

**YANKTON COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Regular Meeting  
Wednesday, September 18, 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 August 14, 2024 minutes**

**Public Comment Period**

**Discussion of bills/Accept Financial Report**

**Communications and correspondence**

**Director's Report**

**Old Business**

**New Business**

- **2025 Agreement for the Provision of Library Services with Yankton County**
- **Collection Development Policy**
- **Technology Plan**

**Other Business:**

**Adjourn the meeting of September 18, 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, August 14, 2024 5:30 pm  
Virtual Meeting – GoToMeeting Interface &  
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

**MINUTES**

The meeting was called to order by President David Koerner at 5:30 pm. Present were MaryPat Bierle, Meg Severson, Nathan Johnson, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Ryan Heine, Library Director Dana Schmidt and Assistant Director Linda Dobrovolny. Sarah Mechtenberg was absent with regrets.

**Additions to the agenda:** None

**Approval of July 10, 2024 minutes:** Bierle made a motion to approve the July 10, 2024 minutes with a second by Johnson. Unanimous approval.

**Public Comment Period**

Schmidt gave an update on the Yankton Library Foundation's activities noting that Dr. Julia Hellwege from the USD Government Research Bureau presented survey results to the City Commission and is planning a public presentation at the library on August 27. The Big 3 (Trustees, Friends and Foundation) will be meeting on August 22 at noon at the library to give updates and discuss survey results. The survey summary will be posted on the library's website. The Press & Dakotan is also planning a story. City Manager Amy Leon was present to offer information on the potential impact of the passage of IM28.

**Discussion of bills/Accept Financial Report Motion:** Schmidt noted that there is continued discussion regarding the September 30 deadline to spend funds from the Accessibility Grant if the contractors cannot complete the project in time. Johnson motioned to accept the financial report with a second by Webber. Unanimous approval.

**Communications and correspondence:** Schmidt shared several thank you notes from patrons for Summer Reading prizes and commented that there had been extra excitement around the programs this year. She also noted that Mike Huether had contacted her to arrange a book event with his mother Diane Reese on September 29 with proceeds of book sales going to the library.

**Director's Report:** In addition to the written report, Schmidt noted that hotspots are still on pause due to possible grant extension. Friends are willing to pay monthly service costs until the end of 2024 if the grant is not extended. There are funds in the 2025 budget to continue service. She also highlighted two upcoming events: Shark in the Park will consist of an adult swim at the Huether Family Aquatic Center followed by a showing of *Jaws*. Staff is also preparing for the third annual Halloween costume swap to be held on October 5. Copies of three titles currently being requested for reconsideration are available at the circulation desk. Application for accreditation with the South Dakota State Library is due on Friday, August 16.

**Old Business:** None

### **New Business**

- **Strategic Plan:** Schmidt presented updates to the library's strategic plan. She noted that the format included items that had been completed since the last review along with suggested updates from staff. Bierle made a motion to approve with a second by Webber.  
Unanimous approval
- Schmidt made a request to move the September 2024 meeting from September 11, 2024 to September 18, 2024 as she will be attending a conference. Bierle made a motion to approve holding the regular monthly board meeting on September 18 at 5:30 with a second by Johnson. Unanimous approval.

### **Other Business:**

- Board members reviewed a highlight video of Summer 2024 programs.
- Schmidt noted that as part of the City's comprehensive planning process there will be an information gathering session at the Elks on August 20 at 6:00. Other listening sessions and pop up events will provide opportunities to highlight the future needs of the library.
- Webber recommended a video available on YouTube titled *To Be Destroyed* which describes recent book challenges in the Rapid City School District.

**Public Comment Period:** None

**Adjourn the meeting of August 14, 2024:** Bierle made a motion to adjourn at 6:16 pm with a second by Webber. Unanimous approval.

Vendor Payment History by Fund  
 AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
A&B BUSINESS SOLUTIONS			03445							
	70138	08/26/24	CONTRACT LEASE	828.17		1162029	081608	P N D	RENTALS & XEROX SUPPLIE	101.142.212
	70138	08/26/24	CONTRACT LEASE	506.00		1170197	081608	P N D	RENTALS & XEROX SUPPLIE	101.142.212
	70138	08/26/24	CONTRACT LEASE	474.78		1178683	081608	P N D	RENTALS & XEROX SUPPLIE	101.142.212
			VENDOR TOTAL	1,808.95						
				1,808.95						*TOTAL CHECK
AMAZON MAR			112-578964 .20457							
	202407	08/05/24	OFFICE SUPPLIES	19.38		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202407	08/05/24	PROGRAM SUPPLIES	54.83		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242
	202407	08/05/24	BOOKS	116.63		Dobrovolny			- M BOOKS	101.142.340
			VENDOR TOTAL	190.84						
				190.84						*TOTAL CHECK
AMAZON MKTPL			RC1RN0AE1 .20501							
	202407	08/05/24	OFFICE SUPPLIES	40.57		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202407	08/05/24	JANITORIAL SUPPLIES	132.28		Dobrovolny			- M JANITORIAL SUPPLIES	101.142.236
	202407	08/05/24	BOOK	8.55		Dobrovolny			- M BOOKS	101.142.340
			VENDOR TOTAL	181.40						
				181.40						*TOTAL CHECK
AMAZON MKTPL			RC3XD2BD1 .20497							
	202407	08/05/24	CHAIR CYLINDER	65.21		Homstad			- M REP. & MAINT. - BUILDIN	101.142.223
AMAZON MKTPL			RC5R02R01 .20494							
	202407	08/05/24	OFFICE SUPPLIES	27.17		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202407	08/05/24	JANITORIAL SUPPLIES	69.95		Dobrovolny			- M JANITORIAL SUPPLIES	101.142.236
	202407	08/05/24	BOOKS	35.12		Dobrovolny			- M BOOKS	101.142.340
	202407	08/05/24	DVD	6.99		Dobrovolny			- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	139.23						
				139.23						*TOTAL CHECK
AMAZON MKTPL			RJ5DZ0Q41 .20444							
	202407	08/05/24	OFFICE SUPPLIES	35.20		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202407	08/05/24	BOOKS	21.69		Dobrovolny			- M BOOKS	101.142.340
			VENDOR TOTAL	56.89						
				56.89						*TOTAL CHECK
AMAZON MKTPL			RJ6XP2S01 .20450							
	202407	08/05/24	OFFICE SUPPLIES	15.00		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202407	08/05/24	BOOKS	107.82		Dobrovolny			- M BOOKS	101.142.340
	202407	08/05/24	DVD	9.99		Dobrovolny			- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	132.81						
				132.81						*TOTAL CHECK
AMAZON MKTPL			RY0K84K10 .20473							
	202407	08/05/24	PROGRAM SUPPLIES	16.99		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242
	202407	08/05/24	BOOKS	43.32		Dobrovolny			- M BOOKS	101.142.340

