	125.30		*TOTAL CHECK				
IMAGESTUFF.COM			.16062							
	202403	04/05/24	POSTAGE	10.40		Yankton Librar		-	M POSTAGE	101.142.231

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 APRIL LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
IN COLLABORATIVE SUMM			.20140							
	202403	04/05/24	POSTAGE	150.00		Yankton Librar			- M POSTAGE	101.142.231
J & H CLEANING SERVICE			05937							
	69654	04/08/24	JANITORIAL APRIL	1,200.00		03312032	024292	P - D	CONTRACTED SERVICES	101.142.204
LARRYS HEATING AND COO			.12163							
	202403	04/05/24	REFUND FOR SALES TAX	9.30CR		Schmidt			- M REP. & MAINT. - EQUIPME	101.142.221
MEAD CULTURAL EDUCATION			07385							
	69720	04/22/24	BOOKS	150.00		1001	024297	P - D	PROGRAM SUPPLIES	101.142.242
MENARDS YANKTON SD			.14179							
	202403	04/05/24	DOOR SPRING	7.16		Homstad			- M REP. & MAINT. - BUILDIN	101.142.223
MIDAMERICA BOOKS			.15316							
	202403	04/05/24	BOOKS	900.13		Schmidt			- M BOOKS	101.142.340
MIDWEST TAPE			04785							
	69697	04/22/24	BOOKS	238.94		505253456	024296	P N D	AV - CAPITAL	101.142.342
	69697	04/22/24	BOOKS	26.24		505289780	024296	P N D	AV - CAPITAL	101.142.342
			VENDOR TOTAL	265.18		*TOTAL CHECK				
				265.18						
NORTHWESTERN ENERGY			00455							
	202416	04/04/24	ELECTRIC	1,066.96		04/04/2024			- M ELECTRICITY	101.142.272
OLSONS PEST TECHNICIAN			.14274							
	202403	04/05/24	PEST CONTROL	93.00		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
OTC BRANDS INC			.16699							
	202403	04/05/24	PROGRAM SUPPLIES	144.29		Schmidt			- M PROGRAM SUPPLIES	101.142.242
	202403	04/05/24	PROGRAM SUPPLIES	14.61		Schmidt			- M PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	158.90		*TOTAL CHECK				
				158.90						
OVERDRIVE DIST			.13843							
	202403	04/05/24	E-BOOKS	248.20		Schmidt			- M E-BOOKS	101.142.209
	202403	04/05/24	E-BOOKS	1,335.86		Schmidt			- M E-BOOKS	101.142.209
			VENDOR TOTAL	1,584.06		*TOTAL CHECK				
				1,584.06						
PITNEY BOWES			.19037							
	202403	04/05/24	POSTAGE	207.00		Schmidt			- M POSTAGE	101.142.231
PITNEY BOWES PI			.12708							
	202403	04/05/24	POSTAGE	80.97		Schmidt			- M POSTAGE	101.142.231

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 APRIL LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
PRIME VIDEO RN0S38KQ0			.20143							
	202403	04/05/24	MOVIE DOWNLOAD	10.61		Dobrovolny			- M AV - CAPITAL	101.142.342
PRIME VIDEO RN6B58640			.20147							
	202403	04/05/24	MOVIE DOWNLOAD	21.23		Dobrovolny			- M AV - CAPITAL	101.142.342
PRIME VIDEO RN8HO5K10			.20137							
	202403	04/05/24	MOVIE DOWNLOAD	15.92		Dobrovolny			- M AV - CAPITAL	101.142.342
SKILLPATH / NATIONAL			.16167							
	202403	04/05/24	SALES TAX REFUND	7.38CR		Schmidt			- M CONFERENCE & MEETINGS	101.142.265
	202403	04/05/24	STAFF TRAINING	126.38		Schmidt			- M CONFERENCE & MEETINGS	101.142.265
				119.00		*TOTAL CHECK				
			VENDOR TOTAL	119.00						
SMITH INSURANCE INC/MT &			00703							
	69692	04/22/24	INSURANCE	160.00		1074 & 1073	024295	P - D	PROFESSIONAL SERVICES	101.142.202
SOUTH DAKOTA MUNICIPAL			.19990							
	202403	04/05/24	SD MUNICIPAL LEAGUE	32.00		Barkley			- M CONFERENCE & MEETINGS	101.142.265
THE UPS STORE 6716			.17499							
	202403	04/05/24	OFFICE SUPPLIES	50.30		Schmidt			- M OFFICE SUPPLIES	101.142.232
WAL-MART #1483			.12434							
	202403	04/05/24	PROGRAM SUPPLIES	12.33		Schmidt			- M PROGRAM SUPPLIES	101.142.242
WM SUPERCENTER #1483			.13320							
	202403	04/05/24	PROGRAM SUPPLIES	23.20		Schmidt			- M PROGRAM SUPPLIES	101.142.242
1 OFFICE SOLUTION			.17169							
	202403	04/05/24	OFFICE SUPPLIES	270.00		Schmidt			- M OFFICE SUPPLIES	101.142.232
GENERAL FUND				8,405.18		**TOTAL				

Vendor Payment History by Fund
 APRIL LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
LIBRARY TRUST										
AMZN MKTP US RA5HZ23J2			.20096							
	202403	04/05/24	PROGRAM SUPPLIES	226.76		Dobrovolny		- M	MMIP GRANT	701.701.317
AMZN MKTP US RH7DV6NF2			.20112							
	202403	04/05/24	SUMMER PROGRAM SUPPLIES	79.92		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US RN8EW64X2			.20139							
	202403	04/05/24	BULLETIN BOARD, EASEL	198.48		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
AMZN MKTP US RZ6I256G1			.20142							
	202403	04/05/24	PROGRAM SUPPLIES	15.49		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
IMAGESTUFF.COM			.16062							
	202403	04/05/24	SUMMER READING SUPPLIES	40.50		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
IN COLLABORATIVE SUMM			.20140							
	202403	04/05/24	SUMMER GEAR	347.87		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
	202403	04/05/24	SUMMER READING PROGRAM	687.00		Yankton Librar		- M	RECREATION SUPPLIES	701.701.242
				1,034.87						
				1,034.87						
			VENDOR TOTAL	1,034.87						
WIX.COM			.20136							
	202403	04/05/24	WEBSITE	184.78		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
	202403	04/05/24	SALES TAX REFUND	10.78CR		Dobrovolny		- M	RECREATION SUPPLIES	701.701.242
				174.00						
				174.00						
			VENDOR TOTAL	174.00						
LIBRARY TRUST				1,770.02						**TOTAL