Vendor Payment History by Fund  
AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
AMAZON MKTPL RY0K84K10			.20473							
			VENDOR TOTAL	60.31						
				60.31						*TOTAL CHECK
AMZN MKTP US RJ3RH8OR2			.20459							
202407	08/05/24	BOOKS		47.40		Dobrovolny			- M BOOKS	101.142.340
AMZN MKTP US RJ4Q79RU2			.20442							
202407	08/05/24	DVD		26.99		Dobrovolny			- M AV - CAPITAL	101.142.342
AMZN MKTP US RY0GC2XL1			.20481							
202407	08/05/24	DVD		8.42		Dobrovolny			- M AV - CAPITAL	101.142.342
AMZN MKTP US RY24Y4BI2			.20477							
202407	08/05/24	POSTAGE		3.99		Dobrovolny			- M POSTAGE	101.142.231
202407	08/05/24	BOOK		35.50		Dobrovolny			- M BOOKS	101.142.340
			VENDOR TOTAL	39.49						*TOTAL CHECK
				39.49						
BLUEPEAK			.18669							
202407	08/05/24	PHONE		135.80		Yardley			- M TELEPHONE	101.142.271
CENTER POINT LARGE PRI			.11785							
202407	08/05/24	LARGE PRINT BOOKS		145.02		Yankton Librar			- M BOOKS	101.142.340
CITY UTILITIES			00109							
202420	08/31/24	WTR-WW CHARGES		398.87		08/09/2024	002642	P - M	WATER SERVICE	101.142.274
202420	08/31/24	WTR-WW CHARGES		64.64		08/09/2024	002642	P - M	SEWER SERVICE	101.142.275
			VENDOR TOTAL	463.51						*TOTAL CHECK
				463.51						
CULVERS OF MARSHALL			.20499							
202407	08/05/24	MEETING EXPENSE		58.07		Schmidt			- M CONFERENCE & MEETINGS	101.142.265
HOTELCOM72056881792322			.20466							
202407	08/05/24	TRAVEL EXPENSE		742.31		Schmidt			- M TRAVEL EXPENSE	101.142.263
IN SOUTHEAST SOUTH DA			.19862							
202407	08/05/24	PROFESSIONAL SERVICES		275.00		Yankton Librar			- M PROFESSIONAL SERVICES	101.142.202
J & H CLEANING SERVICE			05937							
70076	08/12/24	JANITORIAL		1,200.00		03312240	081598	P - D	CONTRACTED SERVICES	101.142.204
70151	08/26/24	JANITORIAL SERVICES		1,200.00		3312302	081613	P - D	CONTRACTED SERVICES	101.142.204
			VENDOR TOTAL	2,400.00						

Vendor Payment History by Fund  
AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
MENARDS YANKTON SD			.14179						
	202407	08/05/24	AIR FILTERS	33.48		Mastalir		- M REP. & MAINT. - BUILDIN	101.142.223
	202407	08/05/24	JANITORIAL SUPPLIES	5.99		Mastalir		- M JANITORIAL SUPPLIES	101.142.236
			VENDOR TOTAL	39.47		*TOTAL CHECK			
MIDAMERICAN ENERGY COMPA			00303						
	202420	08/31/24	HEATING FUEL	153.95		8/5/2024		- M FUEL-HEATING	101.142.273
NORTHWESTERN ENERGY - BU			00455						
	202420	08/31/24	ELECTRICITY	1,537.62		08/07/2024		- M ELECTRICITY	101.142.272
OVERDRIVE DIST			.13843						
	202407	08/05/24	EBOOKS	355.74		Schmidt		- M E-BOOKS	101.142.209
	202407	08/05/24	EBOOKS	1,169.82		Schmidt		- M E-BOOKS	101.142.209
			VENDOR TOTAL	1,525.56		*TOTAL CHECK			
PLAYAWAY PRODUCTS LLC			.19327						
	202407	08/05/24	WONDERBOOKS	968.82		Schmidt		- M AV - CAPITAL	101.142.342
RIVISTAS SUBSCRIPTION			.14968						
	202407	08/05/24	MAGAZINE SUBSCRIPTION	275.00		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
	202407	08/05/24	MAGAZINE SUBSCRIPTIONS	2,874.60		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
			VENDOR TOTAL	3,149.60		*TOTAL CHECK			
THE ASSOCIATION FOR RU			.19650						
	202407	08/05/24	ARSL CONFERENCE	395.00		Schmidt		- M CONFERENCE & MEETINGS	101.142.265
UNITED 01624062405420			.20454						
	202407	08/05/24	TRAVEL EXPENSE	327.95		Yankton Librar		- M TRAVEL EXPENSE	101.142.263
UNITED 01644190683693			.20455						
	202407	08/05/24	TRAVEL EXPENSE	107.00		Yankton Librar		- M TRAVEL EXPENSE	101.142.263
UNITED 01644190683704			.20458						
	202407	08/05/24	TRAVEL EXPENSE	107.00		Yankton Librar		- M TRAVEL EXPENSE	101.142.263
USPS PO 4698100078			.14781						
	202407	08/05/24	POSTAGE STAMPS	40.80		Dobrovolny		- M POSTAGE	101.142.231
WALGREENS #9806			.11840						
	202407	08/05/24	OFFICE SUPPLIES	54.17		Yankton Librar		- M OFFICE SUPPLIES	101.142.232
WWP OLSONS PEST TECHN			.20307						
	202407	08/05/24	PEST CONTROL	93.00		Schmidt		- M PROFESSIONAL SERVICES	101.142.202

Vendor Payment History by Fund  
 AUGUST LIBRARY BILLS

VENDOR NAME AND NUMBER		AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
CHECK#	DATE DESCRIPTION						
GENERAL FUND							
YANKTON REXALL DRUG .12066							
202407	08/05/24 BOARD SUPPLIES	6.58		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
YANKTONMEDIAINC .13978							
202407	08/05/24 NEWSPAPER SUBSCRIPTION	25.36		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
202407	08/05/24 NEWSPAPER SUBSCRIPTION	244.82		Schmidt		- M SUBSCRIPTIONS & PUBLICA	101.142.235
		270.18		*TOTAL CHECK			
	VENDOR TOTAL	270.18					
GENERAL FUND		15,754.35		**TOTAL			

Vendor Payment History by Fund  
 AUGUST LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
LIBRARY TRUST									
AMAZON MKTPL RC1RN0AE1			.20501						
	202407	08/05/24	SUMMER READING SUPPLIES	23.67		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
AMAZON MKTPL RC5R02R01			.20494						
	202407	08/05/24	SUMMER READING SUPPLIES	22.46		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
CKE SPORTSMENS BAR AND			.20460						
	202407	08/05/24	SUMMER READING	160.00		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
TUFF-GO LLC			05699						
	70178	08/26/24	BENCH & GARBAGE	1,138.00		581	081614	P N D RECREATION SUPPLIES	701.701.242
WALGREENS #9806			.11840						
	202407	08/05/24	SUMMER READING SUPPLIES	44.45		Yankton Librar		- M RECREATION SUPPLIES	701.701.242
WM SUPERCENTER #1483			.13320						
	202407	08/05/24	SUMMER READING PROGRAM	35.72		Yankton Librar		- M RECREATION SUPPLIES	701.701.242
	202407	08/05/24	SUMMER READING PROGRAM	23.84		Yankton Librar		- M RECREATION SUPPLIES	701.701.242
	202407	08/05/24	STAFF APPRECIATION	15.54		Yankton Librar		- M RECREATION SUPPLIES	701.701.242
				75.10		*TOTAL CHECK			
			VENDOR TOTAL	75.10					
LIBRARY TRUST				1,463.68		**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	10,000.00	10,000.00	10,000.00	50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	10,000.00	10,000.00	10,000.00	50 -----
GOODS AND SERVICES							
3450 LIBRARY COPY FEES	0.00	0.00	0.00	7.50	7.50	7.50	9999 -----]]]]
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	1,525.00	8,110.00	390.00	390.00	95 -----
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00	500.00	0 -----
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.70	0.80	9.20	9.20	8 -----
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	2.82	102.13	97.87	97.87	51 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	63.00	430.10	1,069.90	1,069.90	28 --
3456 PC PRINTING	6,000.00	6,000.00	748.75	5,340.64	659.36	659.36	89 -----
3490 SALE OF MATERIALS	100.00	100.00	18.83	56.50	43.50	43.50	56 -----
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	0.01	3,695.01	1,695.01	1,695.01	184 -----]]]]
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	2,357.69	17,742.68	1,067.32	1,067.32	94 -----
FINES							
3510 COURT FINES	3,000.00	3,000.00	88.72	2,415.93	584.07	584.07	80 -----
3511 PARKING FINES	1,000.00	1,000.00	0.00	1,025.00	25.00	25.00	102 -----
3520 LIBRARY FINES	500.00	500.00	43.00	266.10	233.90	233.90	53 -----
TOTAL: FINES	4,500.00	4,500.00	131.72	3,707.03	792.97	792.97	82 -----
MISCELLANEOUS							
3610 INTEREST	40,000.00	40,000.00	44,915.66	278,814.14	238,814.14	238,814.14	697 -----]]]]
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	1,439.52	1,439.52	1,439.52	9999 -----]]]]
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	1,594.31	22,680.64	18,680.64	18,680.64	567 -----]]]]
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	14,729.41	81,896.05	78,896.05	78,896.05	2729 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	233.34	1,283.19	216.81	216.81	85 -----
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	61,472.72	386,113.54	327,613.54	327,613.54	660 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	63,962.13	417,563.25	315,753.25	315,753.25	410 -----]]]]

	ADOPTED BUDGET	ANNUAL REVISED BUDGET	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	244.43	1,688.19	1,688.19-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	1,800.00	1,800.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	708.00	15,703.30	15,703.30-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	952.43	19,191.49	19,191.49-	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	53,238.29	301,159.51	150,699.49 66 -----
102	TEMPORARY WAGES	40,000.00	0.00	6,347.36	37,854.29	2,145.71 94 -----
103	OVERTIME WAGES	750.00	0.00	91.66	847.39	97.39- 112 -----]
111	OASI	37,685.00	0.00	4,461.20	25,218.53	12,466.47 66 -----
121	RETIREMENT	27,157.00	0.00	3,199.78	18,120.35	9,036.65 66 -----
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	33,876.28	67,613.72 33 ---
133	UNEMPLOYMENT INSURANCE	1,104.00	0.00	10.79	245.35	858.65 22 --
TOTAL:	PERSONNEL SERVICES	663,121.00	0.00	71,557.24	417,321.70	245,799.30 62 -----
	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	368.00	10,946.88	946.88- 109 -----
204	CONTRACTED SERVICES	16,000.00	0.00	2,400.00	10,800.00	5,200.00 67 -----
209	E-BOOKS	29,500.00	0.00	1,525.56	11,005.80	18,494.20 37 ---
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	1,808.95	3,478.61	1,021.39 77 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,620.84	1,379.16 54 -----
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	98.69	2,488.27	3,511.73 41 ----
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,800.00	0.00	44.79	4,181.70	381.70- 110 -----]
232	OFFICE SUPPLIES	8,000.00	0.00	370.57	3,705.34	4,294.66 46 ----
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00 0
234	COPIES	0.00	0.00	0.00	0.00	0.00 0
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	3,419.78	4,480.78	5,019.22 47 ----
236	JANITORIAL SUPPLIES	3,000.00	0.00	208.22	1,239.84	1,760.16 41 ----
242	PROGRAM SUPPLIES	5,000.00	0.00	71.82	1,516.16	3,483.84 30 ---
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	1,284.26	1,326.33	1,673.67 44 ----
265	CONFERENCE & MEETINGS	1,500.00	0.00	453.07	973.50	526.50 64 -----
271	TELEPHONE	2,300.00	0.00	196.30	1,271.08	1,028.92 55 -----
272	ELECTRICITY	20,000.00	0.00	1,537.62	8,180.23	11,819.77 40 ----
273	FUEL-HEATING	6,000.00	0.00	153.95	2,264.27	3,735.73 37 ---
274	WATER SERVICE	3,500.00	0.00	398.87	882.23	2,617.77 25 --
275	SEWER SERVICE	1,200.00	0.00	64.64	411.68	788.32 34 ---
276	LANDFILL	500.00	0.00	40.00	280.00	220.00 56 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	14,445.09	82,702.06	68,530.94 54 -----
	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 AUG 31, 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	561.05	23,459.84	29,540.16	44 ----
342 AV - CAPITAL	10,500.00	0.00	1,021.21	3,136.32	7,363.68	29 --
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	1,582.26	26,596.16	103,904.84	20 --
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	87,584.59	526,619.92	418,235.08	55 -----
TOTAL: GENERAL FUND	944,855.00	0.00	87,584.59	526,619.92	418,235.08	55 -----

	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	39.66	39.66-	9999	-----]]]]
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0	
232 OFFICE SUPPLIES	0.00	0.00	0.00	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	1,444.40	18,133.50	18,133.50-	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	1,444.40	18,382.41	18,382.41-	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	0.00	1,889.94	1,889.94-	9999	-----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	9,325.56	9,325.56-	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	0.00	11,215.50	11,215.50-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,444.40	29,597.91	29,597.91-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,444.40	29,597.91	29,597.91-	9999	-----]]]]