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND							
INTERGOVERNMENTAL REVENUES							
3380 COUNTY SHARE OF LIBRARY BUDG	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	690.00	3,365.00	5,135.00	5,135.00	39 ---
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	0.00	500.00	0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	1.50	1.50	8.50	8.50	15 -
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	8.25	66.82	133.18	133.18	33 ---
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	99.00	215.00	1,285.00	1,285.00	14 -
3456 PC PRINTING	6,000.00	6,000.00	525.95	2,744.00	3,256.00	3,256.00	45 ----
3490 SALE OF MATERIALS	100.00	100.00	0.00	32.96	67.04	67.04	32 ---
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.01-	2,157.39	157.39-	157.39-	107 -----
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,324.69	8,582.67	10,227.33	10,227.33	45 ----
FINES							
3510 COURT FINES	3,000.00	3,000.00	970.85	1,356.93	1,643.07	1,643.07	45 ----
3511 PARKING FINES	1,000.00	1,000.00	175.00	750.00	250.00	250.00	75 -----
3520 LIBRARY FINES	500.00	500.00	44.00	131.10	368.90	368.90	26 --
TOTAL: FINES	4,500.00	4,500.00	1,189.85	2,238.03	2,261.97	2,261.97	49 ----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	40,072.77	118,905.04	78,905.04-	78,905.04-	297 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00	0.00	0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	5,368.43	5,754.49	1,754.49-	1,754.49-	143 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	0.00	48,175.49	45,175.49-	45,175.49-	1605 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	175.99	688.61	811.39	811.39	45 ----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	45,617.19	173,523.63	115,023.63-	115,023.63-	296 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	48,131.73	184,344.33	82,534.33-	82,534.33-	181 -----]]]]

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	222.05	725.83	725.83-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	1,800.00	1,800.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	5,096.37	7,372.55	7,372.55-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	5,318.42	9,898.38	9,898.38-	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						
PERSONNEL SERVICES						
101 REGULAR WAGES	451,859.00	0.00	35,510.84	141,427.93	310,431.07	31 ---
102 TEMPORARY WAGES	40,000.00	0.00	4,163.91	16,373.28	23,626.72	40 ----
103 OVERTIME WAGES	750.00	0.00	5.77	33.40	716.60	4
111 OASI	37,685.00	0.00	2,931.46	11,709.98	25,975.02	31 ---
121 RETIREMENT	27,157.00	0.00	2,131.00	8,487.66	18,669.34	31 ---
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0
132 GROUP INSURANCE	101,490.00	0.00	4,208.16	16,832.64	84,657.36	16 -
133 UNEMPLOYMENT INSURANCE	1,104.00	0.00	29.81	208.83	895.17	18 -
TOTAL: PERSONNEL SERVICES	663,121.00	0.00	48,980.95	195,073.72	468,047.28	29 --
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48	86 -----
202 PROFESSIONAL SERVICES	10,000.00	0.00	253.00	6,389.88	3,610.12	63 -----
204 CONTRACTED SERVICES	16,000.00	0.00	1,200.00	4,800.00	11,200.00	30 ---
209 E-BOOKS	29,500.00	0.00	1,584.06	4,891.64	24,608.36	16 -
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	412.71	861.16	3,638.84	19 -
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	9.30	1,620.84	1,379.16	54 -----
223 REP. & MAINT. - BUILDINGS	6,000.00	0.00	50.63	866.56	5,133.44	14 -
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,800.00	0.00	448.37	1,343.09	2,456.91	35 ---
232 OFFICE SUPPLIES	8,000.00	0.00	505.14	2,030.70	5,969.30	25 --
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	9,500.00	0.00	0.00	1,031.00	8,469.00	10 -
236 JANITORIAL SUPPLIES	3,000.00	0.00	75.44	214.30	2,785.70	7
242 PROGRAM SUPPLIES	5,000.00	0.00	493.04	819.44	4,180.56	16 -
244 UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00	0
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
255 COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0
261 MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0
263 TRAVEL EXPENSE	3,000.00	0.00	13.92	13.92	2,986.08	0
265 CONFERENCE & MEETINGS	1,500.00	0.00	151.00	151.00	1,349.00	10 -
271 TELEPHONE	2,300.00	0.00	208.26	473.61	1,826.39	20 --
272 ELECTRICITY	20,000.00	0.00	1,066.96	2,906.03	17,093.97	14 -
273 FUEL-HEATING	6,000.00	0.00	0.00	1,306.18	4,693.82	21 --
274 WATER SERVICE	3,500.00	0.00	74.26	229.08	3,270.92	6
275 SEWER SERVICE	1,200.00	0.00	51.04	159.92	1,040.08	13 -
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	151,233.00	0.00	6,610.53	41,892.87	109,340.13	27 --
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2024 THROUGH APR 30, 2024

	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						
CAPITAL OUTLAY						
320 BUILDINGS	40,000.00	0.00	0.00	0.00	40,000.00	0
340 BOOKS	53,000.00	0.00	1,350.23	7,478.99	45,521.01	14 -
342 AV - CAPITAL	10,500.00	0.00	536.92	879.76	9,620.24	8
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	130,501.00	0.00	1,887.15	8,358.75	122,142.25	6
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	944,855.00	0.00	57,478.63	245,325.34	699,529.66	25 --
TOTAL: GENERAL FUND	944,855.00	0.00	57,478.63	245,325.34	699,529.66	25 --