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	
-----					
ASSETS					
-----					
CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	64,197.18	491.97CR	11,635.40CR	52,561.78
	TOTAL CURRENT ASSETS:	64,197.18	491.97CR	11,635.40CR	52,561.78
	TOTAL ASSETS:	64,197.18	491.97CR	11,635.40CR	52,561.78
LIABILITIES AND FUND BALANCE					
-----					
CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	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	FUND BALANCE - UNDESIGNATED	62,968.20CR	0.00	0.00	62,968.20CR
701.2900	REVENUE CONTROL	0.00	952.43CR	19,191.49CR	19,191.49CR
701.2910	EXPENDITURE CONTROL	0.00	1,444.40	29,597.91	29,597.91
	TOTAL FUND BALANCE:	62,968.20CR	491.97	10,406.42	52,561.78CR
	TOTAL LIABILITIES AND FUND BALANCE:	64,197.18CR	491.97	11,635.40	52,561.78CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT	
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	451,859.00	0.00	53,238.29	301,159.51	150,699.49	66	-----
J-080224-984	PAYROLL AUGUST 2, 2024			17,751.00	LIBRARY-REG WAGES		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			17,745.78	LIBRARY-REG WAGES		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			17,741.51	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	6,347.36	37,854.29	2,145.71	94	-----
J-080224-984	PAYROLL AUGUST 2, 2024			2,564.48	LIBRARY-TEMP WAGES		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			2,442.52	LIBRARY-TEMP WAGES		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			1,340.36	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	750.00	0.00	91.66	847.39	97.39-	112	-----]
J-081624-986	PAYROLL AUGUST 16, 2024			83.47	LIBRARY OVERTIME		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			8.19	LIBRARY OVERTIME		P	A
111	OASI	37,685.00	0.00	4,461.20	25,218.53	12,466.47	66	-----
J-080224-984	PAYROLL AUGUST 2, 2024			1,502.05	LIBRARY-OASI		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			1,498.76	LIBRARY-OASI		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			1,460.39	LIBRARY-OASI		P	A
121	RETIREMENT	27,157.00	0.00	3,199.78	18,120.35	9,036.65	66	-----
J-080224-984	PAYROLL AUGUST 2, 2024			1,065.05	LIBRARY-RETIREMENT		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			1,069.76	LIBRARY-RETIREMENT		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			1,064.97	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	33,876.28	67,613.72	33	---
J-080224-984	PAYROLL AUGUST 2, 2024			2,104.08	LIBRARY-GROUP INS		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			2,104.08	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,104.00	0.00	10.79	245.35	858.65	22	--
J-080224-984	PAYROLL AUGUST 2, 2024			4.37	LIBRARY-UNEMP INS		P	A
J-081624-986	PAYROLL AUGUST 16, 2024			4.16	LIBRARY-UNEMP INS		P	A
J-083024-990	PAYROLL AUGUST 30, 2024			2.26	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		663,121.00	0.00	71,557.24	417,321.70	245,799.30	62	-----
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	368.00	10,946.88	946.88-	109	-----
M-080524-957	.20307 WWP OLSONS PEST TECHN	202407 Schmidt		93.00	PEST CONTROL		-	A
M-080524-957	.19862 IN SOUTHEAST SOUTH DA	202407 Yankton Librar		275.00	PROFESSIONAL SERVICES		-	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
204	CONTRACTED SERVICES	16,000.00	0.00	2,400.00	10,800.00	5,200.00	67	-----
D-081224-955	05937 J & H CLEANING SERVICE	070076	03312240	1,200.00	JANITORIAL	081598	P -	A
D-082624-966	05937 J & H CLEANING SERVICE	070151	3312302	1,200.00	JANITORIAL SERVICES	081613	P -	A
209	E-BOOKS	29,500.00	0.00	1,525.56	11,005.80	18,494.20	37	---
M-080524-957	.13843 OVERDRIVE DIST	202407	Schmidt	355.74	EBOOKS		-	A
M-080524-957	.13843 OVERDRIVE DIST	202407	Schmidt	1,169.82	EBOOKS		-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	1,808.95	3,478.61	1,021.39	77	-----
D-082624-966	03445 A&B BUSINESS SOLUTIONS	070138	1162029	828.17	CONTRACT LEASE	081608	P N	A
D-082624-966	03445 A&B BUSINESS SOLUTIONS	070138	1170197	506.00	CONTRACT LEASE	081608	P N	A
D-082624-966	03445 A&B BUSINESS SOLUTIONS	070138	1178683	474.78	CONTRACT LEASE	081608	P N	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,620.84	1,379.16	54	-----
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	98.69	2,488.27	3,511.73	41	-----
M-080524-957	.14179 MENARDS YANKTON SD	202407	Mastalir	33.48	AIR FILTERS		-	A
M-080524-957	.20497 AMAZON MKTPL RC3XD2BD1	202407	Homstad	65.21	CHAIR CYLINDER		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,800.00	0.00	44.79	4,181.70	381.70-	110	-----]
M-080524-957	.20477 AMZN MKTP US RY24Y4BI2	202407	Dobrovolny	3.99	POSTAGE		-	A
M-080524-957	.14781 USPS PO 4698100078	202407	Dobrovolny	40.80	POSTAGE STAMPS		-	A
232	OFFICE SUPPLIES	8,000.00	0.00	370.57	3,705.34	4,294.66	46	-----
M-080524-957	.20444 AMAZON MKTPL RJ5DZ0Q41	202407	Dobrovolny	35.20	OFFICE SUPPLIES		-	A
M-080524-957	.20450 AMAZON MKTPL RJ6XP2S01	202407	Dobrovolny	15.00	OFFICE SUPPLIES		-	A
M-080524-957	.11840 WALGREENS #9806	202407	Yankton Librar	54.17	OFFICE SUPPLIES		-	A
M-080524-957	.20457 AMAZON MAR 112-578964	202407	Dobrovolny	19.38	OFFICE SUPPLIES		-	A
M-080524-957	.12066 YANKTON REXALL DRUG	202407	Dobrovolny	6.58	BOARD SUPPLIES		-	A
M-080524-957	.20494 AMAZON MKTPL RC5R02R01	202407	Dobrovolny	27.17	OFFICE SUPPLIES		-	A
M-080524-957	.20501 AMAZON MKTPL RC1RN0AE1	202407	Dobrovolny	40.57	OFFICE SUPPLIES		-	A
J-083124-003	AUGUST JOURNAL ENTRIES	JE 157		172.50	LIBRARY PAPER 8/26/24		-	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	3,419.78	4,480.78	5,019.22	47	-----
M-080524-957	.13978 YANKTONMEDIAINC	202407	Schmidt	25.36	NEWSPAPER SUBSCRIPTION		-	A
M-080524-957	.13978 YANKTONMEDIAINC	202407	Schmidt	244.82	NEWSPAPER SUBSCRIPTION		-	A
M-080524-957	.14968 RIVISTAS SUBSCRIPTION	202407	Schmidt	275.00	MAGAZINE SUBSCRIPTION		-	A
M-080524-957	.14968 RIVISTAS SUBSCRIPTION	202407	Schmidt	2,874.60	MAGAZINE SUBSCRIPTIONS		-	A



		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
236	JANITORIAL SUPPLIES	3,000.00	0.00	208.22	1,239.84	1,760.16	41	----	
M-080524-957	.20494 AMAZON MKTPL RC5R02RO1	202407	Dobrovolny	69.95	JANITORIAL SUPPLIES		-		A
M-080524-957	.14179 MENARDS YANKTON SD	202407	Mastalir	5.99	JANITORIAL SUPPLIES		-		A
M-080524-957	.20501 AMAZON MKTPL RC1RN0AE1	202407	Dobrovolny	132.28	JANITORIAL SUPPLIES		-		A
242	PROGRAM SUPPLIES	5,000.00	0.00	71.82	1,516.16	3,483.84	30	---	
M-080524-957	.20457 AMAZON MAR 112-578964	202407	Dobrovolny	54.83	PROGRAM SUPPLIES		-		A
M-080524-957	.20473 AMAZON MKTPL RY0K84K10	202407	Dobrovolny	16.99	PROGRAM SUPPLIES		-		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	1,284.26	1,326.33	1,673.67	44	----	
M-080524-957	.20454 UNITED 01624062405420	202407	Yankton Librar	327.95	TRAVEL EXPENSE		-		A
M-080524-957	.20455 UNITED 01644190683693	202407	Yankton Librar	107.00	TRAVEL EXPENSE		-		A
M-080524-957	.20458 UNITED 01644190683704	202407	Yankton Librar	107.00	TRAVEL EXPENSE		-		A
M-080524-957	.20466 HOTELCOM72056881792322	202407	Schmidt	742.31	TRAVEL EXPENSE		-		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	453.07	973.50	526.50	64	-----	
M-080524-957	.19650 THE ASSOCIATION FOR RU	202407	Schmidt	395.00	ARSL CONFERENCE		-		A
M-080524-957	.20499 CULVERS OF MARSHALL	202407	Schmidt	58.07	MEETING EXPENSE		-		A
271	TELEPHONE	2,300.00	0.00	196.30	1,271.08	1,028.92	55	-----	
J-080224-984	PAYROLL AUGUST 2, 2024			60.50	LIBRARY-TELEPHONE		P		A
M-080524-957	.18669 BLUEPEAK	202407	Yardley	135.80	PHONE		-		A
272	ELECTRICITY	20,000.00	0.00	1,537.62	8,180.23	11,819.77	40	----	
M-083124-956	00455 NORTHWESTERN ENERGY - BU	202420	08/07/2024	1,537.62	ELECTRICITY		-		A
273	FUEL-HEATING	6,000.00	0.00	153.95	2,264.27	3,735.73	37	---	
M-083124-956	00303 MIDAMERICAN ENERGY COMPA	202420	8/5/2024	153.95	HEATING FUEL		-		A
274	WATER SERVICE	3,500.00	0.00	398.87	882.23	2,617.77	25	--	
M-083124-956	00109 CITY UTILITIES	202420	08/09/2024	398.87	WTR-WW CHARGES	002642	P	-	A
275	SEWER SERVICE	1,200.00	0.00	64.64	411.68	788.32	34	---	
M-083124-956	00109 CITY UTILITIES	202420	08/09/2024	64.64	WTR-WW CHARGES	002642	P	-	A
276	LANDFILL	500.00	0.00	40.00	280.00	220.00	56	-----	
J-083124-003	AUGUST JOURNAL ENTRIES	JE 153		40.00	DUMPSTER CHARGES-AUG 24				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								
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	14,445.09	82,702.06	68,530.94	54	-----	
	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	561.05	23,459.84	29,540.16	44	----	
M-080524-957	.20444 AMAZON MKTPL RJ5DZ0Q41	202407	Dobrovolny	21.69	BOOKS	-	-		A
M-080524-957	.20450 AMAZON MKTPL RJ6XP2SO1	202407	Dobrovolny	107.82	BOOKS	-	-		A
M-080524-957	.11785 CENTER POINT LARGE PRI	202407	Yankton Librar	145.02	LARGE PRINT BOOKS	-	-		A
M-080524-957	.20457 AMAZON MAR 112-578964	202407	Dobrovolny	116.63	BOOKS	-	-		A
M-080524-957	.20459 AMZN MKTP US RJ3RH8OR2	202407	Dobrovolny	47.40	BOOKS	-	-		A
M-080524-957	.20473 AMAZON MKTPL RY0K84K10	202407	Dobrovolny	43.32	BOOKS	-	-		A
M-080524-957	.20477 AMZN MKTP US RY24Y4BI2	202407	Dobrovolny	35.50	BOOK	-	-		A
M-080524-957	.20494 AMAZON MKTPL RC5R02R01	202407	Dobrovolny	35.12	BOOKS	-	-		A
M-080524-957	.20501 AMAZON MKTPL RC1RN0AE1	202407	Dobrovolny	8.55	BOOK	-	-		A
342	AV - CAPITAL	10,500.00	0.00	1,021.21	3,136.32	7,363.68	29	--	
M-080524-957	.20442 AMZN MKTP US RJ4Q79RU2	202407	Dobrovolny	26.99	DVD	-	-		A
M-080524-957	.20450 AMAZON MKTPL RJ6XP2SO1	202407	Dobrovolny	9.99	DVD	-	-		A
M-080524-957	.20481 AMZN MKTP US RY0GC2XL1	202407	Dobrovolny	8.42	DVD	-	-		A
M-080524-957	.19327 PLAYAWAY PRODUCTS LLC	202407	Schmidt	968.82	WONDERBOOKS	-	-		A
M-080524-957	.20494 AMAZON MKTPL RC5R02R01	202407	Dobrovolny	6.99	DVD	-	-		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	1,582.26	26,596.16	103,904.84	20	--	
	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	87,584.59	526,619.92	418,235.08	55	-----	
TOTAL:	GENERAL FUND	944,855.00	0.00	87,584.59	526,619.92	418,235.08	55	-----	

## Director's Report – September 2024

Labor Day is our official transition to fall/winter hours. This extends our evening hours until 8 pm on Wednesday and Thursday. We are also open on Sunday afternoons from 1 pm to 5 pm. These extra hours open opportunities for additional programming and for outside groups to make use of meeting space.

**Programming:** Staff are always working to offer new events and to improve on old favorites. A few highlights: Lewis and Clark Behavioral Health recently partnered to present Mental Wellness Matters, and talked about things such as coping skills, warning signs and resources for getting help. Our Planning With Purpose series will continue with sessions on End of Life Care, Pet Passing, and Moving Through Grief. The Slice of Spice Book Club focusing on romance and romantasy titles held their first meeting on September 13 with a lot of interest in repeating this program again. We expect a sizeable group to turn out for a Paranormal Investigators presentation on September 28. Our third Halloween costume swap is scheduled for Saturday, October 5 and Sunday, October 6. This year we are also encouraging holiday clothing (think fancy children's outfits and ugly sweaters). Our online calendar is constantly being updated and events are posted on Facebook. We welcome sharing!

**Partnership with River City Domestic Violence Center:** We were honored to receive a financial gift in honor of Glenda Lanning, a long time YCL staff member who passed away recently. The receipt of this gift came as we were planning a programming partnership with RCDVC. We will use funds to create a book bag with multiple copies of *It Ends With Us* by Colleen Hoover, a title which explores themes of domestic violence and emotional abuse. We are planning for an introduction to the book and a brief presentation by RCDVC followed by two evenings of book discussion led by RCDVC staff and an after-hours showing of the movie based on the book.

**Friends of YCL:** The Friends had their best Labor Day weekend sale ever this year making over \$1,800! At their most recent meeting in September they approved payment for items such as the disc golf and pickleball sets available for checkout at the library, flashlights with the YCL logo which were used for adult summer reading prizes, and a movie license for our Shark in the Park event. They also approved payment for service five hotspots for the remainder of 2024 if needed (we are still waiting to see if the grant monies will be extended). The Friends will host their final sale for the year October 10-13. On Thursday, October 10, Friends members get an extra benefit by having early access to the sale from 4-6pm. The sale is open to the public with regular prices on Friday, October 11. The sale will include a bag sale on Saturday and Sunday. All remaining items will be free on Monday, October 14 give away on Monday.

**ARSL conference:** I was able to travel to Springfield, Massachusetts earlier this month to attend the conference for the Association for Rural and Small Libraries. It was the first time I was able to attend this conference and I thoroughly enjoyed it. It was great to get some fresh perspectives from librarians around the country, meet some new people in the library world and learn from some great speakers. I really appreciate the opportunity to continue to learn and grow in knowledge and experience that can be shared with the Yankton Community.

**SDLA Conference:** This year's South Dakota Library Association Conference will be held September 25-27 in Aberdeen. Lizz, Danita, and Linda will be attending. This will be the first time attending this conference for Lizz and Danita. It is a great opportunity to expand training and networking opportunities!

**Board Meeting:** The next regularly scheduled meeting would be Wednesday, October 9 at 5:30pm in the library's meeting room and online at: <https://global.gotomeeting.com/join/541968125>

AUGUST 2024 PROGRAM STATISTICS				
Storytime	Date	Time	Kids	Adults
Pool Storytime	8/1/2024	10:30 AM	53	32
Pool Storytime	8/8/2024	10:30 AM	24	14
Pool Storytime	8/15/2024	10:30 AM	38	16
		<b>Total:</b>	<b>115</b>	<b>62</b>
Stay and Play	Date	Time	Kids	Adults
	8/7/2024	9-11 AM	1	1
	8/14/2024	9-11 AM	9	4
	8/21/2024	9-11 AM	8	3
	8/28/2024	9-11 AM	7	4
		<b>Total:</b>	<b>25</b>	<b>12</b>
Elementary Events	Date	Time	Kids	Adults
Yankton County Fair	8/2/2024	3:45 PM	74	26
Lego Club	8/1/2024	2:00 PM	9	3
Lego Club	8/8/2024	2:00 PM	1	1
Lego Club	8/15/2024	2:00 PM	7	0
Lego Club	8/22/2024	3:35 PM	8	5
		<b>Total:</b>	<b>99</b>	<b>35</b>
Teen Events	Date	Time	Teens	
Teen After Hours	8/9/2024	5:30 PM	16	
		<b>Total:</b>	<b>16</b>	
Adult Programs	Date	Time	Adults	Virtual
Estate Planning	8/5/2024	6:00 PM	53	NA
Adult Swim	8/9/2024	7:30 AM	10	NA
Shark in the Park	8/9/2024	9:00 PM	26	NA
Seed Library	8/13/2024	2:00 PM	26	1
Seed Library	8/13/2024	6:00 PM	17	0
Wild About Flowers	8/20/2024	6:00 PM	21	NA
Sports Media Panel	8/26/2024	6:00 PM	5	2
YCL Study Results	8/27/2024	6:00 PM	57	1
Conversational Spanish	8/27/2024	6:00 PM	14	NA
		<b>Total:</b>	<b>229</b>	<b>4</b>
Book Clubs	Date	Time	Adults	
Readers Anyomous	8/13/2024	2:00 PM	8	
Between the Lines	8/27/2024	4:30 PM	6	
		<b>Total:</b>	<b>14</b>	
Video Views for July Events	Date	Video Views		
Seed Library	7/9/2024	19		
		<b>Total:</b>	<b>19</b>	