	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	209.25	209.25-	9999 -----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	1,543.26	5,513.11	5,513.11-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
263 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	1,543.26	5,722.36	5,722.36-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0
317 MMIP GRANT	0.00	0.00	226.76	226.76	226.76-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	7,950.00	7,950.00-	9999 -----]]]]
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0
340 BOOKS	0.00	0.00	0.00	0.00	0.00	0
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	226.76	8,176.76	8,176.76-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,770.02	13,899.12	13,899.12-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,770.02	13,899.12	13,899.12-	9999 -----]]]]

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

ACCOUNT -----	BEGINNING BALANCE -----	ACTUAL-THIS MONTH -----	ACTUAL-THIS YEAR -----	ENDING BALANCE -----
ASSETS -----				
CURRENT ASSETS:				
701.1012	63,939.70	3,548.40	4,972.24CR	58,967.46
701.1311	257.48	0.00	257.48CR	0.00
TOTAL CURRENT ASSETS:	64,197.18	3,548.40	5,229.72CR	58,967.46
TOTAL ASSETS:	64,197.18	3,548.40	5,229.72CR	58,967.46
LIABILITIES AND FUND BALANCE -----				
CURRENT LIABILITIES:				
701.2011	1,228.98CR	0.00	1,228.98	0.00
TOTAL CURRENT LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
TOTAL LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
FUND BALANCE:				
701.2511	30,373.92CR	0.00	0.00	30,373.92CR
701.2900	55,605.24CR	5,318.42CR	9,898.38CR	65,503.62CR
701.2910	23,010.96	1,770.02	13,899.12	36,910.08
TOTAL FUND BALANCE:	62,968.20CR	3,548.40CR	4,000.74	58,967.46CR
TOTAL LIABILITIES AND FUND BALANCE:	64,197.18CR	3,548.40CR	5,229.72	58,967.46CR
TOTAL FUND:	0.00	0.00	0.00	0.00

		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 PERSONNEL SERVICES								
101	REGULAR WAGES	451,859.00	0.00	35,510.84	141,427.93	310,431.07	31	---	
J-041224-795	PAYROLL APRIL 12, 2024			17,747.04	LIBRARY-REG WAGES		P		A
J-042624-797	PAYROLL APRIL 26, 2024			17,763.80	LIBRARY-REG WAGES		P		A
102	TEMPORARY WAGES	40,000.00	0.00	4,163.91	16,373.28	23,626.72	40	----	
J-041224-795	PAYROLL APRIL 12, 2024			1,999.06	LIBRARY-TEMP WAGES		P		A
J-042624-797	PAYROLL APRIL 26, 2024			2,164.85	LIBRARY-TEMP WAGES		P		A
103	OVERTIME WAGES	750.00	0.00	5.77	33.40	716.60	4		
J-042624-797	PAYROLL APRIL 26, 2024			5.77	LIBRARY OVERTIME		P		A
111	OASI	37,685.00	0.00	2,931.46	11,709.98	25,975.02	31	---	
J-041224-795	PAYROLL APRIL 12, 2024			1,458.50	LIBRARY-OASI		P		A
J-042624-797	PAYROLL APRIL 26, 2024			1,472.96	LIBRARY-OASI		P		A
121	RETIREMENT	27,157.00	0.00	2,131.00	8,487.66	18,669.34	31	---	
J-041224-795	PAYROLL APRIL 12, 2024			1,064.83	LIBRARY-RETIREMENT		P		A
J-042624-797	PAYROLL APRIL 26, 2024			1,066.17	LIBRARY-RETIREMENT		P		A
131	WORKMENS COMPENSATION	3,076.00	0.00	0.00	0.00	3,076.00	0		
132	GROUP INSURANCE	101,490.00	0.00	4,208.16	16,832.64	84,657.36	16	-	
J-041224-795	PAYROLL APRIL 12, 2024			2,104.08	LIBRARY-GROUP INS		P		A
J-042624-797	PAYROLL APRIL 26, 2024			2,104.08	LIBRARY-GROUP INS		P		A
133	UNEMPLOYMENT INSURANCE	1,104.00	0.00	29.81	208.83	895.17	18	-	
J-041224-795	PAYROLL APRIL 12, 2024			18.92	LIBRARY-UNEMP INS		P		A
J-042624-797	PAYROLL APRIL 26, 2024			10.89	LIBRARY-UNEMP INS		P		A
TOTAL: PERSONNEL SERVICES		663,121.00	0.00	48,980.95	195,073.72	468,047.28	29	--	
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48	86	-----	
202	PROFESSIONAL SERVICES	10,000.00	0.00	253.00	6,389.88	3,610.12	63	-----	
M-040524-769	.14274 OLSONS PEST TECHNICIAN	202403 Schmidt		93.00	PEST CONTROL		-		A
D-042224-775	00703 SMITH INSURANCE INC/MT & 069692 1074 & 1073			160.00	INSURANCE	024295	P	-	A
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	4,800.00	11,200.00	30	---	
D-040824-757	05937 J & H CLEANING SERVICE	069654 03312032		1,200.00	JANITORIAL APRIL	024292	P	-	A
209	E-BOOKS	29,500.00	0.00	1,584.06	4,891.64	24,608.36	16	-	
M-040524-769	.13843 OVERDRIVE DIST	202403 Schmidt		248.20	E-BOOKS		-		A