## AUGUST 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	7,061	7,417	7,245
Juvenile	4,719	4,546	8,206
<b>Total</b>	<b>11,467</b>	<b>11,963</b>	<b>15,451</b>

\*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2024	2023	2022
Adult	4,257	4,963	5,076
Juvenile	4,038	4,274	7,938
<b>Total</b>	<b>8,295</b>	<b>9,237</b>	<b>13,014</b>

Interlibrary Loan			
	2024	2023	2022
Requested	97	107	94
Supplied	28	27	29
<b>Total</b>	<b>125</b>	<b>134</b>	<b>123</b>

Electronic Resources			
	2024	2023	2022
OverDrive Adult	2,516	2,320	2,046
OverDrive Juvenile	384	269	255
TumbleBooks	272	3	13
<b>Total</b>	<b>3,172</b>	<b>2,592</b>	<b>2,314</b>

Adult Outreach			
	2024	2023	2022
Locations	9	10	8
Patrons	40	44	42
Circulations	118	160	140

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	25	5	NA

Current Cards			
	2024	2023	2022
Resident	4,672	4,133	3,487
Non-Resident	281	230	192
Mount Marty	24	19	10
Teacher	52	46	37
Yankton County	964	858	755
<b>Total</b>	<b>5,993</b>	<b>5,286</b>	<b>4,481</b>

Public Computer Use			
	2024	2023	2022
Uses	551	549	609
Hours	373	390	323

WiFi Usage			
	2024	2023	2022
Sessions	866	960	774
Total Session Hours	1132	991	724
Unique Users	253	279	299

Meeting Room Use			
	2024	2023	2022
Library Uses	29	24	11
Library Hours	112.5	82	22
Non-Library Uses	17	26	18
Non-Library Hours	21	41	52

Study Room Use			
	2024	2023	2022
Uses	58	19	29
Hours	89.5	36	50

Notary			
	2024	2023	2022
Requests	8	NA	6

Proctor			
	2024	2023	2022
Tests	0	1	5

Research Requests			
	2024	2023	2022
Patrons	0	2	5
Hours	0	2.50	7.0

Teacher Requests			
	2024	2023	2022
Patrons	1	0	0

Courier			
	2024	2023	2022
Total Incoming	122	132	137
Total Outgoing	155	167	160
<b>Total</b>	<b>277</b>	<b>299</b>	<b>297</b>

## AUGUST 2024 USAGE & CIRCULATION STATISTICS

New Cards				Collection				
	2024	2023	2022		2024	2023	2022	
Resident Adult	47	47	54	Items Added	391	496	498	
Resident Youth (<18)	4	4	7	Items Deleted	335	477	291	
County	14	18	11	Total Collection	85,842	NA	NA	
County (Households)	13	14	10					
Non-resident	13	4	2	Curbside Pick-Ups				
Non-resident (households)	10	4	2		2024	2023	2022	
Total New Cards	78	73	74		7	6	14	
Total New Households	23	18	12					
30 Day Trial Cards				Food For Fines				
	2024	2023	2022		2024	2023	2022	
30 Day Trial Cards	2	9	8		97	53	27	
Online Signup	0	NA	NA	Book a Librarian				
Total	2	9	8		2024	2023	2022	
Social Media Follows				Number of Sessions	13	4	7	
	2024	2023	2022	Time (minutes)	175	75	180	
Facebook	3,299	NA	NA	Pass Checkouts				
Instagram	398	NA	NA		2024	2023	2022	
Youtube	170	NA	NA	State Park Pass	9	0	NA	
Total:	3,867	NA	NA	Mead Museum Pass	5	4	NA	
				Summit Pass	12	13	NA	
				Huether Pass	137	99	NA	
				Door counters:		East Entrance:	South entrance:	Total:
					1,422	6,191	7,613	

# Yankton Community Library • September 2024

All Ages—Purple | Adults—Red | Teen 4<sup>th</sup>-12<sup>th</sup>—Green | K-5<sup>th</sup>—Orange | Preschool—Blue \*Registration \*Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Closed	2 Closed in observance of Labor Day	3 Regular Hours Begin	4 Stay & Play 9—11 am	5 LEGO Club 3:45 pm	6	7
8 	9 Friends of the Library Meeting 5:15 pm Storytime 6 pm	10 Storytime 10 am Seed Library 2 pm & 6 pm	11 Stay & Play 9—11 am	12 Storytime 10 am Movie: IF 3:45 pm Mental Health Matters 6 pm	13 Slice of Spice Book Club 12 pm	14 Therapeutic Writing Group 10 am
15	16 Storytime 6 pm	17 Storytime 10 am Adult Craft**6 pm	18 Stay & Play 9—11 am Library Board Meeting 5:30 pm	19 Storytime 10 am K-5 STEAM 3:45 pm Meditation Group 6:30 pm	20	21 Teen/Tween Time 2-4 pm
22 Banned Books Week Costume Swap Drop off Sept. 22-Oct. 4	23 Storytime 6 pm	24 Storytime 10 am End of Life Care 6 pm Conversational Spanish 6 pm	25 Stay & Play 9—11 am	26 Storytime 10 am K-5 Craft 3:45 pm	27	28 Paranormal Investigators 2pm
29 Capturing Memories w/ Mike Huether & Diane Reese 2 pm	30 Storytime 6 pm	Regular Hours Begin September 3, 2024 Mon-Thu 9:00 am - 8:00 pm Fri-Sat 9:00 am - 5:00 pm Sun 1:00 pm - 5:00 pm			<b>Food for Fines: Pancake Mix</b>	



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

9/17/2024

# Yankton Community Library • October 2024

All Ages—Purple | Adults—Red | Teen 4<sup>th</sup>-12<sup>th</sup>—Green | K-5<sup>th</sup>—Orange | Preschool—Blue \*Registration \*Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Costume Swap Drop off Sept. 22-Oct. 4	30	1 Storytime 10 am	2 Stay & Play 9—11 am It Ends With Us Book Discussion #1 6 pm	3 Storytime 10 am K-5 Craft 3:45 pm	4	5 Costume Swap: 9-10 am Swappers only 10-5 Everyone
6 Costume Swap 1-5 pm: Everything Free!	7 Storytime 6 pm	8 Storytime 10 am Seed Library 2 pm & 6 pm	9 Stay & Play 9—11 am Library Board Meeting 5:30 pm	10 Storytime 10 am LEGO Club 3:45 pm Book Sale FOL Members only 4-6 pm	11 Friends of the Library Book Sale 9 am—5 pm	12 Friends of the Library Book Sale 9 am—5 pm
13 Friends of the Library Book Sale 1—5 pm	14 Book Sale 9am—1 pm: Everything Free! Storytime 6 pm	15 Storytime 10 am Adult Craft 6 pm	16 Stay & Play 9—11 am It Ends With Us Book Discussion #2 6 pm	17 Storytime 10 am K-5 STEAM 3:45 pm Meditation Group 6:30 pm	18	19 Therapeutic Writing Group 10 am
20 Monster Mash Library Bash 1—4 pm	21 Storytime 6 pm	22 Storytime 10 am Planning with Purpose: Pet Passing 6pm	23 Stay & Play 9—11 am	24 Storytime 10 am Movie : Inside Out 2 3:45 pm	25	26
27 Trick-or-Treat at the Library this week!	28 Teen/Tween Halloween Party 4-5:30 pm Storytime 6 pm	29 Storytime 10 am Conversational Spanish 6 pm	30 Stay & Play 9—11 am	31 Storytime 10 am Closing at 5pm	<b>Food for Fines: Soup &amp; Crackers</b>	



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

9/17/2024

## Agreement for the Provision of Library Services

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2024 between the City of Yankton, a municipal corporation acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision acting through its Board of County Commissioners.