		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							
209	E-BOOKS							
M-040524-769	.13843 OVERDRIVE DIST	202403	Schmidt	1,335.86	E-BOOKS		-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	412.71	861.16	3,638.84	19 -	
D-042224-775	03445 A & B BUSINESS EQUIPMENT	069670	IN114720	412.71	COPIER LEASE	024294	P -	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	9.30-	1,620.84	1,379.16	54 -----	
M-040524-769	.12163 LARRYS HEATING AND COO	202403	Schmidt	9.30-	REFUND FOR SALES TAX		-	A
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	50.63	866.56	5,133.44	14 -	
M-040524-769	.20131 AMZN MKTP US R69PG7CM2	202403	Homstad	43.47	CHAIR CYLINDER		-	A
M-040524-769	.14179 MENARDS YANKTON SD	202403	Homstad	7.16	DOOR SPRING		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,800.00	0.00	448.37	1,343.09	2,456.91	35 ---	
M-040524-769	.19037 PITNEY BOWES	202403	Schmidt	207.00	POSTAGE		-	A
M-040524-769	.12708 PITNEY BOWES PI	202403	Schmidt	80.97	POSTAGE		-	A
M-040524-769	.20140 IN COLLABORATIVE SUMM	202403	Yankton Librar	150.00	POSTAGE		-	A
M-040524-769	.16062 IMAGESTUFF.COM	202403	Yankton Librar	10.40	POSTAGE		-	A
232	OFFICE SUPPLIES	8,000.00	0.00	505.14	2,030.70	5,969.30	25 --	
M-040524-769	.20096 AMZN MKTP US RA5HZ23J2	202403	Dobrovolny	9.29	OFFICE SUPPLIES		-	A
M-040524-769	.20102 AMZN MKTP US RH2IS8DN2	202403	Dobrovolny	64.06	OFFICE SUPPLIES		-	A
M-040524-769	.20104 AMZN MKTP US R69EH5R71	202403	Dobrovolny	32.85	OFFICE SUPPLIES		-	A
M-040524-769	.20111 AMZN MKTP US RH3DZ9NA2	202403	Dobrovolny	40.68	OFFICE SUPPLIES		-	A
M-040524-769	.20112 AMZN MKTP US RH7DV6NF2	202403	Dobrovolny	9.97	OFFICE SUPPLIES		-	A
M-040524-769	.20134 AMZN MKTP US RN4Q39PE2	202403	Dobrovolny	27.99	OFFICE SUPPLIES		-	A
M-040524-769	.17169 1 OFFICE SOLUTION	202403	Schmidt	270.00	OFFICE SUPPLIES		-	A
M-040524-769	.17499 THE UPS STORE 6716	202403	Schmidt	50.30	OFFICE SUPPLIES		-	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	9,500.00	0.00	0.00	1,031.00	8,469.00	10 -	
236	JANITORIAL SUPPLIES	3,000.00	0.00	75.44	214.30	2,785.70	7	
M-040524-769	.20134 AMZN MKTP US RN4Q39PE2	202403	Dobrovolny	75.44	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	493.04	819.44	4,180.56	16 -	
M-040524-769	.15692 AMZN MKTP US	202403	Dobrovolny	7.90-	REFUND		-	A
M-040524-769	.20134 AMZN MKTP US RN4Q39PE2	202403	Dobrovolny	7.90	PROGRAM SUPPLIES		-	A
M-040524-769	.12434 WAL-MART #1483	202403	Schmidt	12.33	PROGRAM SUPPLIES		-	A
M-040524-769	.20139 AMZN MKTP US RN8EW64X2	202403	Dobrovolny	52.76	PROGRAM SUPPLIES		-	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								
242	PROGRAM SUPPLIES								
M-040524-769	.20145 AMZN MKTP US RZ9A73Y52	202403	Dobrovolny	70.86	PROGRAM SUPPLIES		-		A
M-040524-769	.13320 WM SUPERCENTER #1483	202403	Schmidt	23.20	PROGRAM SUPPLIES		-		A
M-040524-769	.20152 AMZN MKTP US RN55C0A90	202403	Dobrovolny	24.99	PROGRAM SUPPLIES		-		A
M-040524-769	.16699 OTC BRANDS INC	202403	Schmidt	144.29	PROGRAM SUPPLIES		-		A
M-040524-769	.16699 OTC BRANDS INC	202403	Schmidt	14.61	PROGRAM SUPPLIES		-		A
D-042224-775	07385 MEAD CULTURAL EDUCATION	069720	1001	150.00	BOOKS	024297	P	-	A
244	UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00	0		
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0		
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
261	MEMBERSHIP DUES	1,000.00	0.00	0.00	0.00	1,000.00	0		
263	TRAVEL EXPENSE	3,000.00	0.00	13.92	13.92	2,986.08	0		
M-040524-769	.20148 CASEYS #1563	202403	Yankton Librar	13.92	TRAVEL EXPENSE		-		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	151.00	151.00	1,349.00	10	-	
M-040524-769	.19990 SOUTH DAKOTA MUNICIPAL	202403	Barkley	32.00	SD MUNICIPAL LEAGUE		-		A
M-040524-769	.16167 SKILLPATH / NATIONAL	202403	Schmidt	7.38	SALES TAX REFUND		-		A
M-040524-769	.16167 SKILLPATH / NATIONAL	202403	Schmidt	126.38	STAFF TRAINING		-		A
271	TELEPHONE	2,300.00	0.00	208.26	473.61	1,826.39	20	--	
M-040524-769	.18669 BLUEPEAK	202403	Yardley	147.76	PHONE		-		A
J-041224-795	PAYROLL APRIL 12,2024			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,066.96	2,906.03	17,093.97	14	-	
M-043024-766	00455 NORTHWESTERN ENERGY	202416	04/04/2024	1,066.96	ELECTRIC		-		A
273	FUEL-HEATING	6,000.00	0.00	0.00	1,306.18	4,693.82	21	--	
274	WATER SERVICE	3,500.00	0.00	74.26	229.08	3,270.92	6		
M-043024-766	00109 CITY UTILITIES	202416	04/09/2024	74.26	WATER/WW CHARGES	002642	P	-	A
275	SEWER SERVICE	1,200.00	0.00	51.04	159.92	1,040.08	13	-	
M-043024-766	00109 CITY UTILITIES	202416	04/09/2024	51.04	WATER/WW CHARGES	002642	P	-	A
276	LANDFILL	500.00	0.00	32.00	136.00	364.00	27	--	
J-043024-806	APRIL JOURNAL ENTRIES	JE 65		32.00	DUMPSTER CHGS - APRIL				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	6,610.53	41,892.87	109,340.13	27	--	