The parties do agree as follows:

1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$20,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2025 until December 31, 2025. The City of Yankton will bill Yankton County semi-annually (April and October – see County Commission Minutes, 01/11/00)
3. Additionally, every household must pay an annual \$20.00 out-of-pocket charge directly to the Library upon issuance or renewal for a nonresident Yankton County card (for individuals living outside of the corporate limits of the City of Yankton but within Yankton County). Library cards may also be purchased for a 3-month membership (\$5) or a 6-month membership (\$10). Nonresident (outside of Yankton County) cards are issued at \$40.00 per household per year.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current means of identification and proof of address, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:

*“Person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors. Verification of property tax payment may be additionally required for persons renting or leasing. The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a library card.”*
5. During the contract period, the Library will track the utilization of library services by county residents and provide patron database numbers, renewal and new card figures, and circulation percentages upon request to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustee of the City of Yankton as provided in SDCL 14 2-36. Said member shall have all of the powers and responsibilities granted to members of the Library Board of Trustees under state law and city code/ordinance. The term of the county representative shall be tied to this contract date as well as the term and appointment calendar for County Commissioners. If the contract is terminated for any reason, the County Commissioner’s representative on the



Library Board of Trustee will end upon the date of contract termination.

7. This agreement shall be effective and binding on January 1, 2025 extending until December 31, 2025 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024, Yankton Community Library Board of Trustees.

\_\_\_\_\_  
David Koerner  
Board President

Attest:

\_\_\_\_\_  
Dana Schmidt  
Library Director

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024, Board of Commissioners, Yankton County.

\_\_\_\_\_  
John Marquardt  
Chairman

Attest:

\_\_\_\_\_  
Patty Hojem  
Auditor

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024, Board of Commissioners, City of Yankton.

\_\_\_\_\_  
Mason Schramm  
Mayor

Attest:

\_\_\_\_\_  
Amy Leon  
City Manager

# Collection Development Policy

## The Role of the Library in the Community

The mission of the Yankton Community Library (YCL) is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs. We seek to foster an atmosphere of free inquiry and to provide a diverse range of materials to meet the needs and interests of our entire community information without bias or discrimination. YCL supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. YCL upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine their children's use of library materials and resources.

## Materials Selection Policy

Widespread interest and usage are the most powerful influence on the library's collection. For the purposes of this policy, obscene matter or materials is as defined in SD Codified Law 22-24-27(11):

- (a) The dominant theme of which, taken as a whole, appeals to the prurient interest;
- (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; **and**
- (c) Lacks serious literary, artistic, political, or scientific value.

In compliance with South Dakota law to protect minors, the library does not collect materials found to violate Section 22-24-27 (11).

The Yankton Community Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization

## How We Decide What to Add to the Collection

The library staff makes recommendations for the purchase of items, with the library director having the authority and responsibility for the final selection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, newspapers and websites (i.e. *Library Journal*, *Booklist*, *School Library Journal*)
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials

- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user
- sturdiness of items
- foreign language materials will be added as variant cultures make Yankton their home

No single criterion is used to justify a purchase; materials selectors consider all the criteria in the selection process.

The Yankton Community Library offers interlibrary loan services to library users who are seeking items that are not owned by Yankton Community Library. (See Interlibrary Loan Policy)

### **Intellectual Freedom Statements**

We support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors in providing free and open access to our materials for all age groups. These statements are included as a part of this policy.

While a person may reject materials for themselves and their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection—it simply makes the materials available.

### **How You Can Have a Say**

Purchase suggestions are encouraged and are given serious consideration using the same criteria as ordinarily used in selecting items.

From time to time, a person may be concerned about a particular book or other material in the library. If a person wants us to reconsider material that is in our collection, a Request for Reconsideration of Library Materials form may be requested from the staff. This form should be filled out and returned to a staff member or the director. A written response from the director will be sent within reasonable amount of time. Individuals seeking reconsideration must complete a Reconsideration form for each title to be evaluated. An individual may request reconsideration of up to four titles per year. Due to the amount of time necessary to give a thorough review, only a maximum of two requests per month will be processed. All requests for reconsideration will be reviewed in the order they are received from library patrons.

The individual may appeal the decision of the library director to the library board of trustees by making a written request for a hearing to the president of the board of trustees. This request must be made not more than sixty (60) calendar days after the date of the reply from the library director. A hearing will be scheduled by the Board of Trustees at its next regularly scheduled meeting. The board

of trustees will arrive at a decision regarding the request for reconsideration at the regularly scheduled meeting following the meeting at which the hearing was held. The board president will notify the individual of the board's decision by formal letter that will also be entered into the public record. The title being reconsidered will remain in circulation while the request is being processed. After a decision is made, a title will not be reconsidered again for five years.

Purchase suggestions and item reconsiderations will be considered only for individuals within the Yankton Community Library service area. This includes all residents of Yankton County and anyone outside of Yankton County that possesses a current Yankton Community Library card in good standing.

### **South Dakota and Yankton Area Collections**

The purpose of the South Dakota and Yankton Area collections is to collect a varied representation of works by South Dakota and regional authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Works meeting the following criteria will be included in the collection:

1. Material created by a state/regional individual but is not necessarily about South Dakota/Yankton. Works should meet 2a, b, or c also.
2. Material dealing with a South Dakota/Yankton setting, topic, area, theme or history if that author's work:
  - a) contributes significantly to the literature;
  - b) becomes regarded as a "classic" and/or;
  - c) is irreplaceable, meaning it's published by a small, local or vanity press or out-of-print.

Other acquired works that do not fully meet the above criteria will be placed in the regular collection. These works may be considered for future inclusion in the South Dakota/Yankton collection based on their historical value. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

### **Withdrawal of Materials**

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property.

#### Criteria for Withdrawal of Materials

1. Physical condition
2. Content accuracy/datedness/relevance of nonfiction materials
3. Circulation/in-house usage
4. Format

5. Recognized standard library sources, bibliographies, indexes

### **Children Accessing Materials at the Library**

Libraries must meet the diverse needs of everyone in the community, including children and teens. Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. Parents/guardians (referred to as Caregiver going forward) are responsible for deciding what library items are appropriate for their children. The library encourages Caregivers to help their children choose items that match their own family's values. This policy reflects the American Library Association's Library Bill of Rights which states that "a person's right to use a library should not be abridged because of origin, age, background or views."

Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of Caregivers to guide their own family's library use, while allowing other Caregivers to do the same.