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	27,001.00	0.00	0.00	0.00	27,001.00	0	
320	BUILDINGS	40,000.00	0.00	0.00	0.00	40,000.00	0	
340	BOOKS	53,000.00	0.00	1,350.23	7,478.99	45,521.01	14	-
M-040524-769	.20111 AMZN MKTP US RH3DZ9NA2	202403	Dobrovolny	80.97	BOOKS		-	A
M-040524-769	.20112 AMZN MKTP US RH7DV6NF2	202403	Dobrovolny	22.74	BOOKS		-	A
M-040524-769	.20134 AMZN MKTP US RN4Q39PE2	202403	Dobrovolny	14.78	BOOK		-	A
M-040524-769	.11785 CENTER POINT LARGE PRI	202403	Schmidt	285.84	LARGE PRINT BOOKS		-	A
M-040524-769	.20139 AMZN MKTP US RN8EW64X2	202403	Dobrovolny	17.99	BOOK		-	A
M-040524-769	.15316 MIDAMERICA BOOKS	202403	Schmidt	900.13	BOOKS		-	A
M-040524-769	.20142 AMZN MKTP US RZ6I256G1	202403	Dobrovolny	27.78	BOOKS		-	A
342	AV - CAPITAL	10,500.00	0.00	536.92	879.76	9,620.24	8	
M-040524-769	.20094 AMAZON.COM RA2P51302	202403	Dobrovolny	20.25	DVD		-	A
M-040524-769	.20095 AMZN MKTP US RH1V40BL1	202403	Dobrovolny	19.96	DVD		-	A
M-040524-769	.20096 AMZN MKTP US RA5HZ23J2	202403	Dobrovolny	9.96	DVD		-	A
M-040524-769	.20112 AMZN MKTP US RH7DV6NF2	202403	Dobrovolny	21.49	DVD		-	A
M-040524-769	.20127 AMZN MKTP US RN48315U1	202403	Dobrovolny	45.95	DVDS		-	A
M-040524-769	.20129 AMZN MKTP US RN07P4MZ1	202403	Dobrovolny	52.51	DVDS		-	A
M-040524-769	.20134 AMZN MKTP US RN4Q39PE2	202403	Dobrovolny	19.95	DVD		-	A
M-040524-769	.20137 PRIME VIDEO RN8HO5K10	202403	Dobrovolny	15.92	MOVIE DOWNLOAD		-	A
M-040524-769	.20139 AMZN MKTP US RN8EW64X2	202403	Dobrovolny	13.96	DVDS		-	A
M-040524-769	.20143 PRIME VIDEO RN0S38KQ0	202403	Dobrovolny	10.61	MOVIE DOWNLOAD		-	A
M-040524-769	.20147 PRIME VIDEO RN6B58640	202403	Dobrovolny	21.23	MOVIE DOWNLOAD		-	A
M-040524-769	.20155 AMZN MKTP US RW1KU0B11	202403	Dobrovolny	19.95	DVD		-	A
D-042224-775	04785 MIDWEST TAPE	069697	505253456	238.94	BOOKS	024296	P N	A
D-042224-775	04785 MIDWEST TAPE	069697	505289780	26.24	BOOKS	024296	P N	A
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CAPITAL OUTLAY	130,501.00	0.00	1,887.15	8,358.75	122,142.25	6	
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	944,855.00	0.00	57,478.63	245,325.34	699,529.66	25	--
TOTAL:	GENERAL FUND	944,855.00	0.00	57,478.63	245,325.34	699,529.66	25	--

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL	
GRAND TOTAL		944,855.00	0.00	57,478.63	245,325.34	699,529.66	25	--	

TOTAL NUMBER OF RECORDS PRINTED 120

Director's Report-May 2024

One Book South Dakota: The One Book South Dakota Title this year is *Little And Often* by Trent Preszler. There will be a book discussion led by Dr. Jamie Sullivan on Thursday, May 16 at 6:30 pm. Then on Tuesday, July 2, the author will visit at 12:00pm for a book talk and signing. The library will have extra copies of the book available for check out during the summer.

Summer Reading: The library staff have been busy finalizing activities and programs for our Summer Reading Program 2024: *Adventure Begins at Your Library*. Our calendar is again jam-packed full of fun and educational events for all ages all summer long. The staff work hard to offer fun programs to help create positive library memories and create excitement for a lifelong love of learning and reading. Our summer reading program will kick off with a **Party in the Park at Memorial Park on Monday, June 3 from 4:30-7:30pm**. There will you will find The Art Bus, Meyer Petting Zoo, pickleball and disc golf demos, food, fun, and a presentation by Wildlife Encounters at 6pm. Library staff will be on hand to help folks get signed up for the summer reading program. There will also be representatives from the Friends of the Library and the Library Foundation Board to visit with folks about their missions and share their love for the library. Everyone is welcome at this free event!

Don't miss our 11th annual **Cemetery Walk on Wednesday, June 5**. Tours will begin at 6:30 and 8pm. This year's reenactors will represent individuals connected to the Meridian Bridge in honor of the bridge's 100th anniversary! Tickets will be available for sale at the library.

Feasibility Study Update: The Government Research Bureau (GRB) conducted three successful focus groups in April as part of the feasibility study. They will hold two additional focus groups in May including one with native Spanish speaking individuals and one with staff members. The GRB reported that as of May 1, there were 1,021 online survey responses received. The survey will remain open until June 10 and we expect to have results from the study in August.

MMIP Programs: In the month of April, YCL hosted two programs to help raise awareness about the Missing or Murdered Indigenous People (MMIP) crisis. Indigenous people are at a disproportionate risk of experiencing violence, murder, or going missing and they make up a significant portion of the missing and murdered cases in North America. With funding from the South Dakota Humanities Council, YCL hosted a screening of *Murder in Big Horn* (2023) on Saturday, April 27. About 25 community members learned about several disappearances and possible murders of Indigenous women from this docuseries from rural Montana. Several audience members from the screening returned to the library on Tuesday, April 30, to listen to a panel of experts to learn more about current issues Indigenous communities face, and what our community can do to be strong advocates for MMIP families. In total, we had almost 30 in attendance for our panel discussion, which was moderated by Yankton Mayor Stephanie Moser, with experts from the Department of Justice, and the University of South Dakota. MMIP is a difficult topic to learn and talk about, but the audience of both programs left with more knowledge and empowerment to be better advocates for the community.

Friends of the Library: During their last sale in April, the Friends took in over \$3,000 in sales, making it their highest grossing sale to date! The next schedule book sale will be on Saturday, June 15 from 9am-1pm.