Library staff cannot be responsible for the supervision of children in the library. Caregivers must assume responsibility for their children's access to, and use of library resources. Parents and adult caregivers are expected to monitor and supervise the children's use of the library's resources, including the internet, in selecting material that is consistent with personal and family values. Parents are cautioned that the library and its available resources may contain materials that some find controversial. Caregivers should discuss rules regarding library use with their children. If the Caregiver is concerned that their child will not respect the Caregiver's wishes, it is the Caregiver's responsibility to visit the library with their child. Further information can be found in YCL's Unattended Child Policy and Computer Use Policy.

### **American Library Association**

Except to the extent inconsistent with the express terms of this policy, Yankton Community Library endorses the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement and the Access to Library Resources and Services for Minors. (see links below):

#### **Library Bill of Rights:**

<http://www.ala.org/advocacy/intfreedom/librarybill/>

#### **Freedom to Read Statement:**

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

#### **Freedom to View Statement:**

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

#### **Access to Library Resources and Services for Minors:**

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

## Yankton Community Library Technology Plan

Reviewed by the Yankton Community Library Board of Trustees on August 12, 2020

### Library Mission Statement

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and responding to the needs of the community through timely services and programs.

### Technology Vision Statement

The Yankton Community Library (YCL) strives to be a technological leader in the community ~~of Yankton~~ in order to provide opportunities to bridge the digital divide that is still very present in rural communities. By providing opportunities to utilize technology and receive training, the Library helps provide equitable access to technological opportunities to all citizens of the Yankton area.

### Current Technology Assessment

- ~~10~~ 11 staff desktop computers
- ~~2~~ 5 staff laptop computers
- 5 laptops for checkout
- 5 hotspots for checkout
- 10 public access desktop computers with time management software (Envisionware)
- 2 public access printing, scanning, and online catalog computer stations
- 2 dedicated online catalog computer stations
- 1 dedicated print release station computer with coin-op machine
- 1 dedicated self-checkout station computer
- Windows 10 ~~11?~~ operating system and Microsoft Office on all staff and patron computers
- ~~1~~ 1 iPads for staff use
- ~~1~~ 2? tablet for staff use
- 5 tablets for public/program use
- 1 camera for staff use?
- Telephone and voicemail system with nine 10 staff phones and one patron phone
- Fax machine with sending and receiving capabilities for staff and patrons
- ~~2~~ 3 staff printers/scanners
- 1 patron printer and copier with print management software
- Atrium Integrated Library System through Booksystems, Inc.
- 2 microfilm readers with printers for staff and patron use
- 3 scanners available for patron use
- 5? receipt printers
- WiFi system with multiple access points
- 2 LCD video projectors available for staff use and patron rental use
- 1 overhead and 1 opaque projectors available for staff use and patron rental
- ~~1~~ 2 public address systems which includes ~~2~~ microphone and speakers for staff use and patron rental
- Large screen television in Meeting Room for use in presentations and programs
- WiiU Gaming System and ~~Wii Gaming System~~ for use in library programs

- DVD cleaning system for library and patron use
- 2 NASA Backpacks available for checkout that each include a coding mouse and a telescope
- Vibe board
- External hard drive for staff and patron use
- 2 Light therapy lamps
- Karaoke machine for programming and/or checkout (not yet available)
- Staff assistance request system? Doorbell?
- Bluetooth speaker for programming
- Google calendar for space scheduling
- Meeting Owl

### Current Digital Library Resources

- eBooks and eAudiobooks for all ages which are downloadable through a variety of platforms
- ~~Back issues of eMagazines available for download~~
- Online platform for tracking programs such as Summer Reading and logging books
- Digitized microfilm database website
- DMV practice tests
- Dozens of State Library databases including newspaper access, genealogy resources, car repair manuals, language instruction courses, and much more
- GoToMeeting software for conducting virtual meetings
- Social media pages for library information including Facebook, Pinterest, Instagram & Twitter
- Website
- Online Public Access Catalog (OPAC)
- Staff email accounts

### Identified Technologies for Library to Explore in the Future

- RFID Checkout
- Virtual Reality Technology
- 3D Printing Technology
- Digital Microfilm Reader/Printer
- Scanner for preservation materials? Overhead
- Digitized microfilm/yearbooks/historical library documents
- 2 small Charging Station(s) and cords for patron use
- Security Cameras
- Large Computer Lab
- Portable laptop bank
- Downloadable/Streaming Movies
- Replacement schedule Newer Computers for Patron Access
- ~~Presentation Capabilities in Director's Office~~
- ~~WiFi Hotspot Lending~~
- WiFi Printing

- ~~Smart Board~~
- Overhead mounted projector
- Kid-friendly educational computer programs/software/devices
- Smoke Detector?
- Panic Button
- Credit Card Machine
- ~~Tablets for in-house use~~
- ~~Online meeting room reservation system~~
- ~~Virtual meeting equipment (cameras, microphones, speakers)~~
- ~~Blue Tooth Speakers~~
- Video Gaming system

## Technology Goals and Objectives

- I. **People will think of the Library as a technology leader and resource in the community.**
  - a. Actively seek additional funding to meet technology needs not possible through our current budget.
  - b. Actively promote our Digital Library and resources such as free WiFi.
  - c. Stay on top of maintaining the Library's website and social media channels.
  - d. Continually evaluate staff and patron needs and satisfaction to plan for hardware or software upgrades to improve productivity and quality of service.
  
- II. **Patrons of the Library will encounter a library technology infrastructure that provides them with the information they need.**
  - a. Maintain technology and support teams and add staff if needed
  - b. Maintain reliable high speed wireless Internet access
  - c. Provide fast and reliable, user-friendly computers for public and staff access to the Internet, the library catalog and other software applications.
  - d. Provide access to non-computer technology needs such as fax machines, microfilm readers, photocopiers, projectors, and more, as needed.
  
- III. **People will encounter staff who are knowledgeable about technology and able to guide them in its use to support life-long learning needs.**
  - a. Improve technology training for the public either by utilizing staff time and abilities, attending technology conferences/trainings or contracting with a database that can provide training opportunities.
  - b. Empower staff by improving their technology skills and encouraging continual training and learning of new technologies for all levels of library staff by providing time and direction.
  - c. Develop tutorials and training materials to facilitate learning of new technologies.
  - d. Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.
  - e. Enhance one-on-one technology assistance from staff and volunteers.
  - f. Provide basic classes for technology training including how to use the library's digital resources, internet/email basics, and how to stay safe online.



**IV. Maintain flexibility and readiness to adapt to new and changing technologies.**

- a. Review and investigate technology to improve library services, which may include research and reference databases.
- b. Stay aware of changing and emerging technologies by reviewing professional publications, attending conferences, and monitoring social media.

**Training Needs**

The Library will encourage staff participation in training workshops, conferences, and webinars related to technological advancement. This knowledge is fundamental in serving our patron base as well as effectively executing other areas of our jobs.

**Technology Budget**

The library does not purchase its computers as they are included in a line item in the City's IT budget. All computers are replaced on a rotating schedule set up through the IT department.

The library will maintain updated computers in order to meet our vision of being a technological leader in the Yankton community. In addition to this, we will continue to search for additional funding in the form of grants, gifts, and endowments.

Library databases have typically been handled through the State Library, but YCL is beginning to evaluate important options that are available at reasonable prices to provide directly to our patrons but absorbing the costs into the Professional Services portion of our operating budget. When we've had success with new databases, we will advocate for their purchases at the State Library level.

**Evaluation**

We will evaluate this plan by reviewing and revising it annually with the Board of Trustees. Patron satisfaction with software and other technology provided by the Library will be assessed through library surveys, the annual City community wide survey, usage statistics, and patron comments or suggestions.