Board of Trustees: The next regularly scheduled Board of Trustees meeting will be on Wednesday, June 12 at 5:30 pm in the Library Meeting Room.

April 2024 Program Stats

Storytime	Date	Time	Kids	Adults
Eclipse Storytime	4/1/24	6:00 PM	3	3
	4/2/24	10:00 AM	9	4
	4/4/24	10:00 AM	4	3
Library Storytime	4/8/24	6:00 PM	3	5
	4/9/24	10:00 AM	10	4
	4/11/24	10:00 AM	2	2
Zoo Storytime	4/15/24	6:00 PM	0	0
	4/16/24	10:00 AM	5	3
	4/18/24	10:00 AM	4	3
RCDV Helping Hands Storytime	4/22/24	6:00 PM	4	3
	4/23/24	10:00 AM	3	2
	4/25/24	10:00 AM	4	3
Prince/Princess Storytime	4/29/24	6:00 PM	0	0
	4/30/24	10:00 AM	5	4
		Total:	56	39
Stay and Play	Date	Time	Kids	Adults
	4/3/2024	9-11 AM	5	3
	4/10/2024	9-11 AM	7	6
	4/17/2024	9-11 AM	9	5
	4/24/2024	9-11 AM	7	4
		Total:	28	18
Family Events:		Time	Kids	Adults
Eclipse Viewing/Activities	4/8	12-3	6	7
Space Race Scavenger Hunt		Passive	300	
Video Game Club	4/23	4-6	14	8
		Total:	320	15

April 2024 Program Stats

Elementary Events	Date	Time	Kids	Adults
Lego Club	4/4/24	3:45 PM	14	4
Bee Bookmarks	4/11/24	3:45 PM	6	2
Balance Buddies	4/18/24	3:45 PM	8	2
Movie-Migration	4/25/24	3:45 PM	10	4
		Total:	38	12

Adult Programs	Date	Time	Adults	Virtual
Adult Craft	4/12	6:00 PM	20	NA
Seed Library	4/9	2:00 PM	35	2
Seed Library	4/9	6:00 PM	15	0
Therapeutic Writing	4/6	10:00 AM	5	NA
Meditation Group	4/18	6:30 PM	12	NA
Google Calendar Class	4/25	6:00 PM	0	NA
Murder in Big Horn	4/27	1:00 PM	25	NA
MMIP Panel	4/30	6:00 PM	24	5
		Total:	136	7

Book Clubs	Date	Time	Adults
Readers Anyomous	4/9	2:00 PM	10
Between the Lines	4/23	4:30 PM	5
		Total:	15

Video Views for	Date	Video Views
Seed Library	3/12	9
Funeral Planning	3/5	6
	Total:	15

April 2024 Program Stats

Additional Programming	Date	Kids	Adults	
Homeschool Lego Club	4/26	17	3	
Homeschool Writing Group	4/26	5	NA	
	Total:	22	3	

APRIL 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	6,131	6,583	6,729
Juvenile	6,148	4,020	3,688
Total	12,279	10,603	10,417

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2024	2023	2022
Adult	4,695	4,253	4,705
Juvenile	4,142	3,711	3,647
Total	8,837	7,964	8,352

Interlibrary Loan			
	2024	2023	2022
Requested	116	87	146
Supplied	22	23	26
Total	138	110	172

Electronic Resources			
	2024	2023	2022
OverDrive Adult	1,298	2,220	1,852
OverDrive Juvenile	169	267	283
TumbleBooks	1,837	42	21
Total	2,006	309	304

Adult Outreach			
	2024	2023	2022
Locations	9	10	6
Patrons	40	47	33
Circulations	164	168	122

Daycare Outreach			
	2024	2023	2022
Locations	4	4	4
Patrons	51	46	47
Circulations	140	140	72

Teen Subscription Bags			
	2024	2023	2022
Active Subscriptions	27	15	23
Waitlisted Subscriptions	0	0	0

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	45	NA	NA

Current Cards			
	2024	2023	2022

Public Computer Use			
	2024	2023	2022
Uses	500	462	638
Hours	310	292	314

WiFi Usage			
	2024	2023	2022
Sessions	740	653	439
Total Session Hours	969	817	760
Unique Users	244	232	161

Meeting Room Use			
	2024	2023	2022
Library Uses	33	35	22
Library Hours	80	79	37
Non-Library Uses	32	22	24
Non-Library Hours	92.5	55	61

Study Room Use			
	2024	2023	2022
Uses	19	18	15
Hours	28	29	22

Notary			
	2024	2023	2022
Requests	5	0	4

Proctor			
	2024	2023	2022
Tests	3	8	3

Genealogy Requests			
	2024	2023	2022
Patrons	1	0	1
Hours	30	0.00	0.5

Teacher Requests			
	2024	2023	2022
Patrons	2	2	2

Courier			
	2024	2023	2022
Total Incoming	26	172	157
Total Outgoing	89	197	168
Total	115	369	325

Collection			
	2024	2023	2022

APRIL 2024 USAGE & CIRCULATION STATISTICS

Resident	4,377	3,726	3,192		Items Added	1,006	422	577
Non-Resident	243	88	180		Items Deleted	462	173	457
Mount Marty	24	18	9		Total Collection	1,468	595	1,034
Teacher	51	45	35					
Yankton County	905	808	705					
Total	5,600	4,685	4,121					
					Curbside Pick-Ups			
						2024	2023	2022
						5	5	23
New Cards								
	2024	2023	2022					
Resident Adult	34	40	30		Food For Fines			
Resident Youth (<18)	5	9	7			2024	2023	2022
County	4	12	8			96	84	55
County (Households)	4	12	5		Book a Librarian			
Non-resident	1	8	0			2024	2023	2022
Non-resident (households)	1	8	0					
Total New Cards	44	69	45		Time (minutes)	30	174	NA
Total New Households	5	20	5		Number of Sessions	2	5	NA
					Pass Checkouts			
30 Day Trial Cards						2024	2023	2022
	2024	2023	2022					
In-Town New	2	1	3		State Park Pass	2	1	NA
County -New	0	0	2		Mead Museum Pass	0	1	NA
County-Renewal	1	0	1		Summit Pass	10	NA	NA
Nonresident-New	0	2	0		Huether Pass	NA	NA	NA
Nonresident-Renewal	1	2	0					
Online Signup	1	0	NA		Door counters:	East Entrance:	South entrance:	Total:
Total	5	5	6			3,100	6,107	9,207
Social Media Follows								
	2024	2023	2022					
Facebook	3,177							
Instagram	385							
Youtube	45							
Total:	3,607							



Yankton Community Library • June 2024

All Ages—Purple | Adults—Red | Teen 4th-12th—Green | K-5th—Orange | Preschool—Blue *Registration +Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: Cereal	 Beanstack  https://tinyurl.com/mux5tkrp	Summer Hours: Monday-Tuesday: 9 am—8 pm Wednesday-Thursday: 9 am—6 pm Friday-Saturday: 9 am—5 pm Sunday: Closed				1 Craft Swap 9 am—10 am Swappers Only 10 am—5 pm Everyone
2 Closed	3 Closing at 5 pm Party in the Park! (Memorial Park) 4:30—7:30 pm Wildlife Encounters 6 pm	4 Storytime 10:30 am Passport Decorating 2 pm	5 Stay & Play 9 am—11 am Adventure Bag Decorating 2 pm Cemetery Walk 6:30 pm & 8 pm**	6 Storytime @ Pool 10:30 am LEGO Club 2 pm Travel Journal 3:30 pm	7 Board Games 2 pm—4 pm	8 
9 Closed	10 Tim Read (Illustrator) 6 pm 	11 Storytime 10:30 am Lantern Craft 2 pm Seed Library 2 pm & 6 pm	12 Stay & Play 9 am—11 am Edible Campfire & Smokey Bear Visit 2 pm Library Board Meeting 5:30 pm	13 Storytime @ Pool 10:30 am LEGO Club 2 pm Campfire Cupcakes* 3:30 pm Great Yankton Challenge 6 pm**	14 Movie: Camp Rock 2 pm	15 Friends of the Library Book Sale 9 am—1 pm Therapeutic Writing Group 10 am
16 Closed	17 Zoo Man (Reptiles) 10:30 am	18 Storytime 10:30 am Lightning Bug Craft 2 pm Adventures in Quilting 6 pm**	19 Stay & Play 9 am—11 am Juneteenth Speaker: Terry Liggins 10 am Animal Yoga 2 pm	20 Storytime @ Pool 10:30 am LEGO Club 2 pm Dragon Eye Craft 3:30 pm	21 Video Game Club: Pokemon 2 pm—4 pm	22 Movie: The Barkley Marathons 10 am
23 Closed 30	24 Jeff Quinn (Magician) 6 pm	25 Storytime 10:30 am Travel Trailer Craft 2 pm SD Day Trips 6:30 pm	26 Stay & Play 9 am—11 am MNRR Kayak Relay Games 2 pm	27 Storytime @ Pool 10:30 am LEGO Club 2 pm MNRR Kayak Clinic* 3:30 pm (Lake Yankton)	28 Learn to Play: Dice Games 2 pm—4 pm	29 

Yankton Community Library • July 2024

All Ages—Purple | Adults—Red | Teen 4th-12th—Green | K-5th—Orange | Preschool—Blue *Registration + Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Closed	1 Family LEGO Challenge 5 pm—7 pm	2 Storytime 10:30 am Author Visit: Trent Prezler 12 pm	3 Stay & Play 9 am—11 am Closing at 5 pm	4 Closed in observance of Independence Day	5 Movie: Homeward Bound 2 pm	6 
7  Closed	8 Omaha Children's Museum (Space Program) 10:30 am	9 Storytime 10:30 am Hot Air Balloon Craft 2 pm Seed Library 2 pm & 6 pm	10 Stay & Play 9 am—11 am Paper Airplanes 2 pm Library Board Meeting 5:30 pm	11 Storytime @ Pool 10:30 am LEGO Club 2 pm Book Page Balloons 3:30 pm	12 Board Games 2 pm—4 pm	13 Friends of the Library Book Sale 9 am—1 pm
14 Sean Gaskell (G.A.R. Hall) 4 pm Closed	15 Duke Otherwise (Musician) 6 pm	16 Storytime 10:30 am Treasure Hunting: Geocaching 101 5:30 pm	17 Stay & Play 9 am—11 am Creating Geocaches 2 pm	18 Storytime @ Pool 10:30 am LEGO Club 2 pm Code Talker Scavenger Hunt 3:30 pm	19 Video Game Club: Among Us 2 pm—4 pm	20 Adult Field Trip: Niobrara, NE 10 am* Therapeutic Writing Group 10 am
21 Closed	22 Bike Ride 5:30 pm (Meet @ library) Omaha Street Percussion (Riverside Park) 6 pm	23 Storytime 10:30 am Summer Adventure Craft 2 pm Paper Petals 6 pm**	24 Stay & Play 9 am—11 am Craft Buffet 2 pm	25 Storytime @ Pool 10:30 am LEGO Club 2 pm Stained Glass Craft 3:30 pm	26 Learn to Play: Card Games 2 pm—4 pm Appetizers Around the World** 6 pm	27 Movie: The Walk 10 am
28 Closed	29 Closing at 5 pm Party in the Park! (Riverside Park) 4:30 pm—7:30 pm Real Reptiles 6 pm	30 	31 Stay & Play 9 am—11 am Last day to log reading on Beanstack!	1 Last day to turn in passports / bucket lists for a chance to win prizes.	2 	Food for Fines: Pasta

Social Media Policy

The goal of the YCL is to use as many venues as possible to market its programs and services to the public. It will, therefore, use social media for this purpose. All information must be clearly written and up-to-date. The library director or a staff member designated by the director is the author of all social media postings.

1111 Social Media Policy

- A. Some employees may be requested to use social media as part of their regular duties. Social media is defined as media to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Instagram, TikTok, YouTube, and Snapchat.
- B. Both in professional and personal roles, employees are required to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with citizens, co-workers, supervisors, media and others apply online as in the real world. Employees are liable for anything they post to social media sites.
- C. It is the City's policy that employees:
 - 1. Protect confidential and proprietary information: Do not post confidential or proprietary information about the City of Yankton or other employees.
 - 2. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the City.
 - 3. Do not use the City of Yankton's name or logos for endorsements: Do not use the City logo or any other City images or iconography on personal social media sites. Do not use the City of Yankton's name to promote a product, cause, or political party or candidate.
 - 4. Respect City time and property: City computers and time on the job are reserved for City related business as approved by supervisors and in accordance with the Technology Use Policy.
 - 5. Obey the Terms of Service of any social media platform employed.
 - 6. The use of social media while on work time, should be limited and must not interfere with the job performance.
 - 7. Employees are encouraged to use proper business etiquette at all time. Employees are responsible for any/all comments made on social media.
 - 8. The City reserves the right to monitor all posts to protect its interests and monitoring compliance with the public entity's social media.
 - 9. Employees are encouraged to keep social media accounts clean.
- D. City Employees posting on behalf of an official City unit shall adhere to the following policies:
 - 1. Notify the City Manager and Information and Technology Service: Departments that have a social media page or would like to start one should contact the City Manager's office to ensure all City social media sites coordinate with other City of Yankton sites and their content.
 - 2. All institutional pages must have a full-time appointed employee who is identified as being responsible for content.
 - 3. Acknowledge who you are: If you are representing a department of the City of Yankton when posting on a social media platform, acknowledge this and disclaim this if you are not.
 - 4. Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
 - 5. Link back to the City: Whenever possible, link back to the City of Yankton website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the City of Yankton web environment as necessary.
 - 6. Protect the institutional voice: Posts on social media sites should protect the City's public voice by remaining professional in tone and in good taste. No individual department should construe its social media site as representing

the City as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the City as a whole.

7. Administrative rights for all social media outlets associated with the City of Yankton shall be granted to the Director of Information & Technology Services.
- E. Nothing in this policy is intended to restrict communications or prevent employees from engaging in protected activity under the NLRA, such as discussing wages, benefits, or terms and conditions of employment or legally required activities.

Gift & Donation Policy

Yankton Community Library welcomes materials in good condition offered as gifts. All gifts are evaluated in the same manner as new materials for inclusion in the collection under our Collection Development policy and, as such, may be accepted into the collection, donated to the Friend of the Yankton Community Library or discarded. Gift plates are not placed in used items. The library will not provide donors with an itemized list of donated materials or provide an appraisal of the items.

The Friends of the Yankton Community Library will accept donations of gently used items, including books, DVDs, CDs, Audiobooks, Puzzles and other suitable library materials. Donated items may be sold, discarded or donated to another organization. Proceeds from the Friends' book sales are used to further enhance the library's collection, programming and equipment. The Friends will not accept encyclopedia sets, textbooks with a copyright date older than ten years, or items that they consider to be in poor physical condition.

Donation receipts for tax purposes are available upon request. The donor will estimate the value and assign it to the receipt.

Monetary donations are always welcome to fund the Summer Reading Program, special programs and equipment. Monetary donations in memory of loved ones are also accepted. Book plates may be requested to be placed in materials purchased with these donations.

Donation and Gift Policy Draft 2024

Yankton Community Library appreciates and encourages donations and gifts consistent with the library's mission and policies. Donations and gifts are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enhance library services.

YCL welcomes donations of materials in new or gently used condition. Donations will be evaluated for inclusion in the collection in the same manner as purchased materials. For more information on how items are selected for the library's collection please refer to the Collection Development Policy.

YCL reserves the right to use or dispose of donations and to decline gifts. It is the policy of the library that all material donations are made unconditionally and, as such, they may added into the collection, given to the Friends of Yankton Community Library, or discarded.

Examples of items that will not be accepted for donation:

Encyclopedia sets

Textbooks older than 10 years

Cassette tapes

VHS tapes

Items in poor physical condition

Monetary donations are always welcome to help fund library services, programs, equipment and more. Monetary donations to the library for the purpose of purchasing new materials are also an excellent means of honoring or remembering a loved one. If the gift is a memorial, it is very helpful if subjects of interest are designated for material purchases. Final decision on what is purchased lies with the library. Book plates may be requested to be placed in the book with a designation of the donor and the person being honored.

Gifts of Equipment or Personal Property are also welcome with the consideration of practical use of the gifts for the library and its patrons. Gifts must be made unconditionally. Gifts are accepted with the provision that if they are no longer useful or become outdated or worn, they may be disposed of as the library director sees fit. Purchases for the library must be approved in advance by the library director.

Donation receipts for tax purposes are available upon request. The library will not provide donors with an itemized list of donated materials or provide an appraisal of the items. The donor will estimate the value and assign it to the receipt.

Microform Reader/Printer Use Policy

The YCL maintains microform reading and printing equipment for in-house patron use. Use of the equipment is on a first-come, first-served basis and can be scheduled in advance. Use of the reader is free; prints are 25¢ per copy. Use is limited to adults unless children are accompanied by an adult. Any patron caught abusing or intentionally misusing the equipment will no longer be allowed to use it.

The quality of the microfilm may affect the quality of prints produced. As a result, it may not always be possible to get clear copies of desired articles. Library staff are not responsible for poor copies that may be difficult to read.

Staff will provide basic instruction on use of the microform machines when needed.

Staff will take requests for microfilm research at a charge of \$5.00 per article. Staff reserve the right to refuse research requests if the time required for research is not feasible.

Microform Reader/Printer Use Policy Draft 2024

Yankton Community Library maintains microform reading and printing equipment for in-house patron use. Use of the equipment is on a first-come, first-served basis and can be scheduled in advance. Use of the reader is free. Printing is available for a fee. Use is limited to adults. Children under 14 must be accompanied by an adult.

Users are welcome to access the library's microfilm holdings or bring their own microfilm or microfiche.

The quality of the microform may affect the quality of the prints produced. As a result, it may not always be possible to get clear copies of desired articles. Library staff are not responsible for poor copies that may be difficult to read.

Staff will provide basic instruction on use of the microform machines when needed